



**David Ashlee** Town Clerk and Chief Executive

Our Ref: DA/JC/GES

Date: 2 March 2018

Dear Councillor

Could you please note that a meeting of the Grounds and Environmental Services Committee will be held on **Monday 12 March 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 15 January 2018 (copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 23 January and 13 February (see page 1).
5. Creasey Park Community Football Centre Update (see page 6).
6. Dunstable War Memorial Update (see page 10).
7. Recreation Grounds, Town Centre Gardens, Cemetery and Allotments – Information Report (see page 13).

Cont'd.....

DA/JC/GES  
2 March 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 Gloria Martin (Town Mayor), John Kane (Deputy Town Mayor), Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Lisa Bird, Jessica Castle, Philip Crawley, Jeannette Freeman, Peter Hollick, Mike Mullany, Emma Simmons, Ann Sparrow, Johnson Tamara and Nigel Warren and other Members of the Council for information.

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# DUNSTABLE TOWN COUNCIL

## MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 23 JANUARY 2018

Present: Councillors Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Claire Meakins and Pat Staples

Apologies: None

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

Public: None

### 1. SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Cllr Jones	23 Candale Close – Non-Pecuniary (Applicant known)	Item 3, App 6
Cllr Staples	10 First Avenue – Non-Pecuniary (Applicant known)	Item 3, App 12
Cllr Staples	Licensing Applications – Pecuniary	Item 4

### 2. PLANNING APPLICATIONS – RECEIVED UP TO 12 JANUARY 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 23 December 2017 and 12 January 2018.

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

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CB/17/03588/OUT Tyler House, Creasey Park Drive  
Proposal: Demolition of the building and replacement of 16 apartments and associated works. (Amended plans)  
Observations: Object. Members considered that access to the site is already inadequate and existing problems could be exacerbated by this development.

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CB/17/04816/FULL 195 Jeans Way  
Proposal: Double storey side extension and driveway. (Amended plans)  
Observations: No objection

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CB/17/05442/FULL Pumping station between 20 & 22 Bowmans Way  
Proposal: Erection of security fencing.  
Observations: No objection

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CB/17/05841/FULL 5 Regency Court  
Proposal: Erection of a two storey side extension including new entrance door to front of house.  
Observations: Object. Members felt that the proximity of the property directly onto the boundary line and footway would blight the nature of the existing open street scene.

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CB/17/05842/OUT Former Sca Hygiene Products, Southfields Road  
Proposal: De commission existing air conditioning system and replace with heating and cooling system. We would need to place a number of units at the front of our building. We would need to lay a concrete slab roughly 4m by 9m at the front of our building and we would then house the fan units in two rows on this slab. We want to make sure that the intended area we are going to use is acceptable to the council.

Observations: No objection

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CB/17/05853/FULL 23 Candale Close  
Proposal: Proposed single storey front extension and single storey rear extensions.

Observations: No objection

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CB/17/05860/FULL 5 Barton Avenue  
Proposal: Two storey rear extension and single storey side extension.

Observations: No objection

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CB/17/05899/ADV 2-8 Luton Road  
Proposal: Illuminated and non-illuminated replacement and new signage.

Observations: No objection

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CB/17/05906/FULL 33 Walgrave Road  
Proposal: Two storey and single storey rear extensions and pitched roof over garage and porch.

Observations: No objection

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CB/17/05936/FULL 19 Markham Crescent  
Proposal: First floor side extension with front and rear dormers. Single storey rear extension and demolition of conservatory.

Observations: No objection

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CB/17/05978/FULL 171 Luton Road  
Proposal: Single storey side and rear extension.

Observations: No objection

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CB/17/05988/FULL 10 First Avenue  
Proposal: Loft conversion, rear dormer window and part hipped, part gable end, side roof extension.

Observations: No objection

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CB/17/06013/FULL 21 Icknield Street  
Proposal: Proposed two-storey extension.

