

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr M S Kennedy**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

6th September 2019

To: Members of the Environment & Leisure Committee

Cllrs: T McMahon (Chair), D Abbott, D Dixon-Wilkinson, Y Farrell, S Goodchild, R Morgan and A Slough.

(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 **TUESDAY 17th September 2019** at 7.00pm.

***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.

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

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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.

not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

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

4. MINUTES

Pages 5 - 14

To approve the Minutes of the meeting held on 3rd June and 22nd July 2019

Recommendation: To confirm the minutes of the Environment & Leisure Committee meetings held on 3rd June and 22nd July 2019 and for these to be signed by the Chairman.

5 BUDGET REVIEW

Pages 15 - 24

Members will find attached the income and expenditure report for Environment & Leisure Committee to date.

Recommendation: To note the report.

6 VISION UPDATE

Pages 25 - 26

Members will find attached a review of the initiatives under this committee.

Recommendation: To note the report.

7 TITHE FARM PAVILION AND RECREATION GROUND

Pages 27 - 30

To invite members to discuss a potential partnership project to deliver refurbished / replacement pavilion and an all-weather pitch at Tithe Farm Recreation Ground.

Ms L White, Policy Manager, Leisure, Libraries and Countryside, Central Bedfordshire Council will be attending the meeting to discuss this project with members.

Recommendation: To support the proposed partnership project to deliver refurbished / replacement pavilion and an all-weather pitch at Tithe Farm Recreation Ground.

8 VILLAGE GREEN PAVILION ALTERATIONS

Pages 31 - 36

To report to members on feedback received on the village green pavilion and to discuss the suitability of having a feasibility study completed.

- Recommendation:**
1. To progress the development of alterations to the Village Green once there is more certainty around the Tithe Farm recreation ground project;
 2. To improve ancillary facilities in the kitchen in the short term, including improved cooking facilities, urn, extractor system, external water source.

9 PLAY AREA INSPECTION REPORT

Pages 37 - 40

To advise members of the outcome of the annual independent play area inspection report.

Recommendation: To accept the low level risks as identified.

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
3rd June 2019 at 7.00pm

Present: Councillors: T McMahon Chairman
D Abbott
Y Farrell
S Goodchild
R Morgan
A Slough

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 3

Also present: Councillors: J Carroll
D Jones

Absent: Councillor: D Dixon-Wilkinson

9912 APOLOGIES

None.

9913 QUESTIONS FROM THE PUBLIC

An update was requested on football development in the area. It was felt that those who were able to travel were using superior facilities in the surrounding areas making it difficult to run a club in Houghton Regis.

Consideration for play equipment for older children was requested in the Sandringham Drive area. The destruction of a tree by local children had been witnessed and on questioning the children, they had told the member of the public that there was nothing for them to do. As such, she had felt duty bound to inform the council of the lack of play equipment for older children to enjoy.

A member of the public advised members of his concerns regarding the upkeep of the SSSI in the Chalk Pit. He advised members that Central Bedfordshire Council were responsible for SSSI's (Sites of Special Scientific Interest), it was requested that Houghton Regis Town Council bring this to the attention of Central Bedfordshire Council through the Partnership Committee. It was also suggested that the committee include this item on future Houghton Regis Town Council agendas.

9914 SPECIFIC DECLARATIONS OF INTEREST

None.

9915 ELECTION OF VICE CHAIR

Members were invited to nominate and elect a Vice Chair for the Environment & Leisure Committee for 2019/20.

Nominee: A Slough
Nominated by: S Goodchild
Seconded by: Y Farrell

No other nominations were received.

On being put to the vote Cllr Slough was elected as Vice-Chair of Environment & Leisure Committee.

9916 MINUTES

To approve the minutes of the meetings held on 25th February and 25th March 2019.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 25th February and 25th March 2019 and for these to be signed by the Chairman.

9917 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Members received an extract from the approved Committee Functions & Terms of Reference relating to this committee.

Resolved: To note the report.

9918 BUDGET REVIEW & INCOME AND EXPENDITURE REPORT

Members received a report on the Environment & Leisure Committees budget for 2019/20 supported by the relevant extract from the approved budget for 2019/20 and income and expenditure report.

Members were requested to note the following outstanding Environment & Leisure Committees projects:

- Community defibrillators at each recreation ground
- Energy efficiency measures for the council's premises
- Illumination of flag poles on the Village Green
- Village Green Pavilion re-design

As members saw from the budget report, no budget provision had been made for these projects. However, the following had been initiated:

- An approach had been made to Central Bedfordshire Council regarding the potential availability of s106 funding. A substantive response was awaited.
- Officers had also investigated grant sources, although projects needed to meet the grant criteria and often had to be match funded. This remained a work in progress.
- The council had also sought to vary an existing s106 so that it could be utilised in a more flexible way. This remained ongoing due to delays caused by other parties to the agreement.

Members were requested to note that there may be budget available within the Community Services Committee budget for the illumination of the flag poles. This would be discussed by the Community Services Committee in due course.

Clarification was requested on the under achievement of the predicted income and if the planned improvements to the pavilion were with a view to increase use and income. Members were advised that this was the case, however, any increased use of Moore Crescent Pavilion was restricted to September to March due to the Bowls Club usage during the spring and summer months.

- Resolved:**
1. **To scale back the Village Green Pavilion deep clean to focus on the community room, kitchen and toilets in order restrict expenditure in 202-4036 to the budget available;**
 2. **To seek to reduce expenditure within cost centres 242 and 243 to take account of the predicted under achievement of income;**
 3. **To note the proposed virements as follows:**
 - **From 291-4020 (£200) to 291-4038**
 - **From 291-4017 (£300), 4039 (£400), 4036 (£200) to 291-4059**

9919 VISION UPDATE

Members received a review of the initiatives under this committee.

