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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/JC/GES

Date: 28 February 2020

Dear Councillor

Could you please note that a meeting of the Grounds and Environmental Services Committee will be held on **Monday 9 March 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 13 January 2020 (copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 7 January, 28 January and 18 February 2020 (see page 1).
5. Presentation to Committee on Phase 2 High Street Improvements – Aziza Jeppe of Central Bedfordshire Council
6. Creasey Park Community Football Centre and Splash Park Information and Update (see page 9).
7. Cemetery, Allotments, Recreation Grounds, Town Centre Gardens and Ranger Service Information and Update Report (see page 12).
8. Reports from Outside Organisations –
CBC Development Management Committee – Councillors Sid Abbott and Gloria Martin

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 7 JANUARY 2020**

Present: Liz Jones (Chairman), Phillip Crawley (Vice-Chairman), Mark Cant, Alan Corkhill, John Gurney and Cameron Restall

Apologies: Cllr Greg George

In Attendance: Sharon Long (Democratic Services Manager)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

Councillor Restall declared a pecuniary interest in relation to the application submitted in relation to Lark Rise Lower School.

2. PLANNING APPLICATIONS – RECEIVED UP TO 23 DECEMBER 2019

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 23 November and 23 December 2019.

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

CB/19/03628/FULL 72 Bibshall Crescent

Proposal: Retrospective application for construction of hard standing for provision of car parking and erection of retaining wall with steps to property.

Observations: No objection.

CB/19/03676/FULL 52 Frenchs Avenue

Proposal: Construction of side extension to property adding 2no 1-bedroom apartments and associated landscaping.

Observations: No objection.

CB/19/03906/FULL Beecroft Academy, Westfield Road

Proposal: Single storey extension to main building creating 4 permanent classrooms to replace existing temporary buildings.

Observations: No objection.

CB/19/03908/FULL 15 The Avenue

Proposal: Two-storey side and front gabled extensions and new rear terrace level at first floor level. New rear dormer windows.

Observations: No objection.

CB/19/03955/FULL 79A High Street North
Proposal: Proposed extension and conversion of outbuilding to bed and breakfast accommodation
Observations: Object on the grounds the proposed development amounts to overdevelopment of the planning unit.

CB/19/03981/FULL 71 Benning Avenue
Proposal: Single storey front and rear extensions. Removal of existing rear conservatory and front porch.
Observations: No objection.

CB/19/04024/FULL 19 Bank Avenue Dunstable
Proposal: Erection of conservatory to the rear.
Observations: No objection.

CB/19/04035/FULL Lark Rise Lower School, Cartmel Drive
Proposal: Single storey, flat roof extension that will be sympathetic to the existing and is proposed to be located at the rear.
Observations: No objection.

CB/19/04122/FULL 38 Stavely Road
Proposal: Loft conversion with front dormer windows.
Observations: No objection.

CB/19/04155/FULL The Quadrant, High Street North
Proposal: Proposed change of use from existing sui Generis unit to D2 planning use.
Observations: No objection.

CB/19/04186/FULL 105-107 High Street North
Proposal: First floor rear infill extension to existing first floor flat and external stair.
Observations: No objection.

CB/19/04201/FULL 12 Benning Avenue
Proposal: Detached Garage.
Observations: No objection.

CB/19/04207/FULL 136 Jeans Way
Proposal: First floor front extension, single storey part front and rear extensions.
Observations: No objection.

CB/19/04209/FULL 21 Hilton Avenue
Proposal: Single storey side and rear extension.
Observations: No objection.

CB/19/04227/FULL 11 Totternhoe Road
Proposal: Removal of existing dormer and loft conversion. Construction of larger dormer and loft conversion.
Observations: No objection.

CB/19/04234/FULL 53 High Street North

Proposal: Change of use: Ground floor space retail unit to nail salon (sui Generis).

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 28 JANUARY 2020

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

Apologies: Cllr Mark Cant

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

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

None.

