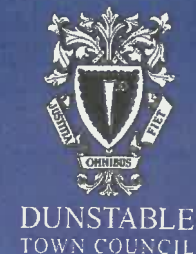


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David Ashlee Town Clerk and Chief Executive

Our Ref: DA/JC/GES

Date: 2 September 2019

Dear Councillor

Could you please note that a meeting of the Grounds and Environmental Services Committee will be held on **Monday 9 September 2019 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 May and 10 June 2019 (copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 11 June, 2 July, 23 July and 20 August (see page 1).
5. Cemetery, Allotments, Recreation Grounds, Town Centre Gardens and Ranger Service Information and Update Report (see page 12).
6. Creasey Park Community Football Centre and Splash Park Update (see page 18).
7. Grounds Maintenance Minor Staffing Alteration (see page 21).
8. 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 Sid Abbott (Town Mayor), Liz Jones (Deputy Town Mayor & Chairman), Lisa Bird, (Vice-Chairman), Matthew Brennan, Mark Cant, Alan Corkhill, Philip Crawley, Greg George, Pamela Ghent, Kenson Gurney, Gladys Sanders, Johnson Tamara 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 11 JUNE 2019

Present: Councillors Liz Jones (Chairman), Phillip Crawley (Vice-Chairman), Mark Cant, Greg George, John Gurney, Gloria Martin and Cameron Restall

Apologies: Councillor Alan Corkhill (for whom Cllr Martin was substituting)

In Attendance: Councillor Sid Abbott and Becky Wisbey (Head of Community Services)

Public: Four

1. SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
All Councillors	CPCFC, Creasey Park Drive – Non-Pecuniary (DTC Application)	Item 3, App 5

2. PLANNING APPLICATIONS – RECEIVED UP TO 31 MAY 2019

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 11 May and 31 May 2019.

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

CB/19/00161/TRE 22 Friary Field

Proposal: One large Lime tree located at the front of the property – reduce height by approximately 2-3m, reducing width accordingly to shape, removing epicormic growth throughout the crown, remove major dead wood and clean trunk; One Conifer – fell due to close proximity to underground services and to allow for more even growth on tree close by.

Observations: No objection

CB/19/00164/TRE 16 Beechwood Court

Proposal: Crowning or a reduction of a Beech tree in order to preserve the longevity of the tree.

Observations: No objection

CB/19/00168/TRE 21 Friary Field

Proposal: Removal of a Horse Chestnut tree.

Observations: No objection

CB/19/00833/FULL Aspen Court, 28 Chiltern Road
Proposal: Alterations to roof over former recording studio to provide 5 additional flats.
Observations: No objection

CB/19/01179/FULL Creasey Park Community Football Centre, Creasey Park Drive
Proposal: Install water tank and pump house to serve a new irrigation system.
Observations: No objection

CB/19/01186/FULL 4 Harvey Road
Proposal: Two storey side and rear extension and first floor rear dormer extension with addition of a lower ground floor.
Observations: No objection

CB/19/01225/FULL 133A Victoria Street
Proposal: Single storey side extension.
Observations: Object due to the proposal being a separate dwelling rather than an extension and due to the loss of a parking space.

CB/19/01234/FULL 86 The Mall
Proposal: Erection of first floor front extension over current porch.
Observations: No objection

Councillor Gurney made pre-disposition on planning application: CB/19/01285/FULL, Former Linpac GPG International, Luton Road and removed himself from the meeting while this item was being discussed.

Four members of public attended the Plans Sub-Committee meeting regarding the Former Linpac Site application. Two of them were given an opportunity to make a statement where they voiced their strong objections and concerns to the Members of the Committee.

CB/19/01285/FULL Former Linpac GPG International, Luton Road
Proposal: Development of the site to provide up to 13,200 sqm (GIA) of flexible employment floorspace within uses B1c/B2/B8 with ancillary offices and areas for service yards, car parking, landscape and associated activities, and up to 350 sqm (GIA) for two drive-through units within use class A1/A3/A5.
Observations: Object. Members strongly object to this application due to the proximity and the height of the proposed units to the neighbouring properties. They also feel this is inadequate access and egress to the site. The potential number of HGV's would also have a detrimental impact on the neighbouring properties and the environment due to the noise and pollution from having 24-hour operations.

CB/19/01319/FULL 67 High Street North
Proposal: Conversion of first floor from clinic to 8 flats. (D1 to C3)
Observations: Object due to over-development of the site and the size of the units, creating a sub-standard living environment. There were also concerns regarding waste management and parking limitations.

CB/19/01353/FULL 37 Lovers Walk

Proposal: Retrospective planning approval for timber framed gazebo with glazed roof lantern.

Observations: Object to the over-powering nature of the development and the height of it as well as being a retrospective application.

CB/19/01364/FULL 22 Appleby Gardens

Proposal: Single storey front extension and garage conversion.

Observations: No objection

CB/19/01389/FULL 10 Buttercup Close

Proposal: Single storey side and rear extension.

