



David Ashlee Town Clerk and Chief Executive

Our Ref: DA/JC/GES

Date: 3 January 2020

Dear Councillor

Could you please note that a meeting of the Grounds and Environmental Services Committee will be held on **Monday 13 January 2020 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 11 November 2019 (copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 12 November and 3 December 2019 (see page 1).
5. Creasey Park Community Football Centre and Splash Park Update (see page 6).
6. Cemetery, Allotments, Recreation Grounds, Town Centre Gardens and Ranger Service Information and Update Report (see page 8).
7. Priory Gardens Conservation Management Statement (see page 13).
8. Reserve Spending Proposal (see page 22).
9. Parks and Green Space Development Officer (see page 28).
10. Budget Proposals for 2020/21 (see page 37)

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03.01.20

11. Reports from Outside Organisations –
CBC Development Management Committee – Councillors Sid Abbott and Gloria Martin

Yours faithfully

A handwritten signature in black ink, appearing to read 'DAVID ASHLEE', with a long horizontal line extending to the right.

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 12 NOVEMBER 2019

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

Apologies: None

In Attendance: James Slack (Head of Community Services)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PLANNING APPLICATIONS – RECEIVED UP TO 1 NOVEMBER 2019

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 15 October and 1 November 2019.

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

CB/19/00474/TRE 21 Friary Field

Proposal: Reduce crown by approximately 2m evenly throughout and clean epicormic growth from trunk and crown to Sycamore tree T1. Overall 2.5m reduction to rebalance the tree and reduce weight and leverage of the long heavy branches to Horse Chestnut T2 from TPO SB/58/0001.

Observations: No objection

CB/19/02340/FULL 208 High Street North

Proposal: Clear disused car park on land at rear of building at 208 High Street North and erect a two-storey residential property consisting of 2 separate self-contained flats.

Observations: No objection

CB/19/02809/FULL 68 Union Street

Proposal: Erection of exhaust duct from the kitchen onto the external wall from ground floor ceiling level to above roof ridge.

Observations: No objection

CB/19/02814/FULL 71-73 High Street North

Proposal: Front glass extension to existing restaurant to provide seating area.

Observations: No objection

CB/19/03230/FULL 68-70 Langdale Road

Proposal: Relocation of 4 no. air-conditioning units, installation of new CO2 refrigeration condenser and installation of new access ladder to flat roof.

Observations: No objection

CB/19/03325/VOC Saracens Head, 45 High Street South

Proposal: Variation of condition no. 24 of planning permission CB/16/05847/FULL (Demolition of outbuildings and construction of 6 new cottage dwellings).

Observations: No objection

CB/19/03346/FULL 67 Sundown Avenue

Proposal: Proposed single storey front and side extension.

Observations: No objection

CB/19/03388/FULL 23 Hawthorn Close

Proposal: First floor extension partially over the garage to provide an extra bedroom/en-suite.

Observations: No objection

CB/19/03416/FULL 39 Spinney Crescent

Proposal: Single storey rear extension with ramped access at rear.

Observations: No objection

CB/19/03426/ADV Tesco Express, 68 Langdale Road

Proposal: 2 new fascia panel, 1 new internally illuminated box fascia, 1 new store directory, 2 new vinyls applied externally, 1 new ATM surround and 1 new projecting Sign.

Observations: No objection

CB/19/03452/FULL 41 Markham Crescent

Proposal: Single storey side extension.

Observations: No objection

CB/19/03458/VOC 306 High Street North

Proposal: Variation to condition 2 to planning permission CB/19/00965/REG3. Change of use from a motel (use Class C1) to a sui-generis accommodation facility, with ancillary meeting rooms, interview rooms, training and communal facilities and offices.

Observations: No objection

CB/19/03535/FULL 90 Canesworde Road

Proposal: Two storey side extension.

Observations: No objection

CB/19/03586/FULL 35 Tring Road

Proposal: Single storey rear extension and loft conversion with 3 x dormers.

Observations: No objection

CB/19/03589/ADV 142 High Street South

Proposal: 3 x canopy fascia, 1 x PID (price identity sign).

Observations: No objection

CB/19/03607/FULL 3 Woodford Road

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

Observations: No objection

CB/19/03614/FULL 27 First Avenue

Proposal: Part two storey, part single storey side and rear extensions, rendered walls externally, replacement windows with internal alterations.

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 3 DECEMBER 2019

Present: Councillors Sid Abbott (Town Mayor) (substituting for Cllr George), Liz Jones (Chairman), Phillip Crawley (Vice-Chairman), Alan Corkhill, John Gurney and Cameron Restall

Apologies: Cllr Greg George

In Attendance: John Crawley (Head of Grounds and Environmental Services) and Sharon Long (Democratic Services Manager)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PLANNING APPLICATIONS – RECEIVED UP TO 22 NOVEMBER 2019

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 2 November and 22 November 2019.

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

CB/19/00383/TRE 150 London Road

Proposal: Prune back branches to TPO CB/92/0010/G1.

Observations: No objection

CB/19/03717/FULL 40 First Avenue

Proposal: Rooflight in vaulted ceiling on side elevation of roof.

Observations: No objection

CB/19/03740/FULL 43 West Hill

Proposal: Rear conservatory and garage conversion.

Observations: No objection

CB/19/03768/FULL 15 Borough Road

Proposal: Loft conversion comprising rear dormer with gable ends to create a chalet bungalow.

Observations: No objection

CB/19/03787/FULL 35 Pipers Croft

Proposal: Proposed single storey rear/side extension.

Observations: No objection

CB/19/03811/FULL 12 Staveley Road

Proposal: Two storey front and side extension, single storey side and rear extension and widening of existing vehicular crossover.

Observations: No objection

CB/19/03829/VOC Priory Service Station, 142 High Street South

Proposal: Variation of condition 11 of planning permission CB/17/05433/FULL dated 04.12.18. Demolition of the existing sales shop and associated retail uses and redevelopment of a new shop and associated retail uses. Following condition to be amended condition 11 external toilet block to be relocated from the approved plan.

Observations: No objection

CB/19/03830/FULL 12 Benning Avenue

Proposal: Single storey rear extension.

Observations: No objection

CB/19/03871/FULL 91 Tring Road

Proposal: Single storey extension to front, side and rear with rooflights. First-floor extension to rear and side.

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 13 JANUARY 2020****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.

2. ATP AND GRASS PITCHES

2.1 Luton Town FC Youth held a youth tournament on Monday 23 December on the ATP. This was a successful event with £1,400 income from the bar and kitchen plus the revenue from the ATP hire.

2.2 Unfortunately, due to the recent wet weather in December games had to be cancelled on the main pitch and youth pitches. These have been rearranged for January, however the subsequent bar & catering income targets for December will be affected.

