



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

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6th January 2026

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 12th January 2026 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**](#)

A handwritten signature in black ink, appearing to read 'CE Evans'.

**THIS MEETING MAY
BE RECORDED ***

Clare Evans
Town Clerk

Agenda

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

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

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

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

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

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

3. SPECIFIC DECLARATIONS OF INTEREST

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

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

4. MINUTES

Pages 4 - 9

To approve the Minutes of the meeting held on 20th October 2025.

Recommendation: **To confirm the minutes of the Environment & Leisure Committee meeting held on 20th October 2025, and for these to be signed by the Chairman.**

5. COMMITTEE WORKPLAN

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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.

This report is provided for information purposes only.

6. 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.

7. INCOME AND EXPENDITURE REPORT

Pages 11 - 17

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.

8. BIODIVERSITY POLICY

Pages 18 - 20

The biodiversity policy has been created to comply with legislation. For the policy to be considered effective, it needs the whole Council to support it through the town council's committee structure.

Recommendation: To endorse and request that the Council adopt the Biodiversity Policy.

9. TOWN PLANTING STRATEGY

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Members will find attached the updated objectives, which focus on the town planting strategy. The status of each initiative has been updated.

Recommendation: To discuss and agree on the updates to the named objectives.

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.

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
20th October 2025 at 7.00 pm

Present:	Councillors:	A Slough P Burgess Y Farrell D Jones W Henderson T McMahon C Rollins	Chairman
	Officers:	Ian Haynes Amanda Samuels	Head of Environmental & Community Services Administration Officer
	Public:	0	
	Apologies:	Councillors:	D Taylor
	Also present:	Councillors:	J Carroll

13374 APOLOGIES

Apologies were received from Cllr Taylor, Cllr Jones substituted.

13375 QUESTIONS FROM THE PUBLIC

None.

13376 SPECIFIC DECLARATIONS OF INTEREST

None.

13377 MINUTES

To approve the minutes of the meeting held on 28th July 2025.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 28th July 2025, and for these to be signed by the Chairman.

13378 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Houghton Hall Park Board

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

13379 COMMITTEE WORKPLAN

Members were presented with a workplan for the municipal year 2025/26.

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

13380 HOUGHTON HALL PARK

Members received a verbal update on the day-to-day operations of Houghton Hall Park (HHP) management.

The Head of Environmental and Community Services informed Members that the Management Advisory Group, and Board continued to meet. HRTC had shared with them the results of the Green Flag Award where banding had attained the highest achievable level.

Interviews for the role of Community Gardener had been conducted and an offer had been made.

13381 INCOME AND EXPENDITURE REPORT

Members were provided with the income and expenditure report, with appropriate commentary.

Following a question from Members, the Head of Environmental and Community Services confirmed that the receipt of an external grant was the last draw down from the Football Foundation.

Members were informed that the request to charge UKSPF monies to general reserves had been approved.

13382 ANNUAL PLAY AREA INSPECTIONS

Members were updated on the outcomes of the annual play area inspection. The Head of Environmental and Community Services confirmed reports were available if Members wished to read them.

The play areas had been independently assessed and HRTC risk band scoring was predominantly low, with the exception of the skate park.

HRTC carried out any necessary repairs and play areas continued to be as safe as practicably possible.

13383 ENVIRONMENT & LEISURE FEES 2026/27

Members were provided with the schedule of fees for 2026/27, annotated to show the suggested 0% increase. A zero increase in fees had been suggested to support local clubs while considering the economic pressures facing the council.

Members were requested to consider the current year's fee structure and determine a suitable one for 2026/27.

While some caution was recommended in view of inflation levels, Members were in favour of the proposed 0% increase to ensure community accessibility.

Members questioned if figures were available to indicate the demand for sports fields and the Head of Environmental and Community Services confirmed that this information could be made available.

Resolved: **To set fees under the control of the Environment & Leisure Committee for 2026/2027 at a zero increase on 2025/26 fees.**

13384 MOORE CRESCENT PAVILLION ALTERATIONS

A review to prioritise potential future expenditure had been carried out. This had resulted in the Head of Environmental and Community Services, in conjunction with the Houghton Regis Bowls Club, identifying several alterations which would not only benefit the bowls club but would also improve a town council asset.