Observations: No objection

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CB/17/06015/FULL 11 Turnpike Close

Proposal: First floor rear extension and garage conversion.

Observations: No objection

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### 3. PLANNING DECISIONS

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

### 4. 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. Rumble Tums Snacks – Ashton Square (Street Trading)  
No objection
2. Harvey Blake – Ashton Square (Street Trading)  
No objection
3. Effishency – 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 13 FEBRUARY 2018**

**Present:** Councillors Liz Jones (Chairman), Jeannette Freeman, Pat Staples and Nigel Warren

**Apologies:** Councillors Sid Abbott (for whom Cllr Freeman was substituting) and Claire Meakins (for whom Cllr Warren 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 2 FEBRUARY 2018**

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 13 January and 2 February 2018.

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

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CB/17/02785/FULL 7 Lancot Avenue  
Proposal: To replace a flat roof on a side extension with a pitched roof to match with the original roof.  
Observations: No objection

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CB/18/00003/FULL 111 Meadway  
Proposal: Single storey side/rear extension.  
Observations: No objection

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CB/18/00010/TCA 21 High Street North  
Proposal: Removal of Lime tree.  
Observations: No objection

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CB/18/00011/FULL 21 Appleby Gardens  
Proposal: Part single part two storey rear extension.  
Observations: No objection

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CB/18/00031/FULL 19 Holmwood Close  
Proposal: Single storey side and rear extension, loft dormers with proposed staircase. Demolition of existing garage.  
Observations: No objection

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CB/18/00035/FULL 48 First Avenue  
Proposal: Single storey front, rear and side extension with first floor side extension.  
Observations: No objection

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CB/18/00048/FULL 293 Poynters Road  
Proposal: 2m extension of existing drop kerb to the front of the property.  
Observations: No objection

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CB/18/00120/FULL 11 Ulverston Road  
Proposal: Erection of single storey rear extension.  
Observations: No objection

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CB/18/00126/FULL 65 Worthington Road  
Proposal: Proposed detached 2 bedroom dwelling.  
Observations: No objection

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CB/18/00137/FULL 4 Ennerdale Avenue  
Proposal: First floor side extension and single storey rear extension.  
Observations: No objection

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CB/18/00138/FULL 81 Great Northern Road  
Proposal: Two storey side extension and increasing height of existing two storey rear projection.  
Observations: No objection

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CB/18/00314/FULL 47 Cartmel Drive  
Proposal: First floor side extension.  
Observations: No objection

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### 3. PLANNING DECISIONS

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

### 4. 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. The Lime – Ashton Square (Street Trading)  
No objection
2. Richard Reid – Ashton Square (Street Trading)  
No objection
3. Michael Avis – Ashton Square (Street Trading)  
No objection. CBC are asked to take account of the fact that the applicant is an existing long-term trader, trading on the preferred pitch.

**DUNSTABLE TOWN COUNCIL****GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 12 MARCH 2018****CREASEY PARK COMMUNITY FOOTBALL CENTRE UPDATE**

**Purpose of Report:** To provide a progress report on operations at Creasey Park Community Football Centre.

**1. INTRODUCTION**

- 1.1 This report gives members a succinct account of performance to date.
- 1.2 Creasey Park hosted a regional heat of the FA People's Cup. A new Dunstable BMX Club has been established and is operating ad-hoc on Sunday mornings.

**2. ATP AND GRASS PITCHES**

- 2.1 Dunstable Town FC hosted a league match against Hereford FC (previously in the football league). This match was the biggest game this season with 509 spectators attending.
- 2.2 February school half term saw Luton Town FC Youth host 2 days for youth development games against Norwich and Brentford. These 2 days saw 20 teams and over 1,000 spectators attending.
- 2.3 Creasey Park in partnership with the Beds FA and Dunstable Town FC hosted a regional heat of the FA Peoples Cup for disability players. The FA Peoples Cup is a 5v5 tournament for casual players not associated with any clubs. There were 55 players across 9 teams including teams from the local Weatherfield School, as well as Chiltern School in Houghton Regis and Cedars in Leighton Buzzard.

