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DUNSTABLE
TOWN COUNCIL

David Ashlee Town Clerk and Chief Executive

Our Ref: DA/JC/GES

Date: 1 June 2018

Dear Councillor

Could you please note that a meeting of the Grounds and Environmental Services Committee will be held on **Monday 11 June 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 12 March 2018 (copy previously circulated).
3. Specific Declarations of Interest.
4. Minutes of the Meetings of Plans Sub-Committee held on 24 April, 6 March, 27 March, and 15 May (see page 1).
5. Creasey Park Community Football Centre and Splash Park Update (see page 12).
6. Bennett Memorial Recreation Ground Adventure Play Area (see page 16).
7. Recreation Grounds, Town Centre Gardens, Cemetery and Allotments – Information Report (see page 22).

Cont'd.....

-2-

DA/JC/GES
1 June 2018

8. Reports from Outside Organisations –

CBC Development Management Committee – Councillor Jones.

Yours faithfully

David Ashlee
Town Clerk and Chief Executive

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

DUNSTABLE TOWN COUNCIL

MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 24 APRIL 2018

Present: Councillors Liz Jones (Chairman), Sid Abbott (Vice-Chairman), Terry Colbourne, Philip Crawley, Gloria Martin and Johnson Tamara.
(Cllr Crawley was late and only present for part of the meeting)

Apologies: Councillors Claire Meakins (for whom Cllr Martin was substituting), Mike Mullany (for whom Cllr Colbourne was substituting) and Pat Staples

In Attendance: 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 13 APRIL 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 17 March and 13 April 2018.

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

CB/18/00089/TCA 113 High Street South
Proposal: Prune one Pine tree (T1 on plan) and one bush (T2). The trees are located to the front of the property.
Observations: No objection

CB/18/00918/FULL 5 Burr Street
Proposal: Single storey rear extension.
Observations: No objection

CB/18/00948/FULL 12 Duncombe Drive
Proposal: Erection of single storey rear extension.
Observations: No objection

CB/18/00953/FULL 15 Borrowdale Avenue
Proposal: Garage conversion and internal alterations.
Observations: No objection

CB/18/00958/FULL 84 Wilbury Drive
Proposal: Single storey side/rear extension linking and converting existing detached garage into a habitable room.
Observations: No objection

CB/18/00966/FULL Norton House, 52 High Street South
Proposal: Conversion of offices to 3 no. flats.
Observations: No objection

CB/18/00967/LB Norton House, 52 High Street South
Proposal: Conversion of offices to 3 no. flats.
Observations: No objection

CB/18/01015/FULL 31 Great Northern Road
Proposal: Proposed white PVCU orangery to rear of the property.
Observations: No objection

CB/18/01028/FULL 19 Katherine Drive
Proposal: Single storey side extension.
Observations: No objection

CB/18/01060/FULL 6 Canesworde Road
Proposal: Single storey side and front extension.
Observations: No objection

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. Shanes Quality Fruit & Veg – Ashton Square & Sugar Loaf Car Park (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 6 MARCH 2018

Present: Councillors Liz Jones (Chairman), Claire Meakins, Pat Staples, Ann Sparrow, John Chatterley, Philip Crawley and Johnson Tamara

Apologies: Councillors Sid Abbott (for whom Cllr Sparrow was substituting) and Mike Mullany (for whom Cllr Chatterley was substituting)

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

Public: One

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PLANNING APPLICATIONS – RECEIVED UP TO 22 FEBRUARY 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 3 February and 22 February 2018.

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

CB/17/00573/TRE 50 Bowland Crescent

Proposal: Prune one Lime tree by 50%, raise crown by approx..15ft. Located within the corner of the rear garden. Protected by TPO: SB/TPO/78/00005 and listed as T1.

Observations: No objection

CB/17/05433/FULL Priory Service Station, 142 High Street South

Proposal: Demolition of the existing sales shop and associated retail uses and redevelopment of a new shop and associated retail uses.

Observations: Object due to the size and bulk of the proposed development in relation to the existing facility. Members also considered the general site layout and orientation to be poor especially in relation to the positioning of the public toilets and cash point.
The Town Council received local resident's representation in opposition to this proposed development.

