



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr E Cooper**
Town Clerk: **Clare Evans**

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25th September 2024

To: Members of the Environment & Leisure Committee

Cllrs: **A Slough (Chair)**, P Burgess, Y Farrell, W Henderson, T McMahon, C Rollins, D Taylor

(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 30th September 2024 at 7.00 pm.**

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](#)

***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 5 - 9

To approve the Minutes of the meeting held on 29th July 2024.

Recommendation: To confirm the minutes of the Environment & Leisure Committee meeting held on 29th July 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 purposes only.

6. INCOME AND EXPENDITURE REPORT

Pages 10 - 20

Members will find attached the income and expenditure report, with appropriate commentary, for the Environment & Leisure Services Committee.

This report is provided for information purposes only.

7. TERRA CROFT LEISURE GARDEN UPDATE

Pages 21 - 23

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

This report is provided for information purposes only.

8. UKSPF APPLICATION

A verbal update will be provided to Members on the recent UKSPF applications.

9. HOUGHTON REGIS IN BLOOM

The Houghton Regis in Bloom team is thrilled to announce that we have had a brilliantly blooming time at the Anglia in Bloom Awards.

Large Town – Houghton Regis (Silver-Gilt)
Historic Parks and Gardens – Houghton Hall Park (Gold and Overall winner)
Cemeteries – Houghton Regis Cemetery (Award of Merit)
Churchyard – All Saints - Houghton Regis Parish Church (Silver award)
Public Park – The Village Green (Silver award)
Public Park – Parkside Recreation Ground (Silver-Gilt)
Public Park – Linnere Park (Silver award)
Nursing/Care Home – All Saints View Assisted Living (Silver-Gilt)
Nature Conservation Area – Windsor Drive (Award of Merit)
Nature Conservation Area – Dog Kennel Down (Award of Merit)
Nature Conservation Area – Houghton Brook (Award of Merit)

We also achieved nominations for 3 Special Awards!!! To be nominated means that the project or scheme is one of a handful of the best in the Anglia region, and we won one as well, meaning it has been judged to be the best of the best!!!

Well done to Julie at Houghton Regis Memorial Hall and everyone at The Chiltern School for their nominations for Best Floral Display by an Individual and Best Inclusivity Garden and the team at Houghton Hall Park for winning the Best Grow Your Own Project Special Award.

Recommendation: To formally thank everyone involved in making Houghton Regis in Bloom initiative a blooming success.

10. ANNUAL PLAY AREA INSPECTION

Pages 24 - 26

To provide to members the outcomes of the annual play area inspection.

This report is provided for information purposes only.

11. ENVIRONMENT & LEISURE FEES 2025/26

Pages 27 - 28

Members are advised to exercise prudence in helping to set the budget for 2025/26 a year; a review of 2024/2025 would be helpful. Although no budget pressure exists to increase fees, members know the annual budget-setting process is always difficult.

A 3% increase in some fees is suggested to support local clubs while considering the economic pressures facing the council.

The schedule of fees for 2025/26 is attached for reference, annotated to show the suggested 3% increase.

Members are requested to consider the current year's fee structure and determine a suitable one for 2025/26.

Recommendation: To set fees under the control of the Environment & Leisure Committee for 2025/2026 at a 3% increase on 2024/25 on highlighted fees.

12. VILLAGE GREEN – CIRCUS VISIT 2025

Members are advised to consider a new request for a circus to visit the Village Green, which has been requested for 2025.

Circus Fantasia – The Village Green

Pull on site 1st June 2025

Open 4th June till 8th June 2025 – 5 days of opening

Pull off-site 8th June 2025

Due to the long-standing relationship between the usual annual requests, which have yet to be received, Members are asked to consider the requests made, and consideration needs to be given to the following:

- Suitability of location
- Other on-site uses such as council events, sports events
- Impact on local residents from noise
- Impact on local residents from traffic and parking
- Local events for families
- And the potential overuse of our sites.

Recommendation: To determine the visit of Circus Fantasia to the Village Green in 2025.