2. PLANNING APPLICATIONS – RECEIVED UP TO 23 DECEMBER 2019

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 24 December 2019 and 17 January 2020.

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

<p>1 CB/19/04235/FULL Proposal: Observations:</p>	<p>61 Derwent Drive Single storey front & first floor side extensions. No objections.</p>
<p>2 CB/19/04236/FULL Proposal: Observations:</p>	<p>7 Beechwood Court Single storey rear extension. No objections.</p>
<p>3 CB/19/04324/FULL Proposal: Observations:</p>	<p>73 Carterways Erection of single storey front and side extension. No objections.</p>
<p>4 CB/19/04202/FULL Proposal: Observations:</p>	<p>64 Langdale Road Change of Use: of land to the rear of Langdale Pharmacy from commercial to commercial & residential erection of two-storey extension to the rear on the ground floor and a residential unit on the first floor. A rented garage will also be provided at ground floor level. Object on the grounds Members considered the proposal to be inappropriate for the surrounding area and overdevelopment.</p>

5	CB/19/04117/FULL	89 London Road Proposal: Erection rear garage. Observations: No objections.
6	CB/20/00003/FULL	8 Pynders Lane Proposal: Single storey rear extension with creation side window on side elevation of property. Observations: No objections.
7	CB/19/04279/FULL	23 Chichester Close Proposal: Single storey rear extension. Observations: No objections.
8	CB/20/00018/FULL	48 Olma Road Proposal: Single storey rear extension and two storey rear extension. Observations: No objections.
9	CB/19/04306/FULL	Units Dc1, Prologis, Boscombe Road Proposal: Installation of an air handling unit, condenser, access door and roof mounted fans and associated works. Observations: No objections.
10	CB/20/00058/FULL	112-114 London Road Proposal: Advertisement: Retrospective planning application of external signage. Observations: No objections.
11	CB/19/04317/FULL	Unit 9 and 10 White Lion Retail Park, Boscombe Road Proposal: Modification of Section 106 Agreement attached to planning permission CB/14/04371/FULL and CB/16/00124/FULL to allow unrestricted retail sales at Units 9 and 10. Observations: No objections.
12	CB/20/00062/FULL	55 Lockington Crescent Proposal: Ground floor front extension. Observations: No objections.
13	CB/19/04303/FULL	7 High Street North Proposal: Extensions and alterations to existing building, including the addition of a second floor, retention of existing takeaway use (A5) on the ground floor and creation of two one bedroom flats (C3). Observations: No objections but Members requested to see a condition relating to the requirement for adequate waste disposal provision to be made if the application is granted.
14	CB/20/00107/FULL	Land adjacent to 11 Cross Street North Proposal: Resubmission of planning permission CB/19/01214/FULL Erection of a first floor dwelling with parking below and amenity to the rear of 23 Chiltern Road Observations: Object on the grounds Members considered the proposal to be overdevelopment and concerns regarding the loss of parking provision.
15	CB/20/00114/FULL	84 Bibshall Crescent

Proposal: Single storey side and rear extension.
Observations: No objections.

16 CB/20/00124/FULL 41 Lockington Crescent
Proposal: Single Storey side and rear extension.
Observations: No objections.

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 18 FEBRUARY 2020

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

Apologies: Cllrs Cameron Restall and Alan Corkhill

In Attendance: Sharon Long (Democratic Services Manager)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

None.

2. PLANNING APPLICATIONS – RECEIVED UP TO 7 FEBRUARY 2020

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 18 January 2020 and 7 February 2020.