CB/17/05937/FULL	54 High Street South Proposal: Demolition of outbuilding wing. Replacement with new single storey pitched roof extension to rear of property. Associated internal alterations to existing ground floor. Addition of metal handrail to front entrance door area to improve accessibility. Observations: No objection
CB/18/00179/FULL	171 West Street Proposal: Change of use from Car Sales office to Café (A3). (Retrospective) Observations: No objection
CB/18/00363/FULL	14 Buttermere Avenue Proposal: Single storey side extension. Observations: No objection
CB/18/00441/ADV	Prologis Park, Arenson Way Proposal: Erection of 5no. hoarding signs. (Illuminated and non-illuminated) Observations: No objection
CB/18/00443/ADV	Units DC1 and DC2 Prologis, Boscombe Road Proposal: Erection of 2no. hoarding signs. Observations: No objection
CB/18/00528/FULL	4 Ravenscourt Proposal: Single storey front extension. Observations: No objection
CB/18/00562/FULL	104 Brewers Hill Road Proposal: Erection of single storey front extension. Observations: No objection
CB/18/00588/VOC	Chiltern Park Industrial Estate, Boscombe Road Proposal: Removal of condition no.16 on planning application: SB/91/00486/FULL to allow HGV movement to the north western loading bays only, on a 24hr basis. Observations: No objection
CB/18/00606/FULL	42 Buckwood Avenue Proposal: Conversion of existing garage into separate new 1 bedroom dwelling. Observations: Object due to overdevelopment.

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. KCD Farm Foods – Ashton Square (Street Trading)
No objection
2. Andrew Eastgate – 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 27 MARCH 2018

Present: Councillors Liz Jones (Chairman), Lisa Bird, Philip Crawley, Jeannette Freeman, Pat Staples, Johnson Tamara and Jessica Woodward

Apologies: Councillors Sid Abbott (for whom Cllr Woodward was substituting), Mike Mullany (for whom Cllr Freeman was substituting) and Claire Meakins (for whom Cllr Bird was substituting)

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

Public: None

1. SPECIFIC DECLARATIONS OF INTEREST

There were no specific declarations of interest.

2. PLANNING APPLICATIONS – RECEIVED UP TO 16 MARCH 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 23 February and 16 March 2018.

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

CB/18/00068/TRE Land to rear of 22 to 30 Falcon Close
Proposal: Prune 2 large Silver Birch trees.
Observations: No objection

CB/18/00029/VOC Land to rear of 1-2 Houghton Parade, Houghton Road
Proposal: Variation of condition 11 obscure glazing of planning permission SB/16/02427/FULL- New build of 5no. flats.
Observations: No objection

CB/18/00291/FULL 7 Sundown Avenue
Proposal: Loft conversion and single storey rear/side extension.
Observations: No objection

CB/18/00578/FULL 15 High Street North
Proposal: Change of use of first floor A2 Offices into C3 Residential Flats to form 5 studio flats and erection of two storey rear extension.
Observations: Object as it is considered to constitute overdevelopment and the Council would prefer to see one-bedroom flats instead of studio flats.

CB/18/00597/FULL	12 Calcutt Close Proposal: Two storey side extension, 3m single storey rear extension and porch. Observations: Object as the proposal is considered to be overdevelopment of the site and out of keeping with the street scene.
CB/18/00612/FULL	Greyfriars, Bullpond Lane Proposal: Single storey side, two storey front and porch extensions, loft conversion with dormer windows, increased area of parking space. Observations: No objection
CB/18/00615/FULL	Franklin House, Brewers Hill Road Proposal: Change of use from care home (formerly known as Greenacre) to temporary accommodation for homeless people (shared facilities). Observations: No objection
CB/18/00617/FULL	24 Langdale Road Proposal: Garage conversion. Observations: No objection
CB/18/00618/LDO	Unit DC1 Prologis, Boscombe Road Proposal: Installation of external security measures at main entrance comprising 2no. Single walkway turnstiles, 2no. double walkway turnstiles and fencing. Observations: No objection
CB/18/00635/FULL	13 Lancot Drive Proposal: Single storey rear extension. Observations: No objection
CB/18/00679/FULL	Flat E, 19 High Street North Proposal: Loft conversion with rear dormer to be used as a single person flat. Observations: No objection. However, the description and plans submitted were confusing. The description referred to Flat E, which has been assumed to be Flat 5 on the drawings.
CB/18/00692/FULL	106 High Street North Proposal: Change of use of vacant doctor's surgery (D1) to three bedroom single dwelling house (C3) with provision of two car parking spaces. Observations: No objection
CB/18/00697/FULL	214 Luton Road Proposal: To convert the existing dwelling into 2no. flats and front and rear facing dormer roof extensions. To extend the vehicle cross over for the width of the site. Observations: No objection
CB/18/00722/FULL	310 High Street North Proposal: Demolition of existing garage and alteration to existing vehicular access. Observations: No objection