**3. INCOME & EXPENDITURE**

- 3.1 Appendix 1 - CPCFC profiled income and expenditure report as at end of January.
- 3.2 Appendix 1 shows that at the end of January 2018 there was deficit of £28,661. Whilst it is anticipated that this deficit will reduce over the final 2 months of trading for 2017/18; an end of year deficit is still expected.
- 3.3 The main reasons for shortfalls in income and additional expenditure are as follows:

• Water	£2,000	Charges from 2015/16 not applied. Additional usage due to mini pitch re-instatement
• Water valve	£1,300	Purchased to allow for mini pitch re-instatement
• Floodlights	£3,800	Half of all floodlight lamps replaced.
• Waste	£1,200	Additional skips hired for large scale events, festivals and fireworks
• Unclaimable VAT	£3,900	
• Catering stock	£3,500	Over expenditure profile budget. Bulk order for whole



• Lettings	£2,000	quarter, this will level out by the end of the year.
• ATP Hire	£3,700	Below income profile. College have decreased their usage this year on what was expected when budget set.
• Grass Pitch	£1,300	Below income profile. Cancellations due to weather, Competition from other facilities meaning late night undesirable slots do not now have the demand.
• Wages	£6,000	Below income profile. Cancellations due to weather. Also home clubs AFC Dunstable & Dunstable Town FC have less teams this year meaning less pitches booked.
<b>Total</b>	<b>£28,700</b>	Overspent against expenditure profile. Additional staff for Dunstable Town matches, cover for annual leave

- 3.4 A pricing review for an April implementation is being conducted across all bar and catering operations.

#### 4. EVENTS AND FUNCTIONS

- 4.1 Creasey Park successfully provided a mobile bar for the Mayors Charity Dinner Dance. This is a service which Creasey Park could look to offer elsewhere. On the same night Creasey Park also hosted Dunstable Road Runners annual presentation night.

- 4.3 Best Bar None have assessed Creasey Park for 2017/18 accreditation and the results are expected in July.

#### 5. MARKETING

- 5.1 No update

#### 6. BUILDING AND ENVIRONMENTAL UPDATE

- 6.1 The new office window is now installed.

- 6.2 In an attempt to minimise the amount of paper coffee cup waste produced, in April Creasey Park will promote a 'bring you own cup' offer. This offer will see customers receive a 5% discount on all hot drinks if they use their own cup.

#### 7. BMX TRACK

- 7.1 A Dunstable BMX Club is now established. The club have formed a committee, set up a bank account and have their own Facebook page. The club are running BMX taster sessions on Sundays and are encouraging users to access the clubhouse and catering facilities at Creasey Park. The BMX club have contacted CBC to apply for funding from CBC's Community Facilities Fund and are awaiting a response. Funding would pay for a start gate, which would then mean the club could host BMX events and become an income generator for Creasey Park.

#### 8. SPLASHSIDE CAFÉ UPDATE

- 8.1 Dunstable Town Council is continuing to work in partnership with Central Bedfordshire Councils (CBC) Adult Social Care department. CBC are now hiring the Splashside Café twice a week (Tuesdays & Wednesdays) to open as a café to the general public.

**9. CONCLUSION**

- 9.1 The creation of the Dunstable BMX club is a positive progression and if a funding bid is successful should see some formal activity and events taking place. The next two months will see Creasey Park aim to minimise expenditure and maximise income to provide the most favourable financial position at the end of the year.

**10. AUTHOR**

- 10.1 James Slack – Sports and Leisure Facilities Manager  
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**DUNSTABLE TOWN COUNCIL**

**GROUNDS AND ENVIRONMENTAL SERVICES**

**MONDAY 12 MARCH 2018**

**DUNSTABLE WAR MEMORIAL UPDATE**

**Purpose of Report:** To provide Members with an update on progress with the refurbishment of the Dunstable War Memorial

**1. ACTION RECOMMENDED**

- 1.1 It is recommended that Members note the progress to date with the project and in particular the valuable contribution that the Friends of Priory House and Gardens and the Dunstable and District Local History Society have made towards seeking funding and completing historical research.

