

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

12th February 2021

To: Members of the Environment & Leisure Committee

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

(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 22nd February 2021 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.

Clare Evans
Town Clerk

***THIS MEETING MAY
BE RECORDED***²

Agenda

1. APOLOGIES AND SUBSTITUTIONS

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

² This meeting may be filmed by the Council for subsequent broadcast online and can be viewed at <http://www.houghtonregis.org.uk/minutes>

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

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

2. QUESTIONS FROM THE PUBLIC

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

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

3. SPECIFIC DECLARATIONS OF INTEREST

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

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

4. MINUTES

Pages 5 - 10

To approve the Minutes of the meeting held on 16th November 2020.

Recommendation: **To confirm the minutes of the Environment & Leisure Committee meeting held on 16th November 2020 and for these to be signed by the Chairman.**

5. INCOME AND EXPENDITURE REPORT

Pages 11 - 19

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

6. ORCHARD CLOSE PLAY AREA SURFACING

Pages 20 - 23

To enable members to consider surfacing options for Orchard Close Playground Area.

Recommendation: **1. To replace the bark at the Orchard Close play area with wet pore;**
 2. To fund the works out of EMR 327, Play Areas.

7. CHALK FIELDS ALLOTMENTS (HRN2 SITE)

Pages 24 - 28

To enable members to consider the proposed site layout and site facilities; the name of the allotment site and to be advised of the funding situation.

Recommendation:

1. To welcome the bringing forward of an allotment site as a community facility.
2. To approve the site layout, subject to:
 - The addition of a third standpipe
 - For all standpipes to be sited with a concrete base in front of them
 - The main internal path being construction of type 1 MOT with edging to the plots to avoid spill
 - For the fencing to be green palisade fencing
 - The soil being a reasonable quality and free from debris
3. Subject to these amendments to confirm that HRTC is willing to accept the transfer of this site in due course subject to due legal process.

8 MOORE CRESCENT PARKING

Page 29

Members will find attached a report / proposal from CBC regarding an altered arrangement for Moore crescent car park. The proposal suggests a barrier where the current gates are plus drop-down bollards to existing side car park. Details including a plan are attached. This project would be funded by CBC and would enable the car park to more appropriately support events in HHP in accordance with the JVA between the 2 authorities for the management of the park. Should HRTC approve this proposal, CBC will follow their procurement process and will aim to implement the project this financial year.

Recommendation: To support the proposed access arrangements for Moore Crescent car park.

9 COMMUNITY TREE PLANTING PROJECT

Pages 30 - 32

To suggest to members a community tree planting project.

Recommendation:

1. To support the application to CBC for their Tree Planting Grant Scheme;
2. To grant permission for up to 10 trees to be planted on Parkside recreation ground, in a location to be agreed and to request that these trees are selected to assist in meeting the council's biodiversity, wildlife and edible planting objectives.

10 TITHE FARM ALL WEATHER UPDATE

Pages 33 - 48

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
16th November 2020 at 7.00pm

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

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

Public: 1

Also present: Councillors: J Carroll
D Jones

Absent: D Dixon-Wilkinson

11405 APOLOGIES

None.

11406 QUESTIONS FROM THE PUBLIC

A member of the public raised concerns regarding the proposed price increase of sports facilities fees. It was suggested that Houghton Regis Town Council were charging more than other local areas and that an annual fee was unfair for those teams who played fewer games.

It was also queried whether Houghton Regis Town Council was considering providing a club house as part of the Tithe Farm All Weather project as there was not many options for people / players to meet socially in the town.

11407 SPECIFIC DECLARATIONS OF INTEREST

None.

11408 MINUTES

To approve the minutes of the meeting held on 21st September 2020.

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

11409 ENVIRONMENT & LEISURE FEES 2021/22

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

Members were advised that feedback had been obtained from all users and costs were investigated and compared with towns in the surrounding areas. The proposed 2% increase was to cover increases in materials for sports pitches. The costs quoted did not include staff costs. Feedback received regarding fees based on an individual match basis had been taken into consideration and was included in the proposal, although it was advised if teams book less than ten games per season VAT must be included.

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

11410 INCOME AND EXPENDITURE REPORT

Members were provided with the Income & Expenditure report to date for the Environment & Leisure Committee.

Members received an update report on the Orchard Close pavilion refurbishment project.

As members were aware within this year's budget provision had been made for the Orchard Close Pavilion Refurbishment project. HRTC had been successful in securing a grant under the CBC Community Asset grant scheme for £14,043 towards the refurbishment of Orchard Close Pavilion.

The project was to be funded as follows:

Total cost £59,440

Funded by

£14,043 CA grant

£30,000 HRTC deferred income

£1,417 s106 via CBC

£3,980 EMR 322 HRTC

£10,000 Sport England

The anticipated grant from Sport England (via Team Beds and Luton Active Partnerships, Community Asset Fund Application) was not currently available which gave a project shortfall of £10,000. The Head of Grounds had prepared a draft application; however, the availability of funding and timescale was not known. Members were asked to consider the following options:

1. Reduce cost by removing spectator toilet from specification;
2. Seek additional funding from HRTC ear marked reserves, there were reserves available, but it was envisaged that these would be used for the Tithe Farm project;
3. Wait for Sport England grant process to hopefully reopen
4. Hope for additional s106 funding or other grant source to become available

Members were advised that due to Covid-19 the cost of materials had significantly increased as such the quote provider had indicated the original quote would need to be increased by around £7,000.

Members were advised that grant money was not usually awarded retrospectively, therefore once the project had started, grant funding would not be forthcoming.

Resolved: To proceed with the refurbishment of Orchard Close Pavilion in accordance with the specification agreed and to fund the project as follows:

- **£14,043 CBC Community Asset grant**
- **£30,000 HRTC deferred income**
- **£1,417 s106 via CBC**
- **With the funding balance to be met through additional grant or s106 funding from CBC and the use of the Council's EMR 322**

11411 DRAFT BUDGET 2021/22

Members received the officer draft budget for 2021/22 along with explanatory notes for the Environment & Leisure Committee.

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

As members were aware the council revised its budget for 2020/21 in July 2020 to reflect on the implications of Covid-19. Members requested that the budget for 2021/22 be set on the original budget figures as these were reflective of a 'normal' council year. Members received the original budget figures for 2020/21 as requested. The draft budget for 2021/22 assumed normal delivery of services during the year, i.e. it assumed that Covid would not affect the services of the council during 2021/22.

11412 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

Members were advised that a project team meeting took place on 12th November. The discussion focused on project funding and grant opportunities.

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

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

To date it had been intended to deliver the project as one. However, as members were aware there was a funding issue emerging largely as a result of a reduction in funding to the Football Foundation (FF) of £27m. It was now thought that the potential grant from FF was 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 below.

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/OU T - 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 was 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
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

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

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

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 would leave £342,500 for the changing accommodation.

Members were advised that 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 servery had come in during tender at £509,000.

Members were advised of two options:

1. Split the project into component parts and seek to deliver each independently of each other
2. Continue with the project as one

Members were asked to consider whether there was support for an extensive pavilion refurbishment / renovation. If members were supportive of this, a grant application could be made to Salix and if successful Option 1 above could be followed. If members felt that a new pavilion was required, and they were prepared to fund the shortfall through a loan then Option 2 would be followed. Please note Salix grants were not available for a new build.

Members agreed that a new building would be preferable to a refurbishment.

A motion was proposed to read:

To provide a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, a staff office, servery, and spectators toilets.

Proposed by: S Goodchild, seconded by: Cllr Farrell

Members voted in favour of the motion.

Resolved: **To provide a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, a staff office, servery, and spectators toilets.**

11413 VISION

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee.

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 can take place and funding options can be considered.

11414 FAIR & CIRCUS VISITS

Members were advised that approved visits for 2021 were:

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.

Resolved: To approve the following visits by the fair:

Arrive 11th May 2021

Open 14th May – 23rd May 2021

Leave 24th May 2021

Arrive 6th September 2021

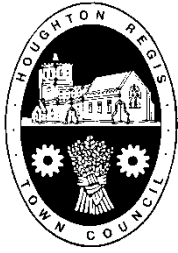
Open 9th September – 12th September 2021

Leave 13th September 2021.

The Chairman declared the meeting closed at 8.42pm

Dated this 22nd day of February 2021

Chairman



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 5

Date: 22nd February 2021

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.

211-4036 Property maintenance

This is a mis code and will be recoded to 212-4036

231-1082 Inc – Lettings

This receipt is being investigated and may have been miscoded.

232-4036 Property Maintenance

Orchard Close pavilion has had a repair to the roof.

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. However the income to date has exceeded budget provision, even taking into account the unbudgeted for expenditure in 271-4020.

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. A number of direct bookings have been taken for ashes interments in the Garden of Remembrance. The Council has arranged for inscriptions to be completed and the costs have been allocated to this code. The costs have been recharged to the families and coded to 271-1084

272-4028 Bedford Rd Wall

Further repair works have been arranged in accordance with the condition survey previously carried out.

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 is coded to 291-1091 to offset this expense.

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

£1,417 from s106 funding – outcome Successful

The refurbishment will commence w/c 22/02/21.

299-4856 CAP Street Furniture

This includes expenditure for the community defibrillators and is offset by income in 299-1077.

299-4858 CAP- Play Areas and Equip

This relates to the resurfacing of the Village Green Play Area and is off set by a

transfer in from EMR in 299-4992

299-4862 CAP Cemetery provision

This expense relates to the completion of the maintenance of the Garden of Remembrance by the contractor and also to the first part of the T2 assessment of Grendall Lane. This will be off set by a transfer in from EMR

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.

299-4980 Tr to EMR Pavilion Renovation

This transfer from general reserves to EMR was agreed at Town Council as part of the budget setting process.