CB/18/00735/FULL Hadrian Academy, Hadrian Avenue
Proposal: Installation of a 2m wide track, measuring 210m in length.
Observations: No objection

CB/18/00753/FULL 5 Marina Drive
Proposal: Two storey and single storey rear extension.
Observations: No objection

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

MINUTES OF THE MEETING OF PLANS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON TUESDAY 15 MAY 2018

Present: Councillors Liz Jones (Chairman), Lisa Bird, Terry Colbourne, Philip Crawley, Pat Staples and Johnson Tamara.

Apologies: Councillors Sid Abbott (Vice-Chairman) (for whom Cllr Colbourne was substituting), Claire Meakins (for whom Cllr Bird was substituting) and Mike Mullany

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 4 MAY 2018

The Sub-Committee considered all planning applications submitted to Central Bedfordshire Council in respect of Dunstable between 14 April and 4 May 2018.

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

CB/18/01009/FULL 32 Kingsbury Gardens
Proposal: Rear dormer and hip to gable loft conversion.
Observations: Object. Members considered the proposed development to be overbearing and would impact on the privacy of neighbours.

CB/18/01115/FULL 77 Langdale Road
Proposal: Single storey side/rear extension to form new playroom, utilities and bathroom.
Observations: No objection

CB/18/01135/FULL 21 Tarnside Close
Proposal: Erection of single storey front and rear extensions; 5 x shallow frame rooflights; external chimneystack.
Observations: No objection

CB/18/01144/FULL 36 Walgrave Road
Proposal: Single story front and side extension.
Observations: No objection

CB/18/01175/FULL Unit DC1 Prologis, Boscombe Road
Proposal: New vehicular access within site to service plant.
Observations: No objection

CB/18/01176/FULL	Unit DC1 Prologis, Boscombe Road Proposal: Erection of new generator and ancillary structure. Observations: No objection
CB/18/01185/FULL	23 Badgers Gate Proposal: Garage conversion. Observations: Object due to the impact on the street scene resulting from the loss of parking provision.
CB/18/01199/FULL	Land at the Former First and Last, Church Street Proposal: Erection of a three storey building for flats, associated car parking and landscaping. Observations: No objection
CB/18/01231/FULL	48 First Avenue Proposal: Proposed single storey front, rear and side extension. Observations: No objection
CB/18/01278/FULL	Land to rear of 3 Grove Road Proposal: Demolition of existing business/storage facility and erection of two 2-storey residential units providing 4no. one and 4no. two bedroom flats, with associated parking, bin and cycle storage and landscaping. Existing access is retained. Observations: Object due to over-development and insufficient parking provision.
CB/18/01303/FULL	31 Kirkstone Drive Proposal: First floor side and single storey front extension. Observations: No objection
CB/18/01477/FULL	Old Palace Lodge Hotel, Church Street Proposal: Creation of new garden on the site of the former Norman King Public House, new boundary wall (including the retention of existing remaining clunch wall to Church Road frontage), new planting, enhanced access from Kingsway to provide a new access to the hotel, closure of the existing access to the hotel from Church Road and the rearrangement of the hotel car park including ancillary works. Observations: No objection
CB/18/01478/LB	Old Palace Lodge Hotel, Church Street Proposal: Creation of new garden on the site of the former Norman King Public House, new boundary wall (including the retention of existing remaining clunch wall to Church Road frontage), new planting, enhanced access from Kingsway to provide a new access to the hotel, closure of the existing access to the hotel from Church Road and the rearrangement of the hotel car park including ancillary works. Observations: No objection

3. PLANNING DECISIONS

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

4. LICENSING APPLICATIONS

There were no licensing applications to consider.

DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 11 JUNE 2018****CREASEY PARK COMMUNITY FOOTBALL CENTRE AND BENNETT'S SPLASH UPDATE**

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

1. INTRODUCTION

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

2. ATP AND GRASS PITCHES

- 2.1 The football season has now ended and it was a mixed season for Dunstable Town (DTFC) and AFC Dunstable (AFC). Dunstable Town FC were unfortunately relegated after a hard fought season, whilst AFC finished fifth in their league, but unfortunately lost in the promotional play-offs. Next season DTFC & AFC will play in the same league.
- 2.2 There was success for AFC Dunstable U25's development squad who won their respected league.
- 2.3 Creasey Park hosted 10 cup finals across 3 adult leagues. The Bedfordshire FA also hosted 2 of their county cup finals at Creasey Park.