13. EXCLUSION OF PRESS AND PUBLIC

- HRTC-2024-E&L- 12693 (Lot 1)
- HRTC-2024-E&L- 12693 (Lot 2)
- HRTC-2024-E&L- 12693 (Lot 3)

Recommendation: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
29th July 2024 at 7.00 pm

Present: Councillors: E Billington (Sub)
P Burgess
Y Farrell
T McMahon
C Rollins
C Slough (Sub)
D Taylor

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

Public:

Apologies: Councillors: W Henderson
A Slough

Also present: J Carroll

Absent:

12924 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Henderson, Cllr Billington substituted and Cllr A Slough, Cllr C Slough substituted.

12925 QUESTIONS FROM THE PUBLIC

None.

12926 SPECIFIC DECLARATIONS OF INTEREST

None.

12927 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for Corporate Services Committee for 2023/2024.

Nominee:	Cllr Farrell	Proposed by:	Cllr Taylor
		Seconded by:	Cllr C Slough

Nominee:	Cllr McMahon	Proposed by:	Cllr Rollins
		Seconded by:	Cllr Burgess

A recorded vote was requested.

Members in favour of Cllr Farrell: Cllr C Slough, Cllr Billington, Cllr Farrell and Cllr Taylor

Members in favour of Cllr McMahon: Cllr Rollins, Cllr McMahon and Cllr Burgess

Accordingly, Cllr Farrell was duly appointed as Vice-Chair of the Environment and Leisure Committee for the municipal year of 2024/2025.

12928 MINUTES

To approve the minutes of the meeting held on 29th April 2024.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 29th April 2024 and for these to be signed by the Chairman.

12929 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

A verbal update was provided to Members on the progress of the Tithe Farm Recreation Ground Sports Project.

Members were informed that UKPN works had been completed. A date for the installation of the electricity meter was awaited, after which contractors would need to return to complete enabling works on the floodlights, pavilion, and car park lighting.

Members were advised that Section 278, relating to site access, had not progressed as quickly as hoped.

12930 CORPORATE PEER CHALLENGE ACTION PLAN

At its meeting on the 16th July 2024, the Town Council endorsed the Corporate Peer Challenge Action Plan. The Environment & Leisure Services Committee was allocated a number of small projects to be funded through general reserves. The first for delivery was:

Develop a long-term financial plan.	Consider external support to assess maintenance and refurbishment requirements for key assets	Budget availability	£2,000	Autumn 2024	E&L Committee	Head of E&C
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The £2,000 would be used to seek professional advice regarding HRTC key assets. Costs would be broken down according to mechanical and electrical factors, plus the fabric of buildings

Resolved: To delegate authority to the Head of Environmental & Community Services to deliver these projects in liaison with the Committee Chair and Vice-Chair, who will agree on the required detail and scope.

12931 NOTICEBOARDS

Pages 11 - 13

Members were asked to consider purchasing 6 corporately branded noticeboards for The Village Green, Tithe Farm Recreation Ground, Parkside Recreation Ground, Houghton Hall Park, Orchard Close Recreation Ground, and Houghton Regis Cemetery.

Members questioned whether consideration had been given to purchasing electronic noticeboards and what factors had influenced the decision not to pursue this option. The Head of Environmental and Community Services responded that the purchased noticeboards had three bays, which could be used to display council notices, HRTC events, and external events. Available funds also meant that six noticeboards could be purchased, as opposed to one electronic noticeboard and strategically placed.

Members also questioned whether personnel costs had been factored in. It was confirmed that updating the noticeboards would be covered by existing staff as most of the sites were visited regularly.

- Resolved:**
- 1) **To agree to the purchase of 6 x Contemporary green aluminium noticeboards for The Village Green, Tithe Farm Recreation Ground, Parkside Recreation Ground, Houghton Hall Park, Orchard Close Recreation Ground, and Houghton Regis Cemetery. Funds to be taken from the Environment and Leisure schedule earmarked reserves (324) Street Furniture with available funds of £11,251.00**
 - 2) **To agree on the removal of all existing noticeboards (excluding the Council Office one).**
 - 3) **To agree where possible, the branded noticeboards should be re-used on suitable sites, i.e., allotments.**

12932 ENVIRONMENT & LEISURE COMMITTEE FINANCIAL REPORT 2024/25

In accordance with the Committee's functions, a periodic review of the Committee's income and expenditures should be undertaken.

