

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

11th September 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 Meeting of the **Environment & Leisure Committee** to be held at the Council Offices, Peel Street on **Monday 21st September at 7.00pm**.

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please click on the meeting link below and follow the online instructions:

[MEETING LINK¹](#)

[MEETING GUIDANCE](#)

To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance. To view the Virtual Meeting Guidance please click on the link above.

***THIS MEETING MAY
BE RECORDED²***

Clare Evans
Town Clerk

Agenda

1. APOLOGIES AND SUBSTITUTIONS

¹ If you require a meeting link emailed to you, please contact the Head of Democratic Services at louise.senior@houghtonregis.org.uk

² 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.

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 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 - 8

To approve the Minutes of the meeting held on 1st June 2020.

Recommendation: To confirm the minutes of the Environment & Leisure Committee meeting held on 1st June 2020 and for these to be signed by the Chairman.

5. MOORE CRESCENT CAR PARK

Pages 9 - 12

To enable members to consider the use of Moore Crescent car park to support Houghton Hall Park.

Recommendation: To agree in principal to the further consideration for the wider use of Moore Crescent car park to support the use of Houghton Hall Park.

6. INCOME AND EXPENDITURE REPORT

Pages 13 - 20

To provide members with the Income & Expenditure report to date for the Environment & Leisure Committee.

7. HOUGHTON REGIS CEMTERY

Members are advised that at the time of preparing this agenda the last remaining burial plot has been booked for an interment. Funeral directors have been advised accordingly.

As members are aware a considerable amount of work has been completed to secure a new burial site. Currently discussions are being held with Central Bedfordshire Council on options and in due course a report will be presented to the New Cemetery Sub Committee.

8. PLAY AREA INSPECTION REPORT

Pages 21 - 31

To provide to members the outcomes of the annual play area inspection and to enable members to consider surfacing options for the Village Green play area.

Recommendation:

- 1. To complete all maintenance in the timescale indicated within Appendix A and accept low risk items as identified;**
- 2. To determine whether to top up the bark at the Village Green play area or to replace with wetpore.**

9. TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

Pages 32 - 34

To update members on the Tithe Farm Recreation Ground Sports Project.

10. VISION

Pages 35 - 41

Members will find attached an extract from the approved Vision 2020/2024 as it relates to the work of this committee. The format of the Vision is still being worked on, but it is hoped that the attached presents the Vision in a suitable manner at this stage. Members are requested to note that Covid-19 has had a significant impact on the progression of the Vision.

In particular Members are invited to discuss:

- 1.5 – edible planting
- 1.6 – supporting biodiversity and wildlife
- 1.6 – recycling within open spaces
- 2.4 – outdoor fitness equipment in parks and open spaces
- 4.5 – provision of high quality green spaces
- 4.6 – range of play facilities

There may be significant budget implications for members aspirations under 4.5 and 4.6. as such members are invited to put forward any specific ideas so that investigations can take place and funding options can be considered.

Recommendation: **To approved a phased replacement of litter bins with dual purpose litter and recycling bins;**

To approve investigations into dedicating Parkside recreation ground as a Field in Trust and subsequently to seek Field in Trust funding to support the installation of outdoor fitness equipment on this site.

11. USE OF THE VILLAGE GREEN

Members are advised that John Lawson Circus have requested the following dates for 2021:

Pull On 14th October 2021 - Pull Off 22nd October 2021 with show dates 15th to 21st October 2021

Recommendation: To approve the visit by John Lawson Circus for 14th October to 22nd October 2021.

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HOUGHTON REGIS TOWN COUNCIL

Environment & Leisure Committee

1st June 2020 at 7.00pm

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

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

Public: 0

Absent: Councillors: R Morgan

11208 APOLOGIES

None.

11209 QUESTIONS FROM THE PUBLIC

None.

11210 SPECIFIC DECLARATIONS OF INTEREST

None.

11211 COMMITTEE ARRANGEMENTS

Members were advised that in accordance with the Minute 11207 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 would remain as follows:

Chair – Cllr McMahon

Vice Chair – Cllr Slough

Committee Functions & Terms of Reference

These remain as most recently approved.

Resolved: To note the report.

11212 MINUTES

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

Members requested an update on minute number 11172 Tithe Farm 3G feasibility project. Members were advised that three consultants had submitted fee proposals and were to be interviewed later in the week.

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

11213 2020/21 BUDGET REVIEW

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

It was queried whether the outbreak of Covid 19 would have an impact on the budget. Members were advised that additional expenses had been incurred to support residents and there had been a loss of income. The exact impact had not yet been calculated.

Members requested an update on the electricity cost of Moore Crescent Pavilion. Members were advised that several cost saving measures had been put in place to reduce the cost of electricity used in the pavilion.

Members were advised that several grants had been applied for to facilitate the refurbishment of Orchard Close pavilion. The grant through Cricket East had been declined as it did not meet their criteria as The Pavilion was sited too close to the Cricket Boundary for any ECB (England Cricket Board). However, s106 funds was being looked into.

Grant funding for a community defibrillator at Orchard Close Cricket Ground had been successfully secured through Cricket East.

Resolved: To note the report.

11214 INCOME AND EXPENDITURE REPORT

Members were advised that the Income and Expenditure report was unavailable as the closure of the financial year 2019/20 had been extended due to the outbreak of Covid 19.

11215 SPORTS FEES FOR 2019/20 SEASON

Members were requested to consider a proportionate reduction in football sports fees for the 2019/20 season.

Resolved: 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.

11216 SPORTS FEES FOR 2020/21 SEASON

Members were requested to consider a proportionate reduction in sports fees for the 2020/21 season should sports seasons not commence at the expected time.

Members were advised that the bowling green at Moore Crescent had been reopened to the Bowls Club, with social distancing measures in place in line with government guidelines.

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

11217 FAIR AND CIRCUS VISITS

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

Resolved: To note the report.

11218 VISION UPDATE

Members were reminded that 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 the formal agreement by Council. Due to Covid-19 this stage did not happen. However, as the plan was prepared for formal adoption, it was being presented to each committee for initial consideration and next steps.

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

Resolved: To note the report.

11219 HOUGHTON BROOK UPDATE

As an update Members received:

- Project summary notes;
- Before and after visuals

Members were advised of a further update 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 had 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 had also been secured (£11,794).

Members were advised that in line with most recent Government advice, the Houghton Brook Flood Alleviation Scheme would now go ahead to construction. Enabling works had been planned to commence in the week beginning 18 May 2020 and construction was to start at the end of June 2020. The scheme was due to be completed in early 2021.