3. INCOME & EXPENDITURE

3.1 The CPCFC profiled income and expenditure report, as at end of November 2019, is presented below,

	April	May	June	July	August	September	October	November
Budgeted Expenditure	£50,399	£34,327	£27,616	£29,017	£29,127	£33,507	£30,537	£28,942
Actual Expenditure	£48,641	£32,227	£25,449	£26,259	£29,535	£32,871	£34,830	£32,912
Variance	£1,758	£2,100	£2,167	£2,758	£-408	£636	£-4,293	£-3,970
Budgeted Income	£19,350	£20,400	£23,000	£29,052	£112,131	£39,830	£17,230	£15,853
Actual Income	£20,319	£31,068	£21,889	£30,180	£138,305	£15,457	£19,934	£15,886
Variance	£969	£10,668	£-1,111	£1,128	£26,174	£-24,373	£2,704	£33
Total Variance	£2,727	£12,768	£1,056	£3,886	£25,766	£-23,737	£-1,589	£-3,937
Overall Variance	£16,940							

- 3.2 By the end of November the centre is showing at £16,940 positive variance, this is largely down to overachieving on ATP and room hire due to the new college usage agreement.
- 3.3 Although the budget projections are positive, caution should always be exercised due to unexpected repairs and maintenance.

4. EVENTS AND FUNCTIONS

- 4.1 In February Creasey Park is holding a Valentines disco, aimed at families. Tickets are currently on sale on the website and the disco is being advertised in Talk of the Town, the website and Facebook.
- 4.2 Over the festive period a new Christmas menu was in place which offered turkey burgers, pigs in blanket baps and mince pies. These were well received by customers, so staff are currently looking at more seasonal items for the 2020 menu. Also new were hot chocolate reindeer cones which all sold out.

5. BUILDING AND ENVIRONMENTAL UPDATE

- 5.1 The used coffee grounds initiative is being very well received. All used granules bags prepared were given away to customers. This initiative will continue in the New Year and regularly advertised. Additionally, a poster has gone out to the allotment keepers promoting the free bags.
- 5.2 Over Christmas CPCFC staff were busy improving the décor in the bar area by painting some internal walls a darker blue. A new sound system is also being installed which will allow hirers to play their own music and thus not need to pay for a DJ. It is hoped this will attract and boost function hire bookings.
- 5.3 The irrigation system was drained down in November and it will be recommissioned in February/March time.

6. BENNETT'S SPLASH & SPLASHSIDE CAFÉ UPDATE

- 6.1 Staff are currently in negotiations with CBC Vulnerable Adults scheme for the winter hire of the Splashside Café.
- 6.2 The focus from now until April will be on attracting room hire income from the Splashside Café.

7. AUTHOR

- 7.1 Lisa Vincent - Sports and Leisure Facilities Manager
lisa.vincent@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 13 JANUARY 2020****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 Nov 2019 to 31 December 2019 against the same period for the previous year.

	Nov 2018 – Dec 2018	Nov 2019 – Dec 2019
New earth grave	7	8
Re open earth grave	12	6
New ashes	6	1
Reopen ashes	7	8

- 1.2 At the time of writing this report, 205 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 November 2019 is available in Appendix 1. The overall position shows a small positive variance for the period which can largely be attributed to a significant level of income achieved for August and October. Burial income for January 2020 will be higher than the estimated income for the month.
- 1.4 The Friends of Dunstable Cemetery continue to meet on a regular basis to carry out various light grounds activities to support the grounds staff.

2. ALLOTMENTS

- 2.1 At the time of writing this report there are 117 people on the waiting list, which is 20 more than reported to this Committee in November. Whilst the overall waiting list has increased, 20 offers of an allotment plot have been made. Appendix 2 provides some detail about the make-up of the waiting list.

3. RECREATION GROUNDS**Play Areas, Grove Skate Park and BMX**

- 3.1 Since the last report to this Committee there have been no incidents of vandalism to play equipment.

- 3.2 Members will be aware that the installation of the play stack climbing stones at the Bennett's Adventure Play will not now proceed due to the weight of the stone slabs. A decision has been made to install a climbing tower which is a similar cost to the climbing stones. The wooden supports for the climbing tower are Robinia wood which will be in keeping with the rest of the adventure play equipment.
- 3.3 The zip wire at Mentmore Crescent play area and the rocking horse at Bennett Memorial recreation ground play area have now both been repaired.
- 3.4 The new post of Grounds Assistant (Play and Outdoor Equipment) has been filled by an existing member of staff. The post holder commenced in the new role on 9 December 2019.

Sports Pitches and General Grounds Maintenance

- 3.5 The irrigation system at Creasey Park has now been drained down for the winter period. The system will be checked and set up again in March/April 2020 depending on weather conditions, in time for use when the cup finals are due to be played.
- 3.6 Some recent football fixtures have had to be cancelled due to waterlogged pitches. These fixtures will be played at the end of season when it is light enough for evening kick offs.
- 3.7 Contractors have constructed two new ramps at the pedestrian entrances to Luton Road Recreation Ground from Jeans Way. The grounds team have seeded the soil area at the sides of the ramps and installed grass mats to stabilise the soil until the seed germinates and the root system is established.
- 3.8 The new gates to the car park at Luton Road from the Kingsbury Avenue entrance have been installed. One of the car park gates is now locked at night leaving the other one open for pedestrian access.
- 3.9 The grounds team have been trialling a Kubota G26 mower at Priory and Grove House Gardens which has a leaf clearing attachment. The machine has reduced the time required for the leaf clearing operations. A proposal to purchase the machine is included within a separate report to this Committee.

4. TOWN CENTRE AREA

Priory and Grove House Gardens and the Town Centre

- 4.1 The grounds team have been planning for the 2020 summer bedding displays and some changes to the plant choices have been made. A couple of difficult to maintain beds will be permanently planted with sustainable drought tolerant plants.
- 4.2 An audit will be undertaken early in the year to establish how many replacement bins and benches are needed in Priory and Grove House Gardens and other recreation grounds.

- 4.3 General winter work has been carried out at Priory and Grove House Gardens including pruning, leaf clearing and edging footpaths.
- 4.4 Work to extend the parking to the rear of Grove House will commence on 13 January 2020 beginning with the archaeological investigation required as part of the planning consent for the works. It is anticipated that the investigation and the works will take 5 to 6 weeks to complete. The additional 8 parking spaces will be achieved by extending the tarmac area into the main lawn.

Dunstable in Bloom

- 4.5 Dunstable will be representing the Anglia region in the 2020 Britain in Bloom finals in the large town category. The theme for 2020 will be pollinating insects and wildflowers. Plans are already well underway with Dunstable in Bloom to showcase some of our best community and environmental projects of recent years.
- 4.6 The campaign will be launched in early February with the unveiling of a new Dunstable in Bloom notice board in Grove House Gardens and the launch of the Dunstable in Bloom website.
- 4.7 In Bloomers have been busy during November planting 2000 narcissus bulbs to brighten up grass verges and other public places.

5. TOWN RANGER SERVICES

- 5.1 The Rangers are now back to the usual cleaning regime on the Ashton Square toilets following the recent completion of the upgrade of the toilet block. They are currently experiencing some issues which are being resolved as part of the snagging and defects arrangements.
- 5.2 The Ranger service recently assisted with the Christmas Magic event on the 14 December.
- 5.3 Further works for Beds FA are being carried out including repairing goalposts and guttering. Some work for a local school is also due to be carried out after the Christmas period. These works assist in achieving the income target set for the Town Ranger service.