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

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| 1 CB/20/00135/FULL
Proposal:
Observations: | 15 Hawthorn Close
Two storey side extension.
No objections. |
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|---|--|
| 2 CB/20/00145/ADV:
Proposal:
Observations: | McDonalds Restaurant 2-8 Luton Road
Advertisement: The installation of 4 illuminated no new digital freestanding signs and 1 illuminated no 15" digital booth screen.
No objections. |
|---|--|
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- | | |
|---|---|
| 3 CB/19/04183/FULL
Proposal:
Observations: | 105-107 High Street North
Rear infill extension to ground floor and first floor retail unit.
No objection on basis the comment relates solely to the proposed extension of the ground floor retail unit and not the first floor, as stated in the description, as the application does not at this stage include it . |
|---|---|
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- | | |
|---|--|
| 4 CB/19/04289/FULL
Proposal:
Observations: | 171 West Street
Single storey rear extension to existing café.
No objection. |
|---|--|
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5 CB/20/00174/FULL	Carlton House, 42-44 West Street
Proposal:	Creation of third floor to create 1 dwelling and associated alterations.
Observations:	No objections.
6 CB/20/00201/FULL	8 Beechwood Court
Proposal:	Erection of a single storey rear extension and two storey side extension.
Observations:	No objections.
7 CB/TRE/20/00019	19 Willoughby Close
Proposal:	Works to trees protected by a TPO (reduce height of crown by 3 metres and lateral spread by 1 metre to rear Ash Tree.
Observations:	No objections.
8 CB/20/00146/FULL	70 Beecroft Way
Proposal:	Erection of new garage.
Observations:	Object to the proposed development on the following grounds: (a) it would result in a loss of light to neighbouring property and affect the amenity of current and future occupants; (b) it would result in a dramatic and inappropriate change to the street scene as its siting is beyond the current building line; and (c) there is no vehicular access to the proposed development from the public highway and its construction would result in the loss of open/green space and trespass on the grass verge which is believed to be owned by Central Bedfordshire Council.

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.

5. TOTTERNHOE NEIGHBOURHOOD PLAN

Members noted receipt of the statutory pre-submission consultation letter in respect of the proposed Totternhoe Neighbourhood Plan. They determined that, given its primary objectives for Totternhoe to stay as a village and to seek to attract young families through the provision of affordable housing, the proposed Plan would have little or no impact on Dunstable and instructed the Democratic Services Manager to reply to the Chair of the Plan Steering Group accordingly.

DUNSTABLE TOWN COUNCIL**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 9 MARCH 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 Creasey Park held Luton Town FC holiday courses every day in the February half term, as well as hosting Luton Town FC youth development tournaments over 2 days in the half term.

2.2 Unfortunately due to the weather and recent storms many weekend games and fixtures were cancelled. This will have an impact on takings for February.

2.3 The centre was visited by The FA & UEFA to assess suitability to be a training venue for the Women's UEFA 2021 Championship. Feedback will be provided in the coming month.

3. INCOME & EXPENDITURE

3.1 The CPCFC profiled income and expenditure report, as at end of January 2020, is provided below,

3.2 By the end of January the centre is showing a positive variance of £15,933, this is largely down to overachieving on ATP and room hire due to the new college usage agreement.

CPCFC Profiled Income and Expenditure Report as at 31 January 2020

	April	May	June	July	August	September	October	November	December	January
Budgeted Expenditure	£50,399	£34,327	£27,616	£29,017	£29,127	£33,507	£30,537	£28,942	£28,036	£29,807
Actual Expenditure	£48,641	£32,227	£25,449	£26,259	£29,535	£32,871	£34,830	£32,912	£29,231	£27,126
Variance	£1,758	£2,100	£2,167	£2,758	£-408	£636	£-4,293	£-3,970	£-1,195	£2,681
Budgeted Income	£19,350	£20,400	£23,000	£29,052	£112,131	£39,830	£17,230	£15,853	£12,582	£18,320
Actual Income	£20,319	£31,068	£21,889	£30,180	£138,305	£16,598	£19,934	£15,886	£10,727	£16,541
Variance	£969	£10,668	£-1,111	£1,128	£26,174	£-23,232	£2,704	£33	£-1,855	£-1,779
Total Variance	£2,727	£12,768	£1,056	£3,886	£25,766	£-22,596	£-1,589	£-3,937	£-3,050	£902
Overall Variance	£15,933									

