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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/JC/GES

Date: 5 January 2018

Dear Councillor

Could you please note that a meeting of the Grounds and Environmental Services Committee will be held on **Monday 15 January 2018 at 7.00pm** at the Council Chamber, Grove House, 76 High Street North, Dunstable when the following business will be transacted.

AGENDA

1. Apologies for Absence.
2. To approve the Minutes of the Meeting of Grounds and Environmental Services Committee held on 13 November 2017 (copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 14 November, 5 December and 2 January (see page 1).
5. Budget Proposals 2018/19 (see page 10 and separate enclosures). **(Copies of the Budget Proposals for 2018/2019 have previously been circulated. Members are reminded to bring their copies with them to the meeting.)**
6. Priory Gardens Management Plan 2018/19 – 2023/24 (see page 14) – Appendix 1 to follow.
7. Town Ranger Services Update (see page 17)
8. Creasey Park Community Football Centre Update (see page 23).
9. Recreation Grounds, Town Centre Gardens, Cemetery and Allotments – Information Report (see page 26).

Cont'd.....

-2-

DA/JC/GES
5 January 2018

10. Reports from Outside Organisations –

CBC Development Management Committee – Councillor Jones.

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

To: All Members of the Grounds and Environmental Services Committee
Councillors Gloria Martin (Town Mayor), John Kane (Deputy Town Mayor), Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Lisa Bird, Jessica Castle, Jeannette Freeman, Peter Hollick, Emma Simmons, Ann Sparrow and Nigel Warren (3 vacancies) and other Members of the Council for information.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 14 NOVEMBER 2017

Present: Councillors Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Jessica Castle, Claire Meakins and Pat Staples

Apologies: Councillor Andy Whayman (for whom Cllr Castle was substituting)

In Attendance: David Ashlee (Town Clerk and Chief Executive)

Public: None

Councillor Jones was late to the meeting so Councillor Abbott took the Chair in her absence.

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PLANNING APPLICATIONS – RECEIVED UP TO 3 NOVEMBER 2017

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 14 October and 3 November 2017.

RESOLVED: that the following comments be forwarded to Central Bedfordshire Council in respect of the applications indicated:

CB/17/03345/FULL	82 Canesworde Road
Proposal:	Two storey side extension an new blocked paved driveway.
Observations:	No objection

CB/17/04342/FULL	10 Candale Close
Proposal:	Erection of two storey side extension and loft conversion.
Observations:	No objection

CB/17/04368/ADV	Flat B, 19 High Street North
Proposal:	Conversion of studio flat in loft into two self-contained studio flats.
Observations:	No objection

CB/17/04386/OUT	8 Lockhart Close
Proposal:	Demolition of bungalow and replace with 2 x two bedroom houses and 1 x three bedroom house forming a terrace.
Observations:	No objection

CB/17/04402/FULL	5 High Street South
Proposal:	External building refurbishment including new shopfront, decorations and signage.
Observations:	No objection

CB/17/04403/ADV	5 High Street South
Proposal:	External building refurbishment including new shopfront, decorations and signage. Black and grey hand painted ghost sign to gable wall Black grey PPC aluminium fascia tray with push-through LED backlit Perspex 3D letters and white vinyl graphics.
Observations:	No objection
CB/17/04405/FULL	14 Weatherby
Proposal:	Change of use from amenity land to residential rear garden and repositioned garden fencing/wall.
Observations:	No objection
CB/17/04428/FULL	51 Cartmel Drive
Proposal:	Single storey side extension.
Observations:	No objection
CB/17/04454/FULL	53 Derwent Drive
Proposal:	Single storey side extension and garage conversion.
Observations:	No objection
CB/17/04463/FULL	Tesco Stores Ltd, Skimpot Road
Proposal:	Installations of photographic centre unit to hard standing area in front of store and associated advertisements and anti-ram bollards.
Observations:	No objection
CB/17/04465/ADV	Tesco Stores Ltd, Skimpot Road
Proposal:	Installation of photographic centre to hard standing area to front of store & associated advertisements; 3 internally illuminated and 3 non-illuminated.
Observations:	No objection
CB/17/04559/FULL	52 Frenchs Avenue
Proposal:	Alterations and extensions to property, turning 2 x one bedroom flats into 4 x one bedroom flats.
Observations:	Object due to over-development.
CB/17/04568/FULL	7 Queensway
Proposal:	Shopfront replacement including new signage.
Observations:	No objection
CB/17/04569/ADV	7 Queensway
Proposal:	Shopfront replacement including new signage; Signal White PPC aluminium fascia tray with galvanized aluminium fronted push-through LED backlit Perspex 3D letters and Pearl Dark Grey vinyl graphics.
Observations:	No objection
CB/17/04612/FULL	Ash House, Albion Street
Proposal:	Erection of first floor side extension. Erection of new second floor and creation of one bedroom flat.
Observations:	No objection

CB/17/04643/FULL	109 Jeans Way Proposal: Demolition of the existing and replacement of the Scout Hut with a new Scout Hut building. Observations: No objection
CB/17/04696/FULL	76 Katherine Drive Proposal: Change of use of a garage to a law office. It is an A2 change of use. Observations: No objection
CB/17/04699/FULL	4 Victoria Street Proposal: Conversion and extension of barn to dwelling. Observations: No objection
CB/17/04701/FULL	4 Victoria Street Proposal: Single storey rear extension. Observations: No objection
CB/17/04704/VOC	Rear of 155-161 Luton Road Proposal: Removal of conditions 3, 4 and 5 of planning permission CB/17/00841/FULL; Construction of 2 x four bedroom detached dwellings. Observations: No objection
CB/17/04731/FULL	16 Garrett Close Proposal: First floor and single storey side extensions. Observations: No objection
CB/17/04738/FULL	7 Lowther Road Proposal: Erection of single storey front extension. Observations: No objection
CB/17/04750/FULL	8 Waterlow Road Proposal: Erection of single storey rear extension. Observations: No objection
CB/17/04791/FULL	51 Weatherby Proposal: Single storey front and rear extensions and two storey side and rear extension. Observations: No objection
CB/17/04811/FULL	65 Poynters Road Proposal: Single storey rear extension, single storey side extension and part single storey front extension. Observations: No objection

3. PLANNING DECISIONS

Members noted the decisions of Central Bedfordshire Council in respect of recent planning applications.

