

Dunstable Town Council
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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/JC/GES

Date: 2 June 2017

Dear Councillor

Could you please note that a meeting of the Grounds and Environmental Services Committee will be held on **Monday 12 June 2017 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 13 March 2017 (copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 7 March, 28 March, 18 April, 9 May and 30 May 2017 (see page 1).
5. Creasey Park Community Football Centre Update (see page 15).
6. Market Town Regeneration Fund Update on Projects Relating to this Committee (see page 18).
7. Recreation Grounds, Town Centre Gardens, Cemetery and Allotments – Information Report (see page 21).
8. Dunstable War Memorial – to consider the establishment of a working group to prepare a detailed brief for the refurbishment and improvement of the town's war memorial (see page 25).

Cont'd ...

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DA/JC/GES
2 June 2017

9. 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, Steve Elliott, Jeannette Freeman, Peter Hollick, Des Moffatt, Emma Simmons, Ann Sparrow, Nigel Warren and Andy Whayman 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 7 MARCH 2017

Present: Councillors Nigel Warren (Vice-Chairman)(In the Chair), Sid Abbott, Steve Elliott, John Kane and Des Moffatt

Apologies: Councillor Liz Jones (for whom Cllr Elliott was substituting), Claire Meakins-Jell and Pat Staples (for whom Cllr Kane was substituting)

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

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
All Councillors	Grove House, 76 High Street North – Non-Pecuniary	Item 6

2. PLANNING APPLICATIONS – RECEIVED UP TO 24 FEBRUARY 2017

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 4 February and 24 February 2017.

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

CB/16/05818/FULL 2A Chiltern Road
Proposal: Existing building converted into new 3 bedroom dwelling with car parking and amenity space.
Observations: No objection

CB/16/05845/FULL 8 Morcom Road
Proposal: Single storey rear extension.
Observations: No objection

CB/17/00237/FULL 24 Howard Place
Proposal: First floor side extension.
Observations: No objection provided the Planning Authority is satisfied there is adequate separation from the neighbouring property.

CB/17/00262/FULL 19B High Street North
Proposal: Loft conversion with rear dormers and front skylights.
Observations: No objection

CB/17/00357/NMA 101 Poynters Road
Proposal: Non Material Amendment: on CB/16/05195/FULL dated 04/01/17 Revised rear elevations, window in bedroom 3 changed to Juliette Balcony and revised front elevation, 1st floor en-suite to show circular window.
Observations: No objection

CB/17/00426/LB Grove House, 76 High Street North
Proposal: Installation of architectural lighting, lantern over front entrance and uplights to gateway.
Observations: No objection

CB/17/00428/FULL 21 Penrith Avenue
Proposal: Two storey rear extension and new pitched roof to replace existing flat roof to garage and porch and alterations to front elevation of porch.
Observations: No objection

CB/17/00449/FULL 16 Burr Street
Proposal: Two storey side/rear extensions and single storey rear extension.
Observations: No objection provided the Planning Authority is satisfied there is adequate separation from the neighbouring property.

CB/17/00541/FULL 14 The Avenue
Proposal: Single storey side and rear extension. (Re-submission CB/16/00975/FULL)
Observations: No objection

CB/17/00553/FULL 27 Albion Street
Proposal: Change of use of existing office to provide 4 bedroom HMO.
Observations: No objection

CB/17/00562/FULL 67 High Street North
Proposal: Conversion of office storage space into two studio flats.
Observations: No objection

CB/17/00563/LB 67 High Street North
Proposal: Conversion of office storage space into two studio flats.
Observations: No objection

CB/17/00568/SECM Land off Kiln Way
Proposal: Modification of Section 106 Agreement attached to planning permission CB/11/04135/OUT - to modify the original S106 Agreement providing for a contribution of £8000 towards wildlife and £22,747.69 towards Affordable Housing.
Observations: DTC has no reason to approve this application on the basis of the information provided.

CB/17/00574/VOC Victoria Club, Victoria Street
Proposal: Variation of condition 2 of application CB/16/05470/FULL; to allow extended opening hours.
Observations: No objection

CB/17/00594/FULL 11 High Street North
Proposal: Proposed new cat ladder and free standing roof protection.
Observations: No objection

CB/17/00602/FULL 11 Brampton Rise
Proposal: Two storey and single storey rear extension, first floor side extension and single storey front extension.
Observations: No objection

CB/17/00603/FULL 80 Hadrian Avenue
Proposal: Demolition of detached double garage and erection of three bedroom detached dwelling.
Observations: Object as it is considered to be over-development of the site.

CB/17/00610/FULL 40 Linden Road
Proposal: Conversion of 4 bed dwelling into 7 bed HMO.
Observations: Object as it is considered to be over-development and not in keeping with the residential area.