Members were provided with the budget report for the Environment & Leisure Services Committee alongside the Budget Explanation.

Of note was the overspending of the street furniture. This was for the purchase of planters, barrier baskets and hanging baskets which the UKSPF would fund.

12933 INCOME AND EXPENDITURE REPORT

Members were provided with the income and expenditure report, with appropriate commentary, for the Environment & Leisure Services Committee.

12934 TERRA CROFT LEISURE GARDEN UPDATE

Members received an update on the management of the Town Council-owned allotment.

The allotment had done well over the past year, with 223 people currently on the waiting list.

Following a recent allotment inspection, figures were as follows:

45 plots were rated green
1 plot was rated amber
1 plot was rated red and likely to be terminated
1 plot was vacant

It was questioned whether support was provided to those struggling to maintain their allotment. It was explained that the traffic light system in place allowed adequate time and flexibility for improvement to be made and that those who failed to maintain their allotment often voluntarily surrendered the tenancy. Legislation meant that the allotments needed to crop once per year and were required to be weed-free for the remainder of the year. A groundsman carried out the inspections to ensure compliance with the regulations.

12935 UKSPF APPLICATION

Members were provided with an update on the UKSPF applications.

Given the objectives of the corporate plan and the unsuccessful application in round 1, it was felt prudent to consider what project could be resubmitted and how 'Men in Sheds' would tie in with Tithe Farm.

The application has been returned to CBC for submission.

Resolved: To support the application made under the UK Shared Prosperity Fund and Rural England Prosperity Community Grant Fund – Round Two 2024/2025.

12936 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr McMahon

Seconded by: Cllr Taylor

Carried.

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

12937 JVA DELIVERY

Members considered a proposal for the operational management of Houghton Hall Park to be transferred from CBC to HRTC.

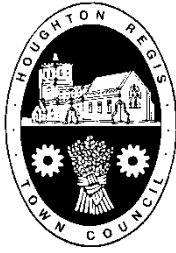
Resolved: To approve that the operational management of Houghton Hall Park be transferred from CBC to HRTC to deliver a more sustainable service with no alterations to the existing governance structures and local percentage of authority financing;

- i.) Approve that the Chair of Environment and Leisure sign the Deed of Variation, as this will be an appropriate way to ratify the changes.
- ii.) To commence with the TUPE transfer of the three CBC employees to HRTC.
- iii.) The Park Manager post (currently vacant) will be deleted, and the Head of Environment and Community Services will undertake the park management role.

The Chairman declared the meeting closed at 7.57pm

Dated this 30th day of September 2024

Chairman



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 6

Date:	30th September 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's functions, the income and expenditures of the committee should be reviewed periodically. Accordingly, this report detailing the income and expenditures for the specific committee is presented at each committee meeting.

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.

211 1082 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.

212 4036 Property Maintenance

In line with expectations.

221 1082 Tithe Farm Recreation Ground Inc Lettings

From pitch allocations.

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.

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 received in full.

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 £7,704.00.

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.

273 1082 Allotment Income
Income received to date £3,550.00.

273 4012 Water Rates
Direct debit payments in arrears.

273 4037 Allotments Grounds Maintenance
This expenditure relates to allotments.

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

282 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

Various small items of expenditure.

291 4038 maintenance contracts

Includes alarm maintenance and fire equipment maintenance.

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.

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.

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 budget monitoring will position the council well going forward and help 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