**2. BACKGROUND**

- 2.1 Members will be aware that the Council's Corporate Plan 2017 to 2019 includes an action to carry out a complete renovation of the Dunstable War Memorial and install an additional plaque to commemorate those who have died in conflicts since 1945.
- 2.2 Members will recall that in the November cycle of meetings they approved a proposal to fully refurbish the war memorial, noted the potential for crowd funding and agreed to underwrite any shortfall in third party contributions to deliver the project at a cost in the order of £50,000.

**3. PROGRESS UPDATE**

Crowd Funding

- 3.1 Officers were asked to explore with the Friends of Priory House and Gardens (FOPHAG) the possibility of setting up a crowd funding campaign to secure both public and community donations for the project. FOPHAG have readily embraced the challenge and with support from DTC officers they have put together a very comprehensive high quality on-line crowd-funding page.
- 3.2 The page will be officially launched at 12 noon on Saturday 3 March at Priory House by the Town Mayor, Cllr Gloria Martin. The launch will encourage people to come into Priory House to pledge on-line to get the ball rolling. FOPHAG and members of the Dunstable and District Local History Society have worked together to compile and present information about some of the many fallen heroes as well as giving talks about their lives and the importance of the refurbishment project.
- 3.3 FOPHAG have set up a dedicated Facebook page to promote the crowd funding opportunity and raise awareness in the community. They have also been busy distributing leaflets and have made a short video to encourage people to pledge.
- 3.4 The crowd-funding page will remain on line for one month to the end of March and early signs suggest that local people and businesses will be very supportive of the project.

Missing Names and New Roll-Call Plaques

- 3.5 The Dunstable and District Local History Society are working hard to finalise the list of names missing from the existing roll-call plaques and correct errors and misspellings with some of the existing names. Initially it was thought that 28 names were missing but it is anticipated that this may double once further research is completed.
- 3.6 It has been suggested that the old roll-call plaques are retained and re-hung in the Dunstable Cemetery Chapel

Stabilisation

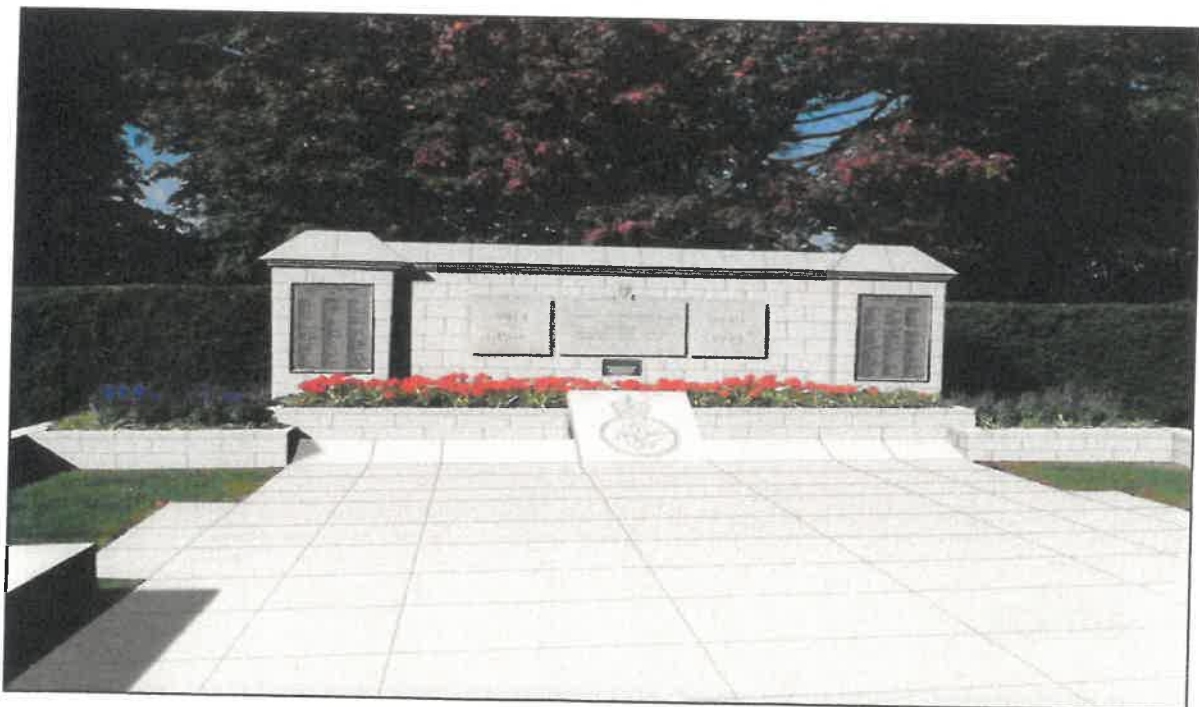
- 3.7 Structural engineers have designed and provided details of the stabilisation requirements and the ground disturbance necessary to install them. This information is being submitted to Historic England to support the application for Scheduled Monument Consent.

