



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr Tracey K McMahon** Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

22nd May 2020

To: Members of the Environment & Leisure Committee

Cllrs: T McMahon (Chairman)
D Abbott, D Dixon Wilkinson, Y Farrell, S Goodchild, R Morgan, A Slough

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Virtual Meeting of the **Environment & Leisure Committee** to be held on **Monday 1st June 2020 at 7.00pm.**

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please pre-advise the Head of Democratic Services (louise.senior@houghtonregis.org.uk) by 3pm on the day of the meeting in order for appropriate access to be arranged.

***THIS MEETING MAY
BE RECORDED ****

Clare Evans
Town Clerk

Agenda

This meeting is being held virtually due to Covid-19. To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance. Virtual Meeting Guidance can be found on the Houghton Regis Town Council website.

- 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. COMMITTEE ARRANGEMENTS

Members are advised that in accordance with the Minute 111207 taken at Town Council on 18th March 2020 the following committee arrangements remain in place:

Chair and Vice Chair of Environment & Leisure Committee

The Chair and Vice Chair of Environment & Leisure Committee will remain as follows:

Chair – Cllr McMahon

Vice Chair – Cllr Slough

Committee Functions & Terms of Reference

These remain as most recently approved.

Recommendation: To note the report.

5. MINUTES

Pages 5 - 8

To approve the Minutes of the meeting held on 24th February 2020.

Recommendation: To confirm the minutes of the Environment & Leisure Committee meeting held on 24th February 2020 and for these to be signed by the Chairman.

6. 2020/21 BUDGET REVIEW

Pages 9 - 20

Members will find attached a report on the Environment & Leisure Committees budget for 2020/21 supported by the relevant extract from the approved budget for 2020/21.

Recommendations: To note the report.

7. INCOME AND EXPENDITURE REPORT

It is hoped to be able to provide to members an Income and Expenditure report relating to 2020/21. However, before this can be provided, the financial year 2019/20 has to be completed. This is in the process of happening. It is hoped that a report on Income and Expenditure to date will be provided ahead of the meeting for consideration.

8. SPORTS FEES FOR 2019/20 SEASON

Pages 21 - 24

To consider a proportionate reduction in football sports fees for the 2019/20 season.

Recommendations: To issue credit notes to football hirers to a value of 6/35th of their 2019/20 season pitch fees to reflect the reduction in their season due to Covid-19.

9. SPORTS FEES FOR 2020/21 SEASON

Pages 25 - 28

To consider a proportionate reduction in sports fees for the 2020/21 season should sports season not commence at the expected time.

Recommendations: To provide a proportional discount, relating to the number of weeks lost due to Covid-19, to sports hire fees in 2020/21.

10. FAIR AND CIRCUS VISITS

Members are advised that the Fair visit scheduled for May 2020 was been cancelled due to Covid-19. This represents a loss in income of approximately £1000.

Recommendations: To note the report.

11. VISION UPDATE

Pages 29 - 36

As members are aware the council worked hard during 2019/20 to develop its corporate plan for 2020/24 to shape the work of the council over this time period. The final stage in the plan was for it to be formally agreed by Council. Due to Covid-19 this stage did not happen. However, as the plan was prepared for formal adoption, it is being presented to each committee for initial consideration and next steps.

Members of this committee are being asked to view the specific Aspirations and Objectives against the Environment & Leisure Committee. Members are invited to put forward any specific thoughts and ideas. Staff are giving consideration to the Aspirations and Objectives and are endeavouring to incorporate them into ongoing work where possible.

Recommendation: To note the report.

12. HOUGHTON BROOK UPDATE

Pages 27 - 39

As an update Members will find attached the following (as circulated informally in February / March 2020):

- Project summary notes;
- Before and after visuals

Since this was circulated a further update has been provided by the Environment Agency (EA) as follows:

In early March the EA were preparing to start work on the Houghton Brook flood alleviation scheme. Planning permission was in place and the EA were working with their delivery partner to start construction in mid-April 2020. However, due to the Coronavirus outbreak and concerns about the safe working on site, it was decided to pause the start of construction.

However, the EA have continued all other activities including the Public Rights of Way diversion order, the Impoundment Licence and the submission of information for the discharge of planning conditions. Funding details have also been finalised with contributions now secured from SEMLEP and the Department for Education, to accompany other funding from Luton Borough Council, Thames Regional Flood & Coastal Committee and the Government. A grant from Central Bedfordshire Council under their Community Asset Grant scheme has also been secured (£11,794).

More recently, in line with Government advice, the Houghton Brook Flood Alleviation Scheme will now go ahead to construction. Enabling works have been planned to commence in the week beginning 18 May 2020 and construction will start at the end of June 2020. The scheme is due to be completed in early 2021.

Recommendation: To note the report.

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
24th February 2020 at 7.00pm

Present: Councillors: T McMahon Chairman
D Abbott
D Dixon-Wilkinson
Y Farrell
S Goodchild
A Slough
K Wattingham Substitute

Officers: Clare Evans Town Clerk
Tony Luff Head of Grounds Operations
Louise Senior Head of Democratic Services

Public: 1

Apologies: Councillor: R Morgan

Also present: Councillor: J Carroll

11164 APOLOGIES

Apologies were received from Cllr Morgan (Cllr Wattingham substituted).

