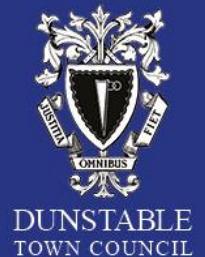


Dunstable Town Council  
Grove House  
76 High Street North  
Dunstable  
Bedfordshire  
LU6 1NF

Tel: 01582 513000  
E-mail: [info@dunstable.gov.uk](mailto:info@dunstable.gov.uk)  
Website: [www.dunstable.gov.uk](http://www.dunstable.gov.uk)



**Paul Hodson** Town Clerk and Chief Executive

Date: 31 May 2024

Dear Councillors

A meeting of the Grounds and Environmental Services Committee will be held on **Monday 10 June 2024 at the Council Chamber, Grove House commencing at 7.00 pm**. To view the meeting live or afterwards please 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](mailto:democratic@dunstable.gov.uk) or 01582 513000 by 4pm on Friday 7 June 2024.

Please scan the below code to view the full Agenda:



*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.*

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.*

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

1. Apologies for Absence
2. Declarations of Interest
3. To agree the minutes of the meeting of 11 March 2024 as a true record (copy previously circulated)
4. To receive the minutes of the Meetings of Plans Sub-Committee meetings held on 4 March 2024, 26 March 2024, 15 April 2024, 7 May 2024, and 28 May 2024 (see page 3)
5. Action Tracker – to receive updates on previous actions (see page 14)
6. Bennett’s Splash Park – Information Report (see page 15)
7. Grounds - Information Report (see page 18)
8. Biodiversity Policy – Decision Report (see page 24)
9. Spending Proposals - Decision Report (see page 31)
10. Reports from Outside Organisations:  
  
CBC Development Committee – Cllr Nicholas Kotarski
11. RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following item 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.
12. Lease of Meadway Store – Decision Report (to follow)
13. Pergola and Knee Rail Project – Priory Gardens – Decision Report
14. Date of the next meeting – Monday 9 September 2024 at 7.00 pm.

To: All Members of the Grounds and Environmental Services Committee: Councillors Louise O’Riordan (Town Mayor), Sally Kimondo (Deputy Town Mayor), Richard Attwell (Chair), Phillip Crawley (Vice-Chair), Johnson Tamara, Robert Blennerhassett, Trevor Adams, Matthew Brennan, Matthew Neall, Kenson Gurney, Mark Davis, Michelle Henderson, and other Members of the Council for information

## **DUNSTABLE TOWN COUNCIL**

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

#### **HELD AT GROVE HOUSE, DUNSTABLE**

**ON MONDAY 4 MARCH 2024 AT 6 pm**

**Present:** Councillors Liz Jones (Town Mayor & Chairman), Louise O’Riordan (Deputy Mayor) Richard Attwell, Wendy Bater and Nicholas Kotarski.

**Apologies:** Councillors Trevor Adams and Robert Blennerhassett.

**In Attendance:** Councillors John Gurney (substituting for Councillor Blennerhassett) Johnson Tamara (substituting for Councillor Adams) with Georgia Pearson (Democratic Services Manager)

**Public:** Nil

#### **2. PUBLIC QUESTION TIME**

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

#### **3. SPECIFIC DECLARATIONS OF INTEREST**

Councillor John Gurney on CB/24/00091/FULL: due to putting forth a recommendation to apply for this planning application.

#### **4. MINUTES**

The Minutes of the meeting of the Plans Sub-Committee held on 12 February 2024 were approved as a correct record following one minor amendment and were signed by the Chair.

#### **5. 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/24/00199/FULL:</b> 36 High Street North
	<b>Proposal:</b> Change of use of ground floor Class E unit to SUI Generis (adult entertainment arcade/casino)
	<b>Comments:</b> No Objection however The Town Council are concerned due to there being another gambling facility less than 100m of each other alongside other betting shops locally.

---

2	<b>CB/24/00201/LB:</b>	36 High Street North <b>Proposal:</b> Listed Building: Change of use of ground floor Class E unit to SUI Generis (adult entertainment arcade/casino) <b>Comments:</b> No Objection however The Town Council are concerned due to there being another gambling facility less than 100m of each other alongside other betting shops locally.
3	<b>CB/24/00091/FULL:</b>	49 Ridgeway Drive <b>Proposal:</b> Erection of garden room. Retrospective <b>Comments:</b> No Objection
4	<b>CB/24/00244/FULL:</b>	3 Osborne Road <b>Proposal:</b> Single storey front extension <b>Comments:</b> No Objection
5	<b>CB/24/00303/FULL:</b>	115 West Street <b>Proposal:</b> Regulatory improvements to operational buildings, ancillary to the funeral home. Alterations to fencing, alterations too roof and considering unit <b>Comments:</b> No Objection
6	<b>CB/24/04056/ADV:</b>	Nationwide Building Society, 20 High Street North <b>Proposal:</b> Advertisement: Replace 1no. projecting signage with new 500mm. Retain existing brackets. Replace 1no. logo with 1no. with new blue fascia & 1no. New 185mm logo height. Replace 1no. ATM tablet and decals with new. Replace statutory signage with new. Add new safety manifestation to windows and touch up shop front. Previous Application: CB/23/04051/LB: Listed Building: Replace statutory signage with new. Add new safety manifestation to windows. Touch up storefront. <b>Comments:</b> No Objection. <b>Comments:</b> No Objection
7	<b>CB/24/00290/FULL:</b>	80 Evelyn Road <b>Proposal:</b> Erection of front canopy and single storey side extension <b>Comments:</b> No Objection
8	<b>CB/24/00356/FULL:</b>	1 Lancot Drive <b>Proposal:</b> Two storey side and rear extension with rear dormer to facilitate a loft conversion <b>Comments:</b> No Objection
9	<b>CB/24/00376/FULL:</b>	8 Bagshawe Way <b>Proposal:</b> Erection of single storey side and rear extension <b>Comments:</b> No Objection
10	<b>CB/24/00443/FULL:</b>	86 Wilbury Drive <b>Proposal:</b> Two storey side extension with a Juliette balcony to the first-floor rear. Previous Application: CB/23/03654/FULL: Extension of the existing front dormer. <b>Comments:</b> No Objection <b>Comments:</b> No Objection
11	<b>CB/24/00345/FULL:</b>	33 Meadway <b>Proposal:</b> Single storey rear extension following demolition of existing conservatory

**5. PLANNING DECISIONS**

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

**6. LICENSING APPLICATIONS**

None received.

**The Meeting Closed at 6:12 pm**

## **DUNSTABLE TOWN COUNCIL**

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

#### **HELD AT GROVE HOUSE, DUNSTABLE**

**ON MONDAY 26 MARCH 2024 AT 6:15 pm**

**Present:** Councillors Liz Jones (Town Mayor & Chairman), Louise O’Riordan (Deputy Mayor) Richard Attwell, Wendy Bater and Nicholas Kotarski.