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

09/02/2021

Houghton Regis Town Council

Page 1

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Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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%	0
Net Expenditure	0	0	(500)	(500)				
<u>202 Village Green Pavilion</u>								
1079 Grant Income C B C	300	300	0	(300)			0.0%	
Village Green Pavilion :- Income	300	300	0	(300)				0
4011 RATES	0	2,545	2,600	55		55	97.9%	
4012 WATER RATES	23	1,087	1,000	(87)		(87)	108.7%	
4014 ELECTRICITY	256	848	800	(48)		(48)	106.0%	
4036 PROPERTY MAINTENANCE	130	2,029	1,900	(129)		(129)	106.8%	
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	410	6,601	6,500	(101)	3,475	(3,576)	155.0%	0
Net Income over Expenditure	(110)	(6,301)	(6,500)	(199)				
<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%	0
4013 RENT	0	50	50	0		0	100.0%	
4036 PROPERTY MAINTENANCE	0	137	0	(137)		(137)	0.0%	
4037 GROUNDS MAINTENANCE	0	710	1,400	691		691	50.7%	
Parkside Rec Gd :- Indirect Expenditure	0	896	1,450	554	0	554	61.8%	0
Net Income over Expenditure	0	(896)	350	1,246				
<u>212 Parkside Pavilion</u>								
4012 WATER RATES	8	38	100	62		62	38.4%	
4014 ELECTRICITY	(180)	267	400	133		133	66.8%	
4015 GAS	11	68	150	82		82	45.2%	
4036 PROPERTY MAINTENANCE	130	130	1,000	870		870	13.0%	
Parkside Pavilion :- Indirect Expenditure	(31)	504	1,650	1,146	0	1,146	30.5%	0
Net Expenditure	31	(504)	(1,650)	(1,146)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 Tithe Farm Rec Gd</u>								
1082 INC-LETTINGS	0	1,544	2,000	456			77.2%	
Tithe Farm Rec Gd :- Income	<u>0</u>	<u>1,544</u>	<u>2,000</u>	<u>456</u>			<u>77.2%</u>	<u>0</u>
4013 RENT	0	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	846	1,700	854		854	49.8%	
Tithe Farm Rec Gd :- Indirect Expenditure	<u>0</u>	<u>851</u>	<u>1,705</u>	<u>854</u>	<u>0</u>	<u>854</u>	<u>49.9%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>693</u>	<u>295</u>	<u>(398)</u>				
<u>222 Tithe Farm Pavilion</u>								
4012 WATER RATES	12	290	450	160		160	64.5%	
4014 ELECTRICITY	0	290	700	410		410	41.4%	
4015 GAS	11	56	150	94		94	37.3%	
4036 PROPERTY MAINTENANCE	130	130	1,200	1,070		1,070	10.8%	
Tithe Farm Pavilion :- Indirect Expenditure	<u>153</u>	<u>766</u>	<u>2,500</u>	<u>1,734</u>	<u>0</u>	<u>1,734</u>	<u>30.6%</u>	<u>0</u>
Net Expenditure	<u>(153)</u>	<u>(766)</u>	<u>(2,500)</u>	<u>(1,734)</u>				
<u>231 Orchard Close Rec Gd</u>								
1082 INC-LETTINGS	0	1,122	440	(682)			255.0%	
Orchard Close Rec Gd :- Income	<u>0</u>	<u>1,122</u>	<u>440</u>	<u>(682)</u>			<u>255.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	846	1,500	654		654	56.4%	
Orchard Close Rec Gd :- Indirect Expenditure	<u>0</u>	<u>846</u>	<u>1,500</u>	<u>654</u>	<u>0</u>	<u>654</u>	<u>56.4%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>276</u>	<u>(1,060)</u>	<u>(1,336)</u>				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	0	61	350	289		289	17.4%	
4014 ELECTRICITY	26	212	270	58		58	78.6%	
4036 PROPERTY MAINTENANCE	0	542	600	58		58	90.3%	
Orchard Close Pavilion :- Indirect Expenditure	<u>26</u>	<u>815</u>	<u>1,220</u>	<u>405</u>	<u>0</u>	<u>405</u>	<u>66.8%</u>	<u>0</u>
Net Expenditure	<u>(26)</u>	<u>(815)</u>	<u>(1,220)</u>	<u>(405)</u>				
<u>241 Moore Crescent Rec Gd</u>								
1082 INC-LETTINGS	0	2,053	1,400	(653)			146.7%	
Moore Crescent Rec Gd :- Income	<u>0</u>	<u>2,053</u>	<u>1,400</u>	<u>(653)</u>			<u>146.7%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	846	1,000	154		154	84.6%	
Moore Crescent Rec Gd :- Indirect Expenditure	<u>0</u>	<u>846</u>	<u>1,000</u>	<u>154</u>	<u>0</u>	<u>154</u>	<u>84.6%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>1,207</u>	<u>400</u>	<u>(807)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>242 Moore Crescent Pavilion</u>								
1082 INC-LETTINGS	0	0	200	200			0.0%	
Moore Crescent Pavilion :- Income	0	0	200	200			0.0%	0
4011 RATES	0	4,441	4,400	(41)		(41)	100.9%	
4012 WATER RATES	0	942	2,500	1,558		1,558	37.7%	
4014 ELECTRICITY	102	735	1,400	665		665	52.5%	
4015 GAS	188	844	2,500	1,656		1,656	33.8%	
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	290	7,810	13,345	5,535	0	5,535	58.5%	0
Net Income over Expenditure	(290)	(7,810)	(13,145)	(5,335)				
<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%	0
4037 GROUNDS MAINTENANCE	0	563	5,500	4,937		4,937	10.2%	
Moore Crescent Bowling Gn :- Indirect Expenditure	0	563	5,500	4,937	0	4,937	10.2%	0
Net Income over Expenditure	0	(563)	(1,215)	(652)				
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	465	12,708	7,500	(5,208)			169.4%	
Houghton Regis Cemetery :- Income	465	12,708	7,500	(5,208)			169.4%	0
4011 RATES	0	1,010	1,100	90		90	91.9%	
4012 WATER RATES	(7)	118	200	82		82	59.1%	
4020 MISC. ESTABLISH.COST	824	6,078	2,500	(3,578)		(3,578)	243.1%	
Houghton Regis Cemetery :- Indirect Expenditure	817	7,207	3,800	(3,407)	0	(3,407)	189.6%	0
Net Income over Expenditure	(352)	5,501	3,700	(1,801)				
<u>272 All Saints Churchyard</u>								
4028 Bedford Road Wall	(136)	613	2,500	1,887		1,887	24.5%	
All Saints Churchyard :- Indirect Expenditure	(136)	613	2,500	1,887	0	1,887	24.5%	0
Net Expenditure	136	(613)	(2,500)	(1,887)				
<u>281 Public Open Spaces</u>								
4015 GAS	0	0	0	(0)		(0)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

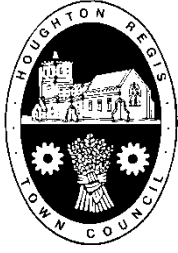
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4217 HHP Project Contribution	0	3,334	3,334	0		0	100.0%	
5002 Tr from EMR Former Railway LIn	0	0	(3,000)	(3,000)		(3,000)	0.0%	
Public Open Spaces :- Indirect Expenditure	0	3,334	834	(2,500)	0	(2,500)	399.8%	0
Net Expenditure	0	(3,334)	(834)	2,500				
<u>282 Play Areas (all)</u>								
1091 Income Miscellaneous	0	996	0	(996)			0.0%	
Play Areas (all) :- Income	0	996	0	(996)				0
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	1,966	4,500	2,534		2,534	43.7%	
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	2,605	6,500	3,895	0	3,895	40.1%	0
Net Income over Expenditure	0	(1,609)	(6,500)	(4,891)				
<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%	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%	0
4006 PROTECTIVE CLOTHING	0	690	1,250	560		560	55.2%	
4008 TRAINING/COURSES	0	1,116	3,000	1,884		1,884	37.2%	
4011 RATES	0	8,733	8,800	68		68	99.2%	
4012 WATER RATES	11	608	900	292		292	67.6%	
4013 RENT	0	15,500	15,500	0		0	100.0%	
4014 ELECTRICITY	224	1,044	1,800	756		756	58.0%	
4015 GAS	16	57	100	43		43	57.1%	
4017 HEALTH & SAFETY	0	0	1,500	1,500		1,500	0.0%	
4018 REFUSE DISPOSAL	884	12,478	21,000	8,522		8,522	59.4%	
4020 MISC. ESTABLISH.COST	0	6,735	200	(6,535)		(6,535)	3367.5%	
4021 COMMUNICATIONS COSTS	12	111	100	(11)		(11)	111.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4025 INSURANCE	0	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	380	461	9,000	8,539		8,539	5.1%	
4038 MAINTENANCE CONTRACTS	0	281	600	319		319	46.8%	
4039 HORTICULTURAL SUPPLIES	0	1,110	2,000	890		890	55.5%	
4040 Tree maintenance	0	3,050	10,000	6,950		6,950	30.5%	
4041 Tree Survey	0	0	575	575		575	0.0%	
4042 Equipment Repairs & Maintenance	952	7,895	8,000	105	235	(131)	101.6%	
4044 VEHICLE FUEL	12	4,363	9,000	4,637		4,637	48.5%	
4045 VEHICLE TAX & INSURANCE	0	530	900	370		370	58.9%	
4059 OTHER PROFESSIONAL FEES	0	3,120	2,000	(1,120)		(1,120)	156.0%	
Outside Services :- Indirect Expenditure	2,491	67,882	96,425	28,543	235	28,308	70.6%	0
Net Income over Expenditure	(2,491)	(55,943)	(85,074)	(29,131)				
<u>299 Env Capital & Projects</u>								
1072 Income - Insurance Claim	0	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	19,351	12,700	(6,651)			152.4%	
1205 S106 Contrib for sport / rec	0	0	30,000	30,000			0.0%	
Env Capital & Projects :- Income	0	23,113	72,700	49,587			31.8%	0
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	48,000	10,000	(38,000)		(38,000)	480.0%	
4862 CAP - Cemetery Provision	0	4,700	0	(4,700)	6,000	(10,700)	0.0%	
4871 CAP - Pavilion Renovations	0	0	50,000	50,000		50,000	0.0%	
4872 CAP - Sport & Recreation	0	2,918	0	(2,918)		(2,918)	0.0%	
4980 Tr to EMR Pavillion Renovation	25,000	25,000	0	(25,000)		(25,000)	0.0%	
4992 Trs from Earmarked Reserve	0	(48,000)	0	48,000		48,000	0.0%	
Env Capital & Projects :- Indirect Expenditure	25,000	72,351	119,769	47,418	6,000	41,418	65.4%	0
Net Income over Expenditure	(25,000)	(49,238)	(47,069)	2,169				
Grand Totals:- Income	765	53,775	101,676	47,901			52.9%	
Expenditure	29,020	174,490	267,198	92,708	9,710	82,998	68.9%	
Net Income over Expenditure	(28,255)	(120,715)	(165,522)	(44,807)				
Movement to/(from) Gen Reserve	(28,255)	(120,715)						



Date:	22nd February 2021
Title:	Orchard Close Playground Surface Refurb
Purpose of the Report:	To enable members to consider surfacing options for Orchard Close Playground Area.
Contact Officer:	Tony Luff – Head of Grounds Operations

1. RECOMMENDATION

1. To replace the bark at the Orchard Close play area with wet pore;
2. To fund the works out of EMR 327, Play Areas.

2. BACKGROUND

On an annual basis the council has an independent and ROSPA qualified inspection completed on play equipment within HRTC managed play areas. This report highlighted the playground surface detreating condition in certain play areas.

