



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor J W Carroll**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis-tc.gov.uk

24th April 2024

To: Members of the Environment & Leisure Committee

Cllrs: **A Slough (Chair)**, P Burgess, E Cooper, E Costello, Y Farrell, W Henderson, T McMahon

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Environment & Leisure Committee** to be held at the Council Offices, Peel Street on **Monday 29th April 2024** at **7.00pm**.

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

Please follow this guidance if attending the meeting remotely [LINK](#)

***THIS MEETING MAY
BE RECORDED ****

**Clare Evans
Town Clerk**

Agenda

- 1. APOLOGIES AND SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e) – 1(l), members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

**This meeting may be filmed by the Council for subsequent broadcast online and can be viewed at <http://www.houghtonregis.org.uk/minutes>*

Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. The use of images or recordings arising from this is not under the Council's control.

No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

3. SPECIFIC DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. MINUTES

Pages 6-11

To approve the Minutes of the meeting held on 5th February 2024.

Recommendation: To confirm the minutes of the Environment & Leisure Committee meeting held on 5th February 2024 and for these to be signed by the Chairman.

5. TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

A verbal update will be provided to members on the Tithe Farm Recreation Ground Sports Project.

This report is provided for information.

6. TERRA CROFT LEISURE GARDENS UPDATE

Pages 12-14

To receive an update on the management of the Town Council owned allotment.

Recommendation: 1) To Consider reviewing the Tenancy Agreement and Rules and Regulations, ensuring that allotment holders are consulted to ensure that they are fit for purpose.

2) To instruct officers to obtain quotes for supplying and installing a suitable composting toilet for Terra Croft Leisure Gardens.

7. GROUNDS MACHINERY RENEWAL

Pages 15-18

To present the anticipated machinery renewals programme for 2024/25.

Recommendation: To support the Machinery Renewals Programme for 2024/25 and recommend to Council on the 15th May '24 the planned renewal/replacement funding through a hire purchase scheme. Additional funding is being sought to support additional machinery to enable the grounds team to expand their services into the growth area.

Hire purchase agreement/loan supported by Internal Auditor.

8. 'LETTERS TO HEAVEN' POST BOX

Pages 19-21

For Members to consider a request to install a 'Letters To Heaven' post box in Houghton Regis Cemetery.

Recommendation: To endorse purchasing and installing a white 'Letters To Heaven' post box within Houghton Regis Cemetery.

9. CENTRAL BEDFORDSHIRE COUNCIL BIODIVERSITY INITIATIVES

Central Bedfordshire Council want to support more town and parish councils to increase biodiversity and enhance the local environment by managing road verges for the benefit of wildlife.

Town and parish councils can work with Central Bedfordshire Council to:

- Trial no-mow sites as part of [Plantlife's No Mow May campaign](#)
- Reduce the frequency of grass cutting in urban areas
- Promote wildflower growth on suitable road verges

With over 97% of British meadows destroyed since the 1930s, Central Bedfordshire Council's biodiversity initiative celebrates the potential ecological value of roadside verges by supporting wildflowers to flourish. Wildflowers provide habitat and support the creation of pollinator corridors that link green spaces, which helps conserve nature. By taking an environmentally sensitive approach to roadside verge management that meets road safety requirements, Central Bedfordshire Council and Town and Parish Councils can work together to improve biodiversity and encourage wildlife.

Town Council Officers have expressed an interest in all three initiatives.

Members are asked to think about any sites they think could be included in this project. Suggested sites will be reviewed by Central Bedfordshire Council Officers. Road safety remains a priority for the Council. Therefore, some sites might not be suitable for this project.

If accepted, changes will commence in the 2025 growing season.

Recommendation: To consider and recommend suitable sites to Central Bedfordshire Council.

10. ANGLIA IN BLOOM ENTRIES 2024

To provide Members with a list of 2024 Anglia in Bloom campaign entries. Anglia in Bloom is open to all communities within the six counties of the Anglia region – Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Suffolk and Norfolk. There is an entry category for all sizes of community and also some additional categories which may be entered either to add to a main entry or as separate, standalone entries. Anglia in Bloom plans to visit and conduct face-to-face judging on all main categories, but for 2024, all the additional categories will be judged virtually by a specially trained panel of experienced judges.

The 2024 Houghton Regis in Bloom entries will be;

Main Category

- 1) Large Town – Houghton Regis
- 2) Historic Parks and Gardens – Houghton Hall Park

Virtually Judged

- 3) Cemeteries – Houghton Regis Cemetery
- 4) Churchyard – All Saints Church
- 5) Public Park – The Village Green
- 6) Public Park – Parkside Recreation Ground
- 7) Public Park – Linmere Park
- 8) Nursing/Care Home – All Saints View Assisted Living
- 9) Nature Conservation Area/nature Reserve – Windsor Drive
- 10) Nature Conservation Area/nature Reserve – Dog Kennel Down
- 11) Nature Conservation Area/nature Reserve – Houghton Brook and Flood Storage Area

Recommendation: To endorse the eleven 2024 Anglia in Bloom campaign entries.

11. VILLAGE GREEN – CIRCUS AND FAIR VISITS 2024

Members are advised to consider additional dates for fair and circus visits on the Village Green, which have been requested for 2024.

Tom Smith's Fun Fair – The Village Green

Pull on site 9th September 2024

Open 11th September till 15th September 2024 – 5 days of opening

Pull off-site 16th September 2024

Recommendation: To determine the additional fair visit dates on The Village Green.

12. INCOME AND EXPENDITURE REPORT

Pages 22-32

Members will find attached the income and expenditure report, highlighting significant variances, for the Environment & Leisure Committee date.

This report is provided for information.

13. CEMETERY FEES 2024/2025 AND REVIEW OF RULES AND REGULATIONS

Pages 33-45

Members are advised that the budget for 2024/25 has been set based on fees as of 2023/24. Although no budget pressure exists to increase fees, members know budget-setting was difficult.

Members are requested to consider a zero increase in 2024/25 Cemetery Fees. However, due to a number of complaints and concerns about the charges contained within the fees, members are asked to instruct officers to undertake a review of both the fees and the rules and regulations.

Recommendation: To set Cemetery fees at zero increase under the control of the Environment & Leisure Committee for 2024/2025 and instruct officers to review the fees and the rules and regulations to ensure that they are fit for purpose.

14. COMMITTEE WORK PLAN

Page 46

At the March meeting of the Town Council, members approved allocating the objectives to standing committees to enable more detailed consideration and progression.

Members will find attached the allocation of objectives for delivery by this committee. Members are asked to prioritise a number of objectives for future consideration/delivery in the next twelve months.

Recommendation: Approve the Environment & Leisure Services work plan and select a number of objectives for consideration/delivery in the next twelve months.

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
5th February 2024 at 7.00 pm

Present: Councillors: A Slough Chairman
P Burgess
E Cooper
Y Farrell
W Henderson
D Jones (Sub)
T McMahon

Officers: Ian Haynes Head of Environmental & Community Services
Amanda Samuels Administration Officer

Public: 0

Apologies: Councillors: E Costello

Also present: J Carroll

12686 APOLOGIES

Apologies were received from Cllr Costello. Cllr Jones substituted.

12687 QUESTIONS FROM THE PUBLIC

None.

12688 SPECIFIC DECLARATIONS OF INTEREST

None.

12689 MINUTES

To approve the minutes of the meeting held on 18th September 2023.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 18th September 2023 and for these to be signed by the Chairman.

**12690 PLEASURE GROUNDS, PUBLIC WALKS AND OPEN SPACES:
BYELAWS**

Members were informed that certain assets adopted or purchased by Houghton Regis since 1989 did not appear on the schedule of assets; therefore, these were not covered by the Town Council's byelaws.

The last review took place 35 years ago, and it was recommended that a review of the schedule and byelaws occur when changes in administration occur and new assets are adopted. This would provide an opportunity to make necessary amendments, thereby keeping the information current.

The HM Government model byelaws have been revised to align with national legislation. It was suggested that Houghton Regis should look to put an amended version of these before Full Council.

Resolved: To consider and Recommend to Council the revocation of the September 1989 byelaws and the replacement with an adapted version of the "HM Governments model byelaws" to be presented to Council for adoption and submission to the Ministry of Housing, Communities and Local Government.

12691 HOUGHTON REGIS IN BLOOM INITIATIVE

Members agreed that participation in the Anglia in Bloom campaign would be beneficial on several levels: it would encourage community involvement, contribute to the Town Council's environmental and sustainability-friendly commitment, and reflect the values within the Corporate Plan.

It was embedded within the UK Shared Prosperity Fund initiative, which was currently awaiting approval from Central Bedfordshire Council; however, the initiative would progress irrespective of approval for the funding.

Resolved: To endorse the creation of the Houghton Regis in Bloom and the inaugural entry of the town into the regional Anglia in Bloom campaign in 2024.

12692 COMPLYING WITH BIODIVERSITY DUTY

Houghton Regis benefitted from a variety of open spaces, parks and gardens, which provided numerous benefits to the residents of the area. The Town Council was committed to meeting and improving biodiversity objectives in line with the Natural Environment and Rural Communities Act 2006 (subsequently bolstered by the Environment Act of 2021). A review of these acts had been carried out and a biodiversity statement produced for recommendation to Council.

Members suggested that it might be beneficial to set specific goals and have a means of measuring the progress for each. It was proposed that occasional reviews of the objectives should be held to reflect on what had been achieved and what future goals needed to be set.

Resolved: To consider and Recommend the endorsement of the Houghton Regis Town Council Biodiversity Statement to the Council.

12693 PLAY AREA IMPROVEMENT PROGRAMME

Members were informed that play areas within Houghton Regis would be ranked and updated in order of need. The smaller play area in Parkside was deemed the most needed improvement, followed by Tithe Farm.

Members were provided with a breakdown of £169,000 S106 contributions: £75,000 was obliged to be spent at the Tithe Farm; £94,000 was available to be spent at Parkside Lower, but a small amount from this some would be contributed towards getting the skate park fenced.

It was suggested that an appropriate sum be allocated in the next budget to consider the annual figure for renewals and ongoing care. As most play areas in Houghton Regis were fenced and safe surfaces in place, it would be possible to focus on replacing equipment as needed. An annual update would include any sites taken on by the Town Council.

