

Dunstable Town Council  
Grove House  
76 High Street North  
Dunstable  
Bedfordshire  
LU6 1NF  
Tel: 01582 513000



DUNSTABLE  
TOWN COUNCIL

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

**David Ashlee** Town Clerk and Chief Executive

Our Ref: DA/JC/GES

Date: 31 August 2018

Dear Councillor

Could you please note that a meeting of the Grounds and Environmental Services Committee will be held on **Monday 10 September 2018 at 7.00pm** at the Council Chamber, Grove House, 76 High Street North, Dunstable when the following business will be transacted.

### AGENDA

1. Apologies for Absence.
2. To approve the Minutes of the Meeting of Grounds and Environmental Services Committee held on 11 June 2018 (copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 5 June, 26 June, 17 July and 7 August (see page 1).
5. Creasey Park Community Football Centre and Splash Park Update (see page 12).
6. Recreation Grounds, Town Centre Gardens, Cemetery and Allotments – Information Report (see page 15).
7. Future Burial Provision in Dunstable (see page 19)
8. Improvements to Recreation Grounds to deter unauthorised encampments (see page 22).

Cont'd.....

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DA/JC/GES  
31 August 2018

8. Reports from Outside Organisations –

CBC Development Management Committee – Councillor Jones.

Yours faithfully

David Ashlee  
Town Clerk and Chief Executive

To: All Members of the Grounds and Environmental Services Committee  
Councillors John Kane (Town Mayor), Nigel Warren (Deputy Town Mayor), Liz Jones (Chairman), Lisa Bird, (Vice-Chairman), Sid Abbott, Philip Crawley, Jeannette Freeman, Peter Hollick, Gloria Martin, Emma Simmons, Ann Sparrow, Johnson Tamara and Jessica Woodward and other Members of the Council for information.

## DUNSTABLE TOWN COUNCIL

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

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 5 JUNE 2018

Present: Councillors Sid Abbott, Lisa Bird, Philip Crawley, Jeanette Freeman, Emma Simmons and Pat Staples

Apologies: Councillor Liz Jones (for whom Cllr Bird was substituting)

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

Public: None

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

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

#### 2. SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Application No.
All	CB/18/01637/Full – Non pecuniary interest	6

#### 3. PLANNING APPLICATIONS – RECEIVED UP TO 24 MAY 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 5 May and 24 May 2018.

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

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CB/18/01450/FULL 306 High Street North  
Proposal: Proposed two storey extension to hotel to provide 8 additional rooms and ancillary accommodation.  
Observations: No objection but Members expressed concern about sufficient parking noting increase of 8 rooms but only increased parking by 2 spaces.

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CB/18/01485/FULL The First and Last, Church Street  
Proposal: Demolition of existing building on site and proposed erection of coffee shop with drive thru facility (use classes A1 and A3); Associated external seating, car parking, cycle parking, totem sign structure and landscaping.  
Observations: No objection but Members raised concerns about the potential for traffic grid lock and reduced air quality at certain times of the day. Members voted on this application, with one vote against from Cllr Pat Staples.

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CB/18/01503/FULL	7 Coombe Drive Proposal: Single storey side extension. Observations: No objection
CB/18/01505/FULL	153 Chiltern Road Proposal: Porch extension. Observations: No objection
CB/18/01578/FULL	12 Coombe Drive Proposal: Single storey side extension. Observations: No objection
CB/18/01637/FULL	Luton Road Recreation Ground, adj to 2 Kingsbury Avenue Proposal: New club house for Dunstable Town Bowling Club. Observations: No objection
CB/18/01681/FULL	101 Poynters Road Proposal: Single storey side, rear and front extensions. Observations: No objection
CB/18/01709/FULL	7 Osborne Road Proposal: Proposed two storey side and single storey side to rear extension. Observations: No objection
CB/18/01714/FULL	7 Aidans Close Proposal: Single storey front extension. Observations: No objection
CB/18/01783/FULL	31 Spoodell Proposal: First floor extension to front of house over existing kitchen. Observations: No objection

#### 4. PLANNING DECISIONS

Members noted the decisions of Central Bedfordshire Council in respect of recent planning applications.

#### 5. LICENSING APPLICATIONS

Members considered all licensing applications received since the last meeting of this Committee.

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

1. Mollys Garden – Wickes Store Car Park, Eastern Avenue (Street Trading)  
No objection
2. Brian Francis Ralley – Ashton Square (Street Trading)  
No objection

## DUNSTABLE TOWN COUNCIL

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

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 26 JUNE 2018

Present: Councillors Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Philip Crawley, Emma Simmons, Ann Sparrow, Pat Staples and Nigel Warren

Apologies: Councillor Jeannette Freeman (for whom Cllr Warren was substituting)

In Attendance: Councillor John Chatterley and Rosemary O'Sullivan (Head of Finance & Support Services)

Public: Seven

#### 1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

#### 2. PLANNING APPLICATIONS – RECEIVED UP TO 18 JUNE 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 25 May and 18 June 2018.

