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**David Ashlee** Town Clerk and Chief Executive

Date: 23 December 2020

Dear Councillors

Could you please note that a remote meeting of the Grounds and Environmental Services Committee will be held on **Monday 11 January 2020 at 7.00pm** using Microsoft Teams. Members of the public and press who wish to attend the remote meeting are welcome to do so and should notify their intention to attend by emailing [Ian.Reed@dunstable.gov.uk](mailto:Ian.Reed@dunstable.gov.uk) up to the day of the meeting. Instructions on how to join will then be sent out.

### **A G E N D A**

1. Apologies for Absence.
2. To approve the Minutes of the Meeting of Grounds and Environmental Services Committee held on 9 November 2020(copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 24 November and 15 December 2020 (see page 3).
5. Creasey Park Community Football Centre and Splash Park Update (see page 13).
6. Cemetery, Allotments, Recreation Grounds, Town Centre Gardens and Ranger Service Information and Update Report (see page 16).
7. Budget Proposals for 2021/22 (see page 21)

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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 Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), Liz Jones (Chairman), Lisa Bird (Vice-Chairman), Matthew Brennan, Mark Cant, Alan Corkhill, Philip Crawley, Greg George, Pamela Ghent, Kenson Gurney, Johnson Tamara and other Members of the Council for information

## **AGENDA ITEM 4**

### **DUNSTABLE TOWN COUNCIL**

#### **MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE**

#### **HELD REMOTELY VIA MICROSOFT TEAMS**

**ON TUESDAY 24 NOVEMBER 2020 AT 7PM**

**Present:** Cllrs Phillip Crawley (Chairman), Mark Cant (Vice-Chairman), John Gurney, Pamela Ghent, Liz Jones, Lee Roberts and Johnson Tamara

**Apologies:** Cllr Cameron Restall

**In Attendance:** Cllr Kenson Gurney and Ian Reed (Democratic Services Manager)

**Public:** None

#### **1. SPECIFIC DECLARATIONS OF INTEREST**

<b>Councillor</b>	<b>Interest</b>	<b>Minute</b>
Nil	Nil	Nil

#### **2. PLANNING APPLICATIONS – RECEIVED UP TO 16 NOVEMBER 2020**

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 8 September and 22 September

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

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<b>CB/20/20/03632/FULL</b>	2 Staines Square Priory (Withdrawn)
<b>Proposal:</b>	Material change of use of part of rear garden to provide a secure gated compound for Priory Service Station
<b>Comments:</b>	None

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<b>CB/20/03744/FULL</b>	7 George Street
<b>Proposal:</b>	Single storey rear and side extension
<b>Comments:</b>	No objection

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<b>CB/20/03778/FULL</b>	18 Radburn Court
<b>Proposal:</b>	Extension to side and conversion of existing single storey front storeroom to habitable accommodation with new pitched roof over
<b>Comments:</b>	No objection

**CB/TRE/20/00570** 17 Beechwood Court  
**Proposal:** Works to a Tree protected by Tree Preservation Order SB/TPO/89/00012/G1 crown reduction, removal of lower branches and general prune to rear Beech Tree  
**Comments:** No objection

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**CB/TRE/00601** Phoenix Park Development  
**Proposal:** Works to trees protected by a Preservation Order: Fell to ground level T001 Sycamore, T002 Ash, T003 Ash, T004 Maple also T1857 Sycamore, reduce height of both stems by approximately 8.0 metres (one third) and remove remaining deadwood to SP/TPO/73/00005 (A1)  
**Comments:** The Council is concerned about felling of trees on a new development site. As there are not many trees at this location the Council **objects** to proposed tree works including felling of Sycamores. Ash trees and a Maple

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**CB/20/03806/FULL** 11 Suncote Close  
**Proposal:** Erection of a part single storey, part two-storey side/rear extension  
**Comments:** No objection

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**CB/TRE/20/00463** The Highwayman Hotel, London Road  
**Proposal:** Works to Trees Protected by Tree Preservation Order SB/58/00001/A2: Prune Lime Tree (T1), lift crown of Lime Tree (T2) and fell 3 Ivy covered stems on Hawthorn Tree (G1) and treat location  
**Comments:** No objection

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**CB/20/03851/FULL** 9 Mandrell Close  
**Proposal:** Ground Floor Side Extension  
**Comments:** No objection

