

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

Tel: 01582 513000

E-mail: info@dunstable.gov.uk

Website: www.dunstable.gov.uk



DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/JC/GES

Date: 4 January 2019

Dear Councillor

Could you please note that a meeting of the Grounds and Environmental Services Committee will be held on **Monday 14 January 2019 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 12 November 2018 (copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 6 November, 27 November and 18 December 2018 (see page 1).
5. Budget Proposals for 2019/20 (see page 9)
6. Creasey Park Community Football Centre and Splash Park Update (see page 12).
7. Recreation Grounds, Town Centre Gardens, Cemetery and Allotments – Information Report (see page 16).
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, Gladys Sanders, 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 6 NOVEMBER 2018

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

Apologies: Councillor Sid Abbott (Vice-Chairman) and Emma Simmons (for whom Cllr Woodward was substituting)

In Attendance: Rosemary O'Sullivan (Head of Finance and Support Services)

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PLANNING APPLICATIONS – RECEIVED UP TO 26 OCTOBER 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 6 October and 26 October 2018.

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

CB/18/00404/TRE 43 Derwent Drive
Proposal: Reduce 3 Field Maple trees by 25% and the sides by 1m. Trees located to the rear of the property and protected by TPO ref: SB/TPO/76/00002 A2.
Observations: No objection

CB/18/03328/FULL 58 Graham Road
Proposal: Mono block drive with French drain and drainage around the front of the house, drainage into existing drain and then into existing soakaway.
Observations: No objection

CB/18/03468/FULL The Winston Churchill, Church Street
Proposal: Installation of outdoor A/C condensing units, kitchen extraction system and associated acoustic enclosures at roof level.
Observations: No objection

CB/18/03522/FULL 1 Benning Avenue
Proposal: Remove existing garage. Erection of a two-storey side extension, a new front porch and a single storey rear extension.
Observations: No objection

CB/18/03596/FULL	All Saints Academy, Houghton Road Proposal: Proposed new single storey stand-alone education building creating a meeting space / reflection area. Observations: No objection
CB/18/03597/FULL	125 Chiltern Road Proposal: Ground floor rear extension. Observations: No objection
CB/18/03603/FULL	Abbots Garth, Bull Pond Lane Proposal: Two-storey rear extension and raising on roof. Observations: No objection
CB/18/03623/FULL	Land adjacent to 3A Englands Lane Proposal: Proposed 2no. two-bedroom terraced houses and 1no. one-bedroom first floor flat and associated car-parking. Observations: Object due to overdevelopment.
CB/18/03689/FULL	22 Howard Place Proposal: Single storey rear extension. Observations: No objection
CB/18/03696/FULL	86 Garden Road Proposal: Erection of detached house with parking and new vehicular access and parking for existing house. Observations: No objection
CB/18/03711/FULL	149 West Street Proposal: Alterations, extension and change of use to Class C2 to an existing dwelling to create an eight bed residential care home for people with a learning disability. Observations: No objection
CB/18/03734/FULL	71 Beecroft Way Proposal: Single storey rear extension and veranda. Observations: No objection
CB/18/03831/FULL	Asda Store Ltd, Court Drive Proposal: Relocation of click and collect canopy from within car park to closer to the store. Observations: No objection
CB/18/03832/ADV	Asda Store Ltd, Court Drive Proposal: 4 no. fascia signs around the canopy of relocated click and collect from with car park. Observations: No objection
CB/18/03840/FULL	7 Oldhill Proposal: Garage conversion with new pitched roof over existing single storey flat roof. Observations: No objection

3. PLANNING DECISIONS

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

4. LICENSING APPLICATIONS

Members raised no objection to the following licensing application:

B Ralley – Ashton Square (Street Trading)

To extend the street trading license from 2 months to 12 months.

Members noted that currently it was not possible to check the decisions of any street trading applications received by CBC but they would consider the possibility of including a list of valid street traders on their website. DTC officers would keep the situation under review.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 27 NOVEMBER 2018

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

Apologies: Councillor Jeannette Freeman

In Attendance: David Ashlee (Town Clerk and Chief Executive)

Public: Eight

1. SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
All Councillors	Grove House, 76 High Street North – Non-Pecuniary (DTC Application)	14 & 15
All Councillors	Priory Gardens – Non-Pecuniary (DTC Application)	17
Cllr Abbott	21 Barton Avenue – Non-Pecuniary	19

2. PLANNING APPLICATIONS – RECEIVED UP TO 16 NOVEMBER 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 27 October and 16 November 2018.