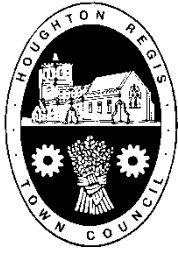
Resolved: To note the report.

The Chairman declared the meeting closed at 7.40pm

Dated this 21st day of September 2020

Chairman

DRAFT



ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 5**

Date:	21st September 2020
Title:	Moore Crescent Car Park
Purpose of the Report:	To enable members to consider the use of Moore Crescent car park to support Houghton Hall Park.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To agree in principal to the further consideration for the wider use of Moore Crescent car park to support the use of Houghton Hall Park.

2. BACKGROUND

At the Committee meeting on 25th February 2019 it was resolved to allow Houghton Hall Park (HHP) to use Moore Crescent car park to support public events at HHP for a trial period and then to review.

Parking for HHP continues to be an issue and as such members are requested to review this situation.

3. ISSUES FOR CONSIDERATION

At times there is considerable pressure on the parking within HHP, especially when events are taking place. Due to wider awareness of the park and the ongoing development of events and activities, at peak times there is an increasing demand for car parking spaces. The parking constraint can lead to reduction in park usage and in participation/uptake of events activities – especially in those held in peak school holiday periods.

The HHP Board (CBC/HRTC) have agreed to seek an extension to the HLF funding period to March 2022. HLF have maintained their support of this project however they have expressed concerns over the balance of supply and demand for parking spaces. HLF have indicated that they would like to see steps being taken to address the parking issue. As such to support the funding extension and to potentially ease the parking problems, this committee is being requested to support investigations of

options for parking / access controls into Moore Crescent car park.

Members are reminded that the JVA commits both parties (CBC and HRTC) to work together to support the financial sustainability of the 'Parks and Renaissance Renewal' project. As such it is important to ensure that HHP is able to meet its obligations around community engagement/uplift in local participation.

As members can see from the attached report from CBC the request is to establish an 'In general principle agreement' with HRTC regarding the use of the parking facility to support the signed Joint Venture Agreement (JVA) between both parties.

Further thought will be given to
meeting any specific requirements including existing users (sports teams and bowls club);
maintaining site security;
any issues of local residents.

CBC have confirmed that if the committee are open to considering this request, further investigation work and scheme options will be developed and presented back to the committee for consideration.

At this stage CBC have highlighted that, should this proceed, the provision of Moore Crescent car park will not be promoted in any literature as identified car parking for HHP users.

Looking ahead should there be any funding requirement this will be funded either from HLF or CBC capital funds.

Members are reminded that the current car park access comprises access gates, height barrier and drop-down bollards. These measures mean that the car park can be opened without it needing to be manned.

4. COUNCIL VISION

Aspirations

- A1 To develop and enhance **partnerships** between HRTC, stakeholders, partners, community groups and residents
- A2 To effectively and proactively **represent** our community

Objective 4: Our community

- 4.1 To create or enhance community facilities which support community development and cohesion
- 4.2 To enhance existing facilities to enable improved community use and accessibility
- 4.3 To provide activities for young people, families and older people
- 4.4 To help to protect and preserve historic gems
- 4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality
- 4.8 To support HHP to seek to develop the site to its full potential

5. IMPLICATIONS

Corporate Implications

- There are no corporate services 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

- There is a risk to reputational damage should the council not work with its partner to support the sustainability of this site.

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 JVA sets out the partnership style of management of this site and puts responsibility of both parties to work together to support the sites sustainability. HHP is a very valued local facility and its events programme is becoming well established and well supported. To further support the site it is recommended that HRTC support further investigations into an extended use of Moore Crescent car park to support HHP.

7. APPENDICES

Appendix A: Request from CBC

Briefing Note

Environment & Leisure Committee 21st September 2020

CBC / Houghton Hall Park

Moor Crescent Car Parking Area

The purpose of this briefing note is to request an 'In general principle agreement'.

Background

Due to the ongoing development of events and activities at HHP, we are experiencing at peak times a demand for car parking spaces during the event/s. The parking constraint can lead to reduction in participation/uptake of events activities – especially in peak school holiday periods.

The HHP Board (CBC/HRTC) have agreed to seek an extension to the HLF funding period to March 2022, part of this request is to establish an 'In general principle agreement' with HRTC regarding the use of the parking facility to support the signed Joint Venture Agreement (JVA) between both parties – to jointly work together to the financial sustainability of the 'Parks and Renaissance Renewal' project, as it is important to ensure that we are able to meet our events and activities programme regarding community engagement/uplift in local participation as a key indicator of project success.

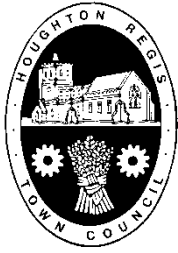
Request

At this stage we are seeking the general principle of using the Moor Crescent car park, subject to meeting any specific requirements including existing users (sports teams and bowls club), maintaining site security and any issues of local residents. If the committee are open to considering a request, further investigation work and scheme options will be developed and presented to the committee for approval to consult. Our aim and vision is this will not be promoted in any literature as identified car parking for site users.

CBC would like to undertake and review access options and propose a 'Management Option Proposal'.

Funding

It is anticipated that this will be funded either from HLF or CBC capital will fund the works, subject to normal approval process.



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 6

Date:	21st September 2020
Title:	Income & Expenditure Report
Purpose of the Report:	To provide members with the Income & Expenditure report to date for the Environment & Leisure Committee.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

There are no recommendations arising from this 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 income and expenditure for the specific committee.

The income and expenditure report is provided for reference.

3. ISSUES FOR CONSIDERATION

202, 242, 271, 291 – 4011 Rates

Rates have been settled in full for the financial year.

202-4036 Property Maintenance

This expenditure relates to a roof repair and to the installation of an extractor fan and a cooker within the kitchen as previously agreed. This budget may get overspent should any repair works be required.

202-4059 Professional Fees

This shows a committed expenditure of £3475. This relates to an order for survey work for a redesign which has now been out on hold.

242-4038 Maintenance contracts

Expenditure relates to alarm Maintenance, CCTV Maintenance and fire alarm Maintenance checks. No further expenditure is anticipated this year. The budget will need to be increased for 2021/22.

2710-1084 Income Burial Fees

The predicted income from burial fees was reduced during the budget setting process to take into account the anticipated completion of body burial space. It is anticipated that the predicted level of income will be realistic and as such there is no cause for concern at this stage.

