



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr E Cooper**

Tel: 01582 708540

Town Clerk: **Clare Evans**

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

13th January 2025

HOUGHTON REGIS TOWN COUNCIL MEETING

To: All Town Councillors

Notice of Meeting

You are hereby summoned to the Meeting of the Houghton Regis Town Council to be held at the Council Offices, Peel Street on Monday 20th January 2025 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](#)

Clare Evans
Town Clerk

***THIS MEETING MAY BE
RECORDED¹***

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 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.

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 & REQUESTS FOR DISPENSATIONS**

¹ *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. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

The use of images or recordings arising from this is not under the Council's control.

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 4 - 11

To approve the minutes of the meeting held on 16th December 2024.

Recommendation: To approve the Minutes of the meeting held on 16th December 2024.

5. COMMITTEE AND SUB-COMMITTEE MINUTES

Pages 12 - 23

To receive the minutes of the following committees and consider any recommendations contained therein

Corporate Services Committee	None to present
Community Services Committee	None to present
Environment & Leisure Committee	None to present
Planning Committee	28 th Oct and 9 Dec 2024
Town Partnership Committee	None to present

To receive the minutes of the following sub-committee and consider any recommendations contained therein

New Cemetery Sub-Committee	None to present
----------------------------	-----------------

Please contact the Head of Democratic Services if you would like a copy of any of these policies re-sent to you.

Recommendation: To receive the Minutes detailed above.

6. TOWN MAYOR'S ANNOUNCEMENTS

A verbal report will be provided.

7. REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Councillors are requested to provide verbal reports from meetings they have attended of outside organisations or from training courses they have attended on behalf of the Council.

8. GENERAL RESERVES

Pages 24 - 27

To update members on the actual and predicted level of General Reserves (GR).

This report is provided for information.

9. 2025/26 BUDGET AND PRECEPT

Pages 28 - 49

To present to Town Council the draft budget for 2025/26 for consideration and to request that members approve a budget for 2025/26 and set a precept.

Members are reminded of the requirement in the updated Financial Regulation para. 4.8;

4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

Recommendation: To approve a budget and set a precept for 2025/26.

10. REVIEW OF EAR MARKED RESERVES

Pages 50 - 51

To enable Members to review the status of the Council’s Ear Marked Reserves:

- 1. partway through the current financial year (2024/25)
- 2. the predicted movements in 2025/26

Recommendation: To note the Schedule of Ear Marked Reserves 2024/25 and the predicted schedule of Ear Marked Reserves 2025/26.

11. NEIGHBOURHOOD PLAN IMPLEMENTATION SUB-COMMITTEE

Pages 52 - 55

To enable members to discuss the details surrounding the creation of the Neighbourhood Plan Implementation Sub-Committee.

Recommendation: 1. To approve the Committee Functions & Terms of Reference of the Neighbourhood Plan Implementation Sub-Committee
2. For meetings of the Neighbourhood Plan Implementation Sub-Committee to be incorporated into the Calendar of Meetings for 2025-26, with the intention that the first meeting be held end of May / beginning of June 2025.

0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0

HOUGHTON REGIS TOWN COUNCIL

Minutes of the Town Council meeting held on 16th December 2024 at 7.00pm

Present: Councillors: E Cooper Town Mayor
J Carroll
E Billington
P Burgess
E Costello
Y Farrell
W Henderson
D Jones
T McMahon
C Rollins
A Slough
C Slough
D Taylor

Officers: Clare Evans Town Clerk
Amanda Samuels Administration Officer

Public: 2

Apologies Councillor: M Herber

13062 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Herber.

13063 QUESTIONS FROM THE PUBLIC

It was queried when the Neighbourhood Plan Implementation Sub-Committee (Minute 12981) would be established as there had been interest from members of the public regarding participation. It was confirmed that this topic was due to be discussed under agenda item 5.

13064 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13065 MINUTES

To approve the minutes of the meeting held on 14th October 2024.

Resolved: To approve the minutes of the meeting held on 14th October 2024 and for these to be signed by the Chairman.

13066 COMMITTEE AND WORKING GROUP MINUTES

Members received the minutes of the following committees and considered any recommendations contained therein

Corporate Services Committee	<p>9th Sept 2024</p> <p>Minute number 12967 – Drugs, Alcohol and Substance Misuse Policy: To recommend to Town Council the adoption of the Town Councils Drugs, Alcohol and Substance Misuse Policy.</p> <p>Minute number 12968 – Freedom of Information Policy and Model Publication Scheme: 1) To recommend to Town Council the adoption of the Town Councils Freedom of Information Policy 2) To recommend to Town Council the adoption of the Town Councils Model Publication Scheme</p> <p>Minute number 12969 – Reserves Policy: To recommend to Town Council, the adoption of the Town Councils Reserves Policy</p> <p>Minute number 12970 – Internal Audit Planning, Reporting and Review Policy and Internal Audit Specification: To recommend to Town Council that the Internal Audit Planning, Reporting & Review Policy and Internal Audit Specification be approved.</p> <p>Minute number 12971 – Health and Safety Policy: To recommend to Town Council the adoption of the Town Councils Health & Safety at Work Policy (as amended).</p>
Community Services Committee	22 nd July 2024
Environment & Leisure Committee	None to present
Planning Committee	<p>16th Sept 2024 and 7th Oct 2024</p> <p>16th Sept - Minute number 12981 – Neighbourhood Plan Implementation Group: 1. To recommend to Town Council a Neighbourhood Plan Implementation Sub-Committee be formed, consisting of a combination of councillors and representatives of the community. 2. To consider the creation of an Implementation Sub-Committee to monitor the usage and effectiveness of the Neighbourhood Plan (NHP) and provide regular reports on its application in planning matters.</p>

-
- | | |
|----------------------------|---|
| | <ol style="list-style-type: none"> 3. To consider the frequency of meetings to track the NHP's impact and propose updates as required. 4. To approve the use of £3,000 from General Reserves, as set out in the Corporate Peer Challenge Action Plan and supported by Town Council. |
| Town Partnership Committee | 30 th Jul 2024 |

To receive the minutes of the following sub-committee and consider any recommendations contained therein

New Cemetery Sub-Committee	None to present
----------------------------	-----------------

It was suggested that the agenda recommendation 'to approve the recommendation contained therein' should be amended to read 'to adopt the policies'. Members were otherwise in agreement to adopt the policies listed.

Regarding Minute 12981, Members were keen to ensure continued participation by residents in the implementation of the Neighbourhood Plan. There was some discussion among Members about the need for an additional sub-committee, or whether it would be more effective to extend the remit of the Planning Committee.

The recommendation on the Town Council agenda to 'refer consideration back to the Planning Committee' was not proposed by Members. Members were, therefore, asked to consider the recommendation from the Planning Committee which was to:

1. To recommend to Town Council a Neighbourhood Plan Implementation Sub-Committee be formed, consisting of a combination of councillors and representatives of the community.
2. To consider the creation of an Implementation Sub-Committee to monitor the usage and effectiveness of the Neighbourhood Plan (NHP) and provide regular reports on its application in planning matters.
3. To consider the frequency of meetings to track the NHP's impact and propose updates as required.
4. To approve the use of £3,000 from General Reserves, as set out in the Corporate Peer Challenge Action Plan and supported by Town Council.

Resolved: To receive the Minutes detailed above and to adopt the policies contained therein as follows:

1. Minute number 12967 – Drugs, Alcohol and Substance Misuse Policy;
2. Minute number 12968 – Freedom of Information Policy and Model Publication Scheme
3. Minute number 12969 – Reserves Policy
4. Minute number 12970 – Internal Audit Planning, Reporting and Review Policy and Internal Audit Specification
5. Minute number 12971 – Health and Safety Policy

To approve Minute 12981 regarding the establishment of a Neighbourhood Plan Implementation Sub-Committee.

13067 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor updated Members on some of the events that had been visited since October. These had included:

- 17th October Quiz night at L & D hospital
- 18th October Circus
- 7th November Hospice at Home Volunteer Charity Dinner
- 12th December Attended a charity bingo evening for South Beds Dial-a-Ride.

Seven care homes had been visited in December and six carol services attended.

13068 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Councillors were requested to provide verbal reports from meetings they had attended of outside organisations or from training courses they attended on behalf of the Council.

Cllr A Slough gave an update from the Friends of Windsor Drive who remained focussed on preventing any build on the area's green open space and to ensuring the land was handed back to the people of Houghton Regis in perpetuity. The Friends of Windsor Drive also expressed their support for the community of Houghton Regis as a whole and thanked the Town Council for their continued support.

Cllr Jones had attended the BATPC AGM with Cllr Herber on 24th October. Presentations had been received on the revision to local plans in respect of Bedford Borough Council and CBC. There had also been a presentation on the work of the Bedfordshire Rural Communities Charity.

There had been a Finance and General Purposes Committee on 4th November which had focussed on the budget and also confirmed an increase in fees for 2025/26 of 3%. There had been a County Committee meeting on 20th November where it was noted a small budget deficit had increased as a result of a raise in NALC fees.

The Consultation on remote attendance and proxy voting was another topic discussed at this meeting. Bedfordshire Council had voiced concern that, if approved, remote attendance would become the norm. There had been some support for the proposal to introduce remote voting but this did not extend to voting by proxy.

The Hospice at Home Volunteers Trustee meeting had been attended on 21st November. Additional volunteers were still required, but a recent donation had provided additional funding.

13069 SPORTS HALL IN HOUGHTON REGIS

Members questioned whether, as part of the asset transfer process, it would be possible for the sports hall to be adopted separately to the rest of the leisure centre. It was confirmed that certain areas of the building could theoretically be blocked off, e.g. swimming pool, ancillary areas etc.

It was thought that the building was in a decent condition, but a condition survey by CBC would identify works to be undertaken. The Academy of Central Bedfordshire (ACB) had previously informed Members that they could apply for grant funding to cover repairs that needed to be undertaken.

The Town Clerk emphasised that the asset transfer process consisted of a number of stages and there was no financial commitment at this point. Members sought confirmation that the application would not preclude or hinder the involvement of a community interest group making an application to CBC. The Town Clerk confirmed that HRTC were in discussions with ACB and would look to shape any agreement in partnership with them.

It was highlighted by Members that pursuing an asset transfer in no way resolved the issue of the new facility failing to meet the requirements of the residents of Houghton Regis. It was felt that this still needed to be impressed upon CBC.