4. LICENSING APPLICATIONS

Sumit, Vernon Place (Street trading application):

The Committee objected to the granting of this street trading application as they felt there was already sufficient provision of fast food outlets in this area.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 5 DECEMBER 2017

Present: Councillors Liz Jones (Chairman), Jeannette Freeman, Claire Meakins and Pat Staples

Apologies: Councillor Sid Abbott

In Attendance: John Crawley (Head of Grounds and Environmental Services)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PLANNING APPLICATIONS – RECEIVED UP TO 24 NOVEMBER 2017

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 4 November and 24 November 2017.

RESOLVED: that the following comments be forwarded to Central Bedfordshire Council in respect of the applications indicated:

CB/17/00463/TCA	69 High Street North
Proposal:	Remove or reduce tree as shown on the applicants plan.
Observations:	No objection

CB/17/00514/TRE	53 Beechwood Court
Proposal:	Fell Beech tree in rear garden.
Observations:	No objection

CB/17/03858/FULL	46 Kingsway
Proposal:	Proposed single storey rear and side extension following demolition of existing garage.
Observations:	No objection

CB/17/03860/FULL	48 Kingsway
Proposal:	Erection of single storey rear extension.
Observations:	No objection

CB/17/04793/VOC	Priory Academy, Britain Street
Proposal:	Application CB/17/02370 – Condition 2, Landscaping to be removed.
Observations:	No objection

CB/17/04809/FULL 46 High Street South
Proposal: The erection of a two storey rear extension, installation of dormer and rooflights, change of use of the ground floor from Class B1 (Office) to Class C3 (residential) and conversion to provide four self-contained residential units 3 x 2 bed and 1 x 1 bed units.
Observations: No objection. However, Members noted the need for adequate domestic waste arrangements to be in place and incorporated into the design.

CB/17/04825/FULL Aldi Stores, Church Street
Proposal: The erection of a single storey side extension to the existing ALDI foodstore, car park extension and associated works.
Observations: No objection

CB/17/04997/ADV Renault Trucks Chiltern, Luton Road
Proposal: New Signage for Renault Trucks Sign 1a - Wall mounted sign with halo illuminated logo Sign 1b - Fascia Sign - Internally illuminated letters fitted back to existing cladding Sign 2 - Built up acrylic letters with foamcore backs Sign 3 - aluminium tray with vinyl letters.
Observations: No objection

CB/17/05118/FULL 2 Queensway Parade
Proposal: Change of use from A1 to D2. Sound proof the inside wall of the property.
Observations: No objection

CB/17/05168/FULL 26 Richard Street
Proposal: Removal of existing rear conservatory and side lean-to. Construction of new single storey rear extension.
Observations: No objection

CB/17/05192/ADV Saracens Head, 45 High Street South
Proposal: External building refurbishment including minor alterations, new signage and decorations. Black PPC aluminium / Stainless steel internally halo illuminated 3D signage letters White weatherproof board illuminated projecting hanging sign with black vinyl graphics.
Observations: No objection

CB/17/05193/FULL Saracens Head, 45 High Street South
Proposal: External building refurbishment including minor alterations, new signage and decorations.
Observations: No objection

CB/17/05194/LB 4 High Street South
Proposal: External building refurbishment including full restoration of front gable wall and new timber framed shopfronts to front and rear including new signage.
Observations: No objection

CB/17/05195/FULL 4 High Street South
Proposal: External building refurbishment including full restoration of front gable wall and new timber framed shopfronts to front and rear including new signage.
Observations: No objection

CB/17/05212/ADV 4 High Street South
Proposal: White PPC aluminium fascia tray with Black PPC aluminium fronted halo-illuminated push-through LED backlit Perspex 3D letters and orange vinyl graphics.
Observations: No objection

CB/17/05268/FULL 1 Kingsbury Gardens
Proposal: Front dormer window.
Observations: No objection

CB/17/05290/FULL Unit C And 20 21 22, Eyncourt Road
Proposal: Erection of 6 units for B1c, B2 and B8 purposes (including trade counters), together with ancillary offices, servicing areas, car parking and landscaping.
Observations: No objection. However, Members expressed concern that the new access onto the roundabout and onto Boscombe Road might place additional pressure on an already busy junction at peak times.

CB/17/05352/FULL 26 Buckwood Avenue
Proposal: Demolition of garage. Two storey part single storey side extension; new pitched roof over existing flat roof extension.
Observations: No objection

CB/17/05385/ADV 141 Porz Avenue
Proposal: 4 freestanding post mounted boards, with coloured graphics and text to the front, and powder coated posts to the reverse.
Observations: No objection

CB/17/05403/FULL 4 Potters Mead
Proposal: Single storey rear extension and attached garage.
Observations: No objection

3. PLANNING DECISIONS

Members noted the decisions of Central Bedfordshire Council in respect of recent planning applications.

4. LICENSING APPLICATIONS

No licensing applications had been received.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 2 JANUARY 2018

Present: Councillors Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Claire Meakins, Pat Staples and Nigel Warren (substituting for one of the vacant councillor posts)

Apologies: None

In Attendance: David Ashlee (Town Clerk and Chief Executive)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
All Councillors	Gates to Priory Gardens, 33 High Street South – Non-Pecuniary (DTC Application)	7 & 8

2. PLANNING APPLICATIONS – RECEIVED UP TO 22 DECEMBER 2017

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 25 November and 22 December 2017.

