



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr M Herber**  
Town Clerk: **Clare Evans**

Tel: 01582 708540  
e-mail: [info@houghtonregis-tc.gov.uk](mailto:info@houghtonregis-tc.gov.uk)

23<sup>rd</sup> July 2025

**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 28<sup>th</sup> July 2025 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. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice-Chair for the Environment & Leisure Services Committee for 2025-2026

### 5. MINUTES

*Pages 7 - 10*

To approve the Minutes of the meeting held on 28<sup>th</sup> April 2025.

**Recommendation:** To confirm the minutes of the Environment & Leisure Committee meeting held on 28<sup>th</sup> April 2025, and for these to be signed by the Chairman.

### 6. TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

*Pages 11 - 14*

Houghton Hall Park Board 23<sup>rd</sup> May 2025

**Recommendation:** To receive the Minutes detailed above and to approve the recommendations contained therein

### 7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

*Page 15 - 16*

In accordance with Standing Order 4.j.iv. Council is required to review its delegation arrangements to committees and sub committees.

These arrangements are set out in the Committee Functions & Terms of Reference. This document sets out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

Members will find attached the extract from the approved Committee Functions & Terms of Reference which relates to this committee.



*This report is provided for information purposes only.*

## **8. COMMITTEE WORKPLAN**

*Page 17*

Members will find attached a workplan for the municipal year 2025/26.

The attached workplan provides a structured approach to the committee's business throughout 2025/26, ensuring all statutory requirements and governance obligations are met in a timely manner.

**Recommendation:**     **To review and approve the Environment and Leisure Services Committee Workplan for 2025/26, which outlines anticipated specific reports for the municipal year.**

## **9. STAFFING FORECAST 2026-2027**

*Pages 18 - 20*

Members will find attached the staffing forecast for 2026-2027.

**Recommendation:**     **To consider and recommend Option 1 or Option 2**

## **10. 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.*

## **11. HOUGHTON HALL PARK**

A verbal update will be provided to Members on the day-to-day operations of Houghton Hall Park management.

*This report is provided for information purposes only.*

## **12. INCOME AND EXPENDITURE REPORT**

*Pages 21 - 26*

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.*

## **13. COMMUTED SUMS FOR HRN2 CB/15/00297/OUT**

*Pages 27 - 29*



To provide members with a breakdown of the commuted sum received for HRN2 CB/15/00297/OUT and provide consideration to reasonable expenditure within the first 12 months.

**Recommendation:** To note the value of commuted sum received for HRN2 CB/15/00297/OUT to be used for the ongoing maintenance of the transferred sites only.

- i) Approve the expenditure of up to £200,000 to improve, secure the site and purchase new equipment funding through a hire purchase scheme.
- ii) To consider the appropriate naming of the site, either Option 1 or Option 2

#### 14. PARISH BOUNDARY WALK

*Pages 30 - 33*

To seek members' views on the investigation and possible implementation of a parish boundary walk.

**Recommendation:** To consider and support the phased development of a Parish Boundary Walk, building on initial exploratory work. The project presents a valuable opportunity to enhance local walking infrastructure, promote community engagement, and celebrate the parish's heritage and natural assets.

#### 15. SPORTS PAVILION PLANNED MAINTENANCE SYSTEMS

*Pages 34 - 44*

Members will find attached a completed planned maintenance system developed for five of the town council's sports pavilions.

**Recommendation:** To note the report and ask the Head of Environmental and Community Services to review and prioritise potential future expenditure.

#### 16. EXCLUSION OF PRESS AND PUBLIC

- Depot Lease

**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.



**HOUGHTON REGIS TOWN COUNCIL**  
**Environment & Leisure Committee**  
**Minutes of the meeting held on**  
**28<sup>th</sup> April 2025 at 7.00pm**

Present: Councillors: A Slough Chairman  
P Burgess  
J Carroll (Substitute)  
Y Farrell  
W Henderson  
T McMahon  
D Taylor

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

Public:

Apologies: Councillors:

**13171 APOLOGIES**

Apologies were received from Cllr Rollins (Cllr Carroll substituted).

**13172 QUESTIONS FROM THE PUBLIC**

None.

**13173 SPECIFIC DECLARATIONS OF INTEREST**

None.

**13174 MINUTES**

To approve the minutes of the meeting held on 13<sup>th</sup> January 2025.

**Resolved:** To confirm the minutes of the Environment & Leisure Committee meeting held on 13<sup>th</sup> January 2025 and for these to be signed by the Chairman.

**13175 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE**

The facility was being used, although the Section 278 for site access was still awaited. A design was yet to be approved; however, a safety audit was imminent, and this would inform the design. A new height barrier would be installed to replace the current one which was cumbersome and hindered access.

The annual maintenance had been carried forward after being delayed by the contractor. The Legend on a bench had been relocated.



**13176 HOUGHTON HALL PARK**

Houghton Regis Town Council had taken over management of Houghton Hall Park in December.

Work had been carried out on the website which would be updated imminently. New branding and a new copyright protected logo would also be introduced to the website and social media.

Planned works included the replacement of the entrance sign, refurbishment of the foyer and removal of the corporate branding. Central Bedfordshire Council had redecorated the Visitors Centre and resurfaced the car park and drainage works were also scheduled to take place.

Events had been well received, with future events planned. Schools were also using the facility and engagement would take place to tailor programmes according to their preferences.

The purchase order was still awaited from CBC still awaited. Members were informed that 75% of the available budget would be paid up front and would be reassessed in December.

In response to a question regarding ongoing issues at Visitors Centre, the Head of Environmental and Community Services highlighted that CBC had contracts in place and HRTC did not currently have access to the reporting platform. This would be investigated further; however, in the meantime the HRTC team would deal with smaller issues but follow the reporting process for more expensive items.

**13177 UKSPF UPDATE**

CBC had given approval for landscaping work to commence. Progress had been made on licence from Highways to undertake the works and work on the planters would commence in May.

Funding for improvements to events had been fully spent, and work had commenced on the heritage film. HRTC had received the full amount of funds from CBC.

**13178 CORPORATE PLAN REVIEW & UPDATE**

Members reviewed and updated the Corporate Plan Action Plan for the Environment & Leisure Committee. Amendments were made as follows:

Pillar

21

Café on the Green

Discarded. This conflicted with nearby facilities, including those at Houghton Hall Park



- 36 Identify and strengthen a series of key views  
Discarded. The Planning Committee and the Neighbourhood Plan already afforded protection on these matters. Members voted for this item to be forwarded to the Neighbourhood Plan Implementation Sub-Committee.

Proposed by: Cllr Carroll  
Seconded by: Cllr McMahon  
Members voted unanimously in favour of the proposal

- 102 Strengthen a primary cycling route across the parish  
While Members agreed that this came under CBC's jurisdiction, it was discussed whether HRTC could carry out some signposting and mapping. It was felt that liaison with CBC was necessary to progress this further. Members agreed to discard this item, but to maintain the spirit of the initiative as part of pillar 101.

- 106 Improve local and regional transport links  
Discarded. This did not fall within the remit of HRTC.

**Resolved: To forward Pillar 36 of the Corporate Plan to the Neighbourhood Plan Implementation Sub-Committee.**

## **13179 INCOME AND EXPENDITURE REPORT**

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

Members were informed that net income over expenditure showed no significant overspend.

It was highlighted that the Houghton Regis Cemetery had missed its income by 25%. The production of a brochure of the cemetery vaults was suggested as a way to highlight some of the facilities available .

Members queried the overspend on water rates and maintenance at the Village Green. The Head of Environmental and Community Services informed Members that the Houghton Hall Park Kitchen Garden was fed from the Village Green and accounted for the majority of the spend.

Maintenance costs at Parkside had gone overbudget and the opportunity had been taken to increase the amount of maintenance carried out, offsetting costs against the income. Works carried out on the roof at Moore Crescent had also caused an overspend.

Beds FA were being charged for electricity at Tithe Farm and would arrange their own supplier on the anniversary of the current contract.

A plan for preventative maintenance had been completed which would be presented to Members. It was suggested that maintenance for all assets be grouped together.



In response to a request from Members, the Head of Environmental and Community Services confirmed that should maintenance costs be brought under one budget, it would still be possible to provide a breakdown detailing any overspends.

Regarding water usage by Houghton Hall Park, Members were informed that approximately 95% of the cost could be attributed to Houghton Hall Park. Members suggested that in addition to exploring water harvesting measures, it would also be possible to explore the possibility of a bore hole. It was confirmed by the Head of Environmental and Community Services that further investigation would be made.

