

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

10th November 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 virtually on **Monday 16th November 2020 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 LINK](#)¹

[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 RECORDED***²

Clare Evans
Town Clerk

Agenda

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

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

² 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. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

The use of images or recordings arising from this is not under the Council's control.

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 21st September 2020.

Recommendation: To confirm the minutes of the Environment & Leisure Committee meeting held on 21st September 2020 and for these to be signed by the Chairman.

5. ENVIRONMENT & LEISURE FEES 2021/22

Pages 9 - 21

To set the hire charges under the control of Environment & Leisure Committee for 2021/22.

Recommendation: To approve the Environment & Leisure Schedule of Fees for 2021/22.

6. INCOME AND EXPENDITURE REPORT

Pages 22 - 29

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

7. DRAFT BUDGET 2021/22

Pages 30 - 69

Members will find attached the officer draft budget for 2021/22 (Appendix A - pages 30 - 38) along with explanatory notes for the Environment & Leisure Committee (Appendix B – pages 39 - 69).

The draft budget reflects on ongoing budgetary commitments along with anticipated budgetary commitments arising from the Council Vision 2020/24.

As members are aware the council revised its budget for 2020/21 in July 2020 to reflect on the implications of Covid-19. At the time of revising the budget members requested that the budget for 2021/22 be set on the original budget figures as these are reflective of a ‘normal’ council year. However due to software limitations, the draft budget in Appendix A includes the revised budget amounts for 2020/21. However the budget explanatory notes in Appendix B provide members with the original budget figures for 2020/21 as requested. The draft budget for 2021/22 assumes normal delivery of services during the year, i.e. it assumes that Covid will not affect the services of the council during 2021/22.

This is provided for initial consideration and comment.

8. TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

Pages 70 - 74

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

9. VISION

Pages 75 - 82

Members will find attached an extract from the approved Vision 2020/2024 as it relates to the work of this committee.

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.

10. FAIR & CIRCUS VISITS

Members are advised that approved visits are:

Circus

Arrive 14th October

Open 15th October – 21st October

Leave 22nd October

The Fair has requested the following dates:

Fair

Arrive 11th May

Open 14th May – 23rd May

Leave 24th May

Arrive 6th September

Open 9th September – 12th September

Leave 13th September

Recommendation: To approve the following visits by the fair:

Arrive 11th May

Open 14th May – 23rd May

Leave 24th May

Arrive 6th September

Open 9th September – 12th September

Leave 13th September.

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
21st September 2020 at 7.00pm

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

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

Public: 2

Apologies: Councillors: A Slough

Absent: D Dixon-Wilkinson

11340 APOLOGIES

Apologies were received from Cllr Slough.

11341 QUESTIONS FROM THE PUBLIC

None.

11342 SPECIFIC DECLARATIONS OF INTEREST

None.

11343 MINUTES

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

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

11344 INCOME AND EXPENDITURE REPORT

Members received the Income & Expenditure report to date for the Environment & Leisure Committee.

11345 HOUGHTON REGIS CEMTERY

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

As members were aware a considerable amount of work had been undertaken to secure a new burial site. Discussions were being held with Central Bedfordshire Council on options and in due course a report would be presented to the New Cemetery Sub-Committee.

Members were advised that once land had been identified and costings for exploratory work had been received from Cemetery Development Services, a New Cemetery Sub-Committee meeting would be held. Members were advised that it was hoped that a meeting of the New Cemetery Sub-Committee could be held approximately within the next 6 weeks.

11346 PLAY AREA INSPECTION REPORT

Members were provided with an update of the outcomes of the annual play area inspection and were invited to consider surfacing options for the Village Green play area.

Members were advised of the ongoing cost of bark replacement each year at approximately £2,500 and were requested to consider replacing this with wetpore, which would not incur an annual replenishment cost, ad-hoc repairs would be completed as necessary.

Resolved:

- 1. To complete all maintenance in the timescale indicated within Appendix A and accept low risk items as identified;**
- 2. To replace the bark surface within the Village Green play area with wetpore using the services of Company A.**

11347 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

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

Members were advised that a bid consultant and design architect had been appointed. Some issues had been raised; the land was not registered with Land Registry, however, the lease would be registered which met the requirements of the Football Foundation; a foul sewage pipe had been discovered on the land. Discussions were being held with Anglian Water over this.

Members were advised that a resident consultation would be held when the process was further along.

7.26 pm - Councillor Morgan joined the meeting

11348 VISION

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee. Members were requested to note that Covid-19 had a

significant impact on the progression of the Vision.

In particular Members were 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 were invited to put forward any specific ideas so that investigations could take place and funding options considered.

Members queried whether the bins identified would be dual purpose, and if the extra cost of disposal been considered. Members were advised the correct disposal of recyclable litter was difficult but options would be investigated further.

Members suggested, that as only some of the bins in Houghton Regis were maintained and replaced by Houghton Regis Town Council, that Central Bedfordshire Council be approached to replace the Central Bedfordshire Council owned bins at the same time.

Members raised concerns that the due to Covid-19, sharing the Vision with residents may prove more of a challenge.

Members were keen for the edible planting project to be initiated. An area suggested for the edible planting project was Dog Kennel Down, although this was a County Wildlife site so options would need to be explored further.

An amendment to the officer recommendation 1. was proposed to read:

To approve a phased replacement of litter bins with dual purpose litter and recycling bins, subject to a suitable means of disposal being identified.

The officer recommendation read:

To approve a phased replacement of litter bins with dual purpose litter and recycling bins.

The amendment was proposed by: S Goodchild, seconded by: D Abbott.

All in favour

Accordingly, this became the substantive motion.

Proposed by: S Goodchild, seconded by: D Abbott.

All in favour

- Resolved:**
- 1. To approve a phased replacement of litter bins with dual purpose litter and recycling bins, subject to a suitable means of disposal being identified.**
 - 2. 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.**

11349 USE OF THE VILLAGE GREEN

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

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

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

11350 MOORE CRESCENT CAR PARK

Members were invited to consider the use of Moore Crescent car park to support Houghton Hall Park.

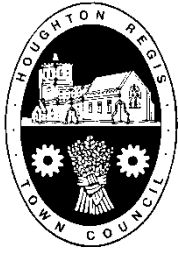
Members were advised that the car park was currently being used by Houghton Hall Park to support their events but could be used to support Houghton Hall Park on a more regular or daily basis. Members were advised that this was a request to authorise the investigation of the wider use of the car park, and options would be brought back to this Committee for further discussion once the investigation had been completed.

- Resolved:** **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.**

The Chairman declared the meeting closed at 8.04pm

Dated this 16th day of November 2020

Chairman



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 5

Date: 16th November 2020

Title: **ENVIRONMENT & LEISURE FEES 2021/22**

Purpose of the Report: **To set the hire charges under the control of Environment & Leisure Committee for 2021/22.**

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

1. RECOMMENDATION

To approve the Environment & Leisure Schedule of Fees for 2021/22.

2. BACKGROUND

This committee sets the hire charges relating to

- Football Pitch fees
- Cricket fees
- Bowls Green fees
- Leisure fees (fair & circus visits)
- Miscellaneous fees (pavilion hire)
- Grounds maintenance fees

On an annual basis the committee consider the charges for the next financial year.

3. ISSUES FOR CONSIDERATION

Members will find attached at Appendix A the current fee schedule.

Last year when this committee considered fees for the current financial year, members received a report which suggested a gradual move towards reducing the level of subsidy for sports and leisure facilities.

Following on from the process in 2019/20 for the current financial year the council did receive some feedback in particular from the larger of the local football clubs who use HRTC facilities. The feedback expressed concerns over the suggested longer-term

increase in fees and suggested that these fees may become prohibitive. Consequently, in preparation for the fee setting process of this year work has been completed to gauge feedback from sports users on facilities and fee levels and also on comparing fees and services with neighbouring towns in Central Bedfordshire. The outcome of this work is shown in Appendix B. It is not intended to repeat this exercise on an annual basis but it may be prudent to undertake such a comparison every 4 years.

Feedback from clubs has been positive over the standard of the facilities but nearly all responders have expressed concerns over fee increases. Some specific comments from one large football club include:

1. Support for a pricing structure based on a per game charge. The charge per game per club is then consistent. It also stops a club having to pay in effect twice when a club has to hire an alternative pitch should the HRTC pitch be unavailable e.g. for a community event or damage etc
2. A discount could be offered to clubs who hire multiple pitches
3. Support for goal posts being left up
4. Support for a reduced fee if a club provides their own goal post
5. Comments also provided on out of season training facilities, the lack of an all-weather pitch and the affordability of hire of an all-weather pitch should this facility materialise.

Appendix C provides information on the VAT position in relation to sports bookings.

The continued uncertainty over Covid and the variable, and perhaps ongoing, restrictions has and will continue to have a significant impact on all. To support local clubs and other users it is suggested that for 2021/22 that the fees under the remit of the Environment & Leisure Committee be increase by 2% to help the council cover inflationary increases in costs. Specifically, in relation to football fees a season fee is suggested along with an individual match fee, this will enable clubs to decide if they would rather pay a fix annual fee or a match fee.

Considering the information provided a fee schedule for 2021/22 is provided in Appendix D.

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

Objective 3: A safe and vibrant town

- 3.7 To communicate well with residents and stakeholders

Objective 4: Our community

- 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

5. IMPLICATIONS

Corporate Implications

- Consultation with facilities users has been undertaken.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- Budget – the fee structure agreed will have a budget implication for 2021/22
- The Committee previously agreed to adjust sports fees should fixtures be limited due to Covid. This will happen as necessary
- The VAT position relating to sports bookings can be viewed here:
<https://www.gov.uk/guidance/sport-supplies-that-are-vat-exempt-notice-70145>
<https://www.gov.uk/guidance/vat-on-land-and-property-notice-742> para 5.4

Risk Implications

- Reputation – regard should be paid to the feedback from users although a balance must be found with financial sustainability of the provision

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.
Users will be notified of the fees for 2021/22.

6. CONCLUSION AND NEXT STEPS

A considerable amount of work has been completed to assess comparable costs and to accurately advise on the cost of provision. It is very difficult to compare costs within the local area as facilities and services do vary. The added complication of Covid and the knock-on impacts of this provide an added complication.

On balance it is suggested that the fees HRTC apply are not wholly dissimilar to other local areas. The cost analysis (which excludes staff costs) also shows the level of subsidy that the council is providing.