**Apologies:** Councillors Trevor Adams and Robert Blennerhassett.

**In Attendance:** Councillor Gregory Alderman (substituting for Councillor Adams) with Georgia Pearson (Democratic Services Manager)

**Public:** Nil

#### **2. PUBLIC QUESTION TIME**

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

#### **3. SPECIFIC DECLARATIONS OF INTEREST**

Nil

#### **4. MINUTES**

The Minutes of the meeting of the Plans Sub-Committee held on 4 March 2024 were approved as a correct record following one minor amendment and were signed by the Chair.

#### **5. 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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**1 CB/24/00529/FULL:** 21 Poynters Road

**Proposal:** Conversion and alterations to an existing incidental outbuilding to form an ancillary granny annexe. Previous Application: CB/23/03210/FULL: Conversion and extension of a playroom to a single storey 1-bedroom dwellinghouse (part retrospective) – Comments: Objection due to over development and concerns for neighbouring properties.

**Comments:** Objection due to overdevelopment and concerns for neighbouring properties.

<b>2</b>	<b>CB/24/00530/FULL:</b>	13 Harvey Road <b>Proposal:</b> First floor side dormer extension. <b>Comments:</b> No Objection
<b>3</b>	<b>CB/24/00485/FULL:</b>	13 Beacon Avenue <b>Proposal:</b> Loft conversion with front roof lights and rear dormer with Juliet balcony (approved under CB/24/00320/LDCP) changes to materials. <b>Comments:</b> No Objection
<b>4</b>	<b>CB/24/00308/FULL:</b>	64 Coombe Drive <b>Proposal:</b> Part single, part two storey rear extension, single storey front extension and loft conversion with increased roof height. Previous Application: CB/23/03061/FULL: Part single and part two storey rear extension and single storey front extension. – <b>Comments:</b> No Objection <b>Comments:</b> No Objection
<b>5</b>	<b>CB/24/00533/FULL:</b>	69 Poynters Road <b>Proposal:</b> Removal of a single garage and rear single storey conservatory/workshop. Construction of a side single storey extension, a side and rear two storey extension and loft conversion, with rear dormer and front rooflights. Associated external works, including the widening of the existing dropped kerb. <b>Comments:</b> No Objection
<b>6</b>	<b>CB/24/00658/FULL:</b>	70 West Street <b>Proposal:</b> Demolition of existing building. Erection of building to create five self-contained flats. Associated bicycle and bin storage. <b>Comments:</b> No Objection
<b>7</b>	<b>CB/24/00671/TD:</b>	Corner of Mountview Avenue and Mayfield Road <b>Proposal:</b> Prior Notification of Telecommunications Development: Installation of a 5G 15m telecoms H3G street pole and additional equipment cabinets. <b>Comments:</b> No Objection however, our preference would be to move the telecoms H3G street pole to the other side of the road to soften the look for neighbours and to blend in with the scenery.

## **5. PLANNING DECISIONS**

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

## **6. LICENSING APPLICATIONS**

None received.

**The Meeting Closed at 6:28 pm**

# DUNSTABLE TOWN COUNCIL

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

### HELD AT GROVE HOUSE, DUNSTABLE

ON MONDAY 15 APRIL 2024 AT 6:15 pm

Present: Councillors Liz Jones (Town Mayor & Chairman), Louise O'Riordan (Deputy Mayor) Trevor Adams, Richard Attwell, Wendy Bater and Nicholas Kotarski.

Apologies: Councillor Robert Blennerhassett.

In Attendance: Councillor Peter Hollick (substituting for Councillor Blennerhassett) with Georgia Pearson (Democratic Services Manager)

Public: Nil

#### 2. PUBLIC QUESTION TIME

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

#### 3. SPECIFIC DECLARATIONS OF INTEREST

Nil

#### 4. MINUTES

The Minutes of the meeting of the Plans Sub-Committee held on 25 March 2024 were approved as a correct record following one minor amendment and were signed by the Chair.

#### 5. 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 | <b>CB/24/00655/ADV:</b> Unit 8, Insignia Park  |
|   | <b>Proposal:</b> Advertisement: Consent to display 3No. illuminated signs to front elevation and 2No. illuminated signs to side elevation. |
|   | <b>Comments:</b> No Objection  |
- 
- |   |   |
|---|---|
| 2 | <b>CB/24/00530/FULL:</b> Beecroft Academy   |
|   | <b>Proposal:</b> Alteration to the front of the school hall to create a new reception area with new link corridor to the main building and alterations to parking at the front. |



<b>Comments:</b> No Objection	
<b>3</b>	<b>CB/23/02374/FULL:</b> 12 Harvey Road <b>Proposal:</b> Erection of a single storey rear extension. <b>Comments:</b> No Objection
<b>4</b>	<b>CB/24/00721/FULL:</b> 4 Morland Close <b>Proposal:</b> Single storey front, side and rear extensions following demolishing of garage. New with pitched roof over existing bay to front and alterations to first floor side window. <b>Comments:</b> No Objection
<b>5</b>	<b>CB/24/00645/FULL:</b> 26 The Avenue <b>Proposal:</b> Demolition of existing dwelling and linked garage. Construction of a new detached dwelling and integral garage with new vehicular entrance gates. <b>Comments:</b> No Objection
<b>6</b>	<b>CB/24/00849/FULL:</b> 35 Hillcroft <b>Proposal:</b> Single storey rear and front porch extensions. <b>Comments:</b> No Objection
<b>7</b>	<b>CB/24/00691/LB:</b> Ground Floor of 48 High Street North <b>Proposal:</b> Listed Building: Change of use of existing ground floor retail space into two retail units with internal alterations. New shop fronts and alterations to rear doorways. <b>Comments:</b> 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.

**The Meeting Closed at 6:23 pm**

## DUNSTABLE TOWN COUNCIL

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

#### HELD AT GROVE HOUSE, DUNSTABLE

ON MONDAY 7 MAY 2024 AT 6:15 pm

Present: Councillors Liz Jones (Town Mayor & Chairman), Louise O'Riordan (Deputy Mayor) Trevor Adams, Richard Attwell, Wendy Bater and Nicholas Kotarski.

Apologies: Councillor Robert Blennerhassett.

In Attendance: Councillor Peter Hollick (substituting for Councillor Blennerhassett), Councillor Sally Kimondo with Georgia Pearson (Democratic Services Manager)

Public: Nil

#### 2. PUBLIC QUESTION TIME

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

#### 3. SPECIFIC DECLARATIONS OF INTEREST

Nil

#### 4. MINUTES

The Minutes of the meeting of the Plans Sub-Committee held on 25 March 2024 were approved as a correct record following one minor amendment and were signed by the Chair.

#### 5. 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	<b>CB/24/00756/ADV:</b> Contactum, Unit 18, Eyncourt Road <b>Proposal:</b> Advertisement: Illuminated letter signage. <b>Comments:</b> No Objection
2	<b>CB/24/00925/ADV:</b> Units DC1 and DC2 Prologis, Boscombe Road <b>Proposal:</b> Two entrance hoarding signs. <b>Comments:</b> No Objection
3	<b>CB/24/00763/FULL:</b> 15 Western Way <b>Proposal:</b> First floor side extension, two storey rear extension, single storey front and rear extensions. Rear flat dormer and rooflights to front elevation.