It was proposed that: the external bin store, which already had a roof structure, be bricked up and knocked through to the hall and used as a bar facility; the kitchen be extended into the storeroom. Houghton Regis Bowls Club had enjoyed a good level of success, and this would raise the potential to hold bigger events, including blue ribbon regional events, at the pavilion.

The Head of Environmental and Community Services confirmed that funding would be provided solely by HRTC and would benefit older members of the community. While many Members were in favour in principle, reservations were raised regarding security, and that public funds would be seen to finance a private bar. The Head of Environmental and Community Services responded that security was unlikely to be an increased issue, and that the footprint of the community area would be improved for all users.

Members suggested that, in light of these works, it was potentially worth revisiting the rental fee in the upcoming year. It was also suggested that consideration was given to potential uses for the venue when it was not used by the bowls club.

Members voted as follows on the recommendation:

Proposed by: Cllr McMahon
Seconded by: Cllr Farrell

In favour: Cllrs Henderson, Farrell, Jones, Slough, Rollins, McMahon
Against: Cllr Burgess

Resolved: **To approve the alterations of the Moore Crescent Pavillion and approve that expenditure be taken from 299/4871.**

13385 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

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

The Head of Environmental and Community Services informed Members that the Section 278 Agreement had been agreed. HRTC was now at the stage of agreeing a bond to be put in place and for the work being slotted into the Highways programme. A completion date was still awaited, but Members would be informed as soon as a date was confirmed.

13386 HOUGHTON REGIS IN BLOOM

Members were provided with the results for Houghton Regis in Bloom. These were as follows:

Large Town – Houghton Regis → Silver-Gilt
Historic Parks & Gardens – Houghton Hall Park → Gold
Cemeteries – Houghton Regis Cemetery → Silver
Churchyard – All Saints Parish Church → Silver-Gilt
Public Park – The Village Green → Gold and Joint Category Winner
Public Park – Parkside Recreation Ground → Gold
Public Park – Linmere Park → Gold
Nursing/Care Home – All Saints View Assisted Living (CBC) → Silver-Gilt
Special Award Nominations & Wins

Four Special Award nominations were also received.

Nominations:

Julie at Houghton Regis Memorial Hall – Best Floral Display by an Individual
All Saints View Assisted Living – Best Sheltered Housing/Assisted Living

Winners:

Houghton Hall Park – Best Community Special Award
The Chiltern School – Best Young People's Project (12–18 yrs)

The Head of Environmental and Community Services confirmed that the programme was progressing in an extremely positive manner.

Members were informed that category winners were not eligible to receive the same award the following year; therefore, HHP had been entered for Best Community Special Award, which it had won. It was also a notable achievement to receive Joint Category Winner for the Village Green.

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

13387 BUDGET REQUESTS 2026/27

Members were provided with the draft budget for 2026/27 along with budget forecast figures for financial years 2027 to 2030.

The Head of Environmental and Community Services highlighted the following points:

- A reduction in income would affect net income over expenditure.
- Burial income figures needed to be set at a more pragmatic level.
- The appointment of a project manager would look to raise awareness of the cremated remains vault services.
- The Tithe Farm grass pitch removal would negatively impact figures.
- The HHP budget would have a positive impact. The Board had proposed that the Town Council increase their contribution and under the agreement with Central Bedfordshire Council, HRTC would submit a request to them for £120,000
- Staff members at Thorn Park were funded under the Section 106 payment received. At year end, remaining funds would go into earmarked reserves and be drawn down on annually for maintenance.

An item of note was the rent for the depot, which would have a significant impact on the budget. The possibility of renting the adjacent depot had also been budgeted for and was, therefore, a possible cost saving.

There had been an increase in the budget to cover a full flower display and potentially a winter display; there would be a potential saving if Members decided not to proceed.

Members highlighted that the budget figure for horticultural supplies had been cut this year, with a view to gradually increasing provision for flowers. The proposed £30,000 for the following year's budget would be a 300% increase.

Members highlighted that while not all non-domestic business rates had increased, some had increased quite significantly. It was felt that HRTC should amend its budget to accommodate potential rises:

271-4011 Currently £1,200, should be increased to £1,700
291 4011 £18,800, which would be an increase of over £6,000 on what had been provided this year.

Resolved:

1. **To consider and comment on the draft budget for the financial year 2026-2027 for the Environment & Leisure Committee budget responsibilities.**
2. **To note the budget forecast figures for financial years 2027 to 2030.**

13388 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr D Jones
Seconded by: Cllr W Henderson
Votes in favour: 7

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.