CB/17/00673/FULL 69 West Parade
Proposal: Removal of existing out house construction of new single storey rear extension.
Observations: No objection

CB/17/00718/FULL 4 Ennerdale Avenue
Proposal: Erection of single storey rear extension.
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 28 MARCH 2017

Present: Councillors Liz Jones (Chairman), Nigel Warren (Vice-Chairman), Sid Abbott, Steve Elliott, Pat Staples and Andy Whayman

Apologies: Councillors Claire Meakins-Jell and Des Moffatt (for whom Cllr Elliott was substituting)

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

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PLANNING APPLICATIONS – RECEIVED UP TO 17 MARCH 2017

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 25 February and 17 March 2017.

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

CB/16/04643/FULL 42 Katherine Drive
Proposal: Two storey side extension with porch at front and single storey extension to rear.
Observations: No objection

CB/16/05633/FULL 27 Tring Road
Proposal: Ground and first floor rear extension and roof amendments.
Observations: No objection

CB/17/00053/TRE Ridgeway Lodge, Brandreth Avenue
Proposal: Works to trees as listed in the 'Tree Survey Report – Ridgeway Lodge Residential Home' dated 11.01.17. Trees protected by TPO 06/1998.
Observations: No objection

CB/17/00671/FULL 4 Houghton Road
Proposal: Single storey side return extension.
Observations: No objection

CB/17/00689/FULL Rear of 6 Park Street
Proposal: Upgraded internal standby generator unit to serve the digital media apparatus if the local Distribution Network Operator (UKPN) network fails.; 1 no. new intake louvre and replacement of existing exhaust louvre with new unit. New fuel storage and mobile generator connection point all to serve new generator.

Observations: No objection

CB/17/00690/FULL Priory View, Church Street
Proposal: Installation of parcel locker.

Observations: No objection

CB/17/00841/FULL Rear of 155-161 Luton Road
Proposal: Construction of two, four bedroom detached dwellings.

Observations: No objection

CB/17/00933/ADV Unit 8, White Lion Retail Park, Boscombe Road
Proposal: Decathlon store signs and Passion (sports) visuals.

Observations: No objection

CB/17/00984/FULL 135 High Street South
Proposal: Change of use from A1/A5 to C4 HIMO including extension of attic space, demolition of two storey rear extension and erection of single storey rear extension.

Observations: Object due to overdevelopment.

CB/17/01032/FULL 4 Miletree Crescent
Proposal: Demolition of existing garage and extension to side and rear.

Observations: No objection

CB/17/01072/LB 46 High Street South
Proposal: The erection of a two storey rear extension, installation of dormer and rooflights, change of use of the ground floor from Class B1 (office) to Class C3 (residential) and conversion to provide four self-contained residential units.

Observations: No objection

CB/17/01073/FULL 46 High Street South
Proposal: The erection of a two storey rear extension, installation of dormer and rooflights, change of use of the ground floor from Class B1 (office) to Class C3 (residential) and conversion to provide four self-contained residential units.

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 APRIL 2017

Present: Councillors Liz Jones (Chairman), Nigel Warren (Vice-Chairman), Sid Abbott, Steve Elliott, Des Moffatt, Pat Staples and Andy Whayman

Apologies: Councillors Claire Meakins-Jell (for whom Cllr Elliott was substituting)

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

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

Councillor	Interest	Agenda Item
Cllr Staples	62 First Avenue – Non-Pecuniary (Applicant known)	Item 9

2. PLANNING APPLICATIONS – RECEIVED UP TO 7 APRIL 2017

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 18 March and 7 April 2017.

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

CB/16/05805/FULL 69 High Street North
Proposal: Mixed use development; Nine residential dwellings, ground floor commercial use onto the High Street for retail/office, eleven vehicle parking bays, cycle shed and bin store.
Observations: No objection

CB/17/00106/TRE Rear of 101 Mentmore Crescent
Proposal: Sycamore – cut to the crown of the tree. Tree protected by TPO reference SB/TPO/77/00003 A2.
Observations: No objection

CB/17/01095/FULL 36 Allen Close
Proposal: Proposed single storey rear/side infill extension.
Observations: No objection

CB/17/01111/FULL 57 Crabtree Way
Proposal: Single storey rear extension.
Observations: No objection