3. INCOME & EXPENDITURE

- 3.1 The CPCFC profiled income and expenditure report, as at end of March 2018, is provided at Appendix 1. The figures are subject to audit and final checks and will be fully reported to Council on 25 June 2018.
- 3.2 The last report to this Committee highlighted that there would be an end of year deficit and although it was anticipated that this deficit would reduce over the final 2 months of 2017/18 the continued bad weather led to further closures in March which reduced pitch hire and catering income. Appendix 1 shows that at the end year there was a deficit of £31,345.00

4. EVENTS AND FUNCTIONS

- 4.1 Now that the football season has finished, Creasey Park will be hosting 5 charity matches on the ATP over the summer period.
- 4.2 Creasey Park took its first booking from Sainsbury's who held a corporate update meeting at the venue and they will be booking again next year.

5. MARKETING

- 5.1 No update

6. BUILDING AND ENVIRONMENTAL UPDATE

- 6.1 Unfortunately Creasey Park suffered a ram-raid hit on the grounds depot building recently. Although nothing was stolen there was significant damage to the roller shutter and gates at the depot entrance. A replacement shutter has been installed and the Council is working with CBC to recoup the cost through CBC's insurance arrangements.

7. BMX TRACK

- 7.1 A start gate has been manufactured and designs and quotations are currently being obtained to build the necessary platform to attach the gate to. CBC have advised that a part of the £184,000 Section 106 funding from the Central Beds College should be used to fund the platform once a specification has been agreed and accepted.

8. BENNETT'S SPLASH & SPLASHSIDE CAFÉ UPDATE

- 8.1 Bennett's Splash and the Splashside Café is now open and has been operating and trading since 14 May.
- 8.2 On Monday 28 May the opening fun day event was well attended. Perfect Personalised Parties volunteered their services providing a DJ and a Peppa Pig mascot and this created an entertaining family atmosphere enjoyed by all those who attended. There are plans for another event during the summer school holidays.

Staffing

- 8.3 It has not been possible to put the new staffing arrangements in place which were originally recommended for the management and catering of the splash park. The recruitment drive for part-time contracted duty managers and catering assistants was not as successful as hoped. The recruitment process resulted in just one 19.5 hr per week duty manager being employed from 14 May through to 9 September 2018. The main reasons for the lack of interest in these jobs seem to be the period of employment and the duty hours. The period that staff are required spans the end of the college exam period and the summer holiday season and the duty hours coincide with the morning and afternoon school drop-off and pick-up times. These factors seem to have combined to deter people from applying.
- 8.4 Staffing is therefore being managed through the increased management and catering assistant arrangements at Creasey Park Community Football Centre, and increasing the use of casual catering assistants. Staffing arrangements have now been rostered to the end of the splash park season on 9 September.

Income

- 8.5 A mixed first two weeks of weather have seen the Splashside Café meet 60% of the profiled income target.

Parking

- 8.6 There have been no issues with parking brought to the Councils attention since opening this season.

Anti-social behaviour

- 8.7 Unfortunately the splash park has already experienced an incident of anti-social behaviour. The police were notified by staff and they attended promptly and spoke to those causing the trouble.

9. CONCLUSION

- 9.1 The disappointing income out turn at the end of the financial year, resulting from continued bad weather, caused the end of year budget for Creasey Park Community Centre to be further adrift than predicted. With the new staffing arrangements, price increases on hire fees and catering goods and close monthly monitoring of the budget it is hoped to deliver a positive outturn this year. The BMX track is progressing well and when a start gate and platform are installed the club can firmly establish itself at Creasey Park which will subsequently generate income from the track.

The opening of the splash park has gone well and it is being well used, with no issues encountered thus far. The weather is already proving to impact on income generation from the Splashside Café. Work is now focused on marketing the café to promote it as a standalone facility to try to reach those that do not use the splash park itself.