13389 STAFF SALARIES

Members were provided with a breakdown of staff salaries for 2026/27; these were reviewed and accepted.

Resolved: To approve the staff salaries under the control of the Environment & Leisure Committee for 2026/2027.

The Chairman declared the meeting closed at 8:20 pm

Dated this 12th day of January 2026

Chairman

DRAFT



HOUGHTON REGIS TOWN COUNCIL

Environment & Leisure Committee Workplan 2025/26

The following Workplan indicates anticipated specific reports in addition to regular / standard reports¹:

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

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

06/01/2026

Houghton Regis Town Council Current Year

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12:30

Detailed Income & Expenditure by Budget Heading 06/01/2026

Month No: 10

7. 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
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Environment and Leisure201 Village Green Rec Gd

1082 INC-LETTINGS	0	2,262	2,869	607			78.8%	
Village Green Rec Gd :- Income	0	2,262	2,869	607			78.8%	0
4037 GROUNDS MAINTENANCE	0	7,420	2,500	(4,920)		(4,920)	296.8%	
Village Green Rec Gd :- Indirect Expenditure	0	7,420	2,500	(4,920)	0	(4,920)	296.8%	0
Net Income over Expenditure	0	(5,158)	369	5,527				

202 Village Green Pavilion

1082 INC-LETTINGS	0	802	150	(652)			534.7%	
Village Green Pavilion :- Income	0	802	150	(652)			534.7%	0
4011 RATES	0	2,545	2,800	255		255	90.9%	
4012 WATER RATES	0	3,771	1,500	(2,271)		(2,271)	251.4%	
4014 ELECTRICITY	0	1,003	1,500	497		497	66.9%	
4036 PROPERTY MAINTENANCE	0	995	2,000	1,005		1,005	49.8%	
4038 MAINTENANCE CONTRACTS	0	314	943	629	365	264	72.0%	
Village Green Pavilion :- Indirect Expenditure	0	8,627	8,743	116	365	(249)	102.9%	0
Net Income over Expenditure	0	(7,825)	(8,593)	(768)				

211 Parkside Rec Gd

1082 INC-LETTINGS	0	1,899	3,000	1,101			63.3%	
Parkside Rec Gd :- Income	0	1,899	3,000	1,101			63.3%	0
4013 RENT	0	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	1,102	1,500	398	365	33	97.8%	
Parkside Rec Gd :- Indirect Expenditure	0	1,152	1,550	398	365	33	97.9%	0
Net Income over Expenditure	0	747	1,450	703				

212 Parkside Pavilion

4012 WATER RATES	0	69	300	231		231	23.1%	
4014 ELECTRICITY	0	466	600	135		135	77.6%	
4015 GAS	0	337	150	(187)		(187)	224.4%	
4036 PROPERTY MAINTENANCE	0	1,335	1,000	(335)		(335)	133.5%	
Parkside Pavilion :- Indirect Expenditure	0	2,206	2,050	(156)	0	(156)	107.6%	0
Net Expenditure	0	(2,206)	(2,050)	156				

Month No: 10

7. 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	0	0	2,115	2,115			0.0%	0
4013 RENT		0	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE		0	0	1,000	1,000	36	964	3.6%	
	Tithe Farm Rec Grd :- Indirect Expenditure	0	5	1,005	1,000	36	964	4.1%	0
	Net Income over Expenditure	0	(5)	1,110	1,115				
<u>222 Tithe Farm Store</u>									
4012 WATER RATES		0	1,738	200	(1,538)		(1,538)	869.0%	
4014 ELECTRICITY		0	(4,065)	800	4,865		4,865	(508.2%)	
4036 PROPERTY MAINTENANCE		0	464	1,000	536	365	171	82.9%	
	Tithe Farm Store :- Indirect Expenditure	0	(1,863)	2,000	3,863	365	3,498	(74.9%)	0
	Net Expenditure	0	1,863	(2,000)	(3,863)				
<u>231 Orchard Close Rec Grd</u>									
1082 INC-LETTINGS		0	2,462	1,800	(662)			136.8%	
	Orchard Close Rec Grd :- Income	0	2,462	1,800	(662)			136.8%	0
4037 GROUNDS MAINTENANCE		0	997	1,000	3	3	0	100.0%	
	Orchard Close Rec Grd :- Indirect Expenditure	0	997	1,000	3	3	0	100.0%	0
	Net Income over Expenditure	0	1,465	800	(665)				
<u>232 Orchard Close Pavilion</u>									
4012 WATER RATES		0	(1,154)	500	1,654		1,654	(230.8%)	
4014 ELECTRICITY		0	328	800	472		472	40.9%	
4036 PROPERTY MAINTENANCE		0	893	1,000	107		107	89.3%	
	Orchard Close Pavilion :- Indirect Expenditure	0	67	2,300	2,233	0	2,233	2.9%	0
	Net Expenditure	0	(67)	(2,300)	(2,233)				
<u>241 Moore Crescent Rec Grd</u>									
1082 INC-LETTINGS		0	683	2,115	1,433			32.3%	
	Moore Crescent Rec Grd :- Income	0	683	2,115	1,433			32.3%	0
4037 GROUNDS MAINTENANCE		0	255	1,100	845		845	23.2%	
	Moore Crescent Rec Grd :- Indirect Expenditure	0	255	1,100	845	0	845	23.2%	0
	Net Income over Expenditure	0	428	1,015	588				

