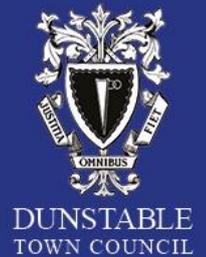


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Paul Hodson, Town Clerk and Chief Executive

Date: **Tuesday, 03 March 2026**

Dear Councillor,

A meeting of the **Grounds and Environmental Services Committee** will be held on **Monday 9 March 2026**, at **Grove House** in the **Council Chamber** at **7 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 intend to raise a question, it is helpful to let us know beforehand to give councillors a chance to prepare an informed answer. Please contact the Council via democratic@dunstable.gov.uk or 01582 513000 by 4 pm on Friday 6 March 2026.

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.

To: All Members of the **Grounds and Environmental Services Committee:**

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), Michelle Henderson (Council Member), Peter Hollick (Council Member), Trevor Adams (Council Member), Sally Kimondo (Council Member), Robert Blennerhassett (Council Member), Shaun Moulster (Council Member) and Mark David (Council Member)

AGENDA

092/26 Apologies for Absence

093/26 Declarations of Interest

094/26 Public Question Time

095/26 To agree the minutes of the meeting of Monday 19 January 2026 as a true record (copy previously circulated)

096/26 To receive the minutes of the Meetings of Plans Sub-Committee meetings held on 2 February 2026 and 23 February 2026.

097/26 Action Tracker – to receive updates on previous actions

098/26 Grounds - Information Report

099/26 Allotment Improvement Plan

100/26 Reports from Outside Organisations:

CBC Development Committee – Cllr Nicholas Kotarski

101/26 Motion to exclude public and press

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.

102/26 To appoint a contractor to develop the new cemetery - report to follow

103/26 Date of the next meeting – Monday 8 June 2026 at 7 pm

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE GROUNDS AND ENVIRONMENTAL

SERVICES COMMITTEE

HELD ON MONDAY 19 JANUARY 2026 FROM 7.00 PM

Present: Councillors Richard Attwell (Deputy Town Mayor), Peter Hollick (Chair), Michelle Henderson (Vice-Chair), Wendy Bater, Robert Blennerhassett, Matthew Brennan and John Gurney

In Attendance: Councillor Kenson Gurney, Paul Hodson (Town Clerk and Chief Executive), John Crawley (Head of Grounds and Environmental Services), Kelley Hallam (HR & Payroll Manager), James Stenson (Cemetery Manager) and Daniel Mott (Grounds Operations Manager)

In Attendance: Councillors Sally Kimondo (Town Mayor) and Nicholas Kotarski (Remotely)

Public: None

025/26 - Apologies for Absence

Councillors Trevor Adams, Mark Davies, Louise O’Riordan and Johnson Tamara

026/26 - Declarations of Interest

Cllr Henderson (Non-pecuniary) – Allotment tenant

027/26 - Public Question Time

There were no questions from the public.

028/26 - To agree the minutes of the meeting of 10 November 2025 as a true record

RESOLVED: that the minutes of the meeting of the Grounds and Environmental Services Committee held on 10 November 2025 be approved as a correct record and signed by the Chair.

029/26 - To receive the minutes of the Meetings of Plans Sub-Committee meetings held on 8 December 2025 and 5 January 2026.

RESOLVED: that the Minutes of the meetings of the Plans Sub-Committee held 8 December 2025 and 5 January 2026 be received.

030/26 - Action Tracker

Members noted the Action Tracker provided.

In regard to the action to investigate salting and gritting of town centre pathways and public areas, it was:

RESOLVED: that the Council further lobby Central Bedfordshire Council and its members for improved pavement gritting in the Town Centre

031/26 - Grounds Information Report

The Head of Grounds and Environmental Services and the Grounds Operations Manager summarised the report.

Members noted that there were 305 people on the allotment waiting list and that officers were working on a report that would give options on how to tackle the demand for allotment plots.

The quarterly play inspections, which included the gym equipment and the skate park had taken place in November. No high-risk items were identified and the eight medium risk items identified were dealt with as a priority.

Two large mature trees, one in Grove House Gardens and one in Brewers Hill Recreation Ground, would be removed after failing stress testing analysis for stability and safety in the tree management survey.

Dunstable had been chosen to represent the Anglia region in the large town category at the Britain in Bloom 2026 finals. Judging would take place between July and August.