CB/17/01162/FULL	16 Kirby Road Proposal: Proposed single storey rear extension, two storey side extension and loft conversion. Observations: No objection
CB/17/01168/FULL	6 Allen Close Proposal: Front and side single storey extensions and associated internal alterations. Observations: No objection
CB/17/01171/FULL	7 Thornbury Proposal: Single and two storey rear and side extensions. Observations: No objection
CB/17/01193/ADV	562 Lowther Road Proposal: Single storey granny annexe to rear. Observations: No objection
CB/17/01202/FULL	62 First Avenue Proposal: Two storey front and first floor side extension. Observations: No objection
CB/17/01203/FULL	146 West Street Proposal: Demolition of existing workshops and erection of a pair of semi-detached dwellings. Observations: No objection
CB/17/01341/FULL	23 Edward Street Proposal: Change of use of workshop into residential – one bedroom flat unit. Observations: No objection
CB/17/01382/PADO	146 West Street Proposal: Prior notification of change of use of office to 1 bed dwelling. Observations: No objection
CB/17/01398/FULL	5 Maundsey Close Proposal: Garage conversion with new raised roof, side window and velux roof light. Observations: No objection to the proposal but are concerned at the loss of car parking space.
CB/17/01464/FULL	83 Churchill Road Proposal: Front dormer extension. Observations: No objection
CB/17/01527/FULL	34 Beacon Avenue Proposal: First floor rear extension. Observations: No objection
CB/17/01550/FULL	14 Bowland Crescent Proposal: First floor side extension. Observations: No objection

CB/17/01593/FULL 4 Churchill Road

Proposal: Two storey front extension with enlarged dormer, revised roof front and rear with new porch.

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 9 MAY 2017

Present: Councillors Liz Jones (Chairman), Nigel Warren (Vice-Chairman), Sid Abbott, Pat Staples and Andy Whayman

Apologies: Councillors Claire Meakins-Jell and Des Moffatt

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

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PLANNING APPLICATIONS – RECEIVED UP TO 28 APRIL 2017

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 8 April and 28 April 2017.

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

CB/17/00133/TCA Ashton Middle School, High Street North
Proposal: Removal of a Silver Birch tree.
Observations: No objections

CB/17/00614/ADV Unit 2, Prologis Park, Arensen Way
Proposal: Installation of 3 x Fascia signs 1000mm x 3500mm and 1 x Sign Post 1100mm x 1400mm (Retrospective).
Observations: No objections

CB/17/01322/FULL 3 Alfred Street
Proposal: Two storey side extension to create 7 bed House of Multiple Occupation.
Observations: Members object due to overdevelopment of the site and were concerned about the pressure on on-street parking provision.

CB/17/01461/FULL 62-68 West Street
Proposal: Conversion of commercial store into a 2 bed residential dwelling (class use C3) including the demolition of existing roof and construction of a first floor extension.
Observations: Members object due to overdevelopment of the site and were concerned about the pressure on on-street parking provision.

CB/17/01477/FULL 41 Buckwood Avenue
Proposal: Single storey side extension and demolition of existing detached garage.
Observations: No objections

CB/17/01541/FULL Old Palace Lodge Hotel, Church Street
Proposal: Erection of single storey extension to provide 3no. staff accommodation rooms.
Observations: No objections

CB/17/01542/LB Old Palace Lodge Hotel, Church Street
Proposal: Erection of single storey extension to provide 3no. staff accommodation rooms.
Observations: No objections

CB/17/01547/FULL 17 Leighton Court
Proposal: Single storey rear extension.
Observations: No objections

CB/17/01596/VOC 9 Seamons Close
Proposal: Variation of condition 4 of application 15/4275/Full: No extensions to the buildings, other than the conservatories indicated on drawings 16.45-101, 102 & 103, hereby permitted shall be carried out without the grant of further specific planning permission from the local authority.
Observations: No objections

CB/17/01606/FULL 12 Lambs Close
Proposal: Demolition of existing garage, construction of new two storey annexe. Existing rear conservatory to be converted to traditional build with removal of glazing and raising cavity walls and installing new warm flat roof over.
Observations: No objections

CB/17/01633/FULL 99 Evelyn Road
Proposal: Front porch and tiled roof to front of existing garage.
Observations: No objections

CB/17/01774/FULL 114 Canesworde Road
Proposal: Single storey front extension.
Observations: No objections

3. PLANNING DECISIONS

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

4. STREET NAMING AND NUMBERING; ASHTON MIDDLE SCHOOL

The Committee were asked to propose new street names for the former Ashton Middle School development.

Members made the following suggestions:

1. Frances Drive or Close, whichever best suits the design of the estate, chosen as the first name of the founder of the school Frances Ashton.
2. Apthorp – former headmaster.
3. Banfield – former headmaster.
4. York
5. Lincoln
6. Ely
7. Wells
8. Benson – after Nigel Benson, author of 'Dunstable in Detail' and a former notable pupil.
9. Kydd – after Sam Kydd, actor and former notable pupil.