282-4017 Health & Safety

This budget will see an increase in expenditure as sanitisation supplies are due to be re-coded into this budget. Further expenditure may be incurred if further sanitisation supplies are needed. It may transpire that a virement is required to accommodate this additional expenditure. This will be considered subsequently.

291-1091 Income Misc

All invoices have been issued and settled.

291-4020 Misc Establishment costs

This includes the expenditure on the energy saving works. The corresponding s106 contribution from CBC needs to be applied for and will be coded to 291-1091 to offset this expense.

291-4042 Equipment repairs and maintenance

This includes 2 capital purchases which have been incorrectly coded. This will be adjusted.

299-1074 External Grants

The following applications have been made to help fund the Orchard Close pavilion refurbishment project:

£14,043 to the CBC Community Asset Grant Scheme

£1417 from s106 funding

Other grant sources are being investigated to make up the remaining shortfall.

299-4856 CAP Street Furniture

This includes expenditure for the community defibrillators and will be offset by income in 299-1077 in due course.

299-4872 CAP Sport & Recreation

This expenditure relates to the progression of the Tithe Farm All Weather Sport Pitch, changing room and car parking project. At year end it will be offset by a transfer in from s106 Deferred Income and will count at part of the HRTC contribution towards this project.

4. COUNCIL VISION

Aspirations

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

6. 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

- There are no risk implications arising from this report

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

Due to the implications of Covid-19 the council has adjusted its budget accordingly. 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. There are no issues or areas of concern to highlight in this report.

7. APPENDICES

Appendix A: Income & Expenditure Report

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 Village Green Rec Gd</u>							
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%
Village Green Rec Gd :- Indirect Expenditure	0	0	500	500	0	500	0.0%
Net Expenditure	0	0	(500)	(500)			
<u>202 Village Green Pavilion</u>							
4011 RATES	0	2,545	2,600	55		55	97.9%
4012 WATER RATES	199	341	1,000	659		659	34.1%
4014 ELECTRICITY	0	145	800	655		655	18.2%
4036 PROPERTY MAINTENANCE	0	1,899	1,900	1		1	100.0%
4038 MAINTENANCE CONTRACTS	0	93	200	107		107	46.4%
4059 OTHER PROFESSIONAL FEES	0	0	0	0	3,475	(3,475)	0.0%
Village Green Pavilion :- Indirect Expenditure	199	5,023	6,500	1,477	3,475	(1,998)	130.7%
Net Expenditure	(199)	(5,023)	(6,500)	(1,477)			
<u>211 Parkside Rec Gd</u>							
1082 INC-LETTINGS	0	0	1,800	1,800			0.0%
Parkside Rec Gd :- Income	0	0	1,800	1,800			0.0%
4012 WATER RATES	0	50	0	(50)		(50)	0.0%
4013 RENT	0	0	50	50		50	0.0%
4036 PROPERTY MAINTENANCE	0	137	0	(137)		(137)	0.0%
4037 GROUNDS MAINTENANCE	0	594	1,400	806		806	42.4%
Parkside Rec Gd :- Indirect Expenditure	0	781	1,450	670	0	670	53.8%
Net Income over Expenditure	0	(781)	350	1,131			
<u>212 Parkside Pavilion</u>							
4012 WATER RATES	0	0	100	100		100	0.0%
4014 ELECTRICITY	0	80	400	320		320	19.9%
4015 GAS	0	21	150	129		129	13.9%
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%
Parkside Pavilion :- Indirect Expenditure	0	101	1,650	1,550	0	1,550	6.1%
Net Expenditure	0	(101)	(1,650)	(1,550)			
<u>221 Tithe Farm Rec Gd</u>							
1082 INC-LETTINGS	0	0	2,000	2,000			0.0%
Tithe Farm Rec Gd :- Income	0	0	2,000	2,000			0.0%

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4013 RENT	0	5	5	0		0	100.0%
4037 GROUNDS MAINTENANCE	0	731	1,700	970		970	43.0%
Tithe Farm Rec Gd :- Indirect Expenditure	0	736	1,705	970	0	970	43.1%
Net Income over Expenditure	0	(736)	295	1,031			
<u>222 Tithe Farm Pavilion</u>							
4012 WATER RATES	10	133	450	317		317	29.6%
4014 ELECTRICITY	0	110	700	590		590	15.7%
4015 GAS	0	21	150	129		129	13.9%
4036 PROPERTY MAINTENANCE	0	0	1,200	1,200		1,200	0.0%
Tithe Farm Pavilion :- Indirect Expenditure	10	264	2,500	2,236	0	2,236	10.6%
Net Expenditure	(10)	(264)	(2,500)	(2,236)			
<u>231 Orchard Close Rec Gd</u>							
1082 INC-LETTINGS	0	0	440	440			0.0%
Orchard Close Rec Gd :- Income	0	0	440	440			0.0%
4037 GROUNDS MAINTENANCE	0	731	1,500	770		770	48.7%
Orchard Close Rec Gd :- Indirect Expenditure	0	731	1,500	770	0	770	48.7%
Net Income over Expenditure	0	(731)	(1,060)	(330)			
<u>232 Orchard Close Pavilion</u>							
4012 WATER RATES	0	61	350	289		289	17.4%
4014 ELECTRICITY	0	77	270	193		193	28.3%
4036 PROPERTY MAINTENANCE	0	0	600	600		600	0.0%
Orchard Close Pavilion :- Indirect Expenditure	0	137	1,220	1,083	0	1,083	11.3%
Net Expenditure	0	(137)	(1,220)	(1,083)			
<u>241 Moore Crescent Rec Gd</u>							
1082 INC-LETTINGS	0	0	1,400	1,400			0.0%
Moore Crescent Rec Gd :- Income	0	0	1,400	1,400			0.0%
4036 PROPERTY MAINTENANCE	0	75	0	(75)		(75)	0.0%
4037 GROUNDS MAINTENANCE	0	656	1,000	345		345	65.5%
Moore Crescent Rec Gd :- Indirect Expenditure	0	731	1,000	270	0	270	73.0%
Net Income over Expenditure	0	(731)	400	1,131			