**Comments:** No Objection

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**4 CB/24/00864/FULL:** 27 Benning Avenue

**Proposal:** Part single and part two storey rear extension with single storey front extension.

**Comments:** No Objection

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**5 CB/24/00690/FULL:** Ground Floor of 48 High Street North

**Proposal:** Change of use of existing ground floor retail space into two retail units. New shop fronts and alternations to read doorways.

**Comments:** No Objection

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**6 CB/24/01031/FULL:** 22 West Hill

**Proposal:** Erection of single storey rear extension.

**Comments:** No Objection

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**7 CB/24/00917/FULL:** 9 Duncombe Drive

**Proposal:** Single storey side and rear extension.

**Comments:** No Objection

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**8 CB/24/01157/FULL:** 20 Apollo Close

**Proposal:** Erection of single storey side and rear extension.

**Comments:** No Objection

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**9 CB/24/01032/FULL:** 65 Lockington Crescent

**Proposal:** Front porch extension.

**Comments:** No Objection

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## **5. PLANNING DECISIONS**

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

## **6. LICENSING APPLICATIONS**

The Crown, 9 High Street North, Dunstable. No Objection

**The Meeting Closed at 6:25 pm**

## **DUNSTABLE TOWN COUNCIL**

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

#### **HELD AT GROVE HOUSE, DUNSTABLE**

**ON TUESDAY 28 MAY 2024 AT 6:15 pm**

- Present: Councillors Louise O’Riordan (Town Mayor), Gregory Alderman, and Nicholas Kotarski.
- Apologies: Councillors Richard Attwell, Wendy Bater, Peter Hollick, and Sally Kimondo (Deputy Mayor)
- In Attendance: Councillor Matthew Brennan (Substituting for Councillor Wendy Bater) with Georgia Pearson (Democratic Services Manager)
- Public: Nil

#### **2. TO ELECT A NEW CHAIR AND VICE-CHAIR OF THE PLANS-SUB COMMITTEE FOR 2024/25**

It was proposed, seconded and

**RESOLVED:** That Councillor Nicholas Kotarski be elected the Chair of the Plans-Sub Committee for 2024/25

It was proposed, seconded and

**RESOLVED:** That Councillor Wendy Bater be elected the Vice-Chair of the Plans-Sub Committee for 2024/25

#### **3. PUBLIC QUESTION TIME**

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

#### **4. SPECIFIC DECLARATIONS OF INTEREST**

Nil

#### **5. MINUTES**

The Minutes of the meeting of the Plans Sub-Committee held on 7 May 2024 were approved as a correct record following one minor amendment and were signed by the Chair.

#### **6. 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: 12

<b>1</b>	<b>CB/24/01058/FULL:</b>	7 Queensway Parade <b>Proposal:</b> Change of use from E(a) shop to A5 hot food takeaway and the installation of flue. <b>Comments:</b> No Objection
<b>2</b>	<b>CB/24/01059/ADV:</b>	7 Queensway Parade <b>Proposal:</b> Advertisement: Installation of 3 fascia signs. <b>Comments:</b> No Objection
<b>3</b>	<b>CB/24/01081/FULL:</b>	67B West Street <b>Proposal:</b> Replacement PVCu windows on first floor rear elevation. <b>Comments:</b> No Objection
<b>4</b>	<b>CB/24/01106/ADV:</b>	Units DC1 And DC2 Prologis <b>Proposal:</b> Advertisement: Retention of illuminated wall mounted sign 1 & 2 and non-illuminated wall sign 3. <b>Comments:</b> No Objection
<b>5</b>	<b>CB/24/01272/FULL:</b>	5 Gorham Way <b>Proposal:</b> Erection of single storey front, side, and rear extension. <b>Comments:</b> No Objection
<b>6</b>	<b>CB/24/01134/FULL:</b>	Land rear of 24 West Street <b>Proposal:</b> Change of use from car park to hand car washing and valeting service. Erection of canopies and facilities. <b>Comments:</b> Objection on the grounds of noise pollution concerns for the surrounding neighbours due to the work being carried out 9am-5pm, 7 days a week.
<b>7</b>	<b>CB/24/01343/FULL:</b>	28 Birchside <b>Proposal:</b> Two storey front extension. <b>Comments:</b> No Objection
<b>8</b>	<b>CB/24/01346/FULL:</b>	9 Hillyfields <b>Proposal:</b> Single storey rear/side extension. <b>Comments:</b> No Objection

## **5. PLANNING DECISIONS**

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

## **6. LICENSING APPLICATIONS**

Nil.

**The Meeting Closed at 6:30 pm**

GES	182/23	11/09/2023	Use of Toilet Facilities in the Hub	To ask whether the skate park users can use the toilet facilities which are in the hub. Officers agreed to clarify the situation.	Grounds Operations Manager	Email sent to hub to clarify the situation. No response received. See Minute 15/24 below for further update. Sign installed	Complete
GES	182/23	11/09/2023	Planters damage	To request that the planters be fixed. Councillor Jones raised a concern about damage to the planters along Middle Row and Ashton Square. The Head of Grounds and Environmental Services informed Members that discussions with CBC Highways were ongoing. CBC are responsible for the upkeep/replacement of the planters should there be any damage, however discussions had begun to establish whether the Town rangers will be able to carry out minor repairs.	Head of GES	CBC have now asked the Council to organise the repairs to the planters on their behalf, with the company who originally supplied the planters. Minor repairs have been completed but some damage is beyond repair and planters therefore require replacement. Officers will report this to CBC.	Ongoing
GES	224/23	06/11/2023	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 will commence in April 2024 as part of the agreed programme	Ongoing
GES	226/23	06/11/2023	Security measures at mentmore	To review options for adding bollards or other security measures at the entrance to Mentmore to ensure vehicles are not able to access the site once it is made accessible to wheelchair and buggy users, and to put measures in place if this is possible within existing revenue budgets.	Head of GES	Ongoing as part of the agreed fencing and entrance improvement works	Complete
GES	70/24	11/03/2024	Development Management Committee meeting	It would be beneficial for members to attend the Development Management Committee meeting as residents of Dunstable to support their objection towards the application. Madam Mayor, Councillor Jones has offered to reach out to members to attend the DMC as residents of Dunstable once dates and times have been confirmed.	Town Mayor	Update to follow due to a change of plans being submitted to Central Bedfordshire Council	ongoing
GES	73/24	11/03/2024	Closed Cemetery Churchyard	Members requested a future report on the closed cemetery churchyard at Priory Church which Dunstable Town Council maintain.	Head of GES	A report is scheduled to be provided to the September GES meeting.	ongoing
GES	73/24	11/03/2024	Recreation Grounds	That officers provide a further report to the June committee detailing the various options and breakdown of costs for creating a link pathway from the motorcycle barrier to the existing circular stone path and for resurfacing the entire stone pathway.	Grounds Operations Manager	A report will be presented to the GES Committee in June as requested - See Reserve Spending report	Complete
GES	73/24	11/03/2024	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	Update given in the Grounds Information report to the June GES meeting.	ongoing
GES	73/24	11/03/2024	Mentmore Recreation Ground	Councillor Attwell asked officers to look at the possibility of using any spare matting from Frenchs Avenue at the entrance to Mentmore Recreation Ground.	Parks and Green Space Development Officer	This will be looked into further once the link path has been installed.	ongoing