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**CB/20/03723/FULL** 218 and 220 High Street North  
**Proposal:** Resubmission of planning application CB/20/02986/FULL Merging of premises 218 and 220 High Street North, change of use from A5 to A3, installation of glazed structure to side and rear of 218 with pergola. Retrospective  
**Comments:** Objection on the following grounds:  
(i) Overdevelopment  
(ii) The published plan to use car parking spaces in the Bird in Hand car park is incorrect as that local parking facility is not available  
(iii) Lack of suitable onsite parking  
(iv) Potential noise nuisance from glass sided building  
(v) Generation of unacceptable level of traffic levels  
(vi) Concern that this could become a 24 hour facility

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**CB/20/03158/FULL** 13 Ridgeway Drive  
**Proposal:** Full width single storey rear extension

<b>Comments:</b> No objection	
<b>CB/20/03870/FULL</b>	7 Borough Road
<b>Proposal:</b>	Resubmission of planning application CB/20/03170/FULL. (single storey rear and side extensions)
<b>Comments:</b>	No objection
<b>CB/20/03492/FULL</b>	32A High Street South
<b>Proposal :</b>	Erection of second floor flat
<b>Comments:</b>	(i) Objection on the grounds of overdevelopment (ii) As this is in a conservation area and is covered by HSHAZ the Council would expect detailed information on its impact to this area of the town before determination of the application could be made
<b>CB/20/03810/FULL</b>	2 Old Dairy Court
<b>Proposal:</b>	Single storey and second storey side extensions
<b>Comments:</b>	No objection
<b>CB/20/03895/FULL</b>	39 Wilbury Drive
<b>Proposal:</b>	Single storey side/rear extension and conversion of part garage
<b>Comments</b>	No objection
<b>CB/20/04025/VOC</b>	Saracens Head, 45 High Street South
<b>Proposal:</b>	Variation of conditions 11 & 12 pf planning permission CB/16/05847/FULL (Demolition of out-buildings and construction of 6 new cottage dwellings). Changes to approved plan numbers
<b>Comments</b>	The Council does not support the proposed changes
<b>CB/20/04030/ADV</b>	19 Poynters Road
<b>Proposal:</b>	Advertisement: Internally illuminated fascia box sign with stencil cut
<b>Comments</b>	Objection on the grounds of: (i) light pollution in a residential area up to 2 am (ii) Lack of consultation with Luton Borough Council residents
<b>CB/20/04067/FULL</b>	22 Hilton Avenue
<b>Proposal:</b>	Partial single storey rear extension and partial rebuild of existing rear single extension
<b>Comments</b>	No objection

<b>CB/TRE/20/00640</b>	Sportsfield adjacent to Ashton St Peters V.C. Lower School, West Parade
<b>Proposal:</b>	Works to Trees protected by a Preservation Order: SB/84/00011/G1 & G2 reduce 2 Beech trees in G3 approx 3-4m on encroaching side of tree and shape to blend in with upper crowns, reduce the side of tree over school allotment to reduce back by approx 3-4m and remove small low specified branches to raise over boundary fence (1 tagged at 0894) (other tagged as no number).G3 T0893 Horse Chestnut with failing limb to reduce crown as specified by approx. 2/3 shaping accordingly. G3 T0892 Horse Chestnut with 2 extra long stems over road side to reduce back in line with remaining crown and shaping to balance. Remove failing vertical stem G2 Beech tree.To raise lower canopy approx 3m over pavement, roadway and boundary fence to Lime Tree T0881. Raise crown over path and fence by approx 3m to Beech Tree T0990. Raise canopy and cut back from street lighting to Beech Tree T0888.
<b>Comments:</b>	No objection

<b>CB/20/03049/FULL</b>	17 West Hill
<b>Proposal</b>	Dropped Kerb – Amendments to this application received in respect of revised floor plans and elevations
<b>Comments</b>	No objection

### 3. PLANNING DECISIONS

The Sub-Committee noted the decisions of Central Bedfordshire Council in respect of recent planning applications.

