

**Paul Hodson** Town Clerk and Chief Executive

Date: 1 September 2023

Dear Councillors

A meeting of the Grounds and Environmental Services Committee will be held on **Monday 11 September 2023 at the Council Chamber, Grove House commencing at 7.00 pm**. Members of the public and press are welcome to attend, either online via Teams or in person. Anyone wishing to attend is asked to notify their intention to attend by emailing [democratic@dunstable.gov.uk](mailto:democratic@dunstable.gov.uk) by 8 September 2023.

Yours faithfully



Paul Hodson  
Town Clerk and Chief Executive

*This meeting will be filmed by the Council and broadcast live on the Internet and will be capable of repeated viewing. If you are seated in the Council Chamber it is likely that the cameras will capture your image. By your presence you are deemed to consent to be filmed, and to the use of those images and sound recordings for webcasting or training purposes.*

*If you address the committee in person or via Teams, your contribution will be recorded and broadcast, unless this is during a private session, as permitted by the Access to Information provisions.*

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

1. Apologies for Absence
2. Declarations of Interest
3. To agree the minutes of the meeting of 5 June 2023 as a true record (copy previously circulated)

*Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.*

4. To receive the minutes of the Meetings of Plans Sub-Committee meetings held on 30 May, 20 June, 11 July, 1 August and 22 August 2023 (see page 3)
5. Creasey Park Community Football Centre and Bennett's Splash Park – Information Report (see page 18)
6. Grounds - Information Report (see page 23)
7. Allotments Tenancy Agreement – Decision Report (see page 31)
8. Updated Vehicle Management Policy – Decision Report (see page 43)
9. Reports from Outside Organisations:  
  
CBC Development Committee – Cllr Nick Kotarski
10. RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.
11. New Cemetery Development – Decision Report
12. Verbal update on Creasey Park management arrangements
13. Date of the next meeting – Monday 6 November 2023 at 7.00 pm.

To: All Members of the Grounds and Environmental Services Committee: Councillors Liz Jones (Town Mayor), Louise O'Riordan (Deputy Town Mayor), Matthew Brennan (Chairman), Richard Attwell (Vice-Chairman), Trevor Adams, Alex Butler Philip Crawley, Mark Davis, Kenson Gurney, Michelle Henderson, Matthew Neall, 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 30 MAY AT 7.00 PM**

Present: Councillors Liz Jones, Nicholas Kotarski, Matthew Brennan, Trevor Adams, Richard Attwell, Robert Blennerhassett and Louise O’Riordan

Apologies: Nil

In Attendance: John Crawley (Head of Grounds & Environmental Services) and Councillor Philip Crawley

Public: 35

**1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

**RESOLVED:** that Councillors Liz Jones and Nicholas Kotarski be appointed as Chairman and Vice-Chairman respectively for the ensuing Municipal year

**2. SPECIFIC DECLARATIONS OF INTEREST**

There were no specific declarations of interest.

**3. PLANNING APPLICATIONS RECEIVED**

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable since the last meeting of this Sub-Committee.

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

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|----------|--------------------------|--|
| <b>1</b> | <b>CB/23/01130/FULL:</b> | 36-36A High Street North   |
|          | <b>Proposal:</b>         | Subdivision of existing Class E unit to create 2 units and provision of new refuse storage facilities. |
|          | <b>Comments:</b>         | No objection   |
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- |          |                        |  |
|----------|------------------------|--|
| <b>2</b> | <b>CB/23/01131/LB:</b> | 36-36A High Street North   |
|          | <b>Proposal:</b>       | Listed Building: Subdivision of existing Class E unit to create 2 units and provision of new refuse storage facilities and internal alterations. |
|          | <b>Comments:</b>       | No objection   |
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|----------|--------------------------|---|
| <b>3</b> | <b>CB/23/01156/FULL:</b> | 1 Benning Avenue  |
|          | <b>Proposal:</b>         | Alteration to the roof to accommodate conversion of loft with a rear dormer and front roof lights. Change garage door on front elevation to window. |
|          | <b>Comments:</b>         | No objection  |
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<b>4</b>	<b>CB/23/01048/FULL:</b>	Land at 25,25A,29 and 29A London Road
	<b>Proposal:</b>	Demolition of existing commercial units and redevelopment of site for a mixed-use development comprising of 71 apartments and convenience retail floorspace, with associated car parking, landscaping and infrastructure
	<b>Comments:</b>	Objection- The Council considers this planning proposal to be overdevelopment of the site and a significant change to the street scene. The development is not in keeping with adjacent and adjoining areas and the size of the 5 storey apartments will compromise the light and privacy currently enjoyed by neighbouring properties. There is insufficient parking provision for the number of apartments proposed and it is poorly located adjacent to neighbouring properties. The Council is concerned about additional vehicle parking pressure on surrounding roads and streets. There is insufficient waste provision, and it is poorly located adjacent to neighbouring properties with the potential to cause, noise, smell and vermin issues.
<b>5</b>	<b>CB/23/01325/FULL:</b>	9 Allen Close
	<b>Proposal:</b>	Division of dwelling into two dwellings
	<b>Comments:</b>	Objection due to over development. It is not in keeping with the street scene and there is insufficient parking provision.
<b>6</b>	<b>CB/23/01315/FULL:</b>	6 Tarnside Close
	<b>Proposal:</b>	Garage conversion and alterations to existing frontage, including removal of old and erection of new porch.
	<b>Comments:</b>	No objection
<b>7</b>	<b>CB/23/01152/FULL:</b>	10 Beech Green
	<b>Proposal:</b>	Erection of single storey rear extension with flat roof and rooflights, new rooflight to front roof, new side door and changes to windows following demolition of existing side elevation
	<b>Comments:</b>	No objection
<b>8</b>	<b>CB/23/01287/FULL:</b>	39 London Road
	<b>Proposal:</b>	Erection of a detached annexe following the demolition of an existing outbuilding
	<b>Comments:</b>	No objection
<b>9</b>	<b>CB/23/01226/FULL:</b>	76 and 76A Katherine Drive
	<b>Proposal:</b>	Change of use of a residential study at 76 Katherine Drive to an extension of the existing office and alterations of single door to double door at 76A Katherine Drive.
	<b>Comments:</b>	No objection
<b>10</b>	<b>CB/23/01385/FULL:</b>	26 Staveley Road
	<b>Proposal:</b>	Upper storey side extension, single storey front and rear extensions and the addition of eight Solar Panels to the front roof slope
	<b>Comments:</b>	No objection

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<b>11</b>	<b>CB/23/01395/FULL:</b>	45 Lowther Road
	<b>Proposal:</b>	Change of use from A3 to Class E Tattoo Parlour.
	<b>Comments:</b>	No objection

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<b>12</b>	<b>CB/23/01159/FULL:</b>	Ambulance Station, Kingsway
	<b>Proposal:</b>	Demolition of the existing Ambulance Station and the development of 60 no market sale and affordable apartments within two blocks with associated landscaping and parking.
	<b>Comments:</b>	Objection-The Council considers this planning proposal to be overdevelopment of the site and a significant change to the street scene which is not in keeping with the surrounding area. There is inadequate parking provision for the 60 one and two bed apartments. With only a single access and egress route to and from the site there is likely to be a significant impact on an already busy junction causing additional congestion in this part of the town. The Council is concerned that the development does not comply with the Strategic Housing Market Assessment. Furthermore, the affordable housing element is not blended well into the overall development.

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#### **4. PLANNING DECISIONS**

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

#### **5. LICENSING APPLICATIONS**

None received.

**The Meeting Closed at 19:30**

**DUNSTABLE TOWN COUNCIL**  
**MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE**  
**HELD AT GROVE HOUSE, DUNSTABLE**  
**ON TUESDAY 20 JUNE AT 7.00 P.M.**

Present: Councillors Liz Jones (Chairman), Nick Kotarski (Vice-Chairman), Matthew Brennan, Richard Attwell, Robert Blennerhassett, Louise O’Riordan and Trevor Adams.

Apologies: Nil

In Attendance: Lisa Scheder(Finance and Procurement Manager)

Public: Nil

**1. SPECIFIC DECLARATIONS OF INTEREST**

All: Application number 8 - Dunstable Town Council application.

**2. PLANNING APPLICATIONS RECEIVED**

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable since the last meeting of this Sub-Committee.