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

CB/18/03965/FULL 45 Carterweys
Proposal: Single storey front extension to garage.
Observations: No objection

CB/18/03949/FULL 29 Poynters Road
Proposal: Single storey front, rear and side extensions.
Observations: No objection

CB/18/03914/FULL 135 West Street
Proposal: Single storey rear and side extension.
Observations: No objection

CB/18/03907/FULL 91 Canesworde Road
Proposal: Part garage conversion.
Observations: No objection

CB/18/04034/FULL Dunstable College, Kingsway
Proposal: Fifteen (15) number 1-bedroom homes, and eight (8) number 2-bedroom high specification low energy, low carbon homes on land within the Central Bedfordshire College red line boundary.

Observations: Object – The Sub-Committee objects to the proposed development as its understanding is that there has been a breach of a Section 106 agreement which states that the land in question should be provided as public open space and is therefore not permitted to be developed for additional housing. The Sub-Committee also believes the proposal would lead to the over development of the existing estate.

The Plans Sub-Committee was attended by a number of local residents objecting to the planning application. Not only were the local residents aware of the alleged Section 106 breach, they also informed the Sub-Committee that the new estate already suffers from congestion due to a lack of adequate parking provision. They also informed the Sub-Committee that they were promised an area of public open space by the developers at the time of their purchases and that they believed the estate has become dangerous due to the parking issues and indeed a child had already been injured by a local traffic incident. The residents believed that they had been misled by Central Bedfordshire College and the developer at the time of them purchasing houses on the estate and they believed that this latest planning application would severely impact upon the quality of their lives.

CB/18/03760/FULL	13 Brandreth Avenue
Proposal:	Single storey side/rear extension.
Observations:	No objection

CB/18/03398/FULL	90 Canesworde Road
Proposal:	Change of use of amenity land to residential to side of dwelling.
Observations:	No objection

CB/18/03916/FULL	90 Great Northern Road
Proposal:	Construction of a single storey rear infill extension, replacing the existing rear conservatory.
Observations:	No objection

CB/18/05282/FULL	5 High Street South
Proposal:	Change of use A1 to A3.
Observations:	No objection

CB/18/01734/FULL	46 – 48 West Street
Proposal:	Retrospective application for Change of Use: from Hair & Beauty Salon to Bar (whole commercial unit).
Observations:	No objection

CB/18/00437/TRE	4C Brook Close
Proposal:	Fell Sycamore tree protected by SB/TPO/01/0009
Observations:	No objection

CB/18/00422/TRE	45 Hillyfields
Proposal:	Beech tree located in the front garden of No. 44 Hillyfields – reduce the overhang to No.45 Hillyfields approximately 2 metres. Tree protected by TPO No. SB/TPO/58/00001 A16.
Observations:	No objection

CB/18/03995/FULL	90 Canesworde Road
Proposal:	Single storey rear extension.
Observations:	No objection

CB/18/03981/LB	Grove House, 76 High Street North Proposal: External repairs and installation of new double entrance doors. Internal reconfiguration. Observations: No objection
CB/18/03980/FULL	Grove House, 76 High Street North Proposal: External repairs and installation of a new double entrance doors. Internal reconfiguration. Observations: No objection
CB/18/03971/FULL	87 The Mall Proposal: Two storey building to provide 2 no. one bedroom flats following demolition of existing garage. Observations: No objection
CB/18/00458/TCA	Priory Gardens Proposal: Fell Ash tree. Observations: No objection
CB/18/04044/FULL	21 Carterweys Proposal: Removal of existing rear extension. Construction of new single storey front and rear extensions. Observations: No objection
CB/18/04023/FULL	21 Barton Avenue Proposal: Outbuilding converted for 2 no. additional b&b letting rooms (part retrospective). Observations: No objection
CB/18/03990/FULL	12 Duncombe Drive Proposal: Single storey side and rear extension. Observations: No objection
CB/18/04082/FULL	3 Alfred Street Proposal: Two storey side extension. Observations: No objection
CB/18/04039/PADM	Dunstable Library, Vernon Place Proposal: Building to be demolished is an old office building which is no longer in use and beyond repair including an existing library. This will include the demolition of the adjoining buildings within the site. Observations: No objection

3. PLANNING DECISIONS

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

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 18 DECEMBER 2018

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

Apologies: Councillor Jeannette Freeman and Emma Simmons (for whom Cllr Woodward 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 7 DECEMBER 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 17 November and 7 December 2018.