A 2% increase is suggested which will help the council cover inflationary increases of materials and utilities.

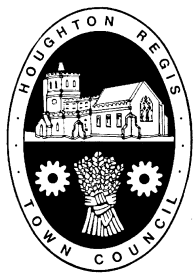
7. APPENDICES

Appendix A Current fee schedule

Appendix B Local Comparison & Estimated Costs

Appendix C VAT Position

Appendix D Draft fee schedule for 2021/22



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

Town Clerk: **Clare Evans** Email: info@houghtonregis.org.uk

ENVIRONMENT FEES 2020-21

SPORTS FEES

2020-21

Football Pitch fees

11 v 11 Senior	£600 per team
11 v 11 Youth (under 13's* to under 18's playing on senior pitches)	£325 per team
*U13/14's play on 90x55 yard pitches	
9 v 9 (80x40 yards)	£325 per team
Mini league 7 v 7 (60 x 40 yards)	£220 per team
Mini league 5 v 5 (40x30 yards)	£220 per team
Hire of Football Pitch (ad-hoc)	£65 + VAT per session

(Football bookings at Moore Crescent are subject to VAT. To provide consistency to hirers, the invoice will show the net amount, VAT amount and the gross amount chargeable. The gross amount chargeable will not exceed the fee contained within the fee schedule)

Cricket fees

Hire of the Cricket Pitch & Pavilion (Orchard Close) £1,000 per season

Bowls Green

Hire of Bowls Green £5,000 + VAT
(£6,000 per season)

LEISURE FEES**2020-21**

Hire of the open space for Fun Fairs	£1,150 (max 8 days)
Hire of the open space for Circus	£145 /day opening

MISCELLANEOUS FEES**2020-21**

Hire of The Green pavilion	£6 per hour for Houghton Regis residents / HR community groups £24 per hour for all other hirers £24 per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.
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The above fees apply in evenings and weekends where the hirer has their own key.

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £29 + VAT

Hire of Moore Cres pavilion	£7 per hour for Houghton Regis residents / HR community groups £28 + VAT per hour for all other hirers £28 + VAT per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.
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The above fees apply in evenings and weekends where the hirer has their own key.

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £29 + VAT

(Prices for the hire of Moore Crescent pavilion are subject to standard rate VAT)

GROUNDS MAINTENANCE**2020-21**

St Vincent's School	£3750 + VAT per annum
Ground Maintenance (ad-hoc)	£35 per hour + VAT per person
Ground Maintenance (CBC inc HHP)	£20 per hour + VAT per person

Note

1. All bookings are made subject to the terms and conditions set out by the Town Council, a signed copy of which must be submitted to the Town Council at the time of booking.

Appendix B Local comparison & Estimated Costs

Football

Town	Fees - Senior	Fees – Junior	Fees – Mini	Notes
Houghton Regis	£600 per team / season	£325 per team / season	£220 per team / season	Clubs put up Nets & Goal Posts ¹ , If Parking available free of charge, litter picked up by clubs after games.
Dunstable	£46+VAT	£24 +VAT with c/r ² £18 +VAT without c/r	£18+VAT	Goal Posts left up all season, Clubs put up Nets, If Parking available free of charge, litter picked up by clubs after games.
Leighton	£51.50+VAT	£25+VAT	£25+VAT	Goal Posts left up all season, Clubs put up Nets, If Parking available free of charge, litter picked up by clubs after games
Flitwick	N/A	N/A	N/A	Run by outside party
Ampthill	N/A	N/A	N/A	Run by outside party
Sandy	£449 per season	£208 per season	£183 per season	Goal Posts left up all season, Clubs put up Nets, If Parking available free of charge, litter picked up by clubs after games.
Shefford	N/A	N/A	N/A	Run by outside party
Biggleswade	£55 +VAT with c/r £33 +VAT without c/r	£13+VAT	£13+VAT	Goal Posts left up all season, Clubs put up Nets, If Parking available free of charge, litter picked up by clubs after games.

	Revenue Items	Revenue cost ³ (£) Per Annum	Staff time cost (hrs per week)
Pitch preparation	Line marking material End of season treatment Weedkilling Drainage	£2100 £3100 £1550 £2000	264 hours per annum inc weekly work and pre and post season work
Pavilion utility costs –	Water Gas Electric Rates	£4466 £2842 £3015 £4522	
Pavilion cleaning costs – completed in-house	Cleaning materials	£100	200 hours per annum
Total		£21,795 / annum	464 hours / annum

Predicted income from Football Hire based on usage and fees for 2020/21 £8185

¹ HRTC ask the clubs to erect when needed to help to protect the goals mouths from wear and tear from ad hoc use. If preferred goal posts can be left up but teams should be aware of the wear and tear implications. Members to be aware that there may be higher remedial costs to restore goal areas.

² c/r – refers to Community Room

³ Costs are total figures across Moore Crescent, Orchard Close, Tithe Farm and Parkside. Costs excludes depreciation on machinery

Appendix B Local comparison & Estimated Costs

Cricket

Town	Fees - Senior	Fees – Junior	Notes
Houghton Regis	£1,000 per season	N/A	
Dunstable	N/A	N/A	N/A
Leighton	£52.50 + VAT per wicket	N/A	If Parking available free of charge, litter picked up by clubs after games, includes changing rooms
Flitwick	N/A	N/A	N/A
Amphill	N/A	N/A	N/A
Sandy	£285 per wicket	N/A	If Parking available free of charge, litter picked up by clubs after games, includes changing rooms
Shefford	N/A	N/A	N/A
Biggleswade	£1,020 per annum	N/A	If Parking available free of charge, litter picked up by clubs after games, includes changing rooms

	Revenue cost ⁴ (£)		Staff time cost (hrs per week)
Square & outfield preparation	Line marking material	£300	132 hours per Annum
	End of season treatment	£1800	
Pavilion utility costs	Water	£355	
	Gas	N/A	
	Electric	£274	
	Rates	N/A	
Pavilion cleaning costs – completed by ground staff	Cleaning materials	£100	88 hours per Annum
Total		£2729	

Predicted income from Cricket Hire based on usage and fees for 2020/21 £1000

⁴ Excludes depreciation on machinery

Appendix B Local comparison & Estimated Costs

Bowls

Town	Fees - Senior	Fees – Junior	Notes
Houghton Regis	£5000+ VAT		VAT is added at it relates to Moore Crescent Pavilion (Opt to tax)
Dunstable	N/A	N/A	N/A
Leighton	N/A	N/A	N/A
Flitwick	N/A	N/A	Run by outside party
Amphill	N/A	N/A	N/A
Sandy	£4.40 per rink	N/A	If Parking available free of charge, litter picked up by clubs after games, includes changing rooms
Shefford	N/A	N/A	N/A
Biggleswade	£2760	N/A	If Parking available free of charge, litter picked up by clubs after games, includes changing rooms

	Revenue cost ⁵ (£)		Staff time cost
Green preparation	End of season treatment seeding, weed killing etc. Treatment during the year weed killing etc.	£5000 £1300	308 hours per Annum
Pavilion utility costs (% of actual)	Water (80%) Gas (50%) Electric (50%) Rates (50%)	£2800 £1250 £800 £2200	
Pavilion cleaning costs – completed in-house	Cleaning materials	£100	208 hours per Annum
Total		£13350	516 hours per Annum

Predicted income from Bowls Hire based on usage and fees for 2020/21 £5000

⁵ Excludes depreciation on machinery

Appendix B Local comparison & Estimated Costs

Pavilion hire – Ad Hoc

Due to the range of facilities available to hire it is not possible to summary hire fees. If members would like to see individual towns hire schedules, please contact the Head of Grounds Operations.

Fair & Circus

Town			Notes
Houghton Regis	Hire of the open space for Fun Fairs		£1,150 (max 8 days)
	Hire of the open space for Circus		£145 /day opening
Dunstable	N/A	N/A	N/A
Leighton	Half day £72.50	Full Day £215	If Parking available free of charge, litter picked up by fair/circus
Flitwick	N/A	N/A	N/A
Amphill	N/A	N/A	N/A
Sandy	N/A	N/A	N/A
Shefford	N/A	N/A	N/A
Biggleswade	N/A	N/A	N/A

Appendix C VAT position

The VAT position relating to sports bookings can be viewed here:
<https://www.gov.uk/guidance/sport-supplies-that-are-vat-exempt-notice-70145>
<https://www.gov.uk/guidance/vat-on-land-and-property-notice-742>

However specifically para 5.4 of Notice 742 states:

5.4 Lets for a series of sessions

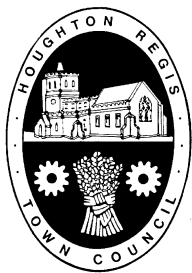
If you let out sports and physical recreation facilities for a series of sessions your supply is exempt (unless you have opted to tax) when you meet all the following conditions:

Step	Condition
1.	the series consists of 10 or more sessions.
2.	each session is for the same sport or activity.
3.	each session is in the same place. This condition is still met where a different pitch, court or lane is used (or a different number of pitches, courts or lanes), as long as these are at the same establishment.
4.	the interval between each session is at least 1 day but not more than 14 days (for an interval to be at least 1 day, 24 hours must elapse between the start of each session). The duration of the sessions may be varied. There is no exception for intervals greater than 14 days through the closure of the facility for any reason.
5.	the series is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.
6.	the facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
7.	the person that the facilities are let to has exclusive use of them during the sessions.

Accordingly, for sports hires which met the above criteria the council is not required to add VAT to the hire fee.

Should members decide to charge on a per session basis VAT would have to be added to the hire fee.

Please note – that during the construction of Moore Crescent Pavilion the Council completed the ‘Opt to Tax’ process. Due to the level of construction cost of this pavilion the council would have been liable to pay VAT on the construction costs unless this was completed. However it requires that any hires relating to this pavilion have VAT added at the Standard Rate.