Members explained 4 to 7 were old school 'house' names and could be used for the names of blocks. However, all or none should be used.

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 30 MAY 2017

Present: Councillors Sid Abbott, Liz Jones, Des Moffatt, Pat Staples and Andy Whayman

Apologies: Councillors Steve Elliott and Claire Meakins-Jell

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

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.
Cllr Pat Staples	CB/17/02135/FULL – Non pecuniary (Applicant known)	14

3. LICENSING APPLICATION PROCESS

Susan Childerhouse from Central Bedfordshire Council attended the meeting and gave the Committee an overview of the licensing process. Members were advised on the do's and don'ts when commenting on applications.

4. PLANNING APPLICATIONS – RECEIVED UP TO 19 MAY 2017

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 29 April and 19 May 2017.

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

CB/17/00174/TRE 13 Derwent Drive
Proposal: Reduce heights of 2 trees by 30-40% and branches pruned equally. Trees located in the rear of the garden and protected by TPO reference SB/TPO/76/00002 A1.
Observations: No objection

CB/17/00187/TCA 73 West Street
Proposal: Prune one tree.
Observations: No objection

CB/17/01420/FULL	13 Ickniel Street Proposal: Single storey rear extension and 2 no. new gable end dormers. Observations: No objection
CB/17/01622/FULL	26 Willoughby Close Proposal: Conversion of garage to home office. Observations: No objection
CB/17/01687/FULL	12A Bernard Close Proposal: Side and rear double and single storey extension. Observations: No objection
CB/17/01691/FULL	2 Queensway Parade Proposal: Change of use from office and roof space to create two new flats above existing shop. Observations: No objection
CB/17/01758/FULL	19B High Street North Proposal: Loft conversion with rear dormer to be used as a single person flat. Observations: No objection
CB/17/01792/FULL	12-14 High Street North Proposal: Installation of a galvanized hooped safety ladder to the rear of the premises for access to the roof plant room. Observations: No objection
CB/17/01794/FULL	40 Holliwick Road Proposal: Demolition of existing garage and construction of rear and side single storey extension. Observations: No objection
CB/17/01795/FULL	50 High Street South Proposal: Erection of canopy. Observations: No objection
CB/17/01966/FULL	23 Ickniel Street Proposal: The demolition of an existing dilapidated wc, boundary wall and timber fence and erection of a single storey flat roofed extension to form a lobby and cloakroom/shower and construction of a lean-to PVC conservatory. Observations: No objection
CB/17/01969/OUT	Land rear of Abbots Garth, Bullpond Lane Proposal: Erection of a 2 storey dwelling and construction of a new garage. Observations: No objection
CB/17/02133/FULL	40 First Avenue Proposal: Two storey rear extension, loft conversion and single storey front extension following demolition of existing garage and front porch. Observations: No objection

CB/17/02135/FULL 76 Worthington Road
Proposal: Single storey front extension.
Observations: No objection

CB/17/02376/FULL 13 Weatherby
Proposal: Single storey rear extension.
Observations: No objection

5. PLANNING DECISIONS

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

6. STREET NAMING AND NUMBERING; LAND AT DUKEMINSTER ROAD

Members noted that the names Tilling Green and Fauna Field previously submitted by the Committee were to be used for phase 2 of the development.

DUNSTABLE TOWN COUNCIL

GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 12 JUNE 2017

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 again played host to numerous end of season cup finals, both youth and adult. The future of Dunstable Town Football Club unfortunately is still a very uncertain one. AFC Dunstable won the Bedfordshire Senior Cup final. The kitchen extension is in the final stages of completion. Financially, the facility performed well for 2016/17 and a contribution of £5,321 will be made to the Creasey Park reserve.

2. ATP AND GRASS PITCHES

- 2.1 Dunstable Town FC finished the season mid table, but a respectable position in a new and very competitive league.
- 2.2 At the time of writing this report the future of Dunstable Town FC is still uncertain as the facility management is not sure who is running the club. Efforts are being made to meet with club representatives and a verbal update on this issue will be given at the Committee meeting.
- 2.3 AFC Dunstable had a successful season winning the Bedfordshire Senior Cup final against Dunstable Town FC. They also just missed out on reaching their respective league promotional playoffs.
- 2.4 There were 115 games on the main pitch last season and the condition of the pitch at the end of the season was the best it has been at this stage which is credit to the grounds team.
- 2.5 Creasey Park hosted 11 end of season cup finals, 2 youth and 9 adult, attracting over 1,400 spectators and good income for the Centre
- 2.6 Creasey Park also hosted 4 Dunstable lower schools finals on the main pitch and the Bedfordshire Youth League finals. These finals saw 18 youth teams play at Creasey Park attracting over 1,000 spectators.
- 2.7 Easter & May half terms again saw Luton Town Youth host numerous fixtures, against teams such as Reading, Stevenage, Colchester and Coventry.