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

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|----------|---|
| <b>1</b> | <b>CB/23/01073/FULL:</b> 39 Oldhill   |
|          | <b>Proposal:</b> Proposed Demolition of existing rear garden storage building and construction of a Single Storey side and rear extension |
|          | <b>Comments:</b> No objection   |
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|----------|---|
| <b>2</b> | <b>CB/23/01534/FULL:</b> 12 Tibbett Close                             |
|          | <b>Proposal:</b> First-floor side extension and internal alterations. |
|          | <b>Comments:</b> No objection   |
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|----------|--|
| <b>3</b> | <b>CB/23/01278/FULL:</b> 40 Seamans Close  |
|          | <b>Proposal:</b> Retrospective application for the retention of a detached annexe. |
|          | <b>Comments:</b> No objection  |
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|----------|---|
| <b>4</b> | <b>CB/23/01395/FULL:</b> 4 Garrett Close                            |
|          | <b>Proposal:</b> Erection of a rear and side two storey extension.. |
|          | <b>Comments:</b> No objection                                       |
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<b>5</b>	<b>CB/23/01110/FULL:</b>	36-36A High Street North <b>Proposal:</b> Conversion of 1st and 2nd floors from office / plant rooms to 4no residential flats (C3) with reinstatement of timber sash windows. <b>Comments:</b> No objection, but concerns/comments-over development of the site, not in line with the planning regulations due to size of studio flats. Members support reinstatement of features such as the de-bricking of sash windows.
<b>6</b>	<b>CB/23/01111/LB:</b>	36-36A High Street North <b>Proposal:</b> Listed Building: Conversion of 1st and 2nd floors from office / plant rooms to 4no residential flats (C3) with reinstatement of timber sash windows. <b>Comments:</b> No objection, but concerns/comments-over development of the site, not in line with the planning regulations due to size of studio flats. Members support reinstatement of features such as the de-bricking of sash windows.
<b>7</b>	<b>CB/23/01061/FULL:</b>	4 Sundown Avenue <b>Proposal:</b> Erection of a two-storey side extension. <b>Comments:</b> No objection
<b>8</b>	<b>CB/23/01397/FULL:</b>	MUGA, Kingsbury Recreation Ground <b>Proposal:</b> Installation of a Kick-About MUGA within a fenced area. <b>Comments:</b> No objection
<b>9</b>	<b>CB/23/01607/FULL:</b>	23 Willoughby Close <b>Proposal:</b> Single-storey rear and side extensions, loft conversion, garage extension, front garden and internal alterations. <b>Comments:</b> No objection
<b>10</b>	<b>CB/23/01529/FULL:</b>	7 Franklin Road <b>Proposal:</b> Demolition of outbuilding and front porch and erection of part two storey, part first floor rear extension & replacement front porch <b>Comments:</b> No objection
<b>11</b>	<b>CB/23/01403/FULL:</b>	55 London Road <b>Proposal:</b> Change of use from Sui Generis (retail vehicle showroom) to Sui Generis (ambulance facility) <b>Comments:</b> No objection
<b>12</b>	<b>CB/23/01490/FULL:</b>	123 Langdale Road <b>Proposal:</b> Convert existing garage, raise garage roof to match existing flat roof, make side access internal to link to house. <b>Comments:</b> No objection
<b>13</b>	<b>CB/23/01610/FULL:</b>	21 Willoughby Close <b>Proposal:</b> Loft conversion with rear dormer <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. LICENSING APPLICATIONS**

Nil

**The Meeting Closed at 19:30**



## DUNSTABLE TOWN COUNCIL

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

#### HELD AT GROVE HOUSE, DUNSTABLE

ON TUESDAY 11 JULY AT 7.00 P.M.

Present: Nick Kotarski (Vice-Chairman)(in the Chair), Trevor Adams, Wendy Bater (for Liz Jones), Robert Blennerhassett and Louise O’Riordan .

Apologies: Councillors Liz Jones (Chairman) and Richard Attwell

In Attendance: Paul Hodson (Town Clerk & Chief Executive) and Georgia Pearson (Democratic Services Manager).

Public: Nil

#### 1. SPECIFIC DECLARATIONS OF INTEREST

Nil

#### 2. PLANNING APPLICATIONS RECEIVED

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable since the last meeting of this Sub-Committee.

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

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|----------|--|
| <b>1</b> | <b>CB/23/01783/FULL:</b> Next Step Court, 37-39 High Street South  |
|          | <b>Proposal:</b> Conversion of the rear part of 2 ground floor shops into 4No. flats for assisted living.  |
|          | <b>Comments:</b> Objection. On the grounds of insufficient waste storage, overdevelopment, and flood risk. Potential of flooding as this is close to High Street south. The last flash flood was on 20 June 2023 where water entered the building. The current design would not future flooding. |
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|----------|---|
| <b>2</b> | <b>CB/23/01446/FULL:</b> 10 Ashcroft  |
|          | <b>Proposal:</b> Change of use from pram store to habitable room and blocking of door to communal area. |
|          | <b>Comments:</b> No Objection   |
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|----------|---|
| <b>3</b> | <b>CB/23/01760/FULL:</b> 58 Bullpond Lane   |
|          | <b>Proposal:</b> Proposed new bungalow with associated parking  |
|          | <b>Comments:</b> Objection due to: Overdevelopment in the area and out of character for the area. Previous objections for this to go ahead. |
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<b>4</b>	<b>CB/23/01737/FULL:</b>	91 Pipers Croft <b>Proposal:</b> Conversion of garage to living accommodation and raising of front tiled roof. <b>Comments:</b> No Objection
<b>5</b>	<b>CB/23/01571/FULL:</b>	43 Poynters Road <b>Proposal:</b> Installation of a veranda with outdoor seating area. Retrospective <b>Comments:</b> No Objection
<b>6</b>	<b>CB/23/01473/FULL:</b>	Building to rear of No. 13 High Street North <b>Proposal:</b> Conversion of single storey brick storage building to, two storey studio flats, with refuse store, insertion of windows and doors, and external staircase <b>Comments:</b> No Objection
<b>7</b>	<b>CB/23/01973/FULL:</b>	23 Beacon Avenue <b>Proposal:</b> Single Storey Rear Extension <b>Comments:</b> No Objection
<b>8</b>	<b>CB/23/01805/FULL:</b>	9 Priory Road <b>Proposal:</b> Single storey rear & first floor side extensions, integral garage & detached garage conversions, front porch, and additional driveway. <b>Comments:</b> No Objection
<b>9</b>	<b>CB/23/01300/FULL:</b>	10 Beech Green <b>Proposal:</b> Erection of 1.8m high timber close boarded boundary fencing <b>Comments:</b> No Objection
<b>10</b>	<b>CB/23/01568/VOC:</b>	21-23 High Street South <b>Proposal:</b> Variation of condition 22 of planning permission CB/13/02484/FULL (Part demolition of existing rear out buildings, conversion of existing premises to retain two retail frontage units with new shopfronts and provision of 2 x 1 bedroom and 2 x 2-bedroom flats. Extensions to buildings to provide 4 x 1 bedroom and 1 x 2-bedroom houses). Variation to the approved plans to alter the design of the shopfronts and window reinstatements. <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. LICENSING APPLICATIONS

Nil

## **5. PROPOSED CHANGE OF DAY AND TIME**

Members **RESOLVED** to refer the report to the Finance and General Purposes Committee in light of the potential impact on other Committees.

**The Meeting Closed at 19:39**

**DUNSTABLE TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE PLANS SUB-COMMITTEE**  
**HELD AT GROVE HOUSE, DUNSTABLE**  
**ON TUESDAY 1 AUGUST 2023 AT 7.00 P.M.**

Present: Councillors Liz Jones (Town Mayor & Chairman), Louise O’Riordan (Deputy Mayor), Nick Kotarski (Vice-Chairman), Gregory Alderman (substituting for Councillor Brennan), Trevor Adams, Richard Attwell and Robert Blennerhassett.

Apologies: Councillor Matthew Brennan

In Attendance: Councillor Wendy Bater and John Crawley (Head of Grounds & Environmental Services)

Public: Nil

**1. SPECIFIC DECLARATIONS OF INTEREST**

Nil

**2. PLANNING APPLICATIONS RECEIVED**

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable since the last meeting of this Sub-Committee.

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

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<b>1</b>	<b>CB/23/02066/FULL:</b> 2 Ennerdale Avenue
	<b>Proposal:</b> Render to external walls
	<b>Comments:</b> No Objection

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<b>2</b>	<b>CB/23/02034/FULL:</b> 39 London Road
	<b>Proposal:</b> Erection of a replacement outbuilding
	<b>Previous planning proposal - CB/23/01287/FULL -</b> Erection of a detached annexe following the demolition of an existing outbuilding – outcome – no objection.
	<b>Comments:</b> No objection, but members were concerned about a lack of information on waste provision and sewage connections for the toilet and were further concerned that the replacement outbuilding could become a habitable dwelling in the future.

