

Dunstable Town Council
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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Date: 3 March 2022

Dear Councillors

A meeting of the Grounds and Environmental Services Committee will be held on **Monday 14 March 2022** at **the Council Chamber, Grove House commencing at 7.00 PM**. Those members of the Town Council that are not Committee Members, members of the public and press who wish to attend are invited to do so remotely using Microsoft Teams. Therefore, they are asked to notify their intention to attend by emailing Ian.Reed@dunstable.gov.uk by 11 March 2022.

AGENDA

1. Apologies for Absence.
2. To approve the Minutes of the Meeting of Grounds and Environmental Services Committee held on 17 January 2022 (copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 25 January and 15 February 2022 (see page 1)
5. Creasey Park Community Football Centre and Bennett's Splash Park Update Report (To follow)
6. Cemetery, Allotments, Recreation Grounds, Town Centre Gardens, Ranger Service Information Report (see page 7)

Continued

7. 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 'DA', with a long horizontal flourish extending to the right.

David Ashlee
Town Clerk and Chief Executive

To: All Members of the Grounds and Environmental Services Committee:
Councillors Gloria Martin (Town Mayor), Liz Jones (Deputy Town Mayor), Lisa Bird (Chairman), Phil Crawley, Greg George (Vice-Chairman), Matthew Brennan, Mark Cant, Alan Corkhill, Pamela Ghent, Kenson Gurney, Gladys Sanders and 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, DUNSTABLE

ON TUESDAY 25 JANUARY 2022 AT 7.00 P.M.

Present: Councillors Liz Jones (Chairman), Lisa Bird, Phil Crawley, John Gurney and Johnson Tamara

Apologies: Councillor Cameron Restall

In Attendance: Ian Reed (Democratic Services Manager)

Public: Nil

1. SPECIFIC DECLARATIONS OF INTEREST

Councillors	Interest	Items
/	/	/

2. PLANNING APPLICATIONS – RECEIVED UP TO 23 DECEMBER 2021

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 3 September and 24 September 2021

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

<p>1. CB/21/04803/FULL: Proposal: Comments:</p>	<p>2 Ridgeway Drive Proposed attached house, bin stores, fencing, alterations to parking area and dropped kerb No objection</p>
<p>2. CB/21/05546/FULL: Proposal: Comments:</p>	<p>9 Lancot Drive Demolition of existing garage and erection of two storey side, and single storey rear extensions No objection</p>
<p>3. CB/21/0536/FULL: Proposal: Comments:</p>	<p>13 Harvey Road Single storey side and rear extension No objection</p>
<p>4. CB/21/05534/FULL: Proposal: Comments:</p>	<p>62 Marina Drive Single storey front porch. Single storey side and rear extension No objection</p>

5. CB/21/05523/FULL:	239 High Street South
Proposal:	Insertion of 2 rear dormer windows
Comments:	Withdrawn
6. CB/21/05529/FULL:	Former Jewson Site, Beale Street
Proposal:	Conversion of an existing office building plus erection of a three-storey rear extension, erection of one 4-storey building and one part 3, part 4-storey building to accommodate a total of 51 residential units and associated works, following demolition of existing storage units
Comments:	Objection on the grounds of over development of the site, access and egress problems, tightness of the development on the site and no easy access for refuse collection
7. CB/21/04947/FULL:	125 High Street North
Proposal:	Change of use to HMO (House of Multiple Occupation) from C3 to Sui Generis comprising of 7 units that are not self contained units – condition following HMO Licence being granted for 7 occupants
Comments:	No objection
8. CB/21/05326/FULL:	21 Icknield Street
Proposal:	Proposed two storey front, side and rear extension
Comments:	No objection
9. CB/21/05456/FULL:	4 Radburn Court
Proposal:	Single storey rear extension and rear dormer window
Comments:	No objection
10. CB/21/05440/FULL:	76 Wilbury Drive
Proposal:	First floor side extension
Comments:	No objection
11. CB/21/05213/FULL:	75 Katherine Drive
Proposal:	Single storey and part first floor rear extension with roof windows and new front porch
Comments:	No objection
12. CB/21/05543/FULL:	196B Northfields
Proposal:	Single storey side and rear extension
Comments:	No objection
13. CB/21/05566/FULL:	172 High Street South
Proposal:	Change of use – Conversion of existing retail unit into hot food takeaway (A5 Use) and installation of air extract fan
Comments:	No objection
14. CB/TRE/21/00680:	57 Beechwood Court

Proposal: Works to a tree(s) protected by a Tree Preservation Order in a conservation area:TPO01/1958 (T1 and T2) Removal of dead wood and thinning of crown. (T1 and T2) Removal of dead wood and thinning of crow. (T1) Investigative work

Comments: No objection

3. PLANNING DECISIONS

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

4. LICENSING APPLICATIONS

None received

The Meeting Closed at 19.17

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, DUNSTABLE

ON TUESDAY 15 FEBRUARY 2022 AT 7.00 P.M.