Month No: 10

7. 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	697	200	(497)			348.7%	
Moore Crescent Pavilion :- Income		0	697	200	(497)			348.7%	0
4011 RATES		0	4,192	4,700	508	508		89.2%	
4012 WATER RATES		0	1,642	2,700	1,058	1,058		60.8%	
4014 ELECTRICITY		0	1,649	2,200	551	551		74.9%	
4015 GAS		0	1,312	1,400	88	88		93.7%	
4036 PROPERTY MAINTENANCE		0	2,516	2,000	(516)	(516)		125.8%	
4038 MAINTENANCE CONTRACTS		0	115	1,000	885	366	519	48.1%	
Moore Crescent Pavilion :- Indirect Expenditure		0	11,425	14,000	2,575	366	2,209	84.2%	0
Net Income over Expenditure		0	(10,728)	(13,800)	(3,072)				
<u>243 Moore Crescent Bowling Gn</u>									
1082 INC-LETTINGS		0	6,489	6,489	0			100.0%	
Moore Crescent Bowling Gn :- Income		0	6,489	6,489	0			100.0%	0
4037 GROUNDS MAINTENANCE		0	5,957	6,000	43	43		99.3%	
Moore Crescent Bowling Gn :- Indirect Expenditure		0	5,957	6,000	43	0	43	99.3%	0
Net Income over Expenditure		0	532	489	(43)				
<u>261 Thorn Park</u>									
1077 Grant income CBC Section 106		0	3,154,957	0	(3,154,957)			0.0%	
1082 INC-LETTINGS		0	481	2,215	1,734			21.7%	
Thorn Park :- Income		0	3,155,438	2,215	(3,153,223)			142457.7	0
4001 STAFF SALARIES		0	24,774	0	(24,774)	(24,774)		0.0%	
4002 EMPLOYERS N.I.		0	3,006	0	(3,006)	(3,006)		0.0%	
4003 EMPLOYERS SUPERANN.		0	6,506	0	(6,506)	(6,506)		0.0%	
4006 PROTECTIVE CLOTHING		0	287	0	(287)	(287)		0.0%	
4017 HEALTH & SAFETY		0	0	0	0	1,425	(1,425)	0.0%	
4036 PROPERTY MAINTENANCE		0	2,107	0	(2,107)	2,408	(4,515)	0.0%	
4037 GROUNDS MAINTENANCE		0	104,351	1,100	(103,251)	72,833	(176,084)	16107.7%	
4039 HORTICULTURAL SUPPLIES		0	959	0	(959)	618	(1,576)	0.0%	
4042 Equipment Repairs & Maintenance		0	5,681	0	(5,681)	1,680	(7,361)	0.0%	
Thorn Park :- Indirect Expenditure		0	147,671	1,100	(146,571)	78,964	(225,535)	20603.2%	0
Net Income over Expenditure		0	3,007,767	1,115	(3,006,652)				