10. AUTHOR

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

CPCFC Profiled Income and Expenditure Report as at end of March 2018

APPENDIX 1

	April	May	June	July	August	September	October	November	December	January	February	March
Budgeted Expenditure	£26,838	£28,691	£33,139	£26,490	£25,988	£29,292	£27,638	£29,804	£23,789	£23,041	£22,266	£23,610
Actual Expenditure	£28,372	£31,096	£35,916	£25,526	£27,749	£43,461	£30,352	£33,197	£27,378	£24,922	£28,219	£23,220
Variance	-£1,534	-£2,405	-£2,777	£964	-£1,761	-£14,169	-£2,714	-£3,393	-£3,589	-£1,881	-£5,963	£390
Budgeted Income	£23,900	£30,300	£16,000	£13,400	£13,700	£119,000	£22,000	£19,100	£13,700	£11,700	£13,600	£16,600
Actual Income	£28,697	£28,362	£17,199	£13,803	£9,845	£123,543	£21,200	£18,537	£12,059	£14,770	£18,047	£14,525
Variance	£4,697	-£1,938	£1,199	£403	-£3,855	£4,543	-£800	-£563	-£1,641	£3,070	£4,447	-£2,075
Total Variance	£3,163	-£4,343	-£1,578	£1,367	-£5,616	-£9,626	-£3,514	-£3,956	-£5,230	£1,189	-£1,516	-£1,685
Overall Variance						-£31,345						

DUNSTABLE TOWN COUNCIL**GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 11 JUNE 2018****BENNETT MEMORIAL RECREATION GROUND ADVENTURE PLAY AREA**

Purpose of Report:	The purpose of this report is to update members on the creation of a new adventure play area and agree a Member/Officer panel to consider design and tender submissions from play companies.
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1. ACTION RECOMMENDED

- 1.1 That the Committee approve the establishment of a Member/Officer panel, as outlined in sections 3.3 and 3.4 of this report, to review detailed design submissions and tenders.
- 1.2 That, if approved, the Member/Officer panel be authorised to determine the most suitable design and tender.
- 1.3 That the Head of Grounds and Environmental Services be authorised to let a contract in accordance with the decision of the panel.
- 1.4 That Members consider and discuss the draft design brief provided at Appendix 1.

2. BACKGROUND

- 2.1 Members will recall that Central Bedfordshire Council (CBC) has secured a £184,000 Section 106 Community Facilities contribution from the Central Bedfordshire College housing development and has already asked the Town Council to identify a suitable community project that meets the Section 106 criteria.
- 2.2 At the Grounds and Environmental Services Committee on 15 January 2018, Members considered the creation of an adventure-style play area at Bennett Memorial Recreation Ground and agreed that the Council should apply for the Section 106 funding to build a new play area.
- 2.3 Officers are currently awaiting a formal response to the application for funding from Central Bedfordshire Council. However, initial feedback from CBC officers suggests that the application for funding is likely to be successful.

3. MAIN CONSIDERATIONS**Design, Procurement and Member/Officer Panel**

- 3.1 The design and installation of new play areas is a specialist undertaking and is best achieved by inviting leading play companies to prepare designs and costings within a fixed budget and against an outline brief.
- 3.2 Members will recall that in 2016 this Committee formed a Member/Officer panel to review designs and tender submissions from suitable companies to design and

build the splash park. A number of companies presented their designs and tenders to the panel explaining how they had designed the splash park in line with the brief provided. This procurement process worked well and the outcome was very successful.

- 3.3 It is therefore proposed that a similar design, procurement and review process is used for the new adventure play area and that this Committee appoint four of its Members to sit on the review panel.
- 3.4 Officer representation on the panel would include, the Town Clerk and Chief Executive, The Head of Grounds and Environmental Services, The Grounds Operations Manager and the Sports and Leisure Facilities Manager.

Outline Brief

- 3.5 Officers have prepared a draft brief for consideration by Members and a copy of the brief is attached at Appendix 1. The brief will need to be included within more detailed instructions to play company designers regarding the design, tender and evaluation process.

Timescales

- 3.6 Ideally, the new play area should be completed in time for the opening of the splash park again in 2019. The following is therefore an indicative outline timetable for the project.

