

Dunstable Town Council
Grove House
76 High Street North
Dunstable
Bedfordshire
LU6 1NF

Tel: 01582 513000

E-mail: info@dunstable.gov.uk

Website: www.dunstable.gov.uk



Paul Hodson, Town Clerk and Chief Executive

Notice of a Meeting of the **Grounds & Environmental Services Committee**

Date: **5 September 2025**

Dear Councillor,

A meeting of the **Grounds & Environmental Services Committee** will be held on **Monday 15 September 2025**, at **Grove House, Council Chamber** at **7.00 pm**. To view the meeting live or afterwards use this link: [livestream](#). Members of the public and press are also welcome to attend in person. Members of the public may ask a question during the public session, either in person or online via MS Teams. If you would like to ask a question, please contact the Council via democratic@dunstable.gov.uk or 01582 513000 by 4 pm on Friday 12 September 2025.

This meeting will be filmed by the Council and broadcast live 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.

Please see the below QR code to access the full agenda:



Yours faithfully

Paul Hodson
Town Clerk and Chief Executive

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.

AGENDA

193/25 Apologies for Absence

194/25 Declarations of Interest

195/25 Public Question Time

196/25 To agree the minutes of the meeting of 9 June 2025 as a true record (copy previously circulated)

197/25 To receive the minutes of the Meetings of Plans Sub-Committee meetings held on 30 June 2025 and 28 July 2025.

198/25 Action Tracker – to receive updates on previous actions

199/25 Grounds - Information Report

200/25 Antisocial Behaviour Working Group

For approval

201/25 Markham Crescent Knee Rail

Decision Report

202/25 Corporate Plan Update

Appendix 1

Appendix 2

203/25 Date of the next meeting – Monday 10 November at 7.00 pm

To: All Members:

John Gurney (Council Member), Liz Jones (Council Member), Wendy Bater (Council Member), Kenson Gurney (Council Member), Matthew Brennan (Council Member), Philip Crawley (Council Member), Matthew Neall (Council Member), Mark Davis (Council Member), Gregory Alderman (Council Member), Richard Attwell (Council Member), Johnson Tamara (Council Member), Nicholas Kotarski (Council Member), Louise O'Riordan (Council Member), Michelle Henderson (Council Member), Peter Hollick (Council Member), Trevor Adams (Council Member), Sally Kimondo (Council Member) and Robert Blennerhassett (Council Member)

[2025-06-09 - Grounds and Environmental Services Committee - Minutes.pdf](#)

[Plans Minutes - 28 July 2025 \(2\).pdf](#)

[Plans Minutes - 30 June 2025 \(1\).pdf](#)

[Action Tracker Sept 25.pdf](#)

[Information Report September 2025.pdf](#)

[ASB working group.pdf](#)

[Decision Report - Markham Crescent knee rail.pdf](#)

[Corporate Plan Update Report \(GES\).pdf](#)

[GES Appendix 1 \(1\).pdf](#)

[GES Appendix 2 \(1\).pdf](#)

DUNSTABLE TOWN COUNCIL

Minutes of the meeting of the Grounds and Environmental Services Committee

held on Monday 9 June 2025 from 7:00 PM

Present: Councillors Peter Hollick (Chair), Sally Kimondo (Town Mayor), Richard Attwell (Deputy Town Mayor), Robert Blennerhassett, Matthew Brennan, Liz Jones

In Attendance: Paul Hodson (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Jackie Carington (Democratic Services Manager), Mary Dobbs (Cemetery Manager), Katherine Doyle (Parks and Green Spaces Development Officer) and Daniel Mott (Grounds Operations Manager)

In Attendance: Councillors Nicholas Kotarski, Johnson Tamara
(Remotely)

Public: 1

143/25 - Apologies for Absence

Councillors Michelle Henderson, John Gurney, Trevor Adams, Mark Davis and Wendy Bater

144/25 - Declarations of Interest

There were no specific declarations or interest

145/25 - Public Question Time

A member of the public raised concerns to Members and Officers regarding the lack of marketing materials available at the Cemetery.

146/25 - To agree the minutes of the meeting of 10 March 2025 as a true record

The minutes of the meeting of the Grounds and Environmental Services Committee held on 10 March 2025 were approved as a correct record and signed by the Chair.

147/25 - To receive the minutes of the Meetings of Plans Sub-Committee meetings held on 17 March, 7 April, 28 April, and 12 May 2025.

It was **RESOLVED:** that the Minutes of the meetings of the Plans Sub—Committee held on 17 March, 7 April, 28 April and 12 May 2025 be received.

148/25 - Action Tracker – to receive updates on previous actions

Members noted the Action Tracker provided.

The Head of Grounds and Environmental Services informed members that CCTV had not captured any footage of the fire damage being caused at Bennett's Café. This was because the CCTV cameras were intended for internal use and the periphery of the site. The Head of Grounds and Environmental Services also informed members that Bennetts Splash Park now reported to the Community Services Committee, who would receive future updates.

Grounds Information Report

Cemetery

The Cemetery Manager summarised the report

Allotments

The Cemetery Manager summarised the report

Recreation Grounds – Play Areas

The Head of Grounds and Environmental Services summarised the report

Sports Pitches and General Grounds Maintenance

The Head of Grounds and Environmental Services summarised the report.