Resolved: To endorse the play area improvement programme per the attached Gantt chart and approve the applications to secure S106 monies available for play areas locally.

12694 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

Members were provided with the latest financial report, which gave a breakdown of the project. Funding had been secured from a number of sources, and it was hoped that a portion of this could be used for the old pavilion and provide a little contingency.

An application was required to move the car park entrance; this was made in October, and a response was awaiting. Section 278 needed to be approved by Central Bedfordshire Council before the site could be used, irrespective of whether the car park had been completed. It was confirmed that the car park would have a height barrier but would not be gated, as EV charging points would be in situ.

It was uncertain when UKPN would complete the outstanding works, and this caused some delays. It was raised whether the Town Council could indemnify itself against future costs arising directly from delays in works.

Resolved: To formally instruct and award T&B Contractors to complete the remaining outstanding works at Tithe Farm Recreation Ground, i.e. the car parks and lighting, for a total value of £309,116.86.

12695 PURCHASE OF LAND OFF CEMETERY ROAD

Houghton Regis Town Council had been approached with an offer to buy a parcel of land currently owned by the charity Sustrans. The land, which was close to Orchard Close, formed part of a larger green space owned by the Town Council and contained part of the National Cycle Network. Members were informed that the cycle path would remain under the remit of Central Bedfordshire Council. At the same time, the maintenance of grass and hedges would become the responsibility of the Town Council.

Members agreed that the acquisition would be a positive step as it would provide a buffer against the industrial units close to the site and enable Houghton Regis to improve sightlines in the area.

Resolved: To consider and Recommend the purchase of Title Deed BD230229 to the Council on 18th March for a maximum value of £4,500.

12696 VILLAGE GREEN – CIRCUS AND FAIR VISITS 2025

Members agreed that the proposed deposit of £500 would be a suitable incentive for organisers to remove posters once the events had finished. This would also limit the damage to public assets.

The proposed dates for fair and circus visits were considered and determined as follows:

- *Tom Smith's Fun Fair – The Village Green – 7th-21st May*
Members felt that two weeks was an unacceptably long period for the village green to be used. It was suggested that the organisers be contacted to reduce the time to 5 days.
- *Tom Smith's Fun Fair – Parkside Recreation Ground – 22nd-29th July*
It was questioned how popular this event had proven on prior occasions; however, no objections were raised to the event going ahead.
- *Tom Smith's Fun Fair – 2nd-9th September*
The proposed dates clashed with the Houghton Rocks event, and the site would be unavailable.
- *John Lawsons Circus – The Village Green – 14th-23rd October*
Members were happy for the circus event to go ahead as usual.
- *Gumbles Amusements Ltd – The Village Green – 4th-6th May*
Members refused this request as the event fell outside the usual parameters for events and would be held over the May Bank Holiday.

Members felt it would be beneficial to review their approach to circus and fun fair events, considering the suitability of the location and timescale involved. There should be a recovery period between events to limit damage to public areas. Additionally, a time limit should be placed on events, and event organisers should be asked to review their timescales for pulling on and pulling off. Defined parameters could then inform future decisions. At present, no limits exist, which has damaged public areas and undermined the biodiversity aims of the Town Council.

**Resolved: To approve introducing a £500 deposit to cover flyposting and reinstatement per event.
To determine the fair and circus visit dates on The Village Green and Parkside Recreation Ground.**

12697 COMMUNITY FACILITIES AT BIDWELL WEST (FORMERLY KNOWN AS HRN2)

Members were informed that a request had been received from Houghton Regis Community Development Charity regarding the maintenance of the site at Bidwell West. The site was close to the storage pond, which Houghton Regis Town Council will soon maintain.

The charity wished to lease the site for community use and was looking to install a temporary building on the site and potentially a community garden.

Members were advised that the Town Council would adopt grass-cutting responsibilities from the date of transfer for 12 months in order to facilitate community use. It was not anticipated that these duties would be time-intensive and that the costs involved would be negligible.

Members agreed that the benefits to the community would outweigh the cost involved in this temporary arrangement.

Resolved: To determine whether a temporary arrangement for the cutting of amenity grass is undertaken free of charge for a maximum of 12 months from the transfer date to help facilitate community use.

12698 TERRA CROFT LEISURE GARDENS UPDATE

Members were informed that the waiting list for allotments had gone down. The site was doing well, and the next inspections for plots left in November were due to take place on 13th February.

Significant storm damage had been done to structures on the site, and allotment holders were advised of the need to weigh structures down.

It was felt that the expectations of potential allotment holders needed to be managed as they were often unaware of the time required to maintain the plots. In addition, holders were only required to cultivate once a year; however, there was potential to cultivate throughout the year.

12699 INCOME AND EXPENDITURE REPORT

Members were provided with the Income and Expenditure Report for information purposes.

It was noted that the capital expenditure on Tithe Farm distorted the budget for this committee; therefore, a clearer picture was likely to emerge in the coming year.

Income streams were significantly less due to the Section 106 contributions. The request for the release of these had been submitted but had not yet reflected on the income over-expenditure. It was also noted that the deferred income had not yet been transferred.

12700 ENVIRONMENT & LEISURE FEES 2024/25

Members were advised of a proposed 3% fee increase to be applied for 2024/25. This would apply to cricket fees, bowls fees and land hire for fun fairs and circuses. There would be no increase on allotments and the football pitch fees would be reviewed separately, thereby avoiding a mid-season increase. The fee for use of the Village Green for residents and community groups would remain at £6.00.

Members agreed with the proposed rise but felt that figures should be rounded down for simplification.

It was confirmed that VAT did not apply to sport-related events; however, VAT would continue to be added to events at Moore Crescent that were not sport-related.

Resolved: To set fees under the control of the Environment & Leisure Committee for 2024/2025 at a 3% increase on 2023/24 on highlighted fees

12701 ADULT OUTDOOR GYM FOR PARKSIDE RECREATION GROUND LOCATION

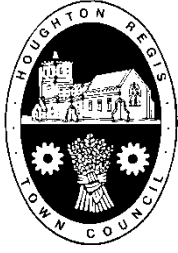
Members were asked to consider the proposed site of the adult outdoor gym. It was agreed that the proposed site was well placed, sufficiently distant from the children's play area and close to parking facilities.

Resolved: To agree to the location of the adult outdoor gym for Parkside Recreation Ground as shown.

The Chairman declared the meeting closed at 8.55 pm.

Dated this 29th day of April 2024

Chairman



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 6

Date:	29th April 2024
Title:	Terra Croft Leisure Gardens Update
Purpose of the Report:	To receive an update on the management of the Town Council-owned allotment.
Contact Officer:	Ian Haynes, Head of Environment and Community Services

1. RECOMMENDATION

- 1) To Consider reviewing the Tenancy Agreement and Rules and Regulations, ensuring that allotment holders are consulted to ensure that they are fit for purpose.
- 2) To instruct officers to obtain quotes for supplying and installing a suitable composting toilet for Terra Croft Leisure Gardens.

2. BACKGROUND

Town Council has one allotment site, Terra Croft Leisure Gardens, with 48 plots.

According to the allotment software, around 216 people are currently on the waiting list, which, based on current allotment plot capacity, is less than four times more than the Council currently has available plots to rent. This is up from 176 in February 2024.

This report provides Members with an update on work undertaken since the previous Allotment Working Group meeting held on 11th July 2023.

3. LEGAL CONSIDERATIONS

The majority of the law relating to allotments is contained in the following Acts of Parliament:

- Small Holdings and Allotments Act 1908;
- Allotments Act 1922;
- Allotments Act 1925;
- Allotments Act 1950;

- Local Government Act 1972, Schedule 29, paragraph 9.

There is a distinction to be made between an allotment and an allotment garden. An allotment is a parcel of land not more than five acres in extent, cultivated as a garden or farm (s.1, AA 1925). It includes a field garden, a fuel allotment, an allotment garden, and other land not more than five acres in extent.

An allotment garden is a type of allotment, being a plot of land not exceeding 1,011.71 square metres, cultivated by the occupier for the provision of vegetables and fruit crops for themselves and their family (s.22, AA 1922). In practice, most local authority allotments fall within the category of an allotment garden.

Allotment authorities are the councils of London boroughs, districts, parishes and communities. Whilst these authorities all have power to provide allotments and allotment gardens, there is a statutory duty on them to provide allotment gardens sufficient to meet the demand of the local community (s.23, SH&AA 1908; s.9, AA 1950)

Allotments, including allotment gardens, are treated as agricultural land for the purposes of exemption from non-domestic rating. (s.51 LGFA 1988 and Schedule 5, paras 1-9(2))

4. MANAGEMENT OF THE WAITING LIST

A waiting list is maintained by the Town Council and is operated on a strict allocation by the date of registration. When a potential allotment holder contacts the council for an allotment, they are placed on the waiting list. The date of the enquiry is logged in the software alongside contact details.

Plots only become available when an allotment tenancy holder either gives up the plot voluntarily or the Council terminates a tenant's tenancy agreement. Termination of any tenancy agreement can only be implemented according to legislative requirements and is quite restrictive.

There is an expectation that tenants shall keep their allotment plot in a good state of cultivation and free from perennial weeds. Allotment holders will also be expected to abide by the terms of their allotment tenancy agreement and allotment rules as determined by the Council and as considered necessary. Non-compliance will render their tenancy agreement terminated.

5. ALLOTMENT INSPECTION

Allotment inspections are regularly undertaken. These inspections identified a number of plots that were not being cultivated to the standard required.

The following grades/status have been awarded to the plots at Terra Croft.

Green – 46

Amber – 0

Red – 0

In the process of tenancies being terminated – 1

Vacant – 1

6. RULES AND REGULATIONS/ TENANCY AGREEMENT

It is suggested that the Rules and Regulations and Tenancy agreement could be reviewed in consultation with allotment holders to ensure they are shortened and fit for purpose. This would help clarify allotment holders' responsibilities, and carrying out a public consultation would help improve engagement.

Once that consultation has been completed, the Committee will be asked to ratify the final documentation prior to implementation.

7. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendation

Risk Implications

- There are no risk implications arising from the recommendation

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

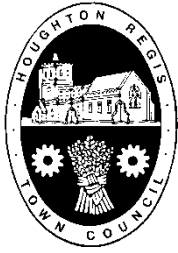
This project/issue does not discriminate.

Press Contact

There are no press implications arising from the recommendation.

8. CONCLUSION AND NEXT STEPS

The demand for allotment plots remains high and is currently outstripping the available supply. Additional land may be available in the future. The Town Council will continue managing the current and allotments waiting list.



Date: 29th April 2024

Title: Machinery Renewals Programme

Purpose of the Report: To present the anticipated machinery renewals programme for 2024/25.

Contact Officer: Ian Haynes, Head of Environmental and Community Services

1. RECOMMENDATION

To support the Machinery Renewals Programme for 2024/25 and recommend to Council on the 15th May '24 the planned renewal/replacement funding through a hire purchase scheme. Additional funding is being sought to support additional machinery to enable the grounds team to expand their services into the growth area.

Hire purchase agreement/loan supported by Internal Auditor.

2. BACKGROUND

On an annual basis, members receive this report to advise on anticipated spending on new or replacement machinery.

3. ISSUES FOR CONSIDERATION

Members are advised that the new renewals programme, as attached, has been updated.

4. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendation

Legal Implications

- There are no legal implications arising from the recommendation

Financial Implications

- Budget available—£20,000 is provided in budget 299-4851 (Env Capital & Projects -Machinery Renewals) for the payment of a hire purchase agreement of circa £100,000 for a period of 5 years.
- Agree to dispose of the following equipment.
- Trimax Snake (£7,000.00)
- Kubota F3890 KX68 BDZ (£7,500.00)
- Kubota F3890 KX68 BEJ (£7,500.00)
- Kubota F3890 LR21 HKO (£10,000.00)
- Kubota TEG Flail Deck (£1,200.00)
- Kubota TEG Flail Deck (£1,200.00)

Estimated disposal value in brackets

Risk Implications

- There are no risk implications arising from the recommendation

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project/issue does not discriminate.

Press Contact

There are no press implications arising from the recommendation.

5. CONCLUSION AND NEXT STEPS

Purchasing of the new equipment will enable the Town Council to continue to provide well-maintained sports and recreation provision for all Town Council sports and recreation facilities.

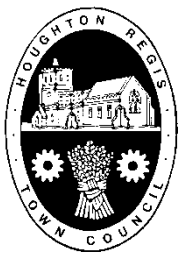
6. APPENDICES

Appendix A: Machinery Renewals Programme

MACHINERY RENEWALS PROGRAMME

YEAR	Make	Model	Purpose	Cost	Life Expectancy	Date of Purchase	Forecast Date of Replacement
2021/22							
	Trimax	Snake	Grass Cutting	£19,950	10 Years	2018	2028/29
	KUBOTA	FS3890 Ride on Mower x 3	Grass Cutting	£17,000.00	10 Years	2021	2031/32
	KUBOTA	TEG1600 Flail Decks x 2	Grass Cutting	£5,603.82	10 Years	2021	2031/32
	STIHL	FS410C x 2	Strimming Grass	£1,600.00	5 Years	2021	2026/27
	KARSHER	Surface Washer 7 Nozzle Kit	Power Washer	£663.00	10 Years	2021	2031/32
	FORD	Ford Ranger	Transportation	£27,024.00	10 Years	2021	2031/32
2022/23							
	SISIS	Intermediate Rake attachment	Raking Grass	£909.50	10 Years	2022	2032/33
	DW TOMLIN	Tractor Mounted Harrow	Levelling Pitches	£4,228.75	10 Years	2022	2032/33
	KUBOTA	XL300 Spreader	Fertilizer Spreader	£1,888.00	10 Years	2022	2032/33
	SISIS	Combirake	Cricket Wicket Prep	£603.50	10 Years	2022	2032/33
	STIHL	FS410C x 2	Strimming Grass	£1,600.00	5 Years	2022	2027
	FORD	Ranger	Vehicle	£20,000	10 Years	2023	2033/34
2023/24							
	SISIS	Quadro plane	Spikes, rolls and brushes football pitches	£2,000 approx	Part ex		
	SISIS	Slitter & roller	Spikes and rolls football pitches (improved quality)	£5,000 approx	20 years	2023	2043

2024/25						
New	TBC	Flail Mower		Circa £50,000		
New	TBC	Tri-Deck Roller Mower		Circa £35,000		



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 8

Date:	29th April 2024
Title:	‘LETTERS TO HEAVEN’ POST BOX
Purpose of the Report:	For Members to consider a request to install a ‘Letters To Heaven’ post box in Houghton Regis Cemetery.
Contact Officer:	Ian Haynes, Head of Environment and Community Services

1. RECOMMENDATION

To endorse purchasing and installing a white ‘Letters To Heaven’ post box within Houghton Regis Cemetery.

2. BACKGROUND

The council's provision and management of cemeteries are important services that the community uses at a time of great emotional stress. Amongst this is the growing evidence of new and diverse forms of memorialisation as people mark the passing of those with whom they felt a close association in life—colleagues, friends, and family members.

This evidence, much of it anecdotal and in the popular media, raises new questions concerning memorials' content, meanings and purposes and the memorialisation process. As traditional forms are replaced or supplemented by personalised, customised responses, these appear to lay bare the fundamental human urge to memorialise but with little to guide mourners, or those professionals and community representatives supporting them, in developing forms that will meet those deepest needs.

3. ISSUES FOR CONSIDERATION

The Town Council believes that the bereavement needs of the whole community are met by ensuring the provision of facilities for the disposal and commemoration of the dead, which take into account the requirements of different faiths and cultures as well as those without faith.

Adding a ‘Letters To Heaven’ post box will help the community commemorate their loved ones.

People and mourners alike continue to look for new and innovative ways to memorialise their loved ones who have passed. At a time when cremated remains can be placed inside a vinyl record or even sent on a trip into space, the Council will only continue to see an increase in the demand for alternative memorials.

4. HRTC CORPORATE PLAN

2 Local Services and Facilities: To provide a broad range of high-quality services and facilities for our residents, visitors and businesses

2.4 Maximise the value of HRTC assets.

3 Quality of Life: To enhance the quality of life of our residents

3.1 Improve environmental quality and sustainability.

4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider

4.5 Enhance the role of the council.

4.6 To actively consider and weight the impact of new and existing initiatives and services.

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project does not discriminate.

Climate Change Implications

- There are no climate change implications arising from the recommendations.

Press Contact

There are no press implications arising from the recommendations.

7. CONCLUSION AND NEXT STEPS

Increased memorialisation combines a historical and contemporary focus. While there is a sound business model for investing in increased moralisation, the offerings available are considered tasteful in helping and supporting the bereaved in the grieving process.

The officer believes that the simple addition of a 'Letters To Heaven' post box will offer great value for money for our residents and, in turn, increase the public's memorisation at zero ongoing costs.

8. APPENDICES

None



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 12

Date:	29th April 2024
Title:	Income & Expenditure Report
Purpose of the Report:	To provide members with the Income & Expenditure report to date for the Environment & Leisure Committee.
Contact Officer:	Ian Haynes, Head of Environment and Community Services

1. RECOMMENDATION

There are no recommendations arising from this report.

2. BACKGROUND

In accordance with the committee functions, a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, this report is presented at each committee meeting, detailing the income and expenditure for the specific committee.

The income and expenditure report is provided for reference.

3. ISSUES FOR CONSIDERATION

201 1082 Inc Lettings

Includes Fair and circus visits – behind projected income.

201 4037 Village Green Grounds Maintenance

Includes minor items of expenditure – In Line with expectations.

202 1082 Inc Lettings

Ad hoc lettings of pavilion

202 4011 Rates

Paid in full

202 4012 Water rates

Direct debit payments in arrears

202 4014 Electricity

Direct debit payments in arrears

202 4038 Maintenance Contracts

Includes annual alarm inspection. New water heaters have gone over budget.

211 1083 Parkside Rec Gd Inc Lettings

From pitch allocations.

211-4037 Parkside Grounds maintenance

Covers pre / post-season grounds works for football pitches. Planned expenditure complete.

212 4014 Electricity

Direct debit payments in arrears – Tithe Farm 3G AFP works have resulted in an overspending.

212 4036 Property Maintenance

Expenditure includes redecoration of the pavilion.

221 1082 Tithe Farm Recreation Ground Inc Lettings

From key deposits

221-4037 TF Grounds maintenance

Covers pre / post-season grounds works for football pitches

222 4036 Tithe farm property maintenance

This includes alarm maintenance.

231 1082 Orchard Close Recreation Ground Inc Lettings

From pitch allocations. Cricket income received to date.

231 4037 Orchard Close Grounds maintenance

Covers pre / post-season grounds works for football pitches

232 4036 Orchard Close Property Maintenance

Includes alarm maintenance and a replacement noticeboard due to vandalism.

241 1082 Moore Crescent Recreation Ground Inc Lettings

From pitch allocations

241 4036 Moore Crescent Grounds maintenance

Covers pre/post-season grounds works for football pitches

242 1082 Inc Lettings

Ad hoc lettings of the pavilion.

242-4011 Moore Crescent Pavilion, Rates

These have been settled in full for the year

242 4036 Moore Crescent Pavilion Property Maintenance
Expenditure relates to repairs

242-4038 Moore Crescent Pavilion, Maintenance contracts
Annual maintenance for the CCTV and alarm has been completed.

243 1082 Inc Lettings
Bowls Club rent to be received.

243-4037 MC Grounds maintenance
Sprinkler repair completed, autumn treatment completed and irrigation system
maintenance

271 1084 Income Burial Fees
Income from interments received to date £23,629

271-4011 Cemetery, Rates
These have been settled in full for the year

271 4020 Misc Establishment Costs
This code is significantly over budget due to the purchase of a bench on behalf of a
family and advanced memorial inscription charges, which are reclaimed from the
families.