6. AUTHORS

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

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

Cemetery Profiled Income and Expenditure Report as at 30 November 2019

	April	May	June	July	August	September	October	November
Budgeted Expenditure	£19,336	£7,885	£7,884	£9,135	£7,886	£7,884	£9,136	£7,885
Actual Expenditure	£16,273	£6,889	£5,533	£7,419	£7,832	£6,846	£7,268	£6,888
Variance	£3,063	£996	£2,351	£1,716	£54	£1,038	£1,868	£997
Budgeted Income	£14,384	£14,384	£14,382	£14,384	£14,384	£14,382	£14,384	£14,384
Actual Income	£9,223	£12,045	£15,126	£8,153	£26,794	£8,951	£19,806	£10,092
Variance	-£5,161	-£2,339	£744	-£6,231	£12,410	-£5,431	£5,422	-£4,292
Total Variance	-£2,098	-£1,343	£3,095	-£4,515	£12,464	-£4,393	£7,290	-£3,295
Overall Variance				£7,205				

Waiting list	Total	Resident	Non-Resident
Willing to accept any plot/site	29	4	25
Specific plot/site requested	72	48	24
Second plot requested	4	2	2
Offer made - not yet accepted/ returned signed agreements	12	12	0
TOTAL	117	66	51
Added to list since last report (included in above total)	22	18	4
On list but don't want plot yet (included in above total)	4	4	0

Site	Catchacre	Hillcroft	Maidenbower	Meadway	Pascomb Road	Westfield	ALL SITES
Total available plots on site	21	18	22	111	15	85	272
Vacant plots	1	0	3	7	0	2	13
Notice to Cultivate	0	0	0	0	0	0	0
Notice to Quit	1	0	1	3	0	1	6
Plot newly let	1	0	0	4	0	1	6
Plot given up	1	0	0	6	0	1	8
Inspection Dates	Reinspection carried out: 28 November 2019 Next Full Inspection: 30 March 2020						

DUNSTABLE TOWN COUNCIL**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 13 JANUARY 2020****PRIORY GARDENS CONSERVATION MANAGEMENT STATEMENT**

Purpose of Report:	To seek member approval for the adoption of a Conservation Management Statement for Priory Gardens to support the Council's bid for Green Heritage status for the site.
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1. ACTION RECOMMENDED

- 1.1 It is recommended that Members adopt the Conservation Management Statement for Priory Gardens provided at Appendix 1 in support of the application for Green Heritage status in 2020.

2. INTRODUCTION / BACKGROUND

- 2.1 The Council's emerging Corporate Plan 2020 - 2023 includes an action to secure a Heritage Green Flag for Priory Gardens. 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 10 years.
- 2.2 Priory Gardens first achieved Green Flag status in 2011. The Gardens are visited by Green Flag judges every two years at which time they also review the supporting management plan for the site. The current management plan (2018 to 2024) was adopted in January 2018 and is revised and updated every two years. Priory Gardens will be judged again in 2020 and this is an ideal opportunity to try to secure Green Heritage status.
- 2.3 The Green Flag Awards are currently managed nationally by the Keep Britain Tidy Group and applications for Green Heritage status can only be made by those sites currently holding a green flag. Green Heritage accreditation is supported in England by Historic England. Management plans are required to be submitted by 30 January 2020 with full on-site judging taking place during late April or May.

3. MAIN CONSIDERATIONS

- 3.1 The Head of Grounds and Environmental Services has established a good working template for management plans for Green Flag sites. However, to secure Green Heritage status the Council must have in place a conservation plan or at the very least a conservation statement for Priory Gardens. Furthermore, it is important to show the judges that the Council supports the statement and the approach taken to conservation.
- 3.2 With a detailed and well received management plan already in place for the period 2018 to 2024 it is recommended that the Council opt to include a conservation management statement within the overall management plan. A draft statement is provided at Appendix 1.

3.3 The statement provides some overall historic context for the site and outlines the Council's commitments to the conservation landscape, archaeology and historic features, nature conservation, accessibility, environmental sustainability and partnerships. The statement also includes a specific overall objective for conservation and an indication of the type of conservation projects that the Council consider might be appropriate for the site.

3.4 The specific overall objective proposed is:

"To conserve, enhance, sustainably manage and where appropriate restore the historic and natural heritage of the gardens, improve access and the overall visitor experience and increase levels of awareness, learning and engagement".

3.5 The list of potential projects or opportunities includes:

- Examine and explore the history of gardening and land management of the site and use the research to inform and educate young people and visitors.
- Share the heritage timeline for Priory Gardens, Church and House in an outdoor setting.
- Interpret different periods of history with features that showcase the horticultural fashions of the time.
- Expose some archaeology for all to see.
- Improve education with young people by extending the Priory Church and Priory House resource packs and activities to include the Priory Gardens.
- Celebrate the site through the ages by using the Council's 'History Day' events for re-enactments, workshops, demonstrations and crafts.

3.6 It is proposed that Members approve the Conservation Management Statement provided at Appendix 1, for inclusion within the overall management plan, to support the Councils application for Green Heritage Status for Priory Gardens.

4. POLICY AND CORPORATE PLAN IMPLICATIONS

4.1 The proposal detailed in this report is in keeping with the emerging Corporate Plan 2020-2023.

5. HUMAN RESOURCE IMPLICATIONS

5.1 The delivery of improvement projects and community engagement is included within the job description and person specification for the proposed Parks and Green Space Development Officer post which is the subject of a separate report to this Committee.

6. FINANCIAL, HEALTH AND SAFETY, LEGAL, ENVIRONMENTAL AND EQUALITIES IMPLICATIONS

6.1 None

7. APPENDICES AND BACKGROUND PAPERS

7.1 Appendix 1 – Conservation Management Statement

7.2 Background Papers – Priory Gardens Management Plan 2018 -2024

8. AUTHOR

8.1 John Crawley, Head of Grounds and Environmental Services
john.crawley@dunstable.gov.uk

Conservation Management Strategy – Priory Gardens, Dunstable – FINAL DRAFT

Background

Priory Gardens was acquired by Dunstable Town Council from South Beds District Council (now Central Bedfordshire Council) in 1985. The acquisition coincided with the creation of the Town Council at this time.

The Priory Churchyard, which now forms part of the Priory Gardens area also became the responsibility of the Town Council at this time in line with closed churchyard legislation. The Gardens form part of the Dunstable Augustinian Priory Scheduled Monument (National Heritage List for England Ref 1004676 and shown on the plan below) and together they provide an important and valuable heritage green space around the Priory Church of St Peter and the adjacent Priory House.

Priory House was acquired by the Town Council in 2003 having been purchased from a commercial company for use as a Heritage Centre. Restoration funding was secured from the National Lottery. Priory House and Priory Gardens are intrinsically linked as the former contains a medieval vaulted stone undercroft, thought to have once formed part of the Augustinian Priory's *hospitium*.

The Gardens are situated close to the crossroads of the ancient east-west Icknield Way route and the north-south Watling Street Roman Road around which Dunstable was first established. The establishment of the Augustinian Priory and Church on the site from 1132 and the Priory's association with Henry VIII's divorce from Catherine of Aragon in 1533, which gave rise to the break from Rome, provide Dunstable with a rich national heritage.

With such a rich heritage, Priory Gardens along with the Church and Priory House, are considered to be the jewel in Dunstable's heritage crown and are an enormous sense of pride for local people.