### 4. WOODSIDE LDO CONSULTATION

The Sub - Committee considered the responses received from Central Bedfordshire Council on this Councils' submission to the Woodside LDO Consultation

RESOLVED: That the detailed responses received from Central Bedfordshire Council be welcomed

**The Meeting Closed at 8.00 p.m.**

**DUNSTABLE TOWN COUNCIL**  
**MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE**  
**HELD REMOTELY VIA MICROSOFT TEAMS**  
**ON TUESDAY 15 DECEMBER 2020**

Present: Cllrs Phillip Crawley (Chairman), Mark Cant (Vice-Chairman), Kenson Gurney, Liz Jones, Cameron Restall and Johnson Tamara

Apologies: Cllr John Gurney

In Attendance: Ian Reed (Democratic Services Manager)

Public: Nil

**1. SPECIFIC DECLARATIONS OF INTEREST**

Councillor	Interest	Minute
Nil	Nil	Nil

**2. PLANNING APPLICATIONS – RECEIVED UP TO 15 DECEMBER 2020**

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 17 November and 7 December

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

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**CB/20/04082/FULL** 131 West Street

**Proposal:** Rear ground floor and rear first floor extensions

**Comments:** No objection

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**CB/20/04029/FULL** 19 Poynters Road

**Proposal:** Single storey front extension and rear detached outbuilding for ancillary retail use (class E)

**Comments:** Objection on the grounds of overdevelopment of the site and supports the concerns of local residents that the proposed development is not for the purposes as set out in the planning application

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**CB/TRE/20/00653** ASDA, Court Drive  
**Proposal:** Works to Trees Protected by Tree Preservation Order SB/58/00001: Reduce length of south facing lower lateral branch (with cavity) by 3m and reduce central branch (with cavity) to 1m above site of cavity of Horse Chestnut Tree (T1) and remove Sycamore Tree (T2) to ground level & replant with Sorbus Latifolia Henk Vink

**Comments:** No objection

**CB/20/04216/Full:** 53 Linden Road  
**Proposal:** Single storey front, rear & two storey side extensions and erection of a new pool building with new hard standing to the front parking area

**Comments:** Objection on the grounds of over development

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**CB/20/03444/FULL** Land at, 26 Lovers Walk

**Proposal:** Demolition of existing double garage and proposed chalet bungalow

**Comments:** No objection

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**CB/20/03550/LB** 32A High Street South

**Proposal:** Listed Building: Erection of second floor flat

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**CB/20/04129/FULL** 4 Burges Close

**Proposal:** Removal and replacement of single storey existing garage with a two storey extension including a new garage

**Comments:** No objection

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**CB/20/04263/FULL** 42 Beecroft Way

**Proposal:** Single storey front & rear extensions and demolition of a outbuilding

**Comments:** No objection

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**CB/20/04239/FULL** 11 St Peters Road

**Proposal:** Loft Conversion

**Comments:** No objection

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**CB/20/04275/FULL** 12 Bullpond Lane

**Proposal:** Two storey rear and single storey side extensions

**Comments:** No objection

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**CB/20/01982/FULL** Sea Cadets Windmill, The Old Mill

**Proposal:** 5G Upgrade to existing telecommunications equipment

**Comments:** The Sub-Committee considered a proposal that the application for 5G Upgrade at Sea Cadets Windmill, The Old Mill be approved

A recorded vote being requested the voting was as follows;

In Favour; Councillors Crawley (Chairman) Jones, Restall and Tamara

Against; Councillors Cant and K Gurney

Abstained: Nil

It was also agreed that detailed comments about national and international opposition to 5G masts supplied by Councillor Cant be sent to Central Bedfordshire Council and the Planning Authority be invited to review its telecommunications mast policies

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**CB/20/01983/FULL** Sea Cadets Windmill, The Old Mill

**Proposal :** 5G Upgrade to existing telecommunications equipment and internal works

**Comments:** No objection

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**CB/20/03642/FULL** 219 High Street North

**Proposal:** Demolition of existing building and erection of one apartment block comprising 35 residential units with associated parking and landscaping. I have received amendments to this application in respect of the above property. Amended plans received showing change from a flat roof to a pitched roof building and change to car parking layout. The amended plans are on the Council's website marked 24.11.2020 REVISED.