3. ISSUES FOR CONSIDERATION

Members are advised that the surfacing under the play equipment on Orchard Close is a bark surface. Over time the bark has disintegrated. The Annual Playground Inspection report advises that it be topped up to a depth of 300mm. There are trip hazards emerging where the bark meets the existing wet pore.

Members are requested to consider whether the bark should continue to be topped up annually or whether the preference is to replace the bark with a wet pore surface. This has longevity, although repair costs can be high for large areas of damage. Smaller areas of damage can be repaired by the grounds team. A full wet pore surface removes the need for the grounds team to rake back bark into place on a weekly, or more frequent, basis.

Appendix A provides competitive quotes.

Budget provision has not been made for this project. Should members be minded to proceed with replacing the bark with wet pore, the cost would need to be taken from EMR 327 (currently at £79,232).

This is a similar project to the resurfacing of the Village Green.

Whilst there is the budget available for this project, caution is expressed as this fund would be used to support large scale play area renovation projects. Much of the play equipment was installed around 10 / 11 years ago and there is a risk that play equipment may all need replacing at a similar time. This fund would be used to assist in large-scale renovation projects.

4. COUNCIL VISION

Aspirations

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

Objective 4: Our community

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

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

5. 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

- Financial Regulations – competitive quotes have been sought
- To fund the project using EMR327

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

6. CONCLUSION AND NEXT STEPS

The annual inspection shows that the council has been maintaining its' sites in a good

condition for all to enjoy.

Members are requested to consider the surfacing options presented for Orchard Close recreation ground and to agree a way forward.

7. APPENDICES

Appendix A: Quotes for Wet pore at Orchard Close Playground

Ref: Orchard Close Playground**Large Bark Area 11m x 19m – 209m²**

to remove the existing timber edging and dispose into skip
to supply and lay PCC edging around the perimeter edge
to supply and compact MOT type one stone to the required depth
to remove 2 No. existing rubber areas and dispose in to skip
to supply and lay black colour wet pour at the required depth

Overhead Rotator

to overlay the existing grass mats with 25m² of rubber mulch complete with membrane

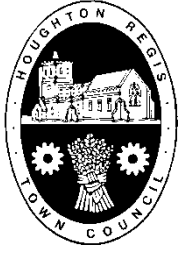
Skate Swing

to overlay the existing grass mats with 20m² of rubber mulch complete with membrane

HERAS Security fencing for duration of the project

All prices quoted are subject to VAT

- **Contractor 1 £21,281.00**
- **Contractor 2 £21,850.00**
- **Contractor 3 £23,089.00**



ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 7**

Date:	22nd February 2021
Title:	PROPOSED ALLOTMENT SITE WITHIN HRN2
Purpose of the Report:	To enable members to consider the proposed site layout and site facilities; the name of the allotment site and to be advised of the funding situation.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

- 1. To welcome the bringing forward of an allotment site as a community facility.**
- 2. To approve the site layout, subject to:**
 - The addition of a third standpipe**
 - For all standpipes to be sited with a concrete base in front of them**
 - The main internal path being construction of type 1 MOT with edging to the plots to avoid spill**
 - For the fencing to be green palisade fencing**
 - The soil being a reasonable quality and free from debris**
- 3. Subject to these amendments to confirm that HRTC is willing to accept the transfer of this site in due course subject to due legal process.**

2. BACKGROUND

Within the Bellway development as part of HRN2 an allotment site was incorporated into the s106 agreement. HRTC has previously indicated that it would take on such facilities.

3. S106 DETAILS

The land is being provided as part of the s106 for HRN2. The following points are highlighted:

- The s106 doesn't require that the land is transferred to CBC, so a transfer between Bellway and HRTC can take place.**
- The s106 does not prescribe the site facilities, however the approved plans show the site, plots, parking provision and access.**
- The s106 does not detail any maintenance contributions to cover revenue costs**

going forwards.

- HRTC would have to meet their own legal costs incurred as part of the transfer.

In summary the developer is required to provide the land and establish the basics of a site.

4. PROPOSED ALLOTMENT SITE LAYOUT & FACILITIES

Members are advised that discussions have been held with Bellway over the proposed site layout and site facilities. The attached layout has been suggested by Bellway based on these discussions. The following issues have been discussed with Bellway:

Plot size

Although the plot size is approximately the right size*, it is often the case that plots are divided into 2 as tenants find this an easier size to manage. Bellway's are prepared to provide one shed base per full size plot. Ideally a second base would be preferable to enable the plot to be divided and a shed base provided for each half. It may be that HRTC decide to increase the number of shed bases in due course or enable an allotment holder to install a shed base.

*An allotment is traditionally measured in rods (perches or poles), 10 poles is the accepted size of an allotment, the equivalent of 250 square metres.

Stand Pipes

Following on from discussions Bellway have agreed to provide an extra stand pipe in the centre of the site and to ensure that all stand pipes are sited with a concrete base in front of them so that the area doesn't just get muddy, slippery and worn.

Access paths

Initially Bellway offered to create the main internal path with bark mulch.

Following on from discussions Bellway's are prepared to change this surface to type 1 MOT compacted stone path. The Head of Grounds have confirmed that this would be preferable and has requested that the path be edged and that the MOT be a neutral colour (not the pink/red colour).

Site security

Bellway have agreed to provide green palisade fencing around the whole site.

Soil Quality

Bellway have confirmed that topsoil has been recovered from the whole site and is therefore of a suitable quality for gardens etc. It has been tested and is free from any contaminants. Any working in of compost would need to be done by HRTC or allotment holders. The Head of Grounds has some reservations and would like to highlight to Bellway's that the soil should be a reasonable quality and free from debris.

Clarification has also been sought on the steps and timescale involved in the handover process.

Members are advised that a waiting list has been started for people expressing an interest

in an allotment on this site. Officers are also working on an Allotment Agreement for plot holders and a schedule of fees. These will be presented to Committee in due course.

4. PROPOSED ALLOTMENT NAME

The developer has referred to this site as ChalkFields. The Council may like to continue with this name or to change it. It would be helpful to have a name at the outset to avoid confusion in subsequent times.

It is suggested that as the recreation grounds in Houghton Regis are named after the roads they are sited on and there is a perception that often allotment sites are named after the roads they are sited on it may be more suitable to name this site after the local road. After some research it is thought that the allotments would be on Claudia Gardens off Thorn Road. As such these suggestions are put forward:

- Claudia Gardens allotments
- Thorn Road allotments
- Bidwell West allotments
- Empire allotments (as the streets around there are named after Rome and the Roman Empire)

5. COUNCIL VISION

Aspirations

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

Objective 1: Grow your own

- 1.3 Establish allotments within new housing developments
- 1.4 Encourage healthy eating and food awareness
- 1.5 To increase edible planting
- 1.6 Enhance biodiversity and support wildlife

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

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.
- An Allotment Agreement for plot holders and a schedule of fees is being developed for consideration.

Legal Implications

- The land will be transferred to HRTC and will become an asset of HRTC

Financial Implications

- There are no upfront capital costs to be incurred;
- The council may decide some future investment is required
- The revenue costs will be met in full by HRTC
- To costs involved in the land transfer, as they relate to HRTC, will be met in full by HRTC

Risk Implications

- Should the site not be passed over in a fit for purpose condition there are risk implications for the council offering a substandard facility.

Equalities Implications

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

This project / issue does not discriminate.

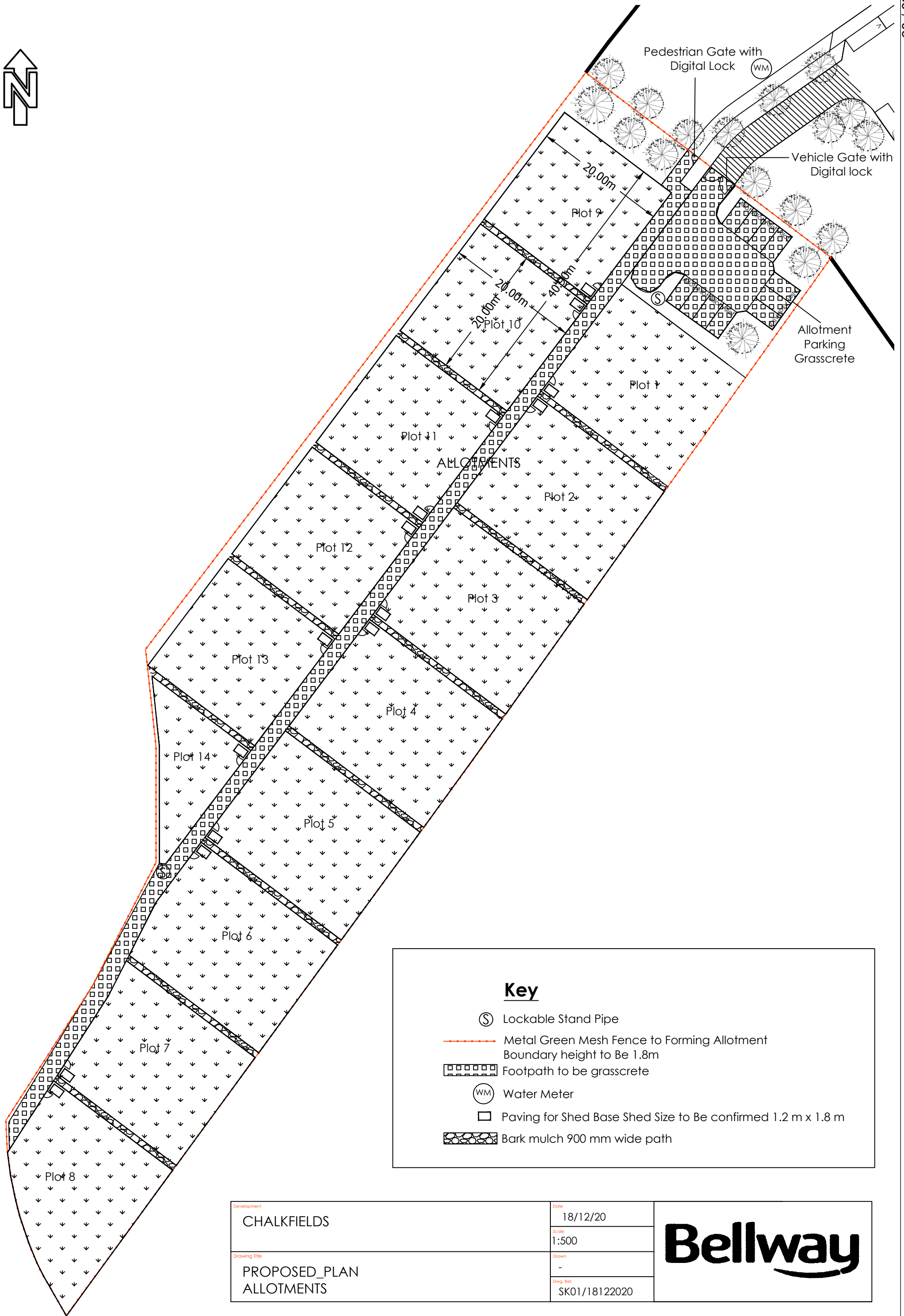
Press Contact

- There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

The provision of an allotment site is to be welcomed as it provides a long sought after community facility. It meets a number of aims and objectives of the HRTC Vision. The developers, Bellways, have proposed a reasonable site and have taken into account the majority of the

APPENDICES**Appendix A Site layout plan**



Key

- (S) Lockable Stand Pipe
- - - Metal Green Mesh Fence to Forming Allotment Boundary height to Be 1.8m
- [Grid of squares] Footpath to be grasscrete
- (WM) Water Meter
- [Small square] Paving for Shed Base Shed Size to Be confirmed 1.2 m x 1.8 m
- [Circle pattern] Bark mulch 900 mm wide path

Development	CHALKFIELDS	Date	18/12/20
		Scale	1:500
Drawing Title	PROPOSED_PLAN ALLOTMENTS	Drawn	-
		Drawg. Ref	SK01/18122020



HHP - Moore Crescent Car Park Proposal

Next Environment & Leisure committee meeting date 22nd February 2021

We are seeking a decision regarding proposed detail below.