032/26 – Vehicle Replacement Programme and Spending Approval

The Grounds Operations Manager presented a detailed report that sought the approval of a revised vehicle replacement programme and the release of allocated reserves to purchase a new Town Ranger vehicle and the refurbishment of the cemetery digger.

Members suggested that early consideration for secure electric charging infrastructure be investigated before the purchase of additional electric vehicles in future years.

Action: Head of Grounds & Environmental Services

RESOLVED: i) that the revised vehicle replacement programme as set out in the report be approved

ii) that the Committee approve the release of £50,000 from the Vehicle and Equipment Reserve to purchase a new Town Ranger vehicle (including fit out) and to refurbish the cemetery digger

033/26 – Budget Proposal for 2026/2027

The Town Clerk and Chief Executive presented a detailed report on the draft budget proposals and fees and charges for Grounds and Environmental Services for 2026/2027 and requested Members to consider, comment and make recommendations to the

Finance and General Purposes Committee accordingly.

The Committee thanked officers for their hard work in finding savings and amendments enabling the proposed budget increase to be reduced from 12% to 7.92%.

RESOLVED: to recommend the draft Grounds and Environmental services budget 2026/2027 as presented, with no amendments or further recommendations, to the Finance and General Purposes Committee

034/26 – Reports from Outside Organisations

None

035/26 - Date of the next meeting

Monday 9 March 2026 at 7.00 pm

As this was John Crawley's final meeting as Head of Grounds and Environmental Services, the Chair expressed appreciation for his contributions and the achievements attained during his tenure at Dunstable Town Council and extended best wishes for his future endeavours. The Committee Members warmly concurred with the Chair's remarks.

The meeting closed at 7.57pm

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, DUNSTABLE

ON MONDAY 2 FEBRUARY AT 6.15 pm

Present: Councillor Sally Kimondo (Town Mayor), Councillors Richard Attwell (Deputy Mayor), Johnson Tamara (Vice Chair), Nicholas Kotarski, Peter Hollick, Kenson Gurney and Matthew Brennan

Present: None
(Remotely)

Apologies: Wendy Bater (Chair), Louise O’Riordan

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

Public: Four

1. SPECIFIC DECLARATIONS OF INTEREST

No specific declarations of interest were declared

2. PUBLIC QUESTION TIME

No questions were put forward ahead of the meeting.

3. MINUTES OF THE PLANS SUB COMMITTEE HELD ON 5 JANUARY 2026

RESOLVED: The Minutes of the meeting of the Plans Sub-Committee held on 5 January 2026 were approved as a correct record and were signed by the Vice 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/25/03823/FULL: 152 Chiltern Road

	Proposal:	Demolition of rear conservatory. Loft conversion, hip to gable extension with front and rear dormers and front skylight
	Comments:	No Objection
2	CB/25/03664/FULL	10 Ickniel Street
	Proposal:	Conversion of C3 dwelling house to a HMO (House of Multiple Occupation) scheme comprising of 7 units
	Comments:	No objection subject to adequate cycle provisions and satisfactory waste disposal arrangements
3	CB/25/03567/FULL:	44 Oldhill
	Proposal:	Construction of a front porch
	Comments:	No objection
4	CB/25/04035/FULL:	5 Wingate Road
	Proposal:	Erection of a single storey wrap around extension. New front door. Replacement of conservatory. First floor side extension Roof light
	Comments:	No objection
5	CB/25/03616/FULL:	26 Northfields
	Proposal:	Two storey side and rear extension with single storey rear extension
	Comments:	No objection
6	CB/26/00075/FULL:	2 Palma Close
	Proposal:	Change the Use from a three bed dwelling (C3a) to a one bed children's care home (C2 residential institution)
	Comments:	Objection due to the landlord/occupier will have to make their own commercial waste collection arrangements as this is not a service Central Bedfordshire Council provides. Planning application makes inadequate arrangements for waste collection. This is not considered within the planning document. The proposed development would result in a material intensification of use that would generate additional comings and goings and activity that would result in harmful neighbour amenity impact in terms of noise and disturbance. As such, the proposal would have a detrimental impact on the amenities of the surrounding occupiers in conflict with Policy HQ1 of the Central Bedfordshire Local Plan (2021) and Section 12 of the NPPF (2024). The staff bedroom is too small and does not comply with national policy standards, the proposal would fail to provide adequate space standards for the future occupiers of the care home, conflicting with Policy H2 of the Central Bedfordshire Local Plan, Chapter 11 of the Central Bedfordshire Design Guide (August 2023), Section 12 of the NPPF and Technical housing standards – nationally described space standard (2015).