24/09/2024

Houghton Regis Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 24/09/2024

Month No: 6

Item 6 (ii) - Income and Expenditure Report

	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	1,120	2,869	1,749			39.0%	
Village Green Rec Gd :- Income	<u>0</u>	<u>1,120</u>	<u>2,869</u>	<u>1,749</u>			<u>39.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	7,000	7,000		7,000	0.0%	
Village Green Rec Gd :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>7,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>1,120</u>	<u>(4,131)</u>	<u>(5,251)</u>				
<u>202 Village Green Pavilion</u>								
1082 INC-LETTINGS	60	59	150	91			39.3%	
Village Green Pavilion :- Income	<u>60</u>	<u>59</u>	<u>150</u>	<u>91</u>			<u>39.3%</u>	<u>0</u>
4011 RATES	0	2,545	2,800	255		255	90.9%	
4012 WATER RATES	125	746	1,500	754		754	49.7%	
4014 ELECTRICITY	118	640	1,500	860		860	42.6%	
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACTS	0	768	250	(518)		(518)	307.0%	
Village Green Pavilion :- Indirect Expenditure	<u>243</u>	<u>4,698</u>	<u>7,050</u>	<u>2,352</u>	<u>0</u>	<u>2,352</u>	<u>66.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(183)</u>	<u>(4,639)</u>	<u>(6,900)</u>	<u>(2,261)</u>				
<u>211 Parkside Rec Gd</u>								
1082 INC-LETTINGS	0	3,202	3,000	(202)			106.7%	
Parkside Rec Gd :- Income	<u>0</u>	<u>3,202</u>	<u>3,000</u>	<u>(202)</u>			<u>106.7%</u>	<u>0</u>
4013 RENT	0	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	483	1,063	1,500	437		437	70.8%	
Parkside Rec Gd :- Indirect Expenditure	<u>483</u>	<u>1,113</u>	<u>1,550</u>	<u>437</u>	<u>0</u>	<u>437</u>	<u>71.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(483)</u>	<u>2,089</u>	<u>1,450</u>	<u>(639)</u>				
<u>212 Parkside Pavilion</u>								
4012 WATER RATES	19	65	300	235		235	21.6%	
4014 ELECTRICITY	41	250	600	350		350	41.6%	
4015 GAS	23	101	150	49		49	67.1%	
4036 PROPERTY MAINTENANCE	0	175	1,000	825		825	17.5%	
Parkside Pavilion :- Indirect Expenditure	<u>83</u>	<u>590</u>	<u>2,050</u>	<u>1,460</u>	<u>0</u>	<u>1,460</u>	<u>28.8%</u>	<u>0</u>
Net Expenditure	<u>(83)</u>	<u>(590)</u>	<u>(2,050)</u>	<u>(1,460)</u>				

Continued over page

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Detailed Income & Expenditure by Budget Heading 24/09/2024

Month No: 6

Item 6 (ii) - Income and Expenditure Report

	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	1,400	1,400			0.0%	
Tithe Farm Rec Grd :- Income	<u>0</u>	<u>0</u>	<u>1,400</u>	<u>1,400</u>			<u>0.0%</u>	<u>0</u>
4013 RENT	0	5	5	0		0	100.0%	
4036 PROPERTY MAINTENANCE	0	194	0	(194)		(194)	0.0%	
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
Tithe Farm Rec Grd :- Indirect Expenditure	<u>0</u>	<u>199</u>	<u>1,005</u>	<u>806</u>	<u>0</u>	<u>806</u>	<u>19.8%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(199)</u>	<u>395</u>	<u>594</u>				
<u>222 Tithe Farm Store</u>								
4012 WATER RATES	9	42	200	158		158	21.1%	
4014 ELECTRICITY	1,288	3,968	600	(3,368)		(3,368)	661.3%	
4015 GAS	0	393	0	(393)		(393)	0.0%	
4036 PROPERTY MAINTENANCE	0	175	500	325		325	35.0%	
Tithe Farm Store :- Indirect Expenditure	<u>1,297</u>	<u>4,578</u>	<u>1,300</u>	<u>(3,278)</u>	<u>0</u>	<u>(3,278)</u>	<u>352.2%</u>	<u>0</u>
Net Expenditure	<u>(1,297)</u>	<u>(4,578)</u>	<u>(1,300)</u>	<u>3,278</u>				
<u>231 Orchard Close Rec Grd</u>								
1082 INC-LETTINGS	0	1,729	1,800	71			96.1%	
Orchard Close Rec Grd :- Income	<u>0</u>	<u>1,729</u>	<u>1,800</u>	<u>71</u>			<u>96.1%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	732	1,000	1,000	0		0	100.0%	
Orchard Close Rec Grd :- Indirect Expenditure	<u>732</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(732)</u>	<u>729</u>	<u>800</u>	<u>71</u>				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	12	40	400	360		360	10.0%	
4014 ELECTRICITY	94	453	450	(3)		(3)	100.6%	
4036 PROPERTY MAINTENANCE	0	215	1,000	785		785	21.5%	
Orchard Close Pavilion :- Indirect Expenditure	<u>106</u>	<u>708</u>	<u>1,850</u>	<u>1,142</u>	<u>0</u>	<u>1,142</u>	<u>38.3%</u>	<u>0</u>
Net Expenditure	<u>(106)</u>	<u>(708)</u>	<u>(1,850)</u>	<u>(1,142)</u>				
<u>241 Moore Crescent Rec Grd</u>								
1082 INC-LETTINGS	0	2,115	2,600	485			81.4%	
Moore Crescent Rec Grd :- Income	<u>0</u>	<u>2,115</u>	<u>2,600</u>	<u>485</u>			<u>81.4%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	1,100	1,100	914	186	83.1%	
Moore Crescent Rec Grd :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>1,100</u>	<u>914</u>	<u>186</u>	<u>83.1%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>2,115</u>	<u>1,500</u>	<u>(615)</u>				