A Control barrier system will enable time entry restrictions. Any car in the car park will be able to exit at any time.

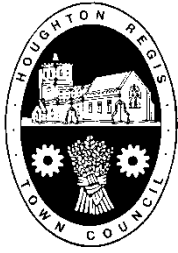
We will not be promoting the car park to users of the park.

Moore Crescent car park proposal

Phase 1:

- Retain existing height restriction barrier. Lock back existing metal gates.
- Install lockable drop bollards at location A for Bowls Club to open when required.
- Install automatic barrier at location B to control access to the spaces beyond this. These will be available for bowls club users, football players/supporters and park users. Entry time and number limits to be set, but vehicles will be able to exit after any agreed times (as per barrier in the main HHP car park)
- Install bollards or extend knee high post rail along kerb edge to prevent car driving on grass area. (orange line)
- Monitor outcome of these works before deciding on any future options.





Date: 22nd February 2021

Title: COMMUNITY TREE PLANTING PROJECT

Purpose of the Report: To suggest to members a community tree planting project.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

- 1. To support the application to CBC for their Tree Planting Grant Scheme;**
- 2. To grant permission for up to 10 trees to be planted on Parkside recreation ground, in a location to be agreed and to request that these trees are selected to assist in meeting the council's biodiversity, wildlife and edible planting objectives.**

2. BACKGROUND

Members are advised that a local resident has been in touch to explore the opportunity of a community tree planting project. From the resident it is understood that there may be some families who have opted for Elective Home Education who may be interested. A grant scheme is currently available from CBC:

[Community grants | Central Bedfordshire Council](#)

3. ISSUES FOR CONSIDERATION

The resident has suggested the following locations:

1. Land at the lower end of Parkside recreation ground
2. Land at Windsor Drive near the stream
3. Land underneath the pylons between Frogmore Road and the Woodside Link;
4. Land to the east of Frogmore Road and the Woodside Link (the scrub area);

The land under the control of HRTC is the lower end of Parkside recreation ground. The other locations are CBC sites.

The resident is willing to make the grant application and to organise the planting (with a bit of assistance in terms of ground preparation from the HRTC Grounds Team).

This project meets a number of aims and objectives of the Vision, see end of report for details. As such it is suggested that the council consider granting permission for up to 10 trees to be planted on Parkside recreation ground, in a location to be agreed, and to request that these trees are selected to assist in meeting the councils biodiversity, wildlife and edible planting objectives.

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
- A3 To positively **promote** the town

Objective 1: Grow your own

- 1.4 Encourage healthy eating and food awareness
- 1.5 To increase edible planting
- 1.6 Enhance biodiversity and support wildlife

Objective 4: Our community

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations
- In future years the tree survey will need to be extended to cover these new trees

Risk Implications

- The application for funding is to be made to CBC by 28th February
- The trees are to be planted by 31st March 2021
- There is the reputational risk that these trees may be vandalised. The council may have to consider funding replacement trees.

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

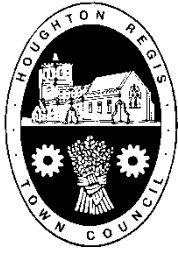
The decision relating to this agenda item will be communicated to the press, via the website and social media, once the funding is confirmed.

6. CONCLUSION AND NEXT STEPS

This is a beneficial project which is supported by a number of objectives in the Council's Vision.

7. APPENDICES

None



Date:	22nd February 2021
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 support Option 2 site layout as shown in drawing 324-1 FS-010.R2;**
- 2. To confirm to the Football Foundation that should Anglian Water need to dig up part(s) of the pitch, the Council would make certain that reinstatement works were undertaken (over the course of the 21-year clawback period) to ensure that the 3G FTP remains on the FA's 3G Pitch Register;**
- 3. To support the pavilion layout as shown in drawing 324-1 FS-007.R08**

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 SUMMARY INCLUDING FUNDING

Members are advised of the following:

- **Land Registry**
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. Advice received suggested that the Land Registry may be taking up to 9 months to progress applications;

- Foul Sewer
Please see section 4;

- Funding

The following provides basic financial information which is indicative only as costs are heavily dependent on design, which is yet to be finalised.

Provisional project cost: £1,350,000

To be funded as follows:

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

4. FOUL SEWER

Location

As members are aware there is a foul sewer running across the site. There are also a number of manholes on the site to enable access to the sewer. This is shown in Appendix A. This is highlighted as the majority of work to maintain drains is completed through manholes, only in more extreme circumstances is it necessary for Anglian Water (AW) to access the pipe itself.

Project Risk

There is a project risk that should the site be developed that at some point in the future that AW would need access to the sewer and as such would need to gain access through the 3G pitch. The Football Foundation are concerned that should this eventuality arise that the reinstatement may be substandard such that the pitch would not qualify to remain on the FA 3G Pitch Register. To overcome this concern the FF require confirmation from the applicant (HRTC) that all steps will be taken to re-provide a suitable grade playing surface should AW have to access the drain at any point and their reinstatement work not met standards.

Legislation

Section 80 of Water Industry Act 1991 requires that Statutory Undertakers comply with Schedule 12 to the Water Industry Act to minimise damage caused by works and to pay

compensation.

Paragraph 4 of Schedule 12 states that a sewerage undertaker shall make full compensation to any person who has sustained damage by reason of the exercise by the undertaker, in relation to a matter as to which that person has not himself been in default, of any of its powers under the relevant sewerage provision.

Position of Anglian Water

AW have advised that in following these legislative provisions they would seek to reinstate the land thus minimising the damage and preventing the need to pay compensation. If this isn't possible AW would pay compensation. If AW and the Council cannot agree on the value of the compensation this can be referred to Ofwat for determination.

Anglian Water is a regulated industry and are obliged to comply with our statutory obligations at all times.

See Appendix B.

Position of Football Foundation

The FF are aware of the requirements of the Water Industry Act. However, as stated above, the FF are seeking confirmation from the applicant (HRTC) that all steps will be taken to re-provide a suitable grade playing surface should AW have to access the drain at any point and their reinstatement work not met standards. FF have indicated that the following agreement form HRTC would satisfy their concerns:

“Should Anglian Water need to dig up part(s) of the pitch, the Council would make certain that reinstatement works were undertaken (over the course of the 21-year clawback period) to ensure that the 3G FTP remains on the FA's 3G Pitch Register.”

Options to Reduce Risk

This is a risk in a worst-case situation. However, there are some options to try and reduce this risk. These options are set out below:

Option 1 – App C

This option could be pursued but it does site the 3G over the sewer and a manhole cover. The FF would require the following assurance: “Should Anglian Water need to dig up part(s) of the pitch, the Council would make certain that reinstatement works were undertaken (over the course of the 21-year clawback period) to ensure that the 3G FTP remains on the FA's 3G Pitch Register.”

Option 2 – App D

To reduce risk to seek to relocate the pitch so the existing manholes (1900 & 2900) are located beyond the pitch footprint. This reduces the risk but the assurance to the FF is still required as the 3G remains over the line of the sewer albeit not over a manhole cover.

Option 3 – App E

To provide a smaller 11v11 3G pitch (91m x 55m playing area with run offs totalling 97m x 61m) pitch instead of full size (100m x 64m playing area with run offs totalling 106m x 70m) which can be sited nearer the car park and off the line of the sewer. The pitch would be closer to residential properties and would require the pavilion in a different position to Option 1 and 2.

Option 4 – App F

To remove from the project the 3G element and to replace the pavilion, to upgrade the car parking and the quality of the grass football pitches.

Option 5 – App G

To reduce risk to seek to install 2 new manholes beyond the footprint of the pitch and remove existing manhole 1900. Approvals would need to be granted by AWA and due to the depths, circa 9m, initial enquiries suggest costs are considered likely to be prohibitive. This option reduces the risk but the assurance to the FF is still required as the 3G remains over the line of the sewer albeit not over a manhole cover.

Other

- A query will also be raised with AW to investigate whether any routine or replacement works are planned which could be done prior.
- It is not possible for HRTC to insure for remedial works should reinstatement works prove to be substandard, however the Council has legal insurance to assist with any legal dispute over quality of reinstatement should the need arise.

To maintain the scope of the project and to reduce the risk to the council it is suggested that Option 2 be supported. This reduces the risk but the assurance to the FF is still required as the 3G remains over the line of the sewer albeit not over a manhole.

5. PAVILION

Members will find attached 3 preliminary pavilion drawings. The designs allow for independent use of toilets for the public, without the need to access the changing rooms corridor. In addition the design can all be extended to enable the Club Room to be constructed at a later date should budget allow. These all meet the requirements of HRTC as set out in Minute 11412:

To provide a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, a staff office, servery, and spectators toilets.

Appendix H – Drawing 324-1_FS-007.R6

This appears to be a nice layout with more than adequate circulation space. The gross floorspace is 290m² (exc. the Club Room). This design exceeds the space requirements of the FA. The reason the FA stipulate certain sizes is from a safeguarding perspective – if you have bigger facilities it means people from outside the teams can be in changing rooms. Based on high level budgeting it is reasonable to use a figure of £2,200/m². For this design for Phase 1 only the build cost would be in the region of £638,000.