Given the high number of staff that would be attending the property, two day carers, social workers, managers, no provision for ambulance parking. The proposed development fails to make adequate provision for off street parking to accommodate the additional parking demands that would arise from the proposal, thereby leading to an increase in on street parking, resulting in unacceptable additional hazards and inconvenience to users of the highway and posing a highway safety risk, conflicting with Policies T2 and T3 of the Central Bedfordshire Local Plan (2021), the Parking Standards for New Developments SPD, and Section 9 of the National Planning Policy framework (2024)

5. PLANNING DECISIONS

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

6. LICENSING APPLICATIONS

None received

7. DATE OF NEXT MEETING

Monday 23 February 2026 at 6.15pm

The meeting closed at 6.45 pm

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, DUNSTABLE

ON MONDAY 23 FEBRUARY AT 6.15 pm

Present: Councillor Sally Kimondo (Town Mayor), Councillors Richard Attwell (Deputy Mayor), Wendy Bater (Chair), Johnson Tamara (Vice Chair), Nicholas Kotarski and Peter Hollick

Present: None
(Remotely)

Apologies: None

In Attendance: Jackie Carrington (Democratic Services Manager)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

No specific declarations of interest were declared

2. PUBLIC QUESTION TIME

No questions were put forward ahead of the meeting.

3. MINUTES OF THE PLANS SUB COMMITTEE HELD ON 5 JANUARY 2026

RESOLVED: The Minutes of the meeting of the Plans Sub-Committee held on 2 February 2026 were approved as a correct record and were signed by the Vice 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/25/03934/PAEC:** 61-61A High Street South
Proposal: Prior Approval for Change of use from a Commercial Business and Service (Class E) to dwellinghouses

		(Class C3): Conversion of existing office building to five, 1-bedroom flats and two, 2-bedroom flats
	Comments:	No Objection
2	CB/25/03518/FULL Proposal:	77 Hadrian Avenue Removal of front porch and conservatory. Erection of single storey rear extension with a roof lanterns and new side window
	Comments:	No objection
3	CB/25/03989/FULL: Proposal: Comments:	45 Loring Road Single storey side and rear extension with 5 roof lights No objection
4	CB/26/00143/FULL: Proposal:	12 Broadwalk Change of Use from Use Class D2/Sui Generis to Use Class E Banking Hub. Alterations to front windows and door, creation of ramp with railings and an external ATM. Installation to the rear of 2 louvres, 1 extract fan and an electric condenser
	Comments:	No objection
5	CB/26/00144/ADV: Proposal:	12 Broadwalk Advertisement: 1 externally illuminated fascia, 1 externally illuminated heritage projecting sign, non-illuminate advertisement on the ATM, 2 internally illuminated banking hub posters, 1 non-illuminated DDA sign, 1 non-illuminated CCTV sign and 1 non-illuminated opening hours sign
	Comments:	No objection
6	CB/26/00057/REG3: Proposal: Comments:	Weatherfield Special School Replacement and installation of new boundary gates and fencing as part of a safeguarding project. No objection
7	CB/26/04007/FULL: Proposal: Comments:	26 Mardale Avenue Erection of garden annex No Objection - subject to not being used as a permanent residence
2	CB/25/03926/FULL Proposal:	562 Lowther Road Erection of a single storey rear extension, first floor front and side extensions, roof lights to front, and a rear Juliet balcony, solar panels, and a front porch
	Comments:	No objection
3	CB/25/03948/FULL:	5 Penrith Avenue

Proposal: Single and two storey rear extensions with single storey front extension, including parapet wall detail & alterations to fenestration

Comments: No objection

5. PLANNING DECISIONS

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

6. LICENSING APPLICATIONS

None received

7. DATE OF NEXT MEETING

Monday 16 March 2026 at 6.15pm

The meeting closed at 6.30 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 have been presented to Member working groups for further discussion.	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 in late 2024 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. In early December 2025 CBC contacted all towns and parishes including Dunstable to advise that due to increased pressures on resources and the need to focus on maintaining core highway services as well as environmental considerations associated with handling and storing bulk salt, they will no longer be providing tonne bags of salt grit on a monthly basis. Existing salt bins will continue to be supplied. This latest development would suggest that CBC are not currently in a position to support the Council with alternative arrangements. It is therefore proposed that Member either (i) close this action and accept that no further progress can be made at this time or (ii) the Council further lobby CBC and its Members for improved pavement gritting in the town centre. Members are asked to consider how they wish to proceed.	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 raised at Joint Committee as an opportunity for Members to raise any specific concerns with partner organisations. Officers will provide a report once investigative work has been completed.	Ongoing
GES		11/10/2025	Grounds - Information Report	Members requested a future report on managing the allotment waiting list to include inspection arrangements, plot splitting and checking the waiting list on a regular basis.	Cemetery Manager	A report will be presented to a future Committee meeting once a new Head of Service is in post.	Ongoing

DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 9 MARCH 2026****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 January 2026 to the end of March 2026 against the same period for the previous year:

	Jan 2025 to Mar 2025	Jan 2026 to Mar 2026
New earth grave burial	16	12
Re open earth grave burial	4	4
New ashes burial	6	2
Re open ashes burial	4	8

- 1.2 At the time of writing this report, 542 earth grave burials have taken place in the cemetery extension since February 2016.
- 1.3 Winter works continue to prune and cut back hedges, and any brambles or branches overhanging grass or footpaths and edging of footpaths is ongoing for completion before the bird nesting season.
- 1.4 The profiled and actual income and expenditure for the Cemetery to the end of January 2026 is provided at Appendix 1.

2. ALLOTMENTS

- 2.1 At the time of writing this report there are 310 people on the waiting list. This is an increase of 14 people since the last report to committee in January 2026. Appendix 2 provides further detail about the current waiting list.
- 2.2 Annual renewal requests for payment were sent out in the first week of January for the calendar year 2026. At the time of writing this report, there were only six outstanding payments due. Inspections are due to take place in April 2026. Letters to all tenants informing them of the 2027 increase are being sent out this week.

- 2.3 The grounds team have identified a small area at the Meadway site which, when cleared, will allow the creation of two additional half plots. This work has been scheduled for March 2026.

3 RECREATION GROUNDS

Play Areas and Grove Skate Park

- 3.1 Since the last report, there have been three repairs made to play areas. Additional repairs are now required; the largest repairs are resurfacing the areas of wetpour which can not be done within the current revenue budget. The current play equipment budget has been forecast to be fully spent for this financial year. However, a review of this is in progress and, if there is any underspend found, a request will be taken to Finance and General Purposes Committee to request ringfencing for required essential works. Members are aware that there is not a specific reserve for play areas, and a creation of this may will be proposed during 2026.
- 3.2 We are currently awaiting the latest quarterly play inspection report, which is due at the end of February/beginning of March 2026. Any further works required will then be scheduled to be carried out.
- 3.3 The two self-closing gates at Grove House Gardens have now been replaced and officers are currently looking to schedule in the remaining gate replacements.

Sports Areas and General Maintenance

- 3.4 The winter maintenance program is well underway, which includes pruning to lift tree canopies, trimming hedges and shrubs, edging of pathways and clearing allotments.
- 3.5 There have been 38 football matches played across all sites since the last report to this Committee, with 17 being youth fixtures and 21 senior fixtures. The table below provides information on fixtures played at each location:

Recreation Ground	No of Games Played
Bennett's (2 pitches)	6
Kingsbury football (2 pitches)	12
Ridgeway Ave (2 pitches)	6
Newton (2 pitches)	8
Downside (2 pitches)	6

- 3.6 The contract for tree maintenance works has now been awarded, and the identified works from the tree survey have begun.

4 TOWN RANGERS

- 4.1 Since the last report to Committee the Town Rangers have completed the following:

- 20 – Internal job requests
- 25– external requests

This is in addition to work that is identified in their rotation through the Dunstable wards.

- 4.2 The Town Rangers continue to monitor weather conditions, and are applying road salt as needed on Town Council owned footpaths and roadways, with support from the wider grounds team.

5 TOWN CENTRE

- 5.1 The Grounds Team have completed tidying, weeding and preparing the rain gardens and Urbis planters in the town centre ready for planting improvements in preparation for Britain in Bloom.

6. GREEN SPACE PROJECTS

40th Anniversary Planting Project

- 6.1 Since the previous committee, officers can report that the final phase of the tree planting element of the 40th anniversary planting project has now taken place at Olma Road Recreation Ground. This brings the 40th anniversary planting project to completion.
- 6.2 The final phase of the project involved the planting of eight different Bedfordshire varieties of apple tree. Among those selected was 'Hamblings Seedling', a variety originally raised by William Hambling of Dunstable. The eight new trees have been added to an existing small grove of apple trees at Olma Road. Together, the trees will contribute to the conservation of these rare Bedfordshire varieties.
- 6.3 The 40th anniversary daffodils that were planted last autumn, with the help of local schools, are now starting to show. Officers will approach the schools involved to invite the children and teachers to return to the sites that they have planted to view their daffodils in full flower.