RESOLVED: that the following comments be forwarded to Central Bedfordshire Council in respect of the applications indicated:

CB/17/00493/TCA 53 Derwent Drive
Proposal: Prune by 50% one Sycamore tree located at the rear of the rear garden. The tree is listed as within area A2 of SB/TPO/76/0002.
Observations: No objection

CB/17/00530/TRE 42 Woodland Rise
Proposal: Oak - reduce the tree height and spread by 2m.
Observations: No objection

CB/17/04816/FULL 195 Jeans Way
Proposal: Double storey side extension and driveway.
Observations: No objection

CB/17/05166/FULL 21 & 22 Tarnside Close
Proposal: Proposed part single part two storey rear extension to No 21. Tarnside Close; first floor rear extension to No 22. Tarnside Close; single storey front extensions to No 21 & 22 Tarnside Close.
Observations: No objection

CB/17/05523/FULL	50 Lowther Road Proposal: Erection of single storey rear extension. Observations: No objection
CB/17/05470/FULL	6 Westdown Gardens Proposal: Garage conversion. Observations: No objection
CB/17/05514/FULL	Gates to Priory Gardens, 33 High Street South Proposal: Proposed entrance to feature gates into Priory Gardens. Observations: No objection
CB/17/05515/LB	Gates to Priory Gardens, 33 High Street South Proposal: Proposed entrance to feature gates into Priory Gardens. Observations: No objection
CB/17/05734/FULL	51 Great Northern Road Proposal: Single storey rear extension. Observations: No objection
CB/17/05738/FULL	81 Downs Road Proposal: Single storey front extension. Observations: No objection
CB/17/05778/ADV	Eastern Avenue Industrial Estate, Eastern Avenue Proposal: The proposed advertisement is to be a permanent totem pole style advert. Observations: No objection
CB/17/05785/FULL	1 Marina Drive Proposal: Two storey side extension, loft conversion and single storey rear extension. Observations: No objection
CB/17/05873/FULL	16 Bullpond Lane Proposal: Removal of existing ground floor rear roof, construction of single storey rear extension. First floor rear extension. Enclosed front porch. Observations: No objection

3. PLANNING DECISIONS

Members noted the decisions of Central Bedfordshire Council in respect of recent planning applications.

4. LICENSING APPLICATIONS

No licensing applications had been received.

DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 15 JANUARY 2018****BUDGET PROPOSALS FOR 2018/19**

Purpose of Report: For members to consider and comment on draft budget proposals for the Grounds and Environmental Services Department for 2018/19 and make recommendations to the Finance and General Purposes Committee accordingly.

1. ACTION RECOMMENDED

- 1.1 For members to consider and comment on draft budget proposals and fees and charges for the Grounds and Environmental Services Department for 2018/19, summarised below and shown on the separate enclosures, and make recommendations to the Finance and General Purposes Committee accordingly.
- 1.2 For members to recommend to the Finance and General Purposes Committee changes to the Council's staffing establishment for Creasey Park Community Football Centre and Bennett's Splash and the Splashside Café as detailed in paragraph 4 below.

2. INTRODUCTION

- 2.1 Members of the Council considered proposals for a draft 2018/19 revenue budget at the Council Meeting held on 4 December 2017.
- 2.2 At this meeting, members were presented with a draft budget that accounted for:

Increased Revenue Expenditure

Increased revenue expenditure on existing revenue budget	£204,398
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Efficiency savings/additional income

Identified efficiency revenue savings and increased income targets	£167,172
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- 2.3 This resulted in an anticipated revenue expenditure deficit of £37,226 which in turn would require an increase to the Dunstable Band D council tax of £2.94 for 2018/19. Members resolved that the 2018/19 revenue budget should be set at a nil percent increase to the council tax charge and as a result a further briefing on the draft budget was arranged for 14 December.
- 2.4 At this briefing session, the members present agreed to propose, through the normal budget setting process, that the following expenditure items be deleted from the draft budget considered by Council on 4 December.
- £10,000 for ice rink removed (Community Services Committee)¹
 - £5,000 for torch light, light show to be removed (Community Services Committee)²

¹ £10,000 to be requested from Dunstable Joint Committee if ice rink to be provided for 2018

² £5,000 to be requested from Dunstable Joint Committee if light show to be provided for 2018

- £8,020 loss of income from CAB to be removed (F&GP Committee)
- £10,000 for Quadrant toilets to be removed (F&GP Committee)

Total - £33,020

3. GROUNDS AND ENVIRONMENTAL SERVICES BUDGET 2017/18

- 3.1 The proposed budget for the Grounds and Environmental Services Department for 2018/19 presents a revenue cost to the Council of £749,944 that includes an income target of £590,500 giving a gross budget of £1,340,444. These figures include Creasey Park Community Football Centre and Bennett's Splash and the Splashside Café.
- 3.2 The following summarises movements in the proposed budget for the Grounds and Environmental Services Department for 2018/19.

Excluding staffing costs, the overall Grounds and Environmental Services budget has DECREASED by £4,825. This can be explained as follows:

Grounds and Environmental Services	
EFFICIENCY SAVINGS AND INCREASED INCOME TARGETS	GROWTH
Allotments income - £250	Cemetery rates - £1,108
Memorial safety - £1,000	Cemetery waste - £600
Burial fees and charges income - £2,500	Cemetery building maintenance contracts - £100
Memorials income - £1,000	Rec grounds waste - £3,200
Rec ground utilities - £1,000	Town Centre depot utilities - £1,000
Income from external maintenance contracts - £2,650	Town centre waste - £3,200
CBC agency agreement income - £550	Town Ranger waste - £1,500
Town Ranger repairs and maintenance - £1,000	Maintenance contracts (CCTV) - £300
Cemetery and Luton Rd loan charges - £813	Memorial safety reserve - £1,000
Marketing - £250	Contribution to splash, skate and BMX park reserve - £2,000
CPCFC ATP hire income - £1,500	CPCFC Telephones - £1,000
CPCFC Bar income - £1,500	CPCFC Licences - £150
CPCFC Catering income - £8,000	CPCFC Bar stock - £1,400
BS&SC Rates - £4,000	CPCFC Catering stock - £3,200
BS&SC Utilities - £2,500	BS&SC Cleaning - £600
BS&SC General maintenance - £1,000	BS&SC Waste - £750
BS&SC Insurance £2,000	BS&SC Telephone - £500
BS&SC Catering stock - £10,720	BS&SC Income - £17,800
BS&SC Building maintenance contracts - £500	
Contribution to vehicle reserve - £500	
Contribution to pavilions reserve - £500	
Contribution to Priory Churchyard reserve - £500	
Contribution to open space improvement plan - £500	
SUB-TOTAL - £44,233	SUB-TOTAL - £39,408
TOTAL SAVING - £4,825	

- 3.3 The primary changes to the Grounds and Environmental Services Department budget relate to a review of staffing arrangements for both CPCFC and Bennett's Splash as detailed in paragraph 4 below; a review of the operating budget for Bennett's Splash and the following main budget items:

Budget growth

Grounds and town centre waste disposal - £6,400

Efficiency savings

Burial fees and charges income - £2,500

Income from external maintenance contracts - £2,650

CPCFC catering income - £4,800 (net)