Clarification was requested as to whether all items on the Vision had been achieved, in particular 4a. Members were advised that the items listed were a wish list, however, the aspirations of the objectives had been met.

It was requested that this item remain on future agendas.

Resolved: To note the report.

9920 REQUEST FOR THE USE OF THE VILLAGE GREEN

Full House Theatre requested the use of the Village Green as follows:

Hullabaloo Family Film
Friday 20th September 2019
On site: 4pm-8pm
Showing: 6pm-7.30pm approx.
To provide an open-air film (U classification)
Expected attendance 100 people (up to 200 people)

Members were advised that Full House Theatre had submitted the following documents:

- Public liability insurance certificate
- Event management plan
- Event risk assessment

Resolved: To grant approval for the use of the Village Green by Full House Theatre as detailed above.

9921 VILLAGE GREEN PAVILION ALTERATIONS

Members received a project update to invite general discussion on aspirations for the internal design and feel of the pavilion.

Members were advised that the council authorised a consultant to work to the following brief:

‘..... the project scope will involve largely internal alterations to increase the toilet facilities to service public attendance at outdoor events (such as the Carnival and the May Fair) held on the Village Green. Also, if possible to increase the size of the Function Room and a establish a more functional kitchen.’

The consultant was to provide a costed feasibility design solution.

The first step was to undertake a limited measured survey at the Pavilion to verify dimensions and the basic conditions of the property and its suitability for the alterations. This was currently in progress. Then, to offer a feasibility design for consideration, supported by professionally produced budgeted costings.

Members comments were invited.

A member suggested that, as a user of the pavilion, the kitchen facilities were in need of expansion and updating and were not always fit for purpose in their current state.

It was suggested that the Social Prescriber, from Bedfordshire Rural Communities Charity, would like to come and address Houghton Regis Town Council to outline his work within the community. It was requested that councillors were given the opportunity to look around the pavilion.

Members requested that they were given a copy of the measured survey. Members were advised that they would be sent the feasibility report in due course.

Especially in relation to future design options, the following points were made:

1. The kitchen would be larger
2. The council should consult with current users
3. Ideally changing facilities should remain to enable sport to be reintroduced on the Green in the future.
4. Public toilets would be desirable.

9922 FIELDS IN TRUST - ACTIVE SPACES PROGRAMME

Members were advised of the grant secured from Fields in Trust, Active Spaces Programme, and were requested to authorise the installation of three items of fitness equipment on Orchard Close Recreation Ground.

- Resolved:**
- 1. To authorise the completion of the Grant Agreement to secure funding of up to £5000 from Fields in Trust, Active Spaces Programme for the installation of an outside gym area on Orchard Close Recreation Ground;**
 - 2. To authorise the installation of the outdoor exercise equipment.**

9923 EXCLUSION OF PRESS AND PUBLIC

- Replacement door

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.

9924 REPLACEMENT DOOR

Members were requested to consider the replacement of a garage style door at a council property.

The officer recommendation was:

To replace the door with a metal roller shutter using EMR 322 Pavilion Renovation.

An amendment was proposed to read:

To assess the suitability of a potential repair, failing which, replacement with a metal roller shutter using EMR 322 Pavilion Renovation.

Proposed by: Cllr Abbott Seconded by: Cllr Farrell

In favour: 6 against: 0 abstentions: 0

Resolved: To assess the suitability of a potential repair, failing which, replacement with a metal roller shutter using EMR 322 Pavilion Renovation.

The Chairman declared the meeting closed at 7.57pm

Dated this 17th day of September 2019

Chairman

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
22nd July 2019 at 5.00pm

Present: Councillors: T McMahon Chairman
D Abbott
Y Farrell
S Goodchild
A Slough

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Absent: Councillors: D Dixon-Wilkinson
R Morgan

9993 APOLOGIES

None.

9994 QUESTIONS FROM THE PUBLIC

None.

9995 SPECIFIC DECLARATIONS OF INTEREST

None.

9996 NEW AREA OF EXISTING CEMETERY – TENDER CONSIDERATION

Members received a report which enabled members to consider;

1. The tender submissions relating to the landscaping and layout works associated with the development of the new area within the existing cemetery;
2. The desirability of appointing a CDMC to support the project;
3. To confirm a budget for the central design feature;
4. To provide guidance for the drafting of regulations and pricing structure for the new area;
5. To confirm a budget for initial memorialisation features.

Members agreed to consider recommendations 1 – 3 en-bloc
Proposed by: Cllr Abbott; seconded by: Cllr Goodchild
All in favour

Members were requested to appoint a councillor to attend a meeting with the contractor. It was requested for Cllr Slough to attend in her role as Vice-Chair of the Environment and Leisure Committee.

Members voted on recommendation 4.

Proposed by: Cllr Goodchild; seconded by: Cllr Farrell.
All in favour.

Members compared designs and agreed to delegate the choice of memorialisation to the Chair, Vice-Chair and the Town Clerk. Members noted that having a piece of commemorative artwork in the cemetery supports the 20:20 vision of displaying art work within the town.

Members voted on recommendation 5.

Proposed by: Cllr Goodchild; seconded by: Cllr Abbott
All in favour.

Members raised concerns over the practicability of a cost neutral cemetery and suggested costings would normally include the cost of the land. However, the existing cemetery land was transferred to Houghton Regis Town Council at no cost. Members were advised that various entombment options were available at varying costs. It was explained to members that the cost of grant of exclusive entombment would be for a fixed period, at the end of which families would have the option to extend.