Schedule Monument Consent (SMC)

- 3.8 The CBC County Archaeologist is supporting DTC officers with submission of the SMC application. Early indications from Historic England suggest that they will fully support the project and give formal consent. CBC planning officers have advised that no planning consent is required.

Re facing with stone

- 3.9 The picture below, created by a member of FOPHAG, gives an artist's impression of how the refurbished memorial might look once completed. The picture shows the original structure faced in new stone, new stone copings, replaced paving, new larger roll-call plaques and the new combined services emblem.

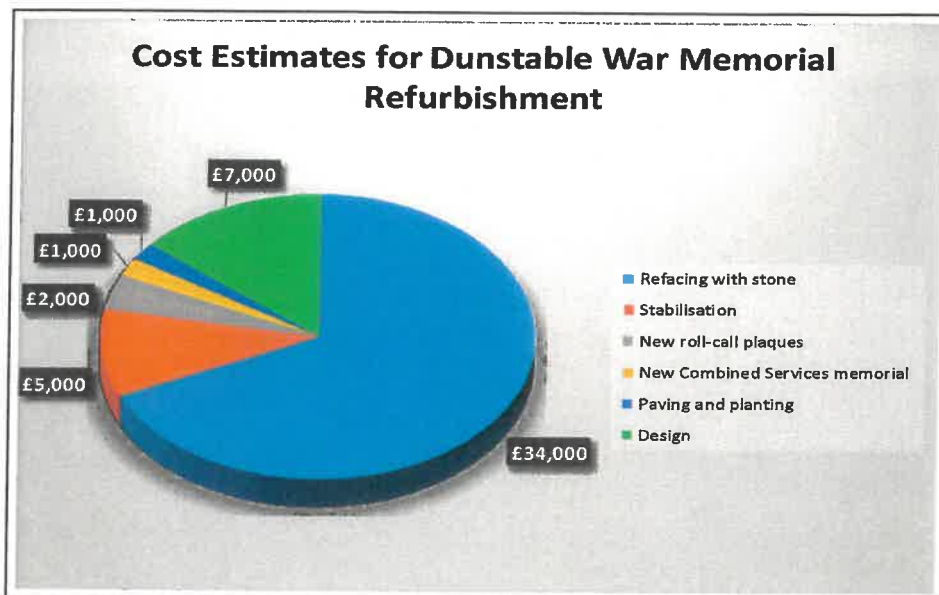


**4. NEXT STEPS**

- 4.1 Brasier Freeth have been retained to complete the detailed design, carry out the contract procurement and oversee the building elements of the project. The detailed design and procurement will take place over the next few weeks with a view to commencing the works on site during early summer. The early summer start has been proposed to coincide with warmer weather, which is more suitable for masonry and stonework.
- 4.2 Once the missing roll-call names have been finalised a local company will be approached to design and manufacture the new plaques. The existing epitaph stone plaques in the centre of the memorial will be retained and re fixed to the memorial. The new Combined Services Emblem will be carved in stone to commemorate those who have fallen in conflicts since the Second World War.
- 4.3 Arrangements will be made to rededicate the memorial in time for the Armistice and Remembrance Services in November 2018.