**Comments:** 1.The Council supports Bedfordshire Polices' comments and therefore objects on the grounds of potential increase in crime and fear of crime  
2.Conditions be put in place to provide adequate security lighting and security fencing and other conditions to create security to the property  
3.The Council is concerned about the proposed reduction of car parking spaces  
N.B. this Council welcomes changes to the application to design a pitched roof

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**CB/20/04208/FULL** 89 Wolseley Drive

**Proposal:** Loft conversion with a rear dormer and roof lights to the front elevation

**Comments:** No objection

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**CCB/20/04355/TDM** Land at Brewers Hill Road Dunstable LU6 1DA

**Proposal** Telecommunications Determination Masts: The installation of a new 15.00m monopole supporting 6 no. antennas with a wrap around equipment cabinet at the base of the column

**Comments:**

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	Objections be made on the grounds of size and poor location. Alternative locations could be Dunstable Fire Station car park, Creasey Park and Creasey Park carpark, the former recycling centre and The Incuba carpark
<b>CB/20/04253/FULL:</b>	14 Weatherby
<b>Proposal:</b>	Two storey front & single storey side extensions with internal alterations
<b>Comments:</b>	No objection
<b>CB/20/04385/FULL:</b>	73 Mentmore Crescent
<b>Proposal:</b>	Single storey side/rear extension and first floor front extension and replacing existing tile hanging with insulated render
<b>Comments:</b>	No objection
<b>CCB/20/04409/ADV:</b>	20 High Street North
<b>Proposal:</b>	Installation of new fascia with non-illuminated Nationwide logo with individual letters , new externally illuminated 'Heritage' projecting sign and a new non-illuminated ATM tablet. Façade works proposed: Redecorate with new Nationwide colour scheme in grey. Dark grey RAL 7026 and light grey RAL 7031
	No objection
<b>CB/20/04418/FULL:</b>	20 High Street North
<b>Proposal:</b>	Installation of new fascia with non-illuminated Nationwide logo with individual letters , new externally illuminated 'Heritage' projecting sign
<b>Comments:</b>	and a new non-illuminated ATM tablet. Façade works proposed:
<b>CB/20/04436/FULL</b>	Redecorate with new Nationwide colour scheme in grey. Dark grey RAL7026 and light grey RAL 7031
<b>Proposal:</b>	No objection
<b>Comments:</b>	14 Leston Close
	Rear ground floor extension and loft conversion
	No objection
<b>CB/20/04264/FULL</b>	24 Bullpond Lane
<b>Proposal:</b>	Two storey side and single storey rear extension with internal alterations
<b>Comments:</b>	No objection

### **3. PLANNING DECISIONS**

The Sub-Committee noted the decisions of Central Bedfordshire Council in respect of recent planning applications.

**The Meeting Closed at 8.20 p.m.**

**DUNSTABLE TOWN COUNCIL**

**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE**

**MONDAY 11 JANUARY 2021**

**CREASEY PARK COMMUNITY FOOTBALL CENTRE AND BENNETT'S SPLASH UPDATE**

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

- 1.1 This report provides the Committee with a summary account of performance to date.

**2. ARTIFICIAL TURF PITCHES (ATP) & GRASS PITCHES**

- 2.1 During the November lockdown (5 November to 2 December), the ATP was closed for all local club football and was only used by Central Beds College. As a result the ATP income budget has suffered a loss of 4 weeks of block booking income.
- 2.2 All main pitch matches during the November lockdown were postponed. In December main pitches matches resumed, however AFC Dunstable only played friendlies as their league matches remained postponed. Attendances in December suffered resulting in reduced bar and catering income.
- 2.3 In Tier 4 no adult football, including matches and training is allowed to take place. AFC Dunstable's league have suspend the league season until 9 January at the earliest.
- 2.4 In Tier 4, U18 football, training and matches is allowed. Therefore, from Sunday 3 January weekend youth grass games and midweek training on ATP1 & ATP2 will commence in line with Covid Safe guidelines.

**Additional ATP**

- 2.5 Central Bedfordshire Council (CBC) has taken partial possession of the new ATP, this being the pitch itself. There is still external landscaping works that will need to be completed when the weather improves, this is currently programmed for April 2021.
- 2.6 Now CBC have taken partial possession, bookings will commence from Monday 4 January, in line with Tier 4 guidance.
- 2.7 In terms of bookings there are now only 5-6pm and 9-10pm slots available Monday – Thursday. Thus far 80% of bookings on the new ATP are from Dunstable based teams, the remaining 20% from surrounding local areas.
- 2.8 The Brewers Hill Road car park which has been newly refurbished to act as an additional car park to serve the new ATP has now been commissioned by Public Health England. This car park will act as a Covid-19 Test & Trace facility for the next 4 – 6 months. Discussions are on-going with CBC as to what other parking measures can be put in place to accommodate the substantial additional cars the new ATP will bring.