Members requested that a subsidy level comparison be prepared by the Town Clerk showing figures for 25%, 50% and 75% in order to help members determine a reasonable cost for the new area.

An amendment to recommendation 6 was proposed.

The officer recommendation 6 read:

To request that regulations and associated pricing structure be developed for subsequent approval which aims to establish a cost neutral situation for the new area within the existing cemetery;

The amendment to recommendation 6 was proposed to read:

To request that regulations and associated pricing structure be developed for subsequent approval which aims to establish a reasonable cost for the new area within the existing cemetery;

Proposed by: Cllr Abbott seconded by: Cllr Goodchild

Accordingly, the amendment was carried and became the substantive motion.
All in favour

Members discussed memorialisation costs, maintenance fees, interment fees and possible term length.

Concerns were raised regarding updated contact details for renewal. Members were advised that the onus would be on the guardian of the casket to ensure their contact details were up to date. The terms and conditions would reflect this.

Members voted on recommendation 7.

Proposed by: Cllr Abbott; seconded by: Cllr Goodchild
All in favour.

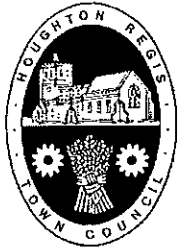
- Resolved:**
1. To approve Contractor C as the preferred contractor to deliver the landscaping and layout works associated with the development of the new area within the existing cemetery, subject to formal interview;
 2. To accept Option 2 as the preferred paving surface due to reduced maintenance liabilities and higher durability;
 3. To appoint a Construction Design and Management Consultant for the project
 4. To appoint a member to attend the formal interview with the contractor;
 5. To confirm a budget of up to £10,000 for the central design feature and for delegated authority to be given to the Chair, Vice Chair and Town Clerk to agree the feature so that it can be delivered as part of the installation;
 6. To request that regulations and associated pricing structure be developed for subsequent approval which aims to establish a reasonable cost for the new area within the existing cemetery;
 7. To confirm a budget of up to £10,000 for memorialisation options to be installed.

The Chairman declared the meeting closed at 5.57pm

Dated this 17th day of September 2019

Chairman

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ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 5

Date: 17th September 2019

Title: Income & Expenditure Report

Purpose of the Report: To provide members with the Environment & Leisure Budget for 2019/20 with commentary and the Income & Expenditure report to date.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To note the report.

2. BACKGROUND

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

The income and expenditure report is provided for reference.

3. ISSUES FOR CONSIDERATION

211, 221, - 1082 relates to income from sports lettings. Awaiting commencement of football season for pitch fees to be paid.

231-1082 Income target likely to be exceeded due to the establishment of junior football at this site. However additional expense incurred in 231-4037 re line marking 242-4015 this budget is likely to be significantly overspent. Any underspends within 242 will be used to negate the impact of the overspend

243-4037 awaiting end of bowls season for end of season treatment

291-1091 additional income obtained through additional grounds work

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications

Legal Implications

- There are no legal implications

Financial Implications

- The financial implications are detailed within the report.

Risk Implications

- The council must ensure that expenditure and income targets are met.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications.

6. CONCLUSION AND NEXT STEPS

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

7. NOTES OF EXPLANATION

The budget report provides information on:

1. The cost centre (3 digits) and title i.e. 201 Village Green Rec Gd
2. The budget code (4 digits) and title i.e. 1082 Inc-Lettings¹
3. The agreed budget (as set in February 2019)
4. Virements (agreed transfers between cost centres and codes)²
5. Revised budget (taking into account any virements)
6. Detail on itemised income / expenditure (how it is envisaged that the budget will be spent)
7. Predicted income / expenditure (in some instances it is predicted that more or less budget will be required or more or less income will be secured)

¹ Please note income codes start with 1XXX and expenditure codes start with 4XXX

² The council has authorised officers to complete virements within the same cost centre. Committee approval has to be secured to complete virements between cost centres

8. Predicted surplus / deficit (taking into account the difference between the agreed budget and the predicted income / expenditure). This shows if there is unallocated budget available or a predicted deficit
9. Points for the committee to consider (these form the officer's recommendation to address any deficit)
10. Committee date for consideration

The council's budget for 2019/20 is particularly tight and there are some concerns that there are areas of budget deficit alongside a heavy use of ear marked reserves³ to fund revenue expenditure. It is important for the council to stringently monitor budgets to address any deficits.

Largely due to a significant transfer into ear marked reserves from general reserves⁴ in 2018/19 to help fund replacement council offices, the level of general reserves are at the minimum threshold. As such general reserves provide no scope to support the annual budget.

8. APPENDICES

Appendix A: Income & Expenditure Report

³ Ear marked reserves are capital budgets for identified projects, often abbreviated to EMR

⁴ General reserves are unallocated funds. It is recommended that this fund should equate to around 3 months of net revenue expenditure