Observations: No objection

CB/19/01400/FULL 12 Broadwalk

Proposal: Change of use from A3 (formerly Butler's Café) to D2 for new Escape Room business.

Observations: No objection

CB/19/01411/FULL 5 Oakwell Close

Proposal: Erection of single storey rear extension.

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 JULY 2019

Present: Councillors Phillip Crawley (Vice-Chairman) (In the Chair), Mark Cant, Alan Corkhill, Greg George, John Gurney, Peter Hollick and Cameron Restall

Apologies: Councillor Liz Jones (Chairman) (for whom Cllr Hollick was substituting)

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 21 JUNE 2019

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 1 June and 21 June 2019.

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

CB/19/00230/TRE	Former Duke Minster Estate, Church Street
Proposal:	Fell and prune various trees detailed on the tree survey within A1 of TPO 1/1973.
Observations:	No objection

CB/19/01128/FULL	34 Oakwood Avenue
Proposal:	Proposed new front porch.
Observations:	No objection

CB/19/01214/FULL	11 Cross Street North, land adjacent and rear of 23 Chiltern Road
Proposal:	Erection of a first floor dwelling with parking below and amenity to the rear of 23 Chiltern Road.
Observations:	Object - Overdevelopment and loss of parking space. Members considered that parking should be increased if number of residential units is increasing.

CB/19/01295/FULL	52 Benning Avenue
Proposal:	Two storey side and front extension.
Observations:	No objection

CB/19/01299/FULL	28 Ashton Square
Proposal:	Change of use of ground and basement floors from A1 retail to A3 café.
Observations:	No objection

CB/19/01308/FULL 1 Woodford Road

Proposal: Erection of a detached 2-bedroom dwelling.

Observations: No objection

CB/19/01324/FULL 1 Fairfield Road

Proposal: Erection of single storey front/rear extension and double storey side extension.

Observations: Object – Members expressed concern about the close proximity of the proposed development to adjacent property and felt that there would be a detrimental impact to the street scene.

CB/19/01330/FULL 36 Miletree Crescent

Proposal: Single storey flat roof rear extension.

Observations: No objection

CB/19/01378/FULL 1A Capron Road

Proposal: Proposed single storey rear extension and detached garage.

Observations: No objection

CB/19/01471/ADV London Road (Opposite Southwood Road)

Proposal: To upgrade paper advertising panels on bus shelter to a display of double-sided digital advertising panels.

Observations: No objection

CB/19/01474/FULL Flat E, 19 High Street North

Proposal: Planning application for retention of loft with rear dormer. New dummy chimney to be installed and conversion of studio flat in loft into two self-contained studio flats.

Observations: No objection

CB/19/01476/ADV High Street North (Opposite Tesco Express & opposite Beale Street)

Proposal: To upgrade paper advertising panels on bus shelter to a display of double-sided digital advertising panels.

Observations: No objection

CB/19/01483/FULL 67 Kirkstone Drive

Proposal: Two storey side and single storey front and rear extensions.

Observations: No objection

CB/19/01560/FULL Land at 308-310 High Street North

Proposal: Erection of terrace of three dwellings and alterations to access.

Observations: No objection

CB/19/01563/FULL 25 Houghton Road

Proposal: Erection of new rear conservatory and associated works.

Observations: No objection

CB/19/01569/FULL 8 Leston Close

Proposal: Front porch extension.

Observations: No objection

CB/19/01619/FULL 2 Old Dairy Court

Proposal: Two storey side extension, garage conversion, single storey front extension, replacement roof to existing conservatory and conversion of space to loft and provision of dormer.

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 23 JULY 2019

Present: Councillors Liz Jones (Chairman), Phillip Crawley (Vice-Chairman), Matthew Brennan, Mark Cant, Alan Corkhill, Greg George and Cameron Restall

Apologies: Councillor John Gurney (for whom Cllr Brennan was substituting)

In Attendance: Becky Wisbey (Head of Community Services)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Cllr Brennan	16 Burr Street – Non-Pecuniary (Applicant known)	Item 3, App 5

2. PLANNING APPLICATIONS – RECEIVED UP TO 12 JULY 2019

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 22 June and 12 July 2019.

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

CB/19/01322/FULL 15 Keswick Close

Proposal: Infill single storey side extension. Change front roof over bay window & porch and rear roof from flat to pitched.

Observations: No objection

CB/19/01436/FULL St Christophers Lower School, Gorham Way

Proposal: Erection of outbuilding to be used as a reading pod (retrospective).

Observations: No objection

CB/19/01646/FULL 10 Stuart Street

Proposal: Change of use from class B1 back to residential for one room in the property – dining room.

Observations: No objection

CB/19/01677/FULL 61 Pipers Croft

Proposal: Single storey side and rear extensions.

Observations: No objection

CB/19/01687/FULL 16 Burr Street

Proposal: Two storey side/rear extensions and single storey rear extensions.

Observations: No objection

CB/19/01689/FULL 4 Hilton Avenue

Proposal: Single storey front extension.