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

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

Town Clerk: **Clare Evans** Email: info@houghtonregis.org.uk

ENVIRONMENT FEES 2021-22

SPORTS FEES

2021-22

Football Pitch fees

Pitch size	Annual Fee	Per Game fee
Senior		
• 11 v 11	£612 per team	£62 + VAT
Youth		
• 11 v 11	£331	£31 + VAT
• 9 v 9	£331	£31 + VAT
Mini		
• 7 v 7	£230	£24 + VAT
• 5 v 5	£230	£24 + VAT
Pre season ad hoc pitch hire	N/A	£66 + VAT

(Football bookings at Moore Crescent are all subject to VAT. To provide consistency to hirers, the invoice will show the net amount, VAT amount and the gross amount chargeable. The gross amount chargeable will not exceed the fee contained within the fee schedule)

Cricket fees

Hire of the Cricket Pitch & Pavilion (Orchard Close) £ 1020 per season

Bowls Green

Hire of Bowls Green £ 5100 + VAT

LEISURE FEES

2021-22

Hire of the open space for Fun Fairs & Circus £ 148 /day opening

MISCELLANEOUS FEES

2021-22

Hire of The Green pavilion £6 per hour for Houghton Regis residents / HR community groups
£24 per hour for all other hirers

£24 per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.

The above fees apply in evenings and weekends where the hirer has their own key.

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £29 + VAT

Hire of Moore Cres pavilion £7 per hour for Houghton Regis residents / HR community groups
£28 + VAT per hour for all other hirers
£28 + VAT per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.

The above fees apply in evenings and weekends where the hirer has their own key.

Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £29 + VAT

(Prices for the hire of Moore Crescent pavilion are subject to standard rate VAT)

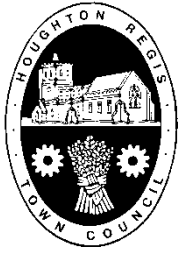
GROUNDS MAINTENANCE

2020-21

St Vincent's School	£3825 + VAT per annum
Ground Maintenance (ad-hoc)	£36 per hour + VAT per person
Ground Maintenance (CBC inc HHP)	£20 per hour + VAT per person

Note

1. All bookings are made subject to the terms and conditions set out by the Town Council, a signed copy of which must be submitted to the Town Council at the time of booking.



ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 6**

Date: 16th November 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.

232-4036 Property Maintenance

Orchard Close pavilion requires a repair to the roof. This is being completed shortly at a cost of £542.

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.

271-1084 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.

271-4020 Misc Establishment Costs

This includes significant spends to repair the cemetery wall coping stones (as budgeted for) plus a repair to the cemetery gates caused by an unknown third party. An insurance claim has been submitted for this and the reimbursement will be coded to 271-1091 in due course.

281-4015 Gas

This is a miscode and will be corrected, (value 27p).

282-4017 Health & Safety

This budget has seen an increase in expenditure from sanitisation supplies for use on the play equipment. It may transpire that a virement is required to accommodate this additional expenditure. This will be considered subsequently, although it is hoped that 282-4082 will be able to help support this expenditure.

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.

291-4059 Professional Fees

This includes £1600 to have the cemetery ledgers and associated paperwork professionally scanned. This work was required to support staff being able to complete cemetery administration from home. It is hoped that there will be underspend in 291 which will offset this overspend.

299-1072 Income Insurance Claim

This relates to the settlement of the insurance claim for the cemetery gates and needs to be re-coded to 271-1091

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 – outcome Successful

£1417 from s106 funding – outcome TBC

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 30/09/2020

Month No: 7

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	65	512	1,000	488		488	51.2%
4014 ELECTRICITY	63	361	800	439		439	45.1%
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	127	5,410	6,500	1,090	3,475	(2,385)	136.7%
Net Expenditure	(127)	(5,410)	(6,500)	(1,090)			
<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	116	710	1,400	691		691	50.7%
Parkside Rec Gd :- Indirect Expenditure	116	896	1,450	554	0	554	61.8%
Net Income over Expenditure	(116)	(896)	350	1,246			
<u>212 Parkside Pavilion</u>							
4012 WATER RATES	0	0	100	100		100	0.0%
4014 ELECTRICITY	58	199	400	201		201	49.8%
4015 GAS	2	52	150	98		98	34.9%
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000		1,000	0.0%
Parkside Pavilion :- Indirect Expenditure	61	252	1,650	1,398	0	1,398	15.3%
Net Expenditure	(61)	(252)	(1,650)	(1,398)			
<u>221 Tithe Farm Rec Gd</u>							
1082 INC-LETTINGS	0	1,544	2,000	456			77.2%
Tithe Farm Rec Gd :- Income	0	1,544	2,000	456			77.2%

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 7

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	116	846	1,700	854		854	49.8%
Tithe Farm Rec Gd :- Indirect Expenditure	116	851	1,705	854	0	854	49.9%
Net Income over Expenditure	(116)	693	295	(398)			
<u>222 Tithe Farm Pavilion</u>							
4012 WATER RATES	8	150	450	300		300	33.4%
4014 ELECTRICITY	26	213	700	487		487	30.4%
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	34	384	2,500	2,116	0	2,116	15.4%
Net Expenditure	(34)	(384)	(2,500)	(2,116)			
<u>231 Orchard Close Rec Gd</u>							
1082 INC-LETTINGS	0	1,122	440	(682)			255.0%
Orchard Close Rec Gd :- Income	0	1,122	440	(682)			255.0%
4037 GROUNDS MAINTENANCE	116	846	1,500	654		654	56.4%
Orchard Close Rec Gd :- Indirect Expenditure	116	846	1,500	654	0	654	56.4%
Net Income over Expenditure	(116)	276	(1,060)	(1,336)			
<u>232 Orchard Close Pavilion</u>							
4012 WATER RATES	0	61	350	289		289	17.4%
4014 ELECTRICITY	(32)	160	270	110		110	59.3%
4036 PROPERTY MAINTENANCE	0	0	600	600		600	0.0%
Orchard Close Pavilion :- Indirect Expenditure	(32)	221	1,220	999	0	999	18.1%
Net Expenditure	32	(221)	(1,220)	(999)			
<u>241 Moore Crescent Rec Gd</u>							
1082 INC-LETTINGS	0	1,858	1,400	(458)			132.7%
Moore Crescent Rec Gd :- Income	0	1,858	1,400	(458)			132.7%
4036 PROPERTY MAINTENANCE	0	75	0	(75)		(75)	0.0%
4037 GROUNDS MAINTENANCE	116	771	1,000	229		229	77.1%
Moore Crescent Rec Gd :- Indirect Expenditure	116	846	1,000	154	0	154	84.6%
Net Income over Expenditure	(116)	1,012	400	(612)			

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 7

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	317	2,500	2,183		2,183	12.7%
4014 ELECTRICITY	103	490	1,400	910		910	35.0%
4015 GAS	45	480	2,500	2,020		2,020	19.2%
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	148	6,576	13,345	6,769	0	6,769	49.3%
Net Income over Expenditure	(148)	(6,576)	(13,145)	(6,569)			
<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	350	563	5,500	4,937		4,937	10.2%
Moore Crescent Bowling Gn :- Indirect Expenditure	350	563	5,500	4,937	0	4,937	10.2%
Net Income over Expenditure	(350)	(563)	(1,215)	(652)			
<u>271 Houghton Regis Cemetery</u>							
1084 Income Burial Fees	0	7,924	7,500	(424)			105.7%
Houghton Regis Cemetery :- Income	0	7,924	7,500	(424)			105.7%
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	1,362	4,394	2,500	(1,894)		(1,894)	175.8%
Houghton Regis Cemetery :- Indirect Expenditure	1,362	5,467	3,800	(1,667)	0	(1,667)	143.9%
Net Income over Expenditure	(1,362)	2,457	3,700	1,243			
<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>							
4015 GAS	0	0	0	(0)		(0)	0.0%

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%
4217 HHP Project Contribution	0	3,334	3,334	0		0	100.0%
5002 Tr from EMR Former Railway LIn	0	0	(3,000)	(3,000)		(3,000)	0.0%
Public Open Spaces :- Indirect Expenditure	0	3,334	834	(2,500)	0	(2,500)	399.8%
Net Expenditure	(0)	(3,334)	(834)	2,500			
<u>282 Play Areas (all)</u>							
4017 HEALTH & SAFETY	0	640	500	(140)		(140)	127.9%
4037 GROUNDS MAINTENANCE	0	0	1,500	1,500		1,500	0.0%
4042 Equipment Repairs & Maintenance	0	823	4,500	3,677		3,677	18.3%
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	1,462	6,500	5,038	0	5,038	22.5%
Net Expenditure	0	(1,462)	(6,500)	(5,038)			
<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	690	1,250	560		560	55.2%
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	4	430	900	470		470	47.8%
4013 RENT	0	11,625	15,500	3,875		3,875	75.0%
4014 ELECTRICITY	(64)	438	1,800	1,362		1,362	24.3%
4015 GAS	25	25	100	75		75	24.8%
4017 HEALTH & SAFETY	0	0	1,500	1,500		1,500	0.0%
4018 REFUSE DISPOSAL	0	8,014	21,000	12,986		12,986	38.2%
4020 MISC. ESTABLISH.COST	0	6,735	200	(6,535)		(6,535)	3367.5%
4021 COMMUNICATIONS COSTS	0	50	100	50		50	50.0%
4025 INSURANCE	0	0	200	200		200	0.0%
4036 PROPERTY MAINTENANCE	0	55	9,000	8,945		8,945	0.6%
4038 MAINTENANCE CONTRACTS	0	281	600	319		319	46.8%

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4039 HORTICULTURAL SUPPLIES	29	598	2,000	1,402		1,402	29.9%
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	232	4,107	8,000	3,893	235	3,657	54.3%
4044 VEHICLE FUEL	108	2,386	9,000	6,614		6,614	26.5%
4045 VEHICLE TAX & INSURANCE	0	530	900	370		370	58.9%
4047 Minor Equipment & Tools	(6)	(6)	0	6		6	0.0%
4059 OTHER PROFESSIONAL FEES	0	2,595	2,000	(595)		(595)	129.8%
Outside Services :- Indirect Expenditure	328	47,284	96,425	49,141	235	48,905	49.3%
Net Income over Expenditure	(328)	(35,345)	(85,074)	(49,729)			
<u>299 Env Capital & Projects</u>							
1072 Income - Insurance Claim	1,262	1,262	0	(1,262)			0.0%
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	12,700	12,700	0			100.0%
1205 S106 Contrib for sport / rec	0	0	30,000	30,000			0.0%
Env Capital & Projects :- Income	1,262	16,462	72,700	56,238			22.6%
4053 Loan payments- Moore Cres. Pav	0	12,034	24,069	12,035		12,035	50.0%
4851 CAP-Machinery Renewals	0	17,607	20,000	2,393		2,393	88.0%
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	3,000	0	(3,000)	6,000	(9,000)	0.0%
4871 CAP - Pavilion Renovations	0	0	50,000	50,000		50,000	0.0%
4872 CAP - Sport & Recreation	0	2,310	0	(2,310)		(2,310)	0.0%
Env Capital & Projects :- Indirect Expenditure	0	45,043	119,769	74,726	6,000	68,726	42.6%
Net Income over Expenditure	1,262	(28,581)	(47,069)	(18,488)			
Grand Totals:- Income	1,262	40,850	101,676	60,826			40.2%
Expenditure	2,840	119,436	267,198	147,762	9,710	138,052	48.3%
Net Income over Expenditure	(1,578)	(78,586)	(165,522)	(86,936)			
Movement to/(from) Gen Reserve	(1,578)	(78,586)					