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

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CB/18/00164/TRE 11 Bowmans Way  
Proposal: Prune 2 Beech trees located west of No. 11 Bowmans Way bordering the road side. The trees are within Area A5 of TPO Ref: SB/TPO/58/00001  
Observations: No objection

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CB/18/00170/TCA 115 High Street South  
Proposal: Fell 1 large Conifer tree in the front garden.  
Observations: No objection

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CB/18/01591/FULL 7 Liscombe Road  
Proposal: Proposed single storey rear pitched roof extension and front extension single storey.  
Observations: No objection

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CB/18/01622/FULL 17 Hawthorn Close  
Proposal: Demolition of existing Bowling Club House and construction of 10 no. residential units with associated parking.  
Observations: No objection

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CB/18/01633/FULL 22 Chichester Close  
Proposal: Single storey front extension and conversion of garage.  
Observations: No objection

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CB/18/01676/FULL	Total Garage, 3 Tring Road Proposal: Demolition of existing buildings and construction of new sales building with compound to the rear, existing forecourt re fuelling facility to remain as is. Observations: No objection
CB/18/01692/FULL	263 Poynters Road Proposal: Erection of single storey side and rear extensions. Observations: No objection
CB/18/01767/FULL	1 The Cheveralls Proposal: Erection of front porch. Observations: No objection
CB/18/01804/FULL	8 Norcott Close Proposal: Proposed erection of a single storey rear extension. Observations: No objection
CB/18/01841/FULL	13-13A West Street Proposal: Conversion of a shop to 2 self-contained flats and conversion of first floor flat to 2 self-contained flats and change of use. Observations: No objection
CB/18/01858/FULL	58 Burr Street Proposal: Single storey rear extension. Observations: No objection
CB/18/01862/FULL	8 Brook Close Proposal: Single storey rear extension. Observations: No objection
CB/18/01871/FULL	14 Oldhill Proposal: Single storey rear extension. Observations: No objection
CB/18/01952/FULL	109 Jeans Way Proposal: Demolition of existing and replacement of a new scout hut. Observations: Having received representation from residents of neighbouring properties and taking account of their concerns, the Council object to this application. It was noted that the revised application followed meetings with neighbours and planning officers, however the proposal to replace the brick built building with a corrugated iron structure is considered to be out of keeping in this residential area and would have an overbearing effect on neighbouring properties.
CB/18/02038/FULL	Priory Academy, Britain Street Proposal: Proposed single storey, two classroom modular building. Observations: No objection
CB/18/02040/FULL	Asda Stores Ltd, Court Drive Proposal: Full and advert application for retail pod at ASDA store. Observations: No objection

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CB/18/02041/ADV Asda Stores Ltd, Court Drive

Proposal: Proposed signage to 'Timpsons' pod, to include 3 no. fascia signs and 4 no. panel signs, 3 fascia signs are white and maroon (Timpsons) and the 4 panel signs are 2 no. white and blue, 2 no. white and maroon (opening times/dry cleaning).

Observations: No objection

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#### 4. PLANNING DECISIONS

Members noted the decisions of Central Bedfordshire Council in respect of recent planning applications.

#### 5. LICENSING APPLICATIONS

Members considered all licensing applications received since the last meeting of this Committee.

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

1. Kebab King – Eastern Avenue (opposite Wickes) (Street Trading)  
No objection
2. Raymond Edward Darby – Ashton Square (Street Trading)  
No objection

## DUNSTABLE TOWN COUNCIL

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

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 17 JULY 2018

Present: Councillors Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Jeannette Freeman, Emma Simmons, Ann Sparrow, Pat Staples and Johnson Tamara

Apologies: Councillor Philip Crawley (for whom Cllr Tamara was substituting)

In Attendance: Becky Wisbey (Head of Community Services)

Public: None

#### 1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

#### 2. PLANNING APPLICATIONS – RECEIVED UP TO 6 JULY 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 19 June and 6 July 2018.

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

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CB/18/01825/FULL 2 Pascomb Road  
Proposal: Single storey extension to add family room to rear. To extend 3.25m from the back of the original house. In addition to add a conservatory to back on this extension a further 3.25m.  
Observations: No objection

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CB/18/01937/FULL 81 Great Northern Road  
Proposal: Extend existing drop kerb to accommodate 2 vehicles to the side aspect of the property.  
Observations: No objection

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CB/18/01993/FULL Bungalow, All Saints Academy, Houghton Road  
Proposal: Site Agents bungalow vacated and request a change of use (D1 to D3) from residential to an educational unit for six students from the hours of 8.30am to 3pm , Monday to Friday . There will be no change to the outside parameters and no proposed change to the internal structure apart from complying with fire and accessibility regulations.  
Observations: No objection

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CB/18/02074/FULL 21 Kingsbury Avenue  
Proposal: Single storey extension to rear and side of building and retaining a walkway to the adjacent wall.  
Observations: No objection