Appendix I - Drawing 324-1_FS-007.R7

This is a much tighter design and would appear less appealing. However, the floorspace is 216.2m². For this design for Phase 1 only the build cost would be in the region of £475,640

Appendix J - Drawing 324-1_FS-007.R8

This design is more of a middle ground. The layout looks more user friendly than R7, and the floorspace remains at 216.2m². For this design for Phase 1 only the build cost would be in the region of £475,640

The likely build cost differential is around £162,360. The likely cost of constructing the club room is around £220,000 in today's prices.

6. CONTINGENCY PLAN

At the Partnership Committee on 26th January a question was posed as to how HRTC would ensure it could spend the s106 fund within the required timescale (by 21st September 2021), should this project not proceed as envisaged. Although it is considered premature to be considering this project not progressing, it is a valid point given the spending timescale for the s106. It is suggested that should this project not proceed, that the council develop and progress plans to replace the pavilion on this site and to upgrade the car parking and the quality of the grass football pitches (Option 4 above). The definition of 'spend' in relation to s106 funding, is a commitment to spend, it does not require the actual spend to have taken place.

7. 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

8. 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

- The siting of a 3G facility over a sewer and a manhole cover poses a risk. The report details the level of risk and makes suggestions to minimise the risk.

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

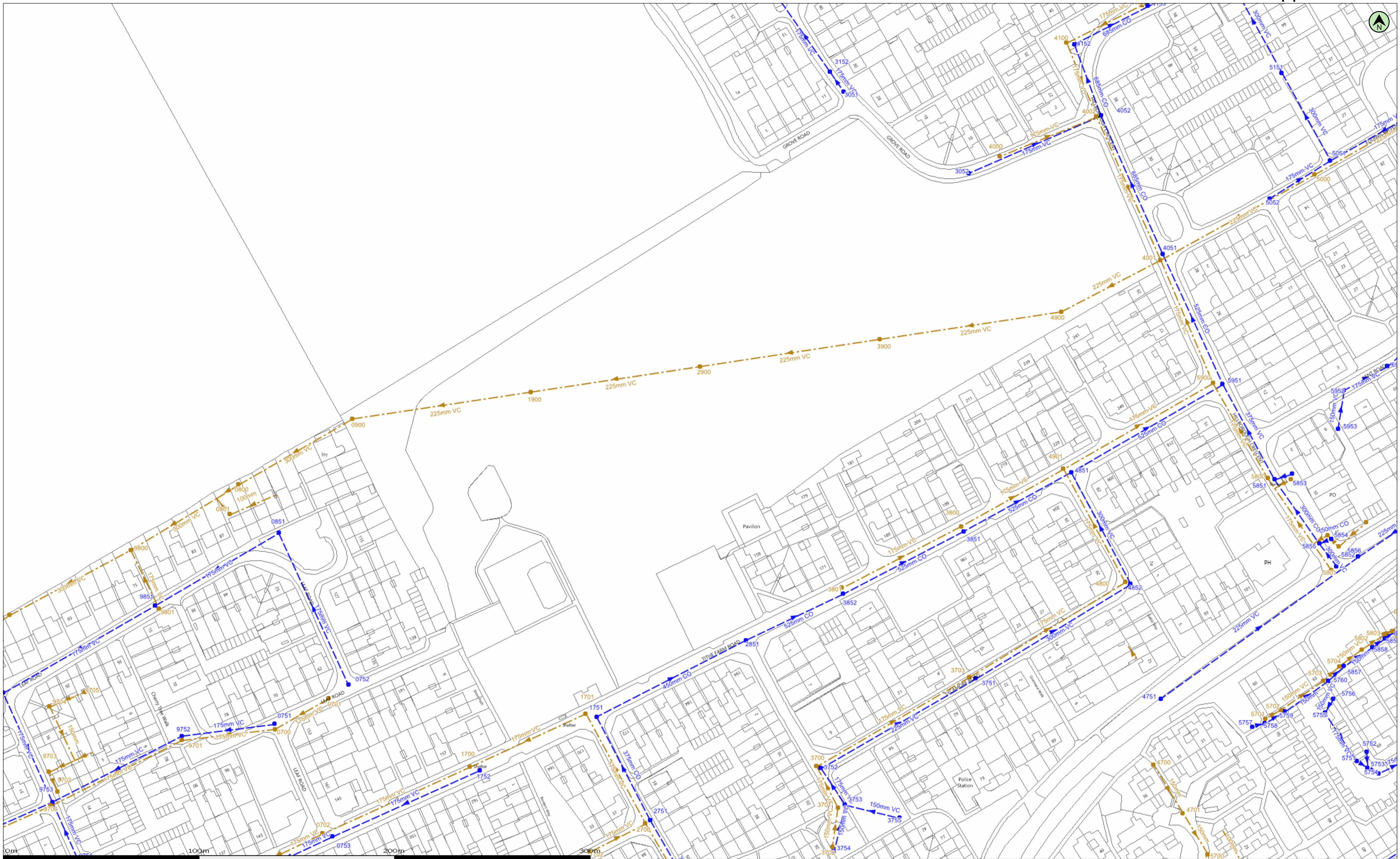
9. CONCLUSION AND NEXT STEPS

To maintain the scope of the project and to reduce the risk to the council it is suggested that Option 2 be supported. This reduces the risk but the assurance to the FF is still required as the 3G remains over the line of the sewer albeit not over a manhole cover.

10 APPENDICES

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Appendix A	Site location plan showing sewer and manhole covers
Appendix B	Letter from Anglian Water
Appendix C	Option 1
	Site layout plan showing 3G over sewer and manhole cover
Appendix D	Option 2
	Site layout plan showing 3G over sewer
Appendix E	Option 3
	Site layout plan showing smaller 3G avoiding sewer and manhole cover
Appendix F	Option 4
	Site layout plan showing grass pitches and pavilion and car parking
Appendix G	Option 5
	Site layout plan showing 3G over sewer and re-siting of manhole cover
Appendix H	Pavilion drawing 324-1_FS-007.R6
Appendix I	Pavilion drawing 324-1_FS-007.R7
Appendix J	Pavilion drawing 324-1_FS-007.R8



(c) Crown copyright and database rights 2020 Ordnance Survey 100022432 Date: 20/07/20 Scale: 1:1250 Map Centre: 502250,224920 Data updated: 01/07/20 Our Ref: 417867 - 1 Wastewater Plan A2

This plan is provided by Anglian Water pursuant to its obligations under the Water Industry Act 1991 sections 198 or 199. It must be used in conjunction with any search results attached. The information on this plan is based on data currently recorded but position must be regarded as approximate. Service pipes, private sewers and drains are generally not shown. Users of this map are strongly advised to commission their own survey of the area shown on the plan before carrying out any works. The actual position of all apparatus MUST be established by trial holes. No liability whatsoever, including liability for negligence, is accepted by Anglian Water for any error or inaccuracy or omission, including the failure to accurately record, or record at all, the location of any water main, discharge pipe, sewer or disposal main or any item of apparatus. This information is valid for the date printed. This plan is produced by Anglian Water Services Limited (c) Crown copyright and database rights 2020 Ordnance Survey 100022432. This map is to be used for the purposes of viewing the location of Anglian Water plant only. Any other uses of the map data or further copies is not permitted. This notice is not intended to exclude or restrict liability for death or personal injury resulting from negligence.

Foul Sewer		Outfall*	
Surface Sewer		Inlet*	
Combined Sewer		Manhole*	
Final Effluent			
Rising Main*			
Private Sewer*			
Decommissioned Sewer*			
		Sewage Treatment Works	
		Public Pumping Station	
		Decommissioned Pumping Station	

* (Colour denotes effluent type)

paula.edmonds@jppuk.net
21514





Clare Evans – Town Clerk
 Houghton Regis Town Council
 Peel Street
 Houghton Regis
 Bedfordshire
 LU5 5EY

**Anlian Water
 Services Limited**
 Legal Department
 Lancaster House
 Lancaster Way
 Ermine Business Park
 Huntingdon
 Cambridgeshire
 PE29 6XU

Tel: 01604 446688

06 November 2020

Dear Clare,

**Football Foundation, Bedfordshire FA and Castele:
 New artificial 3G pitch in Houghton Regis**

I understand that there is a public sewer running through land that's owned by the Council. The parties named above are contemplating placing a new pitch over this land and have asked for confirmation of Anlian Water's obligations in relation to any damage caused to your land in the event of an issue with the sewer.

S80 Water Industry Act 1991 requires that Statutory Undertakers comply with Schedule 12 to the Water Industry Act to minimise damage caused by works and to pay compensation.

Paragraph 4 of Schedule 12 states that a sewerage undertaker shall make full compensation to any person who has sustained damage by reason of the exercise by the undertaker, in relation to a matter as to which that person has not himself been in default, of any of its powers under the relevant sewerage provision.

Generally in following these legislative provisions we would seek to reinstate the land thus minimising the damage and preventing the need to pay compensation. If this isn't possible we would pay compensation. If we cannot agree on the value of the compensation this can be referred to Ofwat for determination.

Anlian Water is a regulated industry and we are obliged to comply with our statutory obligations at all times. Although we do not anticipate any changes to the legislation I can only confirm the situation at the current time.

Yours sincerely,

Gary Boddington, Drainage Manager



Registered Office
 Anlian Water Services Ltd
 Lancaster House, Lancaster Way, Ermine
 Business Park, Huntingdon,
 Cambridgeshire. PE29 6XU
 Registered in England
 No. 2366656.