272 4028 All Saints Churchyard
Bedford Road Wall

273 1082 Allotment Income

273 4011 Rates Bill yet to be received

273 4012 Water Rates
Direct debit payments in arrears

273 4037 Allotments Grounds Maintenance
This expenditure relates to allotment plot signage.

281 4217 HHP Contribution
This is the HRTC contribution to HHP as required under the JVA

282 4017 Play Areas Health and Safety
This is for the annual playground inspections

282 4037 Grounds Maintenance
2

82 4042 Play areas equipment repair
Some repairs have had to be undertaken due to wear and tear

291 4006 Protective clothing
Expenditure incurred to replace outdated items for the grounds team

291 4008 Outside Services training / Courses
To cover grounds team training

291-4011 Outside Services, Rates
Paid in full.

291 4013 Outside Services rent
Paid in full.

291 4020 Outside Services Misc Establishment Costs
Various small items of expenditure.

291 4036 Outside services Property maintenance
Spend relates to replacement sleepers on Green, new chairs for workshop plus various small scale purchases.

291 4038 maintenance contracts
Includes alarm maintenance and fire equipment maintenance

291 4039 Horticultural supplies

291 4040 Tree Maintenance
No expenditure has been incurred to date

291 4041 Outside Services Tree Survey
No expenditure has been incurred to date

291 4042 Outside services, Equipment maintenance and repairs
Various purchases made

299 4851 Capital Machinery renewals
Various items have been purchased, including a new graffiti removal equipment.

299 4862 Env Capital & Projects CAP Cemetery Provision
This expense relates to the monthly monitoring of water levels at Grendall Lane plus the purchase of new vaults, offset by income received.

299 4871 Cap, Pavilion renovations
Includes for expenses relating to Tithe Farm All Weather project,

299 4999 Trs to EMR Play Areas

4. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from this report

Legal Implications

- There are no legal implications arising from this report

Financial Implications

- There are no financial implications arising from this report

Risk Implications

- There are no risk implications arising from this report

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Press Contact

There are no press implications arising from this report.

5. CONCLUSION AND NEXT STEPS

Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met.

There are no significant issues or areas of concern to highlight in this report.

6. APPENDICES

Appendix A: Income & Expenditure Report

23/04/2024

Houghton Regis Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 29/04/2024

Month No: 12

Appednix A - Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Environment and Leisure								
<u>201 Village Green Rec Gd</u>								
1082 INC-LETTINGS	0	2,506	3,264	758			76.8%	
Village Green Rec Gd :- Income	<u>0</u>	<u>2,506</u>	<u>3,264</u>	<u>758</u>			<u>76.8%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	454	2,000	1,546		1,546	22.7%	
Village Green Rec Gd :- Indirect Expenditure	<u>0</u>	<u>454</u>	<u>2,000</u>	<u>1,546</u>	<u>0</u>	<u>1,546</u>	<u>22.7%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>2,052</u>	<u>1,264</u>	<u>(788)</u>				
<u>202 Village Green Pavilion</u>								
1082 INC-LETTINGS	110	260	300	40			86.7%	
Village Green Pavilion :- Income	<u>110</u>	<u>260</u>	<u>300</u>	<u>40</u>			<u>86.7%</u>	<u>0</u>
4011 RATES	0	2,545	2,600	55		55	97.9%	
4012 WATER RATES	119	1,528	700	(828)		(828)	218.3%	
4014 ELECTRICITY	178	1,437	2,800	1,363		1,363	51.3%	
4036 PROPERTY MAINTENANCE	0	2,122	1,200	(922)		(922)	176.8%	
4038 MAINTENANCE CONTRACTS	0	522	250	(272)		(272)	208.7%	
Village Green Pavilion :- Indirect Expenditure	<u>297</u>	<u>8,153</u>	<u>7,550</u>	<u>(603)</u>	<u>0</u>	<u>(603)</u>	<u>108.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(187)</u>	<u>(7,893)</u>	<u>(7,250)</u>	<u>643</u>				
<u>211 Parkside Rec Gd</u>								
1082 INC-LETTINGS	0	588	3,612	3,024			16.3%	
1091 Income Miscellaneous	0	60	0	(60)			0.0%	
Parkside Rec Gd :- Income	<u>0</u>	<u>648</u>	<u>3,612</u>	<u>2,964</u>			<u>17.9%</u>	<u>0</u>
4013 RENT	0	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	1,864	1,500	(364)		(364)	124.3%	
Parkside Rec Gd :- Indirect Expenditure	<u>0</u>	<u>1,914</u>	<u>1,550</u>	<u>(364)</u>	<u>0</u>	<u>(364)</u>	<u>123.5%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,266)</u>	<u>2,062</u>	<u>3,328</u>				
<u>212 Parkside Pavilion</u>								
4012 WATER RATES	30	278	300	22		22	92.8%	
4014 ELECTRICITY	48	496	540	44		44	91.9%	
4015 GAS	7	84	150	66		66	56.0%	
4036 PROPERTY MAINTENANCE	0	149	1,200	1,051		1,051	12.4%	
Parkside Pavilion :- Indirect Expenditure	<u>84</u>	<u>1,008</u>	<u>2,190</u>	<u>1,182</u>	<u>0</u>	<u>1,182</u>	<u>46.0%</u>	<u>0</u>
Net Expenditure	<u>(84)</u>	<u>(1,008)</u>	<u>(2,190)</u>	<u>(1,182)</u>				

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Detailed Income & Expenditure by Budget Heading 29/04/2024

Month No: 12

Appednix A - Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 Tithe Farm Rec Grd</u>								
1082 INC-LETTINGS	0	0	2,000	2,000			0.0%	
Tithe Farm Rec Grd :- Income	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>
4013 RENT	0	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	540	1,700	1,160		1,160	31.8%	
Tithe Farm Rec Grd :- Indirect Expenditure	<u>0</u>	<u>545</u>	<u>1,705</u>	<u>1,160</u>	<u>0</u>	<u>1,160</u>	<u>32.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(545)</u>	<u>295</u>	<u>840</u>				
<u>222 Tithe Farm Store</u>								
4012 WATER RATES	9	119	300	181		181	39.6%	
4014 ELECTRICITY	2,771	8,568	600	(7,968)		(7,968)	1428.0%	
4015 GAS	0	254	100	(154)		(154)	253.7%	
4036 PROPERTY MAINTENANCE	0	234	500	266		266	46.7%	
Tithe Farm Store :- Indirect Expenditure	<u>2,780</u>	<u>9,174</u>	<u>1,500</u>	<u>(7,674)</u>	<u>0</u>	<u>(7,674)</u>	<u>611.6%</u>	<u>0</u>
Net Expenditure	<u>(2,780)</u>	<u>(9,174)</u>	<u>(1,500)</u>	<u>7,674</u>				
<u>231 Orchard Close Rec Grd</u>								
1082 INC-LETTINGS	0	40	2,620	2,580			1.5%	
Orchard Close Rec Grd :- Income	<u>0</u>	<u>40</u>	<u>2,620</u>	<u>2,580</u>			<u>1.5%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	1,464	1,000	(464)		(464)	146.4%	
Orchard Close Rec Grd :- Indirect Expenditure	<u>0</u>	<u>1,464</u>	<u>1,000</u>	<u>(464)</u>	<u>0</u>	<u>(464)</u>	<u>146.4%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,424)</u>	<u>1,620</u>	<u>3,044</u>				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	393	498	400	(98)		(98)	124.5%	
4014 ELECTRICITY	128	503	400	(103)		(103)	125.9%	
4036 PROPERTY MAINTENANCE	0	113	1,000	887		887	11.3%	
Orchard Close Pavilion :- Indirect Expenditure	<u>520</u>	<u>1,114</u>	<u>1,800</u>	<u>686</u>	<u>0</u>	<u>686</u>	<u>61.9%</u>	<u>0</u>
Net Expenditure	<u>(520)</u>	<u>(1,114)</u>	<u>(1,800)</u>	<u>(686)</u>				
<u>241 Moore Crescent Rec Grd</u>								
1082 INC-LETTINGS	0	50	2,500	2,450			2.0%	
Moore Crescent Rec Grd :- Income	<u>0</u>	<u>50</u>	<u>2,500</u>	<u>2,450</u>			<u>2.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	70	1,100	1,030		1,030	6.4%	
Moore Crescent Rec Grd :- Indirect Expenditure	<u>0</u>	<u>70</u>	<u>1,100</u>	<u>1,030</u>	<u>0</u>	<u>1,030</u>	<u>6.4%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(20)</u>	<u>1,400</u>	<u>1,420</u>				

Detailed Income & Expenditure by Budget Heading 29/04/2024

Month No: 12

Appednix A - Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>242 Moore Crescent Pavilion</u>								
1082 INC-LETTINGS	0	144	200	56			72.0%	
Moore Crescent Pavilion :- Income	0	144	200	56			72.0%	0
4011 RATES	0	4,192	4,550	358		358	92.1%	
4012 WATER RATES	108	878	2,500	1,622		1,622	35.1%	
4014 ELECTRICITY	97	1,511	2,000	489		489	75.5%	
4015 GAS	366	1,896	1,000	(896)		(896)	189.6%	
4036 PROPERTY MAINTENANCE	0	119	1,500	1,381		1,381	7.9%	
4038 MAINTENANCE CONTRACTS	0	1,033	600	(433)		(433)	172.2%	
Moore Crescent Pavilion :- Indirect Expenditure	572	9,629	12,150	2,521	0	2,521	79.3%	0
Net Income over Expenditure	(572)	(9,485)	(11,950)	(2,465)				
<u>243 Moore Crescent Bowling Gn</u>								
1082 INC-LETTINGS	0	6,242	6,120	(122)			102.0%	
Moore Crescent Bowling Gn :- Income	0	6,242	6,120	(122)			102.0%	0
4037 GROUNDS MAINTENANCE	0	4,678	6,000	1,322		1,322	78.0%	
Moore Crescent Bowling Gn :- Indirect Expenditure	0	4,678	6,000	1,322	0	1,322	78.0%	0
Net Income over Expenditure	0	1,564	120	(1,444)				
<u>262 Bidwell Pavilion</u>								
4014 ELECTRICITY	(668)	0	0	0		0	0.0%	
Bidwell Pavilion :- Indirect Expenditure	(668)	0	0	0	0	0		0
Net Expenditure	668	0	0	0				
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	1,979	23,629	15,000	(8,629)			157.5%	
Houghton Regis Cemetery :- Income	1,979	23,629	15,000	(8,629)			157.5%	0
4011 RATES	0	1,061	1,040	(21)		(21)	102.0%	
4012 WATER RATES	13	115	250	135		135	45.9%	
4020 MISC. ESTABLISH.COST	0	2,853	200	(2,653)		(2,653)	1426.4%	
4037 GROUNDS MAINTENANCE	0	1,108	0	(1,108)		(1,108)	0.0%	
Houghton Regis Cemetery :- Indirect Expenditure	13	5,137	1,490	(3,647)	0	(3,647)	344.7%	0
Net Income over Expenditure	1,966	18,492	13,510	(4,982)				