**DUNSTABLE TOWN COUNCIL**

**GROUND'S AND ENVIRONMENTAL SERVICES COMMITTEE**

**MONDAY 10 JUNE 2024**

**BENNETT'S SPLASH UPDATE**

<b>Purpose of Report:</b> To provide a progress report on operations at Bennett's Splash & Café.
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**1. INTRODUCTION**

- 1.1 This report provides a summary of performance to date, including an update on splash park repairs, income and expenditure and initiatives taken<sup>1</sup>.

**2. OPERATIONAL & BUILDING UPDATE**

- 2.1 The Splash Park was delayed in its opening this year due to an issue with the Granudos system (responsible for water safety). Fortunately, a replacement part was obtained and fitted within two weeks of the issue being identified. Due to the legionella risk of having standing water in the tanks it was not feasible to have started the commissioning process sooner to catch this problem further in advance.
- 2.2 From becoming operational the Splash Park has been running well and has had no issues.
- 2.3 There are planned changes within the café area to streamline the process of serving customers as well as to make products easier to browse. This should help staff to increase sales within the café.

**3. SPLASH & CAFÉ UPDATE**

- 3.1 Since reopening, the Splash Park & Café have been well received and the opening times seem to be working well for the public.
- 3.2 To alleviate the pressure of the Splash Park not being operational within the first week, replacement water activity games were provided in the splash pad area for the community to enjoy. This was well received by the public who gave fantastic verbal feedback. This also reduced the impact of potential loss of income through the café.
- 3.3 There have been a few enquiries from local beaver/scout groups to facilitate later openings so that they can make use of the splash park within their group sessions. These will be accommodated to aid the Splash Park and Café to be an integral part to the local community.
- 3.4 The weather so far has not been kind and is reflected in the income through the café. However, the team are constantly trying to implement ways to encourage the public to use the facilities at the café such as colouring for children and craft bags available for purchase as a rainy-day alternative. The new introduction of free Wi-Fi for café users as

part of the Council's new IT contract will also be marketed to boost café usage and income.

#### 4. **PARKING**

- 4.1 As in previous years, there is a risk of issues caused by users parking on Canesworde Road and the surrounding residential areas. These are being closely monitoring by staff. Contact has been made with CBC's Parking Enforcement Manager to kept clear lines of communication open and formal meetings have been booked throughout the summer.
- 4.2 Contact has also been made with the community safety team, who are regularly kept up to date with any expected busy periods and events.
- 4.3 So far, there have been no direct complaints with regards to parking.

#### 5. **MARKETING, PROJECTS, INITIATIVES**

- 5.1 Officers are looking to establish the café as a community hub. There has been some discussion on local social media recently regarding the al groups needing places to gather. Ideas are under consideration include board game sessions, knit and natter sessions, book club events (with a view to getting local authors in), mums & tots groups, seasonal crafts during half terms and sensory sessions throughout the week.
- 5.2 The goal with all these sessions is to cater for a range of ages and interests to maximise use of the café, as well as to provide a service to the community. Along these same lines a 'kids corner' is in progress that will include a beach mural on the walls and bookshelves and books for children to enjoy, which can also be utilised for mums & tots sessions.
- 5.3 To increase venue hire, contact has been made with a local party organiser to explore possible partnership working and the Splash Café will soon be registered on hall hire and venue hire websites.

#### 6. **INCOME & EXPENDITURE**

##### 6.1 **Splash Park Catering takings comparison EX VAT**

Week		2023 Weekly Income	2024 Weekly Income	23/24 Income Difference	Actual Cumulative Total (£)	Budgeted Cumulative Target (£)	Difference between Cumulative Actual and Budgeted
			Target (1653.85 p/week)				
MAY	6th - 12th	£ 904.65	£ 1,530.96	£ 626.31	£ 1,530.96	£ 1,653.85	-£ 122.89
	13th - 19th	£ 1,291.70	£ 939.68	-£ 352.02	£ 2,470.64	£ 3,307.70	-£ 837.06
	20th - 26th	£ 2,174.32	£ 827.43	-£ 1,346.89	£ 3,298.07	£ 4,961.55	-£ 1,663.48

- 6.2 The table above demonstrates that the cafe is currently underperforming compared to last year, despite a successful first week. This is largely to do with the weather. Despite



the splash park being closed in the first week, as the weather was fantastic this drew in good numbers. The water games session held on the first Saturday also vastly increased footfall in the café. It is looking to be a hot summer this year which will hopefully make up for the slow start. This, in conjunction with getting as many groups and sessions up and running as possible throughout the summer, will aim to not only increase footfall in the café but also raise local awareness.

**7. AUTHOR**

- 7.1 Lauren Swinnerton – Splash Manager  
[lauren.swinnerton@dunstable.gov.uk](mailto:lauren.swinnerton@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**

**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE**

**MONDAY 10 JUNE 2024**

**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 April 2024 to 30 June 2024 against the same period for the previous year:

	<b>Apr 2023 – June 2023</b>	<b>Apr 2024 – June 2024</b>
New earth grave	13	17
Re open earth grave	10	13
New ashes	10	8
Reopen ashes	12	10

- 1.2 At the time of writing this report, 456 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 undertake good works in and around the cemetery including weeding and cutting back vegetation.
- 1.4 The grounds team are working hard to keep on top of the grass cutting. The grass is growing rapidly during the continuing wet and warm spell. Other grounds activities include stripping spring bedding and replacing with summer floral displays.
- 1.5 The Cemetery team has retained its silver status for the ICCM Charter for the Bereaved. The Council signed up to the Charter in 2013 achieving bronze status in the first year and has held Silver every year since. The Charter defines the rights of individuals who experience bereavement and also sets standards of service relating to burials, cremation and funerals.
- 1.6 Cemetery expenditure and income as at the end of March 2024 is provided at Appendix 1. For 2023/24, expenditure was under budget by £6,794 and income over-achieved by £17,574 giving an overall positive variance for the year of £24,386. Income for April 2024 is £9,077 over-achieved on profiled income for the month.

## **2 ALLOTMENTS**

- 2.1 The waiting list for allotments remains below 300 and at the time of writing this report there are **290** people on the list. Appendix 2 provides some detail about the make-up of the current waiting list.
- 2.2 The first inspections of the year took place on the 17 April. Six notices to cultivate were issued followed by two notices to quit. The next inspections will take place in July.