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	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	0	200	200			0.0%
Moore Crescent Pavilion :- Income	0	0	200	200			0.0%
4011 RATES	0	4,441	4,400	(41)		(41)	100.9%
4012 WATER RATES	0	274	2,500	2,226		2,226	11.0%
4014 ELECTRICITY	0	167	1,400	1,233		1,233	11.9%
4015 GAS	0	256	2,500	2,244		2,244	10.2%
4036 PROPERTY MAINTENANCE	0	202	2,000	1,798		1,798	10.1%
4038 MAINTENANCE CONTRACTS	0	646	545	(101)		(101)	118.6%
Moore Crescent Pavilion :- Indirect Expenditure	0	5,987	13,345	7,358	0	7,358	44.9%
Net Income over Expenditure	0	(5,987)	(13,145)	(7,158)			
<u>243 Moore Crescent Bowling Gn</u>							
1082 INC-LETTINGS	0	0	4,285	4,285			0.0%
Moore Crescent Bowling Gn :- Income	0	0	4,285	4,285			0.0%
4037 GROUNDS MAINTENANCE	0	213	5,500	5,287		5,287	3.9%
Moore Crescent Bowling Gn :- Indirect Expenditure	0	213	5,500	5,287	0	5,287	3.9%
Net Income over Expenditure	0	(213)	(1,215)	(1,002)			
<u>271 Houghton Regis Cemetery</u>							
1084 Income Burial Fees	0	4,851	7,500	2,649			64.7%
Houghton Regis Cemetery :- Income	0	4,851	7,500	2,649			64.7%
4011 RATES	0	1,010	1,100	90		90	91.9%
4012 WATER RATES	0	63	200	137		137	31.4%
4020 MISC. ESTABLISH.COST	0	2,672	2,500	(172)		(172)	106.9%
Houghton Regis Cemetery :- Indirect Expenditure	0	3,745	3,800	55	0	55	98.6%
Net Income over Expenditure	0	1,106	3,700	2,594			
<u>272 All Saints Churchyard</u>							
4028 Bedford Road Wall	0	0	2,500	2,500		2,500	0.0%
All Saints Churchyard :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%
Net Expenditure	0	0	(2,500)	(2,500)			
<u>281 Public Open Spaces</u>							
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 5

Cost Centre Report

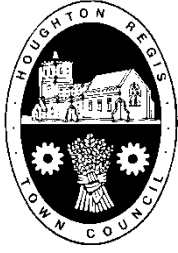
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4217 HHP Project Contribution	0	0	3,334	3,334		3,334	0.0%
5002 Tr from EMR Former Railway LIn	0	0	(3,000)	(3,000)		(3,000)	0.0%
Public Open Spaces :- Indirect Expenditure	0	0	834	834	0	834	0.0%
Net Expenditure	0	0	(834)	(834)			
<u>282 Play Areas (all)</u>							
4017 HEALTH & SAFETY	0	325	500	175		175	65.0%
4037 GROUNDS MAINTENANCE	0	0	1,500	1,500		1,500	0.0%
4042 Equipment Repairs & Maintenance	0	510	4,500	3,990		3,990	11.3%
4992 Trs from Earmarked Reserve	0	0	(2,500)	(2,500)		(2,500)	0.0%
4999 Trs to EMR Play Areas	0	0	2,500	2,500		2,500	0.0%
Play Areas (all) :- Indirect Expenditure	0	835	6,500	5,665	0	5,665	12.8%
Net Expenditure	0	(835)	(6,500)	(5,665)			
<u>283 Street Furniture (Formerly Bus</u>							
4036 PROPERTY MAINTENANCE	0	0	500	500		500	0.0%
Street Furniture (Formerly Bus :- Indirect Expenditure	0	0	500	500	0	500	0.0%
Net Expenditure	0	0	(500)	(500)			
<u>291 Outside Services</u>							
1091 Income Miscellaneous	0	11,939	11,351	(588)			105.2%
Outside Services :- Income	0	11,939	11,351	(588)			105.2%
4006 PROTECTIVE CLOTHING	0	396	1,250	854		854	31.7%
4008 TRAINING/COURSES	0	0	3,000	3,000		3,000	0.0%
4011 RATES	0	8,733	8,800	68		68	99.2%
4012 WATER RATES	27	333	900	567		567	37.0%
4013 RENT	0	7,750	15,500	7,750		7,750	50.0%
4014 ELECTRICITY	0	220	1,800	1,580		1,580	12.2%
4015 GAS	0	0	100	100		100	0.0%
4017 HEALTH & SAFETY	0	0	1,500	1,500		1,500	0.0%
4018 REFUSE DISPOSAL	0	5,398	21,000	15,602		15,602	25.7%
4020 MISC. ESTABLISH.COST	0	6,735	200	(6,535)		(6,535)	3367.5%
4021 COMMUNICATIONS COSTS	10	50	100	50		50	50.0%
4025 INSURANCE	0	0	200	200		200	0.0%
4036 PROPERTY MAINTENANCE	0	0	9,000	9,000		9,000	0.0%
4038 MAINTENANCE CONTRACTS	0	281	600	319		319	46.8%
4039 HORTICULTURAL SUPPLIES	0	569	2,000	1,431		1,431	28.4%

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4040 Tree maintenance	0	0	10,000	10,000		10,000	0.0%
4041 Tree Survey	0	0	575	575		575	0.0%
4042 Equipment Repairs & Maintenance	200	4,707	8,000	3,293	235	3,058	61.8%
4044 VEHICLE FUEL	6	2,175	9,000	6,825		6,825	24.2%
4045 VEHICLE TAX & INSURANCE	0	265	900	635		635	29.4%
4059 OTHER PROFESSIONAL FEES	0	0	2,000	2,000		2,000	0.0%
Outside Services :- Indirect Expenditure	243	37,610	96,425	58,815	235	58,580	39.2%
Net Income over Expenditure	(243)	(25,671)	(85,074)	(59,403)			
299 Env Capital & Projects							
1074 External Grant	0	0	30,000	30,000			0.0%
1075 Sale of Assets	0	2,500	0	(2,500)			0.0%
1077 Grant income CBC Section 106	0	3,968	12,700	8,732			31.2%
1205 S106 Contrib for sport / rec	0	0	30,000	30,000			0.0%
Env Capital & Projects :- Income	0	6,468	72,700	66,232			8.9%
4053 Loan payments- Moore Cres. Pav	0	0	24,069	24,069		24,069	0.0%
4851 CAP-Machinery Renewals	0	15,250	20,000	4,750		4,750	76.3%
4856 CAP - Street Furniture	0	10,092	15,700	5,608		5,608	64.3%
4858 CAP - PLAY AREAS & EQPT	0	0	10,000	10,000		10,000	0.0%
4862 CAP - Cemetery Provision	0	1,500	0	(1,500)	6,000	(7,500)	0.0%
4871 CAP - Pavilion Renovations	0	0	50,000	50,000		50,000	0.0%
4872 CAP - Sport & Recreation	1,155	2,310	0	(2,310)		(2,310)	0.0%
Env Capital & Projects :- Indirect Expenditure	1,155	29,152	119,769	90,617	6,000	84,617	29.3%
Net Income over Expenditure	(1,155)	(22,684)	(47,069)	(24,385)			
Grand Totals:- Income	0	23,258	101,676	78,418			22.9%
Expenditure	1,606	86,044	267,198	181,154	9,710	171,444	35.8%
Net Income over Expenditure	(1,606)	(62,786)	(165,522)	(102,736)			
Movement to/(from) Gen Reserve	(1,606)	(62,786)					