Month No: 10

7. 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>262 Thorn Park Pavilion</u>								
4012 WATER RATES	0	0	400	400		400	0.0%	
4014 ELECTRICITY	0	1,679	400	(1,279)		(1,279)	419.9%	
4015 GAS	0	69	1,000	931		931	6.9%	
4036 PROPERTY MAINTENANCE	0	353	1,000	647		647	35.3%	
4038 MAINTENANCE CONTRACTS	0	155	500	345	1,002	(657)	231.5%	
Thorn Park Pavilion :- Indirect Expenditure	0	2,257	3,300	1,043	1,002	41	98.8%	0
Net Expenditure	0	(2,257)	(3,300)	(1,043)				
<u>263 Houghton Hall Park</u>								
1091 Income Miscellaneous	27,952	131,185	0	(131,185)			0.0%	
Houghton Hall Park :- Income	27,952	131,185	0	(131,185)				0
4001 STAFF SALARIES	0	42,248	0	(42,248)		(42,248)	0.0%	
4002 EMPLOYERS N.I	0	5,344	0	(5,344)		(5,344)	0.0%	
4003 EMPLOYERS SUPERANN.	0	11,454	0	(11,454)		(11,454)	0.0%	
4005 STAFF OVERTIME	0	1,422	0	(1,422)		(1,422)	0.0%	
4006 PROTECTIVE CLOTHING	0	179	0	(179)	2,859	(3,038)	0.0%	
4017 HEALTH & SAFETY	0	120	0	(120)	660	(780)	0.0%	
4020 MISC. ESTABLISH.COST	0	128	0	(128)		(128)	0.0%	
4022 POSTAGE	0	50	0	(50)		(50)	0.0%	
4024 SUBSCRIPTIONS	0	291	0	(291)		(291)	0.0%	
4034 WEBSITE COSTS	0	700	0	(700)		(700)	0.0%	
4036 PROPERTY MAINTENANCE	0	409	0	(409)		(409)	0.0%	
4037 GROUNDS MAINTENANCE	0	3,830	0	(3,830)	1,257	(5,087)	0.0%	
4039 HORTICULTURAL SUPPLIES	0	6,642	0	(6,642)	73	(6,714)	0.0%	
4042 Equipment Repairs & Maintenance	0	1,733	0	(1,733)		(1,733)	0.0%	
4059 OTHER PROFESSIONAL FEES	0	16,760	0	(16,760)		(16,760)	0.0%	
4217 HHP Project Contribution	0	9,891	29,000	19,109	3,147	15,962	45.0%	
4222 COMMUNITY EVENTS	0	27,479	0	(27,479)		(27,479)	0.0%	
Houghton Hall Park :- Indirect Expenditure	0	128,682	29,000	(99,682)	7,996	(107,678)	471.3%	0
Net Income over Expenditure	27,952	2,503	(29,000)	(31,503)				
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	0	8,843	20,000	11,157			44.2%	
Houghton Regis Cemetery :- Income	0	8,843	20,000	11,157			44.2%	0
4011 RATES	0	1,459	1,200	(259)		(259)	121.6%	
4012 WATER RATES	0	76	300	224		224	25.4%	
4020 MISC. ESTABLISH.COST	0	712	0	(712)		(712)	0.0%	
Houghton Regis Cemetery :- Indirect Expenditure	0	2,247	1,500	(747)	0	(747)	149.8%	0
Net Income over Expenditure	0	6,595	18,500	11,905				

Month No: 10

7. 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>273 Allotments</u>								
1082 INC-LETTINGS	0	3,806	3,700	(106)			102.9%	
Allotments :- Income	0	3,806	3,700	(106)			102.9%	0
4012 WATER RATES	0	1,847	700	(1,147)		(1,147)	263.9%	
4037 GROUNDS MAINTENANCE	0	100	1,000	900		900	10.0%	
Allotments :- Indirect Expenditure	0	1,947	1,700	(247)	0	(247)	114.5%	0
Net Income over Expenditure	0	1,859	2,000	141				
<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	0	0	(6,663)	(6,663)	0	(6,663)	0.0%	0
Net Expenditure	0	0	6,663	6,663				
<u>282 Play Areas (all)</u>								
4037 GROUNDS MAINTENANCE	0	655	2,000	1,345		1,345	32.8%	
4042 Equipment Repairs & Maintenance	0	4,348	12,000	7,653	725	6,928	42.3%	
Play Areas (all) :- Indirect Expenditure	0	5,003	14,000	8,998	725	8,273	40.9%	0
Net Expenditure	0	(5,003)	(14,000)	(8,998)				
<u>283 Street Furniture</u>								
1091 Income Miscellaneous	0	640	0	(640)			0.0%	
Street Furniture :- Income	0	640	0	(640)				0
4036 PROPERTY MAINTENANCE	0	262	1,000	738	18	720	28.0%	
Street Furniture :- Indirect Expenditure	0	262	1,000	738	18	720	28.0%	0
Net Income over Expenditure	0	378	(1,000)	(1,378)				
<u>291 Outside Services</u>								
1091 Income Miscellaneous	0	0	3,800	3,800			0.0%	
Outside Services :- Income	0	0	3,800	3,800			0.0%	0
4006 PROTECTIVE CLOTHING	0	909	1,500	591	591	0	100.0%	
4008 TRAINING/COURSES	0	320	3,000	2,680	520	2,160	28.0%	
4011 RATES	0	16,342	12,553	(3,789)		(3,789)	130.2%	
4012 WATER RATES	0	1,327	800	(527)		(527)	165.9%	
4013 RENT	0	10,468	15,500	5,032		5,032	67.5%	