Officers reported that a SKAG Mower had been purchased; this was a stand on mower which would be mainly used at the Cemetery.

Recreational Ground Management Plans

The Head of Grounds and Environmental Services summarised the report.

The Head of Grounds and Environmental Services reported that some Stress Testing had taken place on some of the larger trees in a couple of locations and following the assessments officers were looking at the options for removing them. It was noted that two of these trees were in a Conservation Area and permission will be needed to remove them from the Local Planning Authority.

Town Gardens and Town Centre

The Head of Grounds and Environmental Services reported that 120 units of baskets, planters and troughs would be delivered on Wednesday evening. All new bedding would be installed in the coming week.

Councillor Brennan asked for an explanation of the Living Pillars on display in High Street North and this was provided by the Head of Grounds and Environmental Services.

Town Rangers

The Head of Grounds and Environmental Services reported that the Town Rangers had received many requests for work and their responses had been welcomed by residents.

Green Spaces Projects

The Parks and Green Spaces Development Officer updated Members that the new pergola had been installed in Priory Gardens and beds were being prepared ready to receive the roses which would ultimately grow over the pergola.

The restoration of the Church St phone box was nearly complete, and the adjacent post box had been repainted by Royal Mail.

The 40th Anniversary seed packets would be distributed at Dunstable Town Councils events over the summer.

Anglia in Bloom

The Head of Grounds and Environmental Services reported that preparations were well under way for Dunstable's entry this year.

150/25 - Cemetery Reserve Spending

The Head of Grounds and Environmental Services summarised the report and asked members to approve the release of all available funds from the Cemetery Building Maintenance Reserve and to recommend to Finance and General Purposes Committee to release funding from the General Reserve.

It was

RESOLVED:

The release of money from the Cemetery Building Maintenance Reserve, totaling £27,281, to undertake the works detailed in the report.

To recommend to Finance and General Purposes Committee the release of £27,492 from the General Reserve.

151/25 - Reports from Outside Organisations:

CBC Development Committee – Cllr Nicholas Kotarski

No update

152/25 - Date of the next meeting – Monday 15 September 2025 at 7.00 pm

The meeting closed at 8.15 PM

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, DUNSTABLE

ON MONDAY 28 JULY 2025 AT 6.30 pm

Present: Councillors Sally Kimondo (Town Mayor), Richard Attwell, (Deputy Mayor), Wendy Bater (Chair), Liz Jones (Vice-Chair), Nicholas Kotarski, Louise O’Riordan and Johnson Tamara

Apologies: None

In Attendance: Paul Hodson (Town Clerk and Chief Executive) and Jackie Carrington (Democratic Services Manager)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PUBLIC QUESTION TIME

No questions put forward to the Council ahead of the meeting.

3. MINUTES

The Minutes of the meeting of the Plans Sub-Committee held on 30 June 2025 were approved as a correct record and were signed by the Chair.

4. 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

1	CB/25/02120/FULL: Proposal:	31 Northfields Change of use from residential dwelling to a children’s care home
	Comments:	Whilst we have no objection to the application we are concerned that there may be changes to the usage of the building in the future
2	CB/25/01661/FULL: Proposal:	10 Beech Green Part single, part two storey side extension, with rear facing dormers and associated external alterations. The ground floor is a double garage, store and utility room.
	Comments:	No objection

3	CB/25/02162/FULL:	6 Graham Road
	Proposal:	Erection of first floor extension, with new window and light tube.
	Comments:	No objection

5. PLANNING DECISIONS

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

6. Date of the next meeting – 18 August 2025

The meeting closed at 6.55 pm

DUNSTABLE TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANS SUB-COMMITTEE
HELD AT GROVE HOUSE, DUNSTABLE
ON MONDAY 30 JUNE 2025 AT 6.30 pm

Present: Councillors Sally Kimondo (Town Mayor), Richard Attwell, (Deputy Mayor), Wendy Bater (Chair), Liz Jones (Vice-Chair), Nicholas Kotarski

Apologies: None

In Attendance: Becky Wisbey (Head of Community Services)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PUBLIC QUESTION TIME

No questions put forward to the Council ahead of the meeting.

3. MINUTES

The Minutes of the meeting of the Plans Sub-Committee held on 7 April 2025, 28 April 2025, 12 May 2025 and 2 June 2025 were approved as a correct record and were signed by the Chair.

4. 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

1	CB/25/01246/FULL:	5 Holmwood Close
	Proposal:	Single storey side extension, connecting the side garage, conversion of the garage with insertion of a roof light and solar panels to the roof. Additional solar panels added to the roofs of the rear elevation.
	Comments:	No objection
2	CB/25/01713/FULL:	296 Luton Road
	Proposal:	Single storey rear extension
	Comments:	No objection
3	CB/25/01636/FULL:	60 First Avenue