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

CB/18/03991/FULL 2 The Avenue
Proposal: Construction of new garage located in front of the existing building line.
Observations: No objection

CB/18/04087/FULL 14 Osborne Road
Proposal: Two storey side and single storey front and rear extension.
Observations: No objection

CB/18/04114/FULL 27 West Parade
Proposal: Single storey rear extension, loft conversion with rear dormer and erection of garden shed.
Observations: No objection

CB/18/04120/ADV Dunstable Leisure Centre, Court Drive
Proposal: Building mounted sign with halo effect back lighting to east elevation, north elevation building mounted sign non-illuminated and existing freestanding monolith sign to be re-clad and non-illuminated.
Observations: No objection

CB/18/04216/FULL 13-13A West Street
Proposal: Conversion and change of use of shop to two self-contained flats and conversion of first floor flat to two self-contained flats.
Observations: No objection

CB/18/04227/FULL 39 Churchill Road
Proposal: Two storey rear extension.
Observations: No objection

CB/18/04282/FULL 17 West Street
Proposal: Conversion of first floor to form 1 x 1-bedroom and 1 x 2-bedroom flats and rear extension to form 1 x 1-bedroom flat.
Observations: Object due to over-development and concerns with the waste management provision. The proposal provided a smaller area for waste than currently provided, even though there would be three additional domestic dwellings as well as the commercial unit.

3. PLANNING DECISIONS

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

4. LICENSING APPLICATIONS

No licensing applications had been received.

DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 14 JANUARY 2019****BUDGET PROPOSALS FOR 2019/20**

Purpose of Report: For members to consider and comment on draft budget proposals for the Grounds and Environmental Services Department for 2019/20 and make recommendations to the Finance and General Purposes Committee accordingly.

1. ACTION RECOMMENDED

- 1.1 For members to consider and comment on draft budget proposals and fees and charges for the Grounds and Environmental Services Department for 2019/20, summarised below and shown on the separate enclosures, and make recommendations to the Finance and General Purposes Committee accordingly.

2. INTRODUCTION

- 2.1 Members of the Council considered proposals for a draft 2019/20 revenue budget at the Council Meeting held on 3 December 2018.
- 2.2 At this meeting, members agreed a draft budget that accounted for:

Increased Revenue Expenditure

Increased revenue expenditure on existing revenue budget	£149,989
--	----------

Revenue savings/additional income

Identified revenue savings and increased income targets	£97,274
---	---------

- 2.3 This resulted in an anticipated revenue expenditure deficit of £52,715 that in turn would require an increase to the Dunstable Band D council tax of £4.11 for 2019/20. Members resolved that the 2019/20 revenue budget should be set at no more than a 2.4% per cent increase to the council tax charge. The enclosed draft budget papers reflect this decision.

3. GROUNDS AND ENVIRONMENTAL SERVICES BUDGET 2019/20

- 3.1 The proposed budget for the Grounds and Environmental Services Department for 2019/20 presents a revenue cost to the Council of £830,782 that includes an income target of £598,650 giving a gross budget of £1,429,432.
- 3.2 The following summarises the movements in the proposed budget for the Grounds and Environmental Services Department for 2019/20.

Overall, the Grounds and Environmental Services Budget has increased by £70,332 but if staffing costs are excluded, the overall Grounds and Environmental Services budget has increased by £12,284. This can be explained as follows:

Grounds and Environmental Services	
SAVINGS	GROWTH
Allotment fees - £300	Allotment water charges - £300
Burial fees and charges - £12,500	Cemetery utilities - £1,200
Income from kerbs and sanctums - £4,500	Pre-purchase of kerbs and sanctums - £2,500
Town centre repairs and maintenance - £4,000	Memorials income - £2,500
CBC maintenance contract - £450	Recreation grounds security - £500
Income for Eleanor's Cross contract £3,000	Income from football pitches - £1,000
Loan charges - £836	Town Ranger repairs and maintenance - £4,000
	New public realm budget - £3,500
	Downside lease income - £6,200
SUB-TOTAL - £25,586	SUB-TOTAL - £21,700
Creasey Park Community Football Centre	
Offices supplies - £600	Utilities - £3,500
Contents insurance - £100	Licences - £100
	Maintenance contracts - £1,000
SUB-TOTAL – £700	SUB-TOTAL - £4,600
Bennett Recreation Ground Splash Park	
Repairs and maintenance - £500	Rates - £1,500
Catering stock and sundries - £1,780	Utilities - £2,000
Ice cream concession - £800	Cleaning £1,900
Facility hire - £2,000	Waste £450
Insurance - £1,000	Telephone links £3,300
	Maintenance contracts - £3,500
	Catering income - £5,700
SUB-TOTAL – £6,080	SUB-TOTAL – £18,350
TOTAL - £12,284	

NB – Members should note that at the time of preparing this report, the Council is waiting for the outcome of a tender submitted for contract work with Central Bedfordshire College.