Observations: No objection

CB/19/01731/FULL 59 Tring Road

Proposal: Alterations to roof with new front dormer and front and rear Velux windows. Amended application to CB16/05230/FULL.

Observations: No objection

CB/19/01740/FULL 123 Woodfield Green

Proposal: Single storey rear extension.

Observations: No objection

CB/19/01751/FULL 43 Evelyn Road

Proposal: Erection of two storey rear extension.

Observations: No objection

CB/19/01770/ADV Tesco Stores Ltd, 166 High Street North

Proposal: Advertisement – 6.3m pylon sign.

Observations: No objection

3. PLANNING DECISIONS

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

4. LICENSING APPLICATIONS

Members noted the following street trading application:

Location	Thorn Turn, Grendall Lane, LU5 6GJ
Reference	CB/LSTR/19/040979

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 20 AUGUST 2019

Present: Councillors Liz Jones (Chairman), Phillip Crawley (Vice-Chairman), Greg George, John Gurney and Lee Roberts

Apologies: Councillor Mark Cant, Alan Corkhill and Cameron Restall (for whom Cllr Roberts was substituting)

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

Public: One

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PLANNING APPLICATIONS – RECEIVED UP TO 9 AUGUST 2019

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 13 July and 9 August 2019.

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

CB/TRE/19/00273 16 Hawthorn Close

Proposal: Works to trees protected by a tree preservation order reduction of protected ash tree all over by 2m and tree crown is lifted to a height of 3.5m above ground level.

Observations: No objection

CB/TCA/19/00277 Street Record, High Street South

Proposal: Works to trees within a conservation area as per application and tree survey.

Observations: No objection

CB/TRE/19/00297 4C Brook Close

Proposal: Work to TPO Sycamore tree (SB/TPO/01/0009)

1. Crown reduction by 25-35% - to stop tree overgrowing it's location and remove weight extremities from the branches.
2. Crown clean – to remove dead wood to mitigate risk of potential damage caused by falling branches.
3. Crown thin – to reduce wind load upon the limbs of the tree and to reduce shading.
4. Crown lift approx. 5m – to increase light penetration under the tree and remove obstruction from vehicles.

Observations: No objection

CB/TRE/19/00319	West Street Christian Centre
Proposal:	Works to trees protected by a Preservation order: Prune trees overhanging into May Pole Yard car park and prune church side too.
Observations:	No objection

CB/19/01670/FULL	30 Falcon Close
Proposal:	Retrospective: Replacement of timber windows with white UPVC on 3 rd floor flat.
Observations:	No objection

CB/19/01767/FULL	16 Leston Close
Proposal:	Ground floor front extension, partial garage conversion and replacement roof over garage.
Observations:	No objection

CB/19/01824/FULL	85 Princes Street
Proposal:	Single storey rear and side extension. Dormer window extension to front and rear.
Observations:	No objection

CB/19/01920/FULL	264 West Street
Proposal:	Dropped kerb across full frontage of property, removal of small brick wall at front and hardstanding.
Observations:	No objection

CB/19/01946/OUT	21 High Street North
Proposal:	Conversion of upper two floors into 4 one bed flats, plus attic extension to create an additional one bed flat including new rear extension.
Observations:	No objection but Members were keen to stress the importance for these types of developments to have adequate refuse collection arrangements put in place.

CB/19/01961/FULL	32 Wilbury Drive
Proposal:	Detached timber cabin to the rear (retrospective)
Observations:	No objection

CB/19/01963/FULL	32 Mardale Avenue
Proposal:	Replace front porch extension.
Observations:	No objection

CB/19/01967/FULL	50 Beacon Avenue
Proposal:	Single storey side and rear extension with front bay window. Loft conversion with front and rear dormers.
Observations:	No objection

CB/19/01984/FULL	Unit 3, Lawrence Way
Proposal:	Installation of new cladding to front elevation of Unit. Full removal of existing asbestos cement sheet roof with new profile sheet.
Observations:	No objection

CB/19/02000/FULL 16 Southfields Road
Proposal: Single storey rear/side extension.
Observations: No objection

CB/19/02016/FULL 36 Holliwick Road
Proposal: First floor side extension.
Observations: No objection

CB/19/02124/FULL 19 Keswick Close
Proposal: First floor front and side extension, two storey rear extension and garage conversion.
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**GROUPS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 9 SEPTEMBER 2019****CEMETERY, ALLOTMENTS, RECREATION GROUNDS, TOWN CENTRE GARDENS AND
RANGER SERVICE INFORMATION REPORT**

Purpose of report: - The purpose of this report is to update members on the management and maintenance of the town's cemetery, allotments, recreation grounds, town gardens, floral displays, play areas and Ranger Service.

1. DUNSTABLE CEMETERY

- 1.1 Burial activity has remained ongoing and the table below provides a comparison for the period 1 June 2019 to 31 August 2019 against the same period for the previous year.