	Proposal:	Erection of a single storey side and rear extension, two storey side extension and roof alterations. Demolition of garage.
	Comments:	No objection
4	CB/25/01410/FULL:	34 Tring Road
	Proposal:	Demolition of side garage. Erection of a single storey side extension, part single and part two storey rear extension and associates external changes
	Comments:	No objection
5	CB/25/01724/FULL:	35 Willoughby Close
	Proposal:	Erection of an outbuilding for use as a dog grooming business
	Comments:	No objection
6	CB/25/01719/ADV:	Kingdom Hall, 56 Frenchs Avenue
	Proposal:	Advertisement: Non-illuminated wall mounted lettering and panel sign
	Comments:	No objection
7	CB/25/01797/FULL:	107 Luton Road
	Proposal:	Erection of a single storey rear extension, including a basement and solar panels
	Comments:	No objection
8	CB/25/01765/ADV:	Brittany Court, High Street South
	Proposal:	Advertisement: 1 internally illuminated 48 sheet 6m x 3m LED digital advertisement display
	Comments:	No objection
9	CB/25/01595/FULL:	9 Holmwood Close
	Proposal:	Single storey side extension with roof lantern, and infill extension to garage, with garage conversion
	Comments:	No objection
10	CB/25/01993/FULL:	7 Queensway Parade
	Proposal:	Change of use from Class E(a) shop to a sui generis, hot food takeaway (retrospective) (Also includes flue)
	Comments:	We support Central Bedfordshire Council officers' decision but, want it noted of our displeasure about retrospective nature of application. There are also concerns regarding the change of use to a sit in restaurant and the privacy of the future residential development opposite which has already been approved by planning.

5. PLANNING DECISIONS

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

6. Date of the next meeting – 28 July 2025

The meeting closed at 6.59 pm

Committee	Minute	Date	Action	Action Full	Responsible	Update	Status
GES	224/23	11/6/2023	Allotment Land at each recreation ground	To consider opportunities to develop allotment land at each recreation ground as part of the management plan development scheme.	Head of GES	The process commenced in April 2024 as part of the agreed programme. Consultation outcomes will now be presented to Member working groups for further discussion during September and October.	Ongoing
GES	73/24	3/11/2024	Green Space Projects	That officers explore the option to install a defibrillator in the red K6 phone kiosk on Church Street, now adopted by the Council, along with an interpretation panel and additional containerised flower displays.	Parks and Green Space Development Officer	The refurbishment of the phone kiosk is completed and a defibrillator has now been fitted and is operational. The addition of the planter has been delayed by the unexpected installation of a communications box adjacent to the phone box. Alternative smaller planters will be installed in the coming weeks. See information report for further detail	Ongoing
GES	185/24	9/9/2024	Salting and Gritting	That officers further investigate the options for partnership working with Central Bedfordshire Council including regular salting and gritting of the Town Centre pathways and public areas by the grounds service with a view to providing a further report to this Committee.	The Head of Grounds and Environmental Services	The Head of GES spoke with the CBC Head of Highways on this matter and was advised that a CBC review of volunteer and Town and Parish Council salting and gritting arrangements will take place early in 2025. It was anticipated that this would inform future partnership working and a further report would be presented to the GES Committee in due course. As at August 2025 there has been no further communication from CBC regarding this matter and it is therefore not possible to report on this initiative further at this time.	Ongoing
GES	247/24	11/11/2024	Pergola CCTV	Members asked whether the Pergola within Priory Gardens fell under the CCTV perimeter. Officers have advised that this is something which will be looked into and reported back at the next meeting.	Parks and Green Space Development Officer	Officers can confirm that the pergola does fall within the sightlines of the current CCTV camera in Priory Gardens. However, the camera has not been operational for some months and the Council is currently negotiating a lease to retain the camera on the former medical centre land with the new owners. Once finalised, the camera will become operational once more.	Ongoing
GES	018/25	1/13/2025	CCTV	Members requested that a review be carried out of the use of CCTV across the Council's estate. It was agreed that officers would produce a report for consideration by members at a later meeting.	The Head of Grounds and Environmental Services	This matter will be the subject of further discussion through the Compliance Managers report to FGP to establish the scope of the review. CCTV covering green spaces will also be considered through the establishment of an anti social behaviour working group.	Not Started
GES	070/25	3/10/2025	Public Question Time	Members were informed that modifying the gates would not be straightforward, as the current gates required the handle to be physically lifted and latched to close. The self-closing gates in question would require a different handle, mechanism, and latch arrangement. The Head of Grounds and Environmental Services undertook to investigate the best solution and understand the cost implications involved.	Grounds Operations Manager	This matter is considered in more detail within the Information Report presented to the GES Committee on 15 September 2025	Ongoing
GES	074/25	3/10/2025	Sports Pitches and General Grounds Maintenance	Councillor Jones referred back to the arson incident at Bennett's Recreation Ground, expressing concern that, given one arson had already occurred and with a good summer period expected, there was a question as to whether the CCTV at Bennett's was operational. If it was not, it urgently needed to be inspected and repaired to prevent future incidents of vandalism.	The Head of Grounds and Environmental Services	The CCTV for the café and its immediate surrounds was operational at the time of the arson incident but a blind spot has been identified where the fire occurred. The CCTV was damaged in the fire and works are due to commence on 3 June 2025. The fire affected 3 of the 5 cameras. All repairs are now complete and the CCTV cameras are again operational.	Complete

DUNSTABLE TOWN COUNCIL**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 15 SEPTEMBER 2025****CEMETERY, ALLOTMENTS, RECREATION GROUNDS, TOWN CENTRE GARDENS
AND 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 July 2025 to September 2025 against the same period for the previous year:

	July 2024 to Sept 2024	July 2025 to Sept 2025
New earth grave burial	16	8
Re open earth grave burial	12	7
New ashes burial	6	7
Re open ashes burial	8	8