Priory Gardens Pergola and Knee Rail Project

7.1 Officers continue to work on delivering the next phase of the pergola and knee rail project in Priory Gardens. The replacement pergola was completed in April 2025, and work is progressing to deliver the replacement knee rail.

7.2 Members may recall that the drawings for the knee rail were agreed at the a meeting of this committee in June 2024. However, due to timescales and budget constraints this was delayed; the design will now be reviewed with the designer and simplified where necessary. As per the approval drawings, the knee rail will be black powder coated steel and will retain the design style

of the new pergola.

7.3 Officers will be working with the original designers, and in partnership with the Friends of Priory House and Gardens, to deliver the knee rail. The Scheduled Monument Consent that was previously secured for the project works remains in place until 2029.

Dunstable in Bloom

8.1 Dunstable in Bloom have chosen 'Community Spirit' as their 2026 theme. Officers continue to work in partnership with Dunstable in Bloom to deliver the 2026 Anglia in Bloom and Britain in Bloom initiatives.

8.2 The first Britain in Bloom online seminar for finalists is due to be held on 4 March, and the Anglia in Bloom Spring seminar will take place on 26 March. Officers and members of Dunstable in Bloom will attend both events to learn how best to plan and deliver Dunstable's 2026 'In Bloom' campaign.

9. APPENDICES

9.1 Appendix 1 – Cemetery Expenditure and Income

9.2 Appendix 2 – Allotment Waiting List Data

10. AUTHOR(S)

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Daniel Mott, Grounds Operations Manager
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James Stenson, Cemetery Manager
James.Stenson@dunstable.gov.uk

Appendix 1 - Cemetery Profiled Income and Expenditure Report as at 31 January 2026

	April	May	June	July	August	September	October	November	December	January
Budgeted Expenditure	£13,758	£13,758	£13,758	£13,758	£13,758	£13,758	£13,758	£13,758	£13,758	£13,758
Actual Expenditure	£23,875	£11,294	£12,087	£11,209	£14,154	£11,512	£14,089	£12,859	£7,269	£16,366
Variance	-£10,117	£2,464	£1,671	£2,549	-£396	£2,246	-£331	£899	£6,489	-£2,608
Budgeted Income	£19,463	£19,463	£19,463	£19,463	£19,463	£19,463	£19,463	£19,463	£19,463	£19,463
Actual Income	£30,542	£20,111	£14,740	£20,136	£8,211	£14,928	£24,823	£22,370	£22,900	£18,026
Variance	£11,080	£649	-£4,723	£674	-£11,252	-£4,535	£5,361	£2,908	£3,438	-£1,437
Overall Variance	£5,025									

Appendix 2

Allotment Waiting List Data

Waiting list	Total	Resident	Non-Resident
Willing to accept any plot/site	62	59	3
Specific plot/site requested	249	249	0
Second plot requested	2	2	0
Offer made - not yet accepted	0	0	0
TOTAL	310	307	3
Added to list since last report (included in above total)	14	14	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
Total available plots on site	26	19	25	125	17	89	301
Vacant plots	1	0	1	6	1	3	11
Notice to Cultivate	0	0	0	0	0	0	0
Notice To Quit	0	0	0	0	0	0	0
Plot under offer	1	0	1	1	0	1	3
Plot Given up	1	0	0	6	0	2	9
Inspection Dates	Next full inspection to take place in April 2026						

DUNSTABLE TOWN COUNCIL

GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 9 MARCH 2026

UPDATE ON ALLOTMENT IMPROVEMENT PLAN

Purpose of report: To provide Members with an update on progress with the allotment improvement plan and to seek approval to amend the plan.

1. RECOMMENDATIONS

- 1.1 To note the progress achieved to date
- 1.2. To agree to allow the remaining funding to be used for secure fencing at the Meadway site and to postpone plans to provide two composting toilets.

2. BACKGROUND

- 2.1 In 2022, Members approved a multi-year improvement programme for the Council's allotment sites. The plan is now entering its final year. While most planned improvements have been completed, the plans to install two composting toilets and to create a communal entrance area at Maidenbower have yet to be addressed. The improvement programme is provided in Appendix 1.
- 2.2 As part of this plan, a sum of **£10,000** was set aside specifically for the installation of composting toilets at the Meadway and Westfield Road allotment sites.