Overall Strategy Statement

The Town Council has adopted a Corporate Plan approach to strategic planning and the current plan (2017 to 2019) is in the process of being refreshed and renewed to cover the period 2020 to 2023.

The Plan contains five key objectives, two of which underpin this Conservation Management Strategy namely:

“To continue to preserve and enhance the history and identity of the town” and “To further improve and develop the provision of green and open space in the town”

The Council has adopted the following specific Conservation Strategy Statement for Priory Gardens

“To conserve, enhance, sustainably manage and where appropriate restore the historic and natural heritage of the gardens, improve access and the overall visitor experience and increase levels of awareness, learning and engagement”.

Key documents and references that will support and inform the management and conservation of Priory Gardens include:

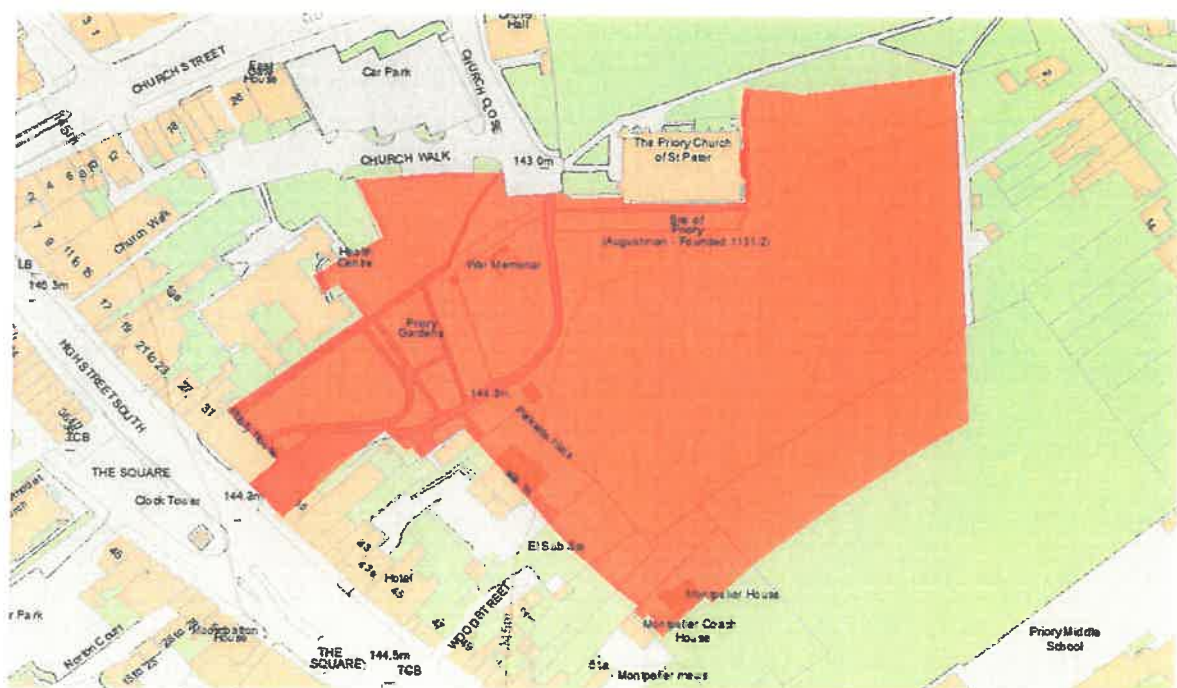
- Priory Gardens Management Plan 2018 – 2024
- Dunstable Town Council Corporate Plan
- Photographic records held by the Dunstable and District History Society
- Archaeological and historical records held by the Central Bedfordshire and Luton Historic Environment Record and the Bedfordshire Archives
- Conjectural drawings and interpretations
- Translation of the Priory Annals
- Priory Church quinquennial reports
- Further research and investigation
- Ordnance Survey plans

The Conservation Landscape

The Priory Gardens that we see and enjoy today are the product of its many uses over eight centuries including its medieval use as an Augustinian Priory. A review of the Ordnance Survey six inch to one-mile series of maps from 1879 through to 1947 show the area immediately adjacent to the Priory Church as largely open. The area to the rear of Priory House and other adjacent High Street properties shows enclosure associated with private gardens. This remains the case until the 1950's when the area begins to be used more fully as public open space.

There is little obvious evidence on the ground to show that the Gardens have ever been the subject of a 'grand landscape design' and many of the features found today are likely to have been established on a piecemeal basis by successive managers responsible for managing the land as public open space.

The approach to conserving the landscape is therefore one which seeks to protect the space from inappropriate development; safeguards the underlying archaeology, maintains the views and vistas amid pleasant surroundings and manages the key historical features and treescape.



Dunstable Priory Scheduled Ancient Monument National Heritage List for England Ref 1004676

The gardens are protected and regulated largely by their Scheduled Monument status, under the watch full eye of Historic England, and the Conservation Area status afforded to the area by the Local Plan.

As part of the Council's desire to increase levels of awareness, learning and engagement the landscape will be used and enhanced with features which showcase the sites rich and diverse heritage. The Medieval Physic Border created in 2013 is a good example of how this can be achieved.

Archaeological and Historic Features

Decision making and management of Priory Gardens will always place great emphasis on preserving archaeological remains *in-situ* whether below ground or as evidence contained within standing structures.

Most of the archaeological evidence is situated below ground within the main park area. A significant part of the Priory Meadow area lies over the remains of the former Augustinian Priory and the remains and outlines of the former buildings are well interpreted on site.

The site's Scheduled Monument status means that there are limits to what can be done within Priory Gardens and requires the Council to secure Scheduled Monument Consent (SMC) for a wide range of adhoc activities, improvements and direct below ground interventions. The Council will always abide by the SMC criteria and seek all relevant and appropriate consents in a timely and professional manner. The Council has already established a practice of undertaking intrusive work under direct archaeological supervision (also known as a watching brief) and has developed a strong relationship with the Archaeology Team at Central Bedfordshire Council, who provide professional support and advice on management of the archaeological resource within the Gardens.

The site offers potential for revealing and interpreting new information about the Garden's former occupancy and development. There may be future opportunities to carry out further investigations of the archaeological features using both geophysics and direct dig methods with support from volunteers and the local archaeological society. Any proposals for archaeological investigations within Priory Gardens will be supported by sound research objectives and carried out under the guidance of the Central Bedfordshire Council Archaeology Team and Historic England.

The Central Bedfordshire and Luton Historic Environment Record contains information on all excavations, surveys and findings affecting archaeological sites and it should be seen as the first point of reference for archaeological information for the Gardens.

Whilst the former uses of the area are largely hidden from view the Gardens do benefit significantly from their proximity to both Priory House (Grade II* Listed: National Heritage List for England Ref: 1114593) and the Priory Church of St Peter (Grade I* Listed National Heritage List for England Ref: 1114581).

In addition, one of the entranceways in to the Augustinian Priory also remains standing and is known as the Priory Gateway (Grade I Listed and Scheduled Monument: National Heritage List for England Ref: 1321391). In 2016, the gateway was restored by the Town Council with partnership funding from Central Bedfordshire Council and

Historic England and new full height oak gates were replaced using funding secured by the Friends of Priory House and Gardens. Not only has the project preserved the feature for future generations to enjoy; it also demonstrates the commitment of both the Council and local people to managing the site with a conservation minded approach.