#### **13180 EXCLUSION OF PRESS AND PUBLIC**

- Houghton Chalk Pit

**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.

#### **13181 HOUGHTON CHALK PIT**

- Resolved:**
- Approve that the Chair of Environment and Leisure signs the lease once it is finalised.**
  - To authorise the Head of Environment and Community Services to undertake the required due diligence and appoint a legal representative to review the attached draft lease.**
  - Approve the receipt of circa £1,000,000 commuted sum for managing and maintaining Houghton Chalk Pit.**
  - Approve developing a suitable Management Plan that meets the requirements of Natural England.**

**The Chairman declared the meeting closed at 8.24pm.**

**Dated this 28<sup>th</sup> day of July 2025**

**Chairman**





## Management Board Meeting

### Minutes

<b>Date</b>	Friday 23 <sup>rd</sup> May 2025	
<b>Location</b>	Houghton Hall Park Visitor Centre	
<b>Time</b>	10 am	
<b>Board Members Present</b>	Cllr Tracey McMahon (CBC), Cllr David Jones (HRTC), Cllr Yvonne Farrell (CBC), Clare Evans (HRTC) Cllr E Cooper attended as substitute for Cllr D Taylor.	
<b>Non-voting attendees</b>	Howard Hughes (CBC), Ian Haynes (HRTC)	
	<b><u>Item</u></b>	<b><u>Actions</u></b>
<b>1</b>	<b>Election of Chair</b> Nominated & seconded Cllr T McMahon (CBC). No other nominations. <b>Agreed: To elect Cllr T McMahon as Chair of HHP Board for 2025/26.</b>	
<b>2</b>	<b>Election of Vice Chair</b> Nominated & seconded Cllr D Jones (HRTC). No other nominations. <b>Agreed: To elect Cllr D Jones as Vice Chair of HHP Board for 2025/26.</b>	
<b>3</b>	<b>Apologies</b> Apologies were received from Cllr D Taylor, Cllr E Cooper attended as substitute.	
<b>4</b>	<b>Minutes from the Board meeting held on 23/01/2025 and matters arising</b> The minutes of the meeting held on 23 <sup>rd</sup> January 2025 were <b>AGREED</b> . Matters Arising: Stripe – this was an online payments system.	



12 / 49





## Houghton Hall Park

	<p>This workplan is in addition to routine work such as grass cutting, play area inspections, emptying bins etc The workplan is taken from the Green Flag Management Plan which was in turn based on the HLF bid.</p> <p>Green flag judging was in early May. A favourable outcome was anticipated.</p> <p>Park branding – samples were shown to Board members. Volunteers and staff would have the same branded clothing. Sourced from a local company. Branding has been advised to CBC facilities management who are satisfied. There is a CBC Comms Branding Manager to consult with.</p> <p>Would like to install a small kitchenette in the meeting room to support users. CBC Facilities Management need to be on board. Agreed to remove 3.7</p>	<p>HH / IH</p> <p>HH / IH IH</p>
9	<p><b>Events calendar for 2025/26</b></p> <p>Noted and welcomed.</p> <p>Recent HHP events had included:</p> <p>Teaching Talons, easter Egg Hunt, Dinosaurs in the Park, Red Nose event</p> <p>The Park Run had cancelled their event on 24<sup>th</sup> May due to concerns over facilitating the run alongside the Dog Show. Some concerns were expressed over parking capacity during Park Runs. Will look at the feasibility of hosting 2 cars shows for 2026/27.</p>	
10	<p><b>Board Workplan for 2025/26</b></p> <p>Noted.</p>	
11	<p><b>Purpose and use of rooms in Visitors Centre</b></p> <p>Members discussed their aspirations for the spaces within the Visitors Centre, including the arising issues from commercial / income generating hires or establishment of the centre as a community space.</p> <p>Generally felt that the centre was more suited to community uses, however it was felt that commercial hires were acceptable provided that the hirers recognised that the venue was in a community setting.</p>	
12	<p><b>AOB</b></p> <p>The fencing around the kitchen garden was being replaced late May / early June.</p> <p>Some tidying work in the formal garden was required and would be completed by the HRTC grounds team.</p>	





## Houghton Hall Park

	Benches in the formal garden were being refurbished.	
13	<p><b>Date and Venue of Board Meetings for 2025/26</b></p> <p>17<sup>th</sup> July 2025 – HHP Visitors Centre &amp; Learning Walk 17<sup>th</sup> October 2025 – HHP Visitors Centre 22<sup>nd</sup> January 2026 – Virtual</p> <p><b>Date of MAG Meetings for 2025/26</b></p> <p>19<sup>th</sup> June 2025 18<sup>th</sup> Sept 2025 20<sup>th</sup> Nov 2025 26<sup>th</sup> Feb 2026</p> <p>Meeting invites to be sent out.</p>	



## Environment & Leisure Committee

### *Terms of Reference*

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30<sup>th</sup> November each year.
- To review annually (Spring / Summer) the staffing structure and staffing forecast in relation to this Committee for consideration by the Staffing Committee late Autumn to feed into the budget process.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee and to control the collection of revenues thereof.
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- Annually review its inventory of land and assets including buildings.
- To provide and maintain all recreation grounds and pavilions, open spaces and play areas in the control of the Council.
- To manage and maintain sports provision including football pitches, the bowls green and cricket table.
- To manage and maintain the Houghton Regis Town Cemetery and All Saints Churchyard.
- To provide and maintain seats, noticeboards, litterbins and dog waste bins.



- To purchase and maintain such vehicles and equipment as may be required to carry out the Council's duties in connection with the facilities under the control of the Committee.
- To monitor all matters relating to leases and bye-laws in connection with the facilities under the control of the Committee.

## Functions

- The Environment & Leisure Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Environment Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.





# HOUGHTON REGIS TOWN COUNCIL

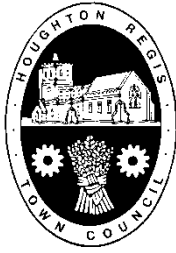
## Environment & Leisure Committee Workplan 2025/26

The following Workplan indicates anticipated specific reports in addition to regular / standard reports<sup>1</sup>:

Committee date	Report Heading	Completed / deferred / removed
28th July 2025	Vice Chair	
	Committee Functions & Terms of Reference	
	Asset transfers in Thorn / Bidwell	
	HRTC Pavilions PMS Budget (Corp Plan 77)	
	Grounds Workshop lease	
	Staff (E&L) Forecast	
20th October 2025	Budget Requests inc staff salaries	
	Update on annual external Play Area inspections	
	Town planting strategy (Corp Plan 25, 27, 28, 53, 54, 55)	
	E&L Fees & Charges inc HHP	
12th January 2026	Annual Review of land and assets inc buildings	
21st April 2026	Review of open spaces and sport and recreational facilities (Corp Plan 79, 80, 82)	

<sup>1</sup> Include: Draft Minutes, Income & Expenditure Report, Minutes from Sub Committees, Working groups and HHP Board, Committee Workplan





## ENVIRONMENT AND LEISURE COMMITTEE

## Agenda Item 9

<b>Date:</b>	<b>28<sup>th</sup> July 2025</b>
<b>Title:</b>	<b>Staffing forecast 2026 / 2027</b>
<b>Purpose of the Report:</b>	<b>To provide members with a forward view of potential staffing requirements for 2026–2027 within Environment &amp; Leisure services, supporting long-term operational planning, resource allocation, and delivery of the Corporate Plan.</b>
<b>Contact Officer:</b>	<b>Ian Haynes, Head of Environmental &amp; Community Services</b>

### 1. RECOMMENDATION

To note the projected staffing changes within the Environment & Leisure service areas for 2026-2027, and to consider the information within broader strategic and financial planning processes.

### 2. BACKGROUND

As Houghton Regis continues to grow, the Town Council has committed to enhancing services that improve quality of life, promote community well-being, and deliver on key outcomes set out in the 2024–2028 Corporate Plan.

This forecast outlines anticipated staffing developments in core service areas, particularly open spaces and leisure provision. These projections support the Council's intent to meet increased service demands and the management of additional assets being transferred or developed over the coming period.

### 3. ISSUES FOR CONSIDERATION

The range and scale of responsibilities in Environment & Leisure are increasing, reflecting strategic ambitions such as:

- Enhanced delivery of community events and seasonal programming
- Expanded maintenance responsibilities, including future play areas in Bidwell and other adopted open spaces



- Greater community engagement through outdoor health and sustainability initiatives
- A targeted youth and recreation strategy, as noted in the Corporate Plan (e.g. objectives 3.4 and 2.5)

To meet growing demands and maintain a high standard of service delivery across expanding areas of responsibility, it is proposed that the Council begin planning for the future development of its senior officer team. Specifically, consideration should be given in 2026–2027 to review the current Head of Environmental & Community Services role.

#### **4. OPTIONS FOR CONSIDERATION**

##### **Option 1:**

To note this staffing forecast and use it as a basis for future budget and operational planning within the Environment & Leisure remit.

##### **Option 2:**

To refer the forecast to the Staffing Sub-Committee for evaluation and alignment with wider workforce planning.