Resolved:

- 1. To explore a way to secure the retention of the sports halls as an interim measure;**
- 2. To submit a community asset transfer application to CBC for the transfer of the existing leisure centre sports hall to enable public usage of a sports hall to be maintained when the new hall at Houstone School is unavailable for public use.**

13070 FINANCIAL REGULATIONS

At the Corporate Services Committee meeting held on the 2nd December 2024, Members resolved to approve and recommend to council the adoption of new Financial Regulations, based on the National Association of Local Councils (NALC) model template.

In order to expedite the use of the new regulations, council was being requested to agree to the adoption of the regulations at this meeting, see attached.

Officers felt it was important to highlight to Members one new section of the updated regulations. Financial Regulation 4.8 (extract below) is in bold text and therefore refers to a statutory obligation the council cannot change.

4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

Resolved: To adopt the Town Councils Financial Regulations.

13071 PROPOSED STRATEGIC PLANNING AND PRIORITIES COMMITTEE

To enable Members to consider the CPC recommendation to establish a committee to consider matters of strategic importance which may have an impact on Houghton Regis.

Members discussed this matter and raised the following points:

- An additional sub-committee ran counter to some of the CPC's other recommendations

-
- These matters could be covered by existing committees
 - Committee agendas could be streamlined and strategic issues form the lead items on these agendas

The Town Clerk clarified that the purpose of the recommendation had been to encourage the Council to be more forward thinking and strategic in their approach. The respective CPC recommendation was:

‘improve the quality of your decision making by focussing on Strategic issues at your council meetings’

And the response in the Action Plan was:

‘consider establishing a Futures Committee to discuss and consider high-level strategic issues’

It was highlighted that Members had approved the action plan.

It was suggested that the Standing Committees could introduce work plans of upcoming matters and schedule agenda items accordingly. This would enable a more robust contribution to discussions.

Members questioned to what extent HRTC would follow the recommendations set out by the Corporate Peer Challenge Review. The Town Clerk highlighted that the recommendation to look at committee agendas and remove items deemed as operational or within the scope of the Scheme of Delegation came from the agreed Action Plan.

Members agreed that they did not support the proposed sub-committee having authority to make decisions on behalf of the Town Council.

Members did not propose or second the recommendation and it was not carried. The Town Clerk agreed to examine the agenda items on standing committees.

13072 COMMUNITY GOVERNANCE REVIEW PROCESS

To enable members to discuss the Community Governance Review process and options for community engagement.

This was a matter that the CPC had highlighted the Community Governance Review as a risk to the Town Council. Members questioned budget availability for this process and the Town Clerk confirmed that a draft budget had been allocated.

Resolved:

- 1. To use appropriate communication means to promote the Community Governance review Process in due course;**
- 2. To hold a series of public engagement events to promote the process further subject to budget availability in 2025/26.**

13073 DUNSTABLE MARKET CHARTER

Members had questioned the right of Dunstable Council to impose charges, fines and restrictions on markets held within Houghton Regis, especially when community groups and volunteers were affected. Members felt that Houghton Regis should have the right to hold its own markets but were keen to emphasise that this should not be to the detriment of markets held by neighbouring councils.

There were some questions about the feasibility of the recommendation in regard to cost and the length of process. The Head of Environmental and Community Services advised the Committee that this was simply to explore whether HRTC had grounds to challenge the Market Rights policy and that the cost to do this would be under £4,000. An approach had been made to a law firm with experience in these matters and they would establish whether Houghton Regis had a case. Since both CBC and NALC had not provided clarity on the issue, Members were generally in agreement that legal advice on the ability for HRTC to challenge Dunstable Town Council's Market Rights Policy was the preferred option.

Resolved: To seek legal advice on challenging Dunstable Town Council's market rights policy and for this to be funded through 190-4059.

13074 INTERIM INTERNAL AUDIT REPORT

Members were advised that the interim Internal Audit (IA) for 2024/25 was completed on 20th November 2024 by IAC Audit and Consultancy Ltd.

Members were provided with:

1. Cover Letter dated 22nd November 2024 – this detailed the areas covered by the audit
2. Observations – this included detail on the audit test, the IA observation and any IA recommendation. In the Comments column Members would find the Clerks response to the Recommendation. Members were requested to consider the Recommendation and the response in the Comments Column.
3. Summary – this summarised the audit

There were no objections to the report; however, observations were made regarding the following items:

Pg 75 The comment 'the value of general reserve is significantly understated' was incorrect.

Pg 76 It was questioned whether there was a copy of the Practitioners Guide

Pg 77 There was an oversight as the comments had already been recommended in June

Pg 77 Comments regarding item J, CCTV maintenance, were not technically correct

Resolved: To support the Comments provided on the interim Internal Audit Observations report.

13075 ENABLING REMOTE ATTENDANCE AND PROXY VOITING AT LOCAL AUTHORITY MEETINGS – OPEN CONSULATION

Members were reminded that the Government had announced a commitment to allowing councils to hold remote meetings, and a consultation had been opened to gather feedback. The consultation closed on 19th December 2024. NALC had strongly encouraged participation by parish and town councils, county associations, councillors, and clerks in this consultation. Input was vital to maintain the momentum from the previous call for evidence and ensured the continued benefits of remote meetings for councils across the country.

Members were encouraged to take part in the consultation and respond individually.

The Chairman declared the meeting closed at 8.30pm

Dated this 20th day of January 2025

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

28th October 2024 at 7.00pm

Present: Councillors: M Herber Chairman
 E Billington
 E Cooper
 D Jones
 C Slough
 D Taylor

Officers: Louise Senior Head of Democratic Services
 Amanda Samuels Administration Officer

Public: 3

Apologies: Councillors: J Carroll

13021 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Carroll.

13022 QUESTIONS FROM THE PUBLIC

None.

13023 SPECIFIC DECLARATIONS OF INTEREST

None.

13024 MINUTES

To approve the Minutes of the meeting held on the 7th October 2024

Resolved: To approve the Minutes of the meeting held on 7th October 2024 and for these to be signed by the Chairman.

13025 PLANNING MATTERS

(a) The following planning applications were considered:

[CB/24/02767/FULL](#) Single storey rear and side extension following demolition of
 (click for more conservatory
 details) 80 Coopers Way, Houghton Regis, Dunstable, LU5 5US
 Mr Robertson

Comments: Houghton Regis Town Council raised no objections to this application.



[CB/24/02648/FULL](#)
(click for more
details)

Change of use from the existing 16 bedroom care home C2 use to the proposed children's care home C2 use with independent educational facility at ground floor for residents only
Hillside, Chalk Hill, Dunstable, LU6 1RT
Bal Kanda

Comments: Members noted the Bedfordshire Police report requesting confirmation of all crime prevention measures to be carried out.

Potential issues regarding noise levels and parking had also been highlighted.

Members had no objections in principle but felt there were technical issues to be addressed. It was agreed that a note to the Planning Officer in support of the police report could be included in the response.

Houghton Regis Town Council raised no objections to this application.

[CB/24/02617/FULL](#)
(click for more
details)

Change of use of vacant land to landscaped public open space. Land to the South of Blue Waters Woodland, North of Parcel 5b and West of Parcel 5b, Bidwell West, Houghton Regis
Vistry Group

Comments: Houghton Regis Town Council raised no objections to this application.

[CB/24/02943/FULL](#)
(click for more
details)

Creation of a dropped kerb and parking area to front garden. 2 Townsend Terrace, Houghton Regis, Dunstable, LU5 5BB
Ms Hannah Church

Comments: Houghton Regis Town Council raised no objections to this application.

Noted:

[CB/24/02844/DOC](#)
(click for more
details)

Discharge of Condition 15 against planning permission CB22/03938/FULL (Demolition of existing barn and garage, provision of a garage next to the existing listed building, conversion of a listed barn into a dwelling and construction of eight new dwellings with associated garages and new access road)
Red Cow Farm Cottage, 6 Buttermilk Close, Houghton Regis, Dunstable, LU5 6UN
J and D 2012 Ltd



[CB/24/02875/DOC](#) Discharge of Condition 5 against planning permission
(click for more details) CB/21/03860/FULL (Community sports facility enhancements/improvements including upgrading of an existing grass pitch to a floodlit FTP, a new additional pavilion building and additional car parking)
 Tithe Farm Recreation Ground, Tithe Farm Road, Houghton Regis

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

13026 CB/23/03448/FULL - RED COW FARM HOUSE

Members were advised of amendments to application CB/23/03448/FULL.

Members were advised that the changes made were partly in response to the Town Council objections made at the meeting held 27th November 2023 with the number of dwellings being reduced from 28 to 26 and the central area of the site re-designed to improve the layout, and revisions made to elevations to improve design quality.

In light of the amendments, confirmation was sought as to whether the Town Council's original objection still stood or could be withdrawn.

The Planning Committee's objection related to:

- Bland design that failed to be sympathetic to the historical buildings in the surrounding area
- Chaotic layout

Highways had highlighted that vehicle access remained a problem and it would not be possible to empty bins. More detail was also required regarding highway access.

Members agreed that the layout had been satisfactorily altered and that the design no longer presented the issues as per the original application. It was agreed, therefore, to withdraw the objections made on 27th November 2023.

Resolved: To consider the withdrawal of the Town Council's objections to planning application CB/23/03448/FULL.

13027 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN- UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – No substantive update to report.



All Saints View – No substantive update to report.

Linmere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: **To note the information**

The Chairman declared the meeting closed at 7.16pm

Dated this 18th day of November 2024

Chairman



HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

9th December 2024 at 7.00pm

Present: Councillors: M Herber Chairman
 E Billington
 J Carroll
 E Cooper
 D Jones
 C Slough

Officers: Louise Senior Head of Democratic Services
 Amanda Samuels Administration Officer

Public: 15

Apologies: Councillors: D Taylor

13056 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Taylor.

13057 QUESTIONS FROM THE PUBLIC

Members of the public present at the meeting agreed to discuss the demolition of Vane Cottage, concerns raised were:

- The developer had not submitted a plan
- Enforcement officers had been called in to halt unauthorised clearance work of trees and internal features
- There had been no independent structural survey of the building to establish the necessity for demolition
- This was an historic Grade II listed building within a conservation area; therefore, demolition of the cottage and its curtilage should be a last resort
- This was an application to demolish and promises to rebuild provided no satisfactory guarantees regarding a replacement structure

13058 SPECIFIC DECLARATIONS OF INTEREST

None.