Date:	21st September 2020
Title:	Annual Playground Inspection
Purpose of the Report:	To provide to members the outcomes of the annual play area inspection and to enable members to consider surfacing options for the Village Green play area.
Contact Officer:	Tony Luff – Head of Grounds Operations

1. RECOMMENDATION

- 1. To complete all maintenance in the timescale indicated within Appendix A and accept low risk items as identified;**
- 2. To determine whether to top up the bark at the Village Green play area or to replace with wetpore.**

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 was completed and is attached in Appendix A. The risks identified have been categorised as follows and are explained in more detail in Appendix A

- Very High Risk – at once
- High – as soon as possible
- Moderate Risk – 0-1 Month
- Low - 0-3 Months
- Very Low - 3-12 Months

All HRTC Playgrounds & Outside Gym Areas were inspected.

¹ Royal Society for the Prevention of Accidents

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

Remedial works are carried out by the HRTC Grounds team. New parts are purchased when repairs are not possible or suitable. Members will note that remedial works have largely been completed.

Members will note that some identified risks relate to pieces of equipment which when installed 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.

4. OPTIONS FOR CONSIDERATION

Members are advised that the surfacing under the play equipment on the Green is a bark surface. Over time the bark has disintegrated. The Inspection report advises that it be topped up to a depth of 300mm.

Members are requested to consider whether the bark should be topped up or whether the preference is to replace the bark with wetpore.

Members will be advised of a cost to top up the bark prior to the meeting.

Members may prefer to replace the bark with wetpore. This has longevity, although repair costs can be high. It does also remove the need for the grounds team to rake back bark into place on a weekly, or more frequent, basis.

Appendix B provides competitive quotes. Members will note that the quotes have been sought to complete the wetpore project in one go and to install wetpore on a phased approach which may help with budgeting.

Budget provision has not been made for this project. Should members be minded to proceed with replacing the bark with wetpore, the cost would either need to be budgeted for in 2021/22 or taken from EMR 327 (currently at £124,732). It is likely that the budget setting process will be difficult in 2021/22 and as such it is suggested that this work be funded out of EMR 327.

5. COUNCIL VISION

Aspirations

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

Objective 4: Our community

4.2 To enhance existing facilities to enable improved community use and accessibility

4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

Such as:

- Financial Regulations
- Budget available? Specify what budget code
- Quotes / tenders sourced

OR

There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

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 the recommendations

7. CONCLUSION AND NEXT STEPS

The annual inspection shows that the council has been maintaining its' sites in a good condition for all to enjoy. The grounds team have actioned remedial matters swiftly. The council are requested to accept low risk items as these are not faulty, just no longer conform to current safety standards.

Members are requested to consider the surfacing options presented for the Village Green and to agree a way forward.

8. APPENDICES

Appendix A: Annual Playground Inspection

Appendix B: Quotes for Wet pore at Village Green

Appendix A

Annual Playground Inspection 2020 – Completed June 2020

Tithe Farm Playground Area

Low Risk - Highway Road Signs - CBC asked to do 10/07/19 by CE - CBC agreed them 11/07/19 **Not yet actioned by CBC – chased up twice in year; no response as yet.**

Monitor

Low Risk – Gate Self Closing - Area under gate eroding uneven areas, trip hazard **Monitor**

Low Risk – Fence – Painting required, some damage to fence sections **Monitor**

Low Risk – Roundabout -Parts of Timber rough/splintered, remove sharp edges, post end caps missing **Monitor**

Low Risk – 1 Bay 2seat Cradle Swing – Painting required, Caps missing underside of seats, Minor damage to seats, Chain wear, bushes wear Height of Swing Seats to Low put to correct height **Monitor**

Low Risk – Toddler Multi Play -Panel damage, Number of dents, Fixings working loose on panel, Surface corrosion consider treating **Monitor**

Very Low Risk – Boulders x3 – Jet wash of Moss / Algae **Monitor**

Low Risk – Litter Bin – Repaint treat rust first **Monitor**

Low Risk – Sign damaged – **Monitor**

Low Risk – **Overhead Rotator** – Finger entrapment on framework, Bearings wearing, Safety surface under unit damaged, Remove damaged identification label **Monitor**

Low Risk – MUGA Multi Games Area – Signage as report, Weld need repairing, End caps missing on posts, Fixings missing, Panels severely damaged repair or replace **Monitor**

High Risk – Junior Multi Play – Bolt caps missing, framework finger entrapment, Damaged Areas around unit, Graffiti needs removing, Connection covers missing, Damaged traveller present remove or repair – **Traveller on Back Order replace last year 2019 stolen again this year– Ongoing Estimated Completion end of September 2020**

Low Risk – Contact Swing – Seat minor damage & wear, Rubber cover missing, Bar's out of position re a line, Bushes wearing **Monitor**

Low Risk – Contact Swing – Handgrip cover missing, bearing unit requires lubrication, Information signage missing **Monitor**

Low Risk - Skate Park – Surface eroding in areas **Monitor**

Low Risk – Litter Bin – Damaged **Monitor**

Findings

Clear all vegetation from fence lines paths etc., level off any uneven surfaces where removed seating has been, repair wet pour surfaces, monitor signage.