Annual Budget - By Committee

Note: Approved Budget July 2020 for 2020/21

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment and Leisure</u>										
<u>201</u>	<u>Village Green Rec Gd</u>									
1082	INC-LETTINGS	2,700	3,841	0	0	0	0	4,000	0	0
	Total Income	2,700	3,841	0	0	0	0	4,000	0	0
4037	GROUNDS MAINTENANCE	500	267	500	0	500	0	500	0	0
	Overhead Expenditure	500	267	500	0	500	0	500	0	0
	Movement to/(from) Gen Reserve	2,200	3,574	(500)	0	(500)		3,500		
<u>202</u>	<u>Village Green Pavilion</u>									
1082	INC-LETTINGS	400	232	0	0	0	0	200	0	0
	Total Income	400	232	0	0	0	0	200	0	0
4011	RATES	2,448	2,504	2,600	2,545	2,600	0	2,639	0	0
4012	WATER RATES	500	1,190	1,000	1,025	1,000	0	406	0	0
4014	ELECTRICITY	1,000	1,619	800	361	800	0	1,015	0	0
4036	PROPERTY MAINTENANCE	1,000	1,147	1,900	1,899	1,900	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	100	174	200	93	200	0	200	0	0
4042	Equipment Repairs & Maintenance	0	90	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	0	-3,128	0	0	0	3,475	0	0	0
	Overhead Expenditure	5,048	3,596	6,500	5,922	6,500	3,475	5,260	0	0
	Movement to/(from) Gen Reserve	(4,648)	(3,364)	(6,500)	(5,922)	(6,500)		(5,060)		
<u>211</u>	<u>Parkside Rec Gd</u>									

Continued on next page

Annual Budget - By Committee

Note: Approved Budget July 2020 for 2020/21

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1082	INC-LETTINGS	4,000	1,953	1,800	0	1,800	0	1,740	0	0
	Total Income	4,000	1,953	1,800	0	1,800	0	1,740	0	0
4012	WATER RATES	0	0	0	50	0	0	0	0	0
4013	RENT	50	50	50	0	50	0	50	0	0
4036	PROPERTY MAINTENANCE	0	0	0	137	0	0	0	0	0
4037	GROUNDS MAINTENANCE	1,400	1,175	1,400	710	1,400	0	2,171	0	0
	Overhead Expenditure	1,450	1,225	1,450	896	1,450	0	2,221	0	0
	Movement to/(from) Gen Reserve	2,550	728	350	(896)	350		(481)		
212	<u>Parkside Pavilion</u>									
4012	WATER RATES	100	108	100	0	100	0	102	0	0
4014	ELECTRICITY	400	372	400	199	400	0	406	0	0
4015	GAS	150	98	150	52	150	0	152	0	0
4036	PROPERTY MAINTENANCE	1,000	1,966	1,000	0	1,000	0	1,015	0	0
	Overhead Expenditure	1,650	2,543	1,650	252	1,650	0	1,675	0	0
	Movement to/(from) Gen Reserve	(1,650)	(2,543)	(1,650)	(252)	(1,650)		(1,675)		
221	<u>Tithe Farm Rec Gd</u>									
1082	INC-LETTINGS	2,500	2,039	2,000	1,544	2,000	0	3,325	0	0
	Total Income	2,500	2,039	2,000	1,544	2,000	0	3,325	0	0
4013	RENT	5	5	5	5	5	0	5	0	0
4037	GROUNDS MAINTENANCE	1,500	1,175	1,700	846	1,700	0	2,476	0	0

Continued on next page

Annual Budget - By Committee

Note: Approved Budget July 2020 for 2020/21

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	1,505	1,180	1,705	851	1,705	0	2,481	0	0
	Movement to/(from) Gen Reserve	995	859	295	693	295		844		
222	<u>Tithe Farm Pavilion</u>									
1091	Income Miscellaneous	0	1,500	0	0	0	0	0	0	0
	Total Income	0	1,500	0	0	0	0	0	0	0
4012	WATER RATES	450	363	450	150	450	0	457	0	0
4014	ELECTRICITY	700	557	700	213	700	0	711	0	0
4015	GAS	150	98	150	32	150	0	152	0	0
4036	PROPERTY MAINTENANCE	1,200	1,031	1,200	0	1,200	0	1,200	0	0
	Overhead Expenditure	2,500	2,049	2,500	395	2,500	0	2,520	0	0
	Movement to/(from) Gen Reserve	(2,500)	(549)	(2,500)	(395)	(2,500)		(2,520)		
231	<u>Orchard Close Rec Gd</u>									
1082	INC-LETTINGS	1,171	1,955	440	1,122	440	0	2,620	0	0
	Total Income	1,171	1,955	440	1,122	440	0	2,620	0	0
4037	GROUNDS MAINTENANCE	1,000	2,123	1,500	846	1,500	0	1,520	0	0
	Overhead Expenditure	1,000	2,123	1,500	846	1,500	0	1,520	0	0
	Movement to/(from) Gen Reserve	171	(168)	(1,060)	276	(1,060)		1,100		
232	<u>Orchard Close Pavilion</u>									
4012	WATER RATES	350	96	350	61	350	0	355	0	0

Continued on next page

Annual Budget - By Committee

Note: Approved Budget July 2020 for 2020/21

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	ELECTRICITY	270	177	270	160	270	0	275	0	0
4036	PROPERTY MAINTENANCE	600	570	600	0	600	0	600	0	0
	Overhead Expenditure	1,220	843	1,220	221	1,220	0	1,230	0	0
	Movement to/(from) Gen Reserve	(1,220)	(843)	(1,220)	(221)	(1,220)		(1,230)		
241	<u>Moore Crescent Rec Gd</u>									
1082	INC-LETTINGS	1,400	1,653	1,400	1,858	1,400	0	2,125	0	0
	Total Income	1,400	1,653	1,400	1,858	1,400	0	2,125	0	0
4036	PROPERTY MAINTENANCE	0	0	0	75	0	0	0	0	0
4037	GROUNDS MAINTENANCE	800	1,109	1,000	771	1,000	0	1,300	0	0
	Overhead Expenditure	800	1,109	1,000	846	1,000	0	1,300	0	0
	Movement to/(from) Gen Reserve	600	544	400	1,012	400		825		
242	<u>Moore Crescent Pavilion</u>									
1082	INC-LETTINGS	400	98	200	0	200	0	200	0	0
	Total Income	400	98	200	0	200	0	200	0	0
4011	RATES	4,275	4,370	4,400	4,441	4,400	0	4,400	0	0
4012	WATER RATES	2,000	2,896	2,500	942	2,500	0	2,500	0	0
4014	ELECTRICITY	1,400	1,311	1,400	490	1,400	0	1,650	0	0
4015	GAS	800	2,484	2,500	480	2,500	0	2,500	0	0
4036	PROPERTY MAINTENANCE	1,500	2,272	2,000	202	2,000	0	2,000	0	0
4038	MAINTENANCE CONTRACTS	545	531	545	646	545	0	550	0	0

Continued on next page

Annual Budget - By Committee

Note: Approved Budget July 2020 for 2020/21

	<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	10,520	13,864	13,345	7,202	13,345	0	13,600	0	0
Movement to/(from) Gen Reserve	(10,120)	(13,766)	(13,145)	(7,202)	(13,145)		(13,400)		
<u>243 Moore Crescent Bowling Gn</u>									
1082 INC-LETTINGS	7,000	4,299	4,285	0	4,285	0	6,000	0	0
Total Income	7,000	4,299	4,285	0	4,285	0	6,000	0	0
4037 GROUNDS MAINTENANCE	5,000	3,938	5,500	563	5,500	0	5,550	0	0
Overhead Expenditure	5,000	3,938	5,500	563	5,500	0	5,550	0	0
Movement to/(from) Gen Reserve	2,000	361	(1,215)	(563)	(1,215)		450		
<u>271 Houghton Regis Cemetery</u>									
1078 Grants & Donations Received	0	810	0	0	0	0	0	0	0
1084 Income Burial Fees	15,000	17,811	7,500	7,924	7,500	0	7,500	0	0
Total Income	15,000	18,621	7,500	7,924	7,500	0	7,500	0	0
4011 RATES	900	985	1,100	1,010	1,100	0	1,120	0	0
4012 WATER RATES	200	155	200	63	200	0	203	0	0
4020 MISC. ESTABLISH.COST	500	615	2,500	5,065	2,500	0	3,500	0	0
Overhead Expenditure	1,600	1,755	3,800	6,138	3,800	0	4,823	0	0
Movement to/(from) Gen Reserve	13,400	16,865	3,700	1,786	3,700		2,677		
<u>272 All Saints Churchyard</u>									
4028 Bedford Road Wall	500	20,018	2,500	0	2,500	0	2,500	0	0