	June 2018 – August 2018	June 2019 – August 2019
New earth grave	18	15
Re open earth grave	10	13
New ashes	4	8
Reopen ashes	17	9

- 1.2 At the time of writing this report, 188 burials will have taken place in the lawn section of the cemetery extension since February 2016.
- 1.3 The Cemetery profiled expenditure and income report as at end of July 2019 is available in Appendix 1. The overall position shows a negative variance for the period which can largely be attributed to an under achievement on income.
- 1.4 Dunstable Cemetery has retained its Green Flag status for 2019/20. A flag raising ceremony is scheduled to take place on 12 September 2019 at 2.00pm. The Town Mayor will raise the flag in the presence of fellow Councillors, grounds staff and partner organisations.
- 1.5 The Friends of Dunstable Cemetery continue to meet on a regular basis to carry out various light grounds activities to support the grounds staff. The Friends are now in the process of becoming a formally constituted group and setting up a bank account.

- 1.6 The Cemetery Management Plan includes an action to survey the wildflowers present in the cemetery. The local Wildlife Trust visited the Cemetery on the 29 May where they completed a baseline study, the results of which have now been received. We will now review the study and look at any recommendations that have been made by the Trust.



- 1.7 Following on from the very successful ‘Headlines behind the Headstones’ evening held in the Cemetery Chapel last year, The Friends of Dunstable Cemetery are to host another evening in the Cemetery Chapel on the 9 October, where the general public will be invited to listen to a local Town Guide give a talk about some of the more notable graves in the Cemetery.
- 1.8 The Interpretation Panels are now available for installation. The Cemetery Manager will be meeting with a local Town Guide to agree suitable locations. These Interpretation Panels will not only support the Town Guides on their tours of the Cemetery but offer invaluable information to visitors.

2 ALLOTMENTS

- 2.1 At the time of writing this report there are 96 people on the waiting list, which is 28 more than reported to this Committee in June. Since 1 June 2019 some 42 people have asked to be added to the waiting list, 29 are residents of Dunstable and 13 are non-residents. The table below provides some detail about the make-up of the waiting list.

	Total	Resident	Non-Resident
Number on waiting list	96	53	43
Number currently under offer	4	4	0
Number that will accept offer of any plot /site	29	6	23
Number that have requested a specific plot /site	59	41	18
No. requesting a second plot	4	2	2

- 2.2 There are currently 3 vacant plots available which the Council is in the process of clearing so that they can be re let.
- 2.3 The Council has been working with tenants at the Hillcroft allotments to improve the site. Waste has been cleared to create a communal area, new sign boards have been

erected and 30m of chain link fencing has been replaced with more robust metal palisade fencing.

3. RECREATION GROUNDS

Play Areas, Grove Skate Park and BMX

3.1 Since the last report to this Committee there have been 3 incidents of vandalism to play equipment. One at Mentmore play area to the rope bridge, one at Markham Crescent play area to a swing seat and one at Bennetts adventure play area where the climbing boulder was set on fire causing extensive damage. The Grounds Operations Manager is currently seeking a cost to replace the climbing boulder and repair the damage caused to the mulch base.



3.2 It was necessary for the Grounds Operations Manager to call the Fire Service to Bennetts adventure play area on Friday 9 August to remove a child who had his leg stuck fast across the slide chute. This resulted in some damage to the slide chute from cutting equipment. The slide was repaired promptly on site by re-aligning the chute and welding the cut to a standard to allow continued use.

3.3 Members will recall that this Committee decided to consult with play area and park users on the need for a fence around the adventure play area. The outcome of the consultation and any next steps will be reported verbally to this Committee.

Sports Pitches and General Grounds Maintenance

3.4 The Grounds Supervisors have been working closely with the contractors installing the irrigation system at Creasey Park, to ensure that the damage to pitches is kept to a minimum throughout the installation period and to further ensure that there is no disruption to the fixtures for clubs using the main stadium pitch.

3.5 All recreation grounds football pitches have been marked out with the season having started on 1 September. There has been an increase in the number of adult teams seeking to use the pitches this season more especially at Luton Road Recreation Ground.

- 3.6 Unfortunately there was a break in at the grounds store at Creasey Park Depot resulting in fourteen pieces of grounds equipment being stolen including five brush cutters, three leaf blowers and five hedge trimmers. Access was gained by cutting through the palisade fencing and then cutting a hole through the side of the grounds store. The cost to replace the equipment is £4,582. Quotations to repair the fence and buildings are being sourced at the time of writing this report. The thefts and damaged will be covered by the Councils insurance arrangements.
- 3.7 The grounds team have been busy assisting the Community Service team with events throughout the school holiday period by delivering and picking up equipment needed for the events programme.
- 3.8 Grass cutting is ongoing and will be finishing at the end of October when the mowers will be serviced ready for the next cutting season to commence in March 2020.

4. TOWN CENTRE AREA

Priory and Grove House Gardens and the Town Centre

- 4.1 All the summer bedding planting was completed by the middle of June, the bedding plants in Priory Gardens looked excellent at the time of the Anglia in Bloom judging on 17 and 18 July. The grounds team have spent many hours watering throughout the summer with temperatures again reaching record high levels.
- 4.2 Sadly there have been some acts of anti - social behaviour in both Priory Gardens and Grove House Gardens throughout the summer period with police intervention required on some occasions.