Detailed Income & Expenditure by Budget Heading 24/09/2024

Month No: 6

Item 6 (ii) - Income and Expenditure Report

	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	59	200	141			29.7%	
Moore Crescent Pavilion :- Income	<u>0</u>	<u>59</u>	<u>200</u>	<u>141</u>			<u>29.7%</u>	<u>0</u>
4011 RATES	0	4,192	4,700	508		508	89.2%	
4012 WATER RATES	47	229	2,700	2,471		2,471	8.5%	
4014 ELECTRICITY	174	819	2,200	1,381		1,381	37.2%	
4015 GAS	65	581	1,400	819		819	41.5%	
4036 PROPERTY MAINTENANCE	115	1,396	1,500	104		104	93.1%	
4038 MAINTENANCE CONTRACTS	0	638	650	12		12	98.2%	
Moore Crescent Pavilion :- Indirect Expenditure	<u>401</u>	<u>7,854</u>	<u>13,150</u>	<u>5,296</u>	<u>0</u>	<u>5,296</u>	<u>59.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(401)</u>	<u>(7,794)</u>	<u>(12,950)</u>	<u>(5,156)</u>				
<u>243 Moore Crescent Bowling Gn</u>								
1082 INC-LETTINGS	0	6,300	6,300	0			100.0%	
Moore Crescent Bowling Gn :- Income	<u>0</u>	<u>6,300</u>	<u>6,300</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	6,300	6,300		6,300	0.0%	
Moore Crescent Bowling Gn :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>6,300</u>	<u>6,300</u>	<u>0</u>	<u>6,300</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>6,300</u>	<u>0</u>	<u>(6,300)</u>				
<u>261 Bidwell Rec Grd & Countryside</u>								
1082 INC-LETTINGS	0	0	3,000	3,000			0.0%	
Bidwell Rec Grd & Countryside :- Income	<u>0</u>	<u>0</u>	<u>3,000</u>	<u>3,000</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
Bidwell Rec Grd & Countryside :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>				
<u>262 Bidwell Pavilion</u>								
4012 WATER RATES	0	0	400	400		400	0.0%	
4014 ELECTRICITY	0	0	400	400		400	0.0%	
4015 GAS	0	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4038 MAINTENANCE CONTRACTS	0	0	500	500		500	0.0%	
Bidwell Pavilion :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>3,300</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(3,300)</u>	<u>(3,300)</u>				