11165 QUESTIONS FROM THE PUBLIC

A member of the public asked if the cost of the pitch hire was to be doubled.

It was advised that the pitch fees had been agreed for 2020/2021.

11166 SPECIFIC DECLARATIONS OF INTEREST

None.

11167 MINUTES

To approve the minutes of the meeting held on 18th November 2019.

Members requested an update on community defibrillators.

Members were advised that the costings were still being investigated and grant money was being sought as there was a shortfall in funds.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 18th November 2019 and for these to be signed by the Chairman.

11168 INCOME & EXPENDITURE REPORT

Members received the income and expenditure report, highlighted were significant variances for Environment & Leisure Committee to date.

It was noted that the charge for water at the Village Green Pavilion was showing a large increase. Members were advised that the kitchen garden at Houghton Hall Park was using water from the pavilion and Houghton Regis Town Council had been given additional finding for this.

Resolved: To note the report and in particular the additional income to be received in 299-1075, Sale of Assets, and the planned expenditure of grounds safety equipment.

11169 ENVIRONMENT & LEISURE BUDGET FOR 2020/21

Members received the approved budget for 2020/21 for the Environment & Leisure Committee supported by the budget explanation. The following points were of note:

242-4015, Moore Crescent Pavilion, Gas
Reduced by £700. Member decision during budget setting. It was hoped that the remedial measures already taken would enable the council to fund this utility.

271-1084 Income from burial fees
Reduced by £7500. Member decision during budget setting due to uncertainties of take up within the Garden of Remembrance.

291-4008 Grounds training
Reduced by £1000. Member decision during budget setting. Details of training courses with reduced budget to be determined.

299-4862 Cap – Cemetery Provision
Reduced by £10000. Member decision during budget setting. Should additional Vaults be required the EMR would be utilised.

299-4871 Cap – Pavilion Renovations
Reduced by £25000. Member decision during budget setting not to make annual budget provision for Tithe Farm Pavilion renovation.

Members raised concerns over the cost of the gas and electricity at Moore Crescent Pavilion.

Members were advised that monitoring equipment had been installed to determine high energy usage and some remedial works carried out to assist with cost savings.

Members were advised that energy tariffs were reviewed at every renewal, and the best value supplier was sought.

Resolved: To note the report.

11170 VISION UPDATE

Members received a review of the initiatives under this committee.

Resolved: To note the report.

11171 HOUGHTON REGIS CEMTERY INFORMATION & REGULATIONS

Members considered and revised the information and regulations covering Houghton Regis Cemetery.

Members were advised that seven burial spaces remained in the cemetery. Funeral directors had been made aware of the availability and social media had been updated regularly for residents.

It was clarified that this committee would address issues relating to the current cemetery, the New Cemetery Sub-committee was to address issues relating to the new cemetery only.

An amendment was suggested to the Cemetery Information & Regulations to include a statute reference.

Resolved: To approve the Cemetery Information and Regulations subject to the agreed amendment.

11172 TITHE FARM 3G FEASIBILITY PROJECT: UPDATE

Members received updates on the work completed to date and appointed a bid consultant. Members agreed to delegate the authority to appoint an architect to the Chair of the Environment & Leisure Committee and the Town Clerk.

Resolved:

- 1. To note the work completed to date;**
- 2. To approve consultant 1 as the projects Bid Consultant**
- 3. To delegate authority to the Chair of the Environment & Leisure Committee and the Clerk to appoint a Project Architect.**

The Chairman declared the meeting closed at 7.41pm

Dated this 1st day of June 2020

Chairman

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ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 6

Date: 1st June 2020

Title: 2020/21 BUDGET REVIEW

Purpose of the Report: To provide Members with the approved budget for Environment & Leisure Committee for 2020/21.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To note the report.

2. BACKGROUND

This report is provided to present to Members the approved budget for Environment & Leisure Committee for 2020/21 and to highlight significant elements of the budget.

3. ISSUES FOR CONSIDERATION

Points to highlight include:

291-4018 Budget increased to enable improved recycling of waste

Within 299 various sources of funding income has been included which would enable the following capital projects to be completed:

- Outdoor exercise equipment at Parkside and Tithe Farm recreation grounds
- Installation of up to 5 community defibrillators
- Refurbishment of Orchard Close Pavilion

4. COUNCIL VISION

The report supports the Aspiration of Council's Vision;

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

5. IMPLICATIONS

Corporate Implications

- There are no Corporate implications arising from this report.

Legal Implications

- There are no Legal implications arising from this report.

Financial Implications

- There are no Financial implications arising from this report.

Risk Implications

- The council must ensure that the predicted income in 299 is secured before the associated expenses are incurred.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

- There are no Press implications arising from this report.

6. CONCLUSION AND NEXT STEPS

The approved Committee budget with significant highlights has been shared for information.