### 3. INCOME & EXPENDITURE

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

Service Area	Budget 2020/21	Actuals to Date (30 Nov)	Year-end Forecast	Year-end Variance
Income: Creasey Park - Football	-148,000	-127,926	-137,192	10,808
Costs: Creasey park - Football	67,532	52,436	96,353	28,821
Income: Bar & Catering	-190,000	-40,756	-56,497	133,503
Costs: Bar & Catering	305,804	162,738	240,190	-65,614
Sub Total	35,336	46,492	142,854	107,519
Bennett Memorial RG Splash Park	33,216	9,448	10,377	-22,839
Grand Total	867,608	576,445	910,379	42,772

3.2 The table above shows that the year-end forecast will be £107,519 adrift of budget.

3.3 The recent Tier 4 restrictions will further impact this deficit, coupled with the uncertainty around the return of adult football

3.4 CPCFC Bar & Catering takings comparison (ex vat)

Week	2019/2020	2020/2021	Variation	
July	14	£1,819.52		-£1,819.52
	15	£1,195.49		-£1,195.49
	16	£1,844.90		-£1,844.90
	17	£2,785.54		-£2,785.54
	18	£1,963.77	£354.81	-£1,608.96
		£9,609.22	£354.81	-£9,254.41
				% Variation -82
August	19	£1,311.58	£859.44	-£452.13
	20	£2,559.10	£523.40	-£2,035.70
	21	£976.23	£550.75	-£425.47
	22	£5,218.46	£702.46	-£4,516.00
		£10,065.36	£2,636.06	-£7,429.30
				-61
September	23	£1,959.98	£1,458.12	-£501.85
	24	£2,985.52	£1,886.31	-£1,099.21
	25	£2,641.40	£1,915.98	-£725.42
	26	£3,668.83	£2,346.04	-£1,322.80
		£11,255.73	£7,606.44	-£3,649.28
				-32

October	27	£4,301.54	£2,304.27	-£1,997.28	-46
	28	£2,467.28	£2,376.58	-£90.70	-4
	29	£1,980.68	£1,953.95	-£26.73	-1
	30	£3,767.62	£2,082.43	-£1,685.19	-45
	31	£4,567.22	£1,700.23	-£2,866.99	-63
		£17,084.33	£10,417.45	-£6,666.88	-28
November	32	£3,243.38	£204.30	-£3,039.08	-94
	33	£4,271.63	£0.00	-£4,271.63	-100
	34	£2,723.18	£0.00	-£2,723.18	-100
	35	£2,772.63	£0.00	-£2,772.63	-100
		£13,010.83	£204.30	-£12,806.53	-98
December	36	£2,793.20	£711.67	-£2,081.53	-75
	37	£2,603.84	£989.50	-£1,614.34	-62
	38	£1,300.73	£0.00	-£1,300.73	-100
	39	£686.63	£0.00	-£686.63	-100
		£7,384.40	£1,701.17	-£5,683.23	-84

3.5 The comparison table above shows that bar and catering income was performing well in light of current restrictions and solely through the kitchen hatches. During 2 weeks in October the income was comparable to the same time last year.

3.6 Novembers' lockdown yielded no income and the Tier 4 restrictions will significantly limit bar and catering trade.

#### 4. OPERATIONAL & BUILDING UPDATE

4.1 During the lockdown in November, although all football was postponed the centre remained open during the day to accommodate Central Bedfordshire College requirements.

4.2 The demolition of Brewers Hill School is now complete.

4.3 An upgraded and revised CCTV system will be installed early in the New Year. The centre will increase from 11 to 23 cameras on site. Additional cameras located in car park and internally within the clubhouse and office.

#### 5. AUTHOR

5.1 James Slack - Sports and Leisure Facilities Manager  
[james.slack@dunstable.gov.uk](mailto:james.slack@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL****GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 11 JANUARY 2021****CEMETERY, ALLOTMENTS, RECREATION GROUNDS, TOWN CENTRE GARDENS AND  
RANGER SERVICE INFORMATION REPORT**

**Purpose of report: -** The purpose of this report is to update the Committee 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 November 2020 to 31 December 2020 against the same period for the previous year.