Detailed Income & Expenditure by Budget Heading 29/04/2024

Month No: 12

Appednix A - Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>272 All Saints Churchyard</u>								
4028 Bedford Road Wall	0	0	1,000	1,000		1,000	0.0%	
All Saints Churchyard :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
<u>273 Allotments</u>								
1082 INC-LETTINGS	0	4,312	3,700	(612)			116.5%	
Allotments :- Income	<u>0</u>	<u>4,312</u>	<u>3,700</u>	<u>(612)</u>			<u>116.5%</u>	<u>0</u>
4011 RATES	0	0	1,000	1,000		1,000	0.0%	
4012 WATER RATES	0	0	700	700		700	0.0%	
4037 GROUNDS MAINTENANCE	0	2,496	2,000	(496)		(496)	124.8%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>2,496</u>	<u>3,700</u>	<u>1,204</u>	<u>0</u>	<u>1,204</u>	<u>67.5%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>1,815</u>	<u>0</u>	<u>(1,815)</u>				
<u>281 Public Open Spaces</u>								
4036 PROPERTY MAINTENANCE	0	(400)	0	400		400	0.0%	
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4217 HHP Project Contribution	22,733	22,733	27,715	4,982		4,982	82.0%	
4992 Trs from Earmarked Reserve	0	(3,000)	(3,000)	0		0	100.0%	
Public Open Spaces :- Indirect Expenditure	<u>22,733</u>	<u>19,333</u>	<u>25,215</u>	<u>5,882</u>	<u>0</u>	<u>5,882</u>	<u>76.7%</u>	<u>0</u>
Net Expenditure	<u>(22,733)</u>	<u>(19,333)</u>	<u>(25,215)</u>	<u>(5,882)</u>				
<u>282 Play Areas (all)</u>								
4017 HEALTH & SAFETY	300	675	650	(25)		(25)	103.8%	
4037 GROUNDS MAINTENANCE	0	0	1,700	1,700		1,700	0.0%	
4042 Equipment Repairs & Maintenance	0	9,260	10,000	740		740	92.6%	
Play Areas (all) :- Indirect Expenditure	<u>300</u>	<u>9,935</u>	<u>12,350</u>	<u>2,415</u>	<u>0</u>	<u>2,415</u>	<u>80.4%</u>	<u>0</u>
Net Expenditure	<u>(300)</u>	<u>(9,935)</u>	<u>(12,350)</u>	<u>(2,415)</u>				
<u>283 Street Furniture</u>								
4036 PROPERTY MAINTENANCE	0	0	650	650		650	0.0%	
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>650</u>	<u>650</u>	<u>0</u>	<u>650</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(650)</u>	<u>(650)</u>				

Detailed Income & Expenditure by Budget Heading 29/04/2024

Month No: 12

Appednix A - Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>291</u> <u>Outside Services</u>								
1091 Income Miscellaneous	0	11,090	3,800	(7,290)			291.9%	
<u>Outside Services :- Income</u>	<u>0</u>	<u>11,090</u>	<u>3,800</u>	<u>(7,290)</u>			<u>291.9%</u>	<u>0</u>
4006 PROTECTIVE CLOTHING	0	2,017	1,200	(817)		(817)	168.1%	
4008 TRAINING/COURSES	0	1,635	3,000	1,365		1,365	54.5%	
4011 RATES	0	10,042	8,950	(1,092)		(1,092)	112.2%	
4012 WATER RATES	28	348	800	452		452	43.5%	
4013 RENT	0	15,500	15,500	0		0	100.0%	
4014 ELECTRICITY	350	2,672	2,000	(672)		(672)	133.6%	
4015 GAS	18	167	150	(17)		(17)	111.3%	
4017 HEALTH & SAFETY	0	557	700	143		143	79.6%	
4018 REFUSE DISPOSAL	0	26,258	22,000	(4,258)		(4,258)	119.4%	
4020 MISC. ESTABLISH.COST	0	548	600	52		52	91.3%	
4021 COMMUNICATIONS COSTS	0	107	150	43		43	71.5%	
4036 PROPERTY MAINTENANCE	61	1,274	1,000	(274)		(274)	127.4%	
4038 MAINTENANCE CONTRACTS	0	798	650	(148)		(148)	122.7%	
4039 HORTICULTURAL SUPPLIES	0	1,326	2,500	1,174		1,174	53.0%	
4040 Tree maintenance	2,140	2,140	4,000	1,860		1,860	53.5%	
4041 Tree Survey	0	3,735	8,000	4,265		4,265	46.7%	
4042 Equipment Repairs & Maintenance	761	13,310	9,700	(3,610)		(3,610)	137.2%	
4044 VEHICLE FUEL	2,574	11,721	11,000	(721)		(721)	106.6%	
4045 VEHICLE TAX & INSURANCE	0	1,257	1,100	(157)		(157)	114.2%	
4059 OTHER PROFESSIONAL FEES	0	1,331	2,200	869		869	60.5%	
<u>Outside Services :- Indirect Expenditure</u>	<u>5,932</u>	<u>96,744</u>	<u>95,200</u>	<u>(1,544)</u>	<u>0</u>	<u>(1,544)</u>	<u>101.6%</u>	<u>0</u>
<u>Net Income over Expenditure</u>	<u>(5,932)</u>	<u>(85,653)</u>	<u>(91,400)</u>	<u>(5,747)</u>				
<u>299</u> <u>E&L Capital & Projects</u>								
1071 YIF Grant	0	680,430	0	(680,430)			0.0%	
1074 External Grant	6,250	906,714	1,151,575	244,861			78.7%	
1095 Inc - Public Works Loan Board	0	500,000	0	(500,000)			0.0%	
1205 S106 Contrib for sport / rec	0	306,227	0	(306,227)			0.0%	
<u>E&L Capital & Projects :- Income</u>	<u>6,250</u>	<u>2,393,371</u>	<u>1,151,575</u>	<u>(1,241,796)</u>			<u>207.8%</u>	<u>0</u>
4053 Loan payments- Moore Cres. Pav	0	12,034	24,069	12,035		12,035	50.0%	
4059 OTHER PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0%	
4851 CAP-Machinery Renewals	8,081	18,080	20,000	1,920		1,920	90.4%	
4856 CAP - Street Furniture	0	0	7,000	7,000		7,000	0.0%	
4858 CAP - PLAY AREAS & EQPT	15,950	15,950	10,000	(5,950)		(5,950)	159.5%	
4862 CAP - Cemetery Provision	500	16,611	10,000	(6,611)		(6,611)	166.1%	
4871 CAP - Pavilion Renovations	132,038	2,617,355	1,151,575	(1,465,780)		(1,465,780)	227.3%	

Detailed Income & Expenditure by Budget Heading 29/04/2024

Month No: 12

Appednix A - Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4880 CAP - Signs	0	45	0	(45)		(45)	0.0%	
4891 YIF Project	8,111	13,641	0	(13,641)		(13,641)	0.0%	
4999 Trs to EMR Play Areas	0	0	25,000	25,000		25,000	0.0%	
E&L Capital & Projects :- Indirect Expenditure	<u>164,680</u>	<u>2,693,717</u>	<u>1,252,644</u>	<u>(1,441,073)</u>	<u>0</u>	<u>(1,441,073)</u>	<u>215.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(158,430)</u>	<u>(300,345)</u>	<u>(101,069)</u>	<u>199,276</u>				
Environment and Leisure :- Income	8,339	2,442,292	1,194,691	(1,247,601)			204.4%	
Expenditure	197,244	2,865,565	1,430,794	(1,434,771)	0	(1,434,771)	200.3%	
Movement to/(from) Gen Reserve	<u>(188,905)</u>	<u>(423,273)</u>						
Grand Totals:- Income	8,339	2,442,292	1,194,691	(1,247,601)			204.4%	
Expenditure	197,244	2,865,565	1,430,794	(1,434,771)	0	(1,434,771)	200.3%	
Net Income over Expenditure	<u>(188,905)</u>	<u>(423,273)</u>	<u>(236,103)</u>	<u>187,170</u>				
Movement to/(from) Gen Reserve	<u>(188,905)</u>	<u>(423,273)</u>						



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Telephone: 01582 708540

Email: info@houghtonregis.org.uk

www.houghtonregis.org.uk

HOUGHTON REGIS CEMETERY & GARDEN OF REMEMBRANCE

CHARGES - Applicable from 1st April 2023 – 31st March 2024

Houghton Regis Cemetery – this area within the cemetery offers ashes interments only.

Garden of Remembrance – this area within the cemetery offers the above ground interment of ashes in vaults. The vaults are provided by the council and include a headstone in one of 3 designs: a plaque, a book and a heart. There is also the provision of a memorial wall.

When looking at fees please ensure that you are looking at fees for the correct area within the cemetery. Should you have any queries please contact the council, details above.

All fees, payments and sums set out apply where the person to be interred (or in respect of whom the Right is granted) is a parishioner. A person is deemed a parishioner if, at the date of death:

- a) The ordinary place of residence was within Houghton Regis: or,
- b) If the death occurs whilst resident in a hospital, nursing home, old people's home or institution of any kind and the last place of residence had been within Houghton Regis: or,
- c) They had moved away from Houghton Regis within the preceding twelve months, having been a resident throughout the previous 5 years.; or,
- d) In the case of a still-born child, where the parents (or one of them) are, or at the time of the interment were such inhabitants.