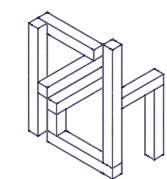
an AWG Company



FOOTBALL DEVELOPMENT
 CENTRE
 at
 TITHE FARM RECREATION
 GROUND
 HOUGHTON REGIS
 DUNSTABLE
 LU5 5JD

HOUGHTON REGIS TOWN
 COUNCIL

TITHE FARM
 OPTION 1 - PROPOSED
 (As Existing)



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28 Jan 2021 PR

1:1250 @ A3 MH

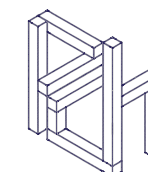
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FOOTBALL DEVELOPMENT
 CENTRE
 at
 TITHE FARM RECREATION
 GROUND
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HOUGHTON REGIS TOWN
 COUNCIL

TITHE FARM
 OPTION 2 - PROPOSED
 (Between FW Manholes)



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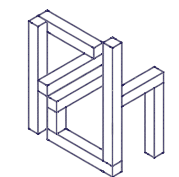
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FOOTBALL DEVELOPMENT CENTRE
 at
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HOUGHTON REGIS TOWN COUNCIL

TITHE FARM
 OPTION 3 - PROPOSED
 (91mX55m Pitch)



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324-1_FS-010.R3

ALL WORKING DIMENSIONS TO BE CHECKED ON SITE.
FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS.
ANY DISCREPANCIES BETWEEN DRAWINGS OF DIFFERING SCALES AND BETWEEN DRAWINGS AND SPECIFICATION WHERE APPROPRIATE TO BE NOTIFIED TO SUPERVISING OFFICER FOR DECISION.
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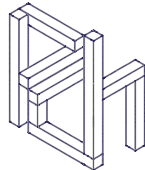
Scalebar

FW Sewer
Typical
Manhole

FOOTBALL DEVELOPMENT
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at
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GROUND
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COUNCIL

TITHE FARM
OPTION 4 - PROPOSED
(No 3G Pitch)



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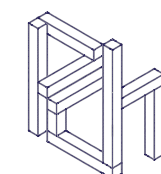
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FOOTBALL DEVELOPMENT
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COUNCIL

TITHE FARM
OPTION 5 - PROPOSED
(New FW Manholes)



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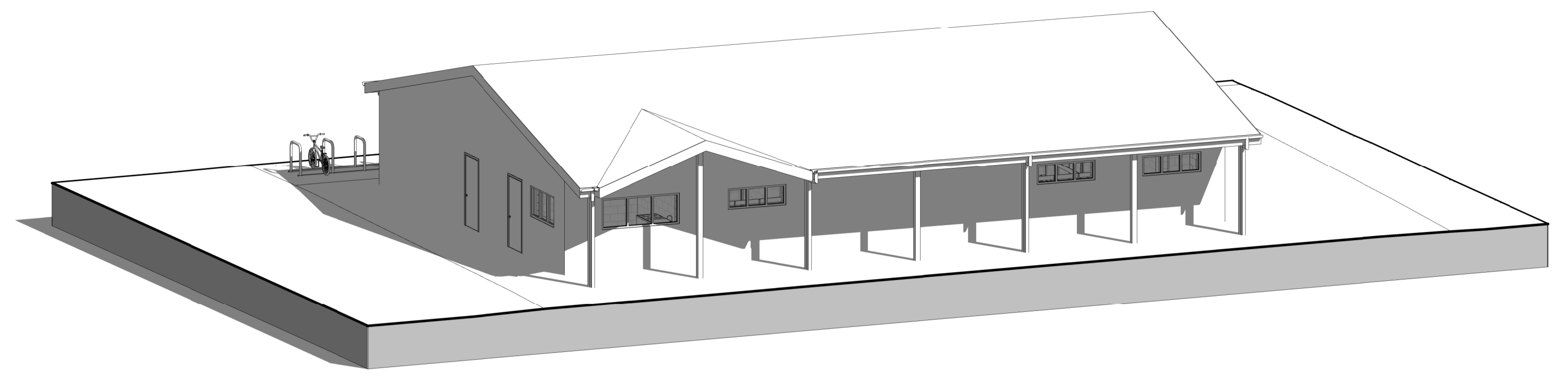
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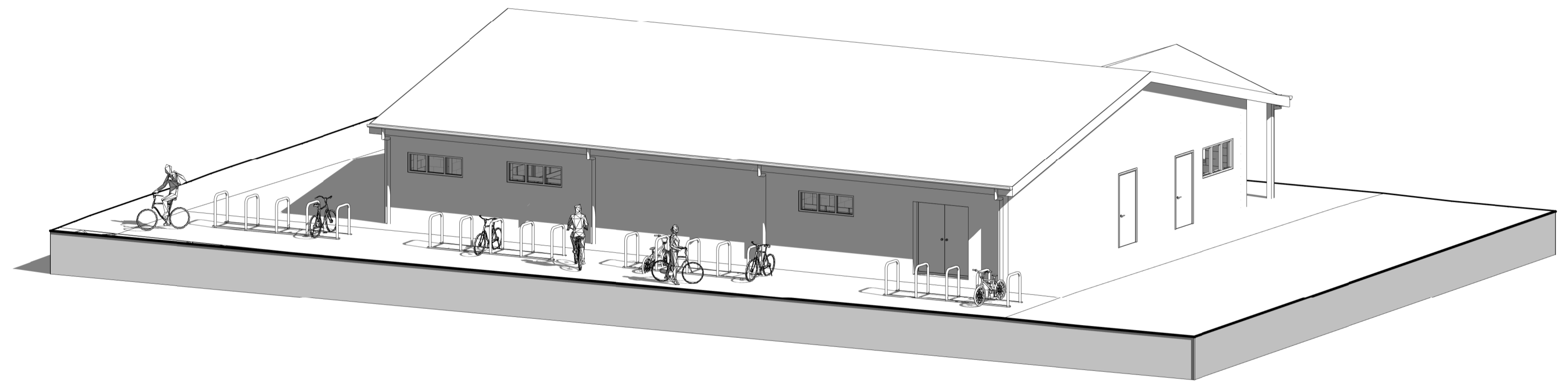
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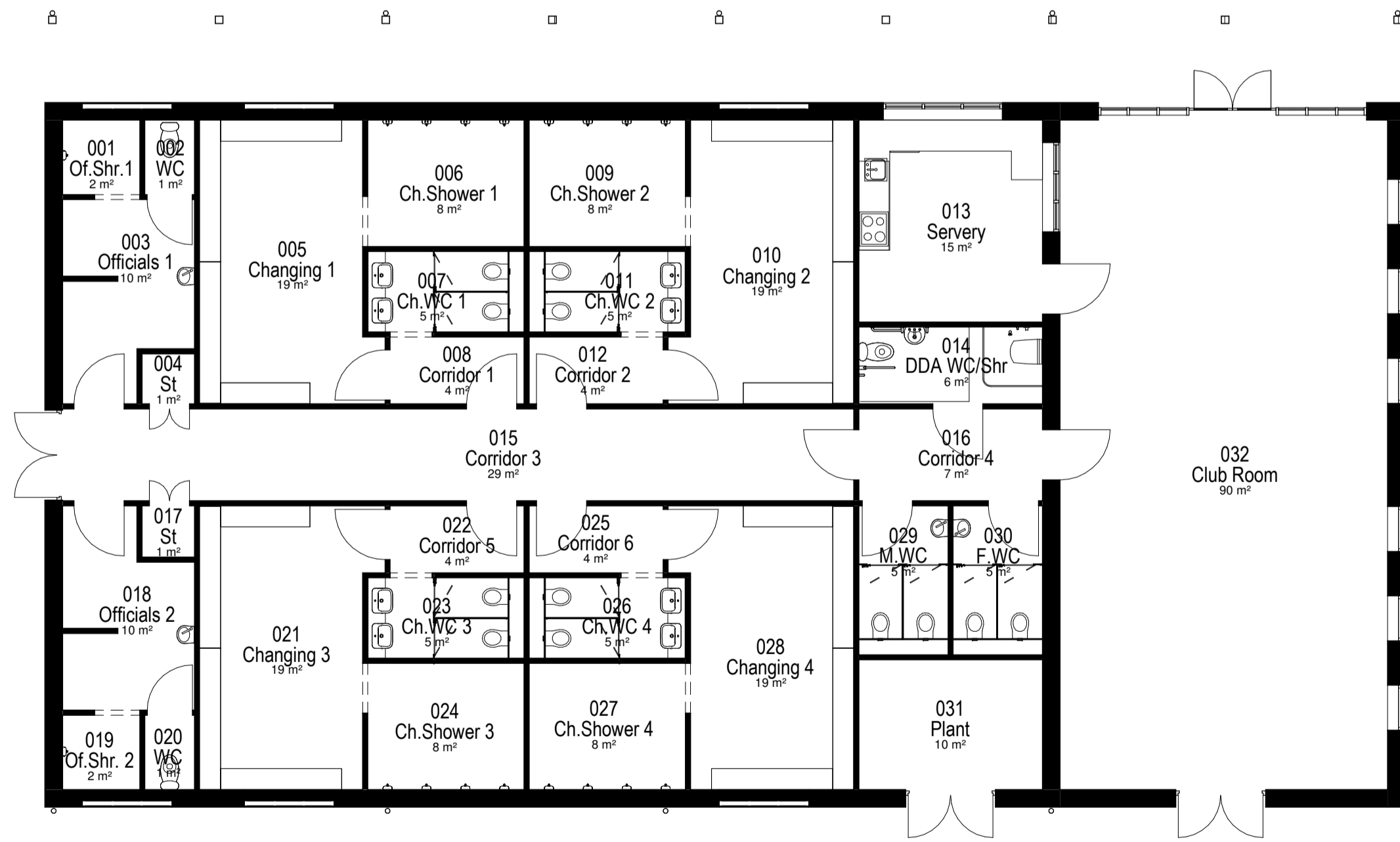
1 Floor Plan - Phase 1
1 : 100 Gross Area 290 m²