4. FINANCIAL IMPLICATIONS

- 4.1 If approved, the recommendations of this report contribute to the Council achieving their aspiration for no more than a 2.4% increase in the 2019/20 council tax charge.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The Council has set itself a number of challenges and aspirations as contained in the Corporate Plan 2017-19. These budget proposals accord with the aspirations contained within the Corporate Plan and will allow the Council to continue to grow and become more influential in terms of service delivery in the town for many years to come.

6. HEALTH AND SAFETY IMPLICATIONS

- 6.1 The draft general health and safety budget for 2019/20 has been maintained at the same rate set for 2018/19.

7. HUMAN RESOURCE IMPLICATIONS

- 7.1 The staffing costs as illustrated on the separate enclosure assume a minimum of a 2% pay award for all staff (actual pay awards range from 2% to 7%) including those positions that are paid the 'National Living Wage Foundation Living Wage' which will increase by approximately 2.9% from £8.75 to £9.00 per hour.

8. EQUALITIES AND LEGAL IMPLICATIONS

- 8.1 There are none arising directly from this report.

9. SEPARATE ENCLOSURES

- 9.1 Enclosure 1 - Draft budget 2019/20
Enclosure 2 - Draft pricing schedule 2019/20

NB - Would all members please retain the enclosures, as this report will be duplicated for the Finance and General Purposes Committee.

10. BACKGROUND PAPERS

- 10.1 Meeting of full Council, 3 December 2018 - *Draft Budget 2019/20*

11. AUTHOR

- 11.1 David Ashlee – Town Clerk and Chief Executive
E-mail – david.ashlee@dunstable.gov.uk

DUNSTABLE TOWN COUNCIL

GROUND AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 14 JANUARY 2019

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 Creasey Park hosted matches over the festival holiday period on Boxing Day and New Years Day. Boxing Day saw the centres two key partner clubs battle, with AFC winning 4-2 against Dunstable Town FC. This match provided the largest attendance of the season being 236.

3. INCOME & EXPENDITURE

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

3.2 October is showing a £12,705 deficit against profile due to lower than expected bar and catering trading, coupled with unexpected ATP credits due to block booking cancellations. Additionally; an annual £2,700 coffee machine rental is shown in one month rather than spread quarterly across the year.

3.3 Income over October and November is lower than profile, however it is anticipated that trade over the remaining 5 months should see budget come in on target.

4. EVENTS AND FUNCTIONS

4.1 Creasey Park hosted another successful Fireworks display. Income comparison with last year showed parallel trading through the bar, the kitchen was down by £240, but the addition of a mobile bar on the field brought in an additional £420.

4.2 Function bookings remain steady, though unfortunately over the Christmas period the centre lost a lucrative booking with Scapa Ltd, a Dunstable based company who have gone into liquidation. From now until the end of the financial year, at present the centre is booked out on 9 of 13 weekends.

4.3 The Creasey Park Toddler Group and Over 55's Lunch Group are retaining strong numbers, widening the centres local community use.

5. BUILDING AND ENVIRONMENTAL UPDATE

- 5.1 Appendix 2 shows Creasey Park CO2 monthly usage over the past 4 years, gas consumption and annual CO2 usage against annual income.
- 5.2 The office window has been replaced after the break-in and now just waiting for a replacement office door.
- 5.3 CBC have approved funding to lay new changing and shower room flooring, which should be installed in the next month. CBC have also funded new clubhouse furniture.
- 5.4 Creasey Park has been working with Tesco and its food fare scheme. To date Creasey Park has helped to save 6,344kg of CO². The scheme involves Tesco donating food to Creasey Parks Toddler Group and Older Peoples Lunch Club.
- 5.5 Through the Salvation Army clothes bin Creasey Park has helped to donate 130kg of clothes.