#### **5. HRTC CORPORATE PLAN**

The proposed staffing developments directly support the following Corporate Plan objectives:

- 1.4 – Develop an annual programme of community events
- 2.5 – Maintain and enhance sporting and open space provision
- 3.4 – Improve existing and develop new opportunities for young people
- 4.1 – Develop a 5-year financial & staffing plan
- 3.1 / 3.2 – Promote health, sustainability, and accessibility across public spaces
- 2.2 – Maximise the value and usability of Town Council assets

#### **6. IMPLICATIONS**

##### **Corporate Implications**

- The forecast supports the Council’s long-term goals and operational resilience across its public realm, leisure and community programmes.

##### **Legal Implications**

- There are no legal implications arising from the recommendations

##### **Financial Implications**

- The forecast itself does not represent a financial commitment, but it anticipates growth in future staffing costs, which would need to be addressed through precept planning or external funding where available.

##### **Risk Implications**



- Without planning for appropriate staff resources, there is a risk of service reduction, staff burnout, and an inability to deliver key aspects of the Corporate Plan.

### **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.

### **Climate Change Implications**

- There are no climate change implications arising from the recommendations, However, increased staffing in grounds maintenance and events may enable delivery of more sustainable practices and eco-themed initiatives.

### **Press Contact**

- There are no press implications arising from the recommendations

## **7. CONCLUSION AND NEXT STEPS**

This staffing forecast provides a proactive view of the evolving needs within the Environment & Leisure services. It reflects the Council's ambition and its duty to plan for the responsible, equitable and sustainable management of services.

Members are invited to consider the forecast and determine whether further evaluation is appropriate through the Staffing Sub-Committee. The outcomes of this discussion will inform future budget setting and operational strategies for 2026–2027.

## **8. APPENDICES**

**None**



22/07/2025

Houghton Regis Town Council Current Year

Page 1

21:51

Detailed Income & Expenditure by Budget Heading 22/07/2025

Month No: 4

12.INCOME AND EXPENDITURE REPORT

**Environment and Leisure**

201 Village Green Rec Gd

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1082 INC-LETTINGS	0	500	2,869	2,369			17.4%	
Village Green Rec Gd :- Income	<b>0</b>	<b>500</b>	<b>2,869</b>	<b>2,369</b>			<b>17.4%</b>	<b>0</b>
4037 GROUNDS MAINTENANCE	0	7,420	2,500	(4,920)		(4,920)	296.8%	
Village Green Rec Gd :- Indirect Expenditure	<b>0</b>	<b>7,420</b>	<b>2,500</b>	<b>(4,920)</b>	<b>0</b>	<b>(4,920)</b>	<b>296.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(6,920)</b>	<b>369</b>	<b>7,289</b>				

202 Village Green Pavilion

1082 INC-LETTINGS	(41)	273	150	(123)			182.0%	
Village Green Pavilion :- Income	<b>(41)</b>	<b>273</b>	<b>150</b>	<b>(123)</b>			<b>182.0%</b>	<b>0</b>
4011 RATES	0	2,545	2,800	255		255	90.9%	
4012 WATER RATES	500	1,087	1,500	413		413	72.5%	
4014 ELECTRICITY	107	331	1,500	1,169		1,169	22.1%	
4036 PROPERTY MAINTENANCE	0	95	2,000	1,905	900	1,005	49.8%	
4038 MAINTENANCE CONTRACTS	0	139	943	804		804	14.7%	
Village Green Pavilion :- Indirect Expenditure	<b>607</b>	<b>4,197</b>	<b>8,743</b>	<b>4,546</b>	<b>900</b>	<b>3,646</b>	<b>58.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(648)</b>	<b>(3,924)</b>	<b>(8,593)</b>	<b>(4,669)</b>				

211 Parkside Rec Gd

1082 INC-LETTINGS	1,899	1,899	3,000	1,101			63.3%	
Parkside Rec Gd :- Income	<b>1,899</b>	<b>1,899</b>	<b>3,000</b>	<b>1,101</b>			<b>63.3%</b>	<b>0</b>
4013 RENT	50	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	700	1,500	800	402	398	73.5%	
Parkside Rec Gd :- Indirect Expenditure	<b>50</b>	<b>750</b>	<b>1,550</b>	<b>800</b>	<b>402</b>	<b>398</b>	<b>74.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,849</b>	<b>1,149</b>	<b>1,450</b>	<b>301</b>				

212 Parkside Pavilion

4012 WATER RATES	30	32	300	268		268	10.6%	
4014 ELECTRICITY	61	179	600	421		421	29.8%	
4015 GAS	32	166	150	(16)		(16)	110.4%	
4036 PROPERTY MAINTENANCE	0	175	1,000	825	955	(130)	113.0%	
Parkside Pavilion :- Indirect Expenditure	<b>123</b>	<b>551</b>	<b>2,050</b>	<b>1,499</b>	<b>955</b>	<b>544</b>	<b>73.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(123)</b>	<b>(551)</b>	<b>(2,050)</b>	<b>(1,499)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 22/07/2025

Month No: 4

## 12.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	2,115	2,115			0.0%	
Tithe Farm Rec Grd :- Income	<u>0</u>	<u>0</u>	<u>2,115</u>	<u>2,115</u>			<u>0.0%</u>	<u>0</u>
4013 RENT	0	0	5	5		5	0.0%	
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000	36	964	3.6%	
Tithe Farm Rec Grd :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,005</u>	<u>1,005</u>	<u>36</u>	<u>969</u>	<u>3.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>1,110</u>	<u>1,110</u>				
<u>222 Tithe Farm Store</u>								
4012 WATER RATES	9	9	200	191		191	4.5%	
4014 ELECTRICITY	1,259	723	800	77		77	90.4%	
4036 PROPERTY MAINTENANCE	0	189	1,000	811	275	536	46.4%	
Tithe Farm Store :- Indirect Expenditure	<u>1,268</u>	<u>921</u>	<u>2,000</u>	<u>1,079</u>	<u>275</u>	<u>804</u>	<u>59.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,268)</u>	<u>(921)</u>	<u>(2,000)</u>	<u>(1,079)</u>				
<u>231 Orchard Close Rec Grd</u>								
1082 INC-LETTINGS	1,359	1,359	1,800	442			75.5%	
Orchard Close Rec Grd :- Income	<u>1,359</u>	<u>1,359</u>	<u>1,800</u>	<u>442</u>			<u>75.5%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
Orchard Close Rec Grd :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,359</u>	<u>1,359</u>	<u>800</u>	<u>(559)</u>				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	7	439	500	61		61	87.7%	
4014 ELECTRICITY	39	127	800	673		673	15.9%	
4036 PROPERTY MAINTENANCE	0	175	1,000	825	718	107	89.3%	
Orchard Close Pavilion :- Indirect Expenditure	<u>46</u>	<u>741</u>	<u>2,300</u>	<u>1,559</u>	<u>718</u>	<u>841</u>	<u>63.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(46)</u>	<u>(741)</u>	<u>(2,300)</u>	<u>(1,559)</u>				
<u>241 Moore Crescent Rec Grd</u>								
1082 INC-LETTINGS	683	683	2,115	1,433			32.3%	
Moore Crescent Rec Grd :- Income	<u>683</u>	<u>683</u>	<u>2,115</u>	<u>1,433</u>			<u>32.3%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	1,100	1,100		1,100	0.0%	
Moore Crescent Rec Grd :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>683</u>	<u>683</u>	<u>1,015</u>	<u>333</u>				