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CB/18/02134/FULL	21 Bullpond Lane Proposal: Single storey side and first floor rear extensions. Observations: No objection
CB/18/02142/FULL	22 Lancot Avenue Proposal: First storey front extension. Observations: No objection
CB/18/02159/FULL	2A Chiltern Road Proposal: Construction of a new 3 bedroom dwelling with car park and garden amenities following demolition of existing outbuilding at 2A Chiltern Road. Observations: No objection
CB/18/02188/FULL	52 Frenchs Avenue Proposal: Construction of detached building for 2 no. maisonettes. Observations: No objection
CB/18/02311/LB	Norton House, 52 High Street South Proposal: Amendments to the original granted listed building consent CB/18/0967/LB: Removal of external window and brickwork to form opening for a single louvered 2 panel refuse collection door which will be relocated to this location Removal of internal door and frame, and opening to be blocked up for relocated refuse collection chamber. Gully to be installed for washing refuse collection chamber floor. Wall opening to be formed to incorporate vacant space into bedroom. Observations: No objection
CB/18/02313/FULL	32 Bowland Crescent Proposal: Single storey rear extension, garage conversion and loft conversion. Observations: No objection
CB/18/02335/FULL	17 Meadway Proposal: Single storey rear extension. Observations: No objection
CB/18/02360/FULL	19 First Avenue Proposal: Part single storey, part two storey side extension and first floor rear extension to dwelling. Observations: No objection

#### 4. PLANNING DECISIONS

Members noted the decisions of Central Bedfordshire Council in respect of recent planning applications.

#### 5. LICENSING APPLICATIONS

Members considered all licensing applications received since the last meeting of this Committee.

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

The Lebowski Pig Ltd – Boscombe Road and Ashton Square Car Park (Street Trading)

Object as Members felt that the Boscombe Road site was an unsafe place to trade from and the Ashton Square Car Park site stated on the application is not part of the designated market area.

## DUNSTABLE TOWN COUNCIL

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

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 7 AUGUST 2018

Present: Councillors Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Philip Crawley, Jeannette Freeman, Ann Sparrow, Pat Staples and Jessica Woodward

Apologies: Councillor Emma Simmons (for whom Cllr Woodward was substituting)

In Attendance: Becky Wisbey (Head of Community Services)

Public: None

#### 1. SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
All Councillors	36 Norcott Close – Non-Pecuniary (Application is for a Councillors property)	Item 3, App 8

#### 2. PLANNING APPLICATIONS – RECEIVED UP TO 27 JULY 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 7 July and 27 July 2018.

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

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CB/18/02225/FULL 9A Seamons Close  
Proposal: Single storey conservatory to rear of property.  
Observations: No objection

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CB/18/02287/FULL 45 Northfields  
Proposal: Erection of detached dwelling.  
Observations: No objection

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CB/18/02352/FULL 1 Ulverston Road  
Proposal: Single storey side extension.  
Observations: No objection

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CB/18/02448/FULL 8 Appleby Gardens  
Proposal: Conversion of existing garage, removal of existing flat roof, erection of new hipped roof with wrap around to front dwelling to create small porch area.  
Observations: No objection

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CB/18/02470/FULL	20 Howard Place Proposal: Single storey rear extension. Observations: No objection
CB/18/02532/FULL	6 Pascomb Road Proposal: Single storey front extension. Observations: No objection
CB/18/02539/FULL	2 Park Street Proposal: New two storey dwelling with rear extension, extended from 2 Park Street. Inclusion of 4 x parking bays to front of proposal. Observations: No objection
CB/18/02541/FULL	36 Norcott Close Proposal: Single storey rear extension. Observations: No comment was made as the application was for a property belonging to a member of the committee.
CB/18/02583/FULL	4 Ivy Close Proposal: Demolition of existing converted garage and erection of part two-storey, part first-floor side extension. Observations: No objection
CB/18/02596/FULL	Weatherfield Special School, Brewers Hill Road Proposal: Erection of a single storey timber out building for use as additional classroom space. Observations: No objection
CB/18/02603/ADV	Pizza Hut, White Lion Retail Park, Boscombe Road Proposal: New illuminated and non-illuminated signage. Observations: No objection
CB/18/02611/FULL	4 Cookfield Close Proposal: Ground floor rear extension to provide bedroom and wet room for disabled occupant. Observations: No objection
CB/18/02631/FULL	128 Langdale Road Proposal: Single/two storey rear extension and conversion of garage to habitable room. Observations: No objection
CB/18/02634/FULL	53 London Road Proposal: Conversion of roof space to living accommodation with front and rear dormers. Observations: No objection
CB/18/02694/ADV	Bus stop outside Household Estate Agents, 15b High Street North Proposal: Upgrade paper advertising panels on bus shelter to a display of double sided digital advertising panels. Observations: No objection

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CB/18/02743/FULL 98 Hadrian Avenue  
Proposal: Single storey front, rear and side extensions.  
Observations: No objection

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#### 4. PLANNING DECISIONS

Members noted the decisions of Central Bedfordshire Council in respect of recent planning applications.