Various contributions to allocated reserves - £2,500

4. PROPOSED CHANGES TO STAFFING ARRANGEMENTS FOR CPCFC AND BENNETT'S SPLASH AND SPLASHSIDE CAFÉ

- 4.1 The budget papers enclosed with this report make provision for a change to staffing arrangements at CPCFC and Bennett's Splash. Both facilities currently run on what is predominantly a workforce of 'casual' staff that are called upon as and when they are needed.
- 4.2 This arrangement proved problematic last summer and now that CPCFC has been operating for over 6 years, it is felt that now is the right time to establish permanent posts/hours.
- 4.3 The proposal is to establish the following additional hours for permanent posts, to be supplemented as and when required by casual hours:
- Fourteen additional duty manager hours per week at CPCFC to be split between two existing staff. This proposal will improve capacity and resilience especially during the peak time of May to September when both facilities are in operation.
 - Sixty-two hours per week of bar and catering assistants at CPCFC. These hours will be split between three posts, resulting in two additional part time posts for the Councils staffing establishment. The number of casual hours employed will be reduced accordingly.
 - Seventy hours per week (seasonally) of duty manager hours at Bennett's Splash and Splashside Café. These hours will be split between three seasonal contracted staff to work between May and September and will result in more reliable and consistent management arrangements for both facilities.
 - Sixty-three hours per week (seasonally) of catering assistant hours at Bennett's Splash and the Splashside Café. These hours will be split between 3 seasonal contracted staff to work between May and September and will result in more reliable and consistent staffing arrangements for both facilities, ensuring that a minimum of 2 staff are on duty at all opening times.
- 4.5 Whilst these proposals have financial implications because of having to budget for full on-costs (including employers superannuation and National Insurance contributions); the number of staff hours employed increases only slightly.

- 4.6 Establishing these hours will create a more robust, reliable and resilient workforce and if approved will be implemented from 1 April 2018.

5. FINANCIAL IMPLICATIONS

- 5.1 If approved, the recommendations of this report contribute to the Council achieving their aspiration for a nil percent increase in the 2018/19 council tax charge.

6. POLICY AND CORPORATE PLAN IMPLICATIONS

- 6.1 The Council has set itself a number of challenges and aspirations as contained in the Corporate Plan 2017-19. These budget proposals accord with the aspirations contained within the Corporate Plan and will allow the Council to continue to grow and become more influential in terms of service delivery in the town for many years to come.

7. HEALTH AND SAFETY IMPLICATIONS

- 7.1 The draft general health and safety budget for 2018/19 has been maintained at the same rate set for 2017/18.

8. HUMAN RESOURCE IMPLICATIONS

- 8.1 The staffing costs as illustrated on the separate enclosure assume a 2% pay award for all staff except those positions that are paid the 'National Living Wage Foundation Living Wage' which will increase by approximately 3.6% from £8.45 to £8.75 per hour.

9. LEGAL IMPLICATIONS

- 9.1 There are none arising directly from this report.

10. SEPARATE ENCLOSURES

- 10.1 Enclosure 1 - Draft budget 2018/19
Enclosure 2 - Draft pricing schedule 2018/19

NB - Would all members please retain the enclosures, as this report will be duplicated for the Finance and General Purposes Committee.

11. BACKGROUND PAPERS

- 11.1 Meeting of full Council, 4 December 2017 - *Draft Budget 2018/19*

12. AUTHOR

- 12.1 David Ashlee – Town Clerk and Chief Executive
E-mail – david.ashlee@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 15 JANUARY 2018****PRIORY GARDENS MANAGEMENT PLAN 2018/19 – 2023/24 FOR GREEN FLAG STATUS**

Purpose of Report:	To seek member approval for the adoption of the 6-year action plan for Priory Gardens to support the application for Green Flag status in 2018
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1. ACTION RECOMMENDED

- 1.1 It is recommended that Members adopt the 6-year action plan provided at Appendix 1 along with the management plan described below in support of the application for Green Flag status for Priory Gardens in 2018.

2. INTRODUCTION

- 2.1 The Corporate Plan 2017 to 2019 includes an action to secure a Heritage Green Flag for Priory Gardens by the end of 2019. The Council currently holds 3 Green Flags for Priory and Grove House Gardens and Dunstable Cemetery and the Green Flag Scheme has been instrumental in developing and improving these spaces over the last 5 years.
- 2.2 Priory Gardens first achieved Green Flag status in 2011 supported by a 5-year management plan (2011/12 to 2015/16) The Gardens are visited by Green Flag judges every two years at which time they also review the supporting management plan. Priory Gardens will be judged again in 2018 and a new management plan must be in place to support the application for continued Green Flag status. The new management plan also provides an opportunity to move towards securing a Heritage Green Flag.
- 2.3 The Green Flag Awards are currently managed nationally by the Keep Britain Tidy Group and applications and management plans are required to be submitted by 30 January 2018 with full on site judging taking place during late April or May.
- 2.4 The Head of Grounds and Environmental Services has established a good working template for management plans for Green Flag sites and the judges will need to see that elected Members support the plan.

3. SUMMARY

- 3.1 This section of the report provides a brief summary of the emerging Priory Gardens management plan and a copy of the action plan section is included at Appendix 1.
- 3.2 The draft plan will contain the following information:

Foreword and Introduction

A foreword by the Chairman of the Grounds and Environmental Services Committee and a statement about how the Council will use the plan to further improve and develop Priory Gardens as a key heritage site.

Dunstable Town Council

Information about the Council and its governance arrangements together with its vision and values and the Corporate Plan aspirations.

The Wider Context

Details of the national, regional and local context within which the Gardens exist and operate.

The Historical Context

The history of Priory Gardens and the importance of the site as a Scheduled Ancient Monument.

Site Description

A detailed description of the site including its key features and how it has developed over the years. These features include archaeological remains and interpretations, notable trees and wildlife habitats, horticultural features and floral displays, views and vistas, access and parking.

Community

Information on the importance of the site to the local community for events and how local people and the Friends of Priory House and Gardens are playing an important part in maintaining and supporting the gardens and the Council.

Management and Maintenance

Details of the maintenance standards for the gardens and how they are achieved and managed.

Marketing

An explanation of the current marketing and promotional arrangements and future opportunities including web site and social media use.