- 1.2. At the time of writing this report, 514 earth grave burials have taken place in the cemetery extension since February 2016.
- 1.3. The Green Flag judge visited the cemetery on the 20 May for a full inspection. The results were announced on the 16 July at an awards ceremony in Smethwick. The Cemetery has retained its Green Flag status.
- 1.4. The Summer floral displays on the roundabout on West Street and at the entrance to the Cemetery have been particularly well received by visitors. Once the displays have finished they will be replaced with the Winter and Spring bedding in early October.
- 1.5. New signage has been purchased for the Cemetery Extension. Officers have taken the opportunity to change the existing Dunstable Cemetery signage with a new sign displaying the new version of the Town Council logo. Both signs will be installed shortly.
- 1.6. The Friends of Dunstable Cemetery continue to meet twice per month, on the first and third Thursday of the month to carry out light duties. The group is always looking for new volunteers.
- 1.7. On the 27 July the local Town Guides organised a cemetery walk, stopping at a number of notable memorials within the Cemetery. The walk was very well received.

2. **ALLOTMENTS**

- 2.1. At the time of writing this report there are 292 people on the waiting list. This has risen by 15 people since the last report. Appendix 2 provides some detail about the current waiting list.
- 2.2. Inspections that took place in early July resulted in 22 notices to cultivate. As a result, 3 tenants contacted the Council to give up their tenancy. Following further re-inspections on the 20 August, 1 notice to quit was issued. The remaining 18 tenants had made satisfactory progress. The next inspections will take place in October.

3. **RECREATION GROUNDS**

Play Areas and Grove Skate Park

- 3.1 Since the last report to this committee meeting it has been necessary to undertake some work at the Ridgeway Recreation Ground play area to remove graffiti from some of the equipment. Graffiti is classed as vandalism.
- 3.2 The inclusive see-saw play equipment recently installed in Grove House Gardens has a number of defects and has been cordoned off on safety grounds to prevent its use. The company who installed it will replace it, under warranty, during week commencing 20 October.

Sports Areas and General Maintenance

- 3.3 The grounds team are currently coming to the end of their summer season activities and grass cutting continues across the town. At times through June, July and August it has been necessary to pause grass cutting due to the dry conditions. However, the dry conditions have increased the need for watering of newly planted trees, floral displays and reinstated grass pitches.
- 3.4 Reinstatement works to goal mouths, centre spots and other badly worn areas have been completed and have grown well ready for the start of the new football season. An additional full-size pitch has been put in place at Downside Recreation Ground to meet increased demand. All the pitches are now set up ready for the start of the new season on Saturday 6 September.
- 3.5 Bennett Memorial Recreation Ground has retained its Green Flag for the third year running. There was an overall increase in the assessment score for the site recognising some of the progress made in the last 18 months including the significant improvements and changes to the use of the Splash Café as a community hub.

UKSPF Funding Application

- 3.6 Officers have submitted an application to the UKSPF fund administrator by Central Bedfordshire Council to fund improvements to Bennett Memorial Recreation Ground in line with the approved Green Flag management plan for the site and Corporate Plan objectives. The value of the application is £10,891.

- 3.7 The funding opportunity was made available with a very tight turnaround for applications. This did not allow time to seek Councillor approval for any fresh ideas through a committee. The funding required that applications were submitted with three quotes, and only for projects that could be delivered by the end of March. Within those constraints, the application submitted was determined to be the option most likely to receive funding.
- 3.8 The application includes funding for repainting the tennis courts and relining to also include Pickleball court markings. Additional items included in the application are outdoor chess tables and an outdoor table tennis table.
- 3.9 If the application is successful the Chair of this Committee will be asked to approve, via the Chairs' authorisation process, a £2,722 contribution from the Parks and Open Spaces Improvement Reserve, by way of match funding.

Kingsbury Recreation Ground Gates

- 3.10 Members will recall that at the March meeting of this Committee a member of the public raised concerns regarding the two pedestrian gates into the recreation ground that provide access onto Jeans Way. It was noted that neither of these gates was equipped with return springs, which affects their ability to close properly. In response The Head of Grounds and Environmental Services undertook to investigate the best solution to provide self-closing gates and to understand the cost implications involved.
- 3.11 The creation of self-closing gates at the Jeansway entrances would require the full replacement of the existing gates with new gates constructed with a self-closing mechanism, new latching and new posts. A quotation for the replacements has been obtained at a cost of £2,496. Members are asked to consider how they wish to proceed on this matter taking account of the cost, the current barrier mitigations already in place on the highway side of the entrances and the open nature of the main entrance from Kingsbury which is currently unprotected. Furthermore, Members should note that there are a number of other Council owned parks and recreation grounds that have unprotected open access points and entrances which are not gated or do not have self-closing gates. Members are therefore also asked to consider the importance of a consistent approach to such matters. Brewers Hill,
- 3.12 If Members are minded to approve the replacement of the existing gates, the Committee will need to approve the release of £2,496 from the Fencing Reserve.

Recreation Ground Management Plans

- 3.13 Ward Members have been invited to a series of workshops during September and October to review the consultation outcomes for Kingsbury, Downs Road and Brewers Hill Recreation Grounds. The work with Ward Members will assist Officers in drafting simple management plans for each site. These will then be presented to the November meeting of this Committee.