Continued on next page

Annual Budget - By Committee

Note: Approved Budget July 2020 for 2020/21

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4992	Trs from Earmarked Reserve	0	-15,107	0	0	0	0	0	0	0
	Overhead Expenditure	500	4,911	2,500	0	2,500	0	2,500	0	0
	Movement to/(from) Gen Reserve	(500)	(4,911)	(2,500)	0	(2,500)		(2,500)		
281	<u>Public Open Spaces</u>									
4015	GAS	0	0	0	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	500	519	500	0	500	0	500	0	0
4217	HHP Project Contribution	3,334	3,334	3,334	3,334	3,334	0	4,353	0	0
4992	Trs from Earmarked Reserve	0	0	0	0	0	0	-3,000	0	0
5002	Tr from EMR Former Railway LIn	-3,000	-3,000	-3,000	0	-3,000	0	0	0	0
	Overhead Expenditure	834	853	834	3,334	834	0	1,853	0	0
	Movement to/(from) Gen Reserve	(834)	(853)	(834)	(3,334)	(834)		(1,853)		
282	<u>Play Areas (all)</u>									
4017	HEALTH & SAFETY	500	420	500	640	500	0	508	0	0
4037	GROUNDS MAINTENANCE	0	0	1,500	0	1,500	0	1,523	0	0
4042	Equipment Repairs & Maintenance	4,500	96	4,500	823	4,500	0	4,568	0	0
4992	Trs from Earmarked Reserve	-2,500	-2,500	-2,500	0	-2,500	0	0	0	0
4999	Trs to EMR Play Areas	2,500	2,500	2,500	0	2,500	0	0	0	0
	Overhead Expenditure	5,000	516	6,500	1,462	6,500	0	6,599	0	0
	Movement to/(from) Gen Reserve	(5,000)	(516)	(6,500)	(1,462)	(6,500)		(6,599)		
283	<u>Street Furniture (Formerly Bus</u>									
4036	PROPERTY MAINTENANCE	200	0	500	0	500	0	508	0	0

Continued on next page

Annual Budget - By Committee

Note: Approved Budget July 2020 for 2020/21

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	200	0	500	0	500	0	508	0	0
	Movement to/(from) Gen Reserve	(200)	0	(500)	0	(500)		(508)		
291	<u>Outside Services</u>									
1075	Sale of Assets	0	4,433	0	0	0	0	0	0	0
1091	Income Miscellaneous	5,000	15,824	11,351	11,939	11,351	0	5,000	0	0
	Total Income	5,000	20,257	11,351	11,939	11,351	0	5,000	0	0
4006	PROTECTIVE CLOTHING	1,000	851	1,250	690	1,250	0	1,269	0	0
4008	TRAINING/COURSES	2,000	612	3,000	0	3,000	0	3,000	0	0
4011	RATES	8,400	8,593	8,800	8,733	8,800	0	8,800	0	0
4012	WATER RATES	600	775	900	572	900	0	914	0	0
4013	RENT	15,500	15,500	15,500	11,625	15,500	0	15,500	0	0
4014	ELECTRICITY	1,800	1,914	1,800	438	1,800	0	1,820	0	0
4015	GAS	100	109	100	25	100	0	102	0	0
4017	HEALTH & SAFETY	200	146	1,500	0	1,500	0	508	0	0
4018	REFUSE DISPOSAL	12,000	15,536	21,000	9,260	21,000	0	18,300	0	0
4020	MISC. ESTABLISH.COST	0	30	200	6,735	200	0	200	0	0
4021	COMMUNICATIONS COSTS	424	234	100	70	100	0	150	0	0
4025	INSURANCE	200	0	200	0	200	0	200	0	0
4036	PROPERTY MAINTENANCE	1,000	1,117	9,000	81	9,000	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	525	298	600	281	600	0	600	0	0
4039	HORTICULTURAL SUPPLIES	2,100	1,828	2,000	1,110	2,000	0	2,030	0	0
4040	Tree maintenance	8,000	8,745	10,000	0	10,000	0	2,000	0	0

Continued on next page

Annual Budget - By Committee

Note: Approved Budget July 2020 for 2020/21

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4041	Tree Survey	2,575	2,125	575	0	575	0	6,000	0	0
4042	Equipment Repairs & Maintenance	10,000	8,871	8,000	5,261	8,000	235	8,120	0	0
4044	VEHICLE FUEL	6,000	8,228	9,000	4,276	9,000	0	9,000	0	0
4045	VEHICLE TAX & INSURANCE	800	1,041	900	530	900	0	914	0	0
4047	Minor Equipment & Tools	0	0	0	-6	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	1,900	3,343	2,000	3,120	2,000	0	2,000	0	0
Overhead Expenditure		75,124	79,896	96,425	52,800	96,425	235	82,427	0	0
Movement to/(from) Gen Reserve		(70,124)	(59,638)	(85,074)	(40,861)	(85,074)		(77,427)		
299	Env Capital & Projects									
1072	Income - Insurance Claim	0	0	0	1,262	0	0	0	0	0
1074	External Grant	0	5,000	30,000	0	30,000	0	5,000	0	0
1075	Sale of Assets	0	6,750	0	2,500	0	0	0	0	0
1077	Grant income CBC Section 106	0	0	12,700	12,700	12,700	0	0	0	0
1205	S106 Contrib for sport / rec	0	0	30,000	0	30,000	0	0	0	0
Total Income		0	11,750	72,700	16,462	72,700	0	5,000	0	0
4049	Loan payments - Play Areas	3,777	7,440	0	0	0	0	0	0	0
4053	Loan payments- Moore Cres. Pav	24,069	30,497	24,069	12,034	24,069	0	24,069	0	0
4054	Loan payments - Skate park	0	3,125	0	0	0	0	0	0	0
4851	CAP-Machinery Renewals	20,000	18,124	20,000	17,607	20,000	0	20,000	0	0
4856	CAP - Street Furniture	7,500	0	15,700	10,092	15,700	0	3,000	0	0
4858	CAP - PLAY AREAS & EQPT	0	0	10,000	0	10,000	0	5,000	0	0
4862	CAP - Cemetery Provision	30,000	90,584	0	3,000	0	6,000	0	0	0

Continued on next page

Annual Budget - By Committee

Note: Approved Budget July 2020 for 2020/21

		<u>2019/20</u>		<u>2020/21 - Revised</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4871	CAP - Pavilion Renovations	0	2,324	50,000	0	50,000	0	25,000	0	0
4872	CAP - Sport & Recreation	0	4,200	0	2,340	0	0	0	0	0
4873	CAP - Flagpole Lighting	0	4,340	0	0	0	0	0	0	0
4980	Tr to EMR Pavillion Renovation	10,000	10,000	0	0	0	0	0	0	0
4992	Trs from Earmarked Reserve	-9,048	-86,234	0	0	0	0	0	0	0
4999	Trs to EMR Play Areas	0	0	0	0	0	0	10,000	0	0
Overhead Expenditure		<u>86,298</u>	<u>84,400</u>	<u>119,769</u>	<u>45,073</u>	<u>119,769</u>	<u>6,000</u>	<u>87,069</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(86,298)</u>	<u>(72,650)</u>	<u>(47,069)</u>	<u>(28,611)</u>	<u>(47,069)</u>		<u>(82,069)</u>		
Environment and Leisure - Income		39,571	68,198	101,676	40,850	101,676	0	37,710	0	0
Expenditure		200,749	205,068	267,198	126,801	267,198	9,710	223,636	0	0
Movement to/(from) Gen Reserve		<u>(161,178)</u>	<u>(136,871)</u>	<u>(165,522)</u>	<u>(85,951)</u>	<u>(165,522)</u>		<u>(185,926)</u>		
Total Budget Income		39,571	68,198	101,676	40,850	101,676	0	37,710	0	0
Expenditure		200,749	205,068	267,198	126,801	267,198	9,710	223,636	0	0
Movement to/(from) Gen Reserve		<u>(161,178)</u>	<u>(136,871)</u>	<u>(165,522)</u>	<u>(85,951)</u>	<u>(165,522)</u>		<u>(185,926)</u>		

Environment & Leisure Committee

201 - Village Green Rec Ground

Cost centre:	Code:	Title:	
201	1082	Income lettings	

2020/21 figure:	2021/22 figure (requested):	Agreed	
3315	4,000		

Justification:	
Predicted income from 2 x fair visits and 1 x circus visit Vision 4.3	

Cost centre:	Code:	Title:	
201	4037	Grounds Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
500	500		

Justification:	
Provided for general grounds maintenance Vision'4.5/4.6	

202 – Village Green Pavilion

Cost centre:	Code:	Title:	
202	1082	INC-LETTINGS	

2020/21 figure:	2021/22 figure (requested):	Agreed	
200	200		

Justification:	
Relates to ad hoc lettings for the pavilion. Vision 4.3	

Cost centre:	Code:	Title:	
202	4011	Rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2,600	2639		

Justification:			
Rates for VG Pavilion. 2021/2022 1.5% increase			

Cost centre:	Code:	Title:	
202	4012	Water Rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
400	406		

Justification:			
To cover costs. Recent contract renewal sourced most cost effective suppliers, HHP have separate water meter for Pavilion. 2021/2022 1.5%			

Cost centre:	Code:	Title:	
202	4014	Electricity	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,000	1,015		

Justification:			
To cover costs. Recent contract renewal sourced most cost effective suppliers. 2021/2022 1.5%			

Cost centre:	Code:	Title:	
202	4036	Property Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,900	1,000		

Justification:			
Used for general maintenance, pavilion deep clean, fire extinguisher testing, etc £1k, (2020/21 remedial work was required from Electrical inspection £900) Electrical inspection due 2024 approx £400.			

Cost centre:	Code:	Title:	
202	4038	Maintenance Contracts	

2020/21 figure:	2021/22 figure (requested):	Agreed	
200	200		

Justification:			
Used for alarm charges and servicing and emergency lighting checks			

Implications of request not being granted:			
Alarm & e lights may fail.			

Cost centre:	Code:	Title:	
202	4059	Other Professional Fees	

2020/21 figure:	2021/22 figure (requested):	Agreed	
0	0		

Justification:			
Previously provided to enable professional services to be secured for internal redesign. The order was placed in 18/19 but the project has not been progressed to date. It is suggested that no further budget is required until members has developed this stage first.			

211 - Parkside Rec Gd

Cost centre:	Code:	Title:	
211	1082	INC-Lettings	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2615	1740		

Justification:	
Fees for pitch hire 1 senior, 1 junior, 2 mini. 2021/2022 - 1740 depending on hire charge review Vision 4.3	

Cost centre:	Code:	Title:	
211	4013	Rent	

2020/21 figure:	2021/22 figure (requested):	Agreed	
50	50		

Justification:	
Rent payable to CBC as landlord.	