Action Plan – See Appendix 1

A detailed 6-year action plan split into the following key Green Flag criteria to ensure that the Gardens remain or become:

- A welcoming place
- A healthy, safe and secure place
- A well maintained and clean place
- A sustainable place
- A place of conservation and heritage

- A place where the community can be involved
- A well marketed place
- A well-managed place

This section also provides a summary of the current and projected financial arrangements for the Gardens including revenue expenditure, income and allocated reserves.

Monitoring and Review

An explanation of how progress against the plan will be monitored and the review mechanism to keep the management plan up to date and refreshed.

Appendices

Documents to support the management plan including the Council's Health and Safety and Environment and Sustainability policies, satisfaction survey information, grounds staff engagement in drafting the plan, existing accreditations and detailed maintenance plans.

4. FINANCIAL IMPLICATIONS

- 4.1 Any capital and revenue financial implications will have to be addressed at the appropriate time by this Committee, either through the approval of allocated reserves, future annual budget setting processes, by attracting external funding or by influencing the allocation of Section 106 funding or the new Community Infrastructure Levy (CIL). Members may have to accept that not all aspirations contained in the plan will be achievable over the 6-year life cycle of the plan.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The Corporate Plan 2017 to 2019 includes an action to secure a Heritage Green Flag for Priory Gardens by the end of 2019. The detailed action plan contains a number of objectives and actions which further support the Corporate Plan aspirations.

6. HEALTH AND SAFETY, HUMAN RESOURCE AND LEGAL IMPLICATIONS

- 6.1 None

7. ENVIRONMENTAL POLICY IMPLICATIONS

- 7.1 The detailed action plan also includes a number of actions which support the Council's Environmental and Sustainability Policy objectives.

8. APPENDICES

- 8.1 Appendix 1 - Draft Action Plan for inclusion in the emerging Priory Gardens Management Plan 2018/19 to 2023/24 (to follow)

9. AUTHOR

- 9.1 John Crawley, Head of Grounds and Environmental Services
E-mail john.crawley@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 15 JANUARY 2018

TOWN RANGER SERVICES – UPDATE

Purpose of Report:	The purpose of this report is to update Members on the work of the Town Ranger and the Town Centre Ranger Services.
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1. ACTION RECOMMENDED

- 1.1 It is recommended that Members note the success of the Town Ranger services and in particular the progress made with keeping the Town Centre and all the wards in a clean and tidy condition to the benefit of local residents and visitors to the town.

2. BACKGROUND

- 2.1 Members will recall that in February 2012 the Council approved the establishment of a Town Ranger Service with the overall aim of providing a highly visible proactive and reactive cleansing and maintenance service for the public realm across the town.
- 2.2 At the Special Meeting of Full Council on 22 February 2016 Members approved a bid for submission to Central Bedfordshire Council to secure Market Town Regeneration Funding (MTRF). The successful bid included the creation of a Town Centre Ranger and the new service commenced operation in December 2016. The MTRF grant provided the means to fund the purchase of £84,327 of vehicles and equipment.
- 2.3 The Town Ranger Service comprises two full-time posts with the Town Ranger having direct line management responsibility for the Town Centre Ranger. Both employees work a shift pattern which includes service provision of at least one Ranger working in the town centre three weekends in every four from 6.00 am to 9.30 am. Weekday service provision is from 7.00 am through to 5.30 pm.
- 2.4 The Rangers are able to provide a wide range of services including the following:
- Litter collection at known litter hotspots.
 - Mechanical street sweeping.
 - Pavement washing and other proactive cleaning.
 - Removing unsightly weeds in paved areas and weed spraying.
 - Cutting back overgrown vegetation which causes obstructions.
 - Removing basal growth from street trees.
 - Painting and cleaning street furniture and signs.
 - Removing fly posting
 - Cleaning graffiti from walls and signs.
 - Cleaning up dog faeces.
 - Leaf clearance.
 - Snow clearance and salt spreading.
 - Minor repairs to landscape features.
 - Minor repairs and maintenance of Town Council property.

- Cleaning bus shelters.
- Reporting and clearing fly tipping.
- Cleaning and refreshing town notice boards
- Repainting and repairing street furniture.

2.5 The Rangers are well equipped with equipment including, a mechanical sweeper/washer, a trailer mounted power washer, a van mounted power washer, an all-terrain utility vehicle, a litter vacuum / shredder and a good range of hand tools.

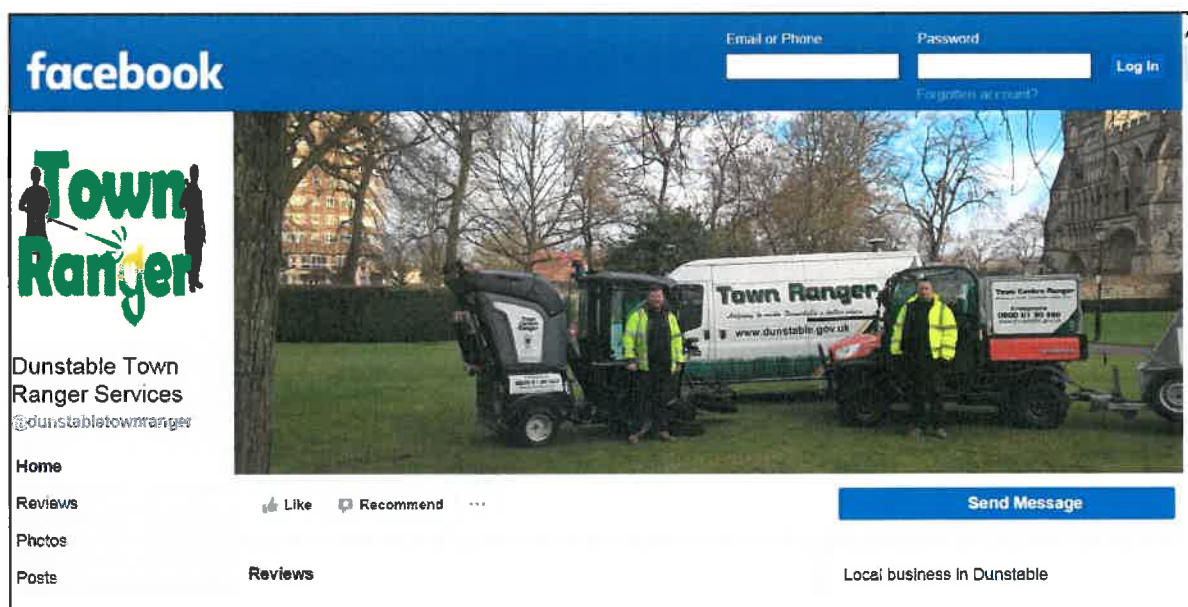
3. REVIEW

High Profile Service

3.1 The Town Rangers are a familiar sight on the streets of Dunstable and provide a very high-profile front line service interacting directly with the public, local businesses and other agencies and organisations on a daily basis. They are part of the very visible face of the Town Council and their distinctive vehicle logos and uniforms along with their can-do attitude helps raise the Town Council's profile within the community.