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 Village Green Rec Gd</u>						
1082 INC-LETTINGS	2,568	2,700	132			95.1%
Village Green Rec Gd :- Income	<u>2,568</u>	<u>2,700</u>	<u>132</u>			<u>95.1%</u>
4037 GROUNDS MAINTENANCE	200	500	300		300	40.0%
Village Green Rec Gd :- Indirect Expenditure	<u>200</u>	<u>500</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>40.0%</u>
Movement to/(from) Gen Reserve	<u>2,368</u>					
<u>202 Village Green Pavilion</u>						
1082 INC-LETTINGS	155	400	245			38.7%
Village Green Pavilion :- Income	<u>155</u>	<u>400</u>	<u>245</u>			<u>38.7%</u>
4011 RATES	2,504	2,448	(56)		(56)	102.3%
4012 WATER RATES	221	500	279		279	44.2%
4014 ELECTRICITY	323	1,000	677		677	32.3%
4036 PROPERTY MAINTENANCE	211	1,000	789		789	21.1%
4038 MAINTENANCE CONTRACTS	92	100	8		8	91.8%
4059 OTHER PROFESSIONAL FEES	(3,475)	0	3,475	3,475	0	0.0%
Village Green Pavilion :- Indirect Expenditure	<u>(124)</u>	<u>5,048</u>	<u>5,172</u>	<u>3,475</u>	<u>1,697</u>	<u>66.4%</u>
Movement to/(from) Gen Reserve	<u>279</u>					
<u>211 Parkside Rec Gd</u>						
1082 INC-LETTINGS	0	4,000	4,000			0.0%
Parkside Rec Gd :- Income	<u>0</u>	<u>4,000</u>	<u>4,000</u>			<u>0.0%</u>
4013 RENT	50	50	0		0	100.0%
4037 GROUNDS MAINTENANCE	994	1,400	406		406	71.0%
Parkside Rec Gd :- Indirect Expenditure	<u>1,044</u>	<u>1,450</u>	<u>406</u>	<u>0</u>	<u>406</u>	<u>72.0%</u>
Movement to/(from) Gen Reserve	<u>(1,044)</u>					
<u>212 Parkside Pavilion</u>						
1082 INC-LETTINGS	(20)	0	20			0.0%
Parkside Pavilion :- Income	<u>(20)</u>	<u>0</u>	<u>20</u>			
4012 WATER RATES	0	100	100		100	0.0%
4014 ELECTRICITY	104	400	296		296	25.9%
4015 GAS	25	150	125		125	16.4%
4036 PROPERTY MAINTENANCE	132	1,000	868		868	13.2%
Parkside Pavilion :- Indirect Expenditure	<u>260</u>	<u>1,650</u>	<u>1,390</u>	<u>0</u>	<u>1,390</u>	<u>15.8%</u>
Movement to/(from) Gen Reserve	<u>(280)</u>					

Detailed Income & Expenditure by Budget Heading 21/11/2018

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>221 Tithe Farm Rec Gd</u>						
1082 INC-LETTINGS	49	2,500	2,451			2.0%
Tithe Farm Rec Gd :- Income	<u>49</u>	<u>2,500</u>	<u>2,451</u>			<u>2.0%</u>
4013 RENT	5	5	0		0	100.0%
4037 GROUNDS MAINTENANCE	994	1,500	506		506	66.3%
Tithe Farm Rec Gd :- Indirect Expenditure	<u>999</u>	<u>1,506</u>	<u>506</u>	<u>0</u>	<u>506</u>	<u>66.4%</u>
Movement to/(from) Gen Reserve	<u>(950)</u>					
<u>222 Tithe Farm Pavillon</u>						
4012 WATER RATES	181	450	269		269	40.2%
4014 ELECTRICITY	102	700	598		598	14.6%
4015 GAS	69	150	81		81	45.8%
4036 PROPERTY MAINTENANCE	104	1,200	1,096		1,096	8.7%
Tithe Farm Pavillon :- Indirect Expenditure	<u>458</u>	<u>2,500</u>	<u>2,044</u>	<u>0</u>	<u>2,044</u>	<u>18.2%</u>
Movement to/(from) Gen Reserve	<u>(456)</u>					
<u>231 Orchard Close Rec Gd</u>						
1082 INC-LETTINGS	983	1,171	188			83.9%
Orchard Close Rec Gd :- Income	<u>983</u>	<u>1,171</u>	<u>188</u>			<u>83.9%</u>
4037 GROUNDS MAINTENANCE	1,232	1,000	(232)		(232)	123.2%
Orchard Close Rec Gd :- Indirect Expenditure	<u>1,232</u>	<u>1,000</u>	<u>(232)</u>	<u>0</u>	<u>(232)</u>	<u>123.2%</u>
Movement to/(from) Gen Reserve	<u>(249)</u>					
<u>232 Orchard Close Pavilion</u>						
4012 WATER RATES	0	350	350		350	0.0%
4014 ELECTRICITY	5	270	265		265	1.9%
4036 PROPERTY MAINTENANCE	99	600	501		501	16.5%
Orchard Close Pavilion :- Indirect Expenditure	<u>104</u>	<u>1,220</u>	<u>1,116</u>	<u>0</u>	<u>1,116</u>	<u>8.5%</u>
Movement to/(from) Gen Reserve	<u>(104)</u>					
<u>241 Moore Crescent Rec Gd</u>						
1082 INC-LETTINGS	0	1,400	1,400			0.0%
Moore Crescent Rec Gd :- Income	<u>0</u>	<u>1,400</u>	<u>1,400</u>			<u>0.0%</u>
4037 GROUNDS MAINTENANCE	928	800	(128)		(128)	115.9%
Moore Crescent Rec Gd :- Indirect Expenditure	<u>928</u>	<u>800</u>	<u>(128)</u>	<u>0</u>	<u>(128)</u>	<u>115.9%</u>
Movement to/(from) Gen Reserve	<u>(928)</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>242 Moore Crescent Pavilion</u>						
1082 INC-LETTINGS	0	400	400			0.0%
Moore Crescent Pavilion :- Income	0	400	400			0.0%
4011 RATES	4,370	4,275	(95)		(95)	102.2%
4012 WATER RATES	727	2,000	1,273		1,273	36.4%
4014 ELECTRICITY	555	1,400	845		845	39.6%
4015 GAS	853	800	(53)		(53)	106.6%
4036 PROPERTY MAINTENANCE	915	1,500	585		585	61.0%
4038 MAINTENANCE CONTRACTS	531	545	14		14	97.4%
Moore Crescent Pavilion :- Indirect Expenditure	7,950	10,520	2,570	0	2,570	75.6%
Movement to/(from) Gen Reserve	(7,950)					
<u>243 Moore Crescent Bowling Gn</u>						
1082 INC-LETTINGS	4,299	7,000	2,701			61.4%
Moore Crescent Bowling Gn :- Income	4,299	7,000	2,701			61.4%
4037 GROUNDS MAINTENANCE	122	5,000	4,878		4,878	2.4%
Moore Crescent Bowling Gn :- Indirect Expenditure	122	5,000	4,878	0	4,878	2.4%
Movement to/(from) Gen Reserve	4,177					
<u>271 Houghton Regis Cemetery</u>						
1084 Income Burial Fees	4,487	15,000	10,513			29.9%
Houghton Regis Cemetery :- Income	4,487	15,000	10,513			29.9%
4011 RATES	985	900	(85)		(85)	109.4%
4012 WATER RATES	46	200	154		154	22.9%
4020 MISC. ESTABLISH.COST	0	500	500		500	0.0%
Houghton Regis Cemetery :- Indirect Expenditure	1,031	1,600	569	0	569	64.4%
Movement to/(from) Gen Reserve	3,457					
<u>272 All Saints Churchyard</u>						
4028 Bedford Road Wall	0	500	500	19,370	(18,870)	3874.0%
All Saints Churchyard :- Indirect Expenditure	0	500	500	19,370	(18,870)	3874.0%
Movement to/(from) Gen Reserve	0					
<u>281 Public Open Spaces</u>						
4037 GROUNDS MAINTENANCE	0	500	500		500	0.0%
4217 HHP Project Contribution	3,334	3,334	0		0	100.0%