Invitations to design and tender - August 2018
 Deadline for submission of design/schemes – Mid September 2018
 Presentations to Member/Officer panel – October 2018
 Decision and commissioning – October / November 2018
 Build on site - January to April 2019
 Completion – no later than splash park reopening in May 2019

4. FINANCIAL IMPLICATIONS

- 4.1 The entire cost of the project will be covered by securing Section 106 funding from Central Bedfordshire Council (CBC) for the specific purpose of building a new play area.
- 4.2 However, CBC are mindful that the newly formed BMX club at Creasey Park Community Football Centre, having built a starting gate for the BMX track, still require a platform installing before the gate can be erected. CBC have therefore advised that the cost of installing a new platform for the gate should come from the £184,000 Section 106 funding. At an estimated cost of £10,000 this would leave £174,000 available for the new play area.
- 4.3 Consideration may need to be given, as part of the 2019/20 budget setting process, to increase the revenue provision for play equipment maintenance.

5. POLICY AND CORPORATE PLAN IMPLICATIONS

- 5.1 The details and proposals set out in this report accord with the Council's Corporate Plan 2017 – 2019 and in particular with the following key objectives:

(i) Using section 106 funding to ensure that the Council and residents of Dunstable benefit from planned housing developments in and around Dunstable.

(ii) Improved play provision in parks

(iii) Secure a Green Flag for Bennett Memorial Recreation Ground

6. HEALTH AND SAFETY IMPLICATIONS

6.1 The draft design brief requires the designer to demonstrate that the design and installation complies with all current and relevant play design and industry legislation, standards, guidance and best practice as well as all health and safety legislation.

7. HUMAN RESOURCE AND LEGAL IMPLICATIONS

7.1 None

8. ENVIRONMENTAL POLICY IMPLICATIONS

8.1 The draft design brief includes a requirement to ensure that the play area utilises recycled and sustainably sourced materials.

9. EQUALITIES IMPLCATIONS

9.1 The draft design brief includes a requirement to ensure that the play area is accessible to both disabled and non-disabled children and caters for a wide range of needs.

10. APPENDICES

10.1 Appendix 1 - Outline Design Brief for Bennett's Adventure Play Area

11. AUTHOR

11.1 John Crawley
Head of Grounds and Environmental Services
john.crawley@dunstable.gov.uk
01582 891413

Appendix 1 - Outline Design Brief for Bennett's Adventure Play Area

DRAFT FOR COMMITTEE DISCUSSION

Dunstable Town Council has secured £174,000 funding to develop an adventure-style fixed-equipment play area at Bennett Memorial Recreation Ground, in Dunstable to complement the new splash park, café and existing play area.

The Council wishes to establish the recreation ground (known locally as Bennett's Rec) as an exciting destination park for both residents and visitors to the town and aims to achieve Green Flag status for the area in 2019

An area of land has been identified for the new play area adjacent to a new splash park and café built in 2017. The plan below shows the location of the area identified and the existing features and constraints.



Bennetts Memorial Recreation Ground

The existing fenced play area at Bennett's provides traditional forms of play including a range of swings, a rocking horse, a space net, a roundabout, a multi-use climbing frame, springers and stepping stones.

Key Principles and Design Criteria

The term 'adventure-style' can be interpreted in many ways and the designer is encouraged to be innovative and creative to ensure that the play area is 'bespoke' and 'unique' with its own style and theme.

However, to offer some guidance, key elements might include; high-wires, raised platforms, vertical climbing elements, rock faces, nets and balancing beams whilst at the same time providing lower ground level activities such as rocking or swinging and integrated landscaping with play value.

This designer must take account of the 10 key principles for designing successful play spaces established by Play England namely that successful play spaces.....

- are 'bespoke'
- are well located
- make use of natural elements
- provide a wide range of play experiences
- are accessible to both disabled and non-disabled children
- meet community needs
- allow children of different ages to play together
- build in opportunities to experience risk and challenge
- are sustainable and appropriately maintained
- allow for change and evolution.

Designers will need to demonstrate how their design and construction meets the following:

1. Fits with and is integrated well into the park surroundings, enhances the local environment, compliments existing features, themes and play provision and acknowledges the local history of the site.
2. How the location can be used to compliment and link with the existing and adjacent splash park and café.
3. Introduces a semi natural environment through the use of grassy mounds, dips and hollows, longer grass, tree planting, logs and boulders
4. Caters for a wide age range and differing abilities, encourages imaginative and creative play and encourages parents and carers as well as children to interact socially.
5. Provides enjoyable play experiences for both disabled and non-disabled young people whilst accepting that not all elements of the play space can be accessible to everyone. Caters for a wide range of disabilities and special needs and includes equipment that can be used flexibly by all.
6. Meets community needs and aspirations.
7. Avoids segregating children on the basis of age or ability, allows children of different ages to play together and allows for different patterns of usage throughout the day, week or season.