Parkside Playground Area - Upper

Low Risk – Gate Self closing - Area under gate eroding uneven areas, trip hazard **Monitor**

Low Risk – Cycle Rack – Not secured enough into ground risk of tipping requires deeper fixing **Monitor**

Low Risk – Bench damaged **Monitor**

Low Risk – Litter Bin – Liner severely damaged, Re paint **Monitor**

Low Risk – 1 Bay 2 Cradle Seats – Repaint – Rust requires treating, Wear to shackles, Chains worn **Monitor**

Low Risk – Spring See Saw – Surface damaged, Seat has wear, parts of timber rough/splintered remove rough edges **Monitor**

Low Risk – Four Way Springer – Surface damage, Jet was surface of Moss/Algae parts of timber rough/splintered remove rough edges **Monitor**

Low Risk – Spring Dog - Surface damage, Fixings missing, Handgrips/Footrests rotate need securing, Fixing and the Ears can spin freely secure. **Monitor**

Low Risk – Overhead Rotator – Finger entrapment on framework, Bearing showing signs of wear, Edge of surface lifting trip points repair required **Monitor**

Moderate Risk - Climbing Frame – Surface lifting trip points repair required, Graffiti requires removing, Repair ropes - **Completed 03/09/20**, Framework movement – **Monitor**, Seat has minor damage – **Monitor**, Rope ladder bolts worn require replacing, Post caps missing – **Ongoing Estimated Completion end of September 2020**

Moderate Risk - 2Bay 1 Flat I Basket Swing – Remove paint on surface, Edges of surface trip hazard repair, Gaps between surfaces – **Monitor**, Shackles worn replace, Seat has minor damage – **Monitor**, Chains worn replace, Re Level Seat, Securing method to Flat Swing require checking, Graffiti requires removing – **Ongoing Estimated Completion end of September 2020**

Low Risk – MUGA Multi Use Play Area – Bolt covers missing replace, Sign bracket needs securing, Surface damage repair damage, **Monitor**

Findings

Clear all vegetation from fence lines paths etc., level off any uneven surfaces where removed seating has been, repair wet pour surfaces, monitor signage.

Parkside Playground Area - Lower

Low Risk – Gate Self closing - Area under gate eroding uneven areas, trip hazard **Monitor**

Low Risk - Cycle Rack – Not secured enough into ground risk of tipping requires deeper fixing **Monitor**

Low Risk – Flat Top Fencing – Re Paint, **Monitor** Fence Damage repair when required, Repair damage to surface **Monitor**

Low Risk – Litter Bin – Re Paint, Treat Rust **Monitor**

Low Risk – Basket Swing – Surface Edges lifting Trip Hazard Repair, remove protruding bolt threads and cap, Seat Damage Repair, Bushes wearing – **Monitor**, Chain Wear Replace **Monitor**

Low Risk – Roundabout – Finger entrapments remove entrapment, Re Paint Unit, Seat minor damage – **Monitor**, Secure all loose fixings **Monitor**

Low Risk – Wobble Board – Sand down all rough edges – **Monitor**, Spring rotates secure **Monitor**

Low Risk – Four Way Springer – Surface require repairing, Fixings working loose secure, **Monitor**

Low Risk – Junior Multi Play – Moss/Algae requires Jet Washing of surface, Dents to slide surface – **Monitor**, Fixings missing on Bridge replace, Re Paint **Monitor**

Findings

Clear all vegetation from fence lines paths etc., level off any uneven surfaces where removed seating has been, repair wet pour surfaces, monitor signage.

Village Green Playground

Low Risk – Signage – Monitor for sharp edges **completed 29th & 30th July 2020**

Low Risk – Combination Gate – Re Paint **Monitor**

Low Risk – Flat Top Fencing – Damage to fence sections – **Monitor**, Re Paint **Monitor**

Low Risk – Litter Bin – Re Paint, Treat Rust, Door Lid to be kept locked **Monitor**

Low Risk – Activity Trail – Protruding bolt threads - remove, Number of fixings working loose – secure, Fixings pulling through timber fix or replace, provide 3mm radius to all exposed edges, Surface eroded in places - reinstate **completed 29th & 30th July 2020**

Moderate Risk - Palisade Logs/Sleepers – Timber remove and replace where necessary; timber has severe rot and replace where missing **completed 29th &30th July 2020 reviewing area**

Low Risk – Self Closing Gate – Gap should be 12mm **constructed like this**

Low Risk – Sleepers Set in Grass – Replace where rotten **completed 29th &30th July 2020 reviewing area**

Low Risk – Picnic Table – Surface eroded reinstate – **Monitor** for deterioration **Monitor**

Low Risk – Bench – Fixings working loose secure **completed 29th &30th July 2020**

Low Risk – 1 Bay 2 Seat Cradle Swing – Seat connectors worn replace, Caps missing from under seats replace **completed 29th &30th July 2020**

Low Risk – Roundabout – Top up loose fill bark surface to 300mm depth, Parts of timber rough and splintered remove sharp edges **completed 29th &30th July 2020**

Low Risk – Spring See Saw – Parts of timber rough and splintered remove sharp edges **completed 29th &30th July 2020**

Low Risk – Junior Multi Play - Top up loose fill bark surface to 300mm depth, Parts of timber rough and splintered remove sharp edges, Timber on structure rotten replace, Graffiti present remove, Number of fixings loose secure, reinstate guardrail as dropped **completed 29th &30th July 2020**

Low Risk – Spring See Saw – Damaged – **Monitor** and replace as required **completed 29th &30th July 2020**

Moderate Risk - Overhead Rotator - Seat severely damaged requires replacing, Bearing not operating correctly replace the bearing **completed 29th &30th July 2020**

Low Risk – Basket Swing – Shackles worn – **Monitor**, Seat suspension cover damaged – **Monitor** replace if required, Joint cover damaged replace **completed 29th &30th July 2020 removed**

Low Risk – Climbing Frame - Worn Chains replace, worn rope replace, worn shackles replace **completed 29th &30th July 2020**

Low Risk - Climbing Pole – Number of fixings loose secure **completed 29th &30th July 2020**

Low Risk – Balance Beam - Number of fixings loose secure **completed 29th &30th July 2020**

Village Green Playground Outside Gym Area

Low Risk – Ab Station – Post end caps missing replace **completed 29th &30th July 2020**

Low Risk – Rower – Sear has minor damage **Monitor**

Low Risk - Squat Station – Paint flacking off re paint, Treat rust, Damaged **Monitor**

Low Risk – Cycle - Damage and missing hand grips replace **completed 29th &30th July 2020**

Low Risk – Hip Twister – Paint flacking off re paint **Monitor**

Low Risk – Shelter – Surface eroded reinstate **Monitor**

Findings

Clear all vegetation from fence lines paths etc., level off any uneven surfaces where removed seating has been, repair wet pour surfaces, monitor signage, Top up loose fill bark surface to 300mm depth.