	<b>Nov 2019 – Dec 2019</b>	<b>Nov 2020 – Dec 2020</b>
New earth grave	8	8
Re open earth grave	6	6
New ashes	1	7
Reopen ashes	7	10

- 1.2 At the time of writing this report, 266 burials will have taken place in the lawn section of the cemetery extension since February 2016.
- 1.3 The Cemetery expenditure and income for the period April to November 2020 is provided in summary in the table below.

	<b>Totals April - November</b>
<b>Budgeted Expenditure</b>	£67,607
<b>Actual Expenditure</b>	£69,376
<b>Variance</b>	-£1,769

<b>Budgeted Income</b>	£115,067
<b>Actual Income</b>	£136,433
<b>Variance</b>	£21,366

<b>Overall Variance</b>	£19,597
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- 1.4 The overall position shows a positive variance for the period which can largely be attributed to higher levels of burial income achieved.

- 1.5 The Council continues to work closely with Central Bedfordshire Council (CBC) and other Town and Parish Councils to coordinate burial activity in Bedfordshire and to ensure that adequate arrangements remain in place to accommodate any future spike in demand for burials. Burials remain limited to 30 mourners attending and ashes interments have been reduced from 15 to 6 persons attending, under Tier 4 arrangements.
- 1.6 In 2021 the Cemetery was scheduled to receive a full Green Flag judging assessment with judges visiting in the summer. The Green Flag team have advised the Council that for 2021 this will now be reduced to a desk top assessment only, because of the ongoing uncertainty of the pandemic situation. The assessment will be made using the Dunstable Cemetery Management Plan which has been updated and will be submitted as part of the application.

## **2. ALLOTMENTS**

- 2.1 All allotment sites continue to remain open and available for tenants to use during the current restrictions with guidance signage placed at all gated entrances.
- 2.2 The waiting list continues to grow significantly and at the time of writing this report there are 278 people on the waiting list. Nationally, there has been an increase in allotment waiting lists reflecting the increased desire to grow vegetables and fruit. Appendix 1 provides some detail about the make-up of the current waiting list.
- 2.3 Officers continue to work on plans to install additional water troughs at the Hillcroft and Westfield Road sites to improve access to water.

## **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 All play areas continue to be disinfected weekly in line with the Covid-19 risk assessment.
- 3.3 The Grounds Assistant responsible for play equipment has been carrying out minor repairs to erosion of ground levels around benches by installing paving slabs, to ensure safety of the users of the play areas.
- 3.4 The Skate Park lights are now functioning properly with the lights going off at the correct time.
- 3.5 The new Nissan E-NV200 electric van was delivered on 26 November. This is the Council's first purchase of an all-electric vehicle and will contribute to the Council's ambition to become a carbon neutral organisation by 2030. The vehicle has now been sign written with the grounds team logo. The charging of the vehicle is being carried out twice weekly at present, this may reduce to once a week in the summer months when the demands on the battery are less.

## **Sports Pitches and General Grounds Maintenance**

- 3.6 There has been significant disruption to the continuity of football matches so far this season, with cancellations of matches by the leagues due to the pandemic restrictions. It may be necessary to extend the football season to allow league matches to be completed.
- 3.7 The installation of the new perimeter fencing at Luton Road and Newton recreation grounds is due to commence when the ground conditions are favourable to allow the fencing to be erected without causing damage to the sites.
- 3.8 The grounds team will be carrying out servicing to pedestrian rotary mowers, strimmers and other small machinery during the winter period to ensure that the equipment is ready for the start of the grass cutting season in late March 2021.
- 3.9 The Kubota G26 mower that was purchased last year has been used in the recreation grounds this season for the collection of leaves, reducing the need for raking and manually loading and unloading the leaves. This has also reduced the number of hours spent by staff on this task allowing them to carry out work on other areas.

## **4. TOWN CENTRE AREA**

### **Priory and Grove House Gardens and the Town Centre**

- 4.1 Priory and Grove House Gardens will both be assessed for Green Flag retention in 2021 through the 'mystery shop' process. The applications to retain Green Flag status must be submitted by 15 February 2021.
- 4.2 All the autumn and spring bedding plants have now been planted including some 2000 flowering bulbs. The 3-year contract for the supply of bedding plants (2021-2023) was tendered during December to three plant suppliers. Unfortunately, only one tender was received; from the existing supplier. As the ordering of plants needs to be completed before year end to ensure that delivery is secured for the following summer it has not been possible to retender the contract. An assessment of unit costs was made against the previous year's supply costs and they were broadly similar with new prices reflecting both a fair price increase and changes to design. Orders have now been placed for the 2021 supply of plants.
- 4.3 Problems with the lighting in Priory Gardens, previously reported to this Committee, have now been resolved and at the time of writing this report all lights are working.
- 4.4 Early in the new-year the Grounds Team will be pruning the plants in the large town centre planters. This will include the pruning of the shrubby Salvias which flowered consistently from May through to late November. Pruning will ensure a good display in 2021.