3 Phase 1 - Isometric View 1



4 Phase 1 - Isometric View 2

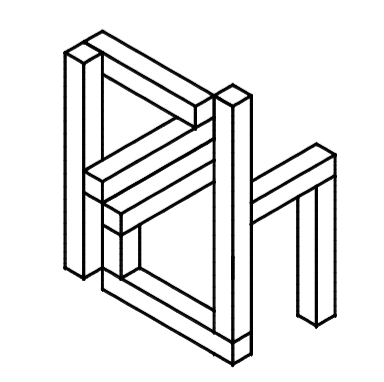


2 Floor Plan - Phase 2
1 : 100 Gross Area 388.7 m²

FOOTBALL DEVELOPMENT CENTRE
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HOUGHTON REGIS TOWN COUNCIL

PROPOSED PAVILION
OPTION 1

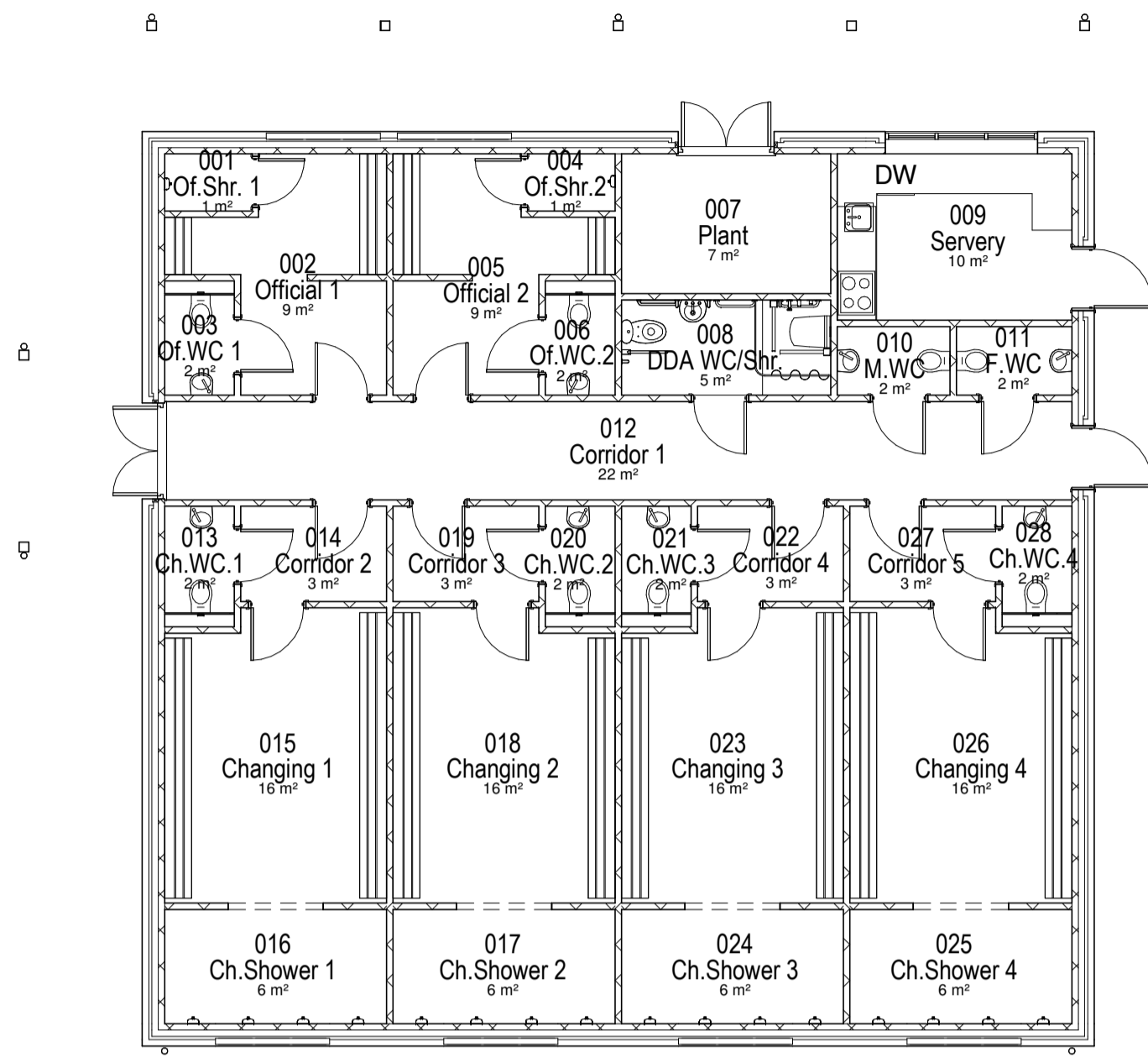


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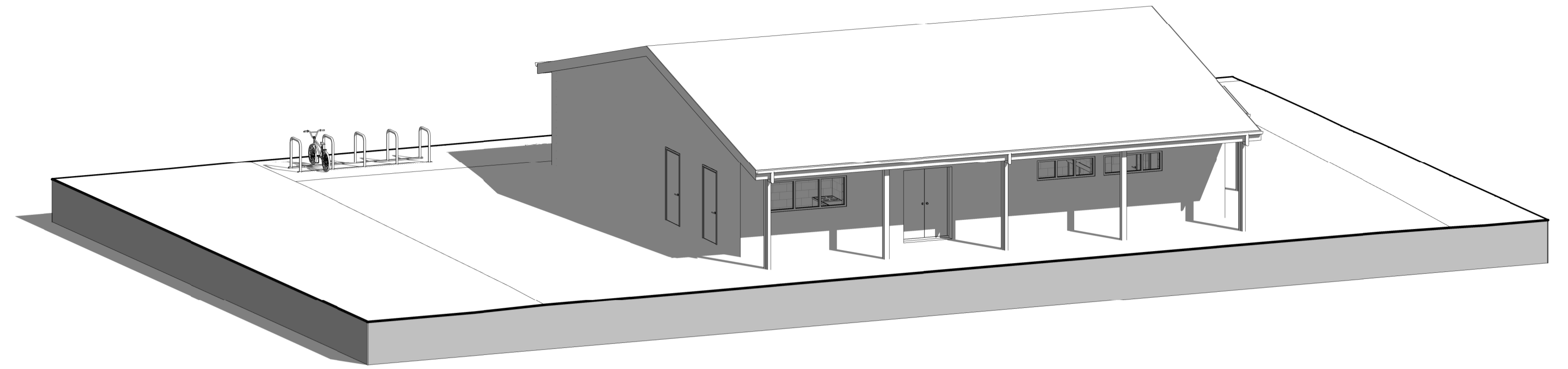
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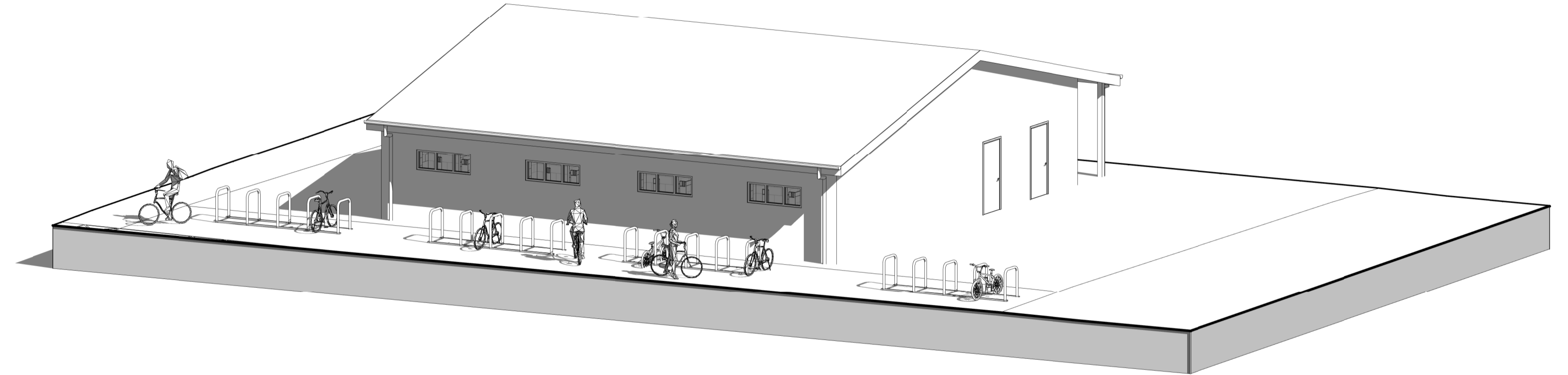
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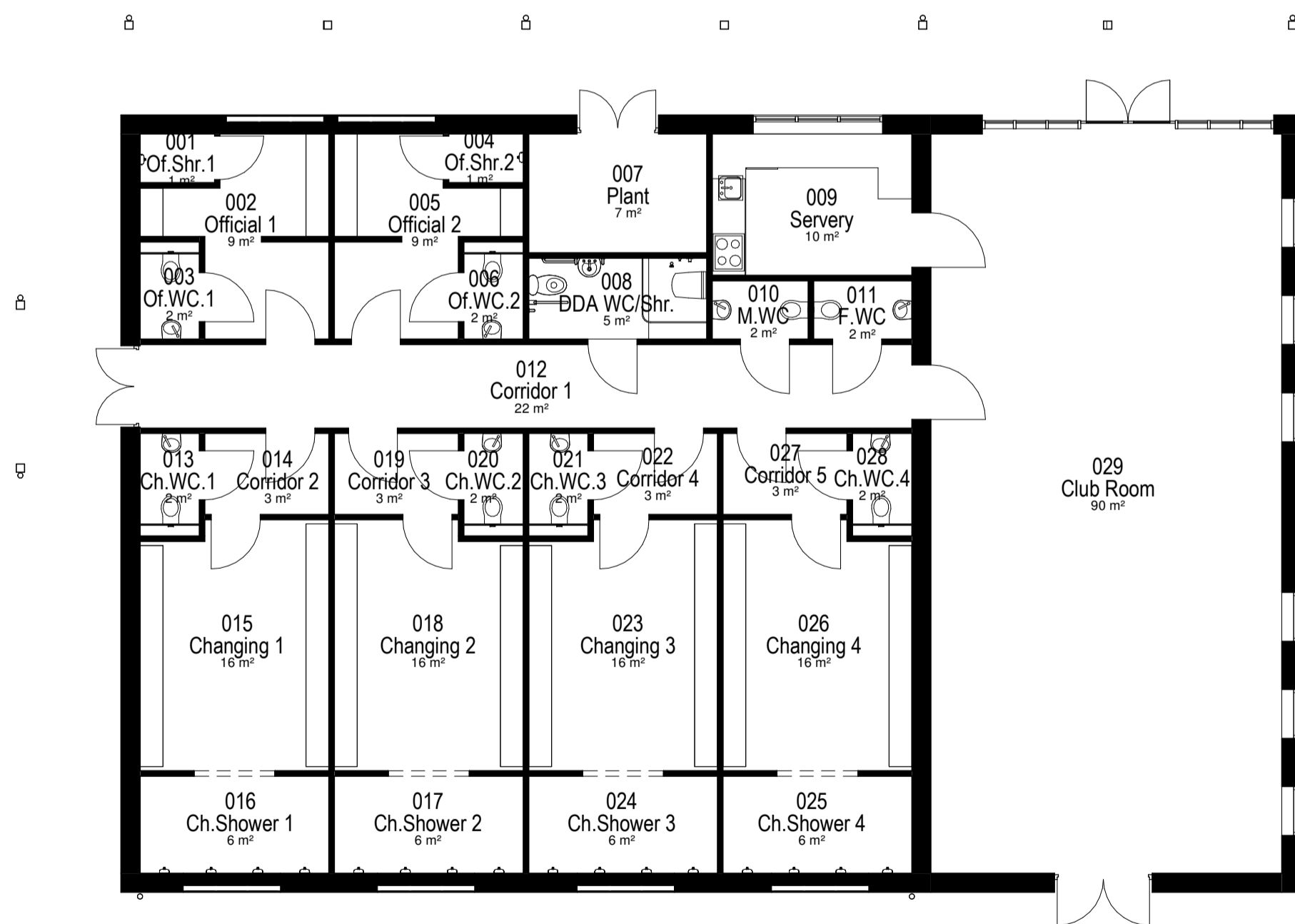
1 Floor Plan - Phase 1
1 : 100 Gross Area 216.2 m²