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<b>3</b>	<b>CB/23/02010/FULL:</b>	7 Kingsbury Avenue <b>Proposal:</b> Erection of single storey rear extension, garage conversion into a habitable room and alterations to front porch roof <b>Previous planning proposal - CB/23/00563/FULL -</b> Erection of single storey rear extension, garage conversion into a habitable room and alterations to front porch roof – outcome – no objection <b>Comments:</b> No Objection
<b>4</b>	<b>CB/23/02204/FULL:</b>	H K Trading, 318 High Street North <b>Proposal:</b> Erection of a single storey extension to the front of the existing warehouse <b>Comments:</b> No Objection
<b>5</b>	<b>CB/23/02200/FULL:</b>	22 West Street, <b>Proposal:</b> Part demolition of existing building, erection of a two-storey rear extension with rear balcony and first floor roof terrace and an additional first floor extension above existing commercial unit with associated frontage upgrades to facilitate a mixed used development consisting of 5 studio flats and retained commercial use at ground floor. <b>Comments:</b> No Objection
<b>6</b>	<b>CB/23/01612/FULL:</b>	21 & 23 & 25 West Street <b>Proposal:</b> Conversion of first floors and roof space with first floor extension to create 4 dwellings. New rear external first floor stairs for access, with rear external entrance door, new windows, and changes to existing windows <b>Comments:</b> No Objection
<b>7</b>	<b>CB/23/02138/FULL:</b>	78 West Hill <b>Proposal:</b> Oak orangery to replace existing conservatory, and replacement windows. <b>Comments:</b> No Objection
<b>8</b>	<b>CB/23/02139/FULL:</b>	19 Loring Road <b>Proposal:</b> Erection of first floor rear extension <b>Comments:</b> No Objection
<b>9</b>	<b>CB/23/02097/FULL:</b>	9 Great Northern Road <b>Proposal:</b> Two storey rear extension and internal alterations <b>Comments:</b> No Objection
<b>10</b>	<b>CB/23/01782/FULL:</b>	70 Katherine Drive <b>Proposal:</b> Erection of single storey rear extension and front porch <b>Comments:</b> No Objection

<b>11</b>	<b>CB/23/02272/FULL:</b>	16 Langdale Close <b>Proposal:</b> Demolition of conservatory and erection of part two storey and part single storey rear extension. Front extension to garage, and pitched roof over existing garage and front projection. <b>Comments:</b> No Objection
<b>12</b>	<b>CB/23/02274/FULL:</b>	23 Meadway <b>Proposal:</b> Single storey rear extension following removal of conservatory. Loft conversion with front & rear dormers <b>Comments:</b> No Objection
<b>13</b>	<b>CB/23/02223/FULL:</b>	4 Garrett Close <b>Proposal:</b> Rear and side two storey extension <b>Previous planning proposal - CB/23/01278/FULL -</b> Erection of a rear and side two storey extension – outcome – no objection. <b>Comments:</b> No Objection
<b>14</b>	<b>CB/23/02322/FULL:</b>	92 West Hill <b>Proposal:</b> Construction of new front porch and rear utility room. Change windows and doors to rear and side elevation. <b>Comments:</b> No Objection
<b>15</b>	<b>CB/23/02249/FULL:</b>	15 Kingsway <b>Proposal:</b> Demolition of outhouse and garage. Erection of single storey rear and side extensions. <b>Comments:</b> No Objection
<b>16</b>	<b>CB/23/02307/FULL:</b>	40 Coombe Drive <b>Proposal:</b> First Floor Side Extension <b>Comments:</b> No Objection
<b>17</b>	<b>CB/23/02217/FULL:</b>	86 Garden Road <b>Proposal:</b> Single storey front and side extension, part one and part two storey rear extension, alterations to fenestration <b>Comments:</b> No Objection
<b>18</b>	<b>CB/23/02161/FULL:</b>	13 Monks Close <b>Proposal:</b> Erection of a part single, part two storey rear extension and rear dormer windows. Conversion of garage and first floor side extension. Front rooflights, front porch and alterations. Additional car parking spaces and new crossover. <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. LICENSING APPLICATIONS**

None received.

**The Meeting Closed at 19:35**

## DUNSTABLE TOWN COUNCIL

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

#### HELD AT GROVE HOUSE, DUNSTABLE

ON TUESDAY 22 AUGUST 2023 AT 7.00 P.M.

Present: Councillors Liz Jones (Town Mayor & Chairman), Louise O’Riordan (Deputy Mayor), Nick Kotarski (Vice-Chairman), Wendy Bater (substituting for Councillor Adams) and Robert Blennerhasset.

Apologies: Councillor Matthew Brennan, Trevor Adams & Richard Attwell

In Attendance: Paul Hodson (Town Clerk and Chief Executive) Georgia Pearson (Democratic Services Manager)

Public: Nil

#### 1. SPECIFIC DECLARATIONS OF INTEREST

Nil

#### 2. PLANNING APPLICATIONS RECEIVED

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable since the last meeting of this Sub-Committee.

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

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|----------|--|
| <b>1</b> | <b>CB/23/01856/ADV:</b> 10 High Street North                                 |
|          | <b>Proposal:</b> Illuminated fascia sign and non-illuminated projecting sign |
|          | <b>Comments:</b> No Objection  |
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| <b>2</b> | <b>CB/23/02312/FULL:</b> 115 Poynters Road  |
|          | <b>Proposal:</b> First floor rear extension |
|          | <b>Comments:</b> No objection               |
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|----------|--|
| <b>3</b> | <b>CB/23/02520/FULL:</b> 12 Penrith Avenue     |
|          | <b>Proposal:</b> Single storey front extension |
|          | <b>Comments:</b> No Objection                  |
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|----------|--|
| <b>4</b> | <b>CB/23/02488/FULL:</b> 33 Buckwood Avenue  |
|          | <b>Proposal:</b> Proposed first floor side and rear extensions and associated alterations. |
|          | <b>Comments:</b> No Objection  |
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- 5 CB/23/01656/FULL:** 6 Beech Road  
**Proposal:** Installation of rear dormer window, hip to gable and loft conversion, front canopy, and rear single storey extension  
**Previous planning proposal CB/22/04754/FULL** - Front dormer window, hip to gable and loft conversion, front canopy, and single storey rear extension. **Previous comments** - No objections  
**Comments:** No Objection
- 
- 6 CB/23/02227/FULL:** 6 Beech Road  
**Proposal:** Extension to dropped kerb.  
**Previous planning proposal CB/22/04754/FULL** - Front dormer window, hip to gable and loft conversion, front canopy, and single storey rear extension. **Previous comments** - No objections  
**Comments:** No Objection
- 
- 7 CB/23/02595/FULL:** 19 Bullpond Lane  
**Proposal:** First Floor Rear Extension  
**Comments:** No Objection
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### **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 19:07**

**DUNSTABLE TOWN COUNCIL**

**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE**

**MONDAY 11 SEPTEMBER 2023**

**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 and Bennett's Splash Park along with a review of options for the Splash Park café.

**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. The new winter block bookings have started and from 6.00pm to 9.00pm on both ATP1 & 2 bookings are at 100% from 5.00pm to 6.00pm & 9.00pm to 10.00pm bookings are at 80%. There will be total of 75 teams using the ATPs this coming season.
- 2.2. AFC Dunstable & Dunstable Town FC have both started their league seasons using the main stadium pitch. This season there are again 6 teams calling Creasey Park their home, comprised on 2 x Men's 1<sup>st</sup> teams, 1 x Development, 1 x U18 and 2 x Women's 1<sup>st</sup> teams.
- 2.3. The youth season starts on weekend of 9 & 10 September. There will be 50 AFC Dunstable & Dunstable Town FC youth teams using the pitches this season.
- 2.4. It's been a busy off season on the ATPs. AFC Dunstable held their annual weekend football festival which saw 60 teams attend. Luton Town FC ran football holiday programmes throughout the summer. The Play & Play scheme was again very popular and ran daily on weekdays, which saw with on average 40-50 young people playing per day.
- 2.5. A Pay & Play user survey was conducted to identify where the young people came from to visit the centre. The result of the survey will be provided at the meeting along with a verbal update.
- 2.6. The table below shows the monthly ATP player usage and total monthly usage in hours:

Month	Players	Usage (hrs)	Month	Players	Usage (hrs)
Apr-22	5,473	371	Apr- 23	5658	415
May-22	4937	399	May -23	5493	361
Jun-22	4040	345	Jun -23	6704	403
Jul-22	4880	424	Jul - 23	4473	379

### 3. INCOME & EXPENDITURE

#### 3.1. Creasey Park Bar & Catering takings comparison EX VAT

	2021/2022 (Covid)	2022/2023	2023/2024	Variation-22/23 to 23/24
April	£5,777.67	£26,214.44	£32,545.21	£6,330.77
May	£6,550.14	£11,707.16	£18,187.01	£6,479.85
June	£4,275.74	£11,719.35	£20,691.57	£8,972.22
July	£12,461.16	£15,778.52	£13,354.33	-£2,424.19
<b>Total</b>	<b>£29,064.71</b>	<b>£65,419.47</b>	<b>£84,778.12</b>	<b>£19,358.65</b>

3.2. The table above shows that it's been a positive first quarter of secondary spend. Over the first four months income is up by 25% on the previous period last year. The only blip is July where in 2022 a combination of a large function and a charity event brought in over anticipated income.