7. APPENDICES

Appendix A: Approved Environment & Leisure Committee for 2020/21

Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

		<u>2018/19</u>		<u>2019/20</u>			<u>2020/21</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment and Leisure</u>										
201	<u>Village Green Rec Gd</u>									
1082	INC-LETTINGS	2,700	1,544	2,700				3,315	0	0
	Total Income	2,700	1,544	2,700				3,315	0	0
4037	GROUNDS MAINTENANCE	500	716	500				500	0	0
	Overhead Expenditure	500	716	500				500	0	0
	Movement to/(from) Gen Reserve	2,200	828	2,200				2,815		
202	<u>Village Green Pavilion</u>									
1082	INC-LETTINGS	400	700	400				200	0	0
	Total Income	400	700	400				200	0	0
4011	RATES	2,499	2,448	2,448				2,600	0	0
4012	WATER RATES	300	1,009	500				400	0	0
4014	ELECTRICITY	900	1,892	1,000				1,000	0	0
4036	PROPERTY MAINTENANCE	1,000	1,103	1,000				1,900	0	0
4038	MAINTENANCE CONTRACTS	105	91	100				200	0	0
4059	OTHER PROFESSIONAL FEES	5,000	8,025	0				0	0	0
	Overhead Expenditure	9,804	14,568	5,048				6,100	0	0
	Movement to/(from) Gen Reserve	(9,404)	(13,868)	(4,648)				(5,900)		
211	<u>Parkside Rec Gd</u>									
1082	INC-LETTINGS	1,800	3,566	4,000				2,615	0	0

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Note: Amended Officer Draft Budget 2020/21

		<u>2018/19</u>		<u>2019/20</u>			<u>2020/21</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Total Income	1,800	3,566	4,000				2,615	0	0
4013	RENT	50	50	50				50	0	0
4037	GROUNDS MAINTENANCE	1,400	2,217	1,400				1,400	0	0
4992	Trs from Earmarked Reserve	0	-1,378	0				0	0	0
	Overhead Expenditure	1,450	889	1,450				1,450	0	0
	Movement to/(from) Gen Reserve	350	2,677	2,550				1,165		
212	<u>Parkside Pavilion</u>									
1082	INC-LETTINGS	0	0	0				0	0	0
	Total Income	0	0	0				0	0	0
4012	WATER RATES	60	64	100				100	0	0
4014	ELECTRICITY	400	264	400				400	0	0
4015	GAS	100	125	150				150	0	0
4036	PROPERTY MAINTENANCE	1,500	861	1,000				1,000	0	0
	Overhead Expenditure	2,060	1,313	1,650				1,650	0	0
	Movement to/(from) Gen Reserve	(2,060)	(1,313)	(1,650)				(1,650)		
221	<u>Tithe Farm Rec Gd</u>									
1082	INC-LETTINGS	5,000	2,521	2,500				3,000	0	0
	Total Income	5,000	2,521	2,500				3,000	0	0
4013	RENT	5	5	5				5	0	0
4037	GROUNDS MAINTENANCE	1,500	740	1,500				1,700	0	0

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Houghton Regis Town Council

Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	<u>2018/19</u>		<u>2019/20</u>				<u>2020/21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	1,505	745	1,505				1,705	0	0
Movement to/(from) Gen Reserve	3,495	1,776	995				1,295		
222 <u>Tithe Farm Pavilion</u>									
1091 Income Miscellaneous	0	468	0				0	0	0
Total Income	0	468	0				0	0	0
4012 WATER RATES	400	436	450				450	0	0
4014 ELECTRICITY	450	721	700				700	0	0
4015 GAS	150	219	150				150	0	0
4036 PROPERTY MAINTENANCE	1,200	1,430	1,200				1,200	0	0
Overhead Expenditure	2,200	2,805	2,500				2,500	0	0
Movement to/(from) Gen Reserve	(2,200)	(2,337)	(2,500)				(2,500)		
231 <u>Orchard Close Rec Gd</u>									
1082 INC-LETTINGS	732	909	1,171				2,320	0	0
Total Income	732	909	1,171				2,320	0	0
4037 GROUNDS MAINTENANCE	1,500	2,070	1,000				1,500	0	0
Overhead Expenditure	1,500	2,070	1,000				1,500	0	0
Movement to/(from) Gen Reserve	(768)	(1,161)	171				820		
232 <u>Orchard Close Pavilion</u>									
4012 WATER RATES	350	345	350				350	0	0

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Houghton Regis Town Council

Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	<u>2018/19</u>		Total	<u>2019/20</u>			<u>2020/21</u>		
	Budget	Actual		Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014 ELECTRICITY	270	387	270				270	0	0
4036 PROPERTY MAINTENANCE	800	181	600				600	0	0
Overhead Expenditure	1,420	914	1,220				1,220	0	0
Movement to/(from) Gen Reserve	(1,420)	(914)	(1,220)				(1,220)		
<u>241 Moore Crescent Rec Gd</u>									
1082 INC-LETTINGS	2,767	1,172	1,400				2,125	0	0
Total Income	2,767	1,172	1,400				2,125	0	0
4037 GROUNDS MAINTENANCE	1,000	952	800				1,000	0	0
Overhead Expenditure	1,000	952	800				1,000	0	0
Movement to/(from) Gen Reserve	1,767	220	600				1,125		
<u>242 Moore Crescent Pavilion</u>									
1082 INC-LETTINGS	212	309	400				200	0	0
Total Income	212	309	400				200	0	0
4011 RATES	4,275	4,272	4,275				4,400	0	0
4012 WATER RATES	1,200	2,589	2,000				2,500	0	0
4014 ELECTRICITY	1,000	1,668	1,400				1,600	0	0
4015 GAS	800	1,739	800				2,500	0	0
4036 PROPERTY MAINTENANCE	1,500	2,661	1,500				2,000	0	0
4038 MAINTENANCE CONTRACTS	515	636	545				545	0	0
Overhead Expenditure	9,290	13,566	10,520				13,545	0	0