8. Allows children and young people to experience challenge and excitement in their play and encourages them to take risks to learn how to manage risk.
9. Uses recycled or sustainably sourced materials which are easily repaired or replaced in the longer term in a sustainable fashion.
10. Caters for easy ongoing maintenance, change or refurbishment and the opportunity for play to evolve in the longer term.

In addition, designers will need to examine and provide innovative proposals for the following challenges:

1. Resistance to vandalism.
2. The fencing or no fencing options, drawbacks and opportunities.
3. Hard wearing and safe surfacing options and obligations.
4. Litter and waste containment.
5. Furniture and instructional signage.
6. Reliable and sustainable parts replacement.
7. The flat open nature of the site.

Budget

The designer will be required to submit a fully costed design and build proposal to a value of no more than £174,000.

The cost will include all design and build/installation costs, fees and charges and other associated disbursements including a post installation inspection by RoSPA (or similar approved) and if applicable commissioning.

Draft Outline Timescales

Invitations to design and tender - August 2018

Deadline for submission of design / schemes – Mid September 2018

Presentations to Member/Officer panel – October 2018

Decision and commissioning – October / November 2018

Build on site - January to April 2019

Completion – no later than splash park reopening in May 2019

Compliance

The designer will be required to demonstrate that the design and installation complies with all current and relevant play design and industry legislation, standards, guidance and best practice as well as all health and safety legislation.

DUNSTABLE TOWN COUNCIL**GROUND AND ENVIRONMENTAL SERVICES COMMITTEE****MONDAY 11 JUNE 2018****RECREATION GROUNDS, TOWN CENTRE GARDENS, CEMETERY AND ALLOTMENTS -
INFORMATION REPORT**

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

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

- 1.1 Since the last report to this committee, there has been one incident of vandalism to play equipment. This was to a swing in Ridgeway Avenue play area, which was removed promptly and replaced with a swing from stock.
- 1.2 The Hags Play Company have replaced a number of worn climbing ropes and rope ladders to two pieces of equipment at Bennett Memorial Recreation Ground play area.
- 1.3 Maverick Industries have rescheduled their visit to check the cracks that have appeared between the separate sections of concrete surfacing at the Skate Park. The Grounds Operations Manager has received confirmation that they will visit by mid-June at the latest.

Sports Pitches and General Grounds Maintenance

- 1.4 The grounds team have completed the initial phase of renovations to the main pitch at Creasey Park. This involved applying the grass seed with a disc seeder and spreading 60 tonnes of rootzone soil and sand mix as a top dressing. The recent rain and warm weather has meant that the grass seed has germinated very quickly and has reduced the amount of watering needed at this stage. The renovations to the rest of the pitches at Creasey Park will take place after the AFC Dunstable tournament on the weekend of 2 June.
- 1.5 The grass cutting season has now commenced with the first cut carried out later than usual on the week commencing 16 April. This was due to the cold wet weather in March and early April delaying the grass growth. At the time of writing this report five cuts will have been completed to all areas.
- 1.6 The grounds team have assisted with preparation of the opening of the splash park, installing four picnic benches on the area outside the entrance and also returning and re-fixing the picnic benches and bins which were used last year and at Creasey Park over the winter period.
- 1.7 The first weed spraying operation has been carried out to all the recreation ground sites, the three college sites maintained under contract, Dunstable Cemetery, Creasey Park and the BMX track and Brewers Hill School site. This will help to reduce the amount of time spent by the grounds team strimming around obstacles on all sites.

2. TOWN CENTRE AREA

Priory and Grove House Gardens and the Town Centre

- 2.1 The control of moss and an application of selective herbicide to eradicate broad leaf weeds has been completed on the lawns at Priory Gardens. The routine maintenance of the formal lawn areas will continue with regular mowing and scarifying to keep the lawns in good condition.
- 2.2 The grounds team worked hard to ensure that both Priory and Grove House Gardens looked their best for the Green Flag judging that was carried out on Friday 27 April. The Town Ranger also assisted by spraying the weeds on hard surfaces using his hot water spraying equipment. This is in line with the Green Flag management plan to reduce the use of chemical weed spraying on these sites.
- 2.3 Work has now commenced to dig out the winter/spring bedding plants and to prepare the beds ready for the summer floral displays. The bedding plants will be delivered week commencing 4 June 2018 from the new supplier, Amethyst Horticulture. The team will take about 2 to 3 weeks to plant out the 22,000 bedding plants.
- 2.4 The hanging baskets, hole star planters, window boxes and three-tier planter floral displays were delivered and erected by Plantscape on Wednesday 30 May.
- 2.5 The new Priory Gardens gateway overthrow from High Street South is now completed and was opened formally opened by the Town Mayor on 12 May 2018 as part of the WW1 event. All that now remains is to seek approval to reposition the notice boards.