## Detailed Income &amp; Expenditure by Budget Heading 22/07/2025

Month No: 4

## 12.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	271	200	(71)			135.5%	
Moore Crescent Pavilion :- Income	<u>0</u>	<u>271</u>	<u>200</u>	<u>(71)</u>			<u>135.5%</u>	<u>0</u>
4011 RATES	0	4,192	4,700	508		508	89.2%	
4012 WATER RATES	54	112	2,700	2,588		2,588	4.1%	
4014 ELECTRICITY	0	467	2,200	1,733		1,733	21.2%	
4015 GAS	78	736	1,400	664		664	52.6%	
4036 PROPERTY MAINTENANCE	336	903	2,000	1,097		1,097	45.1%	
4038 MAINTENANCE CONTRACTS	0	115	1,000	885		885	11.5%	
Moore Crescent Pavilion :- Indirect Expenditure	<u>467</u>	<u>6,525</u>	<u>14,000</u>	<u>7,475</u>	<u>0</u>	<u>7,475</u>	<u>46.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(467)</u>	<u>(6,254)</u>	<u>(13,800)</u>	<u>(7,546)</u>				
<u>243 Moore Crescent Bowling Gn</u>								
1082 INC-LETTINGS	0	0	6,489	6,489			0.0%	
Moore Crescent Bowling Gn :- Income	<u>0</u>	<u>0</u>	<u>6,489</u>	<u>6,489</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	312	6,000	5,688	310	5,378	10.4%	
Moore Crescent Bowling Gn :- Indirect Expenditure	<u>0</u>	<u>312</u>	<u>6,000</u>	<u>5,688</u>	<u>310</u>	<u>5,378</u>	<u>10.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(312)</u>	<u>489</u>	<u>801</u>				
<u>261 Bidwell Rec Grd &amp; Countryside</u>								
1077 Grant income CBC Section 106	0	3,096,276	0	(3,096,276)			0.0%	
1082 INC-LETTINGS	0	0	2,215	2,215			0.0%	
Bidwell Rec Grd & Countryside :- Income	<u>0</u>	<u>3,096,276</u>	<u>2,215</u>	<u>(3,094,061)</u>			<u>139786.7</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	3,489	1,100	(2,389)	3,229	(5,618)	610.7%	
Bidwell Rec Grd & Countryside :- Indirect Expenditure	<u>0</u>	<u>3,489</u>	<u>1,100</u>	<u>(2,389)</u>	<u>3,229</u>	<u>(5,618)</u>	<u>610.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>3,092,787</u>	<u>1,115</u>	<u>(3,091,672)</u>				
<u>262 Bidwell Pavilion</u>								
4012 WATER RATES	0	0	400	400		400	0.0%	
4014 ELECTRICITY	(9)	570	400	(170)		(170)	142.4%	
4015 GAS	8	26	1,000	974		974	2.6%	
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>(1)</u>	<u>595</u>	<u>3,300</u>	<u>2,705</u>	<u>0</u>	<u>2,705</u>	<u>18.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>1</u>	<u>(595)</u>	<u>(3,300)</u>	<u>(2,705)</u>				



## Detailed Income &amp; Expenditure by Budget Heading 22/07/2025

Month No: 4

## 12.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>263 Houghton Hall Park</u>								
1091 Income Miscellaneous	0	91,044	0	(91,044)			0.0%	
Houghton Hall Park :- Income	<b>0</b>	<b>91,044</b>	<b>0</b>	<b>(91,044)</b>				<b>0</b>
4001 STAFF SALARIES	0	7,897	0	(7,897)		(7,897)	0.0%	
4002 EMPLOYERS N.I	0	997	0	(997)		(997)	0.0%	
4003 EMPLOYERS SUPERANN.	0	2,116	0	(2,116)		(2,116)	0.0%	
4006 PROTECTIVE CLOTHING	0	0	0	0	2,859	(2,859)	0.0%	
4017 HEALTH & SAFETY	0	0	0	0	780	(780)	0.0%	
4020 MISC. ESTABLISH.COST	0	75	0	(75)		(75)	0.0%	
4037 GROUNDS MAINTENANCE	695	1,471	0	(1,471)	450	(1,921)	0.0%	
4039 HORTICULTURAL SUPPLIES	963	1,076	0	(1,076)	73	(1,149)	0.0%	
4217 HHP Project Contribution	5,311	7,345	29,000	21,655	3,384	18,270	37.0%	
4222 COMMUNITY EVENTS	1,050	14,345	0	(14,345)	5,369	(19,714)	0.0%	
Houghton Hall Park :- Indirect Expenditure	<b>8,019</b>	<b>35,322</b>	<b>29,000</b>	<b>(6,322)</b>	<b>12,915</b>	<b>(19,237)</b>	<b>166.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,019)</b>	<b>55,723</b>	<b>(29,000)</b>	<b>(84,723)</b>				
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	525	2,589	20,000	17,411			12.9%	
Houghton Regis Cemetery :- Income	<b>525</b>	<b>2,589</b>	<b>20,000</b>	<b>17,411</b>			<b>12.9%</b>	<b>0</b>
4011 RATES	0	1,459	1,200	(259)		(259)	121.6%	
4012 WATER RATES	10	29	300	271		271	9.6%	
Houghton Regis Cemetery :- Indirect Expenditure	<b>10</b>	<b>1,488</b>	<b>1,500</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>99.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>515</b>	<b>1,102</b>	<b>18,500</b>	<b>17,398</b>				
<u>273 Allotments</u>								
1082 INC-LETTINGS	81	3,363	3,700	338			90.9%	
Allotments :- Income	<b>81</b>	<b>3,363</b>	<b>3,700</b>	<b>338</b>			<b>90.9%</b>	<b>0</b>
4012 WATER RATES	25	80	700	620		620	11.4%	
4037 GROUNDS MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	<b>25</b>	<b>80</b>	<b>1,700</b>	<b>1,620</b>	<b>0</b>	<b>1,620</b>	<b>4.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>56</b>	<b>3,282</b>	<b>2,000</b>	<b>(1,282)</b>				
<u>281 Public Open Spaces</u>								
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4992 Trs from Earmarked Reserve	0	0	(7,163)	(7,163)		(7,163)	0.0%	
Public Open Spaces :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>(6,663)</b>	<b>(6,663)</b>	<b>0</b>	<b>(6,663)</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>6,663</b>	<b>6,663</b>				



## Detailed Income &amp; Expenditure by Budget Heading 22/07/2025

Month No: 4

## 12.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>282 Play Areas (all)</u>								
4037 GROUNDS MAINTENANCE	0	655	2,000	1,345		1,345	32.8%	
4042 Equipment Repairs & Maintenance	0	3,063	12,000	8,938		8,938	25.5%	
Play Areas (all) :- Indirect Expenditure	<u>0</u>	<u>3,718</u>	<u>14,000</u>	<u>10,283</u>	<u>0</u>	<u>10,283</u>	<u>26.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(3,718)</u>	<u>(14,000)</u>	<u>(10,283)</u>				
<u>283 Street Furniture</u>								
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
<u>291 Outside Services</u>								
1091 Income Miscellaneous	0	0	3,800	3,800			0.0%	
Outside Services :- Income	<u>0</u>	<u>0</u>	<u>3,800</u>	<u>3,800</u>			<u>0.0%</u>	<u>0</u>
4006 PROTECTIVE CLOTHING	624	624	1,500	876		876	41.6%	
4008 TRAINING/COURSES	0	0	3,000	3,000	42	2,958	1.4%	
4011 RATES	0	16,342	12,553	(3,789)		(3,789)	130.2%	
4012 WATER RATES	33	91	800	709		709	11.4%	
4013 RENT	3,875	7,750	15,500	7,750		7,750	50.0%	
4014 ELECTRICITY	139	562	2,500	1,938		1,938	22.5%	
4015 GAS	9	28	200	172		172	14.0%	
4017 HEALTH & SAFETY	353	358	1,000	642	571	70	93.0%	
4018 REFUSE DISPOSAL	2,586	7,747	28,000	20,253	450	19,803	29.3%	
4020 MISC. ESTABLISH.COST	0	542	600	58		58	90.3%	
4036 PROPERTY MAINTENANCE	188	238	1,400	1,162	500	662	52.7%	
4038 MAINTENANCE CONTRACTS	188	538	850	312	189	123	85.6%	
4039 HORTICULTURAL SUPPLIES	816	6,772	7,500	728	674	54	99.3%	
4040 Tree maintenance	1,000	3,064	6,000	2,936	458	2,477	58.7%	
4042 Equipment Repairs & Maintenance	2,396	3,815	10,000	6,185	1,269	4,916	50.8%	
4044 VEHICLE FUEL	106	391	12,500	12,109	2,479	9,630	23.0%	
4045 VEHICLE TAX & INSURANCE	345	1,025	1,200	175		175	85.4%	
4059 OTHER PROFESSIONAL FEES	0	14	2,200	2,186		2,186	0.6%	
Outside Services :- Indirect Expenditure	<u>12,658</u>	<u>49,901</u>	<u>107,303</u>	<u>57,402</u>	<u>6,634</u>	<u>50,768</u>	<u>52.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(12,658)</u>	<u>(49,901)</u>	<u>(103,503)</u>	<u>(53,602)</u>				
<u>292 E&amp;L Staff Costs</u>								
4001 STAFF SALARIES	0	72,332	283,795	211,463		211,463	25.5%	