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Houghton Regis Town Council

Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	<u>2018/19</u>		<u>2019/20</u>			<u>2020/21</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(9,078)</u>	<u>(13,257)</u>	<u>(10,120)</u>				<u>(13,345)</u>		
<u>243 Moore Crescent Bowling Gn</u>									
1082 INC-LETTINGS	8,000	4,216	7,000				5,000	0	0
Total Income	<u>8,000</u>	<u>4,216</u>	<u>7,000</u>				<u>5,000</u>	<u>0</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	7,000	5,403	5,000				5,500	0	0
Overhead Expenditure	<u>7,000</u>	<u>5,403</u>	<u>5,000</u>				<u>5,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>1,000</u>	<u>(1,187)</u>	<u>2,000</u>				<u>(500)</u>		
<u>271 Houghton Regis Cemetery</u>									
1078 Grants & Donations Received	0	0	0				0	0	0
1084 Income Burial Fees	15,000	20,154	15,000				7,500	0	0
Total Income	<u>15,000</u>	<u>20,154</u>	<u>15,000</u>				<u>7,500</u>	<u>0</u>	<u>0</u>
4011 RATES	814	875	900				1,100	0	0
4012 WATER RATES	100	246	200				200	0	0
4020 MISC. ESTABLISH.COST	72	196	500				2,500	0	0
Overhead Expenditure	<u>986</u>	<u>1,318</u>	<u>1,600</u>				<u>3,800</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>14,014</u>	<u>18,836</u>	<u>13,400</u>				<u>3,700</u>		
<u>272 All Saints Churchyard</u>									
4028 Bedford Road Wall	2,540	1,724	500				2,500	0	0
4992 Trs from Earmarked Reserve	0	0	0				0	0	0

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Houghton Regis Town Council

Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	<u>2018/19</u>		<u>2019/20</u>				<u>2020/21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5011 Tr from EMR All Saints Wall	0	-1,724	0				0	0	0
Overhead Expenditure	2,540	0	500				2,500	0	0
Movement to/(from) Gen Reserve	(2,540)	0	(500)				(2,500)		
281 Public Open Spaces									
4020 MISC. ESTABLISH.COST	0	200	0				0	0	0
4037 GROUNDS MAINTENANCE	388	0	500				500	0	0
4217 HHP Project Contribution	3,334	3,334	3,334				3,334	0	0
4992 Trs from Earmarked Reserve	-3,000	0	0				0	0	0
5002 Tr from EMR Former Railway Lin	0	-3,000	-3,000				-3,000	0	0
Overhead Expenditure	722	534	834				834	0	0
Movement to/(from) Gen Reserve	(722)	(534)	(834)				(834)		
282 Play Areas (all)									
4017 HEALTH & SAFETY	500	300	500				500	0	0
4037 GROUNDS MAINTENANCE	1,000	0	0				1,500	0	0
4042 Equipment Repairs & Maintenance	5,000	3,816	4,500				4,500	0	0
4992 Trs from Earmarked Reserve	-2,500	0	-2,500				-2,500	0	0
4999 Trs to EMR Play Areas	2,500	0	2,500				2,500	0	0
Overhead Expenditure	6,500	4,116	5,000				6,500	0	0
Movement to/(from) Gen Reserve	(6,500)	(4,116)	(5,000)				(6,500)		
283 Street Furniture (Formerly Bus									
4036 PROPERTY MAINTENANCE	1,000	0	200				500	0	0

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Houghton Regis Town Council

Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	<u>2018/19</u>		<u>2019/20</u>				<u>2020/21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	1,000	0	200				500	0	0
Movement to/(from) Gen Reserve	(1,000)	0	(200)				(500)		
291 <u>Outside Services</u>									
1075 Sale of Assets	0	20,875	0				0	0	0
1091 Income Miscellaneous	5,000	20,639	5,000				11,651	0	0
Total Income	5,000	41,514	5,000				11,651	0	0
4006 PROTECTIVE CLOTHING	1,000	1,421	1,000				1,250	0	0
4008 TRAINING/COURSES	2,000	1,996	2,000				3,000	0	0
4011 RATES	8,448	8,400	8,400				8,800	0	0
4012 WATER RATES	400	1,143	600				900	0	0
4013 RENT	15,500	15,500	15,500				15,500	0	0
4014 ELECTRICITY	1,300	2,590	1,800				1,800	0	0
4015 GAS	100	282	100				100	0	0
4017 HEALTH & SAFETY	0	1,244	200				500	0	0
4018 REFUSE DISPOSAL	9,000	18,231	12,000				18,000	0	0
4020 MISC. ESTABLISH.COST	200	195	0				200	0	0
4021 COMMUNICATIONS COSTS	800	658	424				100	0	0
4025 INSURANCE	200	69	200				200	0	0
4036 PROPERTY MAINTENANCE	1,000	3,280	1,000				9,000	0	0
4038 MAINTENANCE CONTRACTS	265	340	525				600	0	0
4039 HORTICULTURAL SUPPLIES	1,800	1,698	2,100				2,000	0	0
4040 Tree maintenance	7,800	20,569	8,000				10,000	0	0