In the case of non-residents of Houghton Regis, all fees will be tripled (shown in italics).

Town Clerk: Ms Clare Evans

PART ONE - EXCLUSIVE RIGHT OF BURIAL**Houghton Regis Cemetery**

For the Exclusive Right of Burial for a period of 75 years in an earthen grave:

a) For the body of a child whose age at the time of death does not exceed sixteen years	£80	£240
b) For the body of a person whose age at the time of death exceeds sixteen years	£337	£1011
c) For cremated remains (allows up to 4 caskets depending on size)	£129	£387

Garden of Remembrance

For the Exclusive Right of Burial for a period of 20 years in an ashes vault:

d) For cremated remains (allows up to 2 caskets)	£525	£1575
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PART TWO - INTERMENT FEES**Houghton Regis Cemetery***Burials¹*

For the preparation and interment in any earthen grave where an exclusive Right of Burial has been granted;

a) For the body of a child whose age at the time of death does not exceed 12 years	NIL	£133
b) For the body of a person whose age at the time of death exceeds 12 years but does not exceed 16 years	£161	£482
c) For the body of a person whose age at the time of death exceeds 16 years		
Single depth grave	£364	£1090
Double depth grave	£364	£1090
Triple depth grave ²	£476	£1425

Where the coffin width is such that the burial encroaches into the next available burial plot such that it cannot be used, the above fees will be increased by 50%

<i>Cremated Remains</i>	£64	£192
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For the interment of each casket of cremated remains where an exclusive Right of Burial has been granted;

Garden of Remembrance

For the interment of each casket of cremated remains where an exclusive Right of Burial has been granted;	£336	£1052
Supply of ashes casket, if required	£85+VAT	

¹ The fees indicated include attendance during the interment and the digging and backfilling in of the plot as applicable.

² Available for coffins only (not caskets)

PART THREE - MEMORIALISATION & INSCRIPTIONS

Houghton Regis Cemetery

For the right to place on a grave in respect of which the Exclusive Right of Burial has been granted, but subject to the following limitations.

Burial Plot Headstone ³	£59	£176
Maximum height 4'6" x width 2'6" x 3"		
Ashes Plot Headstone ³	£59	£176
Maximum height 12" x width 18" x 3"		
Ashes Plot Vases ³	£26	£77
Maximum height 10"		
Ashes Plot Tablet ³	£26	£77
Not exceeding 18" x 18"		
Childs Grave in Childs Area ³	£59	£176
Maximum height 27" x width 24" x 3"		
Additional Inscriptions	£27	£81
Miscellaneous fee (for example for kerbing, additional memorial plaque)	£27	£81

Garden of Remembrance

For the right to inscribe on the supplied headstone:

▪ First inscription	£59	£174
▪ Second inscription	£118	£358
To arrange a memorial inscription	£107	£321

Woodland Wing

▪ Supply of Woodland Wing plaque large	£43	£129
	+VAT	+VAT
▪ Supply of Woodland Wing plaque small	£32	£98
	+VAT	+VAT
▪ Woodland Wing plaque application (includes installation) (for a 10 year period)	£75	£224
▪ Woodland Wing Plaque renewal (for a 5 year period)	£38	£113

PART FOUR – SUPPLEMENTARY CHARGES

Administration fees:

Search fee (not applicable to administration involved with a burial or a memorial application)	£26 / hour plus VAT
GERB transfer	£53 plus VAT
GERB renewal for Garden of Remembrance (further 20 years)	£217 £650
Late submission of interment paperwork (paperwork must be submitted in full at least 5 working days prior to the interment date)	£33
Late arrival of the funeral at the graveside ⁴	£43 / hour

³ The fees indicated above include the first inscription

⁴ A 30 minute tolerance is provided, this additional charge relates to funeral arrivals over 30 minutes late



Houghton Regis Town Council

Cemetery Information & Regulations

Date of Approval:	17 th March 2004
Date of Review:	30 th August 2011; 9 th November 2012; 7 th September 2015; 15 th July 2019; 7 th February 2020, June 2021

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HOUGHTON REGIS TOWN COUNCIL CEMETERY INFORMATION

1. General Information

Houghton Regis Town Council manages the Houghton Regis Cemetery and takes pride in maintaining it to a high standard and creating an atmosphere of peace and tranquillity. Visitors to the Cemetery are asked to observe the regulations governing the Cemetery.

Enquiries concerning the Cemetery can be made to:

Houghton Regis Town Council
Peel Street
Houghton Regis
Beds LU5 5EY

Tel: 01582 708540
E-mail: info@houghtonregis.org.uk

The Council reserves the right to make additions and alterations to the regulations from time to time.

2. Cemetery Location and Layout

Cemetery Address:

Houghton Regis Cemetery
Cemetery Road
Houghton Regis
Beds
LU5 5BJ

Figure 1: Map Showing Cemetery Location

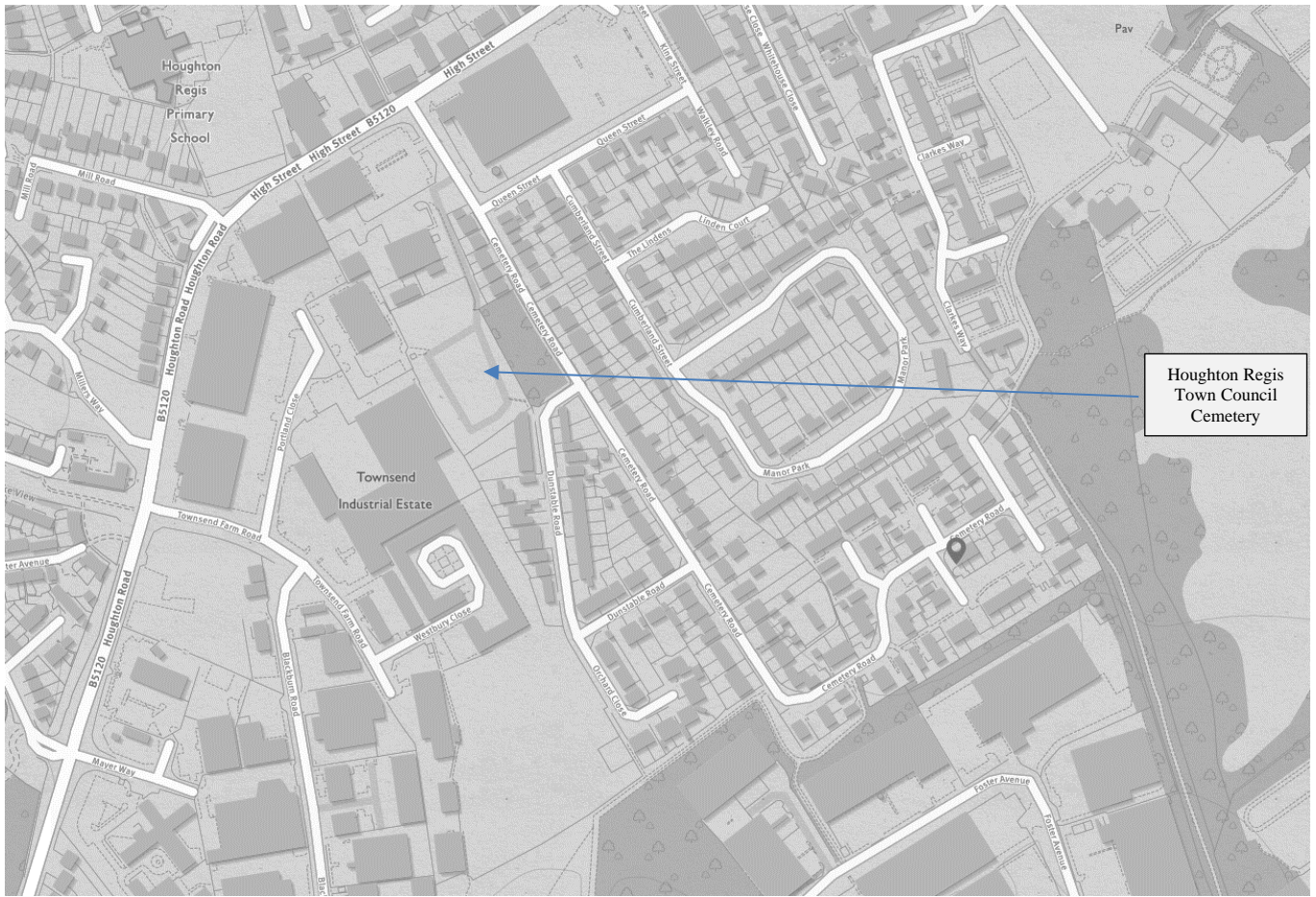
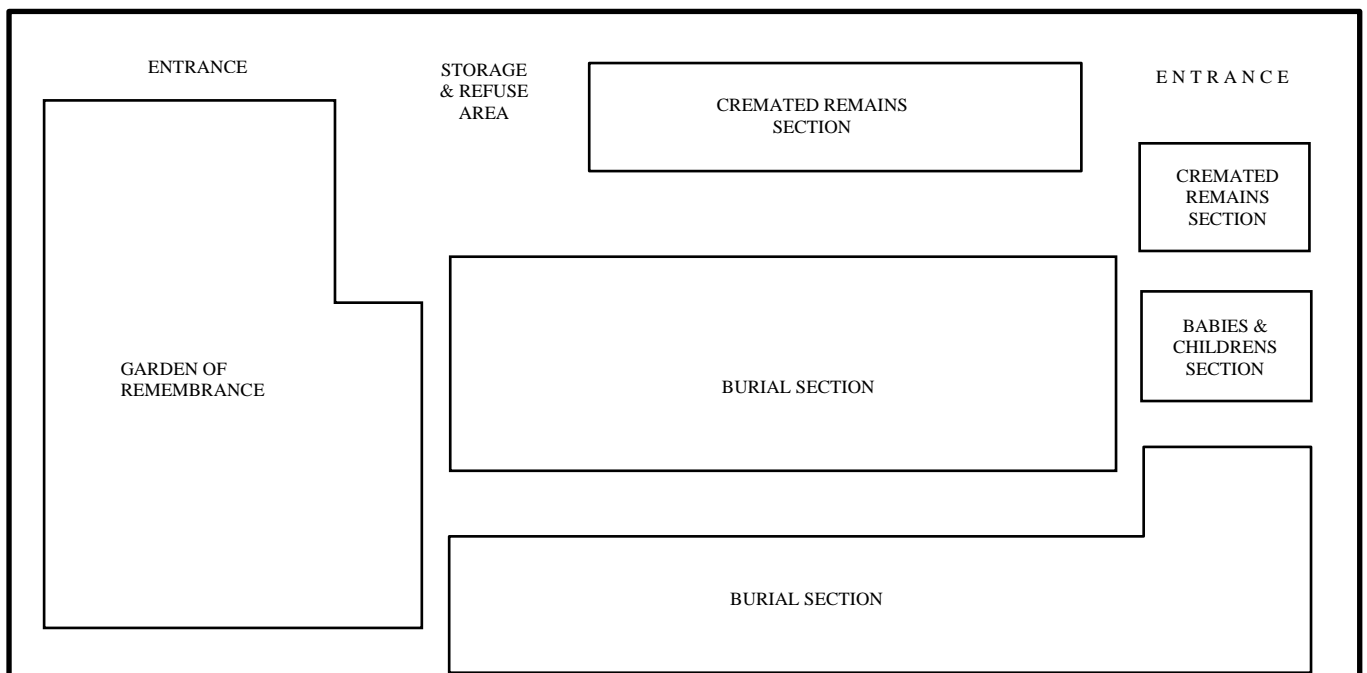