13059 MINUTES

To approve the Minutes of the meeting held on the 28th October 2024.

Resolved: To approve the Minutes of the meeting held on 28th October 204 and for these to be signed by the Chairman.

13060 PLANNING MATTERS

(a) The following planning applications were considered:

CB/24/03182/LB
(click for more
details)

Listed Building: demolition of dwelling
Vane Cottage, Park Road North, Houghton Regis, Dunstable,
LU5 5LD

Comments: Members were advised that there had been significant objections to this application over several social media platforms, it was believed that a petition had been organised by a local resident.

This application had been called in by Councillor Hamill, Houghton Regis East Ward Councillor.

Members were advised that any comments were to be submitted to Central Bedfordshire Council no later than 13th December 2024.

Members agreed with the points raised by members of the public and added the following:

- The application form for demolition stated that work had not started, but it had
- The structural report and planning statement demonstrated no appreciation of heritage assets nor experience of dealing with these issues
- There was insufficient information from experts - including a structural engineer - to warrant 'exceptional circumstances'
- Demolition would be in contravention of the Neighbourhood Plan

Members referenced the various reports objecting to the demolition and highlighted the following observations:

20th Century Society

The application fell short of the necessary detail. There was no heritage statement regarding the building's significance.

Council for British Archaeology

There was no understanding or appreciation of the significance of the building. A structural survey was required and the application needed to be withdrawn or refused.

Historic Buildings & Places

The submission failed to provide evidence that the issues could not be rectified and repaired. Demolition was a last resort.

QJJ.

Historic England

There was a lack of supporting information, and the submission did not meet the National Planning Policy Framework.

Society for the Protection of Ancient Buildings

The survey had been carried out by someone unfamiliar with historic timber-framed buildings.

The CBC archaeologist had also noted that demolition would have a negative impact on surviving archaeological remains and the application had not been accompanied by an Archaeological Heritage Statement.

Members noted that there had been no comment from the Chiltern Beechwood Conservation Area and questioned whether, since Vane Cottage fell within its jurisdiction, they had been contacted. Similarly, there had been no comment on the CBC website from the Conservation Officer.

Members of the public sought assurance that adequate measures would be taken to avoid damage to the property while the application was resolved.

It was questioned whether CBC had failed to follow procedure and if so, could Houghton Regis Town Council take any form of action. Members emphasised the need for fact checking before pursuing this route and suggested this was possibly for a ward councillor to investigate

Houghton Regis Town Council raised objections to this application on the grounds of:

1. **Heritage Significance: Vane Cottage is a critically important 17th-century vernacular building that:**
 - Represents a rare example of local historic architectural construction
 - Retains substantial original historic fabric, including timber framing and brickwork
 - Makes a significant positive contribution to the Houghton Regis Conservation Area
 - Holds national significance through its Grade II listing

2. **Inadequate Supporting Documentation: The application fundamentally fails to meet national planning policy requirements, specifically:**
 - Lacks a comprehensive Heritage Statement/Statement of Significance

-
- Does not provide a detailed structural survey by a conservation-accredited engineer
 - Fails to demonstrate that repair is impossible or uneconomically viable
3. **Structural Concerns: The submitted structural survey is critically flawed:**
- Appears to be conducted by someone unfamiliar with historic timber-framed buildings
 - Does not adequately explore the causes of structural issues
 - Suggests demolition without exploring repair alternatives
 - Potential issues likely stem from:
 - Prolonged vacancy
 - Lack of heating and ventilation
 - Inappropriate moisture-impermeable materials
 - Potential recent site disturbances
4. **Policy Non-Compliance The application contravenes multiple national planning policies, including:**
- National Planning Policy Framework (NPPF) paragraphs 200, 205, 206, and 207
 - Section 16(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990
 - Fails to give "great weight" to the conservation of a heritage asset
5. **Unauthorised Works: There are serious concerns about unauthorised works already undertaken:**
- Evidence suggests internal stripping without Listed Building Consent
 - Inappropriate materials (like non-breathable insulation) have been introduced
 - The site appears to have been prepared for demolition without proper consent

WJT.

[CB/24/01493/FULL](#)
(click for more
details)

Removal of the existing 8-metre-high monopole and erection of a new 20-metre-high monopole with a wraparound cabinet at its base supporting 9 no. antennas. Removal of 2 no. cabinets and their replacement with 2 no. new cabinets and ancillary development.

Land on the West Side of Parkside Drive, Houghton Regis, LU5 5RY
EE Ltd.

Comments: As this was a replacement structure for one already on site, it was not felt an objection could be raised to this application. Members were concerned at the proliferation of monopoles around the town and suggested company collaboration/sharing could alleviate the issue.

A recorded vote was requested:

Approval of this application was voted for as follows:

Proposed by: Cllr Jones

Seconded by: Cllr Billington

In favour: Cllrs Billington, Cooper, Herber, Jones and Slough

Against: Cllr Carroll

Houghton Regis Town Council raised no objection to this application.

[CB/24/03338/FULL](#)
(click for more
details)

Single storey rear extension following demolition of conservatory.

80 Coopers Way, Houghton Regis, Dunstable, LU5 5US
Mrs Robertson

Comments: Members noted that this application had been submitted earlier as 24/02767 and Houghton Regis Town Council had raised no objections. The application for the extension had ultimately been refused as it was said to impinge on the openness and green of the area. The plan had subsequently been amended and remained within the boundary wall.

Houghton Regis Town Council raised no objection to this application.

[CB/24/03322/FULL](#)
(click for more
details)

Loft conversion with rear and front dormers

42 Osier Grove, Houghton Regis, Dunstable, LU5 7AB
Mr D Livizoru

Comments: Building compliance, regarding sound insulation and alternative ventilation, was the only requirement listed on the application. Members highlighted, however, that the installation of dormer windows was proposed for both the front and the back of the property, with additional windows in the end walls. It was felt that this would have a significant impact on the privacy of neighbouring residents.

Houghton Regis Town Council objected to this application on the grounds of adverse impact on the privacy of neighbouring properties.

Noted:

[CB/24/03040/GPDE](#)
(click for more details)

Prior Notification of Householder Extension: Single storey rear extension, 6 m beyond the rear wall of the original dwelling, maximum height of 2.95 m & 2.61 m to the eaves. Erection of single storey rear extension with rooflights.
5 Meadow Lane, Houghton Regis, Dunstable, LU5 5HG

[CB/24/03121/DOC](#)
(click for more details)

Discharge of Condition 12 against planning permission ref. CB/22/03938/FULL (Demolition of Existing barn and garage, provision of the garage to the existing Listed Building, conversion of Listed Barn into a dwelling and construction of eight new dwellings with associated garages and new access road) Verification Validation report parts 1,2 & 3
Red Cow Farm Cottage, 6 Buttermilk Close, Houghton Regis, Dunstable, LU5 6UN

[CB/24/03282/DOC](#)
(click for more details)

Discharge of Conditions 3, 4, and 8 against planning permission CB/23/01279/FULL (Existing two storey side extension to form a new one bed dwelling to include a single storey rear extension, associated car parking, fencing and refuse storage)
1 Leaf Road, Houghton Regis, Dunstable, LU5 5JG

[CB/24/03317/NMA](#)
(click for more details)

Non-material amendment to planning permission CB/22/02493/FULL (Proposed Two Storey Front & Side and Single Storey Rear Extensions) amendment sought to change in walls material from bricks to match existing, to Bexhill Red Ashdown to all new walls and also to replace existing external skin to front house wall.
10 East Hill Road, Houghton Regis, Dunstable, LU5 5EQ

[CB/24/03413/DOC](#)
(click for more details)

Discharge of Condition 5 against planning permission ref. CB/24/02648/FULL (Change of use from the existing 16 bedroom care home C2 use to the proposed children's care home C2 use with independent educational facility at ground floor for residents only)
Hillside, Chalk Hill, Dunstable, LU6 1RT

[CB/24/03398/DOC](#)
[\(click for more details\)](#) Discharge of Conditions 7, 9, 14, 15 and 17 against planning permission ref. CB/22/04525/VOC (Removal of condition 10 and Variation of conditions 13, 15 and 21 of planning permission CB/19/04220/OUT (Outline Application for Residential Development for up to 100 Dwellings with all matters reserved, except access) vary condition 13 from the requirement of 14 mainstream housing together with 9 units for care/support to 13.72% of total units suitable for the elderly and condition 21 to be amended to "The development hereby permitted shall be carried out in accordance with the following approved plan: 13060as2.15 Rev D (in so far as it relates to the means of access)")
 Bury Spinney, Thorn Road, Houghton Regis, Dunstable, LU5 6JQ

Permissions / Approvals / Consents

[CB/23/03551/RM](#)
[\(click for more details\)](#) Reserved Matters: following Outline Application CB/22/04525/VOC (Outline Application for residential development for up to 100 dwellings with all matters reserved, except access.) Full details of reserved matters for 76 dwellings including appearance, landscaping, scale and layout pursuant to outline consent CB/22/04525/VOC.
 Bury Spinney, Thorn Road, Houghton Regis, Dunstable, LU5 6JQ

[CB/23/03448/FULL](#)
[\(click for more details\)](#) Revised scheme: Demolition of existing outbuildings whilst retaining the existing dwelling. Erection of 26 dwellings with access road and sewers.
 Red Cow Farm House, Bedford Road, Houghton Regis, Dunstable,
 LU5 6JP

Refusals:

None received.

Withdrawals:

None received.

13061 CB/24/00677/FULL - LAND BETWEEN ARENSON CENTRE AND FOSTER AVENUE, ARENSON WAY, HOUGHTON REGIS, DUNSTABLE

Construction of 10 industrial units (Use Class B2) with associated parking, access, landscaping, ancillary infrastructure and upgrading of public rights of way.

Notification was received from Central Bedfordshire Council regarding the above application, with comments requested by 15th November 2024.

Members were requested to provide comments via email ahead of the deadline date. Based on the responses received from councillors, the below comment was submitted.

Houghton Regis Town Council raises an objection to this application on the grounds that this parcel of land is designated as a Local Green Space in the recently approved referendum and adopted Houghton Regis Neighbourhood Plan (NHP).