The Priory Church of St Peter, was consecrated in 1213 and was originally built to serve the Augustinian Canons, only latterly becoming the Parish Church and only partly surviving the Dissolution of the Monastery in 1540. The Priory Church is owned by the Church of England and managed by the Parochial Church Council (PCC). It has recently undergone some further restoration and the Council works closely with the PCC where possible.

Priory House has recently been awarded a restoration grant from Historic England as part of the High Street Heritage Action Zone programme. An investment of some £800,000 will be made to secure the long-term future and stability of the house. This intervention will remove it from the 'At Risk' register.

Nature Conservation

The site is primarily set out as a pleasure garden and churchyard in the very traditional sense. There are no large bodies of water, woodlands or valuable grass landscapes present.

However, some parts of the site could lend themselves well to creating a more biodiverse area. Grass margins on the Priory Meadow and larger grass areas in the churchyard could in future be managed as wildflower areas to encourage pollinating insects, butterflies and bees.

The current treescape is well managed and regularly inspected to ensure that the trees remain in a healthy condition. The mix of trees is reasonable with some 20 different tree species present. One of the future challenges for the Council will be finding a way to plant new young trees to maintain a succession of tree cover for future generations to enjoy without causing significant disturbance or damage to underlying archaeology on the site.

There is an active badger sett in the southern most corner of the site and the Council will monitor the activity to ensure that archaeology is not being damaged by the badger colony.

The Priory Gardens Management Plan 2018 – 2024 includes a number of actions to improve the Council's nature conservation approach to the site.

Access

Situated within the Dunstable Town Centre area the gardens are easily accessed on foot, by car, by bicycle and via public transport. There is a large pay and display car park nearby and a smaller permit holder car park inside the main entrance. Entrances are welcoming with entrance feature landmarks such as the restored Priory Gateway connecting the past to the present day. Signage, information and historical interpretation is good overall and the site is maintained in such a way that it remains accessible, without compromising the heritage value.

The Council uses Priory Gardens to host a wide range of cultural events each year including alternating History and Around the World events, a classic motor rally, two outdoor film events and Proms in the Park. The biannual history-based event provides a wonderful opportunity to celebrate, remember and educate visitors about particular historical events or periods of history and the role that both the town and the gardens may have played in that era.

The Priory House Heritage Centre provides a free exhibition on Dunstable in the Medieval period and also houses preserved Jacobean wall painting saved from a local Dunstable building in the 1980's.

The Council will continue to provide and develop events which help raise awareness of the historical importance of the site.

Environmental Sustainability

The Councils emerging Corporate Plan 2020-2023 includes an objective for the organisation to work towards becoming carbon neutral. The contribution that grounds maintenance operations and green space can make to achieving this will be at the forefront of the Councils efforts to reach such status.

The Councils current Environment and Sustainability Policy encourages reduced CO2 emissions, reduction in herbicide and pesticide use, sustainable and reduced use of natural resources, reuse and recycling.

The Council will continue to manage, maintain and develop Priory Gardens in line with these key sustainability principles and this approach is reflected in the Priory Gardens Management Plan 2018 – 2024.

Partnerships

The Council has developed strong links with a wide range of local groups and organisations and many are playing an increasing role in the conservation and management of Priory Gardens.

The following groups are identified as key partners that the Council will work with to deliver the Conservation Strategy Statement and Management Plan objectives for Priory Gardens in the future:

- Friends of Priory House and Gardens
- Dunstable and District History Society
- Dunstable Town Guides
- Manshead Archaeological Society
- Dunstable in Bloom
- Medieval Dunstable
- The Central Bedfordshire Council Archaeology Team
- Historic England
- Priory Church of St. Peter PCC

A number of these groups are already aware and actively engaged in the Council's objectives relating to the conservation management of Priory Gardens.

The Conservation Activity Plan

The Priory Gardens Management Plan 2018 – 2024 provides a detailed Action Plan for the site over the lifetime of the plan. The conservation principles and objectives detailed within this statement are fully embedded in the plan and the detailed Action Plan includes a number of conservation specific actions and opportunities including:

- Examine and explore the history of gardening and land management of the site and use the research to inform and educate young people and visitors.
- Share the heritage timeline for Priory Gardens, Church and House in an outdoor setting.
- Interpret different periods of history with features that showcase the horticultural fashions of the time.
- Where permissible and practical, expose some archaeology for all to see, without damaging or compromising the Scheduled Monument
- Improve education with young people by extending the Church and House resource packs and activities to include the gardens.
- Celebrate the site through the ages by using the Council's 'History Day' events for re-enactments, workshops, demonstrations and crafts.

DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 13 JANUARY 2020****RESERVE SPENDING**

Purpose of Report: The purpose of this report is to request authorisation from this Committee for a range of reserve spending proposals

1. ACTION RECOMMENDED

- 1.1 That the Committee recommends to Finance and General Purposes the release of up to £95,425 of earmarked reserves as outlined in Appendix 1 of this report.

2. INTRODUCTION

- 2.1 The Grounds Operations Manager, The Cemetery Manager and the Head of Grounds and Environmental Services have identified a number of items of equipment and repair works required to manage and maintain grounds services and council assets.

3. MAIN CONSIDERATIONS

- 3.1 The table provided at Appendix 1 gives information on the various spending proposals, the estimated purchase costs, the justification for purchase or repair and the current balance of funding available within each reserve.

4. FINANCIAL IMPLICATIONS

- 4.1 The Council currently has sufficient funding available within each of the specific reserves to fund the equipment and repair works identified in Appendix 1.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The recommended action is in line with current policy and the Corporate Plan priority to improve and develop the provision of green space within the town.

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 A number of the spending proposals are associated with managing risks and maintaining green spaces in a safe condition.

7. ENVIRONMENTAL IMPLICATIONS

- 7.1 The proposal to purchase an electric van is in line with the emerging Corporate Plan and the Councils Environment and Sustainability Policy. It will also contribute to achieving carbon neutral status.

8. HUMAN RESOURCE, EQUALITIES AND LEGAL IMPLICATIONS

- 8.1 None

9 APPENDICES and BACKGROUND PAPERS

9.1 Appendix 1 – Reserve Spending Proposals.

10. AUTHOR

10.1 John Crawley
 Head of Grounds and Environmental Services
 john.crawley@dunstable.gov.uk

Appendix 1 – Reserve Spending Proposals

Vehicle and Equipment Reserve		Reserve Balance £66,477
Spending Proposal	Detail and Justification	Cost
Electric Van	Small electric powered van to replace an older Ford Ranger van. This proposal is in line with the emerging Corporate Plan and the Councils Environment and Sustainability Policy. Will contribute to achieving carbon neutral status. Van to be used by Grounds Assistant responsible for play areas and equipment.	£30,000
Boom Sprayer	Tractor mounter sprayer for use on football pitches and large grass areas for chemical weed and pest control and liquid fertiliser operations. Two staff now trained and certificated in PA2 weed control. New equipment will replace existing sprayer which no longer confirms to safe use guidance.	£5,000
Kubota G26 Ride-On Mower / Leaf Collector	Purchase of a pre-owned ride-on mower with rotary cutting deck and collection box system for use with collecting grass arisings on sports pitches to reduce thatch build up. Machine also doubles as a leaf collector halving both the time and the number of people required to collect leaves from parks and open spaces in autumn.	£7,000
Total		£42,000
	Reserve Balance after spend approved	£24,477