Houghton Regis Town Council

Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	<u>2018/19</u>		<u>2019/20</u>				<u>2020/21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4041 Tree Survey	0	0	2,575				575	0	0
4042 Equipment Repairs & Maintenance	14,000	15,511	10,000				8,000	0	0
4044 VEHICLE FUEL	4,000	6,655	6,000				9,000	0	0
4045 VEHICLE TAX & INSURANCE	743	522	800				900	0	0
4059 OTHER PROFESSIONAL FEES	500	990	1,900				2,000	0	0
4992 Trs from Earmarked Reserve	-3,675	-12,769	0				0	0	0
Overhead Expenditure	65,381	88,525	75,124				92,425	0	0
Movement to/(from) Gen Reserve	(60,381)	(47,011)	(70,124)				(80,774)		
299 Env Capital & Projects									
1074 External Grant	95,000	4,535	0				30,000	0	0
1075 Sale of Assets	0	0	0				0	0	0
1077 Grant income CBC Section 106	0	54,584	0				12,700	0	0
1205 S106 Contrib for sport / rec	0	0	0				30,000	0	0
Total Income	95,000	59,120	0				72,700	0	0
4049 Loan payments - Play Areas	7,555	7,372	3,777				0	0	0
4053 Loan payments- Moore Cres. Pav	24,069	23,805	24,069				24,069	0	0
4054 Loan payments - Skate park	6,338	6,324	0				0	0	0
4851 CAP-Machinery Renewals	20,000	65,889	20,000				20,000	0	0
4856 CAP - Street Furniture	3,000	3,380	7,500				15,700	0	0
4858 CAP - PLAY AREAS & EQPT	70,000	69,999	0				10,000	0	0
4862 CAP - Cemetery Provision	40,000	1,306	30,000				0	0	0
4871 CAP - Pavilion Renovations	25,000	0	0				50,000	0	0

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Houghton Regis Town Council

Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	<u>2018/19</u>		<u>2019/20</u>				<u>2020/21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4872 CAP - Sport & Recreation	0	70,542	0				0	0	0
4873 CAP - Flagpole Lighting	0	0	0				0	0	0
4980 Tr to EMR Pavillion Renovation	0	0	10,000				0	0	0
4991 Trs to Earmarked Reserve	0	13,198	0				0	0	0
4992 Trs from Earmarked Reserve	0	-43,485	-9,048				0	0	0
4993 Trs to EMR for Cemetery	10,000	33,000	0				0	0	0
4999 Trs to EMR Play Areas	10,000	10,000	0				0	0	0
Overhead Expenditure	215,962	261,329	86,298				119,769	0	0
Movement to/(from) Gen Reserve	<u>(120,962)</u>	<u>(202,210)</u>	<u>(86,298)</u>				<u>(47,069)</u>		
Environment and Leisure - Income	136,611	136,192	39,571				110,626	0	0
Expenditure	330,820	399,762	200,749				262,998	0	0
Movement to/(from) Gen Reserve	<u>(194,209)</u>	<u>(263,570)</u>	<u>(161,178)</u>				<u>(152,372)</u>		

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ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 8**

Date:	1st June 2020
Title:	SPORTS FEES FOR 2019/20 SEASON
Purpose of the Report:	To consider a proportionate reduction in football sports fees for the 2019/20 season.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To issue credit notes to football hirers to a value of 6/35th of their 2019/20 season pitch fees to reflect the reduction in their season due to Covid-19.

2. BACKGROUND

Due to the threat to public health from Covid-19 the Government issued social lock down measures which lead, amongst other things, to the early cessation of grass roots football.

Football clubs were unable to complete the final 6 weeks of their season.

3. ISSUES FOR CONSIDERATION

Members are advised that football clubs who use HRTC facilities are offered the opportunity to pay their pitch fees in 3 instalments. This is to help the clubs with their cash flow. The majority of clubs take advantage of this.

Accordingly, when football was required to cease many of the clubs found themselves in a position of having an outstanding debt to the council alongside having no income from players through their match fees / subs.

Many of the clubs contacted the council to enquire whether they would be required to pay their final instalment in full or whether the council would reduce the fees to take into account the loss of games. This decision required consideration by this committee as it is outside of the authority delegated to the Clerk and the Chair of the Council under Minute 111027.

In consultation with the Chair of Environment & Leisure Committee it was agreed to write to the Clubs to request that they pay a proportionate amount of their final instalment as an interim measure. It was highlighted that the matter would be referred to the council for a decision in due course.

Members are advised that all clubs have paid a proportionate amount of their final invoice. Should members agree to reduce fees for the 2019/20 season due to Covid-19 the clubs will be credited with the balance outstanding.

The proportionate amount was calculated as follows:

- Clubs were unable to play for approximately 6 weeks at the end of the 2019/20 season;
- So out of an 8 month season, (equating to a 35 week period) clubs didn't play for 6 weeks.
- The total annual fee was divided by 35 to give a cost per week, then this figure was multiplied by 6 and this amount was taken off the final instalment

Should members agree to reduce pitch fees for 2019/20 due to the early closure of the season, any club who has paid in full will receive a credit note which can be used to offset their fees for 2020/21.

4. COUNCIL VISION

The report supports the Aspiration of Council's Vision;

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

5. IMPLICATIONS

Corporate Implications

- There are no Corporate implications arising from this report.