Detailed Income & Expenditure by Budget Heading 21/11/2018

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
5002 Tr from EMR Former Railway Lin	0	(3,000)	(3,000)		(3,000)	0.0%
Public Open Spaces :- Indirect Expenditure	<u>3,334</u>	<u>834</u>	<u>(2,500)</u>	<u>0</u>	<u>(2,500)</u>	<u>399.8%</u>
Movement to/(from) Gen Reserve	<u>(3,334)</u>					
<u>282 Play Areas (all)</u>						
4017 HEALTH & SAFETY	420	500	80		80	84.0%
4042 Equipment Repairs & Maintenance	1,225	4,500	3,275		3,275	27.2%
4992 Trs from Earmarked Reserve	0	(2,500)	(2,500)		(2,500)	0.0%
4999 Trs to EMR Play Areas	0	2,500	2,500		2,500	0.0%
Play Areas (all) :- Indirect Expenditure	<u>1,645</u>	<u>5,000</u>	<u>3,355</u>	<u>0</u>	<u>3,355</u>	<u>32.9%</u>
Movement to/(from) Gen Reserve	<u>(1,645)</u>					
<u>283 Street Furniture (Formerly Bus</u>						
4036 PROPERTY MAINTENANCE	0	200	200		200	0.0%
Street Furniture (Formerly Bus) :- Indirect Expenditure	<u>0</u>	<u>200</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>					
<u>291 Outside Services</u>						
1075 Sale of Assets	4,733	0	(4,733)			0.0%
1091 Income Miscellaneous	5,598	5,000	(598)			112.0%
Outside Services :- Income	<u>10,331</u>	<u>5,000</u>	<u>(5,331)</u>			<u>206.6%</u>
4006 PROTECTIVE CLOTHING	210	1,000	790		790	21.0%
4008 TRAINING/COURSES	636	2,000	1,364	229	1,135	43.3%
4011 RATES	8,593	8,400	(193)		(193)	102.3%
4012 WATER RATES	306	600	294		294	51.0%
4013 RENT	7,750	15,500	7,750		7,750	50.0%
4014 ELECTRICITY	415	1,800	1,385		1,385	23.1%
4015 GAS	20	100	80		80	19.8%
4017 HEALTH & SAFETY	0	200	200		200	0.0%
4018 REFUSE DISPOSAL	5,095	12,000	6,905		6,905	42.5%
4020 MISC. ESTABLISH.COST	13	0	(13)		(13)	0.0%
4021 COMMUNICATIONS COSTS	108	520	412		412	20.8%
4025 INSURANCE	0	200	200		200	0.0%
4036 PROPERTY MAINTENANCE	238	1,000	762		762	23.8%
4038 MAINTENANCE CONTRACTS	298	525	227		227	56.7%
4039 HORTICULTURAL SUPPLIES	1,002	2,100	1,098		1,098	47.7%
4040 Tree maintenance	0	8,000	8,000	8,240	(240)	103.0%
4041 Tree Survey	0	2,575	2,575	2,125	450	82.5%

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Detailed Income & Expenditure by Budget Heading 21/11/2018