## Detailed Income &amp; Expenditure by Budget Heading 22/07/2025

Month No: 4

## 12.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
4002 EMPLOYERS N.I	0	9,041	34,055	25,014		25,014	26.5%	
4003 EMPLOYERS SUPERANN.	0	19,566	76,057	56,491		56,491	25.7%	
4005 STAFF OVERTIME	0	477	2,000	1,523		1,523	23.8%	
E&L Staff Costs :- Indirect Expenditure	<u>0</u>	<u>101,415</u>	<u>395,907</u>	<u>294,492</u>	<u>0</u>	<u>294,492</u>	<u>25.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(101,415)</u>	<u>(395,907)</u>	<u>(294,492)</u>				
<u>293 UKSPF</u>								
4039 HORTICULTURAL SUPPLIES	16,284	19,322	0	(19,322)		(19,322)	0.0%	
4222 COMMUNITY EVENTS	0	260	0	(260)	15	(275)	0.0%	
UKSPF :- Indirect Expenditure	<u>16,284</u>	<u>19,582</u>	<u>0</u>	<u>(19,582)</u>	<u>15</u>	<u>(19,597)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(16,284)</u>	<u>(19,582)</u>	<u>0</u>	<u>19,582</u>				
<u>299 E&amp;L Capital &amp; Projects</u>								
4053 Loan payments- Moore Cres. Pav	0	0	24,069	24,069		24,069	0.0%	
4066 Loan payments - Tithe Farm Pav	0	17,640	32,792	15,152		15,152	53.8%	
4851 CAP-Machinery Renewals	1,326	5,304	20,000	14,696		14,696	26.5%	
4856 CAP - Street Furniture	0	0	1,000	1,000		1,000	0.0%	
4858 CAP - PLAY AREAS & EQPT	0	0	15,000	15,000		15,000	0.0%	
4871 CAP - Pavilion Renovations	0	1,981	50,000	48,019		48,019	4.0%	
4891 YIF Project	0	0	0	0	500	(500)	0.0%	
E&L Capital & Projects :- Indirect Expenditure	<u>1,326</u>	<u>24,925</u>	<u>142,861</u>	<u>117,936</u>	<u>500</u>	<u>117,436</u>	<u>17.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,326)</u>	<u>(24,925)</u>	<u>(142,861)</u>	<u>(117,936)</u>				
Environment and Leisure :- Income	<u>4,505</u>	<u>3,198,256</u>	<u>48,453</u>	<u>(3,149,803)</u>			<u>6600.7%</u>	
Expenditure	<u>40,883</u>	<u>261,933</u>	<u>733,256</u>	<u>471,323</u>	<u>26,890</u>	<u>444,433</u>	<u>39.4%</u>	
<b>Movement to/(from) Gen Reserve</b>	<u>(36,378)</u>	<u>2,936,323</u>	<u>(684,803)</u>	<u>(3,621,126)</u>				
Grand Totals:- Income	<u>4,505</u>	<u>3,198,256</u>	<u>48,453</u>	<u>(3,149,803)</u>			<u>6600.7%</u>	
Expenditure	<u>40,883</u>	<u>261,933</u>	<u>733,256</u>	<u>471,323</u>	<u>26,890</u>	<u>444,433</u>	<u>39.4%</u>	
<b>Net Income over Expenditure</b>	<u>(36,378)</u>	<u>2,936,323</u>	<u>(684,803)</u>	<u>(3,621,126)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(36,378)</u>	<u>2,936,323</u>	<u>(684,803)</u>	<u>(3,621,126)</u>				





## ENVIRONMENT AND LEISURE COMMITTEE

## Agenda Item 13.

**Date:** 28<sup>th</sup> July 2025

**Title:** Commuted Sum for HRN2 CB/15/00297/OUT

**Purpose of the Report:** To provide members with a breakdown of the commuted sum received for HRN2 CB/15/00297/OUT and provide consideration to reasonable expenditure within the first 12 months.

**Contact Officer:** Ian Haynes, Head of Environmental & Community Services

### 1. RECOMMENDATION

To note the value of commuted sum received for HRN2 CB/15/00297/OUT to be used for the ongoing maintenance of the transferred sites only.

- i) Approve the expenditure of up to £200,000 to improve, secure the site and purchase new equipment funding through a hire purchase scheme.
- ii) To consider the appropriate naming of the site, either Option 1 or Option 2

### 2. BACKGROUND

Below is a table detailing the S106 maintenance funds that have been agreed to with Central Bedfordshire Council (CBC) following the transfer of land on HRN2 CB/15/00297/OUT.

Part	Contribution	Definition	Amount	Amount plus indexation
1	Countryside Recreation Public Open Space	that area of public open space identified in the development phasing plan as Parcel AA	£663,467	<b>£990,726.25</b>
4	Formal Park	means a formal park (including PA6) and associated drainage areas the design and specification of which are subject to the approval of the Council to be located on the Formal Park Site	£414,039	<b>£618,266.33</b>



1	Sports pitches, MUGA, changing rooms and car parking	for the maintenance of the public sports pitches site shown as Parcel WW on the development phasing plan	£996,000	<b>£1,487,283.24</b>
---	--	--	----------	----------------------

The total value received is £3,096,275.82. Members have already agreed to the recruitment of three grounds staff with a total annual cost of £121,491 including on-costs.

To bring the site up to the Houghton Regis Town Council's acceptable standard, it is believed that the site first needs to be secured to prevent unwanted visitors, and secondly, improvements to its current maintenance are required.

The new staff will require additional equipment to bring the site up to an acceptable standard. Officers believe that a single large investment of up to £200,000 will be required to achieve the required standard in the first year. The level of expenditure will reduce dramatically in future years, ensuring that the commuted sum will last twenty years.

Officers are already in the process of securing quotations and demonstrations of equipment. Quick, easy wins would be the installation of bins, both for litter and dog waste, on the site.

New football goals, benches and signage are also required, and repairs the fencing are urgently needed.

### 3. ISSUES FOR CONSIDERATION

The site also needs to be given an appropriate name, as Bidwell West is the name of the housing development and not necessarily the correct name once the developer has moved on. The Public Open Space is located closer to the hamlet of Thorn than its namesake Bidwell. Therefore, Members are asked to consider naming the site.

### 4. OPTIONS FOR CONSIDERATION

#### **Option 1:**

Thorn Park

**Or**

#### **Option 2:**

Thorn Recreation Ground

### 5. HRTC CORPORATE PLAN

- 2.5 – Maintain and enhance sporting and open space provision
- 3.4 – Improve existing and develop new opportunities for young people
- 4.1 – Develop a 5-year financial & staffing plan
- 3.1 / 3.2 – Promote health, sustainability, and accessibility across public spaces



- 2.2 – Maximise the value and usability of Town Council assets

## **6. IMPLICATIONS**

### **Corporate Implications**

- The forecast supports the Council's long-term goals and operational resilience across its public realm, leisure and community programmes.

### **Legal Implications**

- There are no legal implications arising from the recommendations

### **Financial Implications**

- All expenditure is fully funded.

### **Risk Implications**

- None.

### **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.

### **Climate Change Implications**

- There are no climate change implications arising from the recommendations. However, new grounds maintenance equipment will enable delivery of more sustainable practices and eco-themed initiatives.

### **Press Contact**

There are no press implications arising from the recommendations

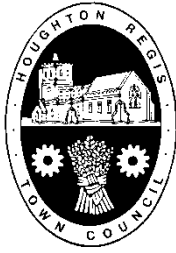
## **7. CONCLUSION AND NEXT STEPS**

Members are invited to consider taking proactive steps to ensure the new public open space is maintained to an acceptable standard and the site is appropriately named.

## **8. APPENDICES**

**None**





---

## **ENVIRONMENT AND LEISURE COMMITTEE**

## **Agenda Item 14.**

---

**Date:** 28<sup>th</sup> July 2025

**Title:** Parish Boundary Walk

**Purpose of the Report:** To seek members' views on the investigation and possible implementation of a parish boundary walk.

**Contact Officer:** Ian Haynes, Head of Environmental & Community Services

---

### **1. RECOMMENDATION**

It is recommended that Houghton Regis Town Council supports the phased development of a Parish Boundary Walk, building on initial exploratory work. The project presents a valuable opportunity to enhance local walking infrastructure, promote community engagement, and celebrate the parish's heritage and natural assets.

### **2. BACKGROUND**

The concept of a Parish Boundary Walk for Houghton Regis originally emerged as a community-inspired idea during the development of the Neighbourhood Plan (NHP). Although initially set aside following advice from Central Bedfordshire Council (CBC) due to the anticipated development of a wider "Houghton Regis Green Wheel" project—which has since been shelved—the Parish Boundary Walk has regained interest as a valuable local initiative.

Preliminary work has already been undertaken to explore the feasibility of establishing a Boundary Walk. This report sets out the key opportunities, requirements, and next steps for developing a defined walking route around the parish boundary. In doing so, it recognises the potential benefits such a route could offer in terms of recreation, community engagement, heritage awareness, and promoting active travel.

### **3. ISSUES FOR CONSIDERATION**

The need for footpath maintenance and potential upgrades to ensure accessibility and safety.

Installation of interpretation signage and waymarkers to guide and inform walkers.



Engagement with local volunteer groups such as the BogTrotters, the P3 Group (via CBC), and the Chiltern Society, whose support will be vital for route upkeep and promotion. Development of physical and digital mapping resources, drawing inspiration from successful examples such as the Dorking Trail and the Deep Dean Trail.

Identifying and securing funding sources to support infrastructure, materials, and communication.

Allocation of officer time, to be addressed once a Project Officer is appointed.