Cost centre:	Code:	Title:	
211	4037	Grounds Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,400	2171		

Justification:	
Provided for pitch treatment (weedkilling) (£400) and any required repairs etc. 2021/2022 1.5% increase – £1,421 Drainage work on Football Pitches as per IOG Report £750	

Vision 4.5/4.6	
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212 - Parkside Pavilion

Cost centre:	Code:	Title:	
212	4012	Water Rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
100	102		

Justification:	
19/20 budget considered suitable. 2021/2022 1.5% increase 102	

Cost centre:	Code:	Title:	
212	4014	Electricity	

2020/21 figure:	2021/22 figure (requested):	Agreed	
400	406		

Justification:	
19/20 budget considered suitable. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
212	4015	Gas	

2020/21 figure:	2021/22 figure (requested):	Agreed	
150	152		

Justification:	
19/20 budget considered suitable. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
212	4036	Property Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,000	1,015		

Justification:	
Used for general maintenance, pavilion deep clean, alarm charges and servicing etc £1k 2020/2021 1.5% increase 10-15. 5 yrly Electrical inspection due 2024 approx £300	

221 - Tithe Farm Rec Gd

Cost centre:	Code:	Title:	
221	1082	INC-Lettings	

2020/21 figure:	2021/22 figure (requested):	Agreed	
3,000	3325		

Justification:	
Income from football lettings. 3 senior. 2021/2022 depending on hire charge review. Vision 4.3	

Cost centre:	Code:	Title:	
221	4013	Rent	

2020/21 figure:	2021/22 figure (requested):	Agreed	
5	5		

Justification:	
Annual rent included in lease agreement.	

Cost centre:	Code:	Title:	
221	4037	Grounds Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,700	2476		

Justification:	
Used for pitch treatment and ad hoc external repairs / maintenance. 3 x senior. 2021/2022 1.5% increase – £1726 Drainage work on Football Pitches as IOG Report £750 Vision 4.5/4.6	

222 - Tithe Farm Pavilion

Cost centre:	Code:	Title:	
222	4012	Water Rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
450	457		

Justification:	
Increase in charges. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
222	4014	Electricity	

2020/21 figure:	2021/22 figure (requested):	Agreed	
700	711		

Justification:	
To cover costs. Recent contract renewal sourced most cost effective suppliers.. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
222	4015	Gas	

2020/21 figure:	2021/22 figure (requested):	Agreed	
150	152		

Justification:	
To cover costs. Recent contract renewal sourced most cost effective suppliers. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
222	4036	Property Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,200	1,200		

Justification:	
Used for general maintenance, pavilion deep clean, alarm charges and servicing etc £1200, Electrical inspection due 2024 approx £400	

231 - Orchard Close Rec Gd

Cost centre:	Code:	Title:	
231	1082	INC-Lettings	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2320	2620		

Justification:	
Income from cricket square hire. 2021/2022 £1300 3 x mini football pitches and cricket £1320 depending on hire charge review Vision 4.3	

Cost centre:	Code:	Title:	
231	4037	Grounds Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,500	1520		

Justification:	
Used for pitch treatment cricket and football and ad hoc external repairs / maintenance. 2021/2022 1.5% increase Vision 4.5/4.6	

232 - Orchard Close Pavilion

Cost centre:	Code:	Title:	
232	4012	Water Rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
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350	355		
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Justification:			
Renewal cheapest contract. 2021/2022 1.5% increase			

Cost centre:	Code:	Title:	
232	4014	Electricity	

2020/21 figure:	2021/22 figure (requested):	Agreed	
270	275		

Justification:			
To cover costs. Recent contract renewal sourced most cost effective suppliers. 2021/2022 1.5% increase			

Cost centre:	Code:	Title:	
232	4036	Property Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
600	600		

Justification:			
Used for general maintenance, alarm charges and servicing etc £00, Electrical inspection due 2024 approx £150			

241 - Moore Crescent Rec Gd

Cost centre:	Code:	Title:	
241	1082	INC-Lettings	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2125	2125		

Justification:			
2 x senior pitches Income from football 2021/2022 depending on hire charge review. Vision 4.3			

Cost centre:	Code:	Title:	
241	4037	Grounds Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1000	1300		

Justification:			
Used for pitch treatment and ad hoc external repairs / maintenance. 2021/2022 plus Drainage work on Football Pitches as IOG Report 500 Vision 4.5/4.6			

242 - Moore Crescent Pavilion

Cost centre:	Code:	Title:	
242	1082	INC-Lettings	

2020/21 figure:	2021/22 figure (requested):	Agreed	
200	200		

Justification:			
Income from ad hoc lettings. Vision 4.3			

Cost centre:	Code:	Title:	
242	4011	Rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
4400	4400		

Justification:	
Legal obligation	

Cost centre:	Code:	Title:	
242	4012	Water rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2,000	2500		

Justification:	
Separate water and sewage providers costs Under budgeted for in 19/20 and 2021/2022	

Cost centre:	Code:	Title:	
242	4014	Electricity	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,600	1,650		

Justification:	
To cover costs. Recent contract renewal sourced most cost effective suppliers Under budgeted for in 19/20. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
242	4015	Gas	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2500	2500		

Justification:	
To cover costs. Recent contract renewal sourced most cost effective suppliers Under budgeted for in 19/20 and 2021/2022	

Cost centre:	Code:	Title:	
242	4036	Property Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2000	2000		

Justification:	
Used for general maintenance, pavilion deep clean, alarm charges and servicing etc Electrical inspection due 2024 approx £400	

Cost centre:	Code:	Title:	
242	4038	Maintenance Contract	

2020/21 figure:	2021/22 figure (requested):	Agreed	
545	550		

Justification:	
Coves alarm and CCTV servicing. 2021/2022 1.5% increase	

243 - Moore Crescent Bowling Green

Cost centre:	Code:	Title:	
243	1082	Income – Lettings	

2020/21 figure:	2021/22 figure (requested):	Agreed	
5,000	6000		

Justification:	
Income from bowls green hire. 2021/2022 depending on hire charge review. Vision 4.3	

Cost centre:	Code:	Title:	
243	4037	Grounds Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
5,500	5550		

Justification:	
Year end treatment (Avonmore £3100) Chemical control, Fertilizer, sand, weed killer. 2021/2022 1.5% increase Vision 4.5/4.6	

271 - Houghton Regis Cemetery

Cost centre:	Code:	Title:	
271	1084	Income Burial Fees	

2020/21 figure:	2021/22 figure (requested):	Agreed	
7500	7500		

Justification:	
It is very difficult to predict an income from this service.	

Cost centre:	Code:	Title:	
271	4011	Rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1100	1120		

Justification:	
Slight increase suggested. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
271	4012	Water Rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
200	203		

Justification:	
2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
271	4020	Misc. Establish. Cost	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2,500	3500		

Justification:	
Provided to cover miscellaneous costs £200 Software support £300 Grave Supports when digging re-opened plots 2021/2020 £3000	

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272 - All Saints Churchyard

Cost centre:	Code:	Title:	
272	4028	Bedford Road Wall	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2,500	2,500		

Justification:	
Condition survey received, identifies some defects. To confirm any further works from survey Vision 4.4	

281 - Public Open Spaces

Cost centre:	Code:	Title:	
281	4037	Grounds Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
500	500		

Justification:	
To fund any general grounds maintenance work. Vision 4.5/4.6	

Cost centre:	Code:	Title:	
281	4217	HHP Project Contribution	

2020/21 figure:	2021/22 figure (requested):	Agreed	
3,334	4353		

Justification:	
The JVA provides for continued support from both councils on an 80/20 split should the park and its facilities prove financially unsustainable. The HHP budget forecast as prepared for the HLF extension of grant period application suggests that HRTC may need to make a financial contribution of £4353 in 2021/22. Vision 1.1/4.4/4.8	

Cost centre:	Code:	Title:	
281	5002	Tr from EMR Former Railway Line	

2020/21 figure:	2021/22 figure (requested):	Agreed	
-3000	-3000		

Justification:	
This transfer in is from EMR 352, Former Railway Line.	

282 - Play areas (All)

Cost centre:	Code:	Title:	
282	4017	Health and Safety	

2020/21 figure:	2021/22 figure (requested):	Agreed	
500	508		

Justification:	
To cover any minor repairs and upkeep issues. 2021/2022 1.5% increase Vision 4.5/4.6	

Cost	Code:	Title:	
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centre:			
282	4037	Grounds Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,500	1523		

Justification:	
Used to cover fencing and gates, replacement / top up of bark, wet pore repairs etc due to no budget provision in 19/20 this is required in 20/21, 2021/2022 1.5% increase 1523. Vision 4.5/4.6	

Cost centre:	Code:	Title:	
282	4042	Equipment and Repairs & Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
4500	4568		

Justification:	
Used to cover smaller scale works to play equipment, signage etc. 2021/2022 1.5% increase Vision 4.5/4.6	

Cost centre:	Code:	Title:	
282	4992	Trs from Earmarked Reserve	

2020/21 figure:	2021/22 figure (requested):	Agreed	
-2,500	0		

Justification:	
This was a transfer in from EMR 334, Tithe Farm Play Area Maintenance. This was funding from a s106 agreement to secure the upkeep of the play equipment relocated to this site from Farriers Way. With an annual withdrawal from this fund of £2500 the last payment in from this fund was in 20-21. Fund now exhausted in 20/21. Vision 4.1/4.2	

Cost centre:	Code:	Title:	
282	4999	Trs to EMR Play Areas	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2,500	0		

Justification:	
Previously included to offset transfer from EMR. Fund suggested in 299 to help replace play areas Vision 4.5/4.6	

283 - Street Furniture (Formerly Bus)

Cost centre:	Code:	Title:	
283	4036	Property Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
500	508		

Justification:	
Used to fund upkeep of seats, fencing, bollards, noticeboards. This budget usually gets spent towards the end of the financial year should it not have been used to rectify any damaged through vandalism etc. 2021/2022 1.5% increase Vision 2.4/3.7	

291 - Outside Services

Cost centre:	Code:	Title:	
291	1091	Income of Miscellaneous	

2020/21 figure:	2021/22 figure (requested):	Agreed	
11,651	5,000		

Justification:			
Relates to income from contracts delivered to outside organisations. (St Vincent's School, HHP, Focus School, CBC (Blue Water, Sewell) etc). in 2020/21 inc £6651 for income for energy efficiency measures. Not applicable in 2021/22. Vision 4.7			

Cost centre:	Code:	Title:	
291	4006	Protective Clothing	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,250	1269		

Justification:			
Used for grounds staff PPE. 2021/2022 1.5% increase			

Cost centre:	Code:	Title:	
291	4008	Training/Courses	

2020/21 figure:	2021/22 figure (requested):	Agreed	
3000	3000		

Justification:			
Used for grounds staff training. 1 x trailer training 2 x ROSPA Playgrounds Refresher Training			

Cost centre:	Code:	Title:	
291	4011	Rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
8800	8800		

Justification:	
Annual rates for workshop.	