### **Dunstable in Bloom**

- 4.5 In light of the current pandemic, the Royal Horticultural Society (RHS), responsible for running the Britain in Bloom campaign, have decided to cancel the judging for 2021. Dunstable will therefore participate as a finalist in 2022. The RHS have advised that they

## AGENDA ITEM 6

will still run a virtual campaign and details will emerge in early 2021. Anglia in Bloom are likely to follow suit but no decision has yet been taken.

- 4.6 Dunstable in Bloom continues to meet on a monthly basis, via Teams meetings online. In Bloomers have secured funding from the Dunstable Joint Committee to encourage shops and business to create displays in the High Street and at neighbourhood shopping centres. The group are continuing to raise their profile with improvements to their web site, the use of Facebook and the production of posters and leaflets. They are currently running a winter photography competition to encourage residents to provide photos of wildlife and plants in gardens and local areas.
- 4.7 The new post of Parks and Green Space Development Officer has been appointed and the successful candidate will commence work with the Council on 8 February 2021. Part of the role includes supporting the Dunstable in Bloom campaign. The In Bloomers have expressed a keen interest in tree planting as a future activity and some Members have raised the possibility of increasing tree planting on Council land. Once the new officer is in post, a report detailing the opportunities for tree planting and funding will be presented to the March meeting of this Committee.

## 5. TOWN RANGER SERVICES

- 5.1 The Rangers have tidied the small shrub borders outside the Ashton School development, removing weeds and some of the shrubs that had been damaged by cars driving over them. Replanting with more suitable and robust shrubs will take place shortly.
- 5.2 Other areas and tasks that the Rangers have been working on during December include removing the moss on the crescent outside the chapel at the Dunstable Cemetery using the new wire brush on the sweeper, cutting back overgrown elder trees on an area at the top of Appleby Gardens, cutting back ivy from walls in Church Street and continuing to remove weeds from Middle Row.
- 5.3 Gum removal has been ongoing at Eleanor's Cross shopping area and Ashton Square using the specialist gum removal equipment.

## 6. AUTHORS

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## Appendix 1 – Allotment Waiting List

### Summary

Waiting list	Total	Resident	Non-Resident
Willing to accept any plot/site	84	33	51
Specific plot/site requested	179	129	50
Second plot requested	11	9	2
Offer made - not yet accepted	4	4	0
<b>TOTAL</b>	<b>278</b>	<b>175</b>	<b>103</b>
Added to list since last report (included in above total)	27	25	2
On list but don't want plot yet (included in above total)	2	2	0

Site	Catchacre	Hillcroft	Maidenbower	Meadway	Pascomb Road	Westfield	ALL SITES
Total available plots on site	21	18	22	112	15	88	276
Vacant plots	1	0	0	1	0	2	4
Notice to Cultivate	0	0	0	0	0	0	0
Notice to Quit	0	0	0	0	0	0	0
Plot Newly let	0	0	1	6	0	1	8
Plot Given up	0	0	0	1	0	2	3
Inspection Dates	Inspections to take place in Spring 2021						

**DUNSTABLE TOWN COUNCIL****GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 11 JANUARY 2021****BUDGET PROPOSALS FOR 2021/22**

**Purpose of Report:** For members to consider and comment on draft budget proposals for the Grounds and Environmental Services Department for 2021/22 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 2021/22, 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 2021/22 revenue budget at the Council Meeting held on 7 December 2020.
- 2.2 At this meeting, members agreed a draft budget that accounted for:

**Increased Revenue Expenditure**

Increased revenue expenditure on existing revenue budget £118,680

**Revenue savings/additional income**

Identified revenue savings and increased income targets £133,714

- 2.3 This resulted in an anticipated revenue expenditure surplus of **£15,034** which members agreed should go towards establishing a 'Covid Contingency Fund' for next year. Members resolved that the 2021/22 revenue budget should be set at no more than a 0.5% per cent increase to the council tax charge on the understanding that the 0.5% increase would generate a further £11,968 contribution to the 'Covid Contingency Fund' amounting to £27,002 in total. The enclosed draft budget papers reflect this decision and a balanced revenue budget has been presented.