Members requested that a query was raised with CBC regarding application CB/18/01952/FULL – 109 Jeans Way as to why this was not taken to their Development Management Committee for decision after several objections had been lodged by local residents, including one from this Committee.

**Action: Becky Wisbey, Head of Community Services**

#### 5. LICENSING APPLICATIONS

Members considered all licensing applications received since the last meeting of this Committee.

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

N&C Catering – Mobile Street Trader (Ice Cream Van) (Street Trading)  
No objection once registration with CBC as a food premises had been completed.

David Barden – Ashton Square Car Park (Street Trader)  
No objection

#### 6. STREET NAMING AND NUMBERING

Members were asked to consider a street name for a new development off Tavistock Street. The Committee suggested two names; Tavistock Place and as this area was once where a cattle market was held, Tilley's Way, named after a local butcher and Town Mayor and Councillor of Dunstable.

**RESOLVED:** that the names Tavistock Place and Tilley's Way be forwarded to Central Bedfordshire Council as suggestions for the new development

**DUNSTABLE TOWN COUNCIL**

**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

**MONDAY 10 SEPTEMBER 2018**

**CREASEY PARK COMMUNITY FOOTBALL CENTRE AND BENNETT'S SPLASH UPDATE**

**Purpose of Report:** To provide a progress report on operations at Creasey Park Community Football Centre, Bennett's Splash and the Splashside Café.

**1. INTRODUCTION**

1.1 This report gives members a summary account of performance to date.

**2. ATP AND GRASS PITCHES**

2.1 The league season has now started and the pitch is in an excellent condition considering the hot dry summer period. However, intense watering over the summer period was necessary to ensure the pitch was fit for purpose and this will have a negative impact on expenditure.

2.2 The youth pitches have suffered over the harsh summer period due to the lack of rain and lack of ability to get any sustainable water up to the pitches.

2.3 Luton Town Football in the Community hired Creasey Park over the summer holiday period to deliver their holiday programmes.

**3. INCOME & EXPENDITURE**

3.1 The CPCFC profiled income and expenditure report, as at end of July 2018, is presented at Appendix 1.

3.2 June & July net expenditure is underspent largely due to BMX grounds maintenance underspend, as the track renovation is not required yet. Also, lower than anticipated bar and catering expenditure.

3.3 Income in June & July is lower than profiled, however, trading has been good and the budget may need re-profiling. Currently the Creasey Park budget has a positive variance of £6,502.

**4. EVENTS AND FUNCTIONS**

4.1 Creasey Park hosted a successful AFC Football Festival, with 120 teams attending over a weekend.

4.2 Creasey Park held a Level 2 Food Hygiene course for My Healthy Lifestyle group.

4.3 Whipsnade Zoo & London Zoo hired the main pitch for a charity match, which attracted 200 spectators to the centre resulting in very good bar and catering income.

- 4.4 The FA is currently bidding to host the Women's UEFA European Championship in 2021. Creasey Park has been chosen by The FA as a preferred training venue for any national teams playing at the MK Dons Stadium.

**5. BUILDING AND ENVIRONMENTAL UPDATE**

- 5.1 A failed floodlight report for league ground grading on the main pitch resulted in additional expenditure to up-grade the floodlights.
- 5.2 New legionella regulations have resulted in work required on the hot & cold water pipes throughout the centre.
- 5.3 Creasey Park is working with the Salvation Army and there is now a clothes collections bin in the car park. This is on a profit share arrangement.
- 5.4 Creasey Park is starting a new food waste collection scheme alongside the current waste cooking oil collection.

**6. BMX TRACK**

- 6.1 Quotes are still being obtained for the installation of the start gate.

**7. BENNETT'S SPLASH & SPLASHSIDE CAFÉ UPDATE**

- 7.1 At the time of preparing this report, Bennett's Splash and the Splashside Café has been operating for 14 weeks with only 3 weeks remaining, closing on Sunday 9 September.
- 7.2 On Friday 27 June the Schools Out fun day event was extremely well attended, with approximately 350 people attending.
- 7.3 The Splash Park was very well attended in the extended period of excellent weather, and trading was good. Over the past few weeks, the mixed weather has unfortunately resulted in the splash park and café closing early on 5 occasions, this was in an attempt to save on expenditure, there being no users of the park or customers for the café.
- 7.4 There has been two incidents (on the same day) of faeces being found on the splash pad. On these occasions, the splash park had to close for health and safety reasons until safe to re-open.
- 7.5 **As agreed with the Chairman of the Committee, a Splash Park operations review meeting will be held on Friday 12 October, 10.30am at the Splashside Café. The Chairman invites two other members to attend this meeting along with the Town Clerk & Chief Executive and the Sport & Leisure Facilities Manager.**

Staffing

- 7.6 Staff have worked very well, not only in the hot café environment but also during challenging busy periods, dealing well with issues that arose.

Income

- 7.7 Trading over the past 6 weeks has been very positive and recouped a poor start. At present income is only -£601 off profile, and catering expenditure is -£747.00 below profile.