6. BENNETT'S SPLASH & SPLASHSIDE CAFÉ UPDATE

- 6.1 Bennett's Splash remains closed.
- 6.2 The Splashside café has been hired out on a few occasions, though unfortunately CBC's vulnerable adult group are yet to hire again this year. Efforts are continually being made to hire out the café as much as possible before the new splash park season begins.

7. CONCLUSION

- 7.1 Creasey Parks environment strategy and community usage is making forward strides, however, the centres financial performance it is going to have a challenging last 5 months of the financial year. Due to low attendances at the partner club matches and drop off in weekend refreshments sales the catering income is not making the income it once used to. An additional impact on income generation is varying local school holidays between Central Beds and Luton, resulting in this year having no lucrative catering and pitch hire income via Luton Town Youth Development fixture bookings.

8. AUTHOR

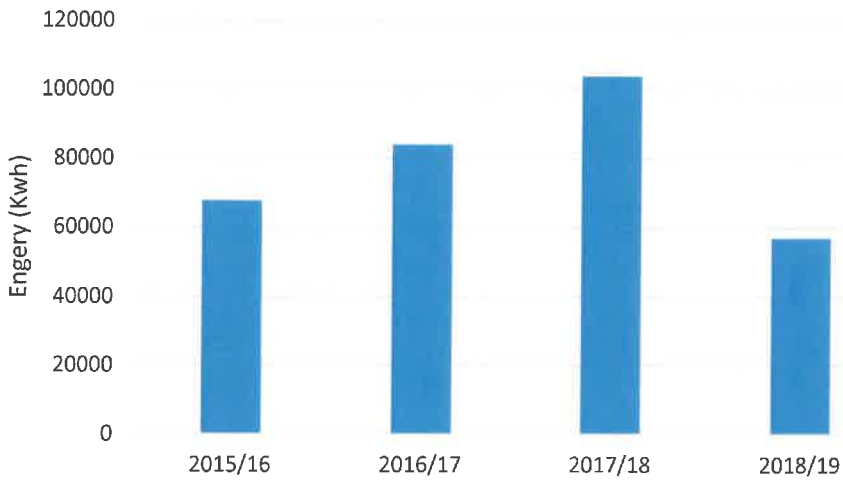
- 8.1 James Slack – Sports and Leisure Facilities Manager
james.slack@dunstable.gov.uk

Creasey Park Community Football Centre CO2, Gas and Energy Consumption

Creasey Park CO2 Tonnes Consumption



CPCFC Annual Gas Energy Consumption



CO2 tonnes used against to income



DUNSTABLE TOWN COUNCIL**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 14 JANUARY 2019****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 services and Dunstable Cemetery.

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

- 1.1 Since the last report to this committee, there have been no incidents of vandalism to play equipment.
- 1.2 A section of chain link fencing and support posts, backing onto one of the properties on Allenby Avenue at Newton recreation ground is due to be replaced by fencing contractors.
- 1.3 It has been necessary to lay slabs at the gate entrances to Mentmore, Ridgeway and Brewers Hill play areas as the grass areas outside the gates were becoming worn and uneven causing potential trip hazards.
- 1.4 The Council has appointed Playground Supplies Ltd to design and install the new adventure play area at Bennett Memorial Recreation Ground. The Council received three design and build tenders from playground companies and each was invited to present their designs to the Member / Officer working group.
- 1.5 The design is currently being finalised and the works are scheduled to commence w/c 4 March 2019 for a 6 to 8 week period. The intention is to have the play area completed for a 'soft' opening to coincide with the re-opening of the splash park on Friday 3 May 2019. Local residents will be invited to come along and view the designs at the Splashside Café on the evenings of Tuesday 5 and Thursday 7 February. A copy of the designs will be available for Members to view at this Committee. The formal opening of the new play area is likely to take place w/c 27 May 2019 to coincide with the half term week.

Sports Pitches and General Grounds Maintenance

- 1.6 The grounds team are currently spiking all football pitches on the recreation grounds and Creasey Park as part of the regular maintenance programme to alleviate compaction and aerate the soil to encourage root growth.

- 1.7 Some of the matches on the mini-soccer pitches at Creasey Park had to be either called-off or moved to the 3G pitch in December due to waterlogged ground. All other pitches on site remained playable.
- 1.8 Low tree branches on trees at the recreation grounds are being cut back over the winter period to allow the ride on mowers to cut closer to the tree bases when grass cutting commences in March.
- 1.9 The Grounds Operations Manager is finalising solutions and costs for installing height restriction barriers and other security measures to improve secure access and prevent unauthorised encampments on those recreation grounds identified as high risk. The works will be completed by the end March 2019.