Orchard Close Playground

Low Risk – Sign Damaged remove sharp edges **Monitor**

Low Risk – Self closer gate – Re paint **Monitor**

Low Risk - Cycle Rack – Not secured enough into ground risk of tipping requires deeper fixing **Monitor**

Low Risk – Litter Bin – Remove Graffiti, ensure lid door closed, Repaint, Treat rust **Monitor**

Low Risk - Bench – Monitor for deterioration some damage evident, surface around bench eroded reinstate **Monitor**

Low Risk – Gate Self Closing - Area under gate eroding uneven areas, trip hazard **Monitor**

Low Risk – Flat Top Fencing – Re paint, Treat Rust **Monitor**

Moderate Risk - Basket Swing – Seat suspension cover damaged replace, Timber edging missing replace, Bushes worn or missing replace, Repaint, Treat rust

Low Risk – Surf Swing – Chain, Shackle and fixing wear – **Monitor**, Graffiti present remove **Monitor**

Low Risk – Overhead Rotator – Bearing dry lubricate **Monitor**

Low Risk – Misc. Springer - Top up loose fill bark surface to 300mm depth, Number of fixings loose secure, Minor damage sand down of sharp edges - Monitor **Monitor**

Low Risk – Junior Multi Play – Step damaged – **Monitor**, Chain covers damaged – **Monitor**, Graffiti present remove, climbing panel damaged – Monitor, top up loose fill bark surface to 300mm depth, Repaint, treat rust, Number of fixings lose secure **Monitor**

Low Risk - Swing Barrier – Damaged – **Monitor**

Orchard Close Playground Outside Gym Area

Low Risk – Sign – Bracket strap loose secure **Monitor**

Low Risk – Dip Station – Loose in foundations secure - **Monitor**

Findings

Clear all vegetation from fence lines paths etc., level off any uneven surfaces where removed seating has been, repair wet pour surfaces, monitor signage, Top up loose fill bark surface to 300mm depth.

Appendix B: Village Green – Wet Pore

Surfacing

Option One

to chase cut the existing macadam to give a straight edge
to breakout all timber sleeper retainers and dispose in to skip
to supply and spread top soil and seed to the area
to remove 484m² of loose bark and dispose into skip
to supply and lay 64l/m of PCC edging
to supply and compact MOT type one stone to the complete area
to supply and lay 484m² of black colour wet pour at the required depths
HERAS fencing for duration of works

Area 1 – Basket Swing and Proludic Unit

Option Two

to chase cut the existing macadam to give a straight edge
to breakout all timber sleeper retainers and dispose in to skip
to supply and spread top soil and seed to the area
to remove 132m² of loose bark and dispose into skip
to supply and lay 36l/m of PCC edging
to supply and compact MOT type one stone to the complete area
to supply and lay 132m² of black colour wet pour at the required depth
HERAS fencing for duration of works

Area 2 – Hip Hop and Double Perch

Option Three

to chase cut the existing macadam to give a straight edge
to breakout all timber sleeper retainers and dispose in to skip
to supply and spread top soil and seed to the area
to remove 132m² of loose bark and dispose into skip
to supply and lay 36l/m of PCC edging
to supply and compact MOT type one stone to the complete area
to supply and lay 132m² of black colour wet pour at the required depth
HERAS fencing for duration of works

Area 3 – 1 Tower Unit and Cradle Swing

Option 4

to chase cut the existing macadam to give a straight edge
to breakout all timber sleeper retainers and dispose in to skip
to supply and spread top soil and seed to the area
to remove 110m² of loose bark and dispose into skip
to supply and lay 34l/m of PCC edging
to supply and compact MOT type one stone to the complete area
to supply and lay 110m² of black colour wet pour at the required depth
HERAS fencing for duration of works

Area 4 – Roundabout and 2 No. Springers

Option Five

to chase cut the existing macadam to give a straight edge
to breakout all timber sleeper retainers and dispose in to skip

to supply and spread top soil and seed to the area
to remove 110m² of loose bark and dispose into skip
to supply and lay 34l/m of PCC edging
to supply and compact MOT type one stone to the complete area
to supply and lay 110m² of black colour wet pour at the required depth
HERAS fencing for duration of works

Option One

Quote 1 – £25,200.00

Quote 2 - £52,398.00

Quote 3 - £64,785.00

Totals

Company 1 - £50,466.00

Company 2 - £112,154.00

Company 3 - £133,574.00

Option Two

Quote 1 – £7,375.00

Quote 2 – £17,098.00

Quote 3 - £20,008.00

Option Three

Quote 1 – £7,375.00

Quote 2 – £14,958.00

Quote 3 - £17,668.00

Option Four

Quote 1 – £6,228.00

Quote 2 - £13,850.00

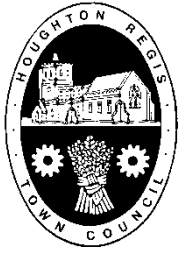
Quote 3 - £16,390.00

Option Five

Quote 1 – £6,228.00

Quote 2 - £13,850.00

Quote 3 - £14,723.00



ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 9**

Date:	21st September 2020
Title:	TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE
Purpose of the Report:	To update members on the Tithe Farm Recreation Ground Sports Project.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

Provided for information only.

2. BACKGROUND

This project comprises an all-weather pitch, new changing rooms and car parking on Tithe Farm recreation ground. The project is being developed and progressed in partnership with Central Bedfordshire Council (CBC) and the Beds Football Association (Beds FA). Funding for the project is likely to come from the Town Council, CBC and the Football Foundation.

The council has appointed a Bid Consultant and a Design Architect to support the project development.

3. ISSUES FOR CONSIDERATION

Members are advised of the following:

- The project team is formed and is regularly working together to develop the project through to submission of the Football Foundation bid and submission of the planning application
- Although broadly speaking the project is developing well, 2 preliminary issues have arisen. Firstly, the land needs to be suitably registered with the Land Registry, options are being explored to progress this expediently. The second issue is that across the site there is an Anglian Water foul sewer. Options are to either design the scheme around the drain or to work with Anglian Water to ensure there is access should it be required.
- The Football Foundation have commissioned a desk top study of the site. It was

this study which revealed the presence of a 225mm diameter Anglian Water foul sewer, including a manhole chamber, crossing the northern edge of the proposed 3G pitch location.

- A preliminary site layout has been worked up taking into account the foul sewer but it is felt that this option will be unable to provide the space for the car park. This is still very much a work in progress.

A project team meeting is scheduled for 11th September so it may be possible to provide a verbal update on these preliminary issues at the committee meeting.

4. PROJECT FUNDING

This project has a high capital cost along with ongoing revenue costs. At this early stage the following detail is provided in relation to capital funding. This is indicative only as costs are heavily dependent on design, which is yet to be finalised.