Dunstable in Bloom

- 4.3 This year's Anglia in Bloom judging went well and the judges seemed to enjoy their visit to the town over the two days. The Deputy Mayor of Dunstable, Cllr Liz Jones and In Bloomers will be attending the awards ceremony in St Ives, Cambridgeshire on 10 September 2019.

5. TOWN RANGER SERVICES

- 5.1 The rangers assisted the grounds team by sweeping the footpaths and using hot water weed treatment at Grove and Priory Gardens and the cemetery in preparation for the Anglia in Bloom judging on the 17/18 July.
- 5.2 The rangers have also been busy painting bollards in Ashton Square to enhance the general appearance in the locality.

- 5.3 As usual throughout the summer the rangers have been cutting back epicormic growth at the base of Lime trees in the Town Centre and cutting back overgrown foliage blocking footpaths.
- 5.4 General sweeping, jet washing and weed removal throughout the Town has been ongoing. There has also been an increase in the amount of graffiti removal carried out by the rangers recently.

6. **AUTHORS**

Ian Swinnerton, Grounds Operations Manager
ian.swinnerton@dunstable.gov.uk

Mary Dobbs, Cemetery Manager
mary.dobbs@dunstable.gov.uk

Appendix 1

Cemetery Profiled Income and Expenditure Report as at 31 July 2019					
	April	May	June	July	
Budgeted Expenditure	£19,336	£7,885	£7,884	£9,135	
Actual Expenditure	£16,273	£6,889	£5,533	£7,152	
Variance	£3,063	£996	£2,351	£1,983	
Budgeted Income	£14,384	£14,384	£14,382	£14,384	
Actual Income	£9,223	£12,045	£15,126	£8,153	
Variance	-£5,161	-£2,339	£744	-£6,231	
Total Variance	-£2,098	-£1,343	£3,095	-£4,248	
Overall Variance					-£4,594

DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 9 SEPTEMBER****CREASEY PARK COMMUNITY FOOTBALL CENTRE AND BENNETT'S SPLASH UPDATE**

Purpose of Report: To provide a progress report on operations at Creasey Park Community Football Centre, Bennett's Splash and the Splashside Café.

1. INTRODUCTION

- 1.1 This report gives members a summary account of performance to date.
- 1.2 Following on from the last G&ES Committee meeting a small group of Councillors met with the Town Clerk and Chief Executive and the Sport & Leisure Facilities Manager to discuss future operations and finances at Creasey Park. The outcome of the meeting was to contact CBC to ascertain their future intentions for the management of Creasey Park. A further verbal update on this will be given at the Committee meeting.

2. ATP AND GRASS PITCHES

- 2.1 The football season started for AFC Dunstable (AFC) and Dunstable Town FC (DTFC). AFC are currently unbeaten and top of their league and Dunstable Town have enjoyed success winning 2 games in the FA Cup.
- 2.2 AFC Dunstable held their annual youth festival over 1 & 2 June, which again was extremely well attended with 112 youth teams competing. In terms of numbers this equates to about 1,600 players and over 3,000 spectators attending.
- 2.3 Dunstable Town Youth held their annual youth festival over 24 & 25 August, again extremely well attended with 117 youth teams competing. This equates to about 1,750 players and over 3,200 spectators attending. This bank holiday weekend proved to be very busy for the Centre having to also host matches on the main pitch for AFC & DTFC, on Saturday, Sunday and Monday.
- 2.2 The winter ATP block bookings are at 97% capacity with only 2 slots available on Monday evening 9-10pm.
- 2.3 Youth grass pitch bookings are oversubscribed, and teams have been moved the towns recreational ground pitches.

3. INCOME & EXPENDITURE

- 3.1 The table below shows CPCFC profiled income and expenditure report as at 31 July 2019.

	April	May	June	July
Budgeted Expenditure	£50,899	£34,827	£26,917	£29,517
Actual Expenditure	£48,641	£32,227	£25,449	£26,257
Variance	£2,258	£2,600	£1,468	£3,260
Budgeted Income	£19,310	£19,200	£23,200	£14,052
Actual Income	£20,319	£31,068	£22,011	£30,179
Variance	£1,009	£11,868	£-1,189	£16,127
Total Variance	£3,267	£14,468	£279	£19,387
Overall Variance	£37,401			

- 3.2 Expenditure in June and July were both under profiled expenditure, savings being made on salaries and wages as well as bar & catering stock.
- 3.3 Income in June was under profile, underachieving on bar & catering; July income is showing a £16,127 positive variance to profile, this is due to £15,000 Brewers Hill contribution being received 2 months earlier than profiled.
- 3.4 The end of year forecast at present looks healthy. ATP & grass pitch is forecast to overachieve on budget due to increased block bookings, increased number of youth teams hiring grass pitches and the new college agreement. Room hire is also forecast to overachieve, largely to due to the increased college usage and new bookings such as a regular art class.
- 3.5 The Centre room hire income is also benefiting from a regular physiotherapist hiring the physio room, which since April has brought in £300
- 3.6 Although the budget projections are positive, caution should always be exercised due to unexpected repairs and maintenance.