**5. FINANCIAL IMPLICATIONS**

- 5.1 Whilst the Council has agreed to underwrite the full cost of the project in the order of £50,000 FOPHAG have set a target to raise the full £50,000 via the crowd-funding page.
- 5.2 The pie chart below provides an estimated breakdown of the costs elements of the project for information. The actual costs will be established once the contract procurement is complete.



**6. AUTHOR**

- 6.1 John Crawley, Head of Grounds and Environmental Services  
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**DUNSTABLE TOWN COUNCIL****GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 12 MARCH 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 have been no incidents of vandalism to play equipment.
- 1.2 It has been necessary for Hags Play Company to attend Newton play area to re-set the support posts at the start of the zip wire due to movement at the ground fixings.
- 1.3 Maverick Industries are due to visit Grove Skate Park when the weather improves, after the Grounds Operations Manager reported a number cracks appearing on various areas across the concrete surface. Maverick have stated that the weather will determine when they visit the site, as the temperature will have a bearing on the ability to carry out effective repairs.

**Sports Pitches and General Grounds Maintenance**

- 1.4 The grounds team were unable to carry out any maintenance to the football pitches week commencing 26<sup>th</sup> February due to frozen ground conditions. It is now likely that some leagues will end up playing re-arranged fixtures on mid-week evenings to complete all matches by the beginning of May. This is the planned time for out of season pitch renovations to commence.
- 1.5 Winter maintenance including hedge trimming, edging paths and cutting back vegetation growing through fence lines has been completed on a number of sites including contracted work at Incuba and Central Bedfordshire College in College Drive.
- 1.6 Most of the servicing of grass cutting equipment has been completed in preparation for the grass cutting season which is due to commence in late March or early April.
- 1.7 The grounds team have also had to grit and salt pathways and car park areas on a number of occasions this winter.

## 2. TOWN CENTRE AREA

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

- 2.1 Maintenance of the formal lawn areas in Priory Gardens will commence in March and will include treatment for moss control and an application of a selective herbicide to eradicate broad leaf weeds. Between these applications the grounds team will scarify the lawns to remove any dead moss and thatch remaining in the grass. These operations will improve the grass areas in time for the start of the croquet season, which commences on 24 April.
- 2.2 Growth on the winter/spring bedding plants have been held back due to the extreme cold snap at the beginning of March but they should recover to produce a good display from the end of March onwards.
- 2.3 Due to wind damage it has been necessary to replace most of the wooden fencing at Priory Gardens at the end of the meadow to the rear of the properties on Priory Road.

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

- 2.4 Members are reminded that the Dunstable in Bloom theme for 2018 will be Remembrance and Peace to coincide with the 100<sup>th</sup> anniversary of the end of World War 1. Floral displays with a predominance of red and white flowers along with some blue and yellow have been ordered. The quadrant shopping centre will also be providing and maintain floral displays for the first time this year.
- 2.5 Keep Dunstable Tidy organised a litter pick for 3 March 2018 as part of the Great British Spring Clean campaign. Due to the snow and ice over that weekend the litter pick was postponed and will now take place at Frenchs Avenue on Saturday 17 March at 10.00am.