Legal Implications

- There are no Legal implications arising from this report.

Financial Implications

- Should members agree to a reduction in football pitch fees for 2019/20 this would result in a loss of predicted income of £1291.

Risk Implications

- The council endeavours to support local organisations in all aspects of its work. As clubs generate income through match fees / subs there is a risk to the reputation of the council should a reduction not be applied to pitch fees.
- The next agenda item considers sports fees for 2020/21. Members should consider a consistency of approach across all sports users.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

- There are no Press implications arising from this report.

6. CONCLUSION AND NEXT STEPS

The council endeavours to support local organisations in all aspects of its work. The football clubs who use the HRTC facilities are all grass roots teams who provide valued sporting opportunities to local residents. As such it is recommended that credit notes be issued to hirers to a value of 6/35th of their 2019/20 season pitch fees.

7. APPENDICES

None

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ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 9**

Date: 1st June 2020

Title: SPORTS FEES FOR 2020/21 SEASON

Purpose of the Report: To consider a proportionate reduction in sports fees for the 2020/21 season should sports seasons not commence at the expected time.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To provide a proportional discount, relating to the number of weeks lost due to Covid-19 to sports hire fees in 2020/21.

2. BACKGROUND

Due to the threat to public health from Covid-19 the Government issued social lock down measures which lead, amongst other things, to the delay of sporting fixtures in 2020/21, notably bowls and cricket (to date).

Members are advised that bowls are likely to resume playing late May / early June subject to some restrictions.

3. ISSUES FOR CONSIDERATION

Members are advised that the bowls and cricket seasons usually commence April time, depending on the weather to an extent. Due to Covid-19 neither of these sports have commenced their season.

Although it is very much hoped that the threat of Covid-19 will have reduced there is still a question mark over whether grass root football will resume in the autumn of 2020.

Members are requested to consider whether the council should offer a proportionate reduction in hire fees based on any delay to the start of a sports season due to Covid-19.

A proportionate fee reduction would be calculated based on the percentage of weeks lost from the sport season.

Given all the uncertainties over Covid-19 and the continuance of the lock down measures it is not possible to accurately predict the loss of income this may result in. However, based on an assumption that football will resume as normal and that bowls and cricket will commence in June the loss of income would equate to approximately £2300 in 2020/21.

4. COUNCIL VISION

The report supports the Aspiration of Council's Vision;

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

5. IMPLICATIONS

Corporate Implications

- There are no Corporate implications arising from this report.

Legal Implications

- There are no Legal implications arising from this report.

Financial Implications

- Should members agree to a proportionate reduction in sports fees for 2020/21 for all clubs who experience a delay in the start to their season arising from Covid-19 this would result in a loss of predicted income.

Risk Implications

- The council endeavours to support local organisations in all aspects of its work. As clubs generate income through match fees / subs there is a risk to the reputation of the council should a reduction not be applied to pitch fees.
- The previous agenda item considered football fees for 2019/20. Members should consider a consistency of approach across all sports users.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

- There are no Press implications arising from this report.

6. CONCLUSION AND NEXT STEPS

The council endeavours to support local organisations in all aspects of its work. The clubs who use the HRTC facilities are grass roots teams who provide valued sporting opportunities to local residents. As such it is recommended that hirers receive a proportional discount, relating to the number of weeks lost due to Covid-19, to 2020/21 sports fees.

7. APPENDICES

None

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Our Vision: Our Town (2020-2024)

Our Aspirations

Aspiration	How	Delivery timeframe	Resource requirement	Committee
To develop and enhance partnerships between HRTC, stakeholders, partners, community groups and residents	<ul style="list-style-type: none"> To engage with partners to support the enhancement of services within the town 	Ongoing	Staff time	As applicable
	<ul style="list-style-type: none"> To press for the enhancement of services as required 	Ongoing	Staff time	As applicable
	<ul style="list-style-type: none"> To engage in the development of the strategic growth areas and to ensure integration between the existing town and the new areas 	Ongoing	Staff time	As applicable
	<ul style="list-style-type: none"> To respond and participate in consultation processes 	Ongoing	Staff time	As applicable
To effectively and proactively represent our community	<ul style="list-style-type: none"> To engage with partners on issues extending beyond the scope of the town council notably but not restricted to: town centre, planning and the growth area, transport and car parking, sport, leisure and recreational facilities, education and health 	Ongoing	Staff time	As applicable
To positively promote the town	<ul style="list-style-type: none"> Civic role within and outside of the town 	Ongoing	Staff time	Com Serv
	<ul style="list-style-type: none"> Promotion of events outside of the town 	Annual	£1000	Com Serv
To develop a new cemetery	<ul style="list-style-type: none"> To identify and investigate any emerging land possibilities 	Ongoing	Staff time EMR available	TC/PNCSC
	<ul style="list-style-type: none"> Regular review of services (in particular events, communications and software packages) 	Ongoing	Staff time	Com Serv Corp Serv