4. EVENTS AND FUNCTIONS

- 4.1 The new art class booking reported at the last Committee has booked again for 12 weekly Wednesday morning classes and 12 weekly Monday evening classes.
- 4.2 The increased College room usage means weekdays from September to , the Centre is at capacity from 9.00 am to 4.00 pm except for Wednesday afternoons.

5. BUILDING AND ENVIRONMENTAL UPDATE

- 5.1 The irrigation project is now nearing completion. All pipework and sprinklers have been channelled and fitted on the main pitch and youth pitches. The next stage is building the water tank and connecting utilities. The project is due to be completed week beginning 16 September.

- 5.2 The additional ATP project has received welcome news that Secretary of State approval has been secured to transfer some of the educational land (previously Brewers Hill School pitches) to full CBC control and within the Creasey Park boundary. This now facilitates the additional ATP and CBC will be providing a project outline and dates in due course.

6. BENNETT'S SPLASH & SPLASHSIDE CAFÉ UPDATE

- 6.1 Bennett's Splash closed for the season on Sunday 1 September.
- 6.2 The weather has continued to be indifferent and brought mixed usage and the café closed early on a few occasions to save on staff expenditure.
- 6.3 A report on the financial outturn for the season will be provided in the next report. At present, against profile, the budget is anticipated to be slightly over-spent.
- 6.4 The Splash Park has unfortunately suffered numerous issues in the past month due to technical failures. These issues were experienced on the hottest and potentially busiest days.
- 6.5 The first major issue was in July within the first week of the school holidays and resulted in the park closing and installation of a new water pump. The park then suffered more problems over the recent bank holiday weekend having to close on the Sunday. These problems have persisted until the season closure on Sunday 1 September. The Splash Park has only managed to stay open and active due to staff being in almost constant consultation with Kingcombe Aquacare.
- 6.6 There will now be an internal review of the seasons operations with staff and interested councillors. There will also be a review meeting with Kingcombe to ascertain why these problems have developed, persisted and actions required to remedy.

7. CONCLUSION

- 7.1 Creasey Park has remained busy over the summer period and usage has been high. Projected income is promising with increased core usage on the ATP and grass pitches as well as room hire. The focus will now be on how to best maximise bar and catering income and establish the Centre as a function and events venue.
- 7.2 It has been a very challenging end to the Bennett's Splash season and during its closure the focus will be on establishing why technical problems occurred and how these will be fixed and future proofed.

8. AUTHOR

- 8.1 James Slack – Sports and Leisure Facilities Manager
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DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 9 SEPTEMBER 2019****GROUNDS MAINTENANCE MINOR STAFFING ALTERATION**

Purpose of Report:	The purpose of this report is to seek approval to delete two 2 x 7-month temporary seasonal Grounds Assistant posts and create 1 new full-time Grounds Assistant post
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1. ACTION RECOMMENDED

- 1.1 That Members approve the deletion of the two x 7-month temporary seasonal Grounds Assistant posts from the Councils staffing establishment.
- 1.2 That Members approve the creation of one new full-time Grounds Assistant (Play and Outdoor Equipment) post in line with the detailed proposals set out in this report

2. BACKGROUND

- 2.1 The Council's staffing establishment for Grounds and Environmental Services includes two x 7-month temporary seasonal Grounds Assistant posts which are recruited to each year to cover a period from April to October. The posts were created to assist with seasonal peak demand for grass cutting and other spring and summer grounds maintenance activities.
- 2.2 A copy of the current Grounds staffing structure is presented at Appendix 1

3. MAIN CONSIDERATIONS

- 3.1 Over the last three years it has become increasingly difficult to recruit staff to the seasonal posts. Difficulties have included a lack of applicants and suitably qualified or experienced staff and retaining staff who are ultimately seeking permanent employment. Part of the problem may lie with Dunstable and surrounding areas currently enjoying high levels of employment.
- 3.2 In addition to the recruitment issues the Head of Grounds and Environmental Services and the Grounds Operations Manager have identified the need for a more robust and structured approach to managing the Council's play equipment and play areas, outdoor sports areas such as the BMX track and the skatepark and all the Council's parks furniture and litter bins. Furthermore, the Council has recently invested in a new adventure play area alongside the splash park at Bennett Memorial Recreation Ground and new play improvements are in the pipeline for Luton Rd Recreation Ground and Grove House Gardens using Section 106 funding.
- 3.3 The play areas, outdoor sports equipment and furniture are important features with the town's many parks and open spaces and ensuring they remain safe and fit for purpose is a key requirement for the grounds team. Trying to keep on top of safety monitoring and timely repairs as well as responding quickly to vandalism can be a challenging task for the team. In addition, it has proved difficult over the last year to

keep on top of litter and bin emptying at Bennett's Splash and Adventure Play, often requiring staff to be redirected from other grounds activities during the busiest periods.