Present: Councillors Liz Jones (Chairman), Lisa Bird, Phil Crawley, John Gurney and Johnson Tamara

Apologies: Councillor Cameron Restall

In Attendance: Ian Reed (Democratic Services Manager)

Public: Nil

1. SPECIFIC DECLARATIONS OF INTEREST

Councillors	Interest	Items
/	/	/

2. PLANNING APPLICATIONS – RECEIVED UP TO 3 FEBRUARY DECEMBER 2021

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 3 September and 24 September 2021

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

1. CB/21/05523/FULL:	239 High Street South
Proposal:	Insertion of 2 rear dormer windows and removal of existing chimney
Comments:	No comments made – application withdrawn

2. CB/21/04499/FULL:	29 Poynters Road
Proposal:	Single storey rear extension, side extension and front canopy
Comments:	No objection

3. CB/21/05568/FULL:	Eastern Avenue Industrial Estate, Eastern Avenue
Proposal:	Construction and operation of an Urban Reserve Flexible Energy Facility and associated equipment
Comments:	Objection because of the detrimental impact on the street scene and the inappropriate location. The Town Council also supports the comments of Central Bedfordshire Council

4. CB/221/00052/FULL:	87 West Street
Proposal:	Conversion of a dwelling to 5 flats. Extensions to the existing roof and creation of an additional floor

Comments:	Objection on the basis of overdevelopment
5. CB/21/05526/FULL:	Chalklands Square Eastern Avenue
Proposal:	Demolition of existing commercial units followed by the erection of seven commercial units within uses B2, B8 and E(g). Improvements to the existing access, creation of a vehicular connection to the existing development to the south, carparking, service yards, landscaping and associated ancillary works
Comments:	No objection
6. CB/22/00083/FULL:	23 Willoughby Close
Proposal:	Single storey side extension, loft conversion with side dormer and garage extension
Comments:	No comments made – application withdrawn
7. CB/22/00054/FULL:	129 Victoria Street
Proposal:	Single storey rear extension
Comments:	No objection
8. CB/22/00049/FULL:	3 Grove Road
Proposal:	Single storey rear extension
Comments:	No objection
9. CB/21/04662/FULL:	6 Derwent Drive
Proposal:	Single storey side and rear extension and loft extension with front and rear facing dormers
Comments:	No objection
10. CB/21/05526/FULL:	See item 5
11. CB/21/05607/FULL:	2 and 4 Beech Close
Proposal:	Change of Use: Two interim inpatient units for children and young people
Comments:	No objection
12. CB/21/00279/FULL:	33 Ridgeway Drive
Proposal:	Addition of gable to rear, and two Velux roof lights to front to roof, and conversion of loft with dormer
Comments:	No objection
13. CB/TCA/22/00017:	Priory Gardens
Proposal:	Works to a trees within a Conservation Area: Tilia (T56) Remove deadwood, Tilia (T65) Remove deadwood, Tilia

(T81) Remove deadwood, Tilia (87) Remove deadwood & remove suspended or broken limbs, Tilia (T88) Remove deadwood, Tilia (T89) Remove deadwood, Tilia (95) Pollard at 8m, 1m above crown base, Tilia (T99) Remove deadwood, Acer (T112) Remove deadwood, Populus (T121) Remove deadwood, Acer (T151) Remove deadwood, Cerasus (T169) Fell to ground level, Tilia (T179) Remove deadwood, Tilia (T180) Remove deadwood, Quercus (T1109) Stake - remove tree strap and tie.

Comments: No objection

14. CB/TCA/22/00016:

Grove House Gardens

Proposal:

Works to trees within a Conservation Area: Acer (T679) Deadwood to be removed, Fagus (T744) Fell to ground level Metasequoia (T837) Remove suspended or broken limbs, Ailanthus (T848) Deadwood to be removed, Cedrus (T1033) Remove suspended or broken limbs and deadwood.