Cost centre:	Code:	Title:	
291	4012	Water Rates	

2020/21 figure:	2021/22 figure (requested):	Agreed	
900	914		

Justification:	
Increase due to annual hydrant licence (£300). 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
291	4013	Rent	

2020/21 figure:	2021/22 figure (requested):	Agreed	
15,500	15500		

Justification:	
Workshop rent.	

Cost	Code:	Title:	
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centre:			
291	4014	Electricity	

2020/21 figure:	2021/22 figure (requested):	Agreed	
1,800	1820		

Justification:	
To cover costs. Recent contract renewal sourced most cost effective suppliers. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
291	4015	Gas	

2019/20 figure:	2020/21 figure (requested):	Agreed	
100	102		

Justification:	
To cover costs. Recent contract renewal sourced most cost effective suppliers. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
291	4017	Health & Safety	

2020/21 figure:	2021/22 figure (requested):	Agreed	
500	508		

Justification:	
Used for ad hoc health and safety issues. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
291	4018	Refuse Disposal	

2019/20 figure:	2020/21 figure (requested):	Agreed	
18,000	18,300		

Justification:			
This budget conglomerates cemetery skip costs and general waste. 2021/2022 1.5% increase Vision 2.1/2.2			

Cost centre:	Code:	Title:	
291	4020	Misc. Establish. Cost	

2020/21 figure:	2021/22 figure (requested):	Agreed	
200	200		

Justification:			
Used for ad hoc costs re outside services. Vision 4.7			

Cost centre:	Code:	Title:	
291	4021	Communication Costs	

2020/21 figure:	2021/22 figure (requested):	Agreed	
100	150		

Justification:			
Used for workshop broadband. Monthly cost £15 Vision 2.1			

Cost centre:	Code:	Title:	
291	4025	Insurance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
200	200		

Justification:	
Lease requirement to insure workshop for fire risks through CBC.	

Cost centre:	Code:	Title:	
291	4036	Property Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
9000	1000		

Justification:	
£1000 Used for general maintenance, alarm charges and servicing etc (2019/20 Energy efficiency in community pavilions £6,651, offset by s106 income from CBC £1300 for electrical remedial measures as per 5 year electrical inspection.)	

Cost centre:	Code:	Title:	
291	4038	Maintenance Contracts	

2020/21 figure:	2021/22 figure (requested):	Agreed	
600	600		

Justification:	
Alarm servicing and maintenance	

Cost centre:	Code:	Title:	
291	4039	Horticultural Supplies	

2020/21 figure:	2021/22 figure (requested):	Agreed	
2000	2030		

Justification:	
Summer and winter bedding plants. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
291	4040	Tree Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
10,000	2,000		

Justification:	
Unforeseen tree work £2000 Full Tree Survey due 2021/2022 estimated price £6000. Vision 4.5	

Cost centre:	Code:	Title:	
291	4041	Tree Survey	

2020/21 figure:	2021/22 figure (requested):	Agreed	
575	6000		

Justification:	
Annual survey of high risk trees £575. Not required 2021/22 as the full tree survey being completed. Full Tree Survey due 2021/2022 estimated price £6000. Vision 4.5	

Implications of request not being granted:	
The council would not be identifying any tree health issues on the trees in these areas.	

Cost centre:	Code:	Title:	
291	4042	Equipment Repairs & Maintenance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
8,000	8,120		

Justification:	
Repair and servicing costs reduced due to new machinery and in-house servicing. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
291	4044	Vehicle Fuel	

2020/21 figure:	2021/22 figure (requested):	Agreed	
6,000	9,000		

Justification:	
Fuel for grounds machinery	

Cost centre:	Code:	Title:	
291	4045	Vehicle Tax & Insurance	

2020/21 figure:	2021/22 figure (requested):	Agreed	
900	914		

Justification:	
Used for vehicle tax. 2021/2022 1.5% increase	

Cost centre:	Code:	Title:	
291	4059	Other Professional Fees	

2019/20 figure:	2020/21 figure (requested):	Agreed	
2,000	2,000		

Justification: To cover the annual HAV testing of equipment (£1k), grds staff health surveillance (£500) and associated medical examination (£400).	
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299 - Env Capital & Projects

Cost centre:	Code:	Title:	
299	1074	External Grant	

2020/21 figure:	2021/22 figure (requested):	Agreed	
30,000	5000		

Justification: £5,000 - Suggestion to seek to dedicate Parkside Rec Grd as a Field in Trust and to subsequently apply for grant funding for outdoor exercise equipment. Offset by external grant 299-4058 expenditure in 299-4858 Vision 4.7	
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Cost centre:	Code:	Title:	
299	1077	Grant income CBC s106	

2020/21 figure:	2021/22 figure (requested):	Agreed	
12,700	0		

Justification:	
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2019/20 £6800 For up to 5 x community defibrillators (one at each pavilion). Offset by income from s106 funding from CBC Flag pole illumination £5,900 Offset by income from s106 funding from CBC Income from s106 not anticipated	
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Cost centre:	Code:	Title:	
299	1205	S106 Contribution for sport / rec	

2020/21 figure:	2021/22 figure (requested):	Agreed	
30,000	0		

Justification:	

Cost centre:	Code:	Title:	
299	4049	Loan payments-Play Areas	

2020/21 figure:	2021/22 figure (requested):	Agreed	
0	0		

Justification:	
Loan repaid in September 2019	

Cost centre:	Code:	Title:	
299	4053	Loan payments-Moore Cres. Pav	

2020/21 figure:	2021/22 figure (requested):	Agreed	
24,069	24,069		

Justification:	
Loan repayments due until 2033. Vision 4.7	

Cost centre:	Code:	Title:	
299	4851	Cap-Machinery Renewals	

2020/21 figure:	2021/22 figure (requested):	Agreed	
20,000	20,000		

Justification:	
Used to enable the council to budget a fixed annual amount to support a programme of machinery replacement. 2021/22 May need to replace a buggy.	

Cost centre:	Code:	Title:	
299	4856	Cap-Street Furniture	

2020/21 figure:	2021/22 figure (requested):	Agreed	
15,700	3,000		

Justification:	
3000 Used for new / replacement street furniture (seats, noticeboards, bollards, fencing) 2019/20 £6800 For up to 5 x community defibrillators (one at each pavilion). Offset by income from s106 funding from CBC Flag pole illumination £5,900 Offset by income from s106 funding from CBC Vision 4.7	

Cost centre:	Code:	Title:	

299	4858	Cap- Play Areas & Eqpt	
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2020/21 figure:	2021/22 figure (requested):	Agreed	
10,000	5,000		

Justification:	
Suggestion to seek to dedicate Parkside Rec Grd as a Field in Trust and to subsequently apply for grant funding for outdoor exercise equipment. Offset by external grant 299-1074 Vision 4.7	

Cost centre:	Code:	Title:	
299	4862	Cap-Cemetery Provision	

2020/21 figure:	2021/22 figure (requested):	Agreed	
0	0		

Justification:	
Implementation of new area completed. In future budget will be required for the purchase of additional sanctums.	

Cost centre:	Code:	Title:	
299	4871	Cap- Pavilion Renovations	

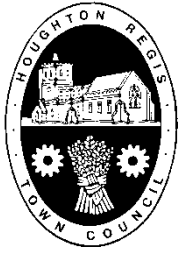
2020/21 figure:	2021/22 figure (requested):	Agreed	
50,000	25,000		

Justification:	
£25k Suggested to part fund Tithe Farm All Weather pitch project. Vision 4.7	

Cost centre:	Code:	Title:	
299	4999	Cap- Play Areas	

2020/21 figure:	2021/22 figure (requested):	Agreed	
0	10,000		

Justification:	
£10k Suggested to build up fund to replace play areas Vision 4.7	



ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 8**

Date:	16th November 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. PROJECT UPDATE

Members are advised of the following:

- The application to register the land has been made to the Land Registry. The cheque has been cashed so it is hoped that the application is being progressed, although no update has been provided by the Land Registry directly;
- The Design consultants are liaising with Anglian Water in relation to the foul sewer, including a manhole chamber, crossing the northern edge of the proposed 3G pitch location;

A project team meeting is scheduled for 12th November so it may be possible to provide a verbal update at the committee meeting.

4. PROJECT FUNDING

As members are aware this project has a high capital cost along with ongoing revenue costs. Members were previously advised of the following basic financial information which was 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	

The following preliminary total development cost is provided:

1. Construction Costs	£
Demolition	-
Pavilion/ car park/ infrastructure	£342,500
Remodelling of the existing pavilion	Included above
Oh/p	Included above
Main contractor prelims (based around the FTP being a separate project)	£30,000
FTP	£725,000
Works to grass pitches	£100,000
Contingency (for all aspects)	£50,000
TOTAL BUILD COST	£1,247,500
2. Fees	
Statutory fees	£7,500
Professional fees (Architect, PM, QS, M&E, Structure & Civils)	£40,000
RLF (on the FTP element)	£30,000

3. Other

Surveys/ Reports	£20,000
Legal costs	£5,000
VAT (Assumed as recoverable)	-
TOTAL PROJECT COST	£1,350,000

Of the £342,500 provided for the pavilion/ car park/ infrastructure, at least £100,000 would be spent on external services and the car park. This then leaves £242,500 for the changing accommodation. A 2nr changing room block with social space is unlikely to be achievable for the £242,500.

A recent local scheme for a 2nr changing room pavilion incorporating a staff office and a teaching room (gross area of the pavilion was 281m²) was just short of £600,000. A scheme in Essex for a 6nr changing room with no social space but spectator toilets and a small severy has come in during tender at £509,000.

Design solutions to help to address this anticipated deficit include:

Design options to enable a pavilion extension at a later date if required

Design to meet requirements but not to exceed them ie providing suitable sized changing rooms (18s/m) with 3 shower heads; officials changing rooms (6s/m) for male and female officials with at least 1 shower head whilst providing necessary requirements for football to take place onsite

Use of lockers to increase usability of the pavilion by multiple user groups

Members are advised that the Football Foundation has just been told of a £27m funding cut, as such the £800k in grant funding is likely to be a challenge to secure.