#### 3.3. Creasey Park 2023/24 End of Year Summary of Forecast and Actuals vs Budget

<b>Service Area</b>	<b>Budget 2022/23</b>	<b>Actuals to Date</b>	<b>Year-end Forecast</b>	<b>Forecast Year-end Variance</b>
Income: Creasey Park - Football	229,322	42,865	231,022	1,700
Costs: Creasey park - Football	-108,209	-39,277	-109,349	-1,140
Income: Bar & Catering	234,249	90,395	263,099	28,580
Costs: Bar & Catering	-389,944	-167,630	-405,516	-18,572
Sub Total	-31,582	-73,647	-20,744	10,838

- 3.4. The table above shows at this early stage the year end forecast is for a £10,000 positive variance against budget, although this still leaves a -£20,000 budget deficit. Going on actuals to date Bar & Catering income is forecast to exceed budget as will proportionally Bar & Catering expenditure. There is some caution with the Football income forecast due to the uncertainty with Central Beds College usage and the risk of a run of bad weather reducing income.

#### **4. OPERATIONAL & BUILDING UPDATE**

- 4.1. Central Bedfordshire College are usually a key user of the site, but have yet to confirm usage for the upcoming academic year. The college are uncertain if they will be hiring the ATP or room space at all for 23/24. College use returns a significant proportion of pitch and room hire income of the Creasey Park on budget. Staff are working on trying to secure alternative hirers.
- 4.2. Central Beds Council (CBC) have suspended the planned tendering process for the management of Creasey Park. CBC invited Dunstable Town Council (DTC) to submit a Management Proposal, which was presented to CBC in early July. DTC await a response from CBC and at the writing of this report DTC are only contracted to manage Creasey Park for a further 6 months up to end March 24.

#### **5. BENNETT'S SPLASH & SPLASHSIDE CAFE**

- 5.1. The Splash Park and Café has now closed for the season.
- 5.2. It has been a very challenging season operating the Splash Park due to the very unpredictable, inclement weather. During June when there was favourable weather usage was high which reflected in very positive income returns. Since June the weather has resulted in very poor income returns, falling well below budgeted targets.
- 5.3. The Table below demonstrates the impact the weather has on the Splashside Café performance. At week ending 25 June income was ahead of budgeted target, however the following weeks see the Actual Weekly income dramatically decrease below the weekly target. This coincides with the spell of very poor weather, in contrast as the weather August again improved as did the weekly income.

**Splashside Café - Income 2023**

Week		Actual Weekly Income	Actual Cumulative Total (£)	Budgeted Cumulative Target (£)	Difference between Cumulative Actual and Budgeted
		(Target 1833.33 p/wk)			
MAY	1st - 7th	937.55	937.55	1,833.33	- 895.78
	8th - 14th	804.13	1,741.68	3,666.66	- 1,924.98
	15th - 21st	1,148.18	2,889.86	5,499.99	- 2,610.13
	22nd - 28th	1,932.73	4,822.59	7,333.32	- 2,510.73
JUNE	29th - 4th	2,435.60	7,258.19	9,166.65	- 1,908.46
	5th-11th	2,233.42	9,491.61	10,999.98	- 1,508.37
	12th - 18th	2,410.16	11,901.77	12,833.31	- 931.54
	19th - 25th	2,843.83	14,745.60	14,666.64	78.96
	26th - 2nd	868.04	15,613.64	16,499.97	- 886.33
JULY	3rd - 9th	1,162.52	16,776.16	18,333.30	- 1,557.14
	10th - 16th	530.84	17,307.00	20,166.63	- 2,859.63
	17th - 23rd	1,183.07	18,490.07	21,999.96	- 3,509.89
	24th - 30th	1,064.40	19,554.47	23,833.29	- 4,278.82
AUGUST	31st - 6th	721.60	20,276.07	25,666.62	- 5,390.55
	7th - 13th	3,125.90	23,401.97	27,499.95	- 4,097.98
	14th - 20th	2,882.67	26,284.64	29,333.28	- 3,048.64
	21st - 27th	3,409.87	29,694.51	31,166.61	- 1,472.10
	28th - 3rd		29,694.51	32,999.94	

Actual TOTAL	29,694.51
Budget Income Target	33,000.00
Variance	3,305.49

- 5.4 Two 5m x 5m static parasols were installed in June. Additional parasols were also added to the benches in front of the café and the benches within the splash park have been adapted to allow the public to bring their own parasols.
- 5.5 A few parking complaints from local residents have been presented to CBC. A subsequent meeting with CBC and DTC brought some actions to try and alleviate future problems, though much is simply down to uncontrollable public behaviour. One proactive measure by DTC was to introduce a 50% reduction on a hot drink for any customer who prove parking payment in CBC owned Ashton Square car park. At the writing of this report this offer have been taken up 20 times.
- 5.6 On 10 August the Community & Young People's Service held a Seaside Day. Coinciding with the very good weather that day the Splash Park had its busiest day of the season by far. There were an estimated 1,500 users throughout the day. The Splashside Café offered a 10% discount voucher to those who

attended the Seaside Day. Due to its success planning is already underway for future events.

- 5.7 There have been 8 new party package bookings to date this season. This offer has been a success and will be continued next year.
- 5.8 The Splashside Café continues to be promoted as a venue hire option from September to April. Talks are on-going with a local running club to use as their club base and events are planned with Youth & Community team.

6. **AUTHOR**

- 6.1 James Slack - Sports and Leisure Facilities Manager  
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**DUNSTABLE TOWN COUNCIL****GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 11 SEPTEMBER 2023****CEMETERY, ALLOTMENTS, RECREATION GROUNDS, TOWN CENTRE GARDENS,  
RANGER SERVICE - INFORMATION REPORT**

**Purpose of report:** - 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 The table below provides a comparison for the number of burials for the period 1 June 2023 to 31 August 2023 against the same period for the previous year:

	<b>June 2022 – August 2022</b>	<b>June 2023 – August 2023</b>
New earth grave	13	12
Re open earth grave	16	11
New ashes	14	10
Reopen ashes	13	14

- 1.2 At the time of writing this report, 411 burials will have taken place in the lawn section of the cemetery extension since February 2016.
- 1.3 The Friends of Dunstable Cemetery continue to meet twice per month to carry out light grounds activities including dead heading the Cemetery floral displays. The group is always looking for new volunteers who may be interested in helping care for the Cemetery.
- 1.4 Grass cutting and grounds maintenance operations have continued throughout the summer.
- 1.5 The Green Flag judge visited the Cemetery on 26 April for a full inspection. The results were announced at an awards ceremony in Peterborough on the 19 July which was attended by the Town Clerk and Chief Executive and the Vice Chair of this Committee. The Cemetery has retained its Green Flag status.



- 1.6 The Council has recently completed resurfacing works to three tarmac roadways and paving slabs have been relayed and replaced along four sections of footpath. The works help to keep the Cemetery in a safe, tidy and well-maintained condition in line with the Green Flag management plan.



- 1.7 Ten new Ashes Sanctums have recently been ordered and they will be located alongside existing Sanctums in the Cemetery Extension. They will be delivered for installation in September and once installed will allow the Council to continue to provide this form of burial and memorialisation.
- 1.8 Cemetery expenditure and income as at the end of July 2023 is provided at Appendix 1.

## 2. ALLOTMENTS

- 2.1 At the time of writing this report there are a total 288 people on the waiting list, as detailed in Appendix 2, which is comparable to figures reported to this Committee in June 2023.
- 2.2 Officers are in the process of contacting those people on the waiting list to see if they wish to remain on the list. This exercise is conducted twice per year as part of the management of the waiting list.

## 3. RECREATION GROUNDS

### Play Areas, Grove Skate Park and BMX

- 3.1 Since the last report to this Committee there has been one incident of vandalism to play equipment. The safety surface beneath a play item at Bennett Memorial Recreation Ground was damaged. Arrangements are in hand to repair the safety surface.
- 3.2 Following a request from a member of public two extra bins have been installed in Bennett's.



- 3.3 The Grove Skate Park remains well used and a replacement light has recently been fitted.
- 3.4 New metal bow top fencing has been installed to the front of the landscaped area along Frenchs Avenue to replace the damaged chain link fencing.