Policy GSR3 of the NHP, Local Green Spaces, states that inappropriate development within the Local Green Spaces will not be supported except in very special circumstances.

The Town Council is not aware of the existence of any "very special circumstances" in this case.

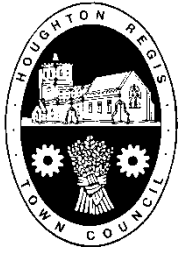
Members noted that this application had been reviewed by Central Bedfordshire Council and had been refused.

The Chairman declared the meeting closed at 7.55pm

Dated this 6th day of January 2025

A. J. Jones.

Chairman



Date:	20th January 2025
Title:	General Reserves
Purpose of the Report:	To update members on the actual and predicted level of General Reserves (GR).
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

This report is provided for information.

2. BACKGROUND

Members may recall that one of the observations arising from the Interim Internal Audit was as follows:

When preparing the budget, and subsequent precept demand, did the Council specifically consider the level of its General Reserve and whether the level of the General Reserve was adequate and not excessive?

Council Minutes record that the Council considered the level of reserves when setting the precept for 2024/25, but is not clear that the Council formally compared the level of General Reserve to the recommended level as set out in the Practitioners Guide.

When setting the budget the Council should specifically consider the level of its General Reserve. The Council should set the level of its General Reserve in line with the guidance set out in the Practitioner's Guide paragraphs 5.33 - 5.35 (in particular paragraph 5.35).

The agreed comments (response to this Observation was:

During the budget setting process in January council are advised of the predicted GR figure at year end and of the recommended level of GR in accordance with the Practitioners Guide as part of its agenda and budget paperwork. Going forwards this consideration will be given greater prominence during the considerations and the Minutes will record this consideration.

3. ISSUES FOR CONSIDERATION

In accordance with this Members are advised of the following:

- At 1st April 2024 the level of General Reserves was £485,804
- During 2024/25 Town Council has agreed the following use of General reserves:
 1. £12,069 PWLB repayment from 31/03/24 as it had not been accrued for at year end.
 2. To fund the 2024/25 deficit budget. The budgeted level of deficit was £67,897, however due to underspends in 2024/25 it is predicted that this will be reduced to £40,337
 3. Minute 12906 £14,000 to fund the actions in the CPC Action plan flagged as Amber
 4. £4,500 for land purchase near Orchard Close
- As such projected level of GR at 31st March 2025 is therefore anticipated to be £414,898.
- As members are aware it is considered good practice to have 3 - 12 months net revenue expenditure in General reserves. An extract from the Practitioners Guide is attached at Appendix A for more information. The guidance in the Practitioners Guide is reflective in the HRTC approved Reserves Policy.
- Based on budgeted revenue expenditure in 2025/26, 3 months net revenue expenditure equates to a General reserve level of around £406,000.
- **It is not recommended that General Reserves be used for revenue (day to day) expenses.**
- Within the draft budget there is capital spend and loan repayments in cost centres 199, 299 and 399. Had General Reserves been more significantly above 3 months net revenue expenditure there would have been the possibility of using General Reserves to fund capital projects. However given that general reserves are only £9,000 above 3 months net revenue expenditure this is not recommended for 2025/26.

4. HRTC CORPORATE PLAN

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.

5. IMPLICATIONS

Corporate Implications

- This report conforms with the approved Reserves Policy

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications.

Risk Implications

- There is a reputational risk should the council not manage its Reserves prudently
- There is a service risk should the council not manage its Reserves prudently

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.

Climate Change Implications

- There are no climate change implications arising from the recommendations

Press Contact

There are no press implications arising from the recommendations.

6. CONCLUSION AND NEXT STEPS

Although this report is provided in response to the Internal Auditors observation, it does highlight and clarify to members the current position of General Reserves. A similar report will be provided in subsequent years.

7. APPENDICES

- Appendix A – Extract from the Practitioners Guide 2024



- virements (transfers between budget lines) are permitted but not required - they should be used to clarify the situation of the authority alongside budget variances arising from unforeseen circumstances.

Investments:

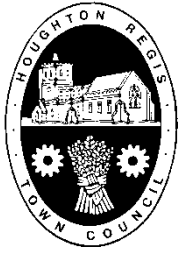
- 5.29. Most authority reserves are held in instant or notice bank accounts or other short-term investments (see paragraph 2.22 for a definition). Occasionally, circumstances necessitate authorities to make other types of investment, for example when saving for a future capital project or while deciding how to apply the proceeds of an asset sale or a donation.
- 5.30. In deciding whether it is appropriate to make long-term investments, the authority should follow the Ministry Guidance on local government investments.

Reserves:

- 5.31. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.
- 5.32. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

General reserves:

- 5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.
- 5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.
- 5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.
- 5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.
- 5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.



TOWN COUNCIL

Agenda Item 9

Date:	20th January 2025
Title:	2025/26 Budget and Precept
Purpose of the Report:	To present to Town Council the draft budget for 2025/26 for consideration and to request that members approve a budget and set a precept for 2025/26.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To approve a budget and set a precept for 2025/26.

2. BACKGROUND

The council was required to advise Central Bedfordshire Council of its precept requirement by 20th January 2024. Due to the timing of this meeting an extension of this date has been agreed (information to be submitted during the week commencing 20th January 2024).

The council should consider and agree its precept based on its budget requirement.

The draft budget reflects existing commitments, the approved Corporate Plan and the approved CPC Action Plan. Members also had the opportunity to feed into the draft budget during December and early January.

3. ISSUES FOR CONSIDERATION

Members will find attached:

- Appendix A - Draft Budget 2025/26

The predicted spend and draft budget is based on ongoing projects, standard revenue items of expenditure, on aspirations included in the Corporate Plan, CPC Action Plan and on officer recommendations.

In summary, the following points are advised:

	2024/25	2025/26 – App A
Precept	£1,363,800	£1,431,228 as included in the draft budget
Tax base	6894	7235
Band D (Precept / Tax Base)	£197.82	£197.82

The draft budget in Appendix A includes a figure for the precept at a level to maintain the Band D charge at the same level as in 2024/25. This equates to a precept increase of £67,428.

However, based on this level of precept the draft budget, Appendix A, shows a deficit of £248,383 in 2025/26.

Members are requested to set a budget which would enable the council to achieve the objectives of the Corporate Plan, the CPC Action Plan and meet its contractual obligations.

From officer and members discussions it is recognised that this is a very difficult budget to consider. Many of the cost increases relate to external cost increases such as maintenance costs, utilities and national insurance. The draft budget does include some service delivery enhancements including:

- Enhanced town centre planting and floral display
- Funding to complete the highways entrance at Tithe Farm
- Significantly enhanced youth service provision and youth support
- Enhanced community events programme

Given the General Reserves report provided as part of this agenda, it is not prudent to use General Reserves to support this budget.

Members are required to either:

- Increase the precept to cover all of the deficit; or to
- Increase the precept to cover some of the deficit and to identify areas of expenditure in the draft budget to cut back or remove

4. HRTC CORPORATE PLAN

- 1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**
- 2 Local Services and Facilities: To provide a broad range of high quality services and facilities for our residents, visitors and businesses**
- 3 Quality of Life: To enhance the quality of life of our residents**
- 4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider**

5. IMPLICATIONS

Corporate Implications

- Setting the budget and agreeing the precept enables the council to begin preparatory work for the next financial year.

Legal Implications

- Approval of the precept requirement is a legal obligation;
- Submission of the supplementary information is required by Regulations and will be completed once the budget is approved

Financial Implications

- There are no financial implications.

Risk Implications

- There is a reputational risk should the council not meet its legal obligations.

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.

Climate Change Implications

- There are no climate change implications arising from the recommendations

Press Contact

Confirmation of the precept is supplied to CBC and details of the budget are communicated out to residents by CBC. Details of the precept and budget are included on the council's website, residents newsletter and social media.

6. CONCLUSION AND NEXT STEPS

A draft budget based on ongoing projects, standard revenue items of expenditure, on aspirations included in the Corporate Plan and the CPC Action plan and on officer recommendations has been prepared and circulated.

Members are requested to review the information provided and to decide on the budget for the council and the required precept.

7. APPENDICES

- Appendix A - Draft Budget 2025/26

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

26/11/2024
14:36

Note: Budget

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
Corporate Services									
101 Corporate Management									
1076	1,196,781	1,196,781	1,363,800	1,363,800	1,363,800	0	1,431,228	0	0
1096	39,360	79,152	50,000	47,862	50,000	0	50,000	0	0
	1,236,141	1,275,933	1,413,800	1,411,662	1,413,800	0	1,481,228	0	0
	840	609	1,000	457	1,000	0	1,000	0	0
4056	3,200	3,770	3,200	0	3,200	0	3,200	0	0
4057	5,000	4,626	7,250	4,145	8,000	0	8,500	0	0
4061	4,800	3,816	4,000	21,611	22,000	0	0	0	0
	13,840	12,821	15,450	26,213	34,200	0	12,700	0	0
	1,222,301	1,263,112	1,398,350	1,385,449	1,379,600		1,468,528		
	890	0	0	0	0	0	0	0	0
4008	1,400	82	1,100	115	400	0	1,400	0	0
4009	350	517	350	198	350	0	350	0	0
4020	400	60	400	489	500	0	400	0	0
4024	2,879	3,174	3,600	3,398	3,368	0	3,503	0	0
4059	5,000	5,232	1,000	119	119	0	0	0	0
4104	250	207	250	0	250	0	250	0	0
4131	10,000	30,063	6,000	0	6,000	0	6,000	0	0
4992	0	-11,080	0	0	0	0	0	0	0