3. SECURITY ISSUES AT MEADWAY ALLOTMENTS

- 3.1. Since the programme began, a significant security concern has been identified at the Meadway Allotments. The boundary fence adjoining the new housing development at Spoodale presents a weakness, enabling anti-social behaviour through access points near the knee rail. Informal approaches to addressing the problem have been tried but have been unsuccessful.
- 3.2. A more robust fencing solution is required to mitigate this risk and improve site security for tenants.

4. FINANCIAL POSITION

- 4.1. The current funding for allotment improvements stands at:
 - Existing reserve:** £11,370
 - Current year allocation:** £5,000
 - Total available: £16,370**
- 4.2. The previously agreed £10,000 allocated for composting toilets remains unspent.

Importantly, there is no current tenant demand for composting toilets at either Meadway or Westfield Road, and no immediate operational need has been identified.

5. PROPOSAL

- 5.1. It is proposed to postpone the decision to spend the £10,000 on composting toilets, noting the absence of demand from allotment tenants, and for these funds be reallocated to install a new security fence at the Meadway site to address the ongoing anti-social behaviour resulting from access via the Spoundale boundary.
- 5.2. A detailed pricing exercise and procurement process would be undertaken in line with the Council's Financial Regulations.

6. POLICY AND CORPORATE PLAN IMPLICATIONS

- 6.1. The proposal would support the Council's objective to further improve and develop the provision of green and open space in the town.

7. EQUALITIES AND DIVERSITY IMPLICATIONS none

8. HEALTH AND SAFETY IMPLICATIONS

- 8.1. The proposals in this report would protect the council and tenant's property and safety

9. HUMAN RESOURCES IMPLICATIONS- none

10. LEGAL IMPLICATIONS- none

11. ENVIRONMENTAL AND BIODIVERSITY IMPLICATIONS – none

12. APPENDIX

- 12.1. [Appendix 1; Updated improvement plan](#)

13. AUTHORS

James Stenson – Cemetery Manager
James.stenson@dunstable.gov.uk

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

Appendix 1 - Allotment 5 -Year Infrastructure Improvement Programme

Service Area Allotments

Objective To continue to improve the infrastructure at all six of the towns allotment sites

Committee Approval Monday, June 13, 2022

Capital Reserve 338

Annual contribution to reserve £5,000

Lead Officers Cemetery Manager and Grounds Operations Manager

Site / Objective	Detail	Funding and Timescale					Notes
		Year 1	Year 2	Year 3	Year 4	Year 5	
		22/23	23/24	24/25	25/26	26/27	
Meadway							
Security fencing and Gates	Extend security fencing along Spondell boundary	1,000					As at 31/8/22 on order. 30/9/22 - Completed.
Hard surfaces	Supply and lay stone to entire access road serving all plots on the site	1,000					29/4/25 - Completed
Water supply	Re-locate two existing troughs re land sold	1,500					1/9/22 - No action required as troughs are on our land. But existing trough close to the store / entrance relocated
Signage and access to information	Install notice and information board	1,500					10/1/25 - Completed
Toilets	Install composting toilet		5,000				Not started
Westfield Road							
Hard surfaces	Supply and lay new stone to entrance and existing parking area.		1,000				2024 - Site reviewed and no action required
Signage and access to information	Install notice and information board		1,500				10/1/25 - Completed.
Toilets	Install composting toilet		5,000				Not started
Maidenbower							
Entrance	Create communal entrance area				1,000		Not started
Water supply	Install second water trough			1,000			A 2nd trough already in place. Completed.
Signage and access to information	Install Notice and information board				1,600		Completed
Hillcroft							
Tree works	Trim back trees on the periphery of plots 25, 25A and 25B		1,500				6/6/24 - Tree works completed.
Pascomb							

Hard surfaces	Extend tarmac surfacing at entrance					2,000	Review 2026
Signage and access to information	Install notice and information board					1,600	
Catchacre							
Security fencing and gates	Replace chain link fence alongside Cemetery Lane with Palisade security fencing and Install new fencing along Cemetery boundary	15,000					30/9/22 - Completed.
Signage and access to information	Install notice and information board			1,600			2/1/25 - completed
General							
Waste reduction and composting	Consider options for improved waste management and green waste composting						Ongoing
Totals		20,000	14000	2600	2600	3600	