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

- 3.5 As the grass cutting season draws to a close, all grass areas that have been left to grow longer to encourage wildflower growth and increased biodiversity, will be cut down and the arisings removed.
- 3.6 The 2023/24 football season has commenced. The renovation of football pitches has been completed and routine pitch maintenance activities, including white lining, will be completed throughout the playing season. A pre-season meeting was held with Leagues and Beds FA on the 15 August. An agreement has been reached to trial a new online pitch booking system for the 2023/24 season to see whether pitch bookings and payments can be managed more effectively. Further updates on the trial will be provided to this Committee in due course.
- 3.7 At the time of writing this report, works to install and refurbish the new play area at Kingsbury Recreation Ground are nearing completion. Planning consent has now been granted for the kickabout MUGA following agreed extensions to the decision deadline requested by the planning officer. The consent includes a condition to obtain a Traffic Regulation Order (TRO) and arrangements are in hand to secure this now that the planning consent has been granted. The date for reopening the play area is 1 September 2023 subject to a satisfactory safety inspection. The estimated date for the works to install the MUGA are 4 September to 25 September subject to obtaining the necessary Highway consents. A verbal update will be given at the meeting.
- 3.8 The Council has secured a new Green Flag for Bennett Memorial Recreation Ground making this the fourth Green Flag site for the town. Dunstable Cemetery and Priory and Grove House Gardens have all retained their status as Green Flag sites this year. This is a tremendous achievement and a formal flag raising will take place at Bennett's with the Town Mayor, to mark this achievement once a new flagpole has been purchased and erected.

## **4. TOWN RANGER SERVICES**

- 4.1 The Rangers continue to undertake good work across the town, and they played a significant part in preparing for the Green Flag and Anglia in Bloom judging. The new electric pedestrian sweeper was delivered on the 28 July and has been liveried with the Ranger Service logo and decals.



## 5. TOWN CENTRE

- 5.1 The floral displays across the town have been well received again this year with plenty of positive comments. With shades of red, white and blue, they have complimented the Union Jack banners as part of the Coronation year celebration.
- 5.2 The Town Council has now signed a contract with CBC to maintain all the planters and rain gardens installed as part of the Dunstable High Street improvements. The contract runs for two years to the end of March 2025. Good progress has been made by the Town Council to replant and weed many of the new areas and planters to bring them back up to standard and this work remains ongoing.
- 5.3 Seasonal works are ongoing in Priory and Grove House Gardens.
- 5.4 Six of the floral display beds have this year been replanted with permanent perennial planting using plants that are drought tolerant and good for pollinating insects. These are much more sustainable and make an attractive new addition to planting around the town.

## 6 DUNSTABLE IN BLOOM AND PROJECTS

### Shops Floral Display Project

- 6.1 The Dunstable in Bloom baskets and barrels project has been a great success again this summer. Baskets were delivered to shops and businesses on High St North and South and also Langdale Road. Dunstable in Bloom partnered with the Quadrant management team to deliver twenty floral barrels in the shopping area. All the displays have been well maintained by businesses and well received by Dunstable residents.



### Anglia in Bloom 2023

- 6.2 Anglia in Bloom judges visited Dunstable on 12 July this year. Dunstable in Bloom and the Council delivered a tour to showcase the best of Dunstable's horticultural, community and environmental projects. The results for this year's competition will be announced by Anglia in Bloom at a ceremony in Huntingdon on 20 September. The Town Mayor, Council officers and Dunstable in Bloom representatives will be attending, and the results will be made known immediately via social media.

## Pergola Project

- 6.3 The Council has set aside £15,000 of funding to replace the existing pergola in the centre of Priory Gardens. The current pergola is a timber construction and despite having been well maintained over many years now needs replacing. It is intended that the new pergola will be black, metal, and arched in shape. The replacement also represents an opportunity to acknowledge the long history of the site and has been given the title of 'A Walk Through Time' by The Friends of Priory House and Gardens (FOPHAG).
- 6.4 The Friends held a fund-raising coffee morning on Saturday 8 July to initiate support for project. The Parks and Green Space Development Officer is currently working on a design brief to appoint a metalwork designer and fabricator to take the project forward. Subject to further consultation and agreement to a final design, the Council will need to secure Scheduled Monument Consent before works can go ahead. It is envisaged that the project can be completed by March 2024.

## Dunstable Urban Gardeners

- 6.5 A core group of six Dunstable Urban Garden (DUG) volunteers have now been recruited and continue to work well. The group, led by The Parks and Green Space Development Officer, carry out basic horticultural maintenance to compliment the work of the Council's grounds team.



## Mentmore Recreation Ground

- 6.6 The Tiny Forest, planted at Mentmore in December 2022, and the hedgerow, planted in February 2023, are growing well despite some initial losses and some acts of vandalism. The Council is currently working on securing further funding for a number of young trees to extend the existing copse areas in the park as per the original agreed planting plans. If funding bids are successful, delivery is expected during the next tree planting season from November 2023 to February 2024.

### **Methodist Church Garden Project**

- 6.7 Phase 2 of the Methodist Church Garden Project is now complete. The completion marks the end of the Council's participation in the development of the site with the church volunteers. The Council will continue to support the project in an advisory capacity, should the Church require further advice.

### **7. AUTHORS**

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## Appendix 1 – Cemetery Income and Expenditure

### Cemetery Profiled Income and Expenditure Report as at 31 July 2023

	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
<b>Budgeted Expenditure</b>	£11,274	£11,274	£11,274	£11,274	£11,274	£11,274	£11,274	£11,274	£11,274	£11,274	£11,274	£11,274	£135,283
<b>Actual Expenditure</b>	£14,763	£8,092	£8,726	£7,549									£39,130
<b>Variance</b>	-£3,489	£3,182	£2,548	£3,725	£11,274	£11,274	£11,274	£11,274	£11,274	£11,274	£11,274	£11,274	£5,964
<b>Budgeted Income</b>	£16,600	£16,600	£16,600	£16,600	£16,600	£16,600	£16,600	£16,600	£16,600	£16,600	£16,600	£16,600	£199,200
<b>Actual Income</b>	£6,673	£10,001	£13,894	£23,179									£53,747
<b>Variance</b>	-£9,927	-£6,599	-£2,706	£6,579	-£16,600	-£16,600	-£16,600	-£16,600	-£16,600	-£16,600	-£16,600	-£16,600	-£12,653
<b>Overall Variance</b>	<b>-£6,689</b>												



## Appendix 2 – Allotment Waiting List

Waiting list	Total	Resident	Non-Resident
Willing to accept any plot/site	51	44	7
Specific plot/site requested	232	229	3
Second plot requested	4	4	0
Offer made - not yet accepted	1	1	0
<b>TOTAL</b>	<b>288</b>	<b>278</b>	<b>10</b>
Added to list since last report (included in above total)	22	22	0
On list but do not want plot yet (included in above total)	0	0	0

Site	Catchacre	Hillcroft	Maidenbower	Meadway	Pascomb Road	Westfield	ALL SITES
<b>Total available plots on site</b>	21	18	27	114	15	87	282
<b>Vacant plots</b>	0	0	0	0	0	0	0
<b>Notice to Cultivate</b>	0	0	0	0	0	0	0
<b>Notice To Quit</b>	0	0	0	0	0	0	0
<b>Plot under offer</b>	0	0	0	1	0	0	1
<b>Plot Given up</b>	0	0	1	3	0	0	4
<b>Inspection Dates</b>	Next inspection to take place in September.						

**DUNSTABLE TOWN COUNCIL**

**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE**

**MONDAY 11 SEPTEMBER 2023**

**ALLOTMENT TENANCY AGREEMENT**

<b>Purpose of Report:</b>	To seek approval to changes to the Council's Allotment Tenancy Agreement and the policy for managing the waiting list.
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**1. ACTION RECOMMENDED**

- 1.1 That the Committee consider and approve the updated and amended tenancy agreement provided in Appendix 1.
- 1.2 That the Committee adopt the National Allotment Society (NAS) policy document 108 in support of the cultivation guidance now included within the tenancy agreement. A copy of the NAS policy is provided in Appendix 2.

**2. BACKGROUND**

- 2.1 The Council currently owns and manages 6 Allotment sites across the town comprising 282 plots. The 282 plots are made up of 16 full-size, 238 half-size and 28 mini plots. A full-size plot measures 250m<sup>2</sup> and a mini plot around 60m<sup>2</sup>.
- 2.2 In January each year the Council sends out payment requests to all tenants for rental of the plot for the forthcoming year. Payment is due within 28 days. It is not unusual at this time for a small number of tenants to give notice of their intention to terminate their agreement.
- 2.3 Throughout the year, plots that are vacated are subsequently offered to the next person on the waiting list and if they agree to take up the tenancy, they are required to sign a tenancy agreement with the Council.

**3. MAIN CONSIDERATIONS**

- 3.1 It is some years since the tenancy agreement was last reviewed and updated and it is good practice to review the agreement periodically, to ensure that it remains fit for purpose and reflects current allotment gardening practices as well as tenant and Council needs.
- 3.2 The purpose of the tenancy agreement is to ensure that all parties to the agreement understand their obligations and the conditions of tenancy. The Council reserves the right to update, amend and re-issue the tenancy agreement and the re-issuing of this is best achieved at the time of payment notification in January.
- 3.3 Officers have reviewed and amended the current agreement to reflect required changes identified over the last few years in line with the administrative and operational requirements associated with running the Council's Allotment Service. A copy of the revised tenancy as Appendix 1.