To ensure the council is fit for purpose and efficient in its delivery of services	• Regular review of facilities and premises	Ongoing	Staff time	E&L
	• Development of new council offices	Ongoing	Staff time £500,000	TC/OPSC
	• Maximise income opportunities (investments, chargeable services, hire charges / fees)	Ongoing	Staff time Income opportunities	Corp Serv E&L
	• Review staff structure in particular additional staff support required for events, cemetery, finance and ad hoc support required for sessional work re playscheme, family trips, youth council	Ongoing	Additional staff £30,000/annum	As applicable
	• To support councillor and staff development & training	Ongoing	Current rev budget available	Corp Serv
	• Introduce electronic payments system (links to staff resource)	2020	Staff time £500 / annum	Corp Serv
	• Increased use of online forms	2020	Staff time £2000 / annum	Corp Serv
	• To stay informed and up to date and to communicate this out	Ongoing	Staff time	Corp Serv

Our Delivery Plan

Objective 1: Grow your own					
Delivery	Actions	Current / new work	Delivery timeframe	Budget requirement	Committee
1.1 To support HHP kitchen garden	• Staff support – grounds	Current	Ongoing	Staff time	E&L
	• Promotion	Current	Ongoing	Staff time	
	• Finance	Current	Ongoing	Current rev budget available.	
1.2 To support appropriate management of the Woodside Link Community Orchard	• Link in with informal group – may be able to support establishment of this group on a more formal basis	New	2020	Staff time	Com Serv
	• Staff support – grounds	New	2020	Staff time	E&L
1.3 Establish allotments within new housing developments	• To work with promoters of development sites	Current	Ongoing	Staff time	E&L
	• Promotion	New	Ongoing	Staff time	
1.4 Encourage healthy eating and food awareness	• To work with the HRTC pop up café provision	Current	Ongoing	Staff time	Com Serv
	• Partnership project with HHP	New	2021	Staff time	E&L
	• Community kitchen, pantry, fridge	New	2021	Staff time	Com Serv
1.5 To increase edible planting	• Provide fruit bushes and fruit trees	New	2020	£1000	E&L
1.6 Enhance biodiversity and support wildlife	• Wildflower planting	New	2020	£300	E&L
	• Enhance biodiversity within current assets (old section of cemetery, HHP, DKD, hedgerows)	New	2020	N/K	E&L

Objective 2: A Greener Cleaner Houghton Regis					
Delivery	Actions	Current / new work	Delivery timeframe	Budget requirement	Committee
2.1 To reduce the use of paper by the council	<ul style="list-style-type: none"> Electronic mailing to members increased use of IT 	Current	Ongoing	Staff time	Corp Serv
	<ul style="list-style-type: none"> Electronic mailing for community events and civic events 	Current	Ongoing	Staff time	
2.2 To increase recycling by the council	<ul style="list-style-type: none"> Offer recycling at events 	New	2020	£1000	Com Serv
	<ul style="list-style-type: none"> Improve recycling within the office 	New	Ongoing	Staff time	Corp Serv
	<ul style="list-style-type: none"> Offer recycling within open spaces 	New	2020	£1000	E&L
2.3 To encourage sustainable transport including use of public transport, walking and cycling	<ul style="list-style-type: none"> Promotion of possibilities - general and specific 	New	Ongoing	Staff time	Com Serv
	<ul style="list-style-type: none"> Provision of ancillary facilities such as cycle racks, seating 	New	2021	£1000	E&L
	<ul style="list-style-type: none"> Incentives provided to people using sustainable transport to access the town centre / community services / events 	New	2020	£500	Com Serv
2.4 To provide outdoor fitness equipment in parks and open spaces	<ul style="list-style-type: none"> Parkside, Tithe Farm recreation grounds 	New	2020	£5000	E&L

Objective 3: A safe and vibrant town					
Delivery	Actions	Current / new work	Delivery timeframe	Budget requirement	Committee
3.1 To reduce the fear of crime, anti-social behaviour and crime levels	• Partnership working with Bedfordshire police and CBC Community Safety	Current	Ongoing	Staff time	Com Serv / CCWG
	• High visibility policing project (Op Hana)	Current	Ongoing	£33,000/ annum	
	• Use of redeployable CCTV cameras	Current	Ongoing	£5000 / annum	
	• Encourage Neighbourhood Watch schemes	New	2021	Staff time	
3.2 To reduce enviro crime	• Tackle incidences of graffiti, small scale fly-tipping, broken glass etc	Current	Ongoing	Staff time £1000 rev	Com Serv / CCWG
3.3 To improve access to bulk waste removal services	• To implement a subsidy scheme in partnership with CBC	New	2020	£2400 / annum Staff time	Com Serv / CCWG
3.4 To seek to reduce speeding around schools	• Speed assessment • Consideration of options	New	2021	£2000 / school Staff time	Com Serv / CCWG
3.5 To provide clean and accessible town centre toilets	• Funding of cleaning of town centre toilets	Current	Ongoing	£20000 / annum	Com Serv
3.6 To provide Christmas lights	• Funding of Christmas lights	Current	Ongoing	£15000 / annum	Com Serv
3.7 To communicate well with residents and stakeholders	• Website maintenance	Current	Ongoing	£1000 / annum	Com Serv
	• Website refresh / redesign	New	2021	£5000	Com Serv
	• Social media – multi media management options	New	2020	£300	Com Serv