4. TOWN GARDENS AND TOWN CENTRE

- 4.1. The Summer bedding plants, hanging baskets, tiered planters and railing troughs have been a great success this summer creating fantastic floral displays in the town centre and other areas. These will be removed in late September, and the floral display beds will be replanted with winter and spring bedding displays.
- 4.2 Members will be aware that the Corportae Plan includes an objective to secure land and create a pocket park on College Drive at the junction with the busway. Officers have begun the process of agreeing Heads of Terms to obtain the land. A £20,000 budget has been established to undertake landscape works and Officers are working on a design brief which will be presented to the November meeting of this Committee for approval.

5. TOWN RANGERS

- 5.1 The Town Rangers have continued to work systematically in all of the Dunstable wards, on a cyclical basis, for a couple of weeks at a time. The Rangers also assisted with preparations for the Anglia in Bloom and Green Flag judging.
- 5.2 The Rangers continue to support the delivery and maintenance of the splash park through daily water set up and monitoring activities.

6. GREEN SPACE PROJECTS

40th Anniversary Tree and Bulb Planting

- 6.1 Members will recall that the planting of 40 trees, 40,000 bulbs and a seed giveaway, were approved as part of the 40th Anniversary celebrations at a cost of £7,750 to the Council. It was agreed that officers would approach Central Bedfordshire Council (CBC) to secure an additional £5,000 tree planting grant towards the overall cost of the tree planting element. The Council has been advised by CBC that their tree planting scheme is not now operating this year despite earlier indications that it might be running in 2025/26. This leaves a shortfall of £5,000 to complete this element of the project.
- 6.2 Officers are currently reviewing funding options to continue with the tree planting and have made an application to the Tree Councils 'Branching Out' fund' for £2,500, which is the maximum on offer from this organisation. The outcome of the bid will be announced in October 2025.
- 6.3 In addition, Officers are reviewing the original costings and specifications for the trees and are looking at alternative smaller and cheaper trees species. The funding also included £,1000 towards the cost of purchasing tools and equipment to aid volunteer planting and it may be necessary to review this to assist with meeting the shortfall.
- 6.4 If it is possible to secure alternative funding, community volunteers from each ward will be encouraged to take part in the tree planting.

Church St Phone Box

- 6.5 The defibrillator has been registered, installed, and is fully operational at the Church Street phone kiosk. The defibrillator has already been in use.
- 6.6 Due to the unforeseen installation of a utilities box next to the phone kiosk, the final stages of this project have experienced a delay. It has been necessary to procure alternative planters that will fit into the remaining available space adjacent to the phone kiosk. The planters are due for delivery in late September. Volunteers from Dunstable in Bloom will plant up the planters.
- 6.7 A date for the official opening with the Town Mayor, Councillors, and other guests who have participated in the project, will be announced when the final works are completed. It is anticipated that this will happen by the end of September.

The Pergola and Knee Rail Project – Priory Gardens

- 6.8 The pergola works are now complete. QR codes have been installed that allow visitors to access further historic content, hosted on the Council's website, which relate to the messaging on each post.
- 6.9 The official opening to celebrate the completion of the pergola with the Town Mayor, Councillors, and other guests, will take place on Tuesday 16 September in Priory Gardens at 2 pm.
- 6.10 Officers are currently working with the designer to progress works for the knee rail phase of this project. Delivery is envisaged in 2026.

Anglia in Bloom

- 6.11. The Anglia in Bloom awards ceremony took place on 4 September 2025 and a verbal update on the outcome will be provided to the Committee.

7. APPENDICES

- 7.1 Appendix 1 – Cemetery Expenditure and Income
- 7.2 Appendix 2 – Allotment Waiting List Data

8. AUTHOR(S)

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

Katherine Doyle, Parks and Green Space Development Officer
Katherine.Doyle@dunstable.gov.uk

Daniel Mott, Grounds Operations Manager
Daniel.Mott@dunstable.gov.uk

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

Appendix 1

Cemetery Profiled Income and Expenditure
Report as at 31 July 2025

	April	May	June	July
Budgeted Expenditure	£13,758	£13,758	£13,758	£13,758
Actual Expenditure	£23,875	£11,294	£12,087	£11,209
Variance	-£10,117	£2,464	£1,671	£2,549

Budgeted Income	£19,463	£19,463	£19,463	£19,463
Actual Income	£30,542	£20,111	£14,740	£20,457
Variance	£11,080	£649	-£4,723	£995

Overall Variance	£4,566			
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DUNSTABLE TOWN COUNCIL

GROUND AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 15 SEPTEMBER 2025

ANTISOCIAL BEHAVIOUR WORKING GROUP

Purpose of report: To seek Member approval to set up a working group to consider and review what can be done to tackle antisocial behaviour across the Councils green spaces. To agree which Members of the Committee will participate in the working group.

1. RECOMMENDATIONS

- 1.1. That Members approve the establishment of a working group and adopt the scope and objectives as described in this report.
- 1.2. That Members decide who amongst them will participate in the working group.