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4042 Equipment Repairs & Maintenance	(817)	10,000	10,817	6,329	4,488	55.1%
4044 VEHICLE FUEL	3,682	6,000	2,318		2,318	61.4%
4045 VEHICLE TAX & INSURANCE	781	800	19		19	97.6%
4059 OTHER PROFESSIONAL FEES	0	1,900	1,900		1,900	0.0%
Outside Services :- Indirect Expenditure	<u>28,329</u>	<u>75,220</u>	<u>46,891</u>	<u>16,923</u>	<u>29,968</u>	<u>60.2%</u>
Movement to/(from) Gen Reserve	<u>(17,997)</u>					
<u>299 Env Capital & Projects</u>						
4049 Loan payments - Play Areas	3,662	3,777	115		115	97.0%
4053 Loan payments- Moore Cres. Pav	6,410	24,069	17,659		17,659	26.6%
4054 Loan payments - Skate park	3,125	0	(3,125)		(3,125)	0.0%
4851 CAP-Machinery Renewals	17,942	20,000	2,058		2,058	89.7%
4856 CAP - Street Furniture	0	7,500	7,500		7,500	0.0%
4862 CAP - Cemetery Provision	1,500	30,000	28,500		28,500	5.0%
4871 CAP - Pavilion Renovations	1,574	0	(1,574)		(1,574)	0.0%
4872 CAP - Sport & Recreation	0	0	0	4,200	(4,200)	0.0%
4980 Tr to EMR Pavillion Renovatlon	0	10,000	10,000		10,000	0.0%
4992 Trs from Earmarked Reserve	(14,646)	(9,048)	5,598		5,598	161.9%
Env Capital & Projects :- Indirect Expenditure	<u>19,567</u>	<u>86,298</u>	<u>66,731</u>	<u>4,200</u>	<u>62,531</u>	<u>27.5%</u>
Movement to/(from) Gen Reserve	<u>(19,567)</u>					
Grand Totals:- Income	<u>22,852</u>	<u>39,571</u>	<u>16,719</u>			<u>57.8%</u>
Expenditure	<u>67,077</u>	<u>200,845</u>	<u>133,768</u>	<u>43,868</u>	<u>89,800</u>	<u>55.3%</u>
Net Income over Expenditure	<u>(44,224)</u>	<u>(161,274)</u>	<u>(117,050)</u>			
Movement to/(from) Gen Reserve	<u>(44,224)</u>					

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Ref:	Outcome	Overarching Committee	Committee Update at September 2018
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Objective 1 To develop a stronger local economy which promotes local businesses.

1h.	Protect historic gems in the Town Centre (Houghton Hall Park & All Saints Church)	Environment & Leisure	GREEN Grant award made to All Saints Church of £1500. Support provided to All Saints Church to develop a Heritage Lottery Fund grant application. Churchyard wall repairs completed. Further repairs to gates are under way. Members received presentation from CBC on HR Central. Planning Committee considered application 19/9/16 comments made relating to heritage. HRTC part of Naming Panel for HRC. HRTC considered Red House and made representations for preservation to CBC
1i.	Enhance historic gems in the Town Centre (Houghton Hall Park & All Saints Church)	Environment & Leisure Committee	GREEN Standard item on E&L agenda has been to receive reports on HHP project. As project is now up and running, reports to be made to Town Council by the cllrs appointed to the MAG and Board. Cllr and officer involvement in HHP Board and Management Advisory Group. Continued involvement and support provided to the HHP Project. Financial contribution made of £70,000 towards the Visitors centre. Ongoing liaison with All Saints Church re Heritage Lottery Fund grant application. PCC applied for a grant to reinstate the path from Bedford Square to Church. Grant awarded.

Objective 2 To face the challenges and maximise the opportunities of growth.

2b.	Enhance existing cemetery provision & maximise space available	Environment & Leisure Committee	AMBER Consultant appointed. Cemetery design agreed. Committee decision on tender and phasing made 19th November 2018. Community consultation carried out Jan 2019. Results fed back to E&L 25th Feb. Contract advertised on Contract Finder on 16th May 2019. Installation underway. Completion due end of 2019
2c.	Secure new cemetery provision	Environment & Leisure Committee	AMBER A desk top study completed on a piece of land straddling Bedford Road just outside of HRN1 & 2. Contact sought with landowner but no response received. NCWG changed to NCSC to enable public scrutiny of work. Work of the New Cemetery SC ongoing. Mtgs of this group have been diarised for the year. Recent consideration given to Railway Triangle, Dog Kennel Down and Land at end of Grendall Lane. CBC advised no land in their ownership available for such a use. Reported to NCSC. No further options identified.

Objective 4 To develop a more active, engaged and inclusive community.

4a.	Encourage fulfilled / engaged lifestyles through social, recreational & leisure activities & pursuits such as: Allotments Outdoor exercise equipment Tennis on VG Croquet Outdoor table tennis, Outdoor informal games such as large chess board	Environment & Leisure Committee	GREEN Family games area installed and opened, including exercise equipment, table tennis, football / basketball wall and family type games. E&L agreed exercise equipment on Orchard Close Rec Grd funded through Fields in Trust.
4b.	Encourage sports development through training, support for new clubs	Environment & Leisure Committee	AMBER Assistance currently being provided to a football club to work with Beds FA and CBC to achieve their aspirations for development. Officers fed into Football Association review of grass roots facilities. Some preliminary joint discussions with CBC re football enhancements, notably TF
4e.	Secure a long term lease on Windsor Drive Recreation Ground	Environment & Leisure Committee	AMBER Site meeting held with CBC. Follow up communications taken place. Land is Housing Revenue Account land, unable to secure transfer in its entirety. CBC willing to discuss recreational facilities in future development. Good links made with Housing Officers to help in securing community aspirations for this area. Mtgs held with CBC Political Leader.
4i.	Install lighting and seating at the skate park	Environment & Leisure Committee	GREEN Concrete blocks for seats installed. Lighting installed. Community Services Committee agreed a graffiti project to visually improve the seating. Implemented Spring 2019.