## 3. TOWN RANGER SERVICES

- 3.1 Now that the renovation of the Grove House outbuildings has been completed by the contractors and the buildings alarmed, the Town Ranger and Town Centre Ranger have cleaned and painted the inside of the store and started to move their equipment in. This will benefit the Town Centre Ranger greatly as he will now have better access to water to fill the trailer mounted jet wash system and have all his equipment in one area still based in a central location. Additional external storage space has also been provided alongside the out buildings and the whole appearance of the area is now greatly improved.
- 3.2 The Town Ranger has been approached by the Area Manager of the Central Beds/Luton/Dunstable inclusion project, with a view to work alongside some of their volunteers on litter picking activities. The Grounds Operations Manager agreed a date for the Town Ranger to work with the group to carry out some litter picking at College Drive, Dog Kennel walk and the rear of the Skate Park on Tuesday 27 February. Unfortunately the inclusion project had to cancel this date due to the poor weather conditions. A new date will be arranged to work with the group at the end of March or early April.



#### 4. DUNSTABLE CEMETERY

- 4.1 Burial activity has remained ongoing and the table below provides a comparison for the period 1 Feb 2018 to 30 Mar 2018 against the same period for the previous year.

	Feb 2017 – Mar 2017	Feb 2018 – Mar 2018
New earth grave	14	8
Re open earth grave	15	17
New Ashes	5	1
Reopen ashes	13	8

- 4.2 At the time of writing this report 114 burials will have taken place in the lawn section of the cemetery extension.
- 4.3 The Cemetery profiled expenditure and income report as at end of January 2018 is provided below:

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
<b>Budgeted Expenditure</b>	£10,686	£7,935	£7,932	£9,185	£7,936	£7,932	£9,186	£7,935	£7,932	£9,185
<b>Actual Expenditure</b>	£7,573	£7,478	£9,205	£7,255	£6,236	£9,710	£5,292	£7,415	£7,050	£10,865
<b>Variance</b>	£3,113	£457	£-1,273	£1,930	£1,700	£-1,778	£3,894	£520	£882	£-1,680
<b>Budgeted Income</b>	£12,884	£12,884	£12,882	£12,884	£12,884	£12,882	£12,884	£12,884	£12,882	£12,884
<b>Actual Income</b>	£32,897	£15,359	£12,154	£20,827	£12,755	£10,451	£13,361	£16,685	£11,808	£6,629
<b>Variance</b>	£20,013	£2,475	£-728	£7,943	£-129	£-2,431	£477	£3,801	£-1,074	£-6,255
<b>Total Variance</b>	£23,126	£2,932	£-2,001	£9,873	£1,571	£-4,209	£4,371	£4,321	£-192	£-7,935
<b>Overall Variance</b>	<b>£31,857</b>									

- 4.4 The overall variance remains positive for the period April 2017 to January 2018 despite lower than budgeted income achieved in December and January.
- 4.5 A second meeting of the Friends of Dunstable Cemetery was held in the Chapel on Saturday 20 January where they discussed the various projects/activities that they would like to be involved with. The first of these projects is on the 22 March where the Friends will tidy a number of prominent graves.
- 4.6 The Cemetery has retained Silver status for the Charter for The Bereaved again in 2018.
- 4.7 A local Town Guide has produced a good source of information which will enable the Council to proceed with the interpretation lecterns, which are to be placed at notable graves within the cemetery.
- 4.8 A group of children from Ashton St. Peters Primary school visited the Cemetery on the 28 February to complete a study of the WW1 graves within the Cemetery.

**5. ALLOTMENTS**

- 5.1 At the time of writing this report there are 38 people on the waiting list, which is comparable to figures reported to this Committee in January 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>	38	24	14
<b>Number of which are currently being offered a plot.</b>	21	8	13
<b>Number that will accept the offer of any plot or site.</b>	3	3	0
<b>Number that have requested a specific plot or site or have declined to take a plot at this time.</b>	11	10	1
<b>No. requesting a second plot.</b>	3	3	0

**6. AUTHORS**

Ian Swinnerton, Grounds Operations Manager  
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Mary Dobbs, Cemetery Manager  
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