Cemetery Building Reserve

Reserve Balance £24,413

Spending Proposal	Detail and Justification	Cost
Cemetery Office entrance lobby	Repair floor, replace floor covering, remove damp plaster and insulate existing wall, redecorate.	£2,340
Cemetery Office	Take up and replace floor covering to main office area.	£1,550
Chapel entrance lobby	Remove damp and defective plaster, reinsulate walls, re plaster and redecorate.	£2,750
External Stone repairs	Employ stonemason to undertake a condition survey of all stonework and pointing to prepare a full scope of external repair works for future pricing	£2,000
Surface water gullies and rainwater goods	Clear out gutters, downpipes and gullies	£500
Footpath and roadway resurfacing	Some sections of footpath and roadway have deteriorated in the last 12 months to the point that they are now becoming dangerous to cemetery users. The total area requiring repair is 250m ²	£12,500
Fees, Charges and Disbursements	Design, specification and tender fees.	£2160
	Total	£23,800
	Reserve Balance after spend approved	£ 613

Fencing Reserve		Reserve Balance £2,957
Spending Proposal	Detail and Justification	Cost
Fencing	Contribution towards fencing at Luton Road Recreation Ground. See detail below in Parks and Open Spaces Improvement Reserve spending proposals.	£2,957
	Total	£2,957
	Reserve Balance after spend approved	£nil

Parks and Open Spaces Improvement Reserve		Reserve Balance £27,891
Spending Proposal	Detail and Justification	Cost
Fencing at Luton Road Recreation Ground	The fencing along the Liscombe Road boundary with the recreation ground is in a dilapidated condition. More recently dogs have been able to gain access through gaps into private gardens and the former nursery land. Whilst there is also a hedge along the boundary it is not a strong thick robust hedge more especially at the base. 205m of fencing required.	£7,543
Fencing at Newton Recreation Ground	The fencing at Newton Recreation Ground along the Allenby Road boundary is in poor condition and residents are experiencing problems with people gaining access to their properties and using their gardens as a short cut to Jeans Way. 144m of fencing required.	£11,000
Footpath Repairs to Bennetts Play Area Entrance	The Grounds Operations Manager has completed a footpath condition survey at a number of recreation grounds and has identified that the paved entrance from Bull Pond Lane leading to the play area at Bennetts requires resurfacing.	£5,000
Seating at Bennetts Adventure Play	Following the public consultation for fencing at the new Adventure Play area a number of comments were received about a lack of seating on the periphery of the play space. The proposal is to install 5 additional benches similar to those already located within the play area.	£3,125
	Total	£26,668
	Reserve Balance after spend approved	£ 1,223
TOTAL VALUE OF ALL RESERVE SPENDING PROPOSED		£ 95,425

DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 13 JANUARY 2020****PARKS AND GREEN SPACE DEVELOPMENT OFFICER POST**

Purpose of Report:	To seek approval for the creation of a Parks and Green Space Development Officer Post
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1. ACTION RECOMMENDED

- 1.1 That Members recommend to Finance and General Purposes Committee the creation of the new post of Parks and Green Space Development Officer as detailed within this report and further recommend the revenue budget allocation contained within the draft revenue budget papers.

2. BACKGROUND

- 2.1 Members will be aware that the draft Corporate Plan 2020 – 2023 includes an action to employ a Parks Development Officer. This action falls within the overall key objective '*to further improve and develop the provision of green and open space in the town*'.
- 2.2 At the Corporate Plan workshop events held in September and November 2019 Members supported the creation of this new post recognising the important contribution that high quality parks and green spaces make to social well-being and healthy communities.

3. MAIN CONSIDERATIONS

- 3.1 The Head of Grounds and Environmental Services has prepared a Job Description and Person Specification for a Parks and Green Space Development Officer post and a copy is provided at Appendix 1.
- 3.2 The main duties of the post will be:
- To develop a comprehensive programme of improvements to parks, recreation grounds and open spaces utilising existing reserves, section 106 funding and green space grants in association with partner organisations, other agencies and local businesses.
 - To develop and support a network of community green space volunteers and organisations to assist with delivering green space initiatives and environmental campaigns.
 - To promote the use of the town's parks, recreation grounds and green spaces for healthy activity, exercise and wellbeing.
 - To assist the Head of Grounds and Environmental Services with delivering the annual In Bloom campaign and retaining and securing Green Flag, Green Heritage and Green Pennant accreditations.
 - To encourage and support the self-management of allotment sites within the town.

3.2 The key benefits of creating this new post will be:

- Greater ability to deliver improvements to parks, recreation grounds and green spaces in a timely and efficient manner.
- Securing additional external grant funding which might otherwise be missed.
- Stronger links with local businesses.
- Accelerated delivery of Section 106 funded projects or improvements to support new and growing communities.
- Engaging local residents in the management, maintenance and decision making for their local green spaces.
- Greater use of parks and green spaces for healthy living, exercise and wellbeing.
- Raising the standard of Dunstable's green spaces through improved management associated with Green Flag accreditation.
- Increasing pride in the local environment.
- Longer term sustainability of allotment sites

3.3 If Members are minded to create this new post, the recruitment process can commence at the beginning of February so that the post holder can be in place at the beginning of April 2020.

4. FINANCIAL IMPLICATIONS

4.1 The cost of creating this new post is estimated to be £33,947 including all on costs. Financial provision has been made within the draft budget for 2020/21 which is presented to this Committee in a separate report.

4.2 If approved, the post will be evaluated through the Council's normal evaluation process.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

5.1 The proposal is in accordance with the emerging Corporate Plan 2020 - 2023 and the creation of the post will support the delivery of other green space initiatives contained within the plan.

6. ENVIRONMENTAL POLICY IMPLICATIONS

6.1 The post holder will be required to support, where appropriate, environmental, sustainability and carbon neutral initiatives.

7. HUMAN RESOURCE IMPLICATIONS

7.1 The post holder will report directly to the Head of Grounds and Environmental Services and a copy of the new structure chart is provided at Appendix 2

8. HEALTH AND SAFETY, LEGAL AND EQUALITIES IMPLICATIONS

8.1 None

9. APPENDICES

9.1 Appendix 1 – Parks and Green Space Development Officer Job Description and Person Specification

Appendix 2 – New structure chart

10. BACKGROUND PAPERS

10.1 Dunstable Town Council Draft Corporate Plan 2020-2023

11. AUTHOR

11.1 John Crawley – Head of Grounds and Environmental Services
John.crawley@dunstable.gov.uk

Dunstable Town Council

Grounds and Environmental Services

JOB SPECIFICATION

Job Title: Parks and Green Space Development Officer

Department: Grounds and Environmental Services

Responsible to: Head of Grounds and Environmental Services

Responsible for: Volunteers

Main Purpose of Job

1. To develop a comprehensive programme of improvements to parks, recreation grounds and open spaces utilising existing reserves, section 106 funding and green space grants in association with partner organisations, other agencies and local businesses.
2. To develop and support a network of community green space volunteers and organisations to assist with delivering green space initiatives and environmental campaigns.
3. To promote the use of the town's parks, recreation grounds and green spaces for healthy activity, exercise and wellbeing.
4. To assist the Head of Grounds and Environmental Services with delivering the annual In Bloom campaign and retaining and securing Green Flag, Green Heritage and Green Pennant accreditations.
5. To encourage and support the self-management of allotment sites within the town.