3. INCOME & EXPENDITURE

- 3.1 Appendix 1 - CPCFC profiled income and expenditure report as at end of March 2017.
- 3.2 Appendix 1 shows that in February and March there were slight over spends on expenditure, and that income for February was £1,909 under profile. However, March exceeded profiled income by £6,469.
- 3.2 The year-end financial result has seen a £5,321 contribution to the Creasey Park reserve

4. EVENTS AND FUNCTIONS

- 4.1 Creasey Park held a very successful Easter family fun day with over 120 children and parents attending.
- 4.2 DPD couriers again held their annual corporate staff networking day at Creasey Park, with 105 attendances.
- 4.3 There have been 8 functions and 8 football parties since the last report.

5. MARKETING

- 5.1 Creasey Park has now passed the 527 twitter followers. Creasey Park has recently posted excellent Facebook stats, reaching over 4,500 people in a week.

6. BUILDING AND ENVIRONMENTAL UPDATE

- 6.1 The kitchen extension now over 6 months on from starting last December 2016 is still not fully completed. There are some minor external works to finish, however the internal works are complete and now being utilised to good effect.
- 6.2 Creasey Park is currently working on a comprehensive Environmental Manual, incorporating objectives, improvement matrix and monitoring programme.
- 6.3 Unfortunately the Centre experienced its first break in during the early morning of Thursday 1 June. Whilst nothing was taken, there was some minor damage to windows alarms and the till. Security measures have been improved as a result of this and staff have been made aware to be extra vigilant when locking up.

7. CONCLUSION

- 7.1 Creasey Park saw its sixth season completed and it was business as usual hosting numerous end of season cup finals for adult and youth leagues, who are already booking for season 2017/18. The 2 partner clubs Dunstable Town FC and AFC Dunstable had solid seasons in their respective leagues and success for AFC winning a major trophy. The end of year financial result was positive resulting in a contribution to the reserve held for future improvements to the Centre.

8. AUTHOR

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

APPENDIX 1

CPCFC Profiled Income and Expenditure Report as at end of March 2017

	April	May	June	July	August	September	October	November	December	January	February	March
Budgeted Expenditure	£26,041	£25,094	£25,494	£23,795	£28,842	£27,896	£26,891	£27,594	£26,094	£25,395	£25,592	£26,999
Actual Expenditure	£25,747	£26,070	£25,831	£25,566	£29,600	£25,742	£30,654	£28,112	£26,343	£26,251	£26,309	£28,284
Variance	£294	-£976	-£337	-£1,771	-£758	£2,154	-£3,763	-£518	-£249	-£856	-£717	-£1,285
Budgeted Income	£36,650	£15,650	£11,550	£13,550	£14,500	£95,357	£51,000	£22,200	£12,600	£11,800	£12,300	£12,293
Actual Income	£39,229	£14,566	£17,080	£13,171	£19,212	£92,206	£55,876	£20,897	£15,246	£6,917	£10,391	£18,762
Variance	£2,579	-£1,084	£5,530	-£379	£4,712	-£3,151	£4,876	-£1,303	£2,646	-£4,883	-£1,909	£6,469
Total Variance	£2,873	-£2,060	£5,193	-£2,150	£3,954	-£997	£1,113	-£1,821	£2,397	-£5,739	-£2,626	£5,184
Overall Variance							£5,321					

DUNSTABLE TOWN COUNCIL

GROUND AND ENVIRONMENTAL SERVICES COMMITTEE

12 JUNE 2017

MARKET TOWN REGENERATION FUND – UPDATE ON PROJECTS RELATING TO THIS COMMITTEE

Purpose of Report:	To update members on Market Town Regeneration Fund (MTRF) projects that relate to this Committee and to seek approval for additional funding.
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1. ACTION RECOMMENDED

- 1.1 That Members note the progress made with MTRF projects relating to this Committee.
- 1.2 That the Committee recommends to Finance and General Purposes the release of up to £10,000 from the General Reserve as a contingency to support the implementation of the Priory Gardens entrance overthrow.

2. INTRODUCTION

- 2.1 Members will be aware that earlier this year the Council was successful in securing a £610,000 grant from Central Bedfordshire Council (CBC) through the MTRF initiative. The grant was awarded to fund a range of projects that the Council will be implementing over the next few years that will hopefully help contribute to the regeneration of Dunstable.
- 2.2 A total of 7 projects received funding, of which the following report to this Committee:
 - **Enhanced town centre cleansing (Town Centre Ranger scheme)**
 - **New splash park and associated café and beach provision at Bennett Memorial Recreation Ground**
 - **New entrance features for Priory Gardens**

- 2.3 Each project will now be considered in turn.