- 7.8 There has been an unexpected rates bill of £1,300, which will affect expenditure and there was one issue with the chlorine-dosing machine costing £566. Wages and salaries at present are £1,366 under profile.
- 7.9 A positive weather outlook for the next few weeks should maintain income and it is anticipated that income for the season should not be too far off target.

Parking

- 7.10 There have been a few complaints or comments about parking, most relate to inconsiderate parking on Canesworde Road. Central Bedfordshire Council have been kept informed and additional patrols were arranged. The main problem is users of the park not illegal parking, just parking inconsiderately. A review will be undertaken at the end of the season with possible additional signage put in place for next year. After the season finishes, further conversations with CBC will be held about additional parking restrictions but ultimately that will be down to CBC Highways and any changes will have to be consulted upon with local residents.

Anti-social behaviour

- 7.11 Since the last report, there have only been a few isolated incidents of anti-social behaviour. Police were notified by staff who attended and spoke to those causing trouble.

**8. CONCLUSION**

- 8.1 Creasey Park is having a positive start to the year trading well during the annual close season and quietest time of the year. The weather will have an impact on the water bill and therefore expenditure in the next quarter, however this was essential to ensure the operations of the centre continued.

The Splash Park has been extremely busy during the extended hot spell and trading has been very good. Staff have worked well under difficult conditions and throughout this period there have been relatively few issues within the café and splash park itself. Unfortunately a few days of poor weather does significantly affect income and budgetary targets.

**9. AUTHOR**

- 9.1 James Slack – Sports and Leisure Facilities Manager  
[james.slack@dunstable.gov.uk](mailto:james.slack@dunstable.gov.uk)



**DUNSTABLE TOWN COUNCIL****GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 10 SEPTEMBER 2018****RECREATION GROUNDS, TOWN CENTRE GARDENS, CEMETERY AND ALLOTMENTS -  
INFORMATION REPORT**

**Purpose of report:** - The purpose of this report is to update members on the management and maintenance of the town's recreation grounds, town centre gardens, floral displays, allotments, Grove Skate Park, Town Ranger and cemetery services.

**1. RECREATION GROUNDS****Play Areas, Grove Skate Park and BMX**

- 1.1 Since the last report to this committee, there has been one incident of vandalism to play equipment. This was to a cradle swing at Downside play area, which was removed promptly and replaced with a swing from stock.
- 1.2 Proludic Play Company have carried out repairs to the Aerial runway equipment at Mentmore play area to replace the main cable, break system and cable trolley. This was not vandalism to the equipment but general wear.
- 1.3 Maverick Industries attended the skate park in June and spent nearly two days carrying out various repairs including infilling of minor cracks and a few deeper holes that required digging out loose concrete to a solid edge and refilling. The repairs were carried out under warranty.
- 1.4 The Grounds Operations Manager will be ordering limestone dust for the BMX track surface so that the BMX club can assist the grounds team with topping up and redressing.
- 1.5 Graffiti has been removed from the skate park by the Town Ranger during mid-August and this took approximately half a day to clean off.

**Sports Pitches and General Grounds Maintenance**

- 1.6 The maintenance to the Stadium pitch at Creasey Park has been successful, with the need to use the travelling sprinkler regularly at night to keep the pitch well watered during the extremely hot and dry summer. Friendly matches have been completed, and the league season for Dunstable Town and AFC Dunstable matches has commenced.
- 1.7 The grounds team have marked out the recreation grounds pitches and erected the posts ready for the start of the new season, which commences on 2 September.
- 1.8 It has not been necessary to cut all the grass as regularly this summer during the drought period. The grass is recovering with the recent rain and lower temperatures.

- 1.9 A second herbicide application has been applied to the three college sites that the Council manages under contract. The application to the recreation grounds and cemetery treatments are due to commence on 3 September after the school summer break has finished.

## 2. TOWN CENTRE AREA

### **Priory and Grove House Gardens and the Town Centre**

- 2.1 The maintenance of the bedding displays has required intensive watering throughout the summer with the 2000 litre water bowser being used nearly every day during this period. The outlying beds across the Town have been the biggest challenge as they are not usually watered so regularly once the root system is established in the soil. However the bedding plants have recovered well and mostly provided good displays on the majority of the beds.
- 2.2 New oak sleepers have been delivered to Priory Gardens to replace the ones that have deteriorated on the Physic Garden. This work is planned to commence in September.
- 2.3 Four new 180 litre capacity litter bins have been installed in the Town Centre gardens, two at Priory Gardens and two at Grove House Gardens. These bins have replaced damaged bins and they provide double the capacity of the current bins on site and are made from recycled plastic.
- 2.4 Green Flags have been retained at both Priory and Grove House Gardens thanks in great part to the hard work of the grounds team. It is pleasing to note that both sites increased their overall scores and rating significantly. The work of the Community Services team and the many events organised on these spaces is also recognised as an important contribution to the Green Flag success.
- 2.5 The work to refurbish the Dunstable War Memorial in Priory Gardens is progressing well and the Council has received many favourable comments. New bronze plaques are currently being cast and will include the names of those persons missing from the original plaques.