4m.	Work with the Memorial Hall on building improvements – car park, face lift, covenant prohibiting alcohol license.	Environment & Leisure Committee	GREEN Grant of £2700 awarded for stage & lighting improvements. HRTC representatives on Management Committee. Accepted as a Key Partners for grant, award made of £4000 for 18/19 and 19/20. Links made between CBC and Mem Hall Comm to secure s106 funding for car park resurfacing and drainage. THERE REMAINS OFFICER CONCERN THAT THE HALL MAN. COMM. ARE STRUGGLING TO ESTABLISH A CAR PARK DRAINAGE SOLUTION TO ENSURE THAT A FINAL SCHEME IS FIT FOR PURPOSE, UNDERSTOOD THAT A PRELIMINARY APPROACH HAS BEEN MADE TO CBC.
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Objective 5 To build a strong, efficient and proactive Town Council

5d.	Consider, plan & implement energy efficiency measures on Houghton Regis Town Council buildings	Environment & Leisure Committee	GREEN Smart meters installed at all pavilions. Automatic lighting installed at Parkside and Tithe Farm pavilions. Energy efficiency report presented to committee 25th Feb. Budget for works not included in 19/20 budget. Approach made to CBC re s106 funding. no substantive response received to date. Future option may be to use HRTC s106 funding.
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Date: 17th September 2019

Title: **PROPOSAL FOR SPORTS FACILITY ENHANCEMENT AT TITHE FARM RECREATION GROUND**

Purpose of the Report: **To invite members to discuss a potential partnership project to deliver refurbished / replacement pavilion and an all-weather pitch at Tithe Farm Recreation Ground.**

Contact Officer: **Clare Evans, Town Clerk**

1. RECOMMENDATION

To support the proposed partnership project to deliver refurbished / replacement pavilion and an all-weather pitch at Tithe Farm Recreation Ground.

2. BACKGROUND

Over recent years the town has experienced some changes, some of which have been policy lead (such as the emergence of the Local Plan and the Neighbourhood Plan) and some have been developer lead such as the beginnings of the development with the strategic growth area. There have been numerous consultations around all these aspects which have clearly demonstrated a range of aspirations from residents and other stakeholders for new and enhanced facilities within the existing town and within the growth area.

Along with this but more specifically various discussions have taken place concerning the land at Windsor Drive and the Kingsland Campus. These have been in relation to the future use of these sites and their potential to support local aspirations. This potential project has been as a result of these discussions.

3. ISSUES FOR CONSIDERATION

Ms L White, Policy Manager, Leisure, Libraries and Countryside, Central Bedfordshire Council will be attending the meeting to discuss this project with members.

Preliminary discussions have been held with the Bedfordshire Football Association (Beds FA) and with the Football Foundation (FF).

The project would comprise an all-weather pitch, improved car parking and a refurbishment / rebuild of the pavilion at Tithe Farm recreation ground.

The project would be delivered in partnership between HRTC, CBC and the Beds FA. The project would be funded through a FF grant, a contribution from CBC (using s106 funding) and through a contribution from HRTC. It is likely that the project costs will be in excess of £1.3m. The project would deliver a much needed facility to Houghton Regis and would serve to establish Tithe Farm recreation ground as a sports and youth hub.

A preliminary discussion has been held with Houghton Athletic as the largest club in the town. Whilst the club manager is supportive of a project to develop an all-weather pitch in Houghton Regis, he has expressed concerns over locating this facility at Tithe Farm due to security concerns and has suggested that a more suitable location may be with HRN2. Members are invited to consider.

Members are requested to consider this potential project and at this stage to determine their support for it.

The first step would be for a condition survey to be completed on the pavilion to determine its suitability for refurbishment or whether a partial or full rebuild is required. CBC have offered to reimburse HRTC for the cost of completing this condition survey.

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

2. Face the challenges & maximise the opportunities of growth;
3. A more active, engaged and inclusive community;
5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- This is a major project for the town council. At this stage members are requested to confirm their support for the project. Further reports will be made to committee going forwards.

Legal Implications

- There will be legal implications as the project develops.

Financial Implications

- There will be financial implications as the project develops.

Risk Implications

- There will be risk implications as the project develops.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

Should members be minded to support this project the decision relating to this agenda item should be communicated to the press, via the website and social media.

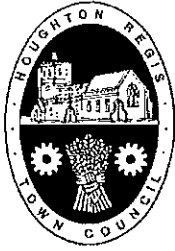
6. CONCLUSION AND NEXT STEPS

This is an exciting project which offers the opportunity to enhance sporting facilities within the town. It is however a significant project which would have financial and capacity implications.

7. APPENDICES

None

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ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 8**

Date: 17th September 2019

Title: VILLAGE GREEN PAVILION

Purpose of the Report: To report to members on feedback received on the village green pavilion and to discuss the suitability of having a feasibility study completed.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

1. To progress the development of alterations to the Village Green once there is more certainty around the Tithe Farm recreation ground project;
2. To improve ancillary facilities in the kitchen in the short term, including improved cooking facilities, urn, extractor system, external water source.

2. BACKGROUND

At the last meeting members were updated on this project. The following was requested:

Circulation of a building layout – completed

Visit to the pavilion – completed

Consultation be carried out with existing and previous users of the facility – completed

This report is presented to enable members to consider the consultation feedback and to determine a way forward.

3. ISSUES FOR CONSIDERATION

A copy of the layout plan is attached for information.

Consultation feedback

- Improvements to the kitchen and community area;
- To open the pavilion for light and affordable refreshments
- To offer disability scooter hire

- Access to water provided to other users outside of the kitchen area
- Improved general cleaning of communal areas (community area, kitchen including inside the fridge)
- Improved ancillary facilities such as large urn, larger fridge,
- Improved extractor system (existing is insufficient to prevent kitchen steaming up)
- Communal cleaning equipment (broom, dust pan and brush)

Going forwards

At the previous meeting some general comments were made in relation to the pavilion, namely:

1. The kitchen should be larger
2. The council should consult with current users
3. Ideally changing facilities should remain to enable sport to be reintroduced on the Green in the future.
4. Public toilets would be desirable.