3. ENHANCED TOWN CENTRE CLEANSING

- 3.1 The service remains fully operational and is being reviewed on an ongoing basis. Officers will shortly be meeting with CBC officers to discuss the impact on street cleansing activities and how the two organisations could work even more closely to improve the town centre environment.
- 3.2 Feedback on this new service remains favourable and the both the Rangers are now using Facebook as a means to communicate with the public and publicise the good work that is being achieved.

4. NEW SPLASH PARK AND ASSOCIATED CAFÉ PROVISION

- 4.1 Contractors remain on site working on both the splash park and the pavilion / cafe refurbishment. Work is progressing well overall and the pavilion contractor has handed over the plant room to the splash park contractor, on schedule, for the fitting of the splash park plant, control and water hygiene equipment.
- 4.2 Café furniture, kitchen equipment and IT infrastructure has been ordered and will be installed towards the end of the refurbishment works. Picnic benches and litter bins will be installed in and around the splash park and the recreation ground information boards are being modified to include these new facilities. The Bennetts Splash and Splashside Café logos will be installed on the outside of the pavilion.
- 4.3 At the time of writing this report the works remain on schedule and a full update on completion and handover will be given verbally to this Committee.
- 4.4 It is also proposed that the official opening of Bennett's Splash and the Splashside café takes place on Wednesday 19 July from 12 midday to coincide with existing activities taking place in Bennett Memorial Recreation Ground as part of 'Love Parks' week. Members are asked to comment on this suggested date.

5. NEW ENTRANCE FEATURE FOR PRIORY GARDENS

- 5.1 The MTRF grant includes a sum of £30,000 to provide an overthrow feature at the entrance to Priory Gardens from High Street South. This figure was based on similar works undertaken at Grove House Gardens 6 years ago and includes the cost of both design fees, fabrication and implantation.
- 5.2 Following further advice from Central Bedfordshire Council the Head of Grounds and Environmental Services has prepared a detailed brief for the project to assist with securing the services of a design specialist. The brief takes into account the very specific requirements of erecting an overthrow and associated modifications to the entrance within the curtilage of Grade 2* listed building and Scheduled Ancient Monument.
- 5.3 Preliminary discussions with a local design company, including a review of fee and project costs, suggests that a more realistic budget for the project, at today's prices, would be £40,000.
- 5.4 In order to move forward with this project it is proposed that Members approve an additional £10,000 from the General Reserve as a contingency sum. This will help to ensure that the project is able to provide a lasting and appropriate improvement to the entrance which is in keeping with the character of the area.

6. FINANCIAL IMPLICATIONS

- 6.1 If the recommendation made at paragraph 1.2 is approved, then £10,000 will have to be set aside from the current General Reserve or will be identified from any revenue underspend at the end of the 2017/18 municipal year. The unaudited General Reserve figure is currently £585,195.

7. POLICY AND CORPORATE PLAN IMPLICATIONS

- 7.1 The recommendation made within this report is in line with the Council's plans to utilise the Market Town Regeneration Fund to help regenerate the Town Centre.

8. HEALTH AND SAFETY, HUMAN RESOURCE, LEGAL AND ENVIRONMENTAL POLICY IMPLICATIONS

- 8.1 None

9. APPENDICES AND BACKGROUND PAPERS

- 9.1 None

10. AUTHOR

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DUNSTABLE TOWN COUNCIL

GROUND AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 12 JUNE 2017

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

- 1.1 Since the last report to this committee, there have been no incidents of vandalism to any of the play areas or the Grove Skate Park.
- 1.2 The Grounds Operations Manager is seeking quotations for the replacement of the play equipment at Willoughby Close which is now showing signs of deterioration.

Sports Pitches and General Grounds Maintenance

- 1.3 Now that the football season has finished, the grounds team are carrying out renovations to the main pitch at Creasey Park to ensure that it is ready for the pre-season friendly matches commencing from the 22 July. The rest of the pitch maintenance at Creasey Park will continue after the AFC tournament in early June. Disc seeding has also been carried out on recreation grounds pitches where necessary.
- 1.4 The grounds team have applied a herbicide treatment to all sites to help reduce the time spent strimming around obstacles and fence lines. The use of mulching mowers is also helping to reduce the amount of time spent on cutting close mown grass areas.
- 1.5 The BMX track will be undergoing a full resurfacing on 6 June 2017.