2. BACKGROUND

- 2.1 It has become apparent in the last 12 months that local residents living adjacent to some of the Councils green spaces and users of the Councils parks, recreation grounds and cemetery are experiencing an increase in antisocial behaviour.
- 2.2 In particular, the Chair of the Grounds and Environmental Services Committee has been approached by a local resident regarding ongoing issues with antisocial behaviour in Dunstable Cemetery particularly at evenings and weekends when Council staff are not present. The Chair has responded to the resident advising that the Council will consider setting up a working group to discuss what more can be done by the Council and other agencies to tackle a range of antisocial behaviour issues.

3. WORKING GROUP SCOPE, OBJECTIVES AND PARTNERS

Scope

- 3.1. The working group will consider a wide range of antisocial behaviours across all Council owned green spaces including the following:
 - Littering
 - Dog fouling and dogs off the lead
 - Noise nuisance
 - Car and motorbike racing
 - Drug dealing and taking
 - Football in inappropriate areas
 - Theft from graves
 - General vandalism and arson
 - Graffiti

- 3.2 The list is not exhaustive but includes the main types of antisocial behaviour or criminal activity experienced or reported to the Council and other agencies.

Objectives

- 3.3 The following objectives are proposed for consideration:
- To fully assess and understand the extent of antisocial behaviour through the analysis of existing statistics.
 - To consider the extent to which additional data might be captured and analysed to inform future working.
 - To consider the current partnership working arrangements with other agencies and examine if these are appropriate and can be improved.
 - To examine the opportunities to employ third party patrolling and security contractors.
 - To examine what enforcement powers the Council holds and what opportunities might exist for direct enforcement action.
 - To examine the role of CCTV in deterring antisocial behaviour and protecting green spaces and the public.
 - To determine what opportunities exist for target hardening.
- 3.4 Members may wish to identify or suggest additional objectives for the working group.

Partners

- 3.5 Tackling antisocial behaviour cannot be achieved in isolation and other organisations including the Police and Central Bedfordshire Council's Community Safety team already play an important role. It will therefore be necessary for the working group to engage with representatives from these and other organisations where appropriate.

4. FINANCIAL IMPACT

- 4.1. There are no direct financial implications associated with setting up the working group. Any actions or outcomes will be reported to this Committee including any future financial, budget or other implications.

- 5. POLICY AND CORPORATE PLAN IMPLICATIONS** – None associated with establishing the working group.

- 6. EQUALITIES AND DIVERSITY IMPLICATIONS** - None associated with establishing the working group.

- 7. HEALTH AND SAFETY IMPLICATIONS** - None associated with establishing the working group.

- 8. HUMAN RESOURCES IMPLICATIONS** – None associated with establishing the working group.

- 9. LEGAL IMPLICATIONS** – None associated with establishing the working group.

10. ENVIRONMENTAL AND BIODIVERSITY IMPLICATIONS – None associated with establishing the working group.

11. AUTHOR

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

DUNSTABLE TOWN COUNCIL
GROUND AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 15 SEPTEMBER 2025

RESERVE SPENDING – MARKHAM CRESCENT KNEE RAIL

Purpose of report: The purpose of this report is to seek approval for the release of funds from the Fencing Reserve to repair the knee rail around Markham Crescent Recreation Ground.

1. RECOMMENDATION

- 1.1 That the Committee approve the release of £6,912 from the Fencing Reserve for the repair and replacement of the knee rail at Markham Crescent Park as described in this report.

2. BACKGROUND

- 2.1 The Council currently manages an open space at Markham Crescent which consists of a small children's play area located in a larger grass area. The open space is situated to the rear of residential housing with garages for the properties located around the open space. The roadway around the area is used by residents to access the garages and for general parking.
- 2.2 The boundary of the open space is marked by a wooden knee rail which also prevents vehicles accessing the grassed area. The knee rail around the open space is in a poor condition and has become broken in places and the wood has rotted. The damage to the knee rail has created gaps providing unauthorised vehicle access to the grassed area. Over recent months a number of vehicles have been parked inappropriately beyond what remains of the knee rail. This is creating damage to the grass area, and a number of residents have expressed concern for the safety of people using this space.

3. MAIN CONSIDERATIONS

- 3.1. To make this area secure and exclude vehicles from the grass area it will be necessary to replace the entire length of the knee rail on a like for like basis.
- 3.2. The Grounds Operations Manager has obtained a quotation to replace 216m of knee rail at a cost of £6,912.

4. FINANCIAL IMPACT

- 4.1 The fencing reserve currently stands at £14,000 and there is sufficient funding available to undertake these works. If Members are minded to approve this spending proposal this would leave a balance of £7,088 in the fencing reserve.

5. POLICY AND CORPORATE PLAN IMPLICATIONS- none

6. EQUALITIES AND DIVERSITY IMPLICATIONS- none

7. HEALTH AND SAFETY IMPLICATIONS

- 7.1 Undertaking the works to replace the knee rail will ensure the continued safety of users and prevent unauthorised access and further damage by vehicles.

8. HUMAN RESOURCES IMPLICATIONS- none

9. LEGAL IMPLICATIONS- none

10. ENVIRONMENTAL AND BIODIVERSITY IMPLICATIONS – none

11. AUTHOR

Daniel Mott
Grounds Operations Manager
daniel.mott@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

GROUND AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 15 SEPTEMBER 2025

CORPORATE PLAN UPDATE

Purpose of report: To update Members on progress with the Corporate Plan objectives and actions associated with the Grounds and Environmental Services Committee.