Detailed Income & Expenditure by Budget Heading 24/09/2024

Month No: 6

Item 6 (ii) - Income and Expenditure Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	1,719	7,704	20,000	12,296			38.5%	
Houghton Regis Cemetery :- Income	1,719	7,704	20,000	12,296			38.5%	0
4011 RATES	0	1,167	1,200	33		33	97.3%	
4012 WATER RATES	19	106	200	94		94	53.2%	
4020 MISC. ESTABLISH.COST	0	1,057	0	(1,057)		(1,057)	0.0%	
4037 GROUNDS MAINTENANCE	121	121	0	(121)	29	(150)	0.0%	
Houghton Regis Cemetery :- Indirect Expenditure	141	2,452	1,400	(1,052)	29	(1,080)	177.2%	0
Net Income over Expenditure	1,578	5,252	18,600	13,348				
<u>273 Allotments</u>								
1082 INC-LETTINGS	6	3,550	3,700	150			95.9%	
Allotments :- Income	6	3,550	3,700	150			95.9%	0
4012 WATER RATES	0	0	700	700		700	0.0%	
4037 GROUNDS MAINTENANCE	0	532	1,000	468		468	53.2%	
Allotments :- Indirect Expenditure	0	532	1,700	1,168	0	1,168	31.3%	0
Net Income over Expenditure	6	3,018	2,000	(1,018)				
<u>281 Public Open Spaces</u>								
4037 GROUNDS MAINTENANCE	0	500	500	0		0	100.0%	
4217 HHP Project Contribution	0	0	29,000	29,000		29,000	0.0%	
4992 Trs from Earmarked Reserve	0	0	(3,000)	(3,000)		(3,000)	0.0%	
Public Open Spaces :- Indirect Expenditure	0	500	26,500	26,000	0	26,000	1.9%	0
Net Expenditure	0	(500)	(26,500)	(26,000)				
<u>282 Play Areas (all)</u>								
4037 GROUNDS MAINTENANCE	0	0	1,900	1,900		1,900	0.0%	
4042 Equipment Repairs & Maintenance	0	3,779	12,000	8,221	2,307	5,915	50.7%	
Play Areas (all) :- Indirect Expenditure	0	3,779	13,900	10,121	2,307	7,815	43.8%	0
Net Expenditure	0	(3,779)	(13,900)	(10,121)				
<u>283 Street Furniture</u>								
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
Street Furniture :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				

Detailed Income & Expenditure by Budget Heading 24/09/2024

Month No: 6

Item 6 (ii) - Income and Expenditure Report

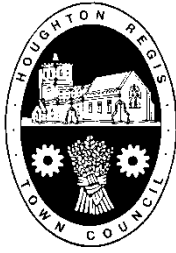
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>291 Outside Services</u>								
1091 Income Miscellaneous	0	7,250	3,800	(3,450)			190.8%	
Outside Services :- Income	0	7,250	3,800	(3,450)			190.8%	0
4006 PROTECTIVE CLOTHING	203	328	1,500	1,172	47	1,125	25.0%	
4008 TRAINING/COURSES	0	1,193	3,000	1,807	90	1,717	42.8%	
4011 RATES	0	12,553	11,000	(1,553)		(1,553)	114.1%	
4012 WATER RATES	150	275	800	525		525	34.3%	
4013 RENT	0	7,750	15,500	7,750		7,750	50.0%	
4014 ELECTRICITY	90	1,019	2,200	1,181		1,181	46.3%	
4015 GAS	8	40	200	160		160	20.0%	
4017 HEALTH & SAFETY	0	75	1,000	925		925	7.5%	
4018 REFUSE DISPOSAL	2,062	11,487	24,000	12,513		12,513	47.9%	
4020 MISC. ESTABLISH.COST	0	20	600	580		580	3.3%	
4036 PROPERTY MAINTENANCE	0	1,134	1,000	(134)		(134)	113.4%	
4038 MAINTENANCE CONTRACTS	0	334	850	516		516	39.3%	
4039 HORTICULTURAL SUPPLIES	212	2,397	5,000	2,603	713	1,890	62.2%	
4040 Tree maintenance	0	0	6,000	6,000	650	5,350	10.8%	
4042 Equipment Repairs & Maintenance	488	5,634	9,000	3,366	37	3,329	63.0%	
4044 VEHICLE FUEL	93	2,909	12,000	9,091	2,140	6,951	42.1%	
4045 VEHICLE TAX & INSURANCE	0	1,005	1,200	195		195	83.8%	
4059 OTHER PROFESSIONAL FEES	0	0	2,200	2,200		2,200	0.0%	
Outside Services :- Indirect Expenditure	3,306	48,151	97,050	48,899	3,677	45,222	53.4%	0
Net Income over Expenditure	(3,306)	(40,901)	(93,250)	(52,349)				
<u>292 E&L Staff Costs</u>								
4001 STAFF SALARIES	0	99,541	163,500	63,959		63,959	60.9%	
4002 EMPLOYERS N.I	0	9,211	22,232	13,021		13,021	41.4%	
4003 EMPLOYERS SUPERANN.	0	27,514	44,248	16,734		16,734	62.2%	
4005 STAFF OVERTIME	0	868	0	(868)		(868)	0.0%	
E&L Staff Costs :- Indirect Expenditure	0	137,134	229,980	92,846	0	92,846	59.6%	0
Net Expenditure	0	(137,134)	(229,980)	(92,846)				
<u>293 UKSPF</u>								
4222 COMMUNITY EVENTS	2,500	2,500	0	(2,500)	1,103	(3,603)	0.0%	
UKSPF :- Indirect Expenditure	2,500	2,500	0	(2,500)	1,103	(3,603)		0
Net Expenditure	(2,500)	(2,500)	0	2,500				