Communication

3.2 The Rangers are easily accessible to the public via Facebook, Twitter and a well-advertised Freephone number. Freephone number enquiries and requests for assistance are managed from Grove House and the Rangers regularly monitor and post communications on their dedicated Facebook page



3.3 To date the Town Ranger Facebook page has received 477 'likes' and has 491 followers. The Rangers regularly post their activities and achievements on Facebook to retain a high profile and remind the public that the service is available to tackle a wide range of environmental eyesores. In the last quarter of 2017 some posts were reaching as many as 4,500 people due to the number of shares. Comments and reactions were as high as 30 for some posts with the vast majority of reactions and comments being positive. The pictures below give an indication of the more recent Town Ranger Facebook posts.



3.4 Since the start of the service the rangers have received and dealt with over 850 direct requests from the public. Since the Town Centre service was introduced in December 2016 the dedicated Town Centre Ranger has dealt with the following in the town centre area alone:

- 219 graffiti removals
- 125 small fly tipping removals
- 24 large fly tips reported to CBC for removal
- 18 benches refurbished and repainted
- 3.22 km (12,874 m²) of pavement washed.

The list is not exhaustive but gives an indication of the nature and extent of the town centre works.



Ashton Square – Before



Ashton Square – After

Work Scheduling

- 3.5 The Town Centre Ranger works full-time in the town centre area. He is joined one week in every four by the Town Ranger so that they can work together on planned activity such as pavement washing, repairs and refurbishments. Whilst the Ranger Service is a highly reactive service the Town Ranger is scheduled to work across the town on a ward by ward basis spending up to a week in each ward in rotation. Whilst working in the wards the Town Ranger will deal with non-urgent requests for assistance raised in previous weeks, visit known environmental eyesore or grot spots and react to issues spotted whilst inspecting the ward.
- 3.6 The Ranger Service has also taken on the responsibility for cleaning and repairing the 21 bus stops managed by the Town Council. Each receives a quarterly jet wash clean.
- 3.7 The Rangers have developed a pavement washing programme for the town centre to clean pavements at least once every six months. The work is somewhat weather dependent and the programme is therefore sufficiently flexible to accommodate this alongside the other reactive needs of the service.
- 3.8 The mechanical sweeping programme of pavements in the town centre is designed to supplement the litter collection and sweeping undertaken by Biffa on behalf of CBC. The routes also include non-highway areas which would not normally be undertaken by Biffa but still remain part of the public realm and are highly visible to residents and visitors. Weekend cleaning, sweeping and litter collection tends to concentrate on areas associated with the Friday and Saturday night-time economy.
- 3.9 The Rangers have also developed a programme of bench and seat refurbishments across the town (excluding DTC parks and open spaces) Since September 2012 some 30 benches have been cleaned, repaired and re stained.
- 3.10 The Rangers also work very closely with CBC Highways, the DTC grounds team and the Janitors to clear snow from town centre pavements and public places as the need arises. The next period of snow fall will provide an ideal opportunity to trial the use of the mechanical sweeper to spray a saline/Glycol solution on paved areas to prevent ice forming.

Partnering

- 3.11 The Rangers work very closely with a number of organisations including Central Bedfordshire Council (CBC), Biffa Waste Services and Ringway Jacobs. Fly-tipping is currently reported on a regular basis to CBC who make arrangements for removal and disposal. This ensures that the Rangers do not collect items which have been put out for a CBC bulky waste collection and also overcomes the high cost of waste disposal of these larger items.



Examples of Fly-tipping reported to CBC

- 3.12 The Town Ranger also works very closely with the CBC Housing Handyman Service on targeted clean-ups on housing estates and communal living areas using the Council's specialised cleaning equipment.

Community Engagement

- 3.13 The Town Ranger service provides the Council with the opportunity to support a number of community engagement projects and initiatives including Incredible Edible, Keep Dunstable Tidy and Dunstable in Bloom. In addition the Town Ranger has worked closely with Weatherfield Academy and Beecroft School to support litter picking activities outside the school gates and surrounding streets.

Income Generation

- 3.14 For 2018/19 Members will consider setting an income budget of £3,000 for the Ranger Service. Sources of secured annual income include cleaning Eleanor's Cross shopping precinct (£1000) and regular cleaning of a further 25 bus shelters on behalf of CBC (£800). Other forms of adhoc income generated throughout the year include graffiti removal for the Quadrant shopping centre, Central Bedfordshire Council and Leighton Linlade and Houghton Regis Town Councils as well as providing a handyman service for the Beds FA based at the Peter Newton pavilion.



Eleanor's Cross bench repair - Before and after

4. CONCLUSION

- 4.1 The Ranger Services have been well received by local residents and businesses and the decision to extend the service to provide a dedicated town centre resource has had a very positive impact on the appearance of the town centre.
- 4.2 The Council has provided a reactive, self-help, quick response service capable of dealing with a wide range of environmental issues which, left unattended, can blight the town and damage the town's image and identity.
- 4.3 The service has a very high profile within the town and reflects the needs and expectations that people have of the Town Council and its partners. Other local

authorities and in particular town and parish councils have expressed interest in developing similar services along the same model.

- 4.4 The planned improvements to the town centre and High Street, post de-trunking of the A5, will see significant improvements to the infrastructure and appearance of the town centre. The Ranger Service is well placed to play a major part in ensuring that these improvements are well maintained in future years.
- 4.5 Members are welcome and encouraged to spend some time with the Rangers to see what a typical day brings for the service and how they go about undertaking various task and activities.