Figure 2: Cemetery Layout



Information for Families and Friends

The Cemetery is open to the public throughout the year¹.

The Cemetery offers the following interment options:

Burials

There are 2 sections within the cemetery in which body burials can take place. Only a few plots remain available for body burials. Once this is completed only second interments in existing burial spaces will be possible.

Ashes

The cemetery offers 2 types of ashes plots. The first is the interment of ashes in an earthen plot. The second is the placing of ashes in a vault in the Garden of Remembrance. Ashes may also be interred in burial plots, subject to space availability.

Memorials

Headstones can be placed, subject to approval, on burial and earthen ashes plots. Headstones are provided as part of the Vault in the Garden of Remembrance.

Other

Please help us to maintain a high quality environment by:

- Being respectful of others in the cemetery
- Place flowers in suitable receptacles and dispose of them in the bins provided
- Placing litter and waste in the bins provided
- Keeping dogs on leads and under control

Cemetery Regulations

Burial Arrangements

Families can make arrangements for the burial of their loved one, either through a funeral director, or directly through the council.

Using a Funeral Director

When making arrangements through a funeral director, families will be guided through the process. The funeral director will take on the practical aspects of arranging the funeral, including:

- Organising the collection of your loved one from a hospital, nursing home or home address, and transport to the chosen funeral home
- Caring for the deceased and making a private chapel of rest available where family and friends can pay their last respects

¹ The Council reserves the right to exclude the public should it be necessary at any time.

- Guiding you through legal processes such as registering the death and completing documentation
- Liaising with the churchyard or cemetery to set the date and time of the funeral
- Paying disbursements such as crematorium fees on your behalf
- Arranging floral tributes and newspaper announcements if required
- Arranging your loved one's journey to the place of the funeral service, and providing vehicles as required for family and mourners

Funeral directors seeking to work in Houghton Regis Cemetery must supply suitable insurance certification.

Booking direct with the council

Families are able to book interments directly with the council. The council will provide support and guidance to book the interment at the Houghton Regis Cemetery. Families will need to make their own arrangements for any additional services. Consideration should be given to the following, as these services are not provided by the council:

- Transportation (between place of death / crematorium / cemetery)
- Caring for the deceased and paying last respects
- Completing the legal processes
- Liaising with officiating minister / celebrant and the council
- Payment processes
- Floral tributes / donations / newspaper announcements

Notice of Burial

Written notice of burial on the Burial Arrangements form as supplied by the council must be given to the Town Council.

At least five clear working days (excluding Saturdays, Sundays and public holidays) must elapse between the day on which notice of burial is given and the day of the funeral. Alterations to arrangements within 5 working days of the interment may incur an extra administrative / grave preparation charge.

Hours of Burial

Burials may take place Monday to Friday inclusive, within the following burial times:

	Monday – Thursday	Friday
Summer Period 1 st April – 30 th September	9am to 3.30pm	9am to 12.30pm
Winter Period 1 st October to 31 st March	9am to 1.30pm	9am to 12.30pm

Burials at weekends and public holidays may be permitted in cases of emergency. Out of hours fees will apply. The certificate of a coroner or registered medical practitioner confirming that immediate burial is necessary will be required.

Cemetery Fees

The current fee schedule for burials and memorials is available from the Council. Please note that non-parishioner fees are at triple rate.

The Council's fees for interments and memorial permits are paid at the time of booking through the Funeral Director / Memorial Mason or directly by the family.

Fees should be settled in advance of the interment.

Grant of Exclusive Right of Burial

In order to inter within the Cemetery, it is necessary for the Grant of Exclusive Right of Burial to be purchased for a particular grave space. This permits the purchaser, or their next of kin, (known as the Grantee) to decide who shall be interred in that grave and gives them control over any memorialisation on the plot.

The Grant of Exclusive Right of Burial does not give ownership rights to the purchaser.

Grave plots or earthen ashes plots cannot be pre-purchased, or a particular plot chosen, by the purchaser. The Council will allocate the next available plot.

Vaults within the Garden of Remembrance can be selected by the family and are available for pre-purchase.

Second or further interments will only be permitted in a grave when the Grant of Exclusive Right of Burial has been provided by the applicant or if the Grantee is the person to be interred.

The Grant of Exclusive Right of Burial provides rights over the plot for a specific time period, as follows:

Burial plots:	75 years
Earthen ashes plots:	75 years
Vaults:	20 years

The council will contact, by letter, the Grantee at approximately 12 months (and 6 months if necessary) prior to the end of the Grant period to see if the Grantee wishes to extend the period of the Grant of Exclusive Right of Burial or to seek further instruction. A request for the Grantee to contact the council will also be placed on the plot. In relation to ashes placed in Vaults in the Garden of Remembrance, should the Grantee not contact the council the ashes will be removed from the Vault along with the memorial and placed into storage for a 6 month period. At the end

of the 6 month period the ashes will be scattered within the grounds of Houghton Regis Cemetery and the memorial will be destroyed.

Certificate of Burial or Cremation

A copy of the Certificate for Burial (or in the case of a still-born child, a certificate in accordance with the Births and Deaths Act, 1926) or Certificate of Cremation must be provided when the burial arrangements form is submitted.

The original must be produced at the time of the interment.

In the event that the original Certificate for Burial or Cremation is not supplied to the council at the time of the interment a Form 18 will have to be completed in order for the interment to take place.

In the event that certification is not supplied or the Form 18 not completed, the council will refuse to allow the interment to take place.

Private Graves (Those For Which An Exclusive Right of Burial is purchased)

The Council undertakes the preparation of plots within the cemetery.

Where more than one interment takes place in a burial plot there shall be a layer of earth not less than 15cm (6 inches) in thickness, plus the thickness of the coffin board, between each coffin. No part of any coffin shall be less than 1m (3 feet) below the level of the ground.

No burial plot shall be deepened after the first burial.

No burial plot shall be prepared and left open over a weekend or public holiday without suitable protection being put in place.

A casket containing cremated remains may, subject to space availability, be buried in any plot in the Cemetery for which the Exclusive Right of Burial has been purchased.

Common Graves (where no Exclusive Right of Burial has been purchased)

Common Graves shall be available for two burials.

No memorialisation may be erected on a common grave.

Memorials

Permission must be obtained, in advance, for the right to erect a memorial and the appropriate fee paid. Applications should be made by the Grantee or their lawful successor. In any other cases the consent of the Grantee will be sought. Memorial permits will not be issued without the consent of the Grantee

The application for a memorial must include an image of the memorial, dimensions, inscription wording and the design, and must be submitted to the Town Council for approval. It is strongly recommended that approval for the memorial be obtained prior to any costs being incurred.

The number of the grave, as shown in the interment book, must be placed on each memorial.

From 1st April 2021 the council will only permit BRAMM registered memorial masons to erect memorials within Houghton Regis Cemetery.

Memorial masons seeking to work in Houghton Regis Cemetery must supply suitable insurance certification, certificates of competence and details of their BRAMM registration.

Only Memorials within the following dimensions are permitted:

	Height (max)	Width (max)
<u>Burial Plots</u>		
• Headstone	4' 6" (135cm)	2' 6" (75cm)
• Wooden Cross	4' 6" (135cm)	2' 6" (75cm)
• Flat Stone	12" (30cm)	18" (45cm)
<u>Children's Burial Plots</u>		
• Headstone	2' 6" (75cm)	1' 6" (45cm)
• Wooden Cross	2' 6" (75cm)	1' 6" (45cm)
<u>Ashes Plots</u>		
• Headstone	12" (30cm)	18" (45cm)
• Wooden Cross	12" (30cm)	18" (45cm)
• Vases	10" (25cm)	
• Tablet	18" (45cm)	18" (45cm)
<u>Garden of Remembrance</u>	The memorial is provided as part of the Vault. Families may select from a plaque, a book or a heart. The council can arrange for the inscription or families may choose to go to a memorial mason. No other memorials are permitted within the Garden of Remembrance.	

The responsibility for the maintenance and repair of a memorial lies with the Grantee. The Town Council is not liable for any damage or wear and tear to a memorial through any cause other than its own negligence.

Temporary memorials are not permitted other than wooden crosses.

The council recommends that memorials are not installed until sufficient time has elapsed to enable the ground to settle (normally 6 months or so). Headstones being erected on a memorial pathway may be installed at any time after the interment.

For a subsequent interment to take place, it is the responsibility of the grantee, successor or person giving notice to arrange for the headstone and kerbing to be removed for the preparation of the grave.

Edging of any kind that stands above the level of the ground (soil), including kerbing and fencing of any material, is not allowed. Gravel, shingle, pebbles, slate or any other hard surfaced materials are not permitted on or around the graves and will be removed.

