

DUNSTABLE JOINT COMMITTEE

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 The Constitutions of Central Bedfordshire Council and Dunstable Town Council both make provision for the establishment of a joint committee to focus on issues affecting Dunstable.
- 1.2 This joint committee is to be known as the Dunstable Joint Committee (DJC) and these Terms of Reference have been agreed by the Committee to ensure that the work of the Committee is given a focus and to ensure that a range of measurable outcomes can be achieved.
- 1.3 The work and minutes of the DJC will report directly to Central Bedfordshire Council's relevant Executive Portfolio Holder and Dunstable Town Council's full Council meeting respectively.
- 1.4 All DJC meetings will be governed by the Standing Orders of Dunstable Town Council.

2. MEMBERSHIP

- 2.1 Membership of the Committee will be as follows:
 - 5 named Councillors from Central Bedfordshire Council. All named Councillors must be elected representatives of wards in Dunstable
 - 5 Named Councillors from Dunstable Town Council
- 2.2 Named substitutes from each Council will be permitted to attend meetings as full Committee representatives.
- 2.3 At least 3 Members from each Council will have to be in attendance for the meeting to be quorate.

3. CHAIRMANSHIP

- 3.1 At the first meeting of the Committee following Dunstable Town Council's AGM, the Committee will appoint a Chairman and Vice-chairman from its representatives.
- 3.2 The Chairman must be nominated from Central Bedfordshire Council the Vice-Chairman from Dunstable Town Council. This accords with the Central Bedfordshire Council Constitution.

4. MEETING ARRANGEMENTS

- 4.1 The Committee will normally meet at Central Bedfordshire Council's offices in Dunstable, Watling House, High Street North, Dunstable. However, on occasions meetings will be held at alternative venues in Dunstable governed by the nature of individual agendas.
- 4.2 Meetings will start at 7.00pm and will be held at appropriate intervals 6 times a year. The Chairman of the Committee can call a special meeting at any time with the appropriate notice.

5. LEGAL STATUS

- 5.1 The Committee is non-statutory but will have full executive decision making authority with regards to all resources delegated to it from Central Bedfordshire Council or Dunstable Town Council.
- 5.2 All expenditure incurred as a result of decisions made by this Committee will be governed by the Standing Orders and Financial Regulations of whichever individual authority administers the relevant transaction.

6. OBJECTIVES AND SCOPE OF WORK

- 6.1 The Dunstable Joint Committee will focus on issues that affect the whole of Dunstable.
- 6.2 The Committee will agree and review on an ongoing basis a Joint Committee Action Plan.
- 6.3 The Committee will consider issues relating to:
- The economic, social and environmental well being of the town
 - Transport issues
 - Community safety issues
 - Leisure and recreational issues
 - The development and implementation of the Dunstable Town Centre Master Plan

All such issues will be considered in the context of the development and ongoing review of the Joint Committee Action Plan.

- 6.4 The Committee is not a replacement for any decision making structures regarding planning applications and will not duplicate the work of the Planning Authority.

7. PERFORMANCE FRAMEWORK

7.1 As part of the action planning process the Committee will adopt the following performance measures that will help drive future action planning and will help measure the success of the Committee.

LPI 1 - No of vacant units in the designated town centre area measured on a 6 monthly cycle.

LPI 2 - Variety of town centre shops measured on a 6 monthly cycle on the following basis:

- No of retail businesses
- No of service businesses
- No of leisure businesses (pubs, café's etc)
- Others

LPI 3 Average number of market traders measured on a monthly cycle

LPI 4 Town Population

LPI 5 Annual No of visitors to the Priory House Tourist Information Centre

LPI 6 Annual No of town centre events staged

LPI 7 Mix of retail offer

LPI 8 Footfall measured on an annual basis

NB - Some of this data will be collected by DTC some by CBC

8. SUPPORT STRUCTURE

8.1 The lead officers for the DJC will be:

- Central Bedfordshire Council – Head of Business Growth
- Dunstable Town Council – Head of Community Services

8.2 In addition the DJC will be supported by appropriate officers from each Authority and others such as the Highways Agency and Bedfordshire Police.

9. FINANCE ARRANGEMENTS

9.1 As a result of a Section 106 agreement made when Asda was given planning permission for its store in Dunstable, a sum of approximately £10,000 a year was identified for the benefit of Dunstable for the period of Asda's lease of the land they currently occupy. CBC will delegate this finance to the DJC to help support its annual Joint Committee Action Plan.

- 9.2 In addition DTC will delegate to the DJC an annual sum of up to £5,000, again to help support the annual Joint Committee Action Plan. This funding must be targeted to initiatives that help generate town centre activity.
- 9.3 Through the Joint Action Plan the Committee will also bid for any funds made available by CBC Executive for the purposes of town centre development or indeed for any other external funding opportunities that may arise.

10. CO-OPTED MEMBERS

- 10.1 In an attempt to engage with local town centre stakeholders, the DJC will co-opt up to fifteen additional Committee Members from local town centre representative groups. Representative groups could be from the retail, banking, property, transport or any other relevant sectors. However, any co-opted Member must be able to demonstrate how they can add value to the work of the Committee.
- 10.2 Any co-opted Member must first be nominated and seconded by elected representatives of the Committee where upon the rest of the Committee will take a vote on accepting them or not onto the Committee.
- 10.3 A co-opted Member can be nominated at any time following the prior approval of the Committee Chairman. **Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights.**
- 10.4 Co-opted Members will serve a term on the Committee equivalent to the electoral term of elected Council Members.

11. OTHER ATTENDEES

- 11.1 The DJC is a public meeting and will be open to all members of the public. Members of the public will be able to speak at meetings in accordance with the Standing Orders of Dunstable Town Council.
- 11.2 Other attendees at meetings such as other elected representatives or representatives from the police, Highways Agency or other public bodies will be welcome on the approval of the Committee Chairman.

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