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
Overhead Expenditure									
Movement to/(from) Gen Reserve									
190 Central Services									
1082 INC-LETTINGS	30	30	0	0	0	0	0	0	0
1091 Income Miscellaneous	100	142	130	0	0	0	0	0	0
1099 Insurance Claims	0	7,708	0	65	65	0	0	0	0
Total Income	130	7,880	130	65	65	0	0	0	0
4007 CONFERENCE COSTS	800	859	1,300	443	1,200	0	1,300	0	0
4008 TRAINING/COURSES	4,000	2,250	5,000	688	5,000	0	3,400	0	0
4009 TRAVEL	500	28	350	25	100	0	350	0	0
4011 RATES	7,300	7,466	7,800	8,213	8,213	0	8,950	0	0
4012 WATER RATES	500	1,041	500	548	1,100	0	1,144	0	0
4014 ELECTRICITY	2,400	2,300	2,000	1,221	2,000	0	2,080	0	0
4015 GAS	1,200	1,241	900	176	700	0	728	0	0
4017 HEALTH & SAFETY	400	552	1,000	248	500	0	500	0	0
4020 MISC. ESTABLISH.COST	300	650	300	1,156	1,300	0	750	0	0
4021 COMMUNICATIONS COSTS	5,000	8,528	11,700	5,051	10,000	0	10,000	0	0
4022 POSTAGE	600	1,464	1,000	800	1,450	0	1,500	0	0
4023 STATIONERY	700	703	700	160	500	75	400	0	0
4025 INSURANCE	13,500	13,976	17,000	15,896	17,000	0	17,000	0	0
4026 COMPUTER COSTS	6,000	12,944	8,000	4,743	8,500	0	8,500	0	0
4027 PHOTOCOPIER CHARGES	1,600	1,508	1,600	874	1,600	0	1,600	0	0

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
4031 ADVERTISING	1,000	-44	500	0	0	0	500	0	0
4036 PROPERTY MAINTENANCE	1,000	2,973	1,000	865	1,000	0	1,000	0	0
4038 MAINTENANCE CONTRACTS	600	670	600	335	600	0	700	0	0
4042 Equipment Repairs & Maintenance	1,000	1,418	1,000	0	540	540	500	0	0
4059 OTHER PROFESSIONAL FEES	5,000	3,300	15,000	2,333	10,000	2,333	13,250	0	0
5017 Trf from Office Provison Reser	0	-7,301	0	0	0	0	0	0	0
Overhead Expenditure	53,400	56,528	77,250	43,774	71,303	2,949	74,152	0	0
Movement to/(from) Gen Reserve	<u>(53,270)</u>	<u>(48,648)</u>	<u>(77,120)</u>	<u>(43,709)</u>	<u>(71,238)</u>		<u>(74,152)</u>		
191 Personnel/Staff Costs									
1071 YIF Grant	0	28,824	0	0	0	0	0	0	0
1091 Income Miscellaneous	0	0	0	0	8,000	0	0	0	0
Total Income	0	28,824	0	0	8,000	0	0	0	0
4001 STAFF SALARIES	526,440	542,094	0	0	0	0	0	0	0
4002 EMPLOYERS N.I	72,648	51,727	0	0	0	0	0	0	0
4003 EMPLOYERS SUPERANN.	141,085	142,912	0	0	0	0	0	0	0
4005 STAFF OVERTIME	10,000	12,334	0	0	0	0	0	0	0
4059 OTHER PROFESSIONAL FEES	20,000	12,007	0	10,114	10,114	0	0	0	0
4992 Trs from Earmarked Reserve	-35,000	-35,000	0	0	0	0	0	0	0
Overhead Expenditure	735,173	726,074	0	10,114	10,114	0	0	0	0
Movement to/(from) Gen Reserve	<u>(735,173)</u>	<u>(697,250)</u>	<u>0</u>	<u>(10,114)</u>	<u>(2,114)</u>		<u>0</u>		
192 Corp Serv Staff Costs									

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: Budget

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
4001 STAFF SALARIES	0	0	262,000	147,315	230,000	0	252,000	0	0
4002 EMPLOYERS N.I	0	0	36,000	14,574	32,000	0	30,240	0	0
4003 EMPLOYERS SUPERANN.	0	0	70,000	32,482	62,000	0	67,536	0	0
4005 STAFF OVERTIME	0	0	3,000	1,117	1,250	0	2,500	0	0
4059 OTHER PROFESSIONAL FEES	0	0	7,400	4,239	7,000	280	7,500	0	0
Overhead Expenditure	0	0	378,400	199,727	332,250	280	359,776	0	0
Movement to/(from) Gen Reserve	0	0	(378,400)	(199,727)	(332,250)		(359,776)		
199 Corp Serv Capital and Projects									
4805 CAP - New Equipment (incl IT)	4,000	8,811	0	0	0	0	3,000	0	0
Overhead Expenditure	4,000	8,811	0	0	0	0	3,000	0	0
Movement to/(from) Gen Reserve	(4,000)	(8,811)	0	0	0		(3,000)		
Corporate Services - Income	1,236,271	1,312,637	1,413,930	1,411,726	1,421,865	0	1,481,228	0	0
Expenditure	827,582	832,489	483,800	284,146	458,854	3,229	461,531	0	0
Movement to/(from) Gen Reserve	408,689	480,148	930,130	1,127,580	963,011		1,019,697		
Environment and Leisure									
201 Village Green Rec Gd									
1082 INC-LETTINGS	3,264	2,506	2,869	2,209	2,869	0	2,869	0	0
1091 Income Miscellaneous	0	0	0	140	0	0	0	0	0
Total Income	3,264	2,506	2,869	2,349	2,869	0	2,869	0	0
4037 GROUNDS MAINTENANCE	2,000	454	7,000	0	7,000	300	2,500	0	0

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
Overhead Expenditure	2,000	454	7,000	0	7,000	300	2,500	0	0
Movement to/(from) Gen Reserve	<u>1,264</u>	<u>2,052</u>	<u>(4,131)</u>	<u>2,349</u>	<u>(4,131)</u>		<u>369</u>		
202 Village Green Pavilion									
1082 INC-LETTINGS	300	260	150	59	150	0	150	0	0
Total Income	300	260	150	59	150	0	150	0	0
4011 RATES	2,600	2,545	2,800	2,545	2,545	0	2,800	0	0
4012 WATER RATES	700	1,528	1,500	1,063	1,500	0	1,500	0	0
4014 ELECTRICITY	2,800	1,591	1,500	913	1,500	0	1,500	0	0
4036 PROPERTY MAINTENANCE	1,200	2,122	1,000	0	1,000	100	2,000	0	0
4038 MAINTENANCE CONTRACTS	250	522	250	943	943	0	943	0	0
Overhead Expenditure	7,550	8,307	7,050	5,464	7,488	100	8,743	0	0
Movement to/(from) Gen Reserve	<u>(7,250)</u>	<u>(8,047)</u>	<u>(6,900)</u>	<u>(5,405)</u>	<u>(7,338)</u>		<u>(8,593)</u>		
211 Parkside Rec Gd									
1082 INC-LETTINGS	3,612	588	3,000	3,202	6,202	0	3,000	0	0
1091 Income Miscellaneous	0	60	0	0	0	0	0	0	0
Total Income	3,612	648	3,000	3,202	6,202	0	3,000	0	0
4013 RENT	50	50	50	50	50	0	50	0	0
4037 GROUNDS MAINTENANCE	1,500	1,864	1,500	1,098	1,500	0	1,500	0	0
Overhead Expenditure	1,550	1,914	1,550	1,148	1,550	0	1,550	0	0
Movement to/(from) Gen Reserve	<u>2,062</u>	<u>(1,266)</u>	<u>1,450</u>	<u>2,054</u>	<u>4,652</u>		<u>1,450</u>		

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
212	<u>Parkside Pavilion</u>								
4012	300	310	300	152	300	0	300	0	0
4014	540	543	600	340	600	0	600	0	0
4015	150	100	150	124	150	0	150	0	0
4036	1,200	149	1,000	175	1,000	100	1,000	0	0
	2,190	1,102	2,050	791	2,050	100	2,050	0	0
	(2,190)	(1,102)	(2,050)	(791)	(2,050)		(2,050)		
	Movement to/(from) Gen Reserve								
221	<u>Tithe Farm Rec Grd</u>								
1082	2,000	0	1,400	0	0	0	2,115	0	0
	2,000	0	1,400	0	0	0	2,115	0	0
	5	5	5	5	5	0	5	0	0
4037	1,700	540	1,000	0	1,000	0	1,000	0	0
	1,705	545	1,005	5	1,005	0	1,005	0	0
	295	(545)	395	(5)	(1,005)		1,110		
	Movement to/(from) Gen Reserve								
222	<u>Tithe Farm Store</u>								
4012	300	119	200	65	200	0	200	0	0
4014	600	10,212	600	7,530	7,530	0	800	0	0
4015	100	254	0	393	393	0	0	0	0
4036	500	234	500	369	500	100	1,000	0	0
	1,500	10,818	1,300	8,357	8,623	100	2,000	0	0
	Overhead Expenditure								

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: Budget

		2023/24		2024/25			2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
	<u>(1,500)</u>	<u>(10,818)</u>	<u>(1,300)</u>	<u>(8,357)</u>	<u>(8,623)</u>		<u>(2,000)</u>		
231									
1082	2,620	40	1,800	2,800	2,800	0	1,800	0	0
	2,620	40	1,800	2,800	2,800	0	1,800	0	0
4037	1,000	1,464	1,000	1,000	1,000	0	1,000	0	0
	1,000	1,464	1,000	1,000	1,000	0	1,000	0	0
	<u>1,620</u>	<u>(1,424)</u>	<u>800</u>	<u>1,800</u>	<u>1,800</u>		<u>800</u>		
232									
4012	400	524	400	469	469	0	500	0	0
4014	400	621	450	649	800	0	800	0	0
4036	1,000	113	1,000	215	1,000	68	1,000	0	0
	1,800	1,258	1,850	1,334	2,269	68	2,300	0	0
	<u>(1,800)</u>	<u>(1,258)</u>	<u>(1,850)</u>	<u>(1,334)</u>	<u>(2,269)</u>		<u>(2,300)</u>		
241									
1082	2,500	50	2,600	2,115	4,230	0	2,115	0	0
	2,500	50	2,600	2,115	4,230	0	2,115	0	0
4037	1,100	70	1,100	738	1,652	914	1,100	0	0
	1,100	70	1,100	738	1,652	914	1,100	0	0
	<u>1,400</u>	<u>(20)</u>	<u>1,500</u>	<u>1,377</u>	<u>2,578</u>		<u>1,015</u>		