2. TOWN CENTRE AREA

Priory and Grove House Gardens and the Town Centre

- 2.1 Work has begun on digging out the spring bedding plants and a number of beds have had manure dug in to enhance the soil structure ready for the summer bedding plants, which will be available for planting from the beginning of June.

AGENDA ITEM 7

The floral displays prepared by Plantscape will also be delivered and in place in early June.

- 2.2 It has been necessary for a contractor to remove a large Sycamore tree from the meadow area at Priory Gardens due to extensive decay. It was also necessary to remove dead wood from another two trees on site.
- 2.3 Work has been carried out to provide wire supports for the climbing plants in the physic border.
- 2.4 The grounds team have assisted with delivering and setting up equipment for the Around the World event at Priory Gardens on the 20 May.
- 2.5 The start of the croquet season has seen good numbers turning out with favourable dry weather for playing conditions.

Dunstable in Bloom and Keep Dunstable Tidy

- 2.6 The Council continues to work with Dunstable in Bloom and its many partners and schools to enter the 2017 Anglia in Bloom campaign. This year's judging will take place on Monday 17 July when the judges will spend the whole day in Dunstable. Members will be provided with further detailed information through Councillors notes.
- 2.7 Keep Dunstable Tidy and the Council will be working with local residents and other organisations to organise litter picking events in autumn 2017.

3. TOWN RANGER SERVICES

- 3.1 The Town Ranger service continues to provide local residents with a means to report and request assistance to deal with eyesores and other environmental related issues. The Ranger has dealt with 12 specific requests for assistance since April 2017.
- 3.2 The Town Centre Ranger has been working with the Town Ranger every third week of the month to make significant progress on jet washing large areas of paving along West Street, and re-staining 7 benches in the same area.
- 3.3 The Town Ranger has also been working with volunteers from Dunstable Community Church to paint the fence around St Mary's car park.
- 3.4 Both of the Rangers continue to promote their work via Facebook and social media is becoming a popular way to contact the Ranger service.

4 DUNSTABLE CEMETERY

- 4.1 Burial activity has remained ongoing and the table below provides a comparison for the period 1 March to 31 May 2017 against the same period for the previous year.

	Mar-Apr-May 2016	Mar-Apr-May 2017
New earth grave	18	19
Re open earth grave	13	20
New Ashes	18	6
Reopen ashes	11	15

- 4.2 At the time of writing this report 70 burials will have taken place in the lawn section of the cemetery extension. The lawn section makes provision for memorial headstones only and full length kerb stones and plinths are not allowed. This is in accordance with members' previous decision to provide burial space in the form of a more easily maintained lawn cemetery.
- 4.3 The Cemetery profiled expenditure and income report as at end of April 2017 is provided below:

	April 2017
Budgeted Expenditure	£10,686
Actual Expenditure	£7,517
Variance	<u>£3,169</u>
Budgeted Income	£12,884
Actual Income	£32,897
Variance	<u>£20,013</u>
Total Variance	<u>£23,182</u>

- 4.4 The significant positive variance on income is largely due to the purchase of two brick lined vaults for non-resident burials and an adjacent pre purchase of a grave space. Members should be minded that income can fluctuate throughout the year. Income for May 2017 is likely to exceed the estimated income target but income for June 2017 is unlikely to achieve the target due to fewer burials taking place.
- 4.5 Green Flag judges will visit the Cemetery on 14 June 2017. The grounds team continue to work hard at the cemetery to get the site ready for inspection. The results of the judging are expected in mid-July.
- 4.6 Memorial stability testing is currently underway across the whole Cemetery as part of the Council's risk management arrangements and duty of care to cemetery visitors. Work is being undertaken in line with the current Ministry of Justice guidelines. Inspectors will return to complete the consecrated areas once the faculty has been obtained from the Diocesan Registrar.

- 4.7 Following on from the voluntary work that was carried out by The Church of the Latter-Day Saints in 2015 and 2016, they have been involved in another half day of work activity in the cemetery. A further date has been arranged for September where the volunteers will continue to help clear overgrown graves and will also work to cut back vegetation overhanging the footpaths and grass areas.
- 4.8 Another guided walk has taken place within the Cemetery. This was followed by many favourable comments. A further walk has been arranged for 4 June 2017. The walks start with the Town Guides giving a talk in the cemetery chapel and this is followed by the guided walk, visiting a number of graves of historical interest.
- 4.9 Following on from the article in the Talk of The Town about the new Sanctum and plaque area in the new Cemetery extension, a lot of interest has been shown. Orders have subsequently been placed for 5 new plaques in the memorial plaque area.