A phased implementation approach to allow for manageable delivery and testing of route sections.

Integration of connecting paths linking the boundary walk to key locations within and beyond Houghton Regis.

This report aims to provide a foundation for planning, consultation, and phased delivery of the Houghton Regis Parish Boundary Walk, contributing to the town's long-term goals for sustainable leisure infrastructure and local identity.

#### **4. OPTIONS FOR CONSIDERATION**

Key next steps should include:

Awaiting the appointment of a Project Officer to coordinate planning and delivery.

Engaging with local volunteer groups and stakeholders to scope maintenance needs and route feasibility.

Identifying potential funding sources for signage, waymarking, and mapping.

Developing a phased implementation plan, beginning with the most accessible or high-impact sections.

Proceeding with this initiative will help lay the groundwork for a long-term, sustainable walking route that benefits residents and visitors alike.

#### **5. HRTC CORPORATE PLAN**

- 2.5 – Maintain and enhance sporting and open space provision
- 3.4 – Improve existing and develop new opportunities for young people
- 4.1 – Develop a 5-year financial & staffing plan
- 3.1 / 3.2 – Promote health, sustainability, and accessibility across public spaces
- 2.2 – Maximise the value and usability of Town Council assets

#### **6. IMPLICATIONS**



**Corporate Implications**

- The forecast supports the Council's long-term goals and operational resilience across its public realm, leisure and community programmes.

**Legal Implications**

- There are no legal implications arising from the recommendations

**Financial Implications**

- All expenditure is fully funded.

**Risk Implications**

- None.

**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.

**Climate Change Implications**

- There are no climate change implications arising from the recommendations. However, new grounds maintenance equipment will enable delivery of more sustainable practices and eco-themed initiatives.

**Press Contact**

There are no press implications arising from the recommendations

**7. CONCLUSION AND NEXT STEPS**

The Houghton Regis Parish Boundary Walk offers a practical and engaging opportunity to improve local walking routes, enhance access to the countryside, and foster a stronger connection between residents and their local environment. While the original concept was paused in light of the now-cancelled Green Wheel project, revisiting and progressing the Boundary Walk independently provides a renewed chance to deliver a meaningful and achievable community asset.

This report has outlined the preliminary work already undertaken and identified the key elements required to move forward, including infrastructure upgrades, signage, volunteer engagement, mapping, and funding. With a phased approach and the support of local stakeholders, the Boundary Walk can be developed incrementally, ensuring quality and sustainability.

With growing interest in active travel and outdoor recreation, now is an ideal time to invest in a project that aligns with wider health, wellbeing, and environmental goals. The Parish Boundary Walk has the potential to become a valued feature of Houghton Regis—promoting pride in place and enriching everyday life for residents and visitors alike.



## **8. APPENDICES**

**None**



Houghton Regis TC Sport Pavilion PMS 10yr Assessment  
**Summary**

Date: January 2025

8656.JB01

Surveyor: J Bradley of StocktonBradley Ltd

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Average PA	Total 10yr
<b>1.0 Parkside</b>												
External elements	£ 2,350	£ 2,588	£ 2,075	£ 400	£ 3,100	£ 2,063	£ 1,850	£ 1,150	£ 2,575	£ 1,838		
Internal elements	£ -	£ 1,286	£ -	£ 350	£ 13,392	£ 1,286	£ -	£ 350	£ -	£ 14,678		
Decorations	£ 3,194	£ 10,269	£ -	£ -	£ 3,194	£ 10,269	£ -	£ -	£ 3,194	£ 10,269		
Fittings	£ -	£ -	£ 1,550	£ 2,200	£ -	£ -	£ 1,550	£ -	£ 17,700	£ -		
Prof. & Prelim. Costs	£ 1,109	£ 2,829	£ 725	£ 590	£ 3,937	£ 2,724	£ 680	£ 300	£ 4,694	£ 5,357		
Contingency	£ 1,331	£ 3,394	£ 870	£ 708	£ 4,725	£ 3,268	£ 816	£ 360	£ 5,633	£ 6,428	£ 27,532	
<b>Total Annual Budget</b>	<b>£ 7,983</b>	<b>£ 20,365</b>	<b>£ 5,220</b>	<b>£ 4,248</b>	<b>£ 28,347</b>	<b>£ 19,609</b>	<b>£ 4,896</b>	<b>£ 2,160</b>	<b>£ 33,795</b>	<b>£ 38,570</b>	<b>£ 16,519</b>	<b>£ 165,194</b>
<b>2.0 Old Tithe Barn</b>												
External elements	£ 10,733	£ 310	£ 3,310	£ 310	£ 2,160	£ 2,602	£ 310	£ 310	£ 2,160	£ 310		
Internal elements	£ 13,690	£ -	£ 350	£ -	£ 8,162	£ 728	£ 350	£ -	£ 8,162	£ -		
Decorations	£ 3,686	£ 19,401	£ -	£ -	£ 3,686	£ 19,401	£ -	£ -	£ 3,686	£ 19,401		
Fittings	£ 39,600	£ -	£ -	£ -	£ 850	£ 3,050	£ -	£ -	£ 850	£ -		
Prof. & Prelim. Costs	£ 13,542	£ 3,942	£ 732	£ 62	£ 2,972	£ 5,156	£ 132	£ 62	£ 2,972	£ 3,942		
Contingency	£ 16,250	£ 4,731	£ 878	£ 74	£ 3,566	£ 6,187	£ 158	£ 74	£ 3,566	£ 4,731	£ 40,216	
<b>Total Annual Budget</b>	<b>£ 97,500</b>	<b>£ 28,384</b>	<b>£ 5,270</b>	<b>£ 446</b>	<b>£ 21,395</b>	<b>£ 37,124</b>	<b>£ 950</b>	<b>£ 446</b>	<b>£ 21,395</b>	<b>£ 28,384</b>	<b>£ 24,130</b>	<b>£ 241,295</b>
<b>3.0 Moore Crescent</b>												
External elements	£ 1,850	£ 1,100	£ 1,850	£ 8,765	£ 1,850	£ 1,100	£ 1,850	£ 8,765	£ 1,850	£ 1,100		
Internal elements	£ 350	£ 350	£ 13,649	£ 1,280	£ 350	£ 350	£ 13,649	£ 1,280	£ 350	£ 350		
Decorations	£ -	£ -	£ 24,234	£ -	£ -	£ -	£ 24,234	£ -	£ -	£ -		
Fittings	£ -	£ -	£ 21,850	£ -	£ -	£ -	£ 21,850	£ -	£ -	£ -		
Prof. & Prelim. Costs	£ 440	£ 290	£ 12,317	£ 2,009	£ 440	£ 290	£ 12,317	£ 2,009	£ 440	£ 290		
Contingency	£ 528	£ 348	£ 14,780	£ 2,411	£ 528	£ 348	£ 14,780	£ 2,411	£ 528	£ 348	£ 37,009	
<b>Total Annual Budget</b>	<b>£ 3,168</b>	<b>£ 2,088</b>	<b>£ 88,680</b>	<b>£ 14,464</b>	<b>£ 3,168</b>	<b>£ 2,088</b>	<b>£ 88,680</b>	<b>£ 14,464</b>	<b>£ 3,168</b>	<b>£ 2,088</b>	<b>£ 22,206</b>	<b>£ 222,055</b>
<b>4.0 Village Green</b>												
External elements	£ 1,475	£ 175	£ 925	£ 2,273	£ 175	£ 2,975	£ 175	£ 2,273	£ 925	£ 175		
Internal elements	£ 5,000	£ 350	£ 5,022	£ 350	£ -	£ 350	£ -	£ 5,022	£ -	£ 350		
Decorations	£ 1,944	£ -	£ -	£ 13,293	£ -	£ -	£ -	£ 13,293	£ -	£ -		
Fittings	£ -	£ -	£ -	£ 3,438	£ -	£ -	£ -	£ 11,250	£ -	£ -		
Prof. & Prelim. Costs	£ 1,684	£ 105	£ 1,189	£ 3,871	£ 35	£ 665	£ 35	£ 6,368	£ 185	£ 105		
Contingency	£ 2,021	£ 126	£ 1,427	£ 4,645	£ 42	£ 798	£ 42	£ 7,641	£ 222	£ 126	£ 17,090	
<b>Total Annual Budget</b>	<b>£ 12,123</b>	<b>£ 756</b>	<b>£ 8,564</b>	<b>£ 27,869</b>	<b>£ 252</b>	<b>£ 4,788</b>	<b>£ 252</b>	<b>£ 45,847</b>	<b>£ 1,332</b>	<b>£ 756</b>	<b>£ 10,254</b>	<b>£ 102,539</b>
<b>5.0 Orchard Close</b>												
External elements	£ 1,675	£ 175	£ 175	£ 175	£ 1,827	£ 175	£ 175	£ 175	£ 925	£ 175		
Internal elements	£ 350	£ -	£ 350	£ -	£ 350	£ -	£ 350	£ 3,023	£ 350	£ -		
Decorations	£ 1,950	£ -	£ -	£ 4,975	£ 1,950	£ -	£ -	£ 4,975	£ 1,950	£ -		
Fittings	£ 850	£ -	£ -	£ 550	£ 850	£ -	£ -	£ 9,400	£ 850	£ -		
Prof. & Prelim. Costs	£ 965	£ 35	£ 105	£ 1,140	£ 995	£ 35	£ 105	£ 3,515	£ 815	£ 35		
Contingency	£ 1,158	£ 42	£ 126	£ 1,368	£ 1,195	£ 42	£ 126	£ 4,217	£ 978	£ 42	£ 9,294	
<b>Total Annual Budget</b>	<b>£ 6,948</b>	<b>£ 252</b>	<b>£ 756</b>	<b>£ 8,208</b>	<b>£ 7,167</b>	<b>£ 252</b>	<b>£ 756</b>	<b>£ 25,304</b>	<b>£ 5,868</b>	<b>£ 252</b>	<b>£ 5,576</b>	<b>£ 55,763</b>
<b>TOTAL BUDGET (+VAT)</b>	<b>£ 127,722</b>	<b>£ 51,845</b>	<b>£ 108,490</b>	<b>£ 55,235</b>	<b>£ 60,329</b>	<b>£ 63,861</b>	<b>£ 95,534</b>	<b>£ 88,221</b>	<b>£ 65,558</b>	<b>£ 70,050</b>	<b>£ 78,685</b>	<b>£ 786,846</b>