2. TOWN CENTRE AREA

Priory and Grove House Gardens and the Town Centre

- 2.1 The Grounds Operations Manager has ordered the 2019 summer bedding plants, with delivery scheduled for early June.
- 2.2 The grounds team have replaced the oak sleepers along the front edge of the Physic garden in Priory Gardens. A plastic membrane has been placed both under and on the inside of the sleepers to help keep soil away from the wood and deter deterioration of the oak sleepers. The sleepers have also treated with a wood preservative.
- 2.3 Leaf clearing has been completed in Grove and Priory Gardens. It has also been necessary to rake fallen twigs and small branches that have dropped from the trees in windy conditions.

Dunstable in Bloom

- 2.4 Dunstable in Bloom organised a tree-planting event at Olma Road Recreation Ground during National Tree Week in late November. Pupils from All Saints and Weatherfield Academies came along to help plant seven heritage fruit trees and undertake various tree dressing craft activities.

3. TOWN RANGER SERVICES

- 3.1 The new Assistant Ranger started on Monday 3 December and is settling in well. He is receiving training on the use of machinery including the Karcher sweeper and jet wash systems. The Rangers are now fully responsible for all the opening, closing and cleaning of the town centre toilets and also provide some additional assistance with market stalls on themed and farmers / craft market days. The Rangers are now able to provide a full day service in the town centre every Saturday and an early morning service every Sunday to help keep the town centre clean and tidy.
- 3.2 The Ranger Service has completed 123 tasks via work request forms since April 2018 including, graffiti removal, cutting back overgrown vegetation, cleaning up spilt paint and carrying out minor repairs on Council buildings.

4. DUNSTABLE CEMETERY

- 4.1 Burial activity has remained ongoing and the table below provides a comparison for the period 1 Nov 2018 to 31 Jan 2019 against the same period for the previous year.

	Nov 2017 – Jan 2018	Nov 2018 – Jan 2019
New earth grave	10	12
Re open earth grave	8	15
New ashes	8	9
Reopen ashes	10	6

- 4.2 At the time of writing this report, 157 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 September 2018 is provided in the table below.

	April	May	June	July	August	Sept	Oct	Nov
Budgeted Expenditure	£17,783	£7,533	£7,530	£8,783	£7,533	£7,531	£8,783	£7,533
Actual Expenditure	£16,596	£6,729	£8,804	£7,663	£6,094	£7,532	£9,340	£4,009
Variance	£1,187	£804	-£1,274	£1,120	£1,439	-£1	-£557	£3,524
Budgeted Income	£13,175	£13,175	£13,175	£13,175	£13,175	£13,175	£13,175	£13,175
Actual Income	£20,436	£22,616	£21,227	£22,104	£11,789	£8,892	£11,828	£17,160
Variance	£7,261	£9,441	£8,052	£8,929	-£1,386	-£4,283	-£1,347	£3,985
Total Variance	£8,448	£10,245	£6,778	£10,049	£53	-£4,284	-£1,904	£7,509
Overall Variance	£36,894							

- 4.4 The overall variance is positive for the period and this remains largely attributable to overachieving on income from burials and memorials for the period April to July and November. December and January will also see a further over achievement on income.

- 4.5 Officers are preparing to submit an application to retain the Green Flag status for the Cemetery. The application will be submitted by the end of January 2019.
- 4.6 The Friends of Dunstable Cemetery met again on 10 December 2018 to clear notable overgrown graves. The group will meet again on 14 January and the 29 January.
- 4.7 Over the next few months, the research that was undertaken for the interpretation boards for notable graves in the Cemetery, will be collated and sent to a designer for compilation.

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 September. The table below provides some detail about the make-up of the waiting list and the plots that are currently under offer.

	Total	Resident	Non-Resident
Number on waiting list	47	30	17
Number currently under offer	3	3	0
Number that will accept offer of any plot /site	13	1	12
Number that have requested a specific plot /site	25	21	4
No. requesting a second plot	6	5	1

- 5.2 Annual rent invoices for 2019 have recently been sent out to all allotment tenants. This process often results in a number of tenants relinquishing their tenancies at this time. Vacated plots will be re let to those on the waiting list.

6. AUTHORS

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

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