

Date: 21/01/2021

Dear Clerk

I am writing to you to introduce myself, I am Suzanne Beard and I am a Safer Communities Involvement Officer working within Central Bedfordshire Council's Safer Communities and Partnership Team and I have been allocated as your Single Point of Contact for the team, to enable you to have an individual person who you can contact regarding any community safety queries or issues you may have.

As part of my role I would like to work with you to co-produce a Community Safety Plan. The aim of this plan would be to work together, and with our partners, to tackle long term community safety issues which you face in your area. In normal circumstances, I would arrange to come and meet you at your offices, however, with the current restrictions in place this is not possible, so I would like to arrange a Microsoft Teams meeting with you, to introduce myself and my role, to talk through our Community Safety Plan idea and to learn about the community safety issues you have in your area.

If you are open to meeting with me, then please contact me, my details are in my signature, so that we can arrange a mutually convenient time for us to meet. I look forward to hearing from you and hopefully working with you in the near future.

Kind Regards,

Suzanne Beard
Safer Communities Involvement Officer
Safer Communities & Partnership Team
Community Safety, Parking & Programmes

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