## **3 RECREATION GROUNDS**

### **Play Areas, Grove Skate Park and BMX**

- 3.1 Since the last report to this Committee there have been two incidents of vandalism to play equipment. On two occasions, several screws were intentionally removed by an individual from one of the new pieces of play equipment in Kingsbury Recreation Ground. The screws were replaced within a short period of time and necessary steps were taken to reduce the likelihood of this reoccurring.
- 3.2 Following the request from Councillors to investigate further options and provide a breakdown of costs for creating a link pathway in Frenchs Avenue Open Space a separate spend proposal report is provided to this Committee.

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

- 3.3 The 2024 grass cutting season is ongoing across all parks and recreation grounds. The Council is again undertaking some planet friendly mowing in these spaces. Some areas of grass have been left uncut to promote natural wildflower development and support pollinating insects. These areas will help improve the biodiversity of the Council's open spaces. Lessons learnt from last year have been taken into account and in most places the longer grass areas have been created as islands set in close mown grass. Members should note that the Council is not participating in 'No Mow May' and the longer grass areas will be let for the whole cutting season.
- 3.4 The 2023/24 football season has come to an end and football pitch renovations are to commence shortly at the recreation grounds.

## **4 UK SHARED PROSPERITY FUND (UKSPF)**

- 4.1 The new tarmacked path in Kingsbury Recreation Ground and the inclusive play area in Grove House Gardens have now been completed. The new play equipment was formally opened by the Town Mayor, Councillor Liz Jones and the CBC Executive Member for Planning and Waste, Councillor Mary Wash on 5 April 2024. Both improvements have been well received and used by residents and visitors.

## 5 TOWN CENTRE AND TOWN RANGERS

- 5.1 Bedding plants and floral displays will be delivered and installed during the second week of June.
- 5.2 The seasonal maintenance and re-stocking of the town centre planters and rain gardens is ongoing.
- 5.3 Seasonal works are ongoing in Priory and Grove House Gardens in preparation for In Bloom judging which will take place during July. The Green Flag Judging was completed in Grove House Gardens and Priory Gardens on 30 May.
- 5.4 The Rangers have completed in excess of 50 job requests received from public and internal clients in the last couple of months. The wide range of requests included cutting back overgrown vegetation, cleaning of road and information signs, watering new planting and removal of graffiti. All these activities were addition to their other routine maintenance works such cleaning the Aston Square toilets, litter bin cleaning and maintaining the Eleanor's Cross shopping area and Maypole Yard.

## 6 GREEN SPACE PROJECTS

### Church Street Phone Box

- 6.1 The Council has received a donation offer for the defibrillator that will be installed in the recently adopted red phone box on Church St. The donation has been offered by SADS UK (Sudden Arrhythmic Death Syndrome). SADS is a voluntary organisation that exists to help prevent the early loss of life by raising awareness of heart conditions that can cause a sudden adult arrhythmia death.
- 6.2 Officers are currently in the process of obtaining quotes for the refurbishment works that will need to be implemented in line with the listed structure status of the phone box. Officers will seek permission from CBC Highways to site two new planters adjacent to the phone box and the nearby post box. A photo of the type of planter is shown below.



## **Anglia in Bloom 2024**

- 6.3 Officers are currently working with Dunstable in Bloom to deliver the 2024 Anglia in Bloom Campaign. Dunstable is entering the large town category, and this year's theme is 'Sowing the Seeds of Friendship'. It is expected that the Anglia in Bloom judges will visit Dunstable between 5 and 25 July, the date is yet to be confirmed.
- 6.4 Dunstable in Bloom are currently working in partnership with the Council to organise the judge's tour, design a portfolio, and create a film that will contribute to showcasing the best horticultural and environmental projects in the town. The results for Dunstable will be announced by Anglia in Bloom at an award ceremony in September.

## **7 AUTHORS**

Mary Dobbs, Cemetery Manager  
[mary.dobbs@dunstable.gov.uk](mailto:mary.dobbs@dunstable.gov.uk)

Dimitrisz Sopisz, Grounds Operations Manager  
[dimitrisz.sopisz@dunstable.gov.uk](mailto:dimitrisz.sopisz@dunstable.gov.uk)

Katherine Doyle, Parks and Green Space Development Officer  
[katherine.doyle@dunstable.gov.uk](mailto:katherine.doyle@dunstable.gov.uk)

## Appendix 1

### Cemetery Profiled Income and Expenditure Report as at 31 March 2024

	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	£10,329	£9,254	£7,047	£12,890	£8,507	£12,411	£11,646	£17,275	£128,489
<b>Variance</b>	-£3,489	£3,182	£2,548	£3,725	£945	£2,020	£4,227	-£1,616	£2,767	-£1,137	-£372	-£6,001	£6,794
<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	£10,050	£35,120	£24,700	£19,062	£13,241	£21,708	£22,376	£16,770	£216,774
<b>Variance</b>	-£9,927	-£6,599	-£2,706	£6,579	-£6,550	£18,520	£8,100	£2,462	-£3,359	£5,108	£5,776	£170	£17,574
<b>Overall Variance</b>	£24,368												

## Appendix 2 – Allotment Waiting List

Waiting list	Total	Resident	Non-Resident
Willing to accept any plot/site	50	47	3
Specific plot/site requested	237	237	0
Second plot requested	4	4	0
Offer made - not yet accepted	2	2	0
<b>TOTAL</b>	<b>293</b>	<b>290</b>	<b>3</b>
Added to list since last report (included in above total)	21	21	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>	24	20	25	125	16	87	297
<b>Vacant plots</b>	0	0	0	0	0	0	0
<b>Notice to Cultivate</b>	1	0	0	3	1	1	6
<b>Notice To Quit</b>	0	0	0	2	0	0	2
<b>Plot under offer</b>	0	0	0	1	1	0	2
<b>Plot Given up</b>	0	0	0	2	0	2	4
<b>Inspection Dates</b>	Next inspection to take place in July						

**DUNSTABLE TOWN COUNCIL**

**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE**

**MONDAY 10 JUNE 2024**

**BIODIVERSITY POLICY**

<b>Purpose of Report:</b>	To agree a biodiversity policy for the Council in accordance with the latest biodiversity duty and Government guidance.
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**1. ACTION RECOMMENDED**

- 1.1 That the Committee adopts the new Biodiversity Policy and the action plan provided in Appendices 1 and 2.

**2. BACKGROUND**

- 2.1 Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity. Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:

- Consider what they can do to conserve and enhance biodiversity
- Agree policies and specific objectives based on their consideration
- Act to deliver their policies and achieve their objectives.

- 2.2 Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance required all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. For Town and Parish Councils, this is not being policed but they are required to agree their policies and objectives as soon as possible after this and must then reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

**3. MAIN CONSIDERATIONS**

- 3.1 To comply with the guidance, town and parish councils could as a minimum:
- Have biodiversity as an agenda item for a meeting (if not already, as soon as possible).
  - Note what action they are already taking to conserve and enhance biodiversity.
  - Agree what further steps they should take to conserve and enhance biodiversity.
- 3.2 It is therefore appropriate for this Council to consider adopting a Biodiversity Policy and agree a simple action plan identifying current and future biodiverse actions and activities.