5. AUTHOR

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DUNSTABLE TOWN COUNCIL

GROUND AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 15 JANUARY 2018

CREASEY PARK COMMUNITY FOOTBALL CENTRE UPDATE

<p>Purpose of Report: To provide a progress report on operations at Creasey Park Community Football Centre.</p>
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1. INTRODUCTION

- 1.1 This report gives members a succinct account of performance to date.
- 1.2 The weather, unfortunately, caused the Centre to close on a number of occasions in December. High staff costs and unexpected repairs and maintenance costs are causing the budget in deficit against profile at present. CBC have agreed to fund £3,513.00 (ex vat) of new equipment. The Splashside Café will be opening once a week via the CBC adult social care programme as detailed below.

2. ATP AND GRASS PITCHES

- 2.1 Unfortunately, due to the weather matches due to be played on the main and youth pitches on 9 & 10 December had to be cancelled.
- 2.2 The snow that fell resulted in the Centre closing on the evening of 11, 12 December. All ATP bookings were cancelled. All these cancellations will effect income figures for December and budget profiling.
- 2.3 Creasey Park hosted matches for AFC Dunstable on Boxing Day and Dunstable Town on New Year's Day due to league programming. Although there was trade through the bar and kitchen these days will come as an expense to Creasey Park having to pay staff at double time.

3. INCOME & EXPENDITURE

- 3.1 Appendix 1 - CPCFC profiled income and expenditure report as at end of November.
- 3.2 Appendix 1 shows that October and November are under profile. This is because of a high number of matches in September and October and youth festivals that required additional staff. Also there were unexpected equipment repair and maintenance costs. Decembers income will see a £3,500 credit, via CBC equipment replacement agreement which will compensate for some of these costs.
- 3.3 Appendix 1 also shows that budgeted income was £1,363 under profile target.

4. EVENTS AND FUNCTIONS

- 4.1 Creasey Park opened during a planned Christmas closure to accommodate a wake for a local resident on Thursday 28 December.

4.2 There are 5 functions currently booked in up to the end February. One of these bookings is for clairvoyant Dennis Newman.

4.3 Creasey Park will be providing a mobile bar for the Mayor's Charity Ball being held at the Incuba Centre in February.

5. **MARKETING**

5.1 The bar and kitchen have now been branded to aid in marketing these facilities. The bar is now 'The Crossbar' and kitchen 'Keepers Kitchen'. Logos have been developed for both. Both facilities were named following consultation with Centre users.

6. **BUILDING AND ENVIRONMENTAL UPDATE**

6.1 Central Bedfordshire Council (CBC) have approved quotations received to replace the damaged office window. An order has now been placed, but due to lead in times a replacement window will not be installed until mid-February.

6.2 In line with the Creasey Park Management Agreement, CBC have approved a list of equipment which falls under lifecycle replacement and therefore CBC's responsibility to replace. CBC have agreed to fund £3,513.00 (ex vat) of new equipment which includes retrospective items purchased by DTC.

7. **BMX TRACK**

7.1 No Update

8. **SPLASHSIDE CAFÉ UPDATE**

8.1 Dunstable Town Council will be working in partnership with Central Bedfordshire Councils (CBC) Adult Social Care department. CBC will be hiring the Splashside Café once a week (Wednesdays) to open as a café to the general public. The café will be staffed by adults with learning disabilities identified by and from CBC's community groups. The aim of the project is to provide these adults with a range of vocational skills and to feel a part of the local community. The café will open 11am – 2pm every Wednesday from 17 January (soft trial opening on 10 January) to 28 March 2018. This should prove to demonstrate excellent partnership working with CBC and further promote the café to the public.

9. **CONCLUSION**

9.1 The poor weather, increased staff costs coupled with repairs and maintenance costs have hampered the budget against profile over the past 2 months. Planned functions and a traditional profitable last quarter should see these deficits overturned.

10. **AUTHOR**

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CPCFC Profiled Income and Expenditure Report as at end of November 2017

	April	May	June	July	August	September	October	November
Budgeted Expenditure	£26,838	£28,691	£33,314	£26,490	£25,988	£29,067	£27,638	£29,804
Actual Expenditure	£28,372	£31,096	£35,916	£25,526	£27,749	£43,461	£30,329	£33,172
Variance	-£1,534	-£2,405	-£2,602	£964	-£1,761	-£14,394	-£2,691	-£3,368
Budgeted Income	£23,900	£30,300	£16,000	£13,400	£13,700	£119,000	£22,000	£19,100
Actual Income	£28,597	£28,362	£17,199	£13,803	£9,845	£123,543	£21,200	£18,537
Variance	£4,697	-£1,938	£1,199	£403	-£3,855	£4,543	-£800	-£563
Total Variance	£3,163	-£4,343	-£1,403	£1,367	-£5,616	-£9,851	-£3,491	-£3,931
Overall Variance	-£24,105							

DUNSTABLE TOWN COUNCIL

GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 15 JANUARY 2018

**RECREATION GROUNDS, TOWN CENTRE GARDENS, CEMETERY AND ALLOTMENTS -
INFORMATION REPORT**

Purpose of report: - The purpose of this report is to update members on the management and maintenance of the town's recreation grounds, town centre gardens, floral displays, allotments, Grove Skate Park, Town Ranger and cemetery services.

1. RECREATION GROUNDS

Play Areas, Grove Skate Park and BMX

- 1.1 Since the last report to this committee, there have been no incidents of vandalism to play equipment.
- 1.2 Members will be aware that the electricity supply to the lighting at the Grove Skate Park was cut-off during the demolition phase of the nearby Leisure Centre redevelopment. DTC officers are working closely with CBC officers to reconnect the supply. The matter has not been straightforward due to the nature of the original connection. CBC officers are advising that the matter will be rectified within the coming months.