Members may like to consider the suitability of putting this project on hold pending the progression of the project on Tithe Farm recreation ground. Should the pavilion on Tithe Farm be refurbished / rebuilt it may be possible for a significant element of the equipment currently stored at the Village Green pavilion to be re-sited to Tithe Farm. This would increase the opportunities available for internal alterations to the Village Green pavilion. It would be much easier to create a larger kitchen, public toilets etc if the store area at the rear of the pavilion did not have to be retained as existing.

Should members be minded to go down this route the funding allocated for the feasibility study (up to £3475) could be reallocated to improve ancillary facilities in the kitchen in the short term, including improved cooking facilities, urn, extractor system, external water source.

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

3. A more active, engaged and inclusive community;
5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications.

Legal Implications

- There are no legal implications.

Financial Implications

- Should members be minded to improve ancillary facilities in the kitchen in the short term by using the funding allocated for a feasibility study, subsequent budget provision would have to be made for a feasibility study when required.

Risk Implications

- There are no risk implications.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications.

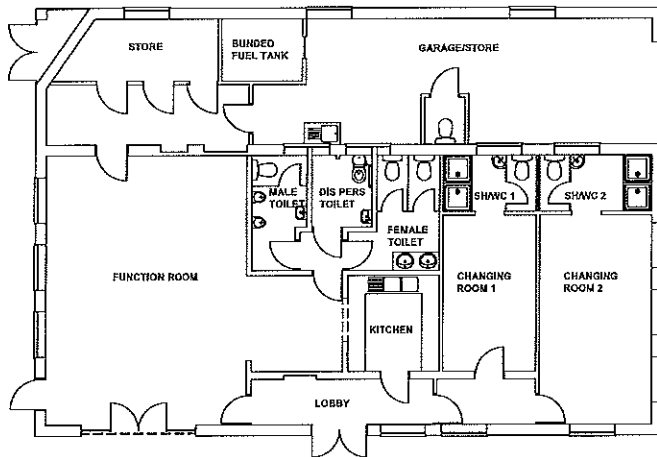
7. CONCLUSION AND NEXT STEPS

The Village Green pavilion has scope to be refurbished internally to offer an improved facility to local residents and community groups. However it is considered to be more prudent to put this project on hold pending the progression of the project on Tithe Farm pavilion.

8. APPENDICES

Appendix A Layout Plan

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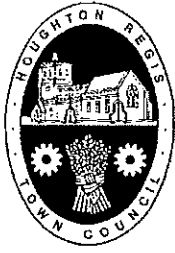


PAVILLION ON THE GREEN
HOUGHTON REGIS

EXISTING PLAN

<small> This document is the property of the undersigned and is not to be published, reproduced, copied or in any way disseminated without the written consent of the undersigned. © </small>	 <small> Richard P. Adams Architects Ltd Architects, Engineers, and Quantity Surveyors and Quantity Surveyors </small>	Scale	1:100
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		Year	2020
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Date:	17th September 2019
Title:	ANNUAL PLAYGROUND INSPECTION
Purpose of the Report:	To advise members of the outcome of the annual play area inspection report.
Contact Officer:	Tony Luff, Head of Grounds Operations

1. RECOMMENDATION

To accept the low level risks as identified.

2. BACKGROUND

On an annual basis the council has an independent and ROSPA¹ qualified inspection completed on play equipment within HRTC managed play areas². This report presents the finding of this inspection.

3. ISSUES FOR CONSIDERATION

The inspection report considers all equipment and comments on its condition, whether any repairs are required, whether there is any risk or remedial works suggested.

Members are requested to note that the inspection report did not identify any areas of high risk.

Officers have analysed the report and have allocated recommendations into a work plan according to risk.

The following table summaries the number of issues identified, the timescale for rectification and the number of issues in each category:

Risk level	Completion timeframe	Quantity
Medium risk	0-1 month	2

¹ Royal Society for the Prevention of Accidents

² Please contact the Head of Grounds to view the inspection report if desired.

Low to medium risk	0-3 months	22
Low risk	0-6 months	26
Monitor	Ongoing	12
Accept risk	Ongoing	10

Members will note (last row above) that 10 risks have been identified, it is requested that members accept these risks. Members are advised that the pieces of equipment that these risks relate to is not faulty, when installed the equipment conformed to safety standards however as safety standards have changed over time the equipment does not wholly conform to present safety standards. The risks relate to the potential for finger entrapment and some very minor safety surfacing issues.

Work to address any identified risks are largely completed in-house.

4. **OPTIONS FOR CONSIDERATION if appropriate**

A verbal update will be provided at the meeting on progress made to date on addressing the risks identified. Some delays have been experienced due to equipment supplier timelines and staff capacity issues over the summer.

5. **COUNCIL VISION**

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

6. **IMPLICATIONS**

Corporate Implications

- There are no corporate implications.

Legal Implications

- There may be arising legal implications should remedial works not be carried out in a timely manner.

Financial Implications

- Budget provision is made in 4042 – 282

Risk Implications

- There is a health and safety risk should remedial works not be carried
- There is a reputational risk should remedial works not be carried out

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications arising from this report.

7. CONCLUSION AND NEXT STEPS

The independent inspection was carried and completed in a timely way and the arising report has been analysed and work prioritised. Many of the arising issues have been addressed and steps are being taking to address any remaining issues.

8. APPENDICES

None.

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