5. ALLOTMENTS

- 5.1 At the time of writing this report there are 36 people on the waiting list which is comparable to figures reported to this Committee in March 2017. The table below provides some detail about the make-up of the waiting list.

	Total	Resident	Non-Resident
Number on waiting list.	36	22	14
Number of which are currently being offered a plot.	9	7	2
Number that will accept the offer of any plot or site.	8	0	8
Number that have requested a specific plot or site or have declined to take a plot at this time.	13	9	4
No. requesting a second plot.	6	6	0

- 5.2 There are currently a further 13 vacant plots which are ready for re letting and these will be offered to people on the waiting list very shortly.

6. AUTHORS

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DUNSTABLE TOWN COUNCIL

GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

MONDAY 12 JUNE 2017

DUNSTABLE WAR MEMORIAL

<p>Purpose of Report: The purpose of this report is for the Committee to consider the establishment of a working group to prepare a detailed brief for the refurbishment and improvement of the town's war memorial.</p>

1. ACTION RECOMMENDED

- 1.1 That the Committee nominates the Chairman and four other Members of this Committee, along with representatives from appropriate external organisations, to form a working group to prepare a brief for the refurbishment and improvement of the town's war memorial.
- 1.2 That the working group be authorised to approve the brief so that the Head of Grounds and Environmental Services can submit, if appropriate, pre-application forms to the War Memorial Trust for grant funding.

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 Saturday 11 November 2018 marks the 100th anniversary of the end of the First World War and it would be fitting to ensure that the renovation and placing of an additional plaque are completed by this important date, or sooner if possible.
- 2.3 The war memorial, located in Priory Gardens, was erected in 1952 by public subscription and the bronze plaques were donated by the Rotary Club of Dunstable. The memorial underwent limited refurbishment in 1999 with funds from the Rotary Clubs of Dunstable and Menen (Belgium), the Dunstable Branch of the Royal British Legion (now no longer in existence) Dunstable Town Council and a South Beds District Council Millennium Fund grant.

3. WORKING GROUP BRIEF AND MEMBERSHIP

- 3.1 The three key elements for the working group to consider including within the brief are:
 - Refurbishment and improvement of the structure
 - The addition of a new emblem feature to commemorate those who have fallen in conflicts since 1945.
 - The inclusion of names which might be missing from the original role call plaques. These will require verification.

3.2 It is proposed that the working group comprises the Chairman and four Members of the Grounds and Environmental Services and one representative from each of the following organisations:

- The Friends of Priory House and Gardens
- Dunstable Rotary Club
- The Royal British Legion
- Dunstable History Society

The working group would be supported by the Head of Grounds and Environmental Services.

3.3 If the recommendation is agreed, it is proposed that the working group's first meeting would take place during week commencing 26 June 2017. A copy of the draft timetable for the project is provided at Appendix 1

4. FINANCIAL IMPLICATIONS

4.1 There are no direct costs associated with establishing the working group. However, the preparation of an initial design and cost estimates for the project will incur costs, which can be funded from the 2017/18 professional fees revenue budget.

4.2 Subject to securing grant funding of up to 75% from the War Memorial Trust, the final budget for the project will have to be funded from the General Reserve.

4.3 The full financial implications for this project will be considered alongside the design, for approval at the September 2017 meeting of this Committee.

5. POLICY AND CORPORATE PLAN, HEALTH AND SAFETY, HUMAN RESOURCE, LEGAL AND ENVIRONMENTAL POLICY IMPLICATIONS

5.1 None

6. APPENDICES

6.1 Appendix 1 – Draft Project Programme

7. AUTHOR

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Appendix 1

War Memorial Project – Draft Programme

Item No.	Action	Timescale
1	Report to GES Committee to approve a working group with delegated authority to sign off the brief	12 June 2017
2	First working group meeting to consider brief	w/c 26 June 2017
3	HoGES to draft and finalise brief and sign off with members of the working group.	w/c 26 June 2017
4	Submit pre-application forms to War Memorial Trust to clarify likelihood of successful application for grant funding.	w/c 26 June 2017
5	Submit draft proposal / brief to Historic England for informal advice on Scheduled Monument Consent (SMC)	w/c 26 June 2017
6	Issue brief and appoint designer / managing agent / specialists.	w/c 10 July 2017
7	Working group meeting to review design and cost estimates	w/c 21 August 2017
8	Present design / cost estimates to GES Committee for approval	11 September 2017
9	Reference up to F&GP for release of DTC funding	18 September 2017
10	Submit application to War Memorial Trust for grant funding. Submit SMC	19 September 2017
11	Obtain quotes / tender for works	December 2017
12	Report quotes / tender outcome to GES	January 2018
13	Appoint contractor	January 2018
14	Works period	February to March 2018