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: Budget

	2023/24		2024/25			2025/26				
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward	
<u>242</u>	<u>Moore Crescent Pavilion</u>									
1082	INC-LETTINGS	200	144	200	185	235	0	200	0	0
		200	144	200	185	235	0	200	0	0
	Total Income			4,700	4,192	4,700	0	4,700	0	0
4011	RATES	4,550	4,192	4,700	4,192	4,700	0	4,700	0	0
4012	WATER RATES	2,500	878	2,700	321	2,700	0	2,700	0	0
4014	ELECTRICITY	2,000	1,610	2,200	1,136	2,200	0	2,200	0	0
4015	GAS	1,000	2,094	1,400	660	1,400	0	1,400	0	0
4036	PROPERTY MAINTENANCE	1,500	119	1,500	1,396	2,000	2,695	2,000	0	0
4038	MAINTENANCE CONTRACTS	600	1,033	650	638	1,000	0	1,000	0	0
	Overhead Expenditure	12,150	9,926	13,150	8,342	14,000	2,695	14,000	0	0
	Movement to/(from) Gen Reserve	(11,950)	(9,782)	(12,950)	(8,157)	(13,765)		(13,800)		
<u>243</u>	<u>Moore Crescent Bowling Gn</u>									
1082	INC-LETTINGS	6,120	6,242	6,300	6,300	6,300	0	6,489	0	0
		6,120	6,242	6,300	6,300	6,300	0	6,489	0	0
	Total Income			6,300	4,645	6,300	900	6,489	0	0
4037	GROUNDS MAINTENANCE	6,000	4,678	6,300	4,645	6,300	900	6,489	0	0
	Overhead Expenditure	6,000	4,678	6,300	4,645	6,300	900	6,489	0	0
	Movement to/(from) Gen Reserve	120	1,564	0	1,655	0		0		
<u>261</u>	<u>Bidwell Rec Grd & Countryside</u>									
1082	INC-LETTINGS	0	0	3,000	0	0	0	2,215	0	0
		0	0	3,000	0	0	0	2,215	0	0
	Total Income			3,000	0	0	0	2,215	0	0

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
4037	0	0	2,000	0	2,000	0	1,100	0	0
	0	0	2,000	0	2,000	0	1,100	0	0
	0	0	1,000	0	(2,000)		1,115		
262 Bidwell Pavilion									
4012	0	0	400	0	400	0	400	0	0
4014	0	0	400	0	400	0	400	0	0
4015	0	0	1,000	0	1,000	0	1,000	0	0
4036	0	0	1,000	0	1,000	0	1,000	0	0
4038	0	0	500	0	500	0	500	0	0
	0	0	3,300	0	3,300	0	3,300	0	0
	0	0	(3,300)	0	(3,300)		(3,300)		
271 Houghton Regis Cemetery									
1081	0	0	0	418	0	0	0	0	0
1084	15,000	23,629	20,000	10,382	20,000	0	20,000	0	0
	15,000	23,629	20,000	10,800	20,000	0	20,000	0	0
Total Income									
4011	1,040	1,061	1,200	1,167	1,200	0	1,200	0	0
4012	250	130	200	158	300	0	300	0	0
4020	200	2,853	0	1,057	1,942	885	0	0	0
4037	0	1,108	0	121	121	29	0	0	0
	1,490	5,151	1,400	2,504	3,563	914	1,500	0	0
Overhead Expenditure									

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>13,510</u>	<u>18,477</u>	<u>18,600</u>	<u>8,296</u>	<u>16,437</u>		<u>18,500</u>		
<u>272 All Saints Churchyard</u>									
4028 Bedford Road Wall	1,000	0	0	0	0	0	0	0	0
5028 Tfr to All Saints Wall Reserve	0	1,000	0	0	0	0	0	0	0
Overhead Expenditure	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>(1,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<u>273 Allotments</u>									
1082 INC-LETTINGS	3,700	4,312	3,700	3,615	3,700	0	3,700	0	0
Total Income	<u>3,700</u>	<u>4,312</u>	<u>3,700</u>	<u>3,615</u>	<u>3,700</u>	<u>0</u>	<u>3,700</u>	<u>0</u>	<u>0</u>
4011 RATES	1,000	0	0	0	0	0	0	0	0
4012 WATER RATES	700	0	700	0	700	0	700	0	0
4037 GROUNDS MAINTENANCE	2,000	2,496	1,000	532	1,000	142	1,000	0	0
Overhead Expenditure	<u>3,700</u>	<u>2,496</u>	<u>1,700</u>	<u>532</u>	<u>1,700</u>	<u>142</u>	<u>1,700</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>1,815</u>	<u>2,000</u>	<u>3,083</u>	<u>2,000</u>		<u>2,000</u>		
<u>281 Public Open Spaces</u>									
4036 PROPERTY MAINTENANCE	0	-400	0	0	0	0	0	0	0
4037 GROUNDS MAINTENANCE	500	0	500	500	500	0	500	0	0
4217 HHP Project Contribution	27,715	22,733	29,000	0	29,000	0	29,000	0	0
4983 Tfr to H/H Park Proj. Reserve	0	4,982	0	0	0	0	0	0	0
4992 Trs from Earmarked Reserve	-3,000	-3,000	-3,000	0	-3,000	0	-7,163	0	0

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
Overhead Expenditure	25,215	24,315	26,500	500	26,500	0	22,337	0	0
Movement to/(from) Gen Reserve	<u>(25,215)</u>	<u>(24,315)</u>	<u>(26,500)</u>	<u>(500)</u>	<u>(26,500)</u>		<u>(22,337)</u>		
282 Play Areas (all)									
4017 HEALTH & SAFETY	650	675	0	0	0	0	0	0	0
4037 GROUNDS MAINTENANCE	1,700	0	1,900	0	1,900	0	2,000	0	0
4042 Equipment Repairs & Maintenance	10,000	9,260	12,000	5,413	12,000	2,809	12,000	0	0
Overhead Expenditure	12,350	9,935	13,900	5,413	13,900	2,809	14,000	0	0
Movement to/(from) Gen Reserve	<u>(12,350)</u>	<u>(9,935)</u>	<u>(13,900)</u>	<u>(5,413)</u>	<u>(13,900)</u>		<u>(14,000)</u>		
283 Street Furniture									
4036 PROPERTY MAINTENANCE	650	0	1,000	0	1,000	0	1,000	0	0
Overhead Expenditure	650	0	1,000	0	1,000	0	1,000	0	0
Movement to/(from) Gen Reserve	<u>(650)</u>	<u>0</u>	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>		<u>(1,000)</u>		
291 Outside Services									
1091 Income Miscellaneous	3,800	11,090	3,800	7,250	7,250	0	3,800	0	0
Total Income	3,800	11,090	3,800	7,250	7,250	0	3,800	0	0
4006 PROTECTIVE CLOTHING	1,200	2,017	1,500	680	1,500	257	1,500	0	0
4008 TRAINING/COURSES	3,000	1,635	3,000	1,193	3,000	90	3,000	0	0
4011 RATES	8,950	10,042	11,000	12,553	12,553	0	12,553	0	0
4012 WATER RATES	800	348	800	176	800	0	800	0	0
4013 RENT	15,500	15,500	15,500	11,625	15,500	0	15,500	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: Budget

	<u>2023/24</u>		<u>2024/25</u>			<u>2025/26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
4014 ELECTRICITY	2,000	3,040	2,200	1,648	2,500	0	2,500	0	0
4015 GAS	150	181	200	322	322	0	200	0	0
4017 HEALTH & SAFETY	700	557	1,000	340	1,000	0	1,000	0	0
4018 REFUSE DISPOSAL	22,000	28,836	24,000	16,861	27,569	900	28,000	0	0
4020 MISC. ESTABLISH.COST	600	593	600	58	600	0	600	0	0
4021 COMMUNICATIONS COSTS	150	107	0	0	0	0	0	0	0
4036 PROPERTY MAINTENANCE	1,000	1,274	1,000	1,134	1,800	0	1,400	0	0
4038 MAINTENANCE CONTRACTS	650	1,097	850	334	850	0	850	0	0
4039 HORTICULTURAL SUPPLIES	2,500	1,326	5,000	3,055	5,000	957	10,000	0	0
4040 Tree maintenance	4,000	2,140	6,000	650	6,000	0	6,000	0	0
4041 Tree Survey	8,000	3,735	0	0	0	0	0	0	0
4042 Equipment Repairs & Maintenance	9,700	14,946	9,000	7,288	13,000	1,491	10,000	0	0
4044 VEHICLE FUEL	11,000	11,721	12,000	5,681	12,000	0	12,500	0	0
4045 VEHICLE TAX & INSURANCE	1,100	1,257	1,200	1,005	1,200	0	1,200	0	0
4059 OTHER PROFESSIONAL FEES	2,200	1,331	2,200	18	2,200	1,375	2,200	0	0
Overhead Expenditure	95,200	101,684	97,050	64,619	107,394	5,069	109,803	0	0
Movement to/(from) Gen Reserve	<u>(91,400)</u>	<u>(90,594)</u>	<u>(93,250)</u>	<u>(57,369)</u>	<u>(100,144)</u>		<u>(106,003)</u>		
292 E&L Staff Costs									
4001 STAFF SALARIES	0	0	275,594	171,106	275,594	0	283,795	0	0
4002 EMPLOYERS N.I	0	0	39,220	16,252	39,220	0	34,055	0	0
4003 EMPLOYERS SUPERANN.	0	0	76,167	47,556	76,167	0	76,057	0	0
4005 STAFF OVERTIME	0	0	2,000	1,309	2,000	0	2,000	0	0
Overhead Expenditure	0	0	392,981	236,224	392,981	0	395,907	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: Budget