- 3.4 Given the difficulties associated with recruiting seasonal staff each year and taking account of the need to have a more robust approach to play and outdoor equipment management and maintenance, it is proposed that the two existing 7-month seasonal grounds posts be deleted from the establishment. It is further proposed that the Council creates a new full-time post of Grounds Assistant (Play and Outdoor Equipment) dedicated to managing play equipment, outdoor sports equipment and parks furniture. A copy of the draft Job Description and Person Specification is provided at Appendix 2 and the Council will be looking to recruit a person with experience and training in managing play facilities and equipment.
- 3.5 The loss of seasonal grounds staff during the summer months can be offset by reducing the need to use existing grounds staff to cover the activities and tasks of the new post.

4. FINANCIAL IMPLICATIONS

- 4.1 The Council's 2019/20 budget includes a sum of £29,142 to employ two x 7-month seasonal Grounds Assistants. Due to difficulties with recruitment, only one seasonal post is filled at present.
- 4.2 The new post has been evaluated using the Council's established job evaluation procedures and has been valued at DTC Grade F, Spinal Column Point 7-11 requiring an annual budget commitment of £25,987 (including all on costs)
- 4.3 The proposal would therefore provide an annual saving in the 2020/21 budget year of £3,155 (based on current costs)

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 None

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 The proposal will assist the Council in strengthening its approach to safely managing play and outdoor equipment and meet future challenges.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 The new post has been evaluated by Croner Reward in line with the Council's established job evaluation procedures.
- 7.2 Because it has only been possible to recruit one seasonal grounds assistant this year and taking account of the likely timescales for recruitment, which will likely see the post holder in place no earlier than November 2019, there is sufficient budget remaining to employ the post holder in the current financial year.