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 Unfortunately not enough tickets were sold to warrant the Valentines disco taking place, and this was cancelled. Feedback on the cancellation was deemed ok, as it was the same weekend as storm Dennis.
- 4.2 Function bookings are looking healthy, and steadily on target to increase the amount of function hires from last year's baseline. A promotion was undertaken in January for 15% off any bookings taken in January, and there is a further promotion in TOTT with a discount code of 10% when quoting "Talk of the Town". The January offer proved very successful with eight functions booked with the discount offer and feedback indicated this was down to the 15 % offer.
- 4.3 Events planned for later this year include Family Fun, to coincide with the England football fixtures during the European Championship, a silent disco night and a Easter Egg Hunt.
- 4.4 Currently there is a trial of Swirl Nightclub, which is a disability disco previously held at Cookies and Cream before it closed. The first disco trial took place on Sunday 23 February and was very well received, with excellent feedback from the users. It is booked in for the next three months, with a hope it will become a permanent home for the event.



5. BUILDING AND ENVIRONMENTAL UPDATE

- 5.1 CPCFC have been using environmentally friendly chip trays, however the cost of the chip trays is 141% more expensive from £16.59 per thousand for polystyrenes to £39.99 per thousand for recyclable ones. This increase in cost is not sustainable against the income generated per portion of chips, especially at the Splash Park. Staff are currently investigating other options.
- 5.2 Coffee Grounds are regularly being collected by members of the public. This has proved very successful. This scheme is being advertised in the April additional of ToTT.
- 5.3 The Centre Manager has decided to trial providing free sanitary products in the ladies toilets, this has been seen at other football clubs and feedback has been very positive from users.
- 5.4 CBC have now confirmed plans to build the additional ATP this summer. Dunstable Town Council have had several meetings with CBC and planning permission, surveys etc are all underway. Both DTFC and AFC Dunstable have been informed and will be kept up to date on the impact it may have on the clubs. It is anticipated that if all goes well the new ATP could be available as early as September 2020.

6. BENNETT'S SPLASH & SPLASHSIDE CAFÉ UPDATE

6.2 CBC's vulnerable adult group will be hiring the café again this year, starting on Wednesday 4 March. They will open each Wednesday from 11am to 2pm for an 9-week period and also four Thursday's from 2 April to 22 April.

7. AUTHOR

7.1 Lisa Vincent - Sports and Leisure Facilities Manager
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DUNSTABLE TOWN COUNCIL**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 9 MARCH 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 January 2020 to 29 February 2020 against the same period for the previous year.

	Jan 2019 – Feb 2019	Jan 2020 – Feb 2020
New earth grave	12	12
Re open earth grave	7	18
New ashes	4	1
Reopen ashes	0	6

- 1.2 At the time of writing this report, 218 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 January 2020 is available in Appendix 1. The overall position shows a positive variance for the period which can largely be attributed to significant levels of burial and memorial income achieved for August, October and January coupled with careful control of expenditure for the whole period. Burial income for February 2020 will be just over £15,000 against a profiled income for the month of £10,400.
- 1.4 The Friends of Dunstable Cemetery continue to consolidate their working and administrative arrangements and during February a small team met to undertake some weeding to hedge bases and carry out other light tasks.

2. ALLOTMENTS

- 2.1 At the time of writing this report there are 121 people on the waiting list, which is 4 more than reported to this Committee in January. Since the last report 6 plots have been re let and 12 allotment tenants have decided not to renew their tenancy agreements. The 17 vacant plots available across all sites will be let in the coming months. Appendix 2 provides some detail about the make-up of the waiting list.
- 2.2 Since the Council introduced arrangements for people to add their name to the waiting list via the Council's web site there has been a sharp increase in the overall numbers on the waiting list. However, it has become evident that some persons adding their name to the

list are not too serious about taking on a plot and either decline an offer immediately or do not bother to reply to an offer. Officers will be monitoring this situation closely.