1. BACKGROUND

- 1.1. In 2023, a Corporate Plan was adopted by the Council highlighting the aspirations for the Council between 2024-2027. Covering all aspects of the Council's work, Officers have worked hard on its delivery and achieving many of the items listed within.
- 1.2. The purpose of this report is to highlight to Members the achievements to date and the ongoing work of the team to deliver this Committee's objectives.

2. PROGRESS ON CORPORATE PLAN OBJECTIVES – GROUND AND ENVIRONMENTAL SERVICES

- 2.1. The Corporate Plan 2024 to 2027 contains 50 objectives and of these 24 have been assigned to this committee. Details of progress against each of the 24 objectives are provided in Appendix 1 to this report.
- 2.2. 16 objectives for this Committee are successfully progressing or have been completed. 3 objectives have been delayed and 5 have not yet started. Details of all objectives are provided in Appendix 1 to this report.
- 2.3. It should be noted that Community Services is now responsible for an additional objective since the transition of Bennetts Splash and Community Hub from Grounds and Environmental Services to Community Services. Going forward this objective will therefore be reported to Community Services Committee.

3. PROGRESS ON CORPORATE PLAN PERFORMANCE INDICATORS – GROUND AND ENVIRONMENTAL SERVICES

- 3.1. The Corporate Plan 2024 to 2027 contains 50 performance indicators and of these 9 have been assigned to this Committee. Details of the outcomes against each of the 2024/25 targets are provided in Appendix 2 to this report.
- 3.2. 3 performance indicators for this Committee are being successfully met or exceeded. 1 performance indicator has not been met and 1 is slightly below the target set, but work is in hand to complete. 3 performance indicators did not have enough data to report on. Details of this are provided in Appendix 2 to this report.

- 3.3 One of the performance indicators is relating to Bennett's Splash and Community Hub which will be reported to Community Services in the future.

4 CONCLUSION

- 4.1 Officers have completed or made good progress on most of the objectives to date that require action. Some objectives are part of service plans for 2025/26 or 2026/27, and progress will be included in future reports.
- 4.2 New Performance Indicators that have been reported on for the first time now have a benchmark for future performance. Some Performance Indicators, which did not have sufficient data for this year, have made changes to reporting methods, to ensure that adequate data is available in the future. The indicators are intended to provide insight into service delivery rather than provide targets to aim for.

5 APPENDICES

- 5.1 Appendix 1 – Key Objectives – Grounds and Environmental Services
- 5.2 Appendix 2 – Corporate Plan Objectives - Grounds and Environmental Services

6 AUTHOR

- 6.1 Katie Williams - Corporate Performance & Compliance Manager
compliance@dunstable.gov.uk

KEY OBJECTIVES	ACTION		COMMITTEE	RESOURCES	TIMESCALE	STATUS				UPDATE / NOTES
(What?)			(When?)	(What cost?)						(Any Comments)
1. Continue to improve the organisational management, efficiency and environmental sustainability of the Town Council										
Continue to improve the Council's facilities	2	Carry out internal refurbishment of Kingsbury sports pavilion and renew the roof.	GES	Using current Budgets	Mar-25	Delayed				Works are now in the design stages, and will go out to tender at the end of 2025.
	7	Create and implement a Biodiversity Policy and Plan	GES	Using current Budgets	Mar-27	Complete				
	8	Carry out a programme of replacing existing vehicles with more fuel efficient, hybrid or electric vehicles where appropriate	GES	Using current Budgets	Mar-27	On Track				Vehicle Replacement policy is in place. Programme of replacement will be amended to reflect budgets, this will be presented at November committee.
Improve management of the Council's facilities	12	Review the use and functionality of the current chapel; scope providing new chairs, a screen, music streaming system and webcast facility	GES	Business plan to be provided; self-funding	Mar-27	Not Started				To be incorporated into service plans for 2026.
	14	Provide new office accommodation / mess facilities for grounds staff	GES	Using current Budgets	Mar-27	On Track				Project is now in design stages.
	16	Increase the use of Bennett's Splashside Café outside of the splash park season.	GES	Business plan to be provided; self-funding	Mar-25	On Track				Currently being achieved and reported to GES Committee. Year 1 complete and report to go to September Committee to decide about ongoing resources. This item will now be reported to communities committee.
2. Preserve and enhance the history and identity of the Town, creating a sense of pride in Dunstable										
	19	Support Dunstable in Bloom to enter Anglia in Bloom each year	GES	Using current Budgets	Mar-27	2024	2025	2026	2027	2024: Complete 2025: Complete 2026: Not Started 2027: Not Started