The Client is directed to commission a full PMS report and analysis for all properties expanding on the data and assumptions made in developing the above holistic figures. No improvement or enhancement works are included within this assessment; this assessment is based only on the elements at the time of inspection, likely reasonable maintenance repairs and like for like replacement should elements fail within the overall period. The client is directed to commission bespoke PMS assessments including likely foreseeable upgrade and enhancement works likely necessary to the property as a result of statutory regulation, fabric decay and reasonable efficiency enhancements; notwithstanding adaptation works to maximise return and community benefit. Costs are estimated as holistic elements at the time of inspection and are made without any service, material or intrusive tests / investigations. This analysis does not include or allow for un-planned failure, vandalism or damage etc. The above estimates do not allow for market or wider financial variations over time. This assessment does not include any works to mechanical, electrical, plumbing etc services which must be considered by the client in addition to the above following service tests and investigations. All costs and the condition of all elements should be fully reviewed and amended annually by a competent consultant.



**Property: Parkside Pavilion**

Location: Parkside Drive, Houghton Regis, LU5 5RA

File: 8656.Parkside.1-09.12.24

**StocktonBradley****| CHARTERED BUILDING SURVEYORS**

item	Element	Item	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1	<b>EXTERNAL</b>											
1.1	<b>Roofs</b>											
1.1.1		Structure										
1.1.2		Main weathering	£ 1,100.00		£ 1,100.00		£ 1,100.00		£ 1,100.00		£ 1,100.00	
1.1.3		Flashings	£ 350.00		£ 350.00		£ 350.00		£ 350.00		£ 350.00	
1.1.4		Rainwater goods	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00
1.1.5		Fascia/Soffit		£ 125.00				£ 125.00				£ 125.00
1.1.6		Insulation										
1.1.7		Other										
1.2	<b>Elevation</b>											
1.2.1		Structure										
1.2.2		Finish	£ 500.00				£ 500.00				£ 500.00	
1.2.3		Insulation										
1.2.4		Windows		£ 1,312.50				£ 1,312.50				£ 1,312.50
1.2.5		External doors		£ -								
1.2.6		Shutters		£ 750.00			£ 750.00			£ 750.00		
1.2.7		Other	£ 225.00	£ 225.00	£ 225.00	£ 225.00	£ 225.00	£ 225.00	£ 225.00	£ 225.00	£ 225.00	£ 225.00
1.3	<b>Landscaping</b>											
1.3.1		Hard			£ 225.00			£ 225.00			£ 225.00	
1.3.2		Soft										
1.3.3		Boundaries										
1.3.4		Other										
2	<b>INTERNAL</b>											
2.1	<b>Ceiling</b>											
2.1.1		T&G Timber										
2.1.2		Board and Plaster		£ 936.00				£ 936.00				£ 936.00
2.1.3		Other										
2.2	<b>Walls</b>											
2.2.1		Blockwork										
2.2.2		Internal doors										
2.2.3		Internal joinery										
2.2.4		Other										
2.3	<b>Floor</b>											
2.3.1		Concrete										
2.3.2		Deep Clean		£ 350.00		£ 350.00		£ 350.00		£ 350.00		£ 350.00
2.3.3		Finish repair					£ 13,392.00					£ 13,392.00
2.3.4		Other										
3	<b>DECORATION</b>											
3.1		Ceiling		£ 3,744.00				£ 3,744.00				£ 3,744.00



3.2		Internal Walls		£ 5,287.50				£ 5,287.50				£ 5,287.50
3.3		External Walls	£ 2,643.75				£ 2,643.75				£ 2,643.75	
3.4		Floor										
3.5		Internal Joinery		£ 577.50				£ 577.50				£ 577.50
3.6		External Joinery										
3.7		Internal Doors		£ 660.00				£ 660.00				£ 660.00
3.8		External doors	£ 550.00				£ 550.00				£ 550.00	
3.9		Other										
4	<b>FITTINGS</b>											
4.1		Cubicles									£ 7,000.00	
4.2		WC				£ 600.00					£ 1,500.00	
4.3		Basins				£ 800.00					£ 3,000.00	
4.4		Showers				£ 800.00					£ 6,200.00	
4.5		Signage			£ 375.00				£ 375.00			
4.6		Ironmongery			£ 325.00				£ 325.00			
4.7		Deep Clean			£ 850.00				£ 850.00			
4.8		Other										
5	<b>SERVICES</b>											
5.1		<i>not included</i>										



**Property: Old Tithe Farm Pavilion**

Location: Tithe Farm Road, Houghton Regis, LU5 5JF

File: 8656.OldTithe.2-09.12.24

**StocktonBradley****| CHARTERED BUILDING SURVEYORS**

item	Element	Item	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1	<b>EXTERNAL</b>											
1.1	<b>Roofs</b>											
1.1.1		Structure										
1.1.2		Main weathering	£ 1,100.00				£ 1,100.00				£ 1,100.00	
1.1.3		Flashings										
1.1.4		Rainwater goods	£ 350.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00
1.1.5		Fascia/Soffit	£ 750.00				£ 750.00				£ 750.00	
1.1.6		Insulation										
1.1.7		Other										
1.2	<b>Elevation</b>											
1.2.1		Structure	£ 4,750.00									
1.2.2		Finish	£ 1,856.00					500				
1.2.3		Insulation										
1.2.4		Windows			£ 3,000.00							
1.2.5		External doors	£ 1,791.67					£ 1,791.67				
1.2.6		Shutters										
1.2.7		Other	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00	£ 135.00
1.3	<b>Landscaping</b>											
1.3.1		Hard										
1.3.2		Soft										
1.3.3		Boundaries										
1.3.4		Other										
2	<b>INTERNAL</b>											
2.1	<b>Ceiling</b>											
2.1.1		T&G Timber										
2.1.2		Board and Plaster	£ 3,228.00					£ 728.00				
2.1.3		Other										
2.2	<b>Walls</b>											
2.2.1		Blockwork										
2.2.2		Internal doors	£ 1,250.00									
2.2.3		Internal joinery										
2.2.4		Other	£ 700.00									
2.3	<b>Floor</b>											
2.3.1		Concrete										
2.3.2		Deep Clean	£ 700.00		£ 350.00		£ 350.00		£ 350.00		£ 350.00	
2.3.3		Finish repair	£ 7,812.00				£ 7,812.00				£ 7,812.00	
2.3.4		Other										
3	<b>DECORATION</b>											
3.1		Ceiling		£ 2,184.00				£ 2,184.00				£ 2,184.00



3.2		Internal Walls		£ 14,193.00				£ 14,193.00				£ 14,193.00
3.3		External Walls	£ 2,838.60				£ 2,838.60				£ 2,838.60	
3.4		Floor		£ 3,024.00				£ 3,024.00				£ 3,024.00
3.5		Internal Joinery										
3.6		External Joinery	£ 297.00				£ 297.00				£ 297.00	
3.7		Internal Doors										
3.8		External doors	£ 550.00				£ 550.00				£ 550.00	
3.9		Other										
4	<b>FITTINGS</b>											
4.1		Cubicles	£ 12,250.00									
4.2		WC	£ 5,250.00					£ 600.00				
4.3		Basins	£ 5,250.00					£ 800.00				
4.4		Showers	£ 10,850.00					£ 800.00				
4.5		Signage	£ 1,125.00									
4.6		Ironmongery	£ 4,875.00					£ 850.00				
4.7		Deep Clean					£ 850.00				£ 850.00	
4.8		Other										
5	<b>SERVICES</b>											
5.1		<i>not included</i>										