- 3.4 Many of the clauses contained in the former tenancy agreement remain unchanged and are included in the new document. A summary of the main changes is provided below.

Cultivation standards

- 3.4.1 It has become evident, following two recent appeals made against the issue of Notice to Quit for non-cultivation, that the current tenancy agreement does not adequately set out what the Council's expected cultivation standards are and how they are applied when undertaking site and plot inspections.
- 3.4.2 Officers have reviewed other Council's tenancy agreements and cultivation standards and the new tenancy agreement now includes clear guidance on cultivation. This is set out in section 6 of the new tenancy agreement, and it broadly defines these requirements, in percentage terms.
- 3.4.3 In addition, the Council has investigated the advice on cultivation standards provided by the National Allotment Society (NAS), set out in their policy document 108. "Cultivation Standards".
- 3.4.4 It is therefore proposed that Members adopt the NAS policy document 108 in support of the cultivation guidance now included within the tenancy agreement. A copy of the NAS policy is provided in Appendix 2.

Appeals

- 3.4.5 The former tenancy agreement did not indicate the appeal process against a Notice to Quit and this is now included in the new agreement.

Managing waste

- 3.4.6 Officers have had to deal with a few recent incidences where waste and materials for re-use have been hoarded on plots but not been put to use. The Council also clears some plots before new tenants take over and carpet and tyres have had to be removed. These items are difficult to dispose of and in the case of carpet it is not appropriate for use as a weed suppressing membrane.

Bonfires and smoke nuisance

- 3.4.7 The new agreement makes clear the responsibility for the tenant not to cause a statutory nuisance to others in line with the Environmental Protection Act 1990.

General behaviour

- 3.4.8 The new agreement strengthens the general clauses regarding appropriate behaviour by tenants across a wide range of activities.
- 3.5 It is therefore proposed that Members review the new tenancy agreement provided at Appendix 1 with a view to formally approving the agreement.



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

- 4.1 None

#### **5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The changes to the tenancy agreement detailed in this report support the Council's corporate priority to continue to improve services targeted to all community sectors in the town.

#### **6. HEALTH AND SAFETY IMPLICATIONS**

- 6.1 The new Tenancy Agreement strengthens the Health and Safety protection of allotment tenants and makes clear how allotment tenants should behave.

#### **7. LEGAL IMPLICATIONS**

- 7.1 The provision of allotments is governed by various allotment acts from 1908 – 1950. The improvement of the Council's Tenancy Agreement will increase the clarity of what is required of allotment holders, and reduce the (low) risk of allotment holders raising a legal dispute.

#### **8. HUMAN RESOURCES, ENVIRONMENTAL POLICY AND EQUALITIES IMPLICATIONS**

- 8.1 It is hoped that the new Agreement will result in less staff time being needed to resolve disputes.

#### **9. APPENDICES**

- 9.1 Appendix 1 – New Tenancy Agreement
- 9.2 Appendix 2 – NAS Policy document 108 " Cultivation Standards"

#### **10. AUTHORS**

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# DUNSTABLE TOWN COUNCIL

## **Agreement**

of

## **Tenancy of Allotment**

at

Site Name

Plot Number

## Agreement

Made on the .....day of ..... 2023 **BETWEEN** DUNSTABLE TOWN COUNCIL (hereinafter called “the Council”) and ..... (herein after called “the Tenant”) of the other part whereby the Council agree to rent and the Tenant agrees to take the plot of ground (hereinafter called “the Allotment”) situated at .....in the said Parish of Dunstable which is distinguished by the number ..... on a yearly tenancy from the First day of January 2023 until terminated as hereinafter provided subject to the following terms and conditions:

### 1. Rent Payable

- (a) The Tenant shall pay the rent renewal per annum to the Council within 28 days of receipt of payment notification.
- (b) Payment renewal notifications will be sent out in January each year for the said year ahead.
- (c) Tenants offered a plot part way through the year, will be required to make the first payment on the signing of this agreement.
- (d) Any tenancy agreement offered between the 1 July and 30 September will be charged at half the full rate for the size of allotment plot offered and any tenancy agreement offered between the 1st October and 31<sup>st</sup> December will be charged at one quarter of the full rate for the size of allotment plot offered.
- (e) The rent may be varied by the Council giving to the tenant not less than twelve month’s notice of the Increase of Rent in writing without the tenancy of the allotment being terminated, and within that period, the tenant shall indicate to the Council whether he is agreeable to such variation and whether he wishes to continue as tenant. Payment of annual rent will be deemed an acceptance by the tenant of the increase in rent.
- (f) In the event of the Tenant, not agreeing to the said variation the said Notice of Variation of Rent shall be treated as a valid Notice to quit the tenancy taking effect on the same date as the proposed variation in rent.
- (g) The rent is non-refundable.

### 2. Termination

- (a) The Tenancy of the Allotment shall terminate on the yearly Rent Day after the death of the Tenant unless terminated prior to the rent day by the next of kin or executor or shall also terminate whenever the tenancy or right of occupation of the Council terminates.
- (b) The Tenancy may be terminated by the Council in any of the following cases:
  - (i) By re-entry after one month’s notice served on the Tenant if the rent is in arrears for more than 40 days.

- (ii) By one month's notice served on the Tenant at any time after 3 months from the date of commencement of the tenancy if the Tenant is not duly observing the general terms and conditions of his tenancy.
  - (iii) By re-entry, if the Tenant becomes bankrupt or compounds with his creditors.
  - (iv) By re-entry after 3 months notice in writing given by the Council to the Tenant if the whole or part of the allotment garden is required for building mining or any industrial purpose or for roads or sewers required in connection with any of these purposes.
  - (v) By re-entry in the case of the whole or part of the Allotment Garden being required by the Council for any purpose (not being the use of land for agriculture) for which it was acquired or held by the Council or has been appropriated under any statutory provision provide that except in case of emergency the Council shall give to the Tenant not less than three (3) months notice in writing of the intended re-entry.
  - (vi) By one months notice served on the Tenant at any time should the tenant reside more than one mile from the boundary of the Parish of Dunstable.
- (c) The Tenancy may also be determined by the Council or the Tenant by twelve months notice in writing served by one of them at any time between the 29<sup>th</sup> day of September and the 6<sup>th</sup> day of April in the following year.
- (d) The Tenant shall not at the termination of his tenancy nor at any other time be entitled to claim any compensation except such as shall be allowed under the provisions of the Allotments Act, 1922, and the Allotments Act, 1950 or any statutory modification thereof.
- (e) Any Notice may be served on a Tenant either personally or by leaving it at his last-known place of abode or by letter addressed to him. If the letter fails to reach the Tenant, it will be placed in some conspicuous manner on the Allotment plot.
- (f) Any Notice given the Tenant to the Council shall be either by signed letter, by email, by telephone, or by personal visit to the Council office.
- (g) On the termination of a tenancy, by either party for whatever reason the tenant shall, within one month, clear the plot of any possessions. Failure to do so may result in any costs for removing any such belongings being charged to the outgoing tenant.
- (h) On the termination of a tenancy, all site keys must be returned to the Council. Any deposit paid for keys will be refunded in full.

### 3. General Terms and Conditions

The Tenant shall:

#### 3.1 Cultivation and Use

- (a) take on the tenancy of the allocated plot in the condition it is found on the date of the offer letter. Cultivation of the plot is entirely the responsibility of the Tenant. The Tenant may approach the Council to request a strim and or rotoation of an allotment plot. The request will be considered, subject to the Council having sufficient resources available to undertake the works at that time and the works agreed will be charged to the Tenant in accordance with the Council's approved fees and charges. The Council is under no obligation to offer this service.
- (b) keep the Allotment clean and in a good state of cultivation and fertility and in good condition and free of weeds to the satisfaction of the Council and in accordance with the Cultivation Standards set out in section 6 of this agreement. The Council has adopted the National Allotment Society Policy Document 108. 'Cultivation Standards'
- (c) use the Allotment for gardening purposes only and shall not use the Allotment or any part of it to buy and sell garden produce, to carry on a trade or business, or to store any article not normally used in plot husbandry and cultivation.
- (d) not plant any trees other than fruit trees. Any such fruit trees planted must be on dwarf rootstock and must not be allowed to encroach or overhang any adjoining plot, road, fence, hedge or pathway.
- (e) not underlet, assign or part with the possession of the Allotment plot or any part thereof.
- (f) not without the prior written consent of the Council, cut or prune any timber or other trees or take, sell or carry away any soil, mineral and or clay.
- (g) not use or allow the use of the Allotment plot or site for illegal, unauthorised or immoral purposes.
- (h) not keep pigeons, fowl, pigs, bees or any other animal or livestock on the said Allotment plot. Should this occur, the Tenant will have their tenancy terminated with immediate effect.
- (i) not use the Allotment plot or site to store or dispose of any household or building waste. Recyclable materials may be brought onto the Allotment plot where it is intended that they will be reused to aid cultivation such as building raised beds or compost facilities. Material brought onto the plot for this purpose must be used within 3 months.
- (j) not bring onto the site or use on the Allotment plot any vehicle tyres.
- (k) not use any banned products or chemicals or store the same on the Allotment plot or site.