Month No: 10

7. 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
4014	ELECTRICITY	0	1,690	2,500	810		810	67.6%	
4015	GAS	0	80	200	120		120	40.1%	
4017	HEALTH & SAFETY	0	504	1,000	496	269	228	77.2%	
4018	REFUSE DISPOSAL	0	22,700	28,000	5,300	450	4,850	82.7%	
4020	MISC. ESTABLISH.COST	0	542	600	58		58	90.3%	
4036	PROPERTY MAINTENANCE	0	847	1,400	553		553	60.5%	
4038	MAINTENANCE CONTRACTS	0	727	850	123		123	85.6%	
4039	HORTICULTURAL SUPPLIES	0	7,113	7,500	387	388	(1)	100.0%	
4040	Tree maintenance	0	3,244	6,000	2,756	458	2,297	61.7%	
4042	Equipment Repairs & Maintenance	0	9,079	10,000	921	800	121	98.8%	
4044	VEHICLE FUEL	0	9,574	12,500	2,926		2,926	76.6%	
4045	VEHICLE TAX & INSURANCE	0	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		0	86,506	107,303	20,797	3,476	17,321	83.9%	0
Net Income over Expenditure		0	(86,506)	(103,503)	(16,997)				
<u>292</u>	<u>E&L Staff Costs</u>								
4001	STAFF SALARIES	0	199,369	283,795	84,426		84,426	70.3%	
4002	EMPLOYERS N.I	0	24,928	34,055	9,127		9,127	73.2%	
4003	EMPLOYERS SUPERANN.	0	53,855	76,057	22,202		22,202	70.8%	
4005	STAFF OVERTIME	0	1,206	2,000	794		794	60.3%	
E&L Staff Costs :- Indirect Expenditure		0	279,358	395,907	116,549	0	116,549	70.6%	0
Net Expenditure		0	(279,358)	(395,907)	(116,549)				
<u>293</u>	<u>UKSPF</u>								
4039	HORTICULTURAL SUPPLIES	0	19,322	0	(19,322)		(19,322)	0.0%	
4059	OTHER PROFESSIONAL FEES	0	2,917	0	(2,917)		(2,917)	0.0%	
4222	COMMUNITY EVENTS	0	260	0	(260)		(260)	0.0%	
UKSPF :- Indirect Expenditure		0	22,499	0	(22,499)	0	(22,499)		0
Net Expenditure		0	(22,499)	0	22,499				
<u>299</u>	<u>E&L Capital & Projects</u>								
1074	External Grant	0	51,627	0	(51,627)			0.0%	
E&L Capital & Projects :- Income		0	51,627	0	(51,627)				0
4053	Loan payments- Moore Cres. Pav	0	12,034	24,069	12,035		12,035	50.0%	
4066	Loan payments - Tithe Farm Pav	0	35,280	32,792	(2,488)		(2,488)	107.6%	
4851	CAP-Machinery Renewals	0	11,934	20,000	8,066		8,066	59.7%	