**Property: Moore Crescent Pavilion**

Location: Houghton Regis, LU5 5GZ

File: 8656.MoreCmnt.3-09.12.24

**StocktonBradley****| CHARTERED BUILDING SURVEYORS**

item	Element	Item	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1	<b>EXTERNAL</b>											
1.1	<b>Roofs</b>											
1.1.1		Structure										
1.1.2		Main weathering				£ 550.00				£ 550.00		
1.1.3		Flashings				£ 350.00				£ 350.00		
1.1.4		Rainwater goods	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00
1.1.5		Fascia/Soffit				£ 265.00				£ 265.00		
1.1.6		Insulation										
1.1.7		Other										
1.2	<b>Elevation</b>											
1.2.1		Structure										
1.2.2		Finish				£ 500.00				£ 500.00		
1.2.3		Insulation										
1.2.4		Windows				£ 2,250.00				£ 2,250.00		
1.2.5		External doors				£ 2,000.00				£ 2,000.00		
1.2.6		Shutters	£ 750.00		£ 750.00		£ 750.00		£ 750.00		£ 750.00	
1.2.7		Other	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00
1.3	<b>Landscaping</b>											
1.3.1		Hard				£ 1,750.00				£ 1,750.00		
1.3.2		Soft										
1.3.3		Boundaries										
1.3.4		Other										
2	<b>INTERNAL</b>											
2.1	<b>Ceiling</b>											
2.1.1		T&G Timber										
2.1.2		Board and Plaster				£ 929.50				£ 929.50		
2.1.3		Other										
2.2	<b>Walls</b>											
2.2.1		Blockwork										
2.2.2		Internal doors										
2.2.3		Internal joinery										
2.2.4		Other										
2.3	<b>Floor</b>											
2.3.1		Concrete										
2.3.2		Deep Clean	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00	£ 350.00
2.3.3		Finish repair			£ 13,299.00				£ 13,299.00			
2.3.4		Other										
3	<b>DECORATION</b>											
3.1		Ceiling			£ 3,718.00				£ 3,718.00			



3.2		Internal Walls			£ 18,576.00				£ 18,576.00			
3.3		External Walls										
3.4		Floor										
3.5		Internal Joinery			£ 730.00				£ 730.00			
3.6		External Joinery										
3.7		Internal Doors			£ 1,210.00				£ 1,210.00			
3.8		External doors										
3.9		Other										
4	<b>FITTINGS</b>											
4.1		Cubicles			£ 7,000.00				£ 7,000.00			
4.2		WC			£ 2,250.00				£ 2,250.00			
4.3		Basins			£ 3,000.00				£ 3,000.00			
4.4		Showers			£ 4,650.00				£ 4,650.00			
4.5		Signage			£ 525.00				£ 525.00			
4.6		Ironmongery			£ 3,575.00				£ 3,575.00			
4.7		Deep Clean			£ 850.00				£ 850.00			
4.8		Other										
5	<b>SERVICES</b>											
5.1		<i>not included</i>										



**Property: Village Green Pavilion**

Location: The Green, Houghton Regis, LU5 5DX

File: 8656.VillageGreen.4-09.12.24

**StocktonBradley****CHARTERED BUILDING SURVEYORS**

item	Element	Item	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1	<b>EXTERNAL</b>											
1.1	<b>Roofs</b>											
1.1.1		Structure										
1.1.2		Main weathering	£ 550.00					£ 550.00				
1.1.3		Flashings										
1.1.4		Rainwater goods	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00
1.1.5		Fascia/Soffit						£ 750.00				
1.1.6		Insulation										
1.1.7		Other										
1.2	<b>Elevation</b>											
1.2.1		Structure										
1.2.2		Finish	£ 750.00					£ 750.00				
1.2.3		Insulation										
1.2.4		Windows				£ 843.75				£ 843.75		
1.2.5		External doors				£ 1,254.17				£ 1,254.17		
1.2.6		Shutters			£ 750.00			£ 750.00			£ 750.00	
1.2.7		Other										
1.3	<b>Landscaping</b>											
1.3.1		Hard										
1.3.2		Soft										
1.3.3		Boundaries										
1.3.4		Other										
2	<b>INTERNAL</b>											
2.1	<b>Ceiling</b>											
2.1.1		T&G Timber										
2.1.2		Board and Plaster										
2.1.3		Other										
2.2	<b>Walls</b>											
2.2.1		Blockwork										
2.2.2		Internal doors	£ 1,500.00									
2.2.3		Internal joinery										
2.2.4		Other	£ 3,500.00									
2.3	<b>Floor</b>											
2.3.1		Concrete										
2.3.2		Deep Clean		£ 350.00		£ 350.00		£ 350.00				£ 350.00
2.3.3		Finish repair			£ 5,022.00					£ 5,022.00		
2.3.4		Other										
3	<b>DECORATION</b>											
3.1		Ceiling										
3.2		Internal Walls				£ 5,616.00				£ 5,616.00		
3.3		External Walls				£ 2,808.00				£ 2,808.00		
3.4		Floor	£ 1,944.00			£ 1,944.00				£ 1,944.00		



3.5		Internal Joinery				£ 600.00				£ 600.00		
3.6		External Joinery				£ 950.00				£ 950.00		
3.7		Internal Doors				£ 990.00				£ 990.00		
3.8		External doors				£ 385.00				£ 385.00		
3.9		Other										
4	<b>FITTINGS</b>											
4.1		Cubicles										
4.2		WC								£ 375.00		
4.3		Basins				£ 750.00				£ 750.00		
4.4		Showers								£ 1,937.50		
4.5		Signage				£ 375.00				£ 375.00		
4.6		Ironmongery				£ 1,462.50				£ 1,462.50		
4.7		Deep Clean				£ 850.00				£ 850.00		
4.8		Other								£ 5,500.00		
5	<b>SERVICES</b>											
5.1		<i>not included</i>										



**Property: Orchard Pavilion**

Location: Orchard Close, Townsend Industrial Estate, Houghton Regis, LU5 5DG

File: 8656.Orchard.5-09.12.24

item	Element	Item	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1	<b>EXTERNAL</b>											
1.1	<b>Roofs</b>											
1.1.1		Structure										
1.1.2		Main weathering					£ 825.00					
1.1.3		Flashings										
1.1.4		Rainwater goods	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00	£ 175.00
1.1.5		Fascia/Soffit	£ 750.00									
1.1.6		Insulation										
1.1.7		Other										
1.2	<b>Elevation</b>											
1.2.1		Structure										
1.2.2		Finish	£ 750.00								£ 750.00	
1.2.3		Insulation										
1.2.4		Windows					£ 468.75					
1.2.5		External doors					£ 358.33					
1.2.6		Shutters										
1.2.7		Other										
1.3	<b>Landscaping</b>											
1.3.1		Hard										
1.3.2		Soft										
1.3.3		Boundaries										
1.3.4		Other										
2	<b>INTERNAL</b>											
2.1	<b>Ceiling</b>											
2.1.1		T&G Timber										
2.1.2		Board and Plaster										
2.1.3		Other										
2.2	<b>Walls</b>											
2.2.1		Blockwork										
2.2.2		Internal doors										
2.2.3		Internal joinery										
2.2.4		Other										
2.3	<b>Floor</b>											
2.3.1		Concrete										
2.3.2		Deep Clean	£ 350.00		£ 350.00		£ 350.00		£ 350.00		£ 350.00	
2.3.3		Finish repair								£ 3,022.50		
2.3.4		Other										
3	<b>DECORATION</b>											
3.1		Ceiling				£ 845.00				£ 845.00		



3.2		Internal Walls				£ 3,420.00				£ 3,420.00		
3.3		External Walls	£ 1,710.00				£ 1,710.00				£ 1,710.00	
3.4		Floor										
3.5		Internal Joinery				£ 270.00				£ 270.00		
3.6		External Joinery	£ 130.00				£ 130.00				£ 130.00	
3.7		Internal Doors				£ 440.00				£ 440.00		
3.8		External doors	£ 110.00				£ 110.00				£ 110.00	
3.9		Other										
4	<b>FITTINGS</b>											
4.1		Cubicles								£ 3,500.00		
4.2		WC								£ 750.00		
4.3		Basins								£ 1,500.00		
4.4		Showers								£ 3,100.00		
4.5		Signage				£ 225.00				£ 225.00		
4.6		Ironmongery				£ 325.00				£ 325.00		
4.7		Deep Clean	£ 850.00				£ 850.00				£ 850.00	
4.8		Other										
5	<b>SERVICES</b>											
5.1		<i>not included</i>										