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
293									
Movement to/(from) Gen Reserve									
UKSPF									
1074 External Grant	0	0	0	30,410	121,000	0	0	0	0
Total Income	0	0	0	30,410	121,000	0	0	0	0
4029 Promotional Material	0	0	0	0	20,000	20,000	0	0	0
4039 HORTICULTURAL SUPPLIES	0	0	0	24,107	94,321	14,338	0	0	0
4222 COMMUNITY EVENTS	0	0	0	6,679	6,679	0	0	0	0
Overhead Expenditure	0	0	0	30,786	121,000	34,338	0	0	0
Movement to/(from) Gen Reserve	0	0	0	(376)	0				
299									
E&L Capital & Projects									
1071 YIF Grant	0	680,430	0	0	0	0	0	0	0
1074 External Grant	1,151,575	906,714	0	49,505	49,505	0	0	0	0
1075 Sale of Assets	0	8,000	0	0	0	0	0	0	0
1077 Grant income CBC Section 106	0	234,800	0	0	178,395	0	0	0	0
1095 Inc - Public Works Loan Board	0	500,000	0	0	0	0	0	0	0
1205 S106 Contrib for sport / rec	0	306,227	0	0	0	0	0	0	0
Total Income	1,151,575	2,636,170	0	49,505	227,900	0	0	0	0
4053 Loan payments- Moore Cres. Pav	24,069	12,034	24,069	24,069	24,069	0	24,069	0	0
4059 OTHER PROFESSIONAL FEES	5,000	0	0	0	0	0	0	0	0
4066 Loan payments - Tithe Farm Pav	0	0	32,791	32,792	32,792	0	32,792	0	0
4851 CAP-Machinery Renewals	20,000	24,444	20,000	1,664	21,326	19,662	20,000	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: Budget

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
4856 CAP - Street Furniture	7,000	0	9,749	0	9,749	36	1,000	0	0
4858 CAP - PLAY AREAS & EQPT	10,000	15,950	15,000	0	184,790	178,395	15,000	0	0
4862 CAP - Cemetery Provision	10,000	16,611	0	4,320	4,320	0	0	0	0
4871 CAP - Pavilion Renovations	1,151,575	2,628,170	0	272,386	272,386	0	50,000	0	0
4891 YIF Project	0	13,641	0	16,345	17,793	1,220	0	0	0
4979 Tfr from Play Areas Reserve	0	0	0	-6,395	-6,395	0	0	0	0
4991 Trs to Earmarked Reserve	0	5,000	0	0	0	0	0	0	0
4992 Trs from Earmarked Reserve	0	0	0	0	-238,452	0	-1,000	0	0
4994 Trs from EMR for Cemetery	0	-6,611	0	0	0	0	0	0	0
4999 Trs to EMR Play Areas	25,000	25,000	0	0	0	0	0	0	0
5015 Tfr to Capital Receipts Reserv	0	8,000	0	0	0	0	0	0	0
5016 Tfr from Capital Receipts Rese	0	-8,000	0	0	0	0	0	0	0
5029 Tfr to Street Furniture Reserv	0	7,000	0	0	0	0	0	0	0
5031 Tfr to Grounds Mach. Reserve	0	1,920	0	0	0	0	0	0	0
Overhead Expenditure	1,252,644	2,743,160	101,609	345,181	322,378	199,313	141,861	0	0
Movement to/(from) Gen Reserve	<u>(101,069)</u>	<u>(106,990)</u>	<u>(101,609)</u>	<u>(295,676)</u>	<u>(94,478)</u>		<u>(141,861)</u>		
Environment and Leisure - Income	1,194,691	2,685,091	48,819	118,589	402,636	0	48,453	0	0
Expenditure	1,430,794	2,928,277	684,795	717,582	1,048,653	247,762	735,245	0	0
Movement to/(from) Gen Reserve	<u>(236,103)</u>	<u>(243,186)</u>	<u>(635,976)</u>	<u>(598,993)</u>	<u>(646,017)</u>		<u>(686,792)</u>		

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: Budget

	<u>2023/24</u>		<u>2024/25</u>			<u>2025/26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
<u>Community Services</u>									
302	<u>Community Services</u>								
1078	0	137	0	5,000	0	0	0	0	0
1091	2,500	2,935	2,500	952	922	0	2,500	0	0
	2,500	3,072	2,500	5,952	922	0	2,500	0	0
	Total Income								
4221	5,500	5,354	6,000	4,835	4,835	0	6,000	0	0
4226	5,000	7,443	5,500	4,765	6,000	1,039	28,500	0	0
4227	6,000	4,429	6,000	2,656	5,100	400	6,000	0	0
4230	21,800	22,450	22,000	12,950	22,000	0	22,000	0	0
4232	13,000	14,285	13,000	844	13,000	12,774	13,000	0	0
	51,300	53,961	52,500	26,050	50,935	14,212	75,500	0	0
	(48,800)	(50,889)	(50,000)	(20,098)	(50,013)		(73,000)		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
303	<u>Communications</u>								
4029	1,500	0	5,000	668	5,000	3,000	5,000	0	0
4033	6,000	5,958	7,000	2,732	7,000	0	7,000	0	0
4034	500	315	0	0	0	0	0	0	0
	8,000	6,273	12,000	3,400	12,000	3,000	12,000	0	0
	(8,000)	(6,273)	(12,000)	(3,400)	(12,000)		(12,000)		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
304	<u>Events</u>								
1094	2,000	500	500	1,000	1,000	0	1,000	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: Budget

	<u>2023/24</u>		<u>2024/25</u>			<u>2025/26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1097 Income - Council Events	4,000	3,446	3,500	4,208	4,208	0	4,000	0	0
Total Income	6,000	3,946	4,000	5,208	5,208	0	5,000	0	0
4222 COMMUNITY EVENTS	51,000	49,924	56,000	43,385	56,000	9,569	70,000	0	0
Overhead Expenditure	51,000	49,924	56,000	43,385	56,000	9,569	70,000	0	0
Movement to/(from) Gen Reserve	<u>(45,000)</u>	<u>(45,977)</u>	<u>(52,000)</u>	<u>(38,177)</u>	<u>(50,792)</u>		<u>(65,000)</u>		
305 Community Grants									
4203 MAYORS CHRISTMAS APPEAL FUND	3,500	3,089	5,500	5,482	5,500	0	5,500	0	0
4218 Grants (WB) Project Scheme	4,000	2,392	4,000	800	3,200	0	4,000	0	0
4220 Grants (WB) Key Partners	11,626	12,016	15,000	14,988	14,988	0	15,000	0	0
4235 Cost Of Living Crisis Donation	6,000	4,850	7,200	3,840	7,200	0	7,200	0	0
4992 Trs from Earmarked Reserve	-1,500	0	0	0	0	0	0	0	0
Overhead Expenditure	23,626	22,346	31,700	25,109	30,888	0	31,700	0	0
Movement to/(from) Gen Reserve	<u>(23,626)</u>	<u>(22,346)</u>	<u>(31,700)</u>	<u>(25,109)</u>	<u>(30,888)</u>		<u>(31,700)</u>		
306 Community Safety									
4046 Enviro - Crime	8,200	522	9,500	1,223	9,500	142	10,000	0	0
4059 OTHER PROFESSIONAL FEES	38,500	36,978	40,000	9,777	38,000	0	40,000	0	0
4984 Tfr to CBC Bulk Waste Res	0	3,600	0	0	0	0	0	0	0
Overhead Expenditure	46,700	41,100	49,500	11,000	47,500	142	50,000	0	0
Movement to/(from) Gen Reserve	<u>(46,700)</u>	<u>(41,100)</u>	<u>(49,500)</u>	<u>(11,000)</u>	<u>(47,500)</u>		<u>(50,000)</u>		
307 Civic Services									

Continued on next page

Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
4101 MAYORS ALLOWANCE	3,850	3,691	3,850	1,174	3,850	25	4,500	0	0
4106 Mayors Civic Events	3,250	3,190	3,250	2,855	3,310	110	4,000	0	0
4121 CIVIC REGALIA	300	880	1,400	1,201	1,400	0	1,400	0	0
4122 Civic Fund Expenses	200	38	200	243	243	0	200	0	0
4222 COMMUNITY EVENTS	0	25	0	0	0	0	0	0	0
Overhead Expenditure	7,600	7,823	8,700	5,473	8,803	135	10,100	0	0
Movement to/(from) Gen Reserve	(7,600)	(7,823)	(8,700)	(5,473)	(8,803)		(10,100)		
392 Comm Serv Staff Costs									
1071 YIF Grant	0	0	57,648	45,328	57,648	0	0	0	0
1087 External Grant - CBC Youth Wor	0	0	5,000	0	5,000	0	0	0	0
Total Income	0	0	62,648	45,328	62,648	0	0	0	0
4001 STAFF SALARIES	0	0	140,113	94,617	140,113	0	226,000	0	0
4002 EMPLOYERS N.I	0	0	19,336	8,818	19,336	0	27,120	0	0
4003 EMPLOYERS SUPERANN.	0	0	37,550	24,268	37,550	0	60,568	0	0
4005 STAFF OVERTIME	0	0	10,000	8,185	10,000	0	10,000	0	0
Overhead Expenditure	0	0	206,999	135,887	206,999	0	323,688	0	0
Movement to/(from) Gen Reserve	0	0	(144,351)	(90,559)	(144,351)		(323,688)		
399 Community Capital & Projects									
4034 WEBSITE COSTS	0	0	0	6,125	6,125	0	1,000	0	0
4228 Community Facilities	0	0	6,800	3,648	6,800	0	6,800	0	0
4804 CAP-New Christmas Lights	6,000	0	6,000	1,200	6,000	0	6,000	0	0

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: Budget

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
5007 Tr to EMR Community Development	0	6,000	0	0	0	0	0	0	0
5032 Tr from Website EMR	0	0	0	-6,000	-6,000	0	0	0	0
Overhead Expenditure	6,000	6,000	12,800	4,973	12,925	0	13,800	0	0
Movement to/(from) Gen Reserve	<u>(6,000)</u>	<u>(6,000)</u>	<u>(12,800)</u>	<u>(4,973)</u>	<u>(12,925)</u>		<u>(13,800)</u>		
Community Services - Income	8,500	7,018	69,148	56,488	68,778	0	7,500	0	0
Expenditure	194,226	187,428	430,199	255,277	426,050	27,058	586,788	0	0
Movement to/(from) Gen Reserve	<u>(185,726)</u>	<u>(180,409)</u>	<u>(361,051)</u>	<u>(198,790)</u>	<u>(357,272)</u>		<u>(579,288)</u>		