Detailed Income & Expenditure by Budget Heading 06/01/2026

Month No: 10

7. 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
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%	
E&L Capital & Projects :- Indirect Expenditure	0	61,229	142,861	81,632	0	81,632	42.9%	0
Net Income over Expenditure	0	(9,603)	(142,861)	(133,258)				
Environment and Leisure :- Income	27,952	3,366,832	48,453	(3,318,379)			6948.7%	
Expenditure	0	773,908	733,256	(40,652)	93,682	(134,334)	118.3%	
Movement to/(from) Gen Reserve	27,952	2,592,924	(684,803)	(3,277,727)				
Grand Totals:- Income	27,952	3,366,832	48,453	(3,318,379)			6948.7%	
Expenditure	0	773,908	733,256	(40,652)	93,682	(134,334)	118.3%	
Net Income over Expenditure	27,952	2,592,924	(684,803)	(3,277,727)				
Movement to/(from) Gen Reserve	27,952	2,592,924	(684,803)	(3,277,727)				



HOUGHTON REGIS TOWN COUNCIL

BIODIVERSITY POLICY

Date of Approval:	TBC
Date of Review:	.
Date of Re-approval Town Council	

1. BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Houghton Regis Town Council (hereinafter referred to as the Council), which has any functions exercisable in relation to England, must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds on conserving biodiversity.

2. DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is essential for its own sake and has its own intrinsic value. A number of studies have shown that this value also goes further. Biodiversity is the building block of our ‘ecosystems’ that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water, and clean air, as well as less obvious services such as protection from natural disasters, regulation of our climate, purification of our water, and pollination of our crops. Biodiversity also provides critical cultural services, enriching our lives.

3. AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council’s area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low-impact / nature-positive practices.
- encourage and support other organisations within Houghton Regis to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

4. ACTIONS

4.1 Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or the provision of new habitats.
- support protection of sensitive habitats from development, and will consider whether the development would mean the loss of critical habitats for wildlife with respect to all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

4.2 Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity in the management of its open spaces. This will include adopting beneficial practices regarding vegetation cutting and removal, chemical application, and maintenance timing, and paying attention to the Government's [regulations for plant protection products](#).
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

4.2 Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land, including, for example, tree planting, wildflower meadows, and birdbox making.

4.3 Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery, species conservation, or protected site strategies with respect to local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

5. MONITORING

This policy will be reviewed by the Environment and Leisure Committee every two years, or sooner if required by legislation.

Agenda Item 9

	Pillar	Objective	Mechanism/ initiative	Type	Delivery Year	Budget Requirement 2026/27	Budget	Budget Requirement 2027/28		Budget Requir 2028/29		Status: Red Amber Green Completed Review	Committee Workplan	Notes
25	Town and community	Improve the visual appearance of the town centre - open space and planting.	Develop a town centre planting strategy to ensure a consistent and coordinated approach for the treatment of planters, verges, roundabouts and hard and soft open spaces.	Study	2024 onwards	0	0	0	0	0	0	Completed	Environment & Leisure	Completed - annual improvements where required
27	Town and community	Improve the visual appearance of the town centre open space and planting.	Installation of planters (hanging and floor mounted) along the High Street, extended up to the Chequers roundabout and Lake View in a 'Phase 2'.	Intervention	2025 26	10000	291 4039	10000	291 4039	20000	291 4039	Completed	Environment & Leisure	Completed - annual improvements where required
28	Town and community	Improve the visual appearance of the town centre - open space and planting.	Trim trees in front of All Saints Church to maintain views of the 13th Century, Grade I listed, Norman tower.	Intervention	2025 26	5000	291 4040	0	0	0	0	Review	Environment & Leisure	No longer required
53	Town and community	Strengthen Houghton's landscape character and agricultural heritage.	New planting at gateways and around the town centre/ Houghton Hall Park.	Intervention	2025 26	0	0	0	0	0	0	Completed	Environment & Leisure	Completed - annual improvements where required
54	Town and community	Strengthen Houghton's landscape character and agricultural heritage.	Review the potential for rewilding in some areas, such as at The Green, Houghton Hall Park, the source of the River Lea, along verges, 'closed' sections of the cemetery and in recreation areas.	Intervention	2025 26	0	0	0	0	0	0	Green	Environment & Leisure	On-going
55	Town and community	Strengthen Houghton's landscape character and agricultural heritage.	Review the potential to reintroduce native species at Houghton Hall Park and informal open spaces close to the Chilterns AONB, including new bird, bat and butterfly boxes, hedgehog routes and houses, bugs hotel etc.	Intervention	2025 26	500	291 4039	500	291 4039	500	291 4039	Green	Environment & Leisure	On-going