Comments:

No objection

3. PLANNING DECISIONS

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

4. LICENSING APPLICATIONS

None received

The Meeting Closed at 19.06

DUNSTABLE TOWN COUNCIL**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 14 MARCH 2022****CEMETERY, ALLOTMENTS, RECREATION GROUNDS, TOWN CENTRE GARDENS,
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 January 2022 to 28 February 2022 against the same period for the previous year.

	Jan 2021 – Feb 2021	Jan 2022 – Feb 2022
New earth grave	8	15
Re open earth grave	21	5
New ashes	3	2
Reopen ashes	6	4

- 1.2 At the time of writing this report, 336 burials will have taken place in the lawn section of the cemetery extension since February 2016.
- 1.3 The Cemetery Chapel is once again available for hire following its closure during the Covid pandemic and subsequent refurbishment works.
- 1.4 Grass cutting has commenced in the cemetery during the mild late winter period and as the spring floral displays now emerge the cemetery is looking in very good condition.
- 1.5 The wooden fence at the main entrance to the cemetery was badly damaged by the recent storms and has been removed. A temporary fence has been installed whilst arrangements are made to replace the wooden fence.
- 1.6 Following the close working arrangements developed with Central Bedfordshire Council and other Towns and Parishes during the pandemic, CBC are developing a forum for burial authorities to come together, county wide, to share best practice and develop a more strategic approach to future burial provision. DTC Officers have indicated that they would wish to participate in any new forum that emerges.

- 1.7 The new information lectern detailing information about the flora and fauna within the Cemetery has now been installed and is pictured here. It provides excellent information on the range of tree, plant, bird and mammal species found in the cemetery and its installation is in line with actions contained within the Green Flag management plan for the site.
- 1.8 Over the winter period, further work has been undertaken to reshape more of the yew trees along the crescent at the front of the cemetery.
- 1.9 The Cemetery profiled expenditure and income as at the end of January 2022 is provided at Appendix 1. The overall positive variance can largely be attributed to over achievement on income.



2. **ALLOTMENTS**

- 2.1 The waiting list for allotments, provided at Appendix 2, shows a significant reduction in the number of people on the list. Members will recall that a decision was taken by this Committee in September 2021 to temporarily close the waiting list to non-residents and to contact them all to ascertain if they wished to remain on the list.
- 2.2 That exercise has now been completed. All of the 128 non-residents were contacted by email or post in December 2021, explaining that it would likely be very many years before they were offered an allotment plot in Dunstable. Those contacted were given until 31 January 2022 to indicate if they wished to remain on the list or be removed. They were also advised that if they did not reply either way, by the deadline, they would automatically be removed from the list. The Council received 13 responses of which 3 asked to be removed from the list and 10 asked to remain on the list.
- 2.3 Subsequently, 118 non-residents have been removed from the waiting list, leaving just 10 remaining. All those contacted were notified of arrangements being made by Houghton Regis Town Council to provide a new facility in their town.

3. **RECREATION GROUNDS**

Play Areas, Grove Skate Park and BMX

- 3.1 Since the last report to this Committee there have not been any incidents of vandalism to play equipment.
- 3.2 General wear and tear repairs have been ongoing, and the balancing beam has now been replaced at Mentmore Recreation Ground.
- 3.3 Officers met with a local ward Councillor at Frenchs Avenue, to discuss the condition of the safer surfacing at the play area, following concerns raised at the previous meeting of this

Committee. It was agreed that the existing grass matting will be lifted again in a few places and re-laid, as the weather improves.

- 3.4 A request has been received for additional benches or seats at Mentmore Recreation Ground. It is anticipated that a couple of benches can be installed towards the end of the financial year.

Sports Pitches and General Grounds Maintenance

- 3.5 Hedge cutting has been almost completed at all sites. Preparations are in hand for the forthcoming 2022 grass cutting season and the Council is waiting for the Wessex multi-cut mower to be delivered in the middle of March.
- 3.6 The 2021/22 football season is now in its second half and the grounds staff continue to regularly overmark and prepare pitches for play. A new agreement has been made with Bedfordshire FA for the brushing of the new 3G Pitch at Newton Recreation Ground and this will generate a modest income.

New Woodland and Tree Planting

- 3.7 Whilst the main project to plant 0.5ha of woodland, community orchard and new hedgerows at Mentmore Recreation Ground has been put back to winter 2022/23, arrangements have been made for the Mayor of Dunstable to plant 20 standard trees at the site along with help from a number of community organisations and local representatives. The event is scheduled for 11 March as part of the Queen's Green Canopy tree planting initiative. A further update on how the planting went will be given verbally at the meeting. This first planting phase has been made possible with a tree grant from Central Bedfordshire Council.