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 pleased to hear that the wooden climbing tower to replace the fire damaged climbing rock at Bennetts Adventure Play has now been installed and the area is back in full use.



3.3 The Grounds Assistant (Play and Outdoor Equipment), responsible for maintaining and repairing the play areas, has replaced the play springers in Grove House Gardens and has been concentrating on tidying, cleaning, weeding and edging the play surfaces and grass areas. Patch repairs to safer surfacing have also been completed at some locations. The Grounds Assistant has also completed an accompanied inspection with the Council's independent play risk assessor as part of the quarterly monitoring arrangements.

Sports Pitches and General Grounds Maintenance

3.4 A number of weekend football fixtures have had to be cancelled in recent weeks due to the very wet and windy weather leading to waterlogged pitches. These fixtures will be played at the end of season when it is light enough for evening kick offs.

3.5 Hedge cutting, path edging, pruning and clearing low branches and basal tree growth have been ongoing at all recreation grounds.

3.6 Tree contractors are currently undertaking various tree pruning works at a number of recreation grounds and open spaces, as well as Priory and Grove House Gardens and Dunstable Cemetery. These works are part of the Council's scheduled risk management programme to keep the Council's tree stock in a healthy and safe condition.

3.7 The grounds team have taken delivery of a number of new items of machinery including a Kubota G26 ride on rotary mower, a boom sprayer and an all-terrain utility vehicle.

4. TOWN CENTRE AREA

Priory and Grove House Gardens and the Town Centre

- 4.1 The grounds team have been undertaking path edging, winter pruning and general maintenance at both gardens. The recent stormy weather brought down a large amount of smaller tree branches and twigs and teams have been clearing these in preparation for grass cutting which will commence during mid March.
- 4.2 Containerised floral displays have been ordered for delivery in May and some of the planting will include plants that attract pollinating insects.
- 4.3 Work to provide additional parking spaces to the rear of Grove House has been completed and the surrounding areas have been soiled and seeded. The Council is currently awaiting the final archaeological report and once received a copy will be made available on the Council's web site. It is anticipated that an additional interpretation board can be located nearby to explain some of the archaeological findings.

Dunstable in Bloom

- 4.4 Members will be aware that Dunstable will be representing the Anglia region in the 2020 Britain in Bloom finals. The town is one of 74 finalists chosen from over 3000 communities in the UK, to participate in the finals.
- 4.5 The Head of Grounds and Environmental Services recently attended a Britain in Bloom finalist seminar in Birmingham accompanied by one of the Dunstable in Bloom volunteers. The seminar was very useful and will help the Council and Dunstable in Bloom shape the campaign for 2020. The Anglia in Bloom judges will be visiting between 5 and 25 July and the Britain in Bloom judges will visit sometime between 3 and 14 August. The results for Britain in Bloom will be announced at the award ceremony in Manchester on 16 October 2020.

- 4.6 Dunstable's In Bloom campaign was launched with the unveiling of a new Dunstable in Bloom notice board by the Town Mayor, Cllr Sid Abbott, in Grove House Gardens on 6 February. The Mayor and the In Bloomers also planted two commemorative trees in the gardens.



5. TOWN RANGER SERVICES

- 5.1 The Rangers continue with their good work in the Town Centre and around the town generally, including cleaning the Ashton Square toilets. Recent works completed include cleaning signs and street names, removing moss from pavements and alleyways and graffiti removal.
- 5.2 More recently, the Rangers have completed a deep clean of the Town Square and have also undertaken cleaning works for a local school. The school work was paid for directly by the school and is in line with the Rangers requirement to generate income each year in accordance with the service budget.



6. AUTHORS

John Crawley, Head of Grounds and Environmental Services
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