**3. GROUND AND ENVIRONMENTAL SERVICES BUDGET 2021/22**

- 3.1 The proposed budget for the Grounds and Environmental Services Department for 2021/22 presents a revenue cost to the Council of £845,624 that includes an income target of £671,822 giving a gross budget of £1,517,446.
- 3.2 The following summarises the movements in the proposed budget for the Grounds and Environmental Services Department for 2021/22.

Excluding staffing costs, the overall Grounds and Environmental Services budget for 2021/22 has decreased by £42,602. This can be explained as follows:

<b>Grounds and Environmental Services</b>	
<b>SAVINGS</b>	<b>GROWTH</b>
Allotments / Electricity - 300	Allotments / Water Charges - 200
Allotments / Misc Income - 100	Cemetery / Rates - 400
Cemetery / Repairs and Maintenance – 1,000	Cemetery / Waste Disposal – 2,000
Cemetery / Memorial Safety - 500	Cemetery / Equipment and materials – 4,750
Cemetery / Burial Fees – 7,500	Cemetery / Stationery - 250
Recreation Grounds / Maintenance Contracts – 2,750	Recreation Grounds / Cleaning – 1,500
Recreation Grounds / Grass Cutting Equipment - 400	Recreation Grounds / Bowling Green Maintenance - 500
Town Centre Gardens / Croquet lawn income - 200	Recreation Grounds / Loss of contract income – 10,450
Town Centre Gardens / CBC agency income – 6,250	Town Centre Gardens / Water - 300
Town Ranger / Waste - 500	Town Centre Gardens / Cleaning – 1,500
Town Ranger / Repairs and Maintenance – 2,000	Town Centre Gardens / Bedding and plants – 1,500
Town Ranger / Public Realm Maintenance – 5,000	Town Centre Gardens / Green Flags - 800
Loan Charges – 865	Town Centre Gardens / Loss of contract income – 5,150
	Town Ranger / Telephones - 300
<b>SUB-TOTAL - £27,365</b>	<b>SUB-TOTAL - £29,600</b>
<b>Creasey Park Community Football Centre</b>	
ATP Hire – 48,522	Maintenance Contracts – 500
Bar and Catering Sales – £10,000	Grounds maintenance – 3,400
	Bar and Catering Staff Costs – 7,915
	Licences – 100
	Bar and Catering Stock – 4,000
<b>SUB-TOTAL – £58,522</b>	<b>SUB-TOTAL - £15,915</b>
<b>Bennett Memorial Recreation Ground Splash Park</b>	
Cleaning – 1,000	Rates – 720
Telephones – 3,000	Licensing – 50
	Maintenance Contracts – 1,000
<b>SUB-TOTAL – £4,000</b>	<b>SUB-TOTAL – £1,770</b>
<b>TOTAL - Savings £42,602</b>	

#### 4. **FINANCIAL IMPLICATIONS**

- 4.1 If approved, the recommendations of this report contribute to the Council achieving their aspiration for no more than a 0.5% increase in the 2021/22 council tax charge.

- 4.2 Members should also be aware that no cost of living pay award has been budgeted for those staff earning above £24,000 p/a. There remains the possibility of the trade unions negotiating such a pay award. Should this come to fruition, any arising negative impact on the revenue budget would have to be funded through the General Reserve.

**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 2021/22 has been reduced slightly, but should still be sufficient for current needs.

**7. HUMAN RESOURCE IMPLICATIONS**

- 7.1 The staffing costs as illustrated on the separate enclosure assume a 0% pay award for all staff that earn above £24,000 p/a. A £10,500 contingency is provided for a minimum £250 increase for those staff that earn below £24,000 p/a. The budget includes a further 2% increase for those staff earning the 'National Living Wage Foundation Living Wage' which will increase from £9.30 p/h to £9.50 p/h.

**8. EQUALITIES AND LEGAL IMPLICATIONS**

- 8.1 There are none arising directly from this report.

**9. SEPARATE ENCLOSURES**

- 9.1 Enclosure 1 - Draft budget 2021/22 and draft pricing schedule 2021/22

**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, 7 December 2020 - *Draft Budget 2021/22*

**11. AUTHOR**

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