### **Dunstable in Bloom and Keep Dunstable Tidy**

- 2.6 The Anglia in Bloom judges visited the town on Tuesday 17 and Wednesday 18 July. The Mayor and the In Bloomers will be attending the awards ceremony on the 12 September at Bury St Edmunds.

## 3. TOWN RANGER SERVICES

- 3.1 The Town Ranger worked alongside volunteers from the National Citizen Agency to paint the knee rail fencing at Markham Crescent with a wood preservative.
- 3.2 The Town Ranger service have trained some of the grounds team at Dunstable cemetery to use the Karcher ride on sweeper. The cemetery staff will now be able to use the sweeper at the cemetery when it is not being used by the Town Rangers and this will help to maximise the use of the equipment.

- 3.3 The Town Ranger has finished cleaning the bus shelters on a one-year contract for Central Bedfordshire Council generating an income of £990. CBC have indicated that they would like to extend the contract for a further year if they are able to retain the funding they have for the bus shelter cleaning.
- 3.4 On the weeks when the Town Ranger and Town Centre Ranger have been scheduled to work together they have been concentrating on jet washing areas in the Town Centre.

#### 4. DUNSTABLE CEMETERY

- 4.1 Burial activity has remained ongoing and the table below provides a comparison for the period 1 June 2018 to 31 July 2018 against the same period for the previous year.

	June 2017 – July 2017	June 2018 – July 2018
New earth grave	14	14
Re open earth grave	4	8
New Ashes	9	1
Reopen ashes	12	14

- 4.2 At the time of writing this report 144 burials will have taken place in the lawn section of the cemetery extension.
- 4.3 The Cemetery profiled expenditure and income as at end of July 2018 is provided in the table below.

	April	May	June	July
<b>Budgeted Expenditure</b>	£17,783	£7,533	£7,530	£8,783
<b>Actual Expenditure</b>	£16,596	£6,729	£8,804	£7,663
<b>Variance</b>	£1,187	£804	£-1,274	£1,120
<b>Budgeted Income</b>	£13,175	£13,175	£13,175	£13,175
<b>Actual Income</b>	£20,436	£22,616	£21,227	£22,104
<b>Variance</b>	£7,261	£9,441	£8,052	£8,929
<b>Total Variance</b>	£8,448	£10,245	£6,778	£10,049
<b>Overall Variance</b>	<b>£35,520</b>			

- 4.4 The overall variance is positive for the period and can be largely attributed to overachieving on income from burials and memorials.

- 4.5 The Friends of Dunstable Cemetery have met on a number of occasions, throughout June, July and August. They continue to clear notable overgrown graves and litter pick the periphery of the cemetery, the Victoria Allotments and Cemetery Lane. The group also met on 15 June for a guided tour of the cemetery, by a local town guide, to hear about the history of the cemetery and some of the stories of the people buried there. On the 30 October the Friends of Dunstable Cemetery have arranged an evening to be held in the Chapel. This is to encourage more volunteers to the group. The general public are invited to join them to listen to a local Town Guide give a talk about some of the more notable graves in the Cemetery followed by refreshments.

## 5. ALLOTMENTS

- 5.1 At the time of writing this report there are 47 people on the waiting list, which is comparable to figures reported to this Committee in June 2018. The table below provides some detail about the make-up of the waiting list and the plots that are currently under offer.

	<b>Total</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Number on waiting list</b>	47	30	17
<b>Number currently under offer</b>	5	5	0
<b>Number that will accept offer of any plot /site</b>	20	7	13
<b>Number that have requested a specific plot /site</b>	20	17	3
<b>No. requesting a second plot</b>	2	1	1

## 6. AUTHORS

Ian Swinnerton, Grounds Operations Manager  
ian.swinnerton@dunstable.gov.uk

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

**DUNSTABLE TOWN COUNCIL**

**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE**

**MONDAY 10 SEPTEMBER 2018**

**FUTURE BURIAL PROVISION IN DUNSTABLE**

<b>Purpose of Report:</b>	The purpose of this report is to bring to Members attention the need for the Council to consider future burial provision in Dunstable and how such provision might be funded.
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**1. ACTION RECOMMENDED**

- 1.1 That this Committee consider the establishment of an allocated reserve for future cemetery provision as part of the 2019/20 budget setting process.

**2. BACKGROUND**

- 2.1 In 2006/7 the Council acquired 2.5 hectares of private allotment land to the east of the existing cemetery. The land was subsequently laid out to include a new roadway with turning circle, pathways, landscape infrastructure planting, fencing and water taps.
- 2.2 The cemetery extension land has been in use for burials since February 2016 and currently provides for full body burial in earth graves (in the form of a lawn cemetery), cremated remains below ground and in sanctums and a small memorial plaque area.

**3. MAIN CONSIDERATIONS**

- 3.1 Dunstable Town Council is a burial authority and as such it is incumbent upon the Council to provide adequate and sufficient burial space for immediate use and future needs.