Sports Pitches and General Grounds Maintenance

- 1.3 The weekend of 9 and 10 December saw the first cancellations of all football matches due to snow. Leagues and clubs will rearrange fixtures later in the season.
- 1.4 The grounds staff remark the football pitches once per week (weather permitting). With 18 pitches comprising a good mix of mini, 9v9, junior and senior pitches across seven sites the grounds staff remark over 10,000 yards (5.68 miles) of white lines weekly.
- 1.5 Leaf clearance is now completed in all areas. The leaves are taken to the cemetery compound for composting and re-use as mulch and as a soil conditioner for ornamental borders and bedding displays in future years.
- 1.6 Litter collection remains ongoing as a daily activity across all sites and litter and dog bins are emptied twice per week on a Monday and Friday. The frequency is often increased during the summer months to 3 times per week at the more busy sites such as Grove House Gardens and Bennett Memorial Recreation Ground. Last year the grounds service collected and disposed of over 19 tonnes of dog waste alone.
- 1.7 Routine tree inspections will commence in March once the current round of tree works is completed. Regular inspections of the 1,100 plus trees that the Council is responsible for will ensure that the Council's tree stock is maintained in a healthy and safe condition.

- 1.8 Members will be aware that Central Bedfordshire Council have secured a £184,000 Section 106 Community Facilities contribution from the Central Bedfordshire College housing development. The contribution is for the provision of a 'skateboard park or multi use games area or such other facility as may be approved by the Council to be provided within the vicinity of the site'. As the skate park has already been provided CBC have asked this Council to identify a suitable community project which meets the Section 106 criteria. Officers have suggested the creation of an adventure type play area at Bennett Memorial Recreation Ground to complement the splash park, the splashside café and the existing traditional play area. The town does not have an adventure style play area and locating a facility of this type at Bennetts would make a significant contribution to making it a destination park for families and young people. This suggestion has been broadly welcomed by CBC officers and they have recommended that the Council makes an application to secure the funding. Members are asked to consider the suggestion and make known their views on the proposal. Members may also wish to make other suggestions for further consideration.

2. TOWN CENTRE AREA

Priory and Grove House Gardens and the Town Centre

- 2.1 Both Priory and Grove House Gardens will be subject to full Green Flag judging scrutiny in 2018. The Grove House Gardens management plan was rewritten last year and the Priory Gardens plan is due for renewal for submission with the Green Flag applications in January 2018. The Priory Gardens management plan is the subject of a separate report to this Committee.
- 2.2 A planning application has been submitted for Listed Building Consent and Scheduled Monument Consent for the new Priory Gardens entrance overthrow funded by the MTRF grant. The application is scheduled to be determined by 8 January 2018 and arrangements are in hand to tender and complete the works by the end of March 2018.
- 2.3 The Head of Community Services and the Head of Grounds have met with the Chair and Secretary of the Friends of Priory House and Gardens to discuss crowd funding for the Dunstable War Memorial refurbishment. It is anticipated that a crowd funding opportunity will be launched during February or March to run for 1 month.

Dunstable in Bloom and Keep Dunstable Tidy

- 2.4 Tenders for the growing and supply of annual bedding plants have been received from three specialist plant growers. Analysis of the tenders is nearing completion and a decision will be made shortly on the preferred supplier. The market for the supply of plants is tested every three years to ensure that the Council is continuing to achieve value for money. The contract for 2018 is initially for one year as it is not yet known what the impact of the High Street improvements will have on plants numbers.
- 2.5 Members are reminded that the Dunstable in Bloom theme for 2018 will be Remembrance and Peace to coincide with the 100th anniversary of the end of World War 1.

- 2.6 Keep Dunstable Tidy will be meeting on 17 January to plan spring clean activities for the weekend of 2 to 4 March 2018 as part of the nationwide Great British Spring Clean campaign.

3. TOWN RANGER SERVICES

- 3.1 Town Ranger activity is detailed in a separate report to this Committee.

4. DUNSTABLE CEMETERY

- 4.1 Burial activity has remained ongoing and the table below provides a comparison for the period 1 Dec 2017 to 31 January 2018 against the same period for the previous year.

	Dec 2016 - Jan 2017	Dec 2017 – Jan 2018
New earth grave	9	4
Re open earth grave	12	4
New Ashes	4	4
Reopen ashes	6	6

- 4.2 At the time of writing this report 108 burials will have taken place in the lawn section of the cemetery extension. The lawn section makes provision for memorial headstones only and full length kerb stones and plinths are not allowed.
- 4.3 The Cemetery profiled expenditure and income report as at end of September 2017 is provided below:

	April	May	June	July	Aug	Sept	Oct	Nov
Budgeted Expenditure	£10,686	£7,935	£7,932	£9,185	£7,936	£7,932	£9,186	£7,935
Actual Expenditure	£7,578	£7,501	£9,228	£7,216	£6,197	£9,671	£5,229	£7,353
Variance	£3,108	£434	-£1,296	£1,969	£1,739	-£1,739	£3,957	£582
Budgeted Income	£12,884	£12,884	£12,882	£12,884	£12,884	£12,882	£12,884	£12,884
Actual Income	£32,897	£15,359	£12,634	£20,827	£12,755	£10,451	£13,361	£16,685
Variance	£20,013	£2,475	-£248	£7,943	-£129	-£2,431	£477	£3,801
Total Variance	£23,121	£2,909	-£1,544	£9,912	£1,610	-£4,170	£4,434	£4,383
Overall Variance	£40,589							

- 4.4 The overall variance remains positive for the period April to November 2017 with higher than budgeted income achieved again in October and November.
- 4.5 The first Friends of Dunstable Cemetery meeting was held on the 21 November 2017 and was met with a positive response. This initial meeting was to establish what the

volunteers wanted/expected to get from the group and what they would be able to offer. A second meeting has been arranged for Saturday 20 January, to be held in the chapel at Dunstable Cemetery.

- 4.6 The Council has recently completed memorial stability testing on all areas of the Cemetery. Officers are currently in the process of analysing the results with a view to contacting grave owners where possible.
- 4.7 June Byrne (History Society and Town Guides) has made good progress with voluntarily researching and writing up the narrative for a series of interpretation lecterns for notable graves in the cemetery.

5. ALLOTMENTS

- 5.1 At the time of writing this report there are 36 people on the waiting list, which is comparable to figures reported to this Committee in November 2017. The table below provides some detail about the make-up of the waiting list.

	Total	Resident	Non-Resident
Number on waiting list.	36	21	15
Number of which are currently being offered a plot.	5	3	2
Number that will accept the offer of any plot or site.	13	3	10
Number that have requested a specific plot or site or have declined to take a plot at this time.	16	13	3
No. requesting a second plot.	2	2	0

- 5.2 Invoices for the 2018 allotment tenancies were sent out to all tenants during early January.

6. AUTHORS

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