- (l) not reside or camp upon the Allotment plot or site and not authorise anyone else to do so.
- (m) not use any form of carpet or rug as a weed suppressant due to the chemical components and non-biodegradable nature of such items.

### 3.2 Security and Supervision

- (a) keep the Allotment site secure by locking access gates provided, after entry and exit at all times.
- (b) ensure any children brought on to the Allotment site are properly supervised at all times.
- (c) The Tenant shall not bring a dog on to any Allotment site or plot unless the same is at all times under close control. The tenant is obliged to remove any faeces deposited by the dog from the allotment plot and site and dispose of it in the proper manner.

### 3.3 Waste

- (a) dispose of any waste generated by use of the Allotment plot by composting on the plot or removing non-compostable material to the local household waste site or other licenced waste facility.
- (b) not deposit on the allotment garden any refuse or decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any matter in the hedges, ditches or other communal areas situated in the allotment site.
- (c) Shall report any illegal fly tipping on the allotment site to the Council. All reports will be treated in the strictest confidence.

### 3.4 Water

- (a) not use hosepipes or sprinklers or any form of irrigation system unless the same is linked to a water harvesting system on the tenant's own plot; nor obstruct other tenants from free access and use of communal water troughs.
- (b) not waste or contaminate any water supply. Any water supplied to the allotment site shall be used for the allotment site only as part of the cultivation.
- (c) not add to, alter or divert the water supply.

### 3.5 Nuisance

- (a) not cause any nuisance or annoyance to the occupier of any other Allotment plot or obstruct any path set out by the Council for the use of the occupiers of the Allotment in general.
- (b) not burn any garden waste or other materials that will cause direct pollution or harm people. Action can be taken under the

Environmental Protection Act 1990 if a nuisance is caused to others. Further information can be found at Environmental Protection Act 1990 ([legislation.gov.uk](http://legislation.gov.uk))

- (c) not use any barbed wire for a fence adjoining any path set out by the Council for the use of the occupiers of the Allotment.
- (d) not damage any buildings, roads, paths, signs, fences, pipes, wires, cables or anything ancillary thereto now or hereafter erected or constructed in on over or under the Allotment site.
- (e) not remove plants, produce, equipment or anything else from any plot other than their own without the permission of the plot tenant.

### 3.6 Garden Buildings and Structures

- (a) not without the prior written consent from the Council erect any building or structure on the Allotment plot and such consent being obtained the building or structure shall be placed only in a position approved by the Council. Any structure so erected shall be kept in a safe and well-maintained condition by the Tenant.

### 3.7 General

- (a) as regards the Allotment, observe and perform all conditions and covenants contained in the Lease under which the Council hold the land.
- (b) comply with all reasonable instructions from the Council.
- (c) notify the Council of any change of address and or contact details. It is solely the responsibility of the tenant to ensure the Council is able to contact the Tenant.

## 4. Dispute and Appeal

- (a) The Tenant may appeal against any decision to terminate the tenancy served under Section 2 – Termination, Clause (b) (ii) within 14 days of the date of the Notice, by writing to the Town Clerk and Chief Executive, setting out the reasons for the appeal.
- (b) The decision of the Council shall be final in any dispute between the Tenant and the Council arising from this Agreement or from the occupation by the Tenant of the Allotment, or in disputes between allotment tenants.

## 5. The Council

The Council:

- (a) will not be liable for any loss by accident, fire, theft, flooding or damage of any tools, equipment or the contents of any shed or storage place on the allotment. The Council must show due care and attention in the management of the site in this regard.

- (b) will not be liable for any injury to any tenant or other person whilst on the Allotment site. The Council must show due care and attention in the management of the site in this regard.
- (c) reserves the right for any Member or Officer of the Council, at any time when directed by the Council, to enter and inspect the allotment.
- (d) will periodically undertake inspections of all allotment plots and sites in accordance with the National Allotment Society Policy Document 108. 'Cultivation Standards'
- (e) will not accept a request for a second or subsequent plot from any Tenant whilst a waiting list remains in place.
- (f) reserves the right to revise, delete or add to the tenancy terms and conditions at any time.

6. Cultivation Standards

- (a) The tenant must cultivate the plot himself as an Allotment plot and for no other purpose.
- (b) A minimum of 70% of the Allotment plot must be used for growing fruit, vegetables and cultivated flowers and for providing associated growing facilities such as greenhouses, polytunnels, fruit cages, sheds, compost bins / heaps, raised beds and water butts.
- (c) The remaining 30% can be used for leisure and other non-cropped uses such as pathways, lawns, managed meadows and ornamental non-shrubby planting.
- (d) Only dwarf fruit trees should be planted if required.
- (e) The Tenant must control invasive vegetation such as brambles, nettles and other such plants and ensure that these plants do not infringe on neighbouring allotment plots, adjacent household properties, shared paths or trackways.
- (f) The Tenant shall ensure that seeding weeds are not allowed to spread seed to neighbouring allotment plots or adjacent household properties.
- (g) Cultivation includes digging, forking, hoeing, raking and mulching of growing areas to maintain them weed free, prepare for planting new plants or maintaining existing planted areas. Cultivation also includes the pruning of fruit trees, fruit canes and perennial vegetables and plants.
- (h) To help achieve a clean and weed free plot it is acceptable for new tenants to use sheet mulching across 50% of their allotment plot in year one. After year one, 20% of the plot may be sheet mulched in the summer. Where perennial crops are grown through sheet mulch then this area will be considered as cultivated and not part of the sheet mulched area.
- (i) An area that is cleared annually of weeds, yet remains uncropped or unplanted during any one year, will be considered as non-cultivated.



## Appendix 1

SIGNED on behalf of the Council by the said Paul Hodson, Town Clerk and  
Chief Executive

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Date:

SIGNED by the Tenant

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Date:



## **NAS Policy Document 108. Cultivation Standards**

1. Tenancy agreements for allotment gardens typically include obligations to keep the plot clean, free from weeds, in a good state of fertility and cultivation, and for paths to be kept well maintained. The Society recognises that the monitoring and enforcement of these obligations is inherently subjective, and increasingly so, given the proliferation of gardening styles to be found on allotments in the UK.

2. As a minimum requirement, the Society believes that allotment gardens should be cultivated in a way that does not interfere in a material way with the enjoyment of neighbouring tenants, or that is likely to impede the ability of the allotment provider to re-let the plot at a later date. Providers may also wish to set standards for the proportion of the land put to use in the production of fruit, vegetables, flowers and the keeping of permitted livestock, and for the maintenance of residual areas.

3. The Society believes that the cultivation of allotment gardens should be subject to a regime of inspection that is timely, fair, unintrusive and appropriate to the season. It further believes that allotment garden tenants have an obligation to cooperate in such inspections, including enabling access when external visual inspection is impractical.

4. The Society believes that enforcement procedures for non-cultivation should be fair, and made known at the outset to any tenant against whom action is proposed. Such procedures should include clear documentation of faults, an early opportunity to declare any mitigating circumstances (which should be treated in confidence), and deadlines for rectification that allow reasonable time for the tenant to take action, bearing in mind the time of year. Courses of action should offer alternatives to termination wherever possible, including the opportunity to cultivate a smaller plot, especially when there is no prior history of non-cultivation. An independent appeals procedure should also be in place. Where faults are left unrectified and all alternatives refused, however, the Society recognises the right of the allotment provider to terminate the tenancy in accordance with the terms set out in the tenancy agreement and relevant legislation.

**DUNSTABLE TOWN COUNCIL**

**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE**

**MONDAY 11 SEPTEMBER 2023**

**UPDATED VEHICLE MANAGEMENT POLICY**

<b>Purpose of Report:</b>	To seek approval of the updated Vehicle Management Policy.
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**1. ACTION RECOMMENDED**

- 1.1 That the Committee approves the updated vehicle management policy summarised in section 3 and provided in full at Appendix 1.

**2. INTRODUCTION**

- 2.1 The current Vehicle Management Policy was introduced in 2010. Over the last decade the cost of purchasing and maintaining vehicles has increased substantially and new technologies have been introduced. It is therefore appropriate to review and update the Council's existing policy.
- 2.2 In addition to the review of the policy, the Grounds Operations Manager is researching options and costs associated with leasing versus outright purchase of vehicles and plant to develop a vehicle replacement programme. The replacement programme will be presented to the Committee at a future meeting.