Detailed Income & Expenditure by Budget Heading 24/09/2024

Month No: 6

Item 6 (ii) - Income and Expenditure Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>299 E&L Capital & Projects</u>								
1071 YIF Grant	0	35,916	0	(35,916)			0.0%	
1074 External Grant	0	49,505	0	(49,505)			0.0%	
E&L Capital & Projects :- Income	0	85,421	0	(85,421)				0
4053 Loan payments- Moore Cres. Pav	0	12,034	24,069	12,035		12,035	50.0%	
4066 Loan payments - Tithe Farm Pav	0	15,152	32,791	17,639		17,639	46.2%	
4851 CAP-Machinery Renewals	0	0	20,000	20,000	15,912	4,088	79.6%	
4856 CAP - Street Furniture	0	0	9,749	9,749	24,143	(14,394)	247.6%	
4858 CAP - PLAY AREAS & EQPT	0	0	15,000	15,000		15,000	0.0%	
4862 CAP - Cemetery Provision	0	4,320	0	(4,320)		(4,320)	0.0%	
4871 CAP - Pavilion Renovations	0	271,386	0	(271,386)		(271,386)	0.0%	
4891 YIF Project	749	12,403	0	(12,403)		(12,403)	0.0%	
E&L Capital & Projects :- Indirect Expenditure	749	315,295	101,609	(213,686)	40,055	(253,741)	349.7%	0
Net Income over Expenditure	(749)	(229,874)	(101,609)	128,265				
Environment and Leisure :- Income	1,785	118,509	48,819	(69,690)			242.8%	
Expenditure	10,041	531,082	521,794	(9,288)	48,084	(57,373)	111.0%	
Movement to/(from) Gen Reserve	(8,255)	(412,573)	(472,975)	(60,402)				
Grand Totals:- Income	1,785	118,509	48,819	(69,690)			242.8%	
Expenditure	10,041	531,082	521,794	(9,288)	48,084	(57,373)	111.0%	
Net Income over Expenditure	(8,255)	(412,573)	(472,975)	(60,402)				
Movement to/(from) Gen Reserve	(8,255)	(412,573)	(472,975)	(60,402)				



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 7

Date:	30th September 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

None

2. BACKGROUND

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

According to the allotment software, around 223 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 216 in April 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 have the following grades/status awarded to the plots at Terra Croft.

Green – 46

Amber – 0

Red – 1

In the process of tenancies being terminated – 0

Vacant – 1

6. 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.

7. 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.



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 10

Date:	30th September 2024
Title:	Annual Play Area Inspection
Purpose of the Report:	To provide members with the outcomes of the annual play area inspection.
Contact Officer:	Ian Haynes – Head of Environment and Community Services

1. RECOMMENDATION

This report is provided for information purposes only.

2. BACKGROUND

In June 2024, our yearly independent safety assessment of our playgrounds and equipment was completed by The Play Inspection Company Ltd.

The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent, suitably qualified body such as The Play Inspection Company Ltd.

3. ISSUES FOR CONSIDERATION

The independent safety assessment of our playgrounds and equipment provides each site with its own overall risk rating.

The breakdown of faults and common failures is given in terms of low, medium and high. As a generally agreed principle within the industry, items that are marked as "low" only require monitoring. Whereas items marked as "medium" require an appropriate action (either monitoring or repair, for example) within the available resources of the owner. Items marked as "high" require urgent action. In rare cases where an item is likely to result in significant injury or death, the operator or appropriate representative will be notified from the site by telephone. This will be indicated on the report. None of these has been received.