Dunstable in Bloom and Keep Dunstable Tidy

- 2.6 The Anglia in Bloom judges will be visiting the town on Tuesday 17 and Wednesday 18 July. The main tour will take place on the Tuesday and the judges will visit Dunstable Cemetery and Grove House Gardens on the Wednesday morning.

3. TOWN RANGER SERVICES

- 3.1 The Town Ranger and Town Centre Ranger are now operating from the newly refurbished depot buildings at Grove House Gardens and have reported that having all their equipment in one place has already improved the efficiency of the operations.
- 3.2 This year the Ranger service has been treating weeds with pressurised hot water and steam. This reduces the need for chemical herbicide treatments and both Priory and Grove House Gardens footpaths and surfaces are no longer treated with herbicide.
- 3.3 The Town Ranger has reported that he is now receiving many more work requests from the public via social media. The work carried out via these requests can be easily viewed on the Town Ranger Facebook page with before and after photos being posted to show completed work.

4. DUNSTABLE CEMETERY

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

	April 2017 – May 2017	April 2018 – May 2018
New earth grave	11	10
Re open earth grave	12	11
New Ashes	4	6
Reopen ashes	8	15

- 4.2 At the time of writing this report 123 burials will have taken place in the lawn section of the cemetery extension. The Head of Grounds and Environmental Services will soon be organising a Member tour of the cemetery extension to review the remaining space and begin discussions on where and how future burial land might be provided.
- 4.3 The Cemetery profiled expenditure and income report as at end of March 2018 is available in Appendix 1. The figures are subject to audit and final checks and will be fully reported to Council on 25 June 2018.
- 4.4 The overall variance remained positive for the financial year 2017/18 and can be largely attributed to overachieving on income from burials and memorials.
- 4.5 The Friends of Dunstable Cemetery met again on 22 March 2018 and were joined by Signpost members and Dunstable in Bloom to clear notable overgrown graves and litter pick the periphery of the cemetery, the Victoria Allotments and Cemetery Lane. The group will meet again on 15 June for a guided tour of the cemetery by a local town guide to hear about the history of the cemetery and some of the stories of the people buried there.
- 4.6 On the 13 March a local Town Guide organised a cemetery walk to raise funds for the War Memorial refurbishment.

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 2018. 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.	36	25	11
Number of which are currently being offered a plot.	4	3	1
Number that will accept the offer of any plot or site.	11	5	6
Number that have requested a specific plot or site or have declined to take a plot at this time.	18	15	3
No. requesting a second plot.	3	2	1

6. **AUTHORS**

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Appendix 1

Cemetery Profiled Income and Expenditure Report as at end of March 2018

	April	May	June	July	August	Sept	October	November	December	January	February	March
Budgeted Expenditure	£10,686	£7,935	£7,932	£9,185	£7,936	£7,932	£9,186	£7,935	£7,932	£9,185	£7,936	£7,932
Actual Expenditure	£7,573	£7,478	£9,205	£7,255	£6,236	£9,710	£5,292	£7,415	£7,050	£10,928	£6,412	£21,394
Variance	£3,113	£457	-£1,273	£1,930	£1,700	-£1,778	£3,894	£520	£882	-£1,743	£1,524	-£13,462
Budgeted Income	£12,884	£12,884	£12,882	£12,884	£12,884	£12,882	£12,884	£12,884	£12,882	£12,884	£12,884	£12,882
Actual Income	£32,897	£15,359	£12,154	£20,827	£12,755	£10,451	£13,361	£16,685	£11,808	£5,861	£13,538	£19,511
Variance	£20,013	£2,475	-£728	£7,943	-£129	-£2,431	£477	£3,801	-£1,074	-£7,023	£654	£6,629
Total Variance	£23,126	£2,932	-£2,001	£9,873	£1,571	-£4,209	£4,371	£4,321	-£192	-£8,766	£2,178	-£6,833
Overall Variance						£26,371						