Key Accountabilities

1. Complete a full assessment of the condition and range of amenities and activities available for public use at each green space managed by the Council and use the assessment to inform a wider improvement programme.
2. Identify key partners and key funding opportunities and prepare funding bids for a wide range of green space projects and Corporate Plan objectives.
3. Lead and coordinate green space projects from inception to completion.
4. Work closely with existing community and 'friends' groups to create an expanding network of volunteer green teams, fundraisers and supporters.

5. Organise volunteer community activity days to improve green spaces and biodiversity. Activities might include tree, shrub and bulb planting, litter picking and spring clean, bird and insect counts, healthy living events.
6. Play a lead role in supporting the Dunstable in Bloom campaign at local, regional and national levels by directly coordinating the activities of staff, volunteers, supporters and local businesses.
7. Use a wide range of social and other media to promote the work of the Council and its green space partners.
8. Develop and manage an extensive and interactive programme of activities to promote and engage with Love Parks Week, The Great British Spring Clean and National Tree Planting Week.
9. Prepare, monitor and update Green Flag management and action plans to ensure key objectives are delivered on time and within budget.
10. Develop strong community engagement with allotment tenants with a view to establishing Allotment Associations and promoting sustainable Grow Your Own initiatives.
11. Work closely with community groups and partner organisations to develop and promote a network of community managed pocket parks and community growing spaces.
12. To develop an strong relationship with local schools and youth groups to engage local children in green space and environmental activities.
13. To work across the Council with colleagues in other departments to support wider community engagement.
14. Monitor and manage revenue and project budgets and expenditure as directed by the Head of Grounds and Environmental Services.
15. Prepare risk assessments and safe working practices for volunteer activities.
16. Keep written and photographic records and portfolios of all year-round activities and events.
17. Prepare and present reports and presentations to Committees and community organisations.

PERSON SPECIFICATION

	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> • A minimum HND in Amenity Horticulture or Green Space Management or similar related qualification. • At least 12 months experience of working with voluntary groups and organisations in developing or maintaining publicly accessible green spaces. • A sound and demonstrable knowledge of the importance of green space within local communities and the benefits for health, wellbeing and social cohesion. • Have knowledge of good customer care practices and an ability to respond to requests from residents, businesses and other agencies in a timely and supportive manner. • Strong IT skills including using Word, Excel email and social media. 	<ul style="list-style-type: none"> • A formal management qualification • Partnership working skills with external organisations from the public, voluntary and private sectors • Knowledge of IT systems and their implementation • Experience of securing external funding from a range of sources. • Experience of managing green space improvement projects. • Experience of developing community groups. • Good photographic skills.
Personal Qualities	<ul style="list-style-type: none"> • A strong advocate for green space and its importance to local communities. • A good oral communicator with the ability to understand and accept instructions and offer guidance to others. • Good organisational skills including effective work activity management and keeping accurate records. • A flexible attitude to work programming and a proactive 'can do' approach to tackling work activities. • Strong self-motivation, commitment and enthusiasm for providing high quality services to local residents. 	<ul style="list-style-type: none"> • An ability to share skills and educate others.
Personal Style and Behaviour	<ul style="list-style-type: none"> • Willing to work in a flexible environment and at evenings and weekends • Ability to inspire confidence and respect. • Advocate of equality, diversity, dignity and respect in the workplace. • Commitment to delivering good performance and high-quality workmanship. • Ability to communicate positively with the public 	
Values: Ability to demonstrate an understanding and apply our values which are embedded in all our roles	<p>RESPECT</p> <ul style="list-style-type: none"> - Value your colleagues, at all levels, in all service areas - Offer and be open to support - Have confidence to challenge appropriately - Display empathy through consideration and understanding - Exhibit ethical and social responsibility <p>COMMUNICATION</p> <ul style="list-style-type: none"> - Be an active listener - Clear and consistent -clarity - Measured and appropriate - Regular and professional - Ensure it's timely, planning ahead and be 	

	<p>aware of effects</p> <p>HONESTY & TRUST</p> <ul style="list-style-type: none"> - Be a role model - Be empowered, with confidence of support to deliver - Take ownership, hold your hands up and take responsibility - Be valued, don't doubt your own value <p>TEAMWORK</p> <ul style="list-style-type: none"> - Be adaptable, flexible and approachable to work together - Support your colleagues in all service areas - Be positive, proactive and use your initiative - Understand workloads, prioritise your own – the common goal - Encourage cross department working <p>PRIDE</p> <ul style="list-style-type: none"> - Have a 'can do' attitude - Always strive for success, want to achieve - Praise and show recognition to colleagues - Job Well Done - Say thank you - Lead by example - Understand your worth within the organisation – 'the bigger picture' – we all play apart 	
<p>Other factors</p>	<ul style="list-style-type: none"> • Hold an appropriate, full, clean driving licence. 	

Complexity and Creativity

Working within a successful award winning Grounds and Environmental Services team, under the direct supervision of the Head of Service, the post holder will be expected to work proactively with other Council teams, community groups, local residents and businesses to develop high quality green spaces and manage environmental campaigns.

The post holder will deliver high-profile front-line services which come under constant public scrutiny and as such need to be of the highest possible standard. The post holder will therefore need to demonstrate an ability to maintain high standards of completed work and deliver work activity within agreed timescales as directed.

The post holder will be expected to work closely with community organisations to deliver creative and imaginative projects and campaigns which are both innovative and sustainable in the longer term.

The role requires a good level of overall fitness and a sound horticultural skill set to deliver community-based activities on the ground.

Judgement and Decisions

The post holder will work with a degree of autonomy to develop community-based projects as opportunities arise.

The post holder will be guided by agreed service plans, management plans and corporate objectives and decision making will largely relate to day to day activities.

Contacts

Internal 50%

Head of Service, Grounds Operations Manager, Cemetery Manager, Grounds staff, Councillors, Senior Management Team, other Council staff.