The Play Inspection Company Ltd risk scores come in the following bands:

1 to 5 Very Low Risk

6 to 10 Low Risk

12 to 15 Medium Risk
16 to 20 High Risk
25+ Very High Risk

It should be noted that due to the increased risk posed by some of the Town Council assets - such as the skate park - the risk scores cannot be lowered, and in the case of some equipment would need to be destroyed to ascertain the structural integrity of the item.

Each independent safety assessment of our playgrounds and equipment has been reviewed.

A bespoke programme of works will be created to complete all of the necessary recommendations.

Please note some recommendations will not be completed based on the level of expenditure required to minimise the risk.

All associated necessary repair costs will be covered under existing revenue budgets. Our in-house qualified operational inspectors will conduct all repairs as soon as is reasonably practicable.

4. COUNCIL VISION

Aspirations

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

Objective 4: Our community

4.2 To enhance existing facilities to enable improved community use and accessibility

4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality

5. 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

- The costs of addressing the remedial Moderate Risks will be taken from 282 4042 with annual available funds of £12,000.

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/issue does not discriminate.

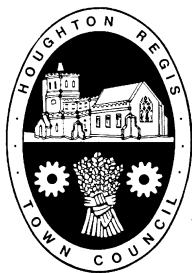
Press Contact

There are no press implications arising from this report.

6. CONCLUSION AND NEXT STEPS

Children's Playgrounds should be inspected annually by an independent specialist to ensure the long-term safety of the site, equipment, and ancillary items. This will also meet legal and insurance responsibilities and comply with EN1176's requirements.

This Council has met its legal and moral obligations to ensure our play areas are fit for use.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Clerk: **Clare Evans**

Tel: 01582 708540

Email: info@houghtonregis.org.uk

ENVIRONMENT FEES ~~2024-25~~2025-26

SPORTS FEES

~~2024-25~~2025-26

Football Pitch fees

Pitch size	Annual Fee	Per Game fee
Senior		
• 11 v 11	£655 per team	£66
Youth		
• 11 v 11	£355	£34
• 9 v 9	£355	£34
Mini		
• 7 v 7	£247	£26
• 5 v 5	£247	£26
Pre-season ad hoc pitch hire	N/A	£70

(Football bookings at Moore Crescent are not subject to VAT. To provide consistency to hirers, the invoice will show the net amount, VAT amount and the gross amount chargeable. The gross amount chargeable will not exceed the fee contained within the fee schedule)

Cricket fees

Hire of the Cricket Pitch & Pavilion (Orchard Close)	£ 1,071.20 <u>1,103.33</u> per season
Ad hoc Cricket Pitch & Pavilion (Orchard Close)	£ 44.29 <u>45.61</u> per game

Bowls Green

Hire of Bowls Green	£ 6300 <u>6,489</u>
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LEISURE FEES

~~2024-25~~2025-26

Hire of the open space for Fun Fairs & Circus	£ 155.53 <u>160.19</u> day/opening
Allotment Plots in the region of 125m ² (half plot)	£75 per annum
Allotment Plots in the region of 250 m ² (full plot)	£100 per annum
Allotment Deposit (to be returned on completion of tenancy should plot be left in a reasonable condition.)	£50 per plot

MISCELLANEOUS FEES

~~2024-25~~2025-26

Hire of The Green pavilion	£6 per hour for Houghton Regis residents / HR community groups £25 per hour for all other hirers
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£25 per session (Max of 4 hrs) - Concessionary rate for HR community groups during office hours.

The above fees apply in evenings and weekends where the hirer has their own key.

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £31 + VAT

Hire of Moore Cres pavilion groups £7 + VAT per hour for Houghton Regis residents / HR community groups

£29 + VAT per hour for all other hirers

£29 + VAT per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.

The above fees apply in evenings and weekends where the hirer has their own key.

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £31 + VAT

(Prices for the hire of Moore Crescent pavilion are subject to standard rate VAT)

| GROUNDS MAINTENANCE

2024-25 2025-26

Ground Maintenance (ad-hoc)

£38 per hour + VAT per person

Ground Maintenance (CBC inc HHP)

£20 per hour + VAT per person

Note

1. All bookings are made subject to the terms and conditions set out by the Town Council, a signed copy of which must be submitted to the Town Council at the time of booking.