The Council reserves the right, after consultation with the grantee, to remove unauthorised memorials or any ornaments which in the Council's opinion are offensive or inappropriate.

The Town Council undertakes a regular inspection of all memorials to ensure that they are in a good state of repair. Should the memorial be found to be in disrepair, the Council will undertake to contact the owner of the memorial by sending a letter to his/her last known address and displaying notice of its intention at the Cemetery, so that remedial action can be taken. Whilst attempts are made to trace the owner the Council reserves the right to lay a memorial down flat in order to ensure safety within the Cemetery. Should the owner not be traceable the Council reserves the right to remove the memorial.

Maintenance of Graves

Flowers and wreaths may be placed on and around the grave on the day of the funeral. Withered flowers and wreaths will be removed after 2 weeks by Council staff. Families are requested to remove any items they wish to keep before this time.

Cut flowers may be placed in suitable receptacles set into the memorial and its base.

Grave Plots

Planting is allowed in front of headstones of burial and earthen ashes plots, but must;

- Not exceed the width of the headstone;
- Only include bedding plants or low-level shrubs, which do not exceed 0.3m (1ft) in height.

Planting is not permitted within the Garden of Remembrance. Flowers may be placed in the receptacles provided.

For all Plots

The Council reserves the right to bring any planting in line with these Regulations.

Where, in the opinion of the Council, the planting is not maintained and kept tidy, the Council may give instructions for the plants to be removed and the grave levelled and grassed over.

The Grantee may request (by letter or email) that the council level and grass over plots. This will be completed as soon as practicable after the request is made.

It is advised that ornaments are not left on plots to avoid the risk of damage or theft. The Council accepts no responsibility for any planting of graves or for any ornamentation left on plots.

Other

All visitors to the Cemetery are to park in the car park. No wheeled vehicles, other than invalid carriages, wheelchairs or perambulators may be taken onto the roadway around the Cemetery, except for vehicles attending funerals or bringing in materials or equipment for the placement of memorials, digging of graves etc. Such permitted vehicles shall keep to the roadway within the Cemetery.

Any person found in the Cemetery: -

- wilfully creating any disturbance;
- committing any nuisance;
- wilfully interfering with any burial;
- wilfully interfering with any grave, memorial, flowers or plants or any such matter: or
- playing at any game of sport

is guilty of an offence and liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction².

The registers and records relating to the Cemetery are available, by appointment, for inspection at the Council Offices. Please contact the council to make an appointment.

***IN ACCORDANCE WITH THE LOCAL AUTHORITIES' CEMETERY ORDER 1977
THE COUNCIL RESERVES THE RIGHT TO MAKE AMENDMENTS TO THE
REGULATIONS COVERING HOUGHTON REGIS CEMETERY.***

² Local Authorities' Cemeteries Order 1977 s18 and s19

Houghton Regis TC Corporate Plan 2024 - 2028

Last updated IGH
By **Environment and Leisure Workplan**

Mission Statement: We will endeavour to unify all areas of the Parish as one community and foster civic pride in our town, improve local services and facilities, enhance the quality of life of our residents and improve the efficiency and effectiveness of the Town Council

Vision: Houghton Regis: A growing town with a rich history and a strong sense of community.

Pillar	Objective	Mechanism/ initiative	Type	Status	Delivery Year	Possible funding	Committee Workplan	Notes
Town and community	Improve integration between existing and new communities.	Strengthen local centres and recreational areas around expansion areas in order to encourage use by new residents and support interaction with existing residents.	Intervention	In progress			Environment & Leisure	
Town and community	Create a stronger, more robust and engaging town centre offer.	Improve signage between key attractions and destinations, for instance, at Houghton Hall Park, The Green/ High Street, the Chiltern Way, Houghton Quarry, the Busway and Sewell/ Maiden Bower.	Intervention				Environment & Leisure	
Town and community	Create a stronger, more robust and engaging town centre offer.	The Café on the Green: Develop the cricket pavilion to provide a café/ snack/ local produce take-away outlet with some outdoor seating – in addition to linking The Green and Houghton Hall Park, this could generate a revenue for HRTC and create employment opportunities.	Intervention				Environment & Leisure	
Town and community	Improve the visual appearance of the town centre - open space and planting.	Develop a town centre planting strategy to ensure a consistent and coordinated approach for the treatment of planters, verges, roundabouts and hard and soft open spaces.	Study				Environment & Leisure	
Town and community	Improve the visual appearance of the town centre - open space and planting.	Houghton Regis in Bloom: determine the requirements of involvement in the competition and if acceptable and of interest, develop a vision and a programme to support a bid.	Event				Environment & Leisure	
Town and community	Improve the visual appearance of the town centre - open space and planting.	Installation of planters (hanging and floor mounted) along the High Street, extended up to the Chequers roundabout and Lake View in a 'Phase 2'.	Intervention		2024/2025	UKSPF Town Centre	Environment & Leisure	
Town and community	Improve the visual appearance of the town centre - open space and planting.	Trim trees in front of All Saints Church to maintain views of the 13th Century, Grade I listed, Norman tower.	Intervention				Environment & Leisure	
Town and community	Improve the visual appearance of the town centre - general.	Identify and strengthen a series of key views through the town, for example, the historic view from The Green to All Saints Church that is mentioned in the Character Area Assessment and a long view from the top of the Chalk Hills to Houghton Hall Park and All Saints (if visible).	Study				Environment & Leisure	
Town and community	Protection and promotion of cultural and heritage assets.	Improve signage between key attractions and destinations to encourage access and synergy.	Intervention				Environment & Leisure	
Town and community	Protection and promotion of cultural and heritage assets.	Enhance the town's noticeboards, including the possibility of installing digital boards.	Intervention				Environment & Leisure	
Town and community	Strengthen Houghton's landscape character and agricultural heritage.	New planting at gateways and around the town centre/ Houghton Hall Park.	Intervention				Environment & Leisure	
Town and community	Strengthen Houghton's landscape character and agricultural heritage.	Review the potential for rewilding in some areas, such as at The Green, Houghton Hall Park, the source of the River Lea, along verges, 'closed' sections of the cemetery and in recreation areas.	Intervention		2024		Environment & Leisure	
Town and community	Strengthen Houghton's landscape character and agricultural heritage.	Review the potential to reintroduce native species at Houghton Hall Park and informal open spaces close to the Chilterns AONB, including new bird, bat and butterfly boxes, hedgehog routes and houses, bugs hotel etc.	Intervention				Environment & Leisure	
Town and community	Strengthen Houghton's landscape character and agricultural heritage.	Strengthen the existing market garden at Houghton Hall Park and the space between this, the source of the River Lea and the cricket pavilion.	Intervention		2024		Environment & Leisure	
Town and community	Strengthen Houghton's landscape character and agricultural heritage.	Create a focal area for rewilding and habitats with some accommodation for community involvement and awareness. A section of Houghton Hall Park near to the market garden might be particularly appropriate.	Intervention				Environment & Leisure	
Town and community	Strengthen Houghton's landscape character and agricultural heritage.	Support local participation in the RHS 'It's Your Neighbourhood' scheme.	Initiative		2024		Environment & Leisure	
Town and community	Strengthen Houghton's landscape character and agricultural heritage.	Review opportunities for additional Green Flag Awards.	Study		2024		Environment & Leisure	The Village Green has been entered into the 2024 competition.
Town and community	Develop an annual programme of community events across the Parish.	Promote a series of community action days (potentially led by rangers), with activities such as planting bulbs, cleaning street signs and furniture, trimming hedges, litter picking/ area blitzes.	Event				Environment & Leisure	
Local services and facilities	Maximise the value of HRTC assets.	Assemble an itinerary of the type, condition and use of all HRTC assets.	Study				Environment & Leisure	
Local services and facilities	Maximise the value of HRTC assets.	Identification of opportunities to improve the use and efficiency of assets.	Study				Environment & Leisure	
Local services and facilities	Maintain and enhance sporting provision both at existing and soon-to-be-adopted sites.	Review the use and function of different open spaces and access to these to identify any opportunities for improvement.	Study				Environment & Leisure	
Local services and facilities	Maintain and enhance sporting provision both at existing and soon-to-be-adopted sites.	Investigate potential provision for other sports and activities, such as tennis, athletics track, outdoor gym, cricket and netball.	Study				Environment & Leisure	
Local services and facilities	Maintain and enhance sporting provision both at existing and soon-to-be-adopted sites.	Complete the Tithe Farm sports project.	Intervention	In progress	2024		Environment & Leisure	
Local services and facilities	Maintain and enhance sporting provision both at existing and soon-to-be-adopted sites.	Work with partners to investigate the need/ feasibility of a second all weather pitch at Bidwell.	Engagement				Environment & Leisure	
Local services and facilities	Maintain and enhance sporting provision both at existing and soon-to-be-adopted sites.	Work with existing local clubs to facilitate the self-management of their sporting facilities.	Engagement				Environment & Leisure	
Local services and facilities	To continue to provide excellent play equipment and expand the range of accessible play equipment available.	Develop a play area replacement programme factoring in a range of accessible equipment.	Study	Complete	2024		Environment & Leisure	(12693) E&L Endorse the play area improvement programme and approve the applications to secure S106 monies available for play areas locally.
Local services and facilities	To continue to provide excellent play equipment and expand the range of accessible play equipment available.	Receive and manage new play areas in Bidwell, together with collecting any commuted sums.	Programme	In progress	2024		Environment & Leisure	
Local services and facilities	To continue to provide excellent play equipment and expand the range of accessible play equipment available.	Review the potential to diversify play and recreation provision, such as providing a bike pump track, climbing wall and splash park.	Study		2025		Environment & Leisure	
Local services and facilities	To continue to provide excellent play equipment and expand the range of accessible play equipment available.	Install outdoor gym equipment at one or two sites within existing recreational areas. Potential spaces should be overlooked, accessible and ideally, with an allowance of street lighting.	Intervention	Part complete	2024	HRTC/CBC	Environment & Leisure	The Installation of exercise equipment at Parkside Recreation Ground, part-funded by the Community Asset grant scheme, has been completed and received well by the local community.