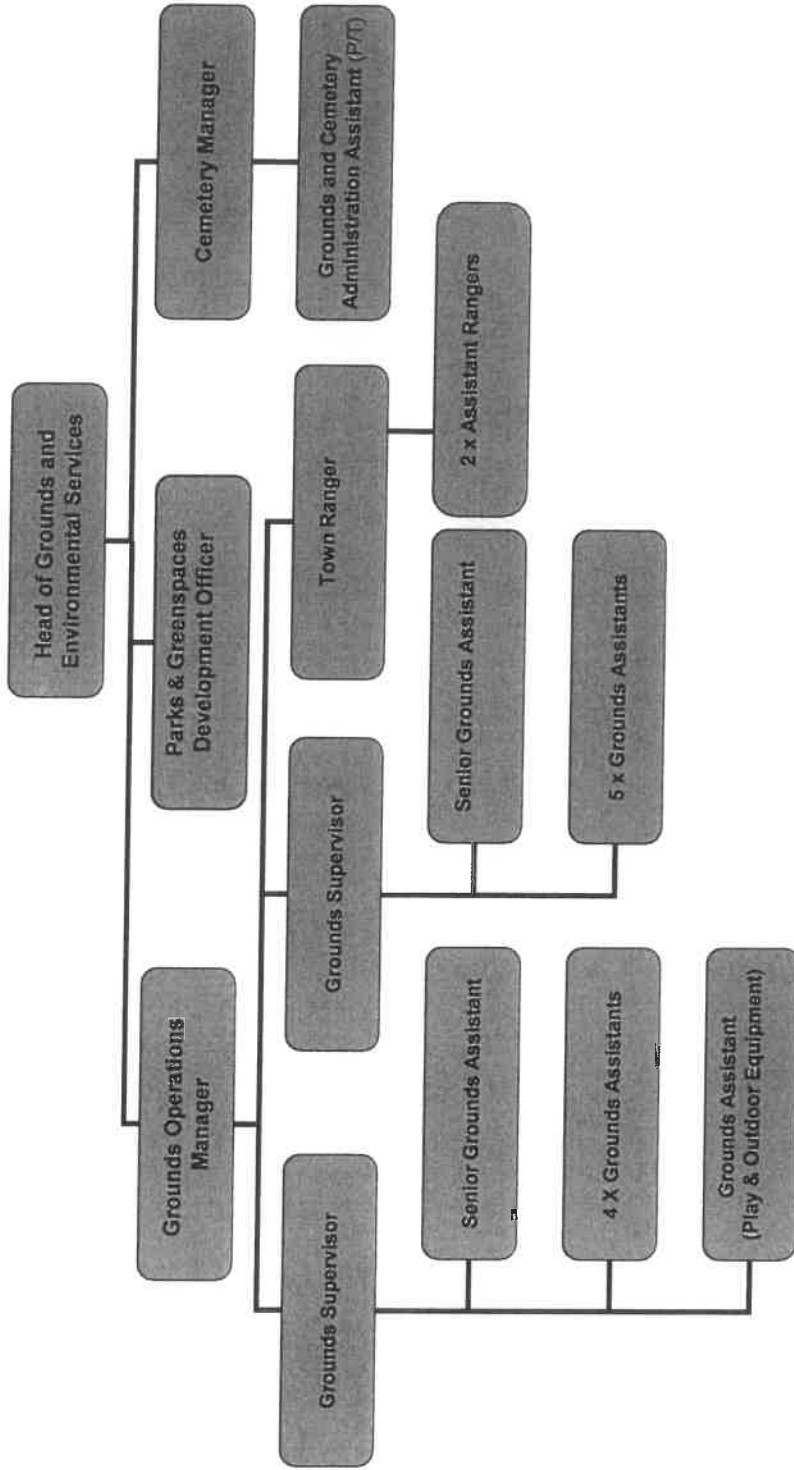
External 50%

Representatives from partner organisations, members of the public, other agencies, local businesses and contractors.

PAY AND BENEFITS

Salary -

Grounds and Environmental Services



DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 13 JANUARY 2020****BUDGET PROPOSALS FOR 2020/21**

Purpose of Report: For members to consider and comment on draft budget proposals for the Grounds and Environmental Services Department for 2020/21 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 2020/21, summarised below and shown on the separate enclosures, and make recommendations to the Finance and General Purposes Committee accordingly.

2. INTRODUCTION

- 2.1 Members of the Council considered proposals for a draft 2020/21 revenue budget at the Council Meeting held on 2 December 2019.
- 2.2 At this meeting, members agreed a draft budget that accounted for:

Increased Revenue Expenditure

Increased revenue expenditure on existing revenue budget	£173,488
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Revenue savings/additional income

Identified revenue savings and increased income targets	£154,605
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- 2.3 This resulted in an anticipated revenue expenditure deficit of **£18,883** that in turn would require an increase to the Dunstable Band D council tax of £1.44 for 2020/21. Members resolved that the 2020/21 revenue budget should be set at no more than a 1% per cent increase to the Band D council tax charge. The enclosed draft budget papers reflect this decision and a balanced revenue budget has been presented.

3. GROUNDS AND ENVIRONMENTAL SERVICES BUDGET 2020/21

- 3.1 The proposed budget for the Grounds and Environmental Services Department for 2020/21 presents a revenue cost to the Council of £867,608 that includes an income target of £614,850 giving a gross budget of £1,482,458.
- 3.2 The following summarises the movements in the proposed budget for the Grounds and Environmental Services Department for 2020/21.

Excluding staffing costs, the overall Grounds and Environmental Services budget for 2020/21 has decreased by £2,590. This can be explained as follows:

Grounds and Environmental Services	
SAVINGS	GROWTH
Cemetery security - £500	Cemetery utilities - £1,500
Skate park insurance - £1,400	Cemetery building maintenance contracts - £200
	Cemetery IT licences and support - £350
	Rec ground store rates - £100
	Rec grounds security - £500
	Rec grounds telephone and data - £200
	Rec grounds repairs and maintenance - £3,000
	Rec ground tools and equipment - £1,000
	Play area maintenance - £2,500
	Town Ranger telephones - £200
SUB-TOTAL - £1,900	SUB-TOTAL - £9,550
Creasey Park Community Football Centre	
Insurance - £150	Marketing - £4,000
Grounds maintenance - £1,500	Kitchen expenses - £1,000
Lettings - £5,000	Bar and catering stock - £1,200
ATP hire - £5,000	
Grass pitch hire - £1,000	
Bar and catering sales - £3,000	
SUB-TOTAL - £15,650	SUB-TOTAL - £6,200
Bennett Memorial Recreation Ground Splash Park	
Splashside café rates - £800	Utilities - £700
Cleaning - £500	Catering expenses - £250
	Licenses - £170
	Marketing - £300
Catering sales - £3,000	Catering stock - £1,200
	Concession income - £800
SUB-TOTAL - £4,300	SUB-TOTAL - £3,420
TOTAL - Savings £2,590	

NB – Members should note that the summary above does not reference the proposed new post of Parks and Green Spaces Development Officer considered elsewhere on this agenda. The enclosed budget papers however, does.

4. FINANCIAL IMPLICATIONS

- 4.1 If approved, the recommendations of this report contribute to the Council achieving their aspiration for no more than a 1% increase in the 2020/21 council tax charge.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The Council has set itself a number of challenges and aspirations as contained in the draft Corporate Plan 2020-23. 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.

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 The draft general health and safety budget for 2020/21 has been maintained at the same rate set for 2019/20.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 The staffing costs as illustrated on the separate enclosure assume a minimum of a 3% pay award for all staff (actual pay awards may be different including those positions that are paid the 'National Living Wage Foundation Living Wage' which will increase by approximately 3.3% from £9.00 to £9.30 per hour).

8. EQUALITIES AND LEGAL IMPLICATIONS

- 8.1 There are none arising directly from this report.

9. SEPARATE ENCLOSURES

- 9.1 Enclosure 1 - Draft budget 2020/21
Enclosure 2 - Draft pricing schedule 2020/21

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

10. BACKGROUND PAPERS

- 10.1 Meeting of full Council, 2 December 2019 - *Draft Budget 2020/21*

11. AUTHOR

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