Provisional project cost: £1,350,000

To be funded as follows:

£160,000	CBC (s106 contribution)		Confirmed
£230,575	HRTC deferred income		Funding available
£800,000	Football Foundation (TBC)		Grant not secured to date although working closely with FF and Beds FA
£38,020	CBC (s106 contribution) CB/14/03047/OUT - Outdoor sport		Applied for
£121,404	HRTC – EMR 322 Pavilion renovation		Funding available, however transfer form EMR needs to be confirmed through Committee as not included in budget
	Balance	£0	

5. COUNCIL VISION

Aspirations

A1 To develop and enhance **partnerships** between HRTC, stakeholders, partners, community groups and residents

Objective 3: A safe and vibrant town

3.1 To reduce the fear of crime, anti-social behaviour and crime levels

Objective 4: Our community

4.1 To create or enhance community facilities which support community development and cohesion

4.2 To enhance existing facilities to enable improved community use and

- accessibility
- 4.3 To provide activities for young people, families and older people
- 4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality
- 4.7 To support local organisations

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

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 the recommendations

7. CONCLUSION AND NEXT STEPS

This project is progressing well. Preliminary issues are to be expected but they are being addressed such that the project is still moving forwards. Regular updates will be provided to the Committee.

8. APPENDICES

None

Environment and Leisure Committee						
Aspiration	How	Delivery timeframe	Resource requirement	Committee	Work to date - Environment and Leisure	Update
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	Tithe Farm recreation ground Sports project. Partnership project with HRTC, CBC and Beds FA and local football clubs.	A communications plan needs to be developed to begin to engage the community.
	<ul style="list-style-type: none"> To press for the enhancement of services as required 	Ongoing	Staff time	As applicable	To be progressed as required	
	<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	To be progressed as required	
	<ul style="list-style-type: none"> To respond and participate in 	Ongoing	Staff time	As applicable	To be progressed as required	

	consultation processes					
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 be progressed as required	
To ensure the council is fit for purpose and efficient in its delivery of services	<ul style="list-style-type: none"> Regular review of services (in particular events, communications and software packages) 	Ongoing	Staff time	As applicable	To be progressed as required	

	<ul style="list-style-type: none"> Regular review of facilities and premises 	Ongoing	Staff time	E&L	Sports fee structure to be reviewed and considered by committee in November.	
	<ul style="list-style-type: none"> Maximise income opportunities (investments, chargeable services, hire charges / fees) 	Ongoing	Staff time	As applicable	To be considered during review of fees in November.	
			Income opportunities			
Delivery	Actions	Delivery timeframe	Budget requirement	Committee		
Objective 1: Grow your own						
1.1 To support HHP kitchen garden	<ul style="list-style-type: none"> Staff support – grounds 	Ongoing	Staff time	E&L	Support is provided to the HHP Head Gardener on a regular basis.	
	<ul style="list-style-type: none"> Promotion 	Ongoing	Staff time			
	<ul style="list-style-type: none"> Finance 	Ongoing	Current rev budget available.			

1.3 Establish allotments within new housing developments	<ul style="list-style-type: none"> To work with promoters of development sites 	Ongoing	Staff time	E&L	To be progressed when applicable.	
	<ul style="list-style-type: none"> Promotion 	Ongoing	Staff time			
1.5 To increase edible planting	<ul style="list-style-type: none"> Provide fruit bushes and fruit trees 	2020	£1,000	E&L	There is some funding available within the Horticultural budget for this project. Members are invited to discuss.	
1.6 Enhance biodiversity and support wildlife	<ul style="list-style-type: none"> Wildflower planting 	2020	£300	E&L	There is some funding available within the Horticultural budget for this project. Members are invited to discuss.	
	<ul style="list-style-type: none"> Enhance biodiversity within current assets (old section of cemetery, HHP, DKD, hedgerows) 	2020	N/K	E&L	This project is interlinked with above.	
Objective 2: A Greener Cleaner Houghton Regis						

	<ul style="list-style-type: none"> Offer recycling within open spaces 	2020	£1,000	E&L	Members are invited to discuss. Options include a phased replacement of litter bins with dual purpose litter and recycling bins.	
2.4 To provide outdoor fitness equipment in parks and open spaces	<ul style="list-style-type: none"> Parkside, Tithe Farm recreation grounds 	2020	£5,000	E&L	This project is linked in with seeking to dedicate these areas as Fields in Trust. Due to the sports project at Tithe Farm it is suggested that Parkside Recreation ground be considered initially. Members are requested to confirm that this should be investigated and progressed.	
Objective 3: A safe and vibrant town						
Objective 4: Our community						
4.1 To create or enhance community facilities which support community	<ul style="list-style-type: none"> Development of a sporting hub and all-weather pitch 	2020	£1.5m, HRTC contrib £300-500k	As applicable	All weather pitch, changing facilities and car park project being progressed.	

development and cohesion			Staff time			
	<ul style="list-style-type: none"> Work with partners on the delivery of community facilities with the strategic growth area 	2020	N/K			
4.2 To enhance existing facilities to enable improved community use and accessibility	<ul style="list-style-type: none"> Village green pavilion refurbishment 	2022	N/K Staff time	E&L	To be progressed in due course.	
4.4 To help to protect and preserve historic gems	<ul style="list-style-type: none"> All Saints Church 	Ongoing	Staff time	As applicable	To be progressed as required.	
	<ul style="list-style-type: none"> HHP 	Ongoing	Staff time			
	<ul style="list-style-type: none"> Red House 	Ongoing	Staff time			
4.5 To provide high quality green spaces for leisure and recreation, healthier	<ul style="list-style-type: none"> Ongoing grounds maintenance 	Ongoing	Staff time	E&L	Members are invited to discuss. Play area surfacing being considered for the Green.	

living, urban attractiveness, improved air quality						
4.6 To provide a range of play facilities for all to enjoy	<ul style="list-style-type: none"> Ongoing maintenance 	Ongoing	Staff time	E&L	Members are invited to discuss. Play area surfacing being considered for the Green.	
4.8 To support HHP to seek to develop the site to its full potential	<ul style="list-style-type: none"> Grounds care 	Ongoing	Staff time	E&L	Use of Moore Crescent car park being considered to support HHP.	
	<ul style="list-style-type: none"> Financial 	Ongoing	Staff time			
	<ul style="list-style-type: none"> Accepted project partner 	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 	Ongoing	Staff time £100,000	E&L	Completed. The site is now operational.	