**3. VEHICLE MANAGEMENT POLICY SUMMARY**

- 3.1 A copy of the full revised policy is attached at Appendix 1.
- 3.2 The policy sets out the Council's approach to the following vehicle management issues and operational arrangements:
- Managing Risk
  - Insurance
  - Health and Safety
  - Vehicle Procurement
  - Sustainability Issues
  - Maintenance and Servicing
  - Compliance with Legislation

**3.3 Managing Risk, Insurance and Health and Safety**

The policy seeks to manage risk by ensuring that vehicles are procured in accordance with the Council's Financial regulations, adequate insurance arrangements are in place, safe working practices are adhered to at all times and vehicles are well maintained.

### 3.4 Vehicle Procurement

The policy sets out guidance for use when considering the procurement of new and replacement vehicles including outright purchase, leasing, and hire. It should be noted that differing vehicle, plant and equipment requirements, timescales and the availability of resources will have a significant bearing on which procurement option is to be used and ultimately it will be up to the Committee to determine the most appropriate method of procurement in each instance.

### 3.5 Sustainability

The policy seeks to ensure a responsible approach to procuring and maintaining the Council's vehicles and plant and requires that the procurement of new vehicles takes account of the opportunities to use ecofriendly fuels and other green technologies including construction and disposal. In addition, the Council will maintain a responsible vehicle fleet age profile.

### 3.6 Maintenance and Servicing

Maintenance, repair and servicing of all vehicles, plant and equipment will be undertaken in accordance with the manufacturers' recommendations and service interval frequency by competent and approved agents or agencies.

### 3.7 Compliance with legislation

The Council will seek to comply with all relevant health and safety, environmental, road safety and transport legislation at all times.

- 3.8 It is proposed that members consider the updated vehicle management policy contained with Appendix 1. The updated policy will provide the Council with a robust framework for managing, maintaining, and replacing all plant and vehicles in a responsible manner with due regard to the quality of the local environment. The policy further assists in supporting and ensuring that adequate funding arrangements are in place in the medium and long term.

## 4. **FINANCIAL IMPLICATIONS**

- 4.1 The Council has a specific allocated reserve for the purchase of new and replacement vehicles and plant. As of the 31 of August 2023 the balance of the reserve is £19,417.14. The vehicle replacement programme, which will be presented to the November meeting of this Committee, will be used to inform budget setting for 2024/25 and future years.

## 5. **POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The Vehicle Management Policy supports the Council's corporate priorities to improve the organisational management, efficiency, and environmental sustainability of the Council and to improve and develop the provision of green and open space in the town.

## 6. **HEALTH AND SAFETY, LEGAL AND ENVIRONMENTAL POLICY IMPLICATIONS**

- 6.1 These implications are inherent in the policy and the report.

**7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS**

7.1 None

**8. APPENDICES**

8.1 Appendix 1 – Updated Vehicle Management Policy

**9. AUTHOR**

9.1 Dimitrisz Sopisz  
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**1. Introduction**

Dunstable Town Council owns and leases vehicles and plant for the purpose of undertaking grounds maintenance operations. Vehicles and items of plant are deployed throughout the Grounds and Environmental Services teams to carry out a wide range of activities from grass cutting to grave digging and for the general transportation of grounds staff, tools, equipment, materials and waste.

**2. Purpose of the Policy**

The purpose of this document is to clearly set out the Council's policy in relation to the vehicles and plant that it owns, leases and operates in the course of its business.

The Council is committed to ensuring that all vehicles and plant are procured, operated and disposed of with due consideration to service need, cost, health and safety and sustainability issues in all areas of its business.

It is essential that this policy is fully adhered to when procuring, managing and maintaining all Council owned and leased vehicles and plant and its correct use will ensure uniformity of standards across the organisation.

**3. Key Themes**

This policy covers the following themes:

- Managing Risk, Insurance and Health and Safety
- Vehicle Procurement
- Sustainability Issues
- Maintenance and Servicing
- Compliance with Legislation

**3.1 Managing Risk, Insurance and Health and Safety**

The Council has a paramount duty of care to protect the safety of its employees and the general public. Risk is mitigated through adherence to good practice and the Council also makes provision for the appropriate insurance of its liabilities, including third party risk.

Risk assessments and control measures will be used to ensure and promote good health and safety practices.

Vehicles will be procured in accordance with the requirements of the Council's Financial Regulations and Contract Standing Orders.

Detailed vehicle information records will be maintained by the Council as part of the risk management process. Recorded vehicle information will include:

- Vehicle Description (type, make, model, colour and fuel)
- Vehicle Registration Number
- Vehicle base location and garaging / overnight parking
- Responsible drivers / users
- Insurance details
- Maintenance and servicing intervals
- Taxation class and date
- Operator licences
- Legal compliance
- Date purchased / write off period.

All vehicles must meet specified and appropriate standards in respect of service delivery and legislative compliance.

All vehicles will be subject to regular safety checks and appropriate records will be retained.

All vehicle drivers will be fully trained in the correct use and operation of the vehicle and will hold an appropriate licence.

### 3.2 Vehicle Procurement

The Council will develop a replacement programme in line with the estimated operational life of each vehicle to maximise productivity and efficiency. A vehicle's operational life will vary depending on the type of vehicle and its operational use, recognising that frequency of use and age will be determining factors. A number of procurement options are available to the Council including:

- Direct outright purchase
- Leasing
- Short term hire

This policy allows for the use of all 3 options and sets out the following criteria for consideration when determining the most appropriate procurement option. It should be noted that differing vehicle, plant and equipment requirements, timescales and the availability of resources will have a significant bearing on which procurement option is to be used and ultimately it will be up to the Committee to determine the best value method of procurement in each instance:

### Direct outright purchase

The following guideline criteria should be used when considering this method of procurement.

- Sufficient funding is available within the allocated capital reserve.
- The new purchase or replacement is part of a planned and scheduled programme.
- The purchase provides access to supplier and manufacturer discounts and municipal support initiatives which would not be available through leasing.
- The vehicle, plant or equipment is required for a period greater than 4 years.

### Leasing

The following guideline criteria should be used when considering this method of procurement.

- There is insufficient funding available within the allocated capital reserve and sufficient provision is available / has been made within revenue funds.
- The vehicle, plant or equipment is required for a period of less than 4 years but more than one year.
- The vehicle, plant or equipment is of a highly specialised nature and the cost of repair, replacement parts and servicing at the end of the depreciation period is considered to be uneconomic.

### Short term hire

The following criteria should be considered when considering this method of procurement.

- The vehicle, plant or equipment is required for less than 1 year.
- There is sufficient funding available within revenue funds.
- The need for the vehicle, plant or equipment was unplanned or required in response to an immediate need.
- The vehicle plant or equipment is required on an adhoc basis to assist with undertaking specific yet infrequent work activities.

### Joint Procurement Opportunities

In addition to the above options officers will maintain a close working relationship and communications with other neighbouring town and parish councils to consider and make use of joint procurement opportunities as they may arise.

## 3.3 Sustainability



Sustainability will be a key consideration when considering vehicle procurement options. Vehicles utilising alternative fuel options and ecofriendly technologies e.g. electric vehicles, will be considered where it can be demonstrated that they offer better value to the Council, reduce the risk of harm to the environment and contribute to the Council's desire to achieve Carbon Neutral status by 2030.

In particular the Council will:

- Seek to increase the use and reliance on renewable resources and encourage innovative solutions when considering how vehicles and plant will be deployed.
- Maintain a responsible vehicle fleet age profile of 4 to 10 years.
- Ensure that vehicles are disposed of in an environmentally friendly manner.
- Keep abreast of technical developments in vehicle sustainability and green technologies.
- Seek to ensure that procured vehicles are constructed using environmentally friendly materials and processes.

### 3.4 Maintenance and Servicing

Maintenance, repair and servicing of all vehicles, plant and equipment will be undertaken in accordance with the manufacturers' recommendations and required service interval frequency. Where appropriate the Council will endeavour to seek a service contract with a single maintenance supplier.

Only approved and accredited service and repair agents / agencies will be used to maintain and service vehicles. Every attempt will be made to source these services locally at competitive rates to aid the local economy.

A detailed record of the service history of each item will be maintained and held for the lifetime of the vehicle.

Maintenance arrangements will include routine maintenance, such as periodic checks, inspections, testing and equipment care (for example, servicing, lubrication, replacement of worn parts, cleaning, etc) and planned preventive maintenance, such as periodic replacement of parts before they reach the end of their useful life.

### 3.5 Compliance with Legislation

There is raft of legislation relating to the maintenance and management of vehicles, plant and equipment.

The Council will seek to comply with all relevant health and safety, environmental, road safety, transport legislation at all times.