- 3.3 The Society of Local Clerks and Councils (SLCC) has produced a model Biodiversity Policy and Officers have used this model to prepare the draft policy provided at Appendix 1. In summary, the policy seeks to ensure that the Council is working towards conserving and enhancing the biodiversity of the Council's area.
- 3.4 In addition, Officers have prepared an action plan which identifies existing and future actions and activities to enhance and improve biodiversity across the Council area and its own land holdings and estate. This is provided at Appendix 2.
- 3.5 It is therefore proposed that Members review and consider both the policy and the action plan with a view to adopting them.

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

- 4.1 At this stage there are no direct financial implications associated with this report or the adoption of the policy and action plan. The actions within the action plan are either existing actions already being undertaken within existing resources or are included within other plans such as Green Flag Management Plans.

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

- 5.1 The new Corporate Plan contains a number of actions and objectives which fully support the proposed Biodiversity Policy and are also included within the action plan.
- 5.2 To ensure that Biodiversity is at the forefront of future Council decision making a new 'Environmental and Biodiversity Implication' section will be added to all reports to the Council and its Committees.

#### **6. LEGAL IMPLICATIONS**

- 6.1 The adoption of a Biodiversity Policy and consideration of existing future actions would ensure that the Council is fully compliant with the requirements of the 2021 Environment Act.

#### **7. ENVIRONMENTAL POLICY IMPLICATIONS**

- 7.1 The proposals detailed in this report are in accordance with the Council's existing Environment and Sustainability Policy.

#### **8. EQUALITIES, HEALTH AND SAFETY, HUMAN RESOURCE IMPLICATIONS**

- 8.1 None

#### **9. APPENDICES**

- 9.1 Appendix 1 – Draft Biodiversity Policy
- 9.2 Appendix 2 – Draft Biodiversity Action Plan

#### **10. BACKGROUND PAPERS**

10.1 SLCC Guidance Document and Model Biodiversity Policy

**11. AUTHOR**

11.1 Katherine Doyle  
Parks and Green Space Development Officer  
[katherine.doyle@dunstable.gov.uk](mailto:katherine.doyle@dunstable.gov.uk)

John Crawley  
Head of Grounds and Environmental Services  
[john.crawley@dunstable.gov.uk](mailto:john.crawley@dunstable.gov.uk)

## **DUNSTABLE TOWN COUNCIL BIODIVERSITY POLICY**

### **1. BACKGROUND**

1.1 In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Dunstable Town Council, herein after referred to as the Council, which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

1.2 This duty also means that the Council can spend funds in conserving biodiversity.

### **2. BIODIVERSITY DEFINITION**

2.1 According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

2.2 Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

### **3. AIMS AND OBJECTIVES**

3.1 The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

3.2 The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

3.3 In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

## **4. ACTIONS**

### PLANNING APPLICATIONS

#### 4.1 The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

### LAND AND PROPERTY MANAGEMENT

#### 4.2 The Council will:

- consider how best it might carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use.
- consider biodiversity issues and the implementation of changes when managing its buildings.

### LOCAL COMMUNITY

#### 4.3 The Council will:

- raise public awareness of biodiversity issues, including through its website, local publications and social media.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

## **5. PARTNERS**

5.1 The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

5.2 It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special

Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

## **6. MONITORING**

- 6.1 This policy was adopted on (ADD DATE AND COMMITTEE MINUTE REF ) and together with the action plan it will be reviewed by the Grounds and Environmental Services Committee in two years or sooner should legislation dictate.

<b>OBJECTIVES &amp; AREAS</b>	<b>PRESENT ACTIONS</b>	<b>ASPIRATIONAL FUTURE ACTIONS</b>
Council Services	Raise general awareness of biodiversity	Gain support for actions
Protect and support biodiversity across the Council's whole estate, including parks, cemetery, open spaces, allotments, recreation grounds, and the town centre	<p>Implement planting schemes to support biodiversity</p> <p>Sympathetically maintain hedging for habitat and food sources</p> <p>Create islands of longer grass within close mown areas of grass</p> <p>Use of environmentally friendly weed and pest control, such as hot water and steam treatments, and biological and cultural methods of management - used only in ideal weather conditions</p> <p>Encourage residents to remove litter and pick up after their dogs</p> <p>Leave leaf litter and dead vegetation where appropriate</p> <p>Maintain and renew bird and bat boxes as required</p>	<p>Ensure biodiversity is a key consideration when creating development and management plans by protecting existing habitats and creating new habitats for a wide variety of wildlife species</p> <p>Increase tree cover with new tree planting schemes where appropriate</p> <p>Recruit more local volunteer groups</p> <p>Support biodiversity training for existing and new volunteers</p> <p>Create a biodiversity / green space parklet in the town centre</p> <p>Commission professional surveys and mapping to support future management plans</p>
Built environment and landscape	When considering planning applications ensure that they are in line with the Council's Biodiversity Policy	Consider options for inclusion of biodiversity within any emerging Neighbourhood Plan
Support community and schools' biodiversity projects.	Through the In Bloom campaign continue to promote and support biodiversity projects	Consider opportunities to work with the local Wildlife Trust and other Conservation organisations to promote and support biodiversity
Increase community awareness of biodiversity	Continue to promote and raise awareness of the importance of gardens as habitats for wildlife	Include options to promote and improve biodiversity when consulting the public on future management plans

## **DUNSTABLE TOWN COUNCIL**

### **GROUND AND ENVIRONMENTAL SERVICES COMMITTEE**

**MONDAY 10 JUNE 2024**

#### **RESERVE SPENDING**

<b>Purpose of Report:</b>	The purpose of this report is to request authorisation from this Committee for a range of reserve spending proposals.
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#### **1. ACTION RECOMMENDED**

- 1.1 That the Committee recommends to Finance and General Purposes the release of the following sums from the reserves in the table below and as detailed in Appendix 1 totalling £214,337:

Reserve	Amount
Vehicles and Equipment	£ 92,337
Open Spaces Improvement Plan	£ 10,277
Developers Contributions (S106)	£ 11,723
Grounds Depot Extension	£100,000
<b>Total</b>	<b>£214,337</b>

#### **2. INTRODUCTION**

- 2.1 The Grounds Operations Manager and the Head of Grounds and Environmental Services have identified a number equipment requirements and repair works needed to manage and maintain grounds services and council assets effectively and in good condition.
- 2.2 Members have previously considered and approved reserve funding for a vehicle replacement programme and have also set aside reserve funding for improvements to the depot and mess facilities at Creasey Park. Members have also asked for costed options for footpath improvements at Frenchs Avenue.

#### **3. MAIN CONSIDERATIONS**

- 3.1 The table provided at Appendix 1 provides detail on various spending proposals, the estimated purchase costs, and the current balance of funding available within each reserve.