The following points are to be discussed at the next Project Team meeting on 12th November, so an update can be provided. However members thoughts are invited:

- What are the minimum requirements for the site? Number of changing rooms, community space, servery, spectator toilets?
- What alternatives could be considered? Is there an option to redevelopment the existing pavilion? Whilst this is not ideal – is it a possibility?
- Do we “manage” with existing facilities and just look at small toilet block / server for spectators?
- How can we create a suitable facility that serves a purpose but is cost effective?
- What works are needed to grass pitches? What does this cost relate to? Can we “make do” with existing pitches / minimal works (or included as part of council maintenance) and reinstatement post development of the 3G? Could this be a phased plan? Could this cost be removed from this project and budgeted for by HRTC as part of its maintenance programme
- What other funding could be made available – further s106, loan etc.

Presently officer's preference is for a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, staff office, servery, and spectators toilets designed with scope to extend to include further changing or a community space. Removal of the pitch renovations from the project cost would release £100,000 which could then be utilised towards the pavilion costs. It is suggested that the council budget for pitch renovations separately if it is felt they are required. It is estimated that the council may need to identify further funding in the region of £150,000. It is unlikely that this will come from s106 funding so a loan options may need to be investigated.

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

- The council needs to give consideration to design requirements to enable cost implications to be more accurately assessed.

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. The previously advised preliminary issues are being addressed. Design options are being considered which keep the project within affordability boundaries.

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. 16/11/20 Report on Agenda
	<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.	16/11/20 Report on agenda
	<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.	16/11/20 Report on agenda
			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.			

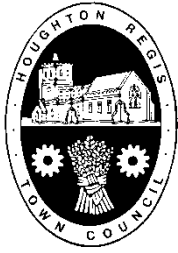
1.3 Establish allotments within new housing developments	<ul style="list-style-type: none"> To work with promoters of development sites 	Ongoing	Staff time	E&L	To be progressed when applicable.	Introductory emails have been received by the Clerk from 2 developers. Contact has been welcomed / invited. To be followed up.
	<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.	<p>Hire of a 1100 litre Large Wheelie Bin - £1,183 / annum</p> <p>Purchase of dual bin £590 + Delivery £40.00 = £630</p> <p>Purchase of Clear Litter Bin Bags @ £33.99 per 200</p> <p>The Foreman has advised that the existing dual Litter Bin on the Village Green is being used for all waste including dog waste. There are concerns that waste may not prove to be recyclable due to contamination.</p> <p>Members are invited to discuss.</p>

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.	An update can be provided by the Head of Grounds
Objective 3: A safe and vibrant town						
Objective 4: Our community						
4.1 To create or enhance community facilities which support community development and cohesion	<ul style="list-style-type: none"> Development of a sporting hub and all-weather pitch 	2020	£1.5m, HRTC contrib £300-500k Staff time	As applicable	All weather pitch, changing facilities and car park project being progressed.	
	<ul style="list-style-type: none"> Work with partners on the delivery of community facilities with 	2020	N/K			Reports provided to the Partnership Committee

	the strategic growth area					
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 living, urban attractiveness, improved air quality	<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.	Green play area surfacing currently being undertaken.
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.	Green play area surfacing currently being undertaken.

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			Additional budget provision being requested.
	<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.	



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 8

ADDITIONAL INFORMATION

Date:	16th November 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

- 1. To apply to Salix for a Public Sector Decarbonisation grant to provide a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, a staff office, servery, and spectators toilets through the renovation of Tithe farm pavilion;**
- 2. If this application is successful to proceed with the renovation of Tithe farm pavilion and to continue with an application to the Football Foundation for the all-weather pitch and car parking;**
- 3. Should this application be unsuccessful to report back to Committee with comparison costs for renovation of Tithe farm pavilion compared to a new build. To confirm that either option is to provide a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, a staff office, servery, and spectators toilets.**

3. PROJECT UPDATE

A project team meeting too place on 12th November. The discussion focused on project funding and grant opportunities.

As members are aware there are 3 distinct but inter-related elements to this project:

1. All weather pitch
2. Changing facilities
3. Car park

To date it has been intended to deliver the project as one. However as members are aware there is a funding issue emerging largely as a result of a reduction in funding to the Football Foundation (FF) of £27m. It is now thought that the potential grant from FF is more likely to be in the region of £650,000-£700,000, a reduction to the project of £100,000 - £150,000. The implications of this are shown in Section 4, changes shown in blue.

4. PROJECT FUNDING

As members are aware this project has a high capital cost along with ongoing revenue costs. Members were previously advised of the following basic financial information which was 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
£650,000	Football Foundation (TBC)		Grant not secured to date although working closely with FF and Beds FA. A worse case figure included.
£38,020	CBC (s106 contribution) CB/14/03047/OUT - Outdoor sport		Applied for
£103,804	HRTC – EMR 322 Pavilion renovation		Funding available, however transfer form EMR needs to be confirmed through Committee as not included in budget. Contribution reduced (by £17,600) in case members decided to use this EMR for Orchard Close Pavilion refurbishment.
	Balance	£167,601	

The following preliminary total development cost is provided:

1. Construction Costs	£
Demolition	-
Pavilion/ car park/ infrastructure	£442,500 ¹
Remodelling of the existing pavilion	Included above
Oh/p	Included above
Main contractor prelims (based around the FTP being a separate project)	£30,000

¹ Increase by £100,000 to be more accurate of likely build costs

FTP	£725,000
Works to grass pitches²	£100,000
Contingency	£50,000
TOTAL BUILD COST	£1,247,500

2. Fees

Statutory fees	£7,500
Professional fees (Architect, PM, QS, M&E, Structure & Civils)	£40,000
RLF (on the FTP element)	£30,000

3. Other

Surveys/ Reports	£20,000
Legal costs	£5,000
VAT (Assumed as recoverable)	-
TOTAL PROJECT COST	£1,350,000

Of the ~~£442,500~~ provided for the pavilion/ car park/ infrastructure, at least £100,000 would be spent on external services and the car park. This then leaves ~~£342,500~~ for the changing accommodation. ~~A 2nr changing room block with social space is unlikely to be achievable for the £242,500.~~

A recent local scheme for a 2nr changing room pavilion incorporating a staff office and a teaching room (gross area of the pavilion was 281m²) was just short of £600,000. A scheme in Essex for a 6nr changing room with no social space but spectator toilets and a small severy has come in during tender at £509,000.

There are 2 options:

1. Split the project into its component parts and seek to deliver each independently of each other

Pavilion

Investigate a refurbishment of the current pavilion including:

- Demolition of store area to the rear and a remodel the space to meet needs
- Remove all internal walls and fitting within the current changing area of the pavilion so the building is taken back to a shell and redesign the internal space for 4nr changing rooms with supporting officials' rooms and spectators' toilets and severy. This will enable the changing rooms to meet the FF size requirements

Advantages of this option include:

² Removed as HRTC could decide to fund as part of revenue costs for pitch maintenance

- Possibility of sourcing via Salix Finance Ltd ³. This is a significant opportunity. Funding for this project is always going to be tight and any grant source should be welcomed
- A more environmentally sustainable option
- Planning permission may not be required (depending on the extent of any external changes)
- This element of the project could be delivered separately from the all-weather pitch. This would reduce project risks from reliance on 3rd parties
- May reduce the council's need to consider extra funding requirements
- Pavilion improvements would come forward sooner (especially if Salix funding is secured as this should be spent by 31st March 2021 although there is the possibility that this deadline may be extended to 30th September 2021)

All-weather pitch

Continue as existing with securing FF funding

Car park

Design and deliver. It will be difficult to secure grant funding for car parking so this element may be more deliverable independently

2. Continue with the project as one

Advantages of this option include:

- May deliver a more comprehensive development
- New facilities

Other issues

Use by the community of the new pavilion may not be until 2022

Council may have to look to borrow in the region of £200,000 to make up the funding imbalance. The design solutions previously stated as below remain an option to try and reduce the anticipated funding shortfall

Design solutions to help to address this anticipated deficit include:

Design options to enable a pavilion extension at a later date if required

Design to meet requirements but not to exceed them i.e. providing suitable sized changing rooms (18s/m) with 3 shower heads; officials changing rooms (6s/m) for male and female officials with at least 1 shower head whilst providing necessary requirements for football to take place onsite

Use of lockers to increase usability of the pavilion by multiple user groups

Members are advised that the Football Foundation has just been told of a £27m funding cut, as such the £800k in grant funding is likely to be a challenge to secure.

The following points are to be discussed at the next Project Team meeting on 12th November, so an update can be provided. However members thoughts are invited:

³ This organisation provides Government funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills. Salix is a non-departmental public body, owned wholly by Government. Salix is funded by the Department for Business, Energy and Industrial Strategy, the Department for Education, the Welsh Government and the Scottish Government.

- What are the minimum requirements for the site? Number of changing rooms, community space, servery, spectator toilets?
- What alternatives could be considered? Is there an option to redevelopment the existing pavilion? Whilst this is not ideal – is it a possibility?
- Do we “manage” with existing facilities and just look at small toilet block / server for spectators?
- How can we create a suitable facility that serves a purpose but is cost effective?
- What works are needed to grass pitches? What does this cost relate to? Can we “make do” with existing pitches / minimal works (or included as part of council maintenance) and reinstatement post development of the 3G? Could this be a phased plan? Could this cost be removed from this project and budgeted for by HRTC as part of its maintenance programme
- What other funding could be made available – further s106, loan etc.

Presently officer’s preference [for a new pavilion](#) is for a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, staff office, servery, and spectators toilets designed with scope to extend to include further changing or a community space. Removal of the pitch renovations from the project cost would release £100,000 which could then be utilised towards the pavilion costs. It is suggested that the council budget for pitch renovations separately if it is felt they are required. It is estimated that the council may need to identify further funding in the region of £150,000. It is unlikely that this will come from s106 funding so a loan options may need to be investigated.

[The fundamental question for members to consider is whether there is support for an extensive pavilion refurbishment / renovation. If members are supportive of this, a grant application can be made to Salix and if successful Option 1 above can be followed. If members feel that a new pavilion is required, and they are prepared to fund the shortfall through a loan then Option 2 would be followed. Please note Salix grants are not available for new build.](#)

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

- The council needs to give consideration to design requirements to enable cost implications to be more accurately assessed.

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. The previously advised preliminary issues are being addressed. Design options are being considered which keep the project within affordability boundaries.

8. APPENDICES

None