KEY OBJECTIVES (What?)	ACTION		COMMITTEE (When?)	RESOURCES (What cost?)	TIMESCALE	STATUS	UPDATE / NOTES (Any Comments)
Preserve and enhance the history and identity of the town	21	Review and expand the Town Rangers Service.	GES	Using current Budgets	Mar-25	Complete	New Ranger appointed in Sept 24
Preserve and enhance the history and identity of the town	22	Retain the Heritage Flag for Priory Gardens. Improve access to historical information and interpretation of the site	GES	Using current Budgets	Mar-27	Complete	
3. To further improve and develop the provision of the green and open space in the Town							
Develop the provision of green space in the town	24	Take ownership and create garden by White Lion busway stop - College Drive	GES	Using current Budgets	Mar-27	On Track	20k funding secured, with 10k to be spent by March 2026. The brief for the project will be presented at November GES committee.
	25	Work with Dunstable Town Bowls Club to ensure future provision of outdoor bowling opportunities in Dunstable	GES	To be funded by DTBC	Mar-26	Delayed	Delayed due to external factors.
	26	Plan for and open new cemetery in Dunstable	GES	Public Works Loan to be sought	Mar-29	On Track	Site has been identified, and the council have received a positive response from the Environmental Agency following initial testing. Next stage is to procure consultants.
	27	Provide one new allotment site	GES	Aspirational	Mar-27	On Track	As above (Action 26)
	28	Improve the provision of waste bins on Council property. Combine all general and dog waste to increase the capacity overall and reduce costs	GES	Using current Budgets	Mar-25	Complete	

KEY OBJECTIVES (What?)	ACTION		COMMITTEE (When?)	RESOURCES (What cost?)	TIMESCALE	STATUS	UPDATE / NOTES (Any Comments)
Improve the provision of green space in the town	29	Support allotment holders at one site to create an allotment association to maintain and oversee activities, build a sense of community and engage with the local area	GES	Using current Budgets	Mar-27	On Track	Research in progress to determine whether there is a desire for an allotment association.
	30	Carry out a feasibility study to identify an open space in one of our current parks that could be used for dog activities	GES	Using current Budgets	Mar-25	Not Started	
	31	Develop and implement green space management plans for each recreation ground. Each plan will involve public consultation consider the headings used for Green Flag management plans along with developing play areas, accessibility and inclusivity, benches, gym trails etc. Year 1 - 2024/25: Kingsbury Recreation Ground , Downs Road Recreation Ground Brewers Hill Recreation Ground.	GES	Plans created using current budgets	Mar-25	Delayed	Delays in first years work will cause delays to future years. Workshops with members have been arranged.
		Year 2 - 2025/26: Ridgeway Avenue Recreation Ground, Downside Recreation Ground +Mentmore Recreation Ground.			Mar-26	Not Started	

KEY OBJECTIVES (What?)	ACTION		COMMITTEE (When?)	RESOURCES (What cost?)	TIMESCALE	STATUS		UPDATE / NOTES
								(Any Comments)
		Year 3 - 2026/27: Newton Recreation Ground, Markham Crescent Public Open Space , Frenchs Avenue Public Open Space + Olma Road Recreation Ground			Mar-27	Not Started		
	32	Replace Priory Gardens pergola and knee rail	GES	Fundraising	Mar-26	Complete	On Track	Pergola is complete. On track to complete knee rail by March 2026.
	33	Look to maintain more of the grass verges across our town and smarten them up	GES	Funding to be sought from CBC	Mar-27	Not Started		
	34	Resurface the Bennett's Rec Tennis Courts with a safer surface that can be played on all year round	GES	Aspirational	Mar-27	On Track		UKSPF Bid has been submitted, on track to be completed by March 2026.
	35	Undertake feasibility study and consider the creation of a Pickleball Court in one of our open spaces that incorporates other sporting / activities	GES	Aspirational	Mar-27	On Track		
	36	Install disabled / inclusive play equipment at larger play sites	GES	Aspirational	Mar-27	On Track		Equipment has been installed at Grove House Gardens playground, using UKSPF funding. No further plans as yet.

Corporate Plan Priority (CP)	Key Objective	RESPONSIBLE COMMITTEE	SERVICE AREA	PERFORMANCE INDICATOR	2024/25 Target	2025 / 26 Target	2026/27 Target	2027/28 target	2024/25 PROGRESS
3	Develop the provision of green space in the town	Grounds & Environmental Services	Bennett's Splash	Percentage of users satisfied with service	NEW	80%	81%	82%	No Data
3	Develop the provision of green space in the town	Grounds & Environmental Services	Bennett's Splash	Increase in income year on year	NEW				£ 53,832.00
3	Develop the provision of green space in the town	Grounds & Environmental Services	Green Spaces	Percentage of residents satisfied overall with green and open spaces	92%	92%	92%	92%	
3	Develop the provision of green space in the town	Grounds & Environmental Services	Green Spaces	To retain Green Flag accreditation at four sites	4	4	4	4	4
3	Develop the provision of green space in the town	Grounds & Environmental Services	Green Spaces	% of play equipment faults fixed within 2 working days.	New so no baseline	95%	95%	95%	No Data
3	Develop the provision of green space in the town	Grounds & Environmental Services	Cemetery	To annually retain ICCM Charter for the Bereaved silver status at Dunstable Cemetery.	Silver	Silver	Silver	Silver	Silver
3	Develop the provision of green space in the town	Grounds & Environmental Services	Green Spaces	Number of volunteers working directly with the Council to enhance the town's green spaces	24	25	26	27	114
3	Improve the provision of green space in the town	Grounds & Environmental Services	Green Spaces	The completion of 10 new management plans for recreation grounds and large open spaces over 3 years – 3 in Year 1, 3 in Year 2 and 4 in Year 3.	3	3	4		0
4	Improve the provision of green space in the town	Grounds & Environmental Services	Green Spaces	Town Ranger income achieved	£6,000	£6,000	£6,000	£6,000	£ 5,488.00