MUGA Working Group

- 3.8 The working group met at two sites, Ridgeway Avenue and Luton Rd Recreation Grounds, on 15 February 2022 and it was Members view that the Luton Rd Recreation Ground is the preferred site for a kickabout style MUGA adjacent to the existing play area. Officers will now research more detailed designs and costings for the new facility alongside potential improvements to the play area, the latter being part funded by available Section 106 funding. Once the costs and details are known, a further report will be presented to a future meeting of this Committee.

4. TOWN RANGER SERVICES

- 4.1 The Rangers continue to undertake good work across the town, and they will be beginning the periodic pressure washing of pavements in March in addition to their other routine maintenance works.
- 4.2 The Ranger team are waiting to receive the new Electric Utility Vehicle in March. In addition, they will purchase various battery-operated equipment using funding secured through the CBC Public Realm Scheme grant.

- 4.3 The Ashton Square toilets, cleaned by the Ranger Service, were recently awarded Platinum standard in the Loo of the Year Awards (Local Authority category). This is a great achievement and a credit to all those involved in managing the toilets.

5. TOWN CENTRE AREA

Priory and Grove House Gardens and the Town Centre

- 5.1 Bedding plants and floral displays have been ordered for summer 2022. The plants and containerised displays are grown under contract and delivered for planting and setting out in early June 2022. Work is currently in hand to determine where best to place the many containerised floral displays as the town centre improvement works are nearing completion.
- 5.2 Winter works have been completed in Priory and Grove House Gardens in preparation for the spring and future Green Flag and In Bloom judging. There were several trees damaged and blown down during the storms in February. The fallen and damaged trees have been removed by the Grounds team and a local tree contractor.

Dunstable in Bloom

- 5.3 It has been confirmed that Dunstable has been selected to participate in the RHS Britain in Bloom UK finals in 2022 in the Large Town Category. Dunstable will compete with seven other finalists in this category. Dunstable in Bloom and the Town Council are meeting on a regular basis to plan the In Bloom activities and campaign and are busy identifying local projects and green spaces to showcase to the judges when they visit between 25 July and 12 August 2022.
- 5.4 Dunstable will also continue to compete in the Anglia in Bloom competition and the Anglia in Bloom judges visit will provide an opportunity for a dry run before the Britain in Bloom judges come to the town.

6. AUTHORS

John Crawley, Head of Grounds and Environmental Services
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AGENDA ITEM 6

Appendix 1 - Cemetery Profiled Income and Expenditure Report as of 31 January 2022

	April	May	June	July	August	September	October	November	December	January	Total
Budgeted Expenditure	£9,001	£9,001	£9,001	£9,001	£9,001	£9,001	£9,001	£9,001	£9,001	£9,001	£108,010
Actual Expenditure	£17,125	£9,955	£6,010	£7,271	£10,318	£7,729	£5,657	£9,168	£10,055	£11,354	£94,642
Variance	-£8,124	-£954	£2,991	£1,730	-£1,317	£1,272	£3,344	-£167	-£1,054	-£2,353	-£4,634
Budgeted Income	£15,008	£15,008	£15,008	£15,008	£15,008	£15,008	£15,008	£15,008	£15,008	£15,008	£180,100
Actual Income	£33,307	£16,884	£15,200	£15,688	£9,148	£20,006	£15,005	£15,769	£28,403	£14,286	£183,696
Variance	£18,299	£1,876	£192	£680	-£5,860	£4,998	-£3	£761	£13,395	-£722	£33,613
Overall Variance	£28,979										

Appendix 2 – Allotment Waiting List

Waiting list	Total	Resident	Non-Resident
Willing to accept any plot/site	49	44	5
Specific plot/site requested	179	174	5
Second plot requested	11	11	0
Offer made - not yet accepted	8	8	0
TOTAL	247	237	10
Added to list since last report (included in above total)	8	8	0
On list but do not want plot yet (included in above total)	1	1	0

General Plot Information

Site	Catchacre	Hillcroft	Maidenbower	Meadway	Pascomb Road	Westfield	ALL SITES
Total available plots on site	21	18	22	112	15	85	273
Vacant plots	1	2	1	4	0	1	9
Notice to Cultivate	0	0	0	0	0	0	0
Notice To Quit	0	0	0	0	0	0	0
Plot Newly let	1	3	0	1	0	1	6
Plot Given up	1	3	1	5	0	2	12
Inspection Dates	Next full inspection to take place in March.						