Continued on next page

**Houghton Regis Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

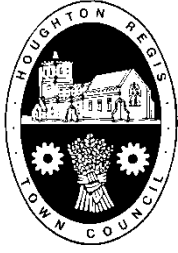
Note: Budget

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
Planning									
401 Growth Area									
4059 OTHER PROFESSIONAL FEES	1,000	0	1,000	0	0	0	1,000	0	0
4062 Neighbourhood Plan	0	6,375	0	1,792	1,792	0	1,000	0	0
4992 Trs from Earmarked Reserve	0	-6,375	0	0	-1,792	0	0	0	0
Overhead Expenditure	1,000	0	1,000	1,792	0	0	2,000	0	0
Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,792)</u>	<u>0</u>		<u>(2,000)</u>		
Planning - Income	0	0	0	0	0	0	0	0	0
Expenditure	1,000	0	1,000	1,792	0	0	2,000	0	0
Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,792)</u>	<u>0</u>		<u>(2,000)</u>		
Total Budget Income	2,439,462	4,004,747	1,531,897	1,586,804	1,893,279	0	1,537,181	0	0
Expenditure	2,453,602	3,948,193	1,599,794	1,258,798	1,933,557	278,048	1,785,564	0	0
Movement to/(from) Gen Reserve	<u>(14,140)</u>	<u>56,553</u>	<u>(67,897)</u>	<u>328,006</u>	<u>(40,278)</u>		<u>(248,383)</u>		

Agenda Item 10

2024/25						
Committee	Schedule of Earmarked Reserves	Predicted Opening Balance	Transfer In	Transfer Out	Predicted Closing Balance	Notes
		01.04.24			31.03.25	
		£	£	£	£	
Town Council	310 General Reserves - Predicted	485,804	0	70,906	414,898	£12,069 PWLB repayment from 31/03/24 as was not be accrued for at year end, £67897 to cover 2024/25 budget deficit, £4,500 for land purchase near Orchard Close, £14,000 CPC Action plan
E&L	320 All Saints Churchyard Wall	5,616	0	0	5,616	To be used to fund repairs as required.
E&L	322 Pavilion Renovation	244,301	0	186,695	57,606	This EMR will be used to help fund Tithe Farm Sports project.
E&L	324 Street Furniture	11,251	0	11,251	0	
E&L	326 Grounds Machinery renewal	1,920	0	0	1,920	
E&L	327 Play Areas	170,651	15,000	6,395	179,256	Typically this fund gets built up over time to fund major improvements to play areas. Balance of funds in from 282/4042
Comm Serv	330 Community Development	20,493		1,792	18,701	To be used to fund the Neighbourhood Plan process and production. TBC all NHP invoices received and settled.
Corp Serv	332 Elections	1,697	6,000	0	7,697	Typically this fund gets built up over time to fund any by-election or main election. Balance of
Comm Serv	338 Website	6,000		6,000	0	Used in 2024/25 to fund website update completed March / April 2024.
E&L	348 Cemetery	70,880	0	4,320	66,560	Used to fund the environmental assessment of the land at Grendall Lane.
E&L	351 Allotments	32,960	0	0	32,960	To be used to fund enhancements to any allotment provision.
E&L	352 Former Railway Line	24,489	0	3,000	21,489	This has to date been an annual transfer out to help fund the ongoing maintenance of this land in accordance with the s106 agreement. To be transferred to 281-4992
Comm Serv	354 Bulk Waste	3,600	0	3,600	0	CBC invoices expected for removals carried out in 2023/24.
E&L	358 Houghton Hall Park Project	4,982	0	0	4,982	Reduced financial contribution required in 23/24, agreed to hold surplus budget in an EMR to assist in funding upkeep of Visitors Centre.
Corp Serv	355 New Office Provision	122,699	0	0	122,699	
	TOTAL EARMARKED RESERVES	721,539	21,000	223,053	519,486	
E&L	390 Deferred Income (s106)	25,776	0	0	25,776	To be used to help fund Tithe Farm Sports project

2025/26						
Committee	Schedule of Earmarked Reserves	Predicted Opening Balance	Transfer In	Transfer Out	Predicted Closing Balance	Notes
		01.04.25			31.03.26	
		£	£	£	£	
Town Council	310 General Reserves - Predicted	414,898	0		TBC	This can only be confirmed once the budget for 2025/26 has been set.
E&L	320 All Saints Churchyard Wall	5,616	0	0	5,616	To be used to fund repairs as required.
E&L	324 Street Furniture	0	0	0	0	
E&L	322 Pavilion Renovation	57,606	0	0	57,606	This EMR will be used to help fund Tithe Farm Sports project.
E&L	326 Grounds Machinery renewal	1,920	0	0	1,920	
E&L	327 Play Areas	179,256	0	177,151	2,105	Typically this fund gets built up over time to fund major improvements to play areas. Projects in 25/26 to be considered and confirmed by E&L
Comm Serv	330 Community Development	18,701	0	8,000	10,701	Suggested to be used to support community asset transfers
Corp Serv	332 Elections	7,697	6,000	0	13,697	Typically this fund gets built up over time to fund any by-election or main election.
E&L	348 Cemetery	66,560	0	0	66,560	
E&L	351 Allotments	32,960	0	8,000	24,960	To be used to fund enhancements to any allotment provision.
E&L	352 Former Railway Line	21,489	0	7,163	14,326	This has to date been an annual transfer out to help fund the ongoing maintenance of this land in accordance with the s106 agreement. To be transferred to 281-4992
E&L	358 Houghton Hall Park Project	4,982	0	0	4,982	Reduced financial contribution required in 23/24, agreed to hold surplus budget in an EMR to assist in funding upkeep of Visitors Centre.
Corp Serv	355 New Office Provision	122,699	0	0	122,699	
	TOTAL EARMARKED RESERVES	519,486	6,000	200,314	325,172	
E&L	S106 Deferred Income	25,776	0	0	25,776	To be used to help fund Tithe Farm Sports project



Date:	20th January 2025
Title:	Neighbourhood Plan Implementation Sub-Committee
Purpose of the Report:	To enable members to discuss the details surrounding the creation of the Neighbourhood Plan Implementation Sub-Committee.
Contact Officer:	Louise Senior, Head of Democratic Services

1. RECOMMENDATIONS

- 1. To approve the Committee Functions & Terms of Reference of the Neighbourhood Plan Implementation Sub-Committee**
- 2. For meetings of the Neighbourhood Plan Implementation Sub-Committee to be incorporated into the Calendar of Meetings for 2025-26, with the intention that the first meeting be held end of May / beginning of June 2025.**

2. BACKGROUND

It was agreed at the Town Council meeting held on 16th December 2024 that a Neighbourhood Plan Implementation Sub-Committee be created.

The Houghton Regis Neighbourhood Plan (NHP) was adopted in May 2024. The Town Council's Neighbourhood Plan sets out policies to guide development and decision-making in the town. The plan aims to promote sustainable growth, protect local character, and improve quality of life for residents. However, to ensure that the NHP remains relevant and effective, its application must be regularly monitored and assessed.

As there was no structured approach in place to evaluating the impact of the NHP on planning applications, it was agreed that a Neighbourhood Plan Implementation Sub-Committee be created.

Funding has been agreed to support the Neighbourhood Plan Implementation Group from the Town Council's General Reserves, as set out in the Corporate Peer Challenge Action Plan approved at the Town Council meeting on 16th July 2024, minute number 12906 (£3,000 for external support).

3. ISSUES FOR CONSIDERATION

Monitoring Plan Usage

- The Sub-Committee needs to track how the Neighbourhood Plan (NHP) policies affect planning decisions
- It should monitor:
 - How often policies are cited in applications
 - How often Central Bedfordshire Council follows Town Council's NHP-based recommendations

Plan Reviews

- Updates may be needed when national guidance changes or new Local Plan is adopted
- Implementation group to recommend full or partial reviews as needed
- Reviews could range from simple reference updates to new policy creation

Advantages

- Enables systematic tracking of the plans effectiveness
- Allows proactive planning approach
- Helps keep the plan current with legislation and community needs

4. HRTC CORPORATE PLAN

The creation of a Neighbourhood Plan Implementation Sub-Committee aligns with the following objectives from the HRTC Corporate Plan:

- **Town and Community:**
 - 1.1 Improve integration between existing and new communities.
 - 1.5 Improve the visual appearance of the town centre.
 - 1.7 Strengthen Houghton Regis's landscape character and agricultural heritage.
- **Local Services and Facilities:**
 - 2.1 Work with partners to improve the quality and accessibility of the public realm in the town centre.
- **Quality of Life:**
 - 3.1 Improve environmental quality and sustainability.

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

- Funding of £3,000 has been allocated from Town Council General Reserves as set out in the Corporate Peer Challenge Action Plan, approved at the Town Council meeting on 16th July 2024, minute number 12906.

Risk Implications

- A formalised approach to monitoring the NHP will mitigate the risk of it becoming ineffective. Failure to monitor could result in the NHP being underused or irrelevant in planning matters, potentially affecting local development negatively.

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.

Climate Change Implications

- The regular review of the NHP would provide opportunities to ensure that policies continue to promote sustainability and address climate change, including the consideration of greener building practices and the protection of local green spaces.

Press Contact

- There are no wider press implications arising from the recommendations although previous members of the NHP Steering Committee will be contacted to explore whether they would like to be co-opted onto this group.

6. CONCLUSION AND NEXT STEPS

In conclusion, the creation of an implementation sub-committee would provide a structured approach to monitoring the Neighbourhood Plan's effectiveness and ensure its relevance in guiding local development. Should the recommendation be approved, the next steps would involve establishing the group, determining its membership (to be completed at the May Town Council meeting), and scheduling biannual meetings to review NHP application and impact.

An approach has already been made to the Town Councils Planning Consultant who has indicated that she would be available to support the implementation group as required.

7. APPENDICES

Appendix A – Draft Terms of Reference

Neighbourhood Plan Implementation Sub-Committee

Terms of Reference

- To monitor the implementation of the Houghton Regis Neighbourhood Plan.
- To keep the NHP under review especially in light of any changes to national and local planning policies and to recommend any updates to the NHP as necessary.
- Review and respond to emerging national and local planning policies for their impact on the NHP
- Review planning application decisions with reference to conformity with the NHP and the responses made by the HRTC Planning Committee
- Monitor progress towards realisation of specific projects and aspirations contained with the NHP
- Review any significant changes to the local area and assess their impact on the NHP's projects and aspirations

Functions

- The Sub-committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Sub-committee shall consist of five Councillors and shall include the Chair of the HRTC Planning Committee. The quorum shall be half of its members (three)
- The Sub-committee shall meet at least twice each year.
- The Sub-committee shall report to the Planning Committee
- The draft minutes shall be presented to the HRTC Planning Committee to enable the Planning Committee to consider the work of the Sub Committee in a timely fashion.