	• Town Crier	Current	Ongoing	£2700 / annum	Com Serv
	• Town Crier – increase pages, recyclable paper	New	2020	£5000/ annum	Com Serv
	• Noticeboards maintenance	Current	Ongoing	Staff time	Com Serv
	• Noticeboards change to electronic notice board similar to bus stops	New	2021	N/K	Com Serv
	• Quarterly banners detailing events for the season	New	2020	£500	Com Serv
3.8 To support local businesses and retailers	• Shop Local	Current	Ongoing	Staff time £500	Com Serv
	• Sponsorship opportunities	Current	Ongoing	Staff time Income opportunities	
3.9 To welcome new residents	• New residents 'Welcome Pack'	Current	Ongoing	Staff time £500	Com Serv
	• Provide to house builders	New	2020	Staff / member time	
	• Provide to estate agents	New	2020	Staff / member time	
	• Provide to new residents ad hoc	New	2020	Member time	

Objective 4: Our community					
Delivery	Actions	Current / new work	Delivery timeframe	Budget requirement	Committee
4.1 To create or enhance community facilities which support community development and cohesion	• Development of a sporting hub and all-weather pitch	New	2020	£1.5m, HRTC contrib £300-500k Staff time	As applicable
	• Work with partners on the delivery of community facilities with the strategic growth area	New	2020	N/K	
4.2 To enhance existing facilities to enable improved community use and accessibility	• Village green pavilion refurbishment	New	2022	N/K Staff time	E&L
	• To create a dementia friendly town with supportive services, signs, assistance, aids	New	2022	N/K Staff time	Com Serv
4.3 To provide activities for young people, families and older people	• Young people (Pop up café, Summer playscheme, Youth Council, Preventative projects (Anti-knife crime campaign))	Current	Ongoing	£29,000 Staff time	Com Serv
	• Families (day trips, events, music in the park, re-use, recycling, repair)	Current New	Ongoing 2021	£40,000 £12,000	
	• Older people (gentle sports, social events)	New	2021	£10,000 Staff time	
4.4 To help to protect and preserve historic gems	• All Saints Church	Current	Ongoing	Staff time	As applicable
	• HHP	Current	Ongoing	Staff time	
	• Red House	Current	Ongoing	Staff time	
4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality	• Ongoing grounds maintenance	Current	Ongoing	Staff time	E&L

4.6 To provide a range of play facilities for all to enjoy	<ul style="list-style-type: none"> Ongoing maintenance 	Current	Ongoing	Staff time	E&L
4.7 To support local organisations	<ul style="list-style-type: none"> Provision of a grant scheme 	Current	Ongoing	Staff time	Com Serv
	<ul style="list-style-type: none"> Advice 	Current	Ongoing	Staff time	
	<ul style="list-style-type: none"> Promotion 	Current	Ongoing	Staff time	
4.8 To support HHP to seek to develop the site to its full potential	<ul style="list-style-type: none"> Grounds care 	Current	Ongoing	Staff time	E&L
	<ul style="list-style-type: none"> Financial 	Current	Ongoing	Staff time	
	<ul style="list-style-type: none"> Accepted project partner 	Current	Ongoing	Staff time	
4.9 To complete the extension of the existing cemetery to provide a beautiful and tranquil place of rest for future generations	<ul style="list-style-type: none"> Physical implementation 	Current	Ongoing	Staff time £100,000	E&L
	<ul style="list-style-type: none"> Delivery of service 	New	Ongoing	Staff time	

Location, description and ownership

Improvements to the source of the Houghton Brook / River Lea on the edge of Houghton Hall Park in Houghton Regis, Bedfordshire. Postcode: LU5 5LJ. Grid ref: TL02292386.

The proposed tree works are to be undertaken between the source and Park North Road and possibly beyond to further enhance the river habitat.

Ownership – the riparian owner of this section of river is Central Bedfordshire Council.

Description of project

Groundwork has been working with the Environment Agency, Central Bedfordshire Council and Houghton Regis Town Council to look at improvements to the source of Houghton Brook. The project is part of the Luton Lee Catchment Management Plan and is supported by the Upper Lee Catchment partnership. Being one of the sources of the River Lee, and central to Houghton Regis this project is a key opportunity to engage with the community on the importance (and existence) of the river in their town. A consultation held in early 2019 involving 109 responses (see later detail) allowed the final design of the project to include the following.

- Recreate natural bank profile to brook, and create viewing area with seating
- Increase biodiversity of river and adjacent area.
- Open up tree canopy to increase light levels into river corridor which will help improve opportunities for desirable species supporting improved water quality.
- Introduce art features and interpretation

We have now secured an element of funds from the Environment Agency (amount will be confirmed asap) and are seeking the final amount to maximise the benefits of the work.

Community benefit

A consultation held in May 2019 received 109 responses with over 96% supporting the aim of the river through this project which demonstrated local interest and their acknowledgement of the benefits of the work. The reason identified were, amongst others; that they didn't know it was there, to make it more visible, cleaner, to enhance the area, that it had been wasted for decades and that this improvement would enhance the recent good work within the park supported via Lottery.

The resulting benefits of the project are an improved site from the point of view of biodiversity, particularly through increasing the amount of light to the water but also reprofiling) and for the community through a more pleasant and accessible landscape to view and sit by.

Alongside the physical benefits there will be improved knowledge of the management of rivers through information and publicity including explanation of the need for tree removal

prior to the work taking place. We also intend to have a celebration event on completion to encourage the community to visit and we will arrange a range of activities to take place linking into the existing programme of events in the area.



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