##### **Vehicles and Equipment Purchases**

- 3.2 Following the approval of the Vehicle Replacement Programme at the Grounds and Environmental Services Committee meeting in November 2023, officers have investigated various options and sought quotations for the replacement of two Ford Rangers Pick-Up style vehicles and for the purchase of an additional ride-on mower to support the efficient and effective grounds maintenance operations.
- 3.3 The two new replacement vehicles are Ford Rangers and have a similar specification to the existing vehicles owned by the Town Council. The combined cost of vehicles at £55,487 is within the allocated budget. The existing vehicles being replaced are

2006 and 2009 models and have a resale value of around £3,000 for the pair which would be put back into the reserves when sold.

- 3.4 The new ride-on mower, is manufactured by ISEKI and has a grass collecting capacity of around 1,300 litres for use on grass areas where grass clippings are collected. The large collecting capacity would also be useful during the leaf collection season in autumn when large volumes of leaves are collected from various parks and recreation grounds. In addition, it would also help to reduce the manual handling activities the grounds team currently carries out. The ride on mower also comes with a mulching facility for use where grass clippings are let fly and the mulching mechanism is also useful for breaking up leaves to aid composting.
- 3.5 The purchase value of the ride-on mower is £36,850 and is within the allocated budget for 2024/25.

#### Frenchs Avenue Footpaths Improvements and Repairs

- 3.6 Following a request from Councillors at the Grounds and Environmental Services Committee meeting in March 2024, officers have further investigated options and have sought quotations for the installation of a new link path between the motorcycle barrier and existing circular path.
- 3.7 Link path Option 1 is to create a tarmac footpath, as shown on the plan at Appendix 2, at a cost of £3,000. Link path Option 2 is to surface the same link footpath using a SUDS rubber bonded surface at a cost of £2,000. Option 2 comes with a 5-year warranty, uses recycled rubber materials and is more permeable to shed surface water.
- 3.8 **It is therefore proposed that Members approve link path Option 2 at a cost of £2,000.**
- 3.9 In addition to the installation of a new link path, officers have also obtained quotations for the refurbishment of the existing circular path which is also shown on the plan at Appendix 2. The circular path was installed around 2011 and is made from self-cementing Breardon gravel laid over an MOT Type 1 sub-base. Constant use and the encroachment of grass has worn and narrowed the path over time.
- 3.10 There are 3 options for consideration. Option 1 is to replace the existing path on a like for like basis with Breardon gravel at a cost of £20,000. Option 2 is to replace the existing surface with tarmac at a cost of £38,000 and Option 3 is to replace with a SUDS Rubber bonded surface at a cost of £20,000.
- 3.11 **It is therefore proposed that Members approve circular path Option 3 at a cost of £20,000** and for the same reasons as the link path above.
- 3.12 The financial implications of all the footpath works at Frenchs Avenue totalling £22,000 are detailed in section 4 of this report.

#### Creasey Park Depot Improvements

- 3.13 Members will be aware that the Council will be retaining the use of the Creasey Park Depot facility subject to finalising a lease arrangement with Central Bedfordshire



Council. The draft Heads of Terms for the lease include an approval from CBC to improve the mess and office elements of the depot, subject to planning consent.

- 3.14 Following the creation of a designated reserve for the proposed improvement works, officers have investigated the various options and sought quotations for the replacement of the existing portacabin welfare unit / mess facility and for the purchase of an additional portacabin office above with external stair access. In addition, some further tarmacking and fencing work would be also carried out.
- 3.15 The current project costs are estimated to be £73,000. However, with the need to complete the lease arrangement with CBC and secure planning consent for the works as well as lead in manufacturing and delivery periods it is anticipated that these works are unlikely to be completed until Spring 2025. As a result, current quotations for works may need to be revisited and planning consent may require additional works at additional cost. **It is therefore proposed that Members approve the release of all of the £100,000 reserve funding currently available.**

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

- 4.1 Appendix 1 provides a breakdown of costs for each spending proposal. The current balances of funding available within the Vehicle and Equipment Reserve and the Depot Reserve are sufficient to accommodate the spending proposals contained within this report.
- 4.2 The spending proposal options totalling £22,000 for Frenchs Avenue footpaths can be funded by utilising all of the remaining funding of £11,723 from the specific Frenchs Avenue S106 reserve with an additional contribution of £10,277 from the Open Spaces Improvement Plan reserve. However, Members should be mindful of the spending proposal report on the pergola project in Priory Gardens being presented to this Committee and the implications that these proposals will have on the overall reserve position.
- 4.3 The Open Spaces Improvement Plan reserve currently stands at £63,666. Committing funding for the footpath works will leave £53,389 in the reserve.
- 4.4 If Members are minded to approve the expenditures, the Ground Operations Manager will raise purchase orders for the items identified in Appendix 1 in line with the Council's Procurement Policy.

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

- 5.1 The recommended actions are in line with the previously approved Vehicle and Equipment Replacement Policy and Programme and the Corporate Plan priority to improve and develop the provision of green space within the town.

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

- 6.1 The spending proposals detailed in this report all contribute to managing both public and employee Health and Safety.

#### **7. ENVIRONMENTAL IMPLICATIONS**

- 7.1 The modern engines in the new vehicles will be more fuel-efficient than the existing vehicles and will therefore assist in achieving a reduction in carbon output. Footpath resurfacing will use recycled materials.

## **8. HUMAN RESOURCE, EQUALITIES AND LEGAL IMPLICATIONS**

- 8.1 None



## **9 APPENDICES and BACKGROUND PAPERS**

- 9.1 Appendix 1 – Reserve Spending Proposals.
- 9.2 Appendix 2 – Footpath Plan for Frenchs Avenue Public Open Space


## **10. AUTHOR**

- 10.1 Dimitrisz Sopisz  
Grounds Operations Manager  
dimitrisz.sopisz@dunstable.gov.uk