Existing provision

- 3.2 The main cemetery is full and there is no more space available for new graves. Burials still taking place in the main cemetery are for the reopening of existing graves or first interments in pre purchased grave spaces.
- 3.3 The Cemetery Manager has analysed the burial rates over a 10-year period (2008 to 2017) and has calculated that the average burial rate for new full body earth graves is 74 per annum. The average rate for interment of cremated remains is 47 per annum. These figures include a 20% allowance for the pre purchase of the adjacent grave space.
- 3.4 The layout of the cemetery extension makes provision for the following burial spaces:
- 832 full body earth graves
  - 369 cremated remains below ground

- 3.5 Taking account of the existing grave spaces in use or pre purchased and using the average burial rates, it is estimated that there is sufficient full body burial space for 9 years and 2 months and sufficient cremated remains space for 6 years and 10 months. A summary table is provided below.

Burial Type	Total number of spaces	Number used as at August 2018	Number remaining	Burial rate per annum	Number of year's availability.
Full body earth graves	832	144	688	74	9 years and 2 months
Cremated remains graves	369	46	323	47	6 years and 10 months

#### Future provision

- 3.6 The minimum area of land considered suitable for future burial provision adjacent to the existing cemetery would be a further 2.5 hectares. However, if it were necessary to acquire land in a new location within Dunstable, which would not have the benefit of the existing cemetery infrastructure, it is recommended that this minimum should increase to 5 hectares.
- 3.7 It is not possible to indicate at this stage how much funding would be required for future provision as this will be entirely dependent on location, land values and the time of acquiring land and other influencing factors such as condition, services and accessibility. However, it is worth noting that the cost of providing the existing 2.5 hectares of cemetery extension land including preparing and laying it out for burial use was in the order of £400,000 in 2006/07
- 3.8 It is therefore suggested that Members consider how the Council might fund the cost of future burial provision with a view to establishing a new allocated reserve, which can build up over a number of years.
- 3.9 In addition, the Head of Grounds and Environmental Services will contact the relevant officers at Central Bedfordshire Council to establish what, if any, strategy they have developed for future burial provision in Central Bedfordshire.

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

- 4.1 At today's prices it is likely that the minimum cost of providing additional burial space in Dunstable will require a minimum budget of £600,000. Whilst it is understood that this level of funding will not be required immediately it is considered prudent for Members to establish a new allocated reserve as part of the 2019/20 budget setting process.

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

- 5.1 The Council's Corporate Plan 2017 to 2019 includes an action to plan for future burial and/or cremation facilities in and around Dunstable.

**6. HEALTH AND SAFETY, HUMAN RESOURCE, LEGAL, ENVIRONMENTAL AND EQUALITIES IMPLICATIONS**

6.1 None at this stage

**7. AUTHOR**

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

**DUNSTABLE TOWN COUNCIL****GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 10 SEPTEMBER 2018****IMPROVEMENTS TO RECREATION GROUNDS TO DETER UNAUTHORISED ENCAMPMENTS**

<b>Purpose of Report:</b>	To consider a programme of improvements to parks and recreation grounds to deter unauthorised encampments.
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**1. ACTION RECOMMENDED**

- 1.1 That Members approve the programme of works identified in section 3.5 of this report.
- 1.2 That the Committee recommends to Finance and General Purposes the release of up to £22,500 from the General Reserve if there are insufficient in-year revenue savings available in 2018/19.

**2. BACKGROUND**

- 2.1 The Council owns and maintains 13 recreation grounds, parks and gardens with a wide variety of arrangements to prevent unauthorised access.
- 2.2 Since June 2018 the Council has suffered 4 unauthorised traveller encampments on four separate recreation grounds namely Newton Recreation Ground, Luton Road, Markham Crescent and Downside Recreation Ground. Prior to this, the last unauthorised encampment was at Olma Road Recreation Ground in 2016 and there were none in the period 2009 to 2015.
- 2.2 Officers have used a number of means to evict the travellers including requesting assistance from the police to use their Section 61 powers and bailiffs issuing eviction notices. The cost of these evictions and associated clean-ups in 2018 has cost this Council around £6,000. In 2016 the Council spent £12,000 securing the Olma Road site with new fencing and a height restriction barrier.

**3. MAIN CONSIDERATIONS**

- 3.1 Following the most recent incursions Officers have met with the Community Policing Team (responsible for policing traveller encampments) and the CBC Traveller Enforcement Officer.
- 3.2 The police have advised that they are willing, upon request from the Council, to use their Section 61 powers on 'primary sites' within Dunstable to evict travellers and it has been established that all the Councils recreation grounds, parks and gardens are considered 'primary sites'. However, it should be noted that the timing of police enforcement and the speed of the response is subject to satisfactory welfare checks being carried out and the police having sufficient numbers of officers available to undertake the eviction.



- 3.3 Furthermore, the police are minded to avoid the overuse of their Section 61 powers and will increasingly be looking to the Council to ensure that all appropriate target hardening measures are in place to prevent or deter access.
- 3.4 It is therefore appropriate for the Council to consider what further improvements are possible at each of the parks and recreation grounds to deter unauthorised encampments.