8. LEGAL IMPLICATIONS, ENVIRONMENTAL POLICY IMPLICATIONS AND EQUALITIES IMPLICATIONS

- 8.1 None

9. APPENDICES

9.1 Appendix 1 – Current Grounds Staffing Structure

9.2 Appendix 2 - Grounds Assistant (Play and Outdoor Equipment) Job Description and Person Specification

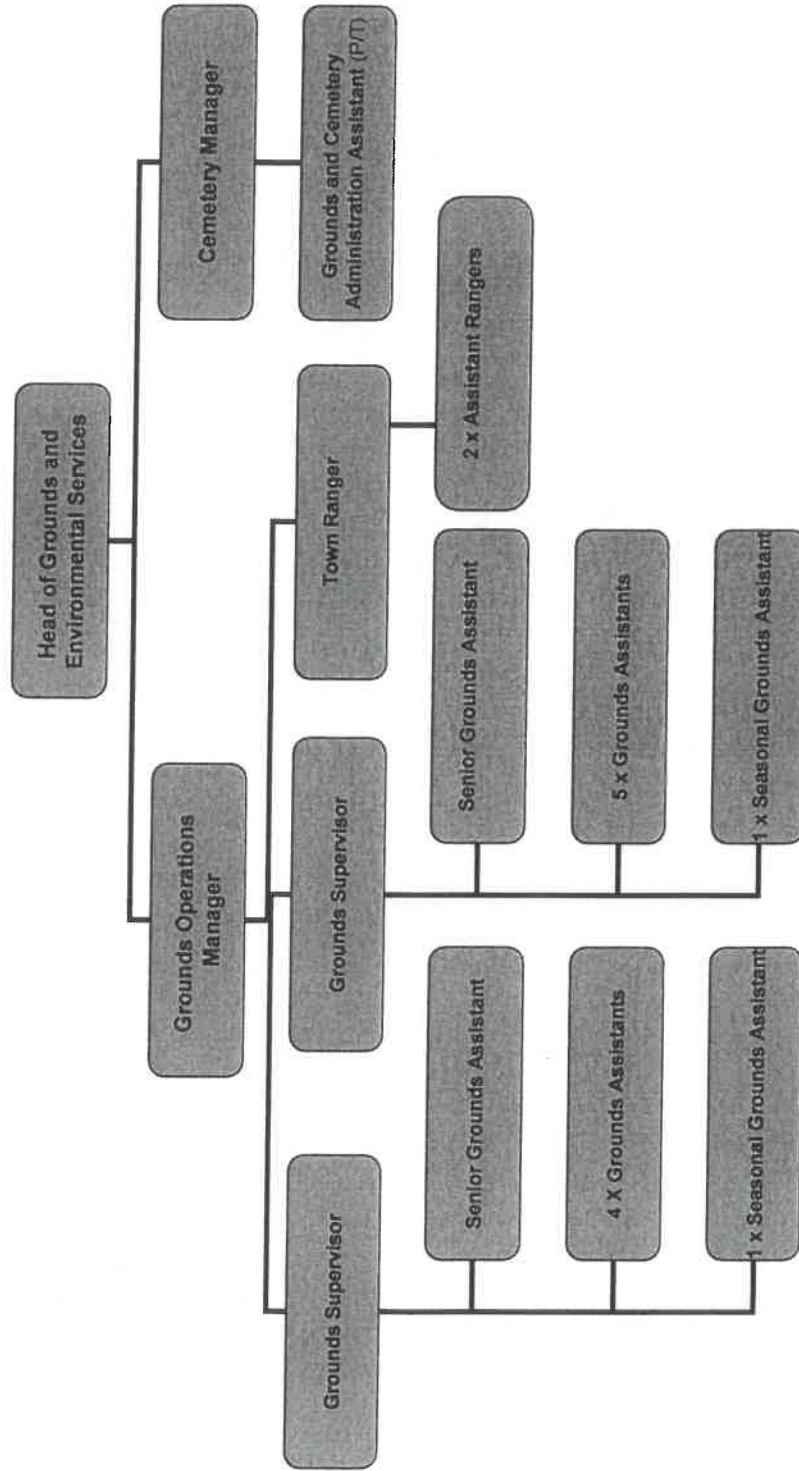
10. BACKGROUND PAPERS

10.1 None

11. AUTHOR

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Grounds and Environmental Services



Dunstable Town Council
Grounds and Environmental Services
JOB SPECIFICATION

Job Title: Grounds Assistant (Play and Outdoor Equipment)

Department: Grounds and Environmental Services

Responsible to: Grounds Operations Supervisor(s)

Responsible for: None

Main Purpose of Job

1. To maintain all play and outdoor sports equipment in a safe condition in line with current legislation, guidance and best practice.
2. To inspect, maintain and repair all the Councils play areas, skatepark, BMX Track, splash park, adventure play area, outdoor gym and sports equipment, tennis courts, litter bins, benches and information boards town wide.

Main Duties

1. To make regular recorded inspections of all equipment and safer surfacing in line with the Councils current monitoring and recording arrangements.
2. To undertake maintenance and servicing of all play and outdoor equipment in line with manufacturers service specifications.
3. To carry out repairs and the fitting of replacement parts as required.
4. To respond to all notifications of vandalism or unsafe equipment and to repair, remove or make safe defects.
5. To remove graffiti and respond to urgent requests for cleaning.
6. To order and maintain a stock of replacement parts.
7. To liaise directly with play manufacturers and suppliers on equipment replacements and major technical issues requiring specialist support.
8. To keep accurate written and photographic record of all inspections and repairs and to provide service managers with performance reports.

9. To liaise with independent third-party play inspectors / surveyors undertaking quarterly and annual record inspections and to act on findings accordingly.
10. To assist the Grounds Operations Manager in delivering new and improved play spaces and evaluating design proposals from play designers and suppliers.
11. To regularly clean all litter bins, benches and signs located on Council green spaces.
12. To undertake additional litter picking and bin emptying at high profile sites such as Bennetts Adventure Play and Splash during periods of heavy use.
11. To liaise with the public, external agencies and businesses to ensure that they are able to effectively and safely use all green space facilities.
12. To ensure cost effective, efficient and safe working practices are maintained in accordance with all prevailing Health and Safety legislation and Council policy.
13. To undertake evening and weekend grounds duties and to support the Councils events programme.
14. To undertake grass cutting, vegetation management and chemical weed control as directed.
15. To ensure all parks notice boards are regularly stocked with up-to-date flyers and posters.

Person Specification

Essential

1. Hold a Register of Play Inspectors International (RPII) accreditation or show a willingness to work towards achieving the accreditation.
2. Practical experience and knowledge of inspecting, maintaining and repairing play equipment.
3. Knowledge of relevant Health and Safety legislation in particular that relating to operating plant and machinery, care of hazardous substances (COSHH Regulations) and a commitment to safe working practices in public spaces.
4. Strong organisational and record keeping skills.
5. Basic IT skills in the use of Word or Excel software and portable tablet devices.
6. Ability to manage own workload and meet set timescales.
7. Ability to work effectively either alone or within a team.

8. Ability to use own initiative.
9. Possess good communication and customer care skill.
10. Have an appropriate, full, clean driving licence.
11. Hold relevant operators licences for all necessary plant and equipment.

Desirable

1. Engineering and / or play equipment installation background and experience
2. A formal engineering qualification.

Complexity and Creativity

The post holder will work under the guidance of a Grounds Operations Supervisors but will be required primarily to work alone on site.

The main duties undertaken by the post holder are routine and repetitive in nature, but are part of high profile front line services which comes under constant public scrutiny and as such delivery needs to be of the highest standard.

This role will require the post holder to work some evenings and/or weekends, for which an out of hour's payment or time off in lieu may be taken in accordance with the needs of the Council.

The post holder's place of work may vary depending on the needs of the service and the post holder will be required to work from either the Creasey Park depot or the Dunstable Cemetery depot as directed by the Grounds Operations Manager or relevant Supervisor.

Judgement and Decisions

The post holder will not be expected to make decisions relating to play area and equipment safety.

Contacts

Internal 50%
All Council staff.

External 50%
Members of the public and contractors.