## Appendix 1 – Reserve Spending Proposals

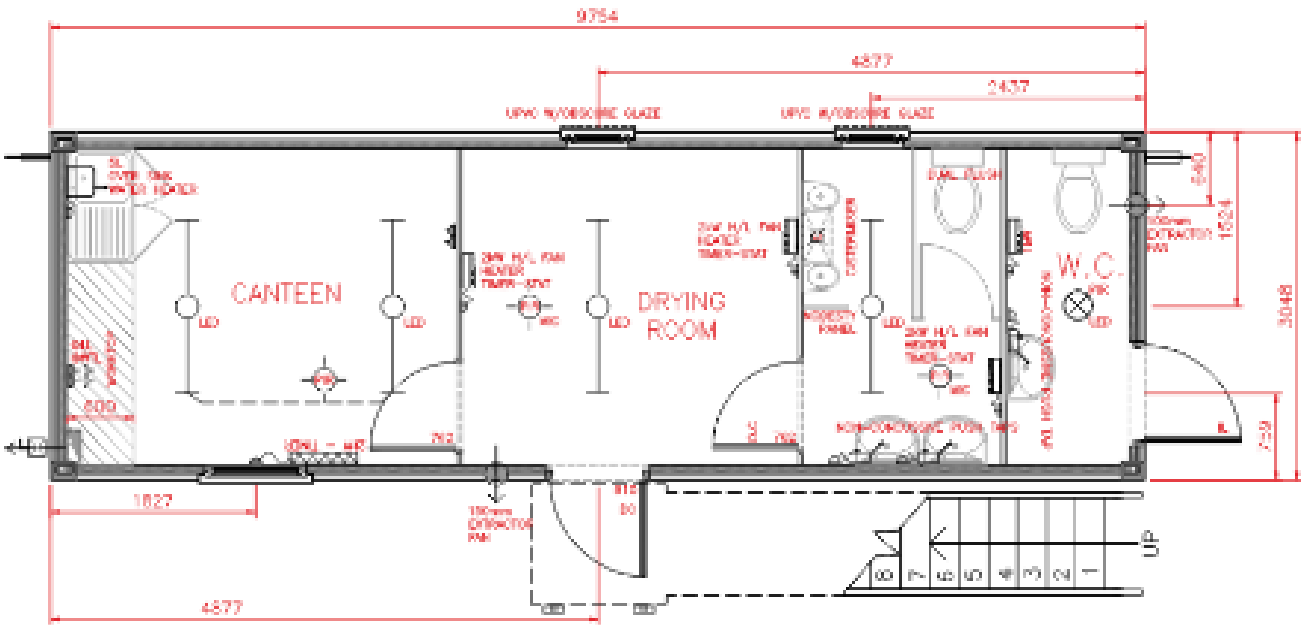
Vehicle and Equipment Reserve		Reserve Balance £95,017
Spending Proposal	Details	Cost
<p>To Purchase one Ford Ranger XL 2.0L EcoBlue Single Cab</p> <p>and</p> <p>one Ford Ranger XL 2.0L EcoBlue Double Cab</p>		<b>£55,487 (for two vehicles)</b>
<p>Iseki SF544 Outfront Rotary Mower 60" with Collector - Manual height of cut adjustment</p>		<b>£36,850</b>
	<b>Total</b>	<b>£92,337</b>
	<b>Reserve Balance after spend approved</b>	<b>£2,680</b>

<b>Open Spaces Improvement Plan Reserve</b>  <b>Developers Contributions (S106)</b>		<b>Reserve Balance</b> <b>£63,666</b> <b>Reserve Balance</b> <b>£11,723</b>  <b>Total £75,389</b>
<b>Spending Proposal</b>	<b>Details</b>	<b>Cost</b>
Installation of new link path in Frenchs Avenue Open Space	Link Path Option 2: SUDS rubber bonded surface	<b>£2,000.00</b> <b>(recommended)</b>
Refurbishment of existing circular path in Frenchs Avenue Open Space	Circular Path Option 3: Replacement with SUDS rubber bonded surface	<b>£20,000.00</b> <b>(recommended)</b>
	<b>Total</b>	<b>£22,000</b> <b>(recommended)</b>
	<b>Reserve Balance after spend approved:</b>  <b>Open Spaces Improvement Plan Reserve</b>  <b>Developers Contributions (S106)</b>	  <b>£ 53,389</b>   <b>£0</b>

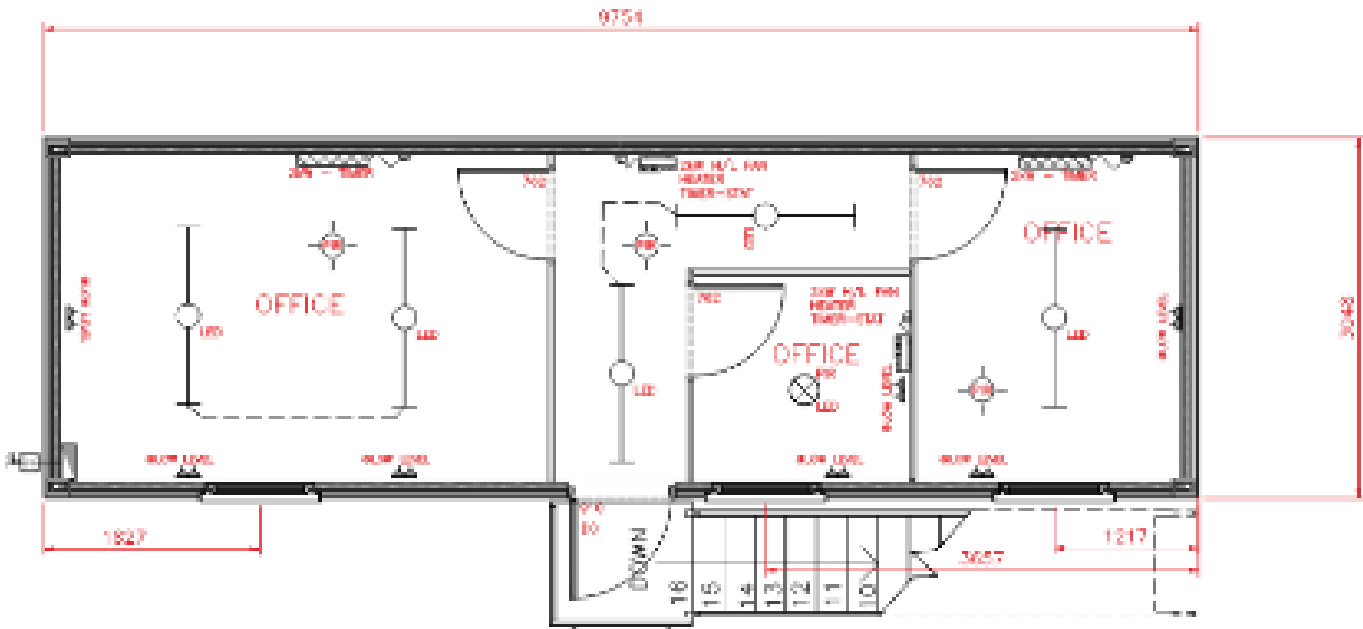
<b>Grounds Depot Extension Reserve</b>		<b>Reserve Balance £100,000</b>
<b>Spending Proposal</b>	<b>Details</b>	<b>Cost</b>
Purchase and installation of <b>two</b> new cabin units and associated tarmacking.	 <p>Indicative image only</p>	<b>£55,000</b>
Installation of new security fencing.		<b>£15,000</b>
Miscellaneous costs such as planning consent and tree trimming.		<b>£3,000</b>
Potential additional planning requirements, cost increases and contingency.		<b>£27,000</b>
	<b>Total</b>	<b>£100,000</b>
	<b>Reserve Balance after spend approved</b>	<b>£0</b>

Portacabin Potential Layouts

Mess Room



Office



## Appendix 2 – Footpath Plan for Frenchs Avenue Public Open Space

### New Link Path





## Existing Circular Path