#### Existing Arrangements and Proposed Improvements

- 3.5 The table below provides a summary of the existing arrangements and potential improvements at each site along with the estimated cost of the proposed works.

<b>Location</b>	<b>Existing arrangements</b>	<b>Proposed improvements</b>	<b>Estimated cost</b>
<b>Grove House Gardens</b>	Open access on all boundaries to the site	None as considered impractical	Nil
<b>Priory Gardens</b>	Open access on all boundaries to the site.	None as considered impractical	Nil
<b>Olma Road</b>	Height restriction barrier, vehicle barrier and fencing	None. Site considered to be secure.	Nil
<b>Ridgeway Avenue</b>	Metal fence and low knee rail fronting Ridgeway Avenue Double gates, metal knee rail and barrier to car park. No height restriction barrier. Vulnerable chain link fence line from Chalk Acres. Bollard on footpath access.	Lockable height restriction barrier to car park and metal palisade fence (23m) with pedestrian gap to Chalk Acres boundary	£5,100
<b>Markham Crescent</b>	Access to this site is via 3 separate vehicle alley ways leading to garages. The grass area is protected with low wooden knee rail and is considered vulnerable.	Repair existing knee rail and install new barrier to works access to grass area.	£2,000
<b>Newton</b>	All boundaries fenced / walled. Operations access from Tesco car park metal gated. Access to main car park vulnerable. However, this is leased to Beds FA	Shroud existing lock on gate from Tesco	£300
<b>Luton Road</b>	All boundaries fenced and pedestrian gate access in metal palisade fence from Jeans Way. Kingsbury Avenue car park entrance metal fenced / gated with inner barrier beyond car park. No height restriction barrier.	Lockable height restriction barrier to car park.	£3,500

<b>Downs Road</b>	Wooden post and rail fence to car park from Downs Rd. Car park surrounded by metal knee rail with barrier. No height restriction barrier.	Lockable height restriction barrier to car park and new metal fence to replace wooden fence subject to consultation with tennis club and neighbouring properties.	Provisional sum of £4,000
<b>Downside</b>	Damaged height restriction barrier to car park from Suffolk Road. Car park surrounded by metal knee rail and barrier	Repair existing height restriction barrier.	£2,000
<b>Mentmore</b>	Metal palisade fence and gates to lower entrance. Chain link fence and hedge to frontage. Open access to car park with metal gate and fence surrounding car park. No height restriction barrier.	Shroud existing locks on the lower gate access and install DDA compliant pedestrian access with new vehicle gates at the upper entrance.	£1,800
<b>Bennetts</b>	Metal fence and gates to car park from Canesworde Road. Metal knee rail and barrier surrounding car park. All boundaries metal or chain link fenced with pedestrian access gates from Canesworde Rd and Bull Pond Lane. No height restriction barrier.	Lockable height restriction barrier to car park.	£3,500
<b>Brewers Hill Road</b>	Metal and chain link fencing to all boundaries. Metal bow top fence fronting Brewers Hill Rd with works vehicle (locked) and pedestrian access gates.	Shroud existing vehicle gate lock.	£300
<b>Frenchs Avenue</b>	Metal bow top fence to Frenchs Avenue frontage. Wooden knee rail to Peppercorn Way and Delco Way boundaries. Wooden knee rail to car park. Metal barrier to works access. No height restrictors and wooden knee rail is vulnerable.	Lockable height restriction barrier to works vehicle entrance and replace all wooden knee rail with metal fencing (240m).	£20,300
<b>Totals</b>			£42,800

- 3.6 It is evident that there is no single solution for all the sites and the proposals identified above take account of the various arrangements currently in place, the unique characteristics of each site and an assessment of site vulnerability. It will not be possible to make each site entirely secure and the intention is therefore to make each site more difficult to access.
- 3.7 It is therefore proposed that members review the suggested improvements identified in the table above with a view to instructing the Head of Grounds and Environmental Services to undertake the various improvements.

**4. FINANCIAL IMPLICATIONS**

- 4.1 The Council does not have specific allocated reserve funds set aside to undertake the works. However, the Council holds Section 106 Developer Contribution funding specifically allocated for use at Frenchs Avenue. The reserve balance for Frenchs Avenue is £38,749 and this would be sufficient to fund the £20,300 works identified for this site.
- 4.2 Using the Frenchs avenue Section 106 funding would leave the Council needing to find a further £22,500 to complete all the works. It is therefore suggested that the remaining element is funded from any in-year revenue savings in 2018/19 and failing that the General Reserve.

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The proposed works will assist in ensuring that Dunstable residents continue to have free, unimpeded and safe access to the recreation grounds without fear of intimidation.

**6. HEALTH AND SAFETY, HUMAN RESOURCE, LEGAL, ENVIRONMENTAL POLICY AND EQUALITIES IMPLICATIONS**

- 6.1 None

**7. APPENDICES AND BACKGROUND PAPERS**

- 7.1 None

**8. AUTHOR**

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