3 Phase 1 - Isometric View 1



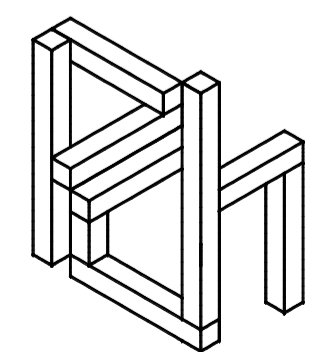
4 Phase 1 - Isometric View 2



2 Floor Plan - Phase 2
1 : 100 Gross Area 314.9 m²

FOOTBALL DEVELOPMENT CENTRE
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PROPOSED PAVILION
OPTION 2



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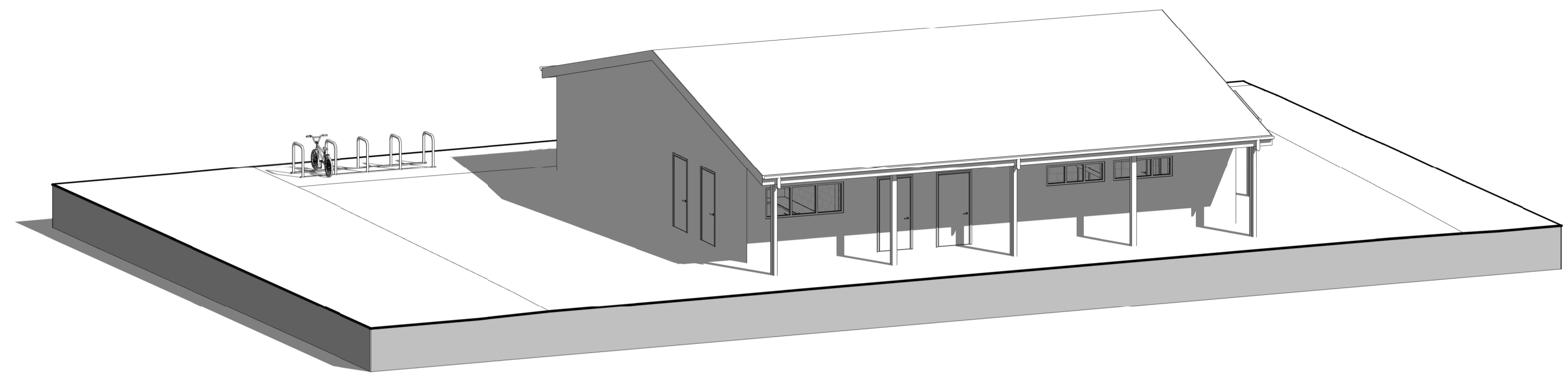
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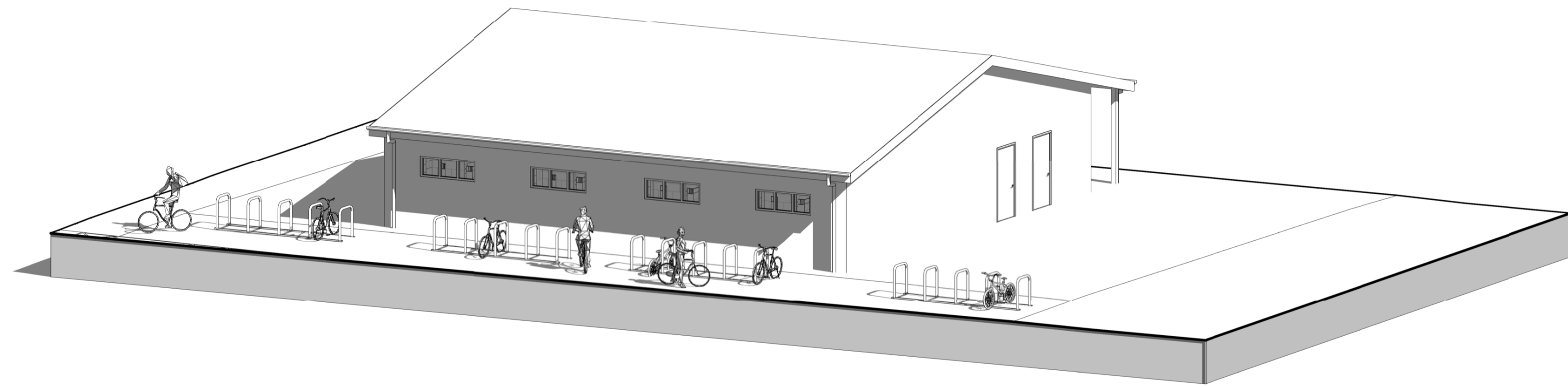
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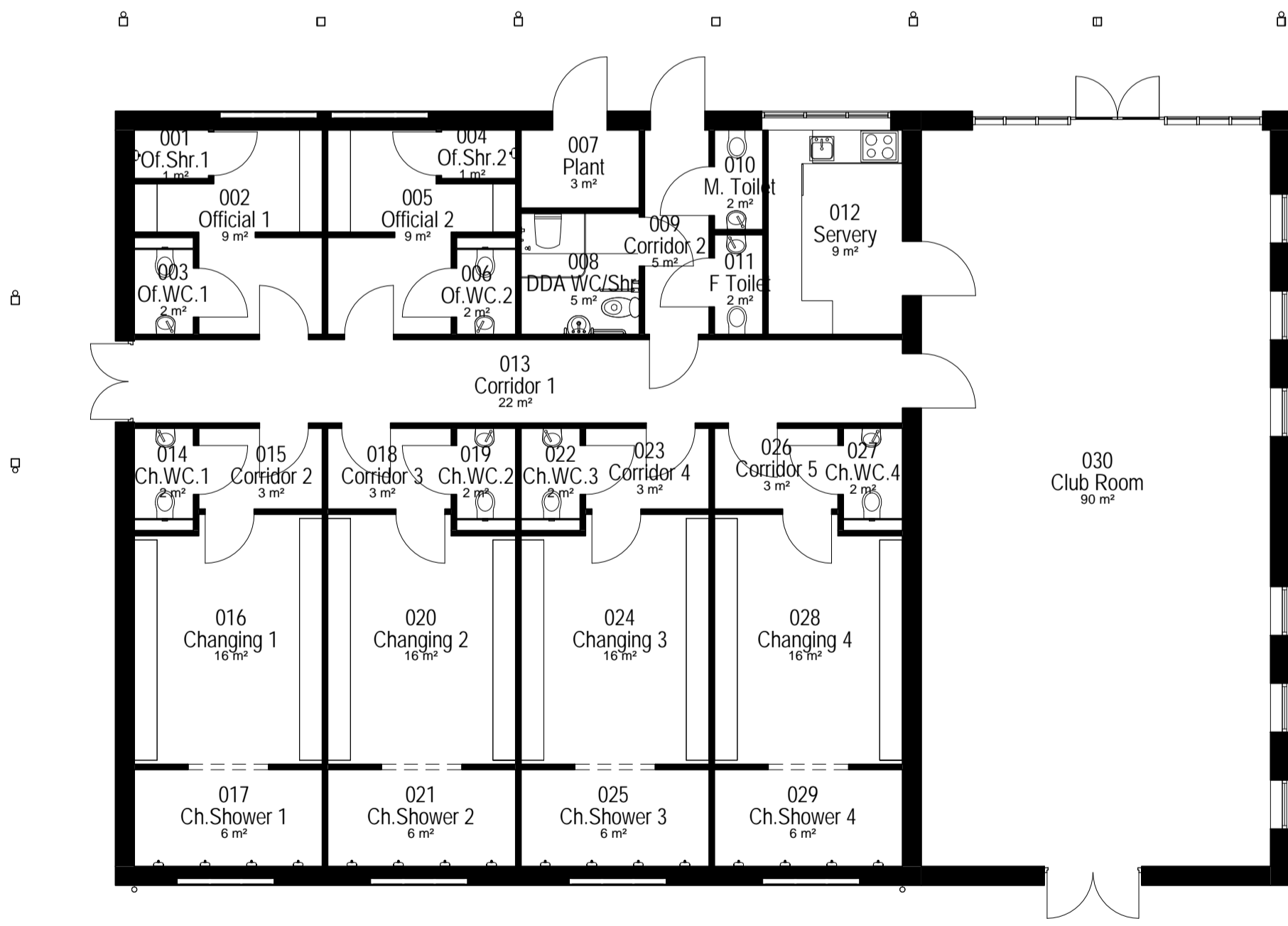
1 Floor Plan - Phase 1
1 : 100 Gross Area 216.2 m²



3 Phase 1 - Isometric View 1



4 Phase 1 - Isometric View 2



2 Floor Plan - Phase 2
1 : 100 Gross Area 314.9 m²

FOOTBALL DEVELOPMENT CENTRE
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PROPOSED PAVILION
OPTION 2a

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324-1 FS-007.R08

Aspiration	How	Delivery timeframe	Resource requirement	Committee	Work to date - Environment and Leisure	Update	Project shape
<p>To develop and enhance partnerships between HRTC, stakeholders, partners, community groups and residents</p>	<p>To engage with partners to support the enhancement of services within the town</p>	<p>Ongoing</p>	<p>Staff time</p>	<p>As applicable</p>	<p>Tithe Farm recreation ground Sports project. Partnership project with HRTC, CBC and Beds FA and local football clubs.</p>	<p>A communications plan needs to be developed to begin to engage the community. Members agreed to provide a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, a staff office, servery, and spectators toilets at a cost of £1,350,000. Regular reports made to E&L and Partnership Committee.</p>	<ul style="list-style-type: none"> Continued support for Houghton Regis Helpers
	<ul style="list-style-type: none"> To press for the enhancement of services as required 	<p>Ongoing</p>	<p>Staff time</p>	<p>As applicable</p>	<p>To be progressed as required</p>		

	<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"> • Consideration given to electronic notice boards to enable news and event updates relevant to the town. (this could prove cost prohibiting)
	<ul style="list-style-type: none"> • To respond and participate in consultation processes 	Ongoing	Staff time	As applicable	To be progressed as required		
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		<ul style="list-style-type: none"> • Highlight the continued work by the council in the search for land for allotment use. • Highlight the continued work that the council is completing to continue to search for land for a new cemetery provision • To promote the development of a new community sports hall

<p>To ensure the council is fit for purpose and efficient in its delivery of services</p>	<ul style="list-style-type: none"> • Regular review of services (in particular events, communications and software packages) 	<p>Ongoing</p>	<p>Staff time</p>	<p>As applicable</p>	<p>To be progressed as required</p>		<ul style="list-style-type: none"> • Use of social media tools to analyse statistics of visitors to the site to determine popular posts • Using data statistics to produce tailored posts of interest • Updating and revitalisation of the Town Council website
	<ul style="list-style-type: none"> • Regular review of facilities and premises 	<p>Ongoing</p>	<p>Staff time</p>	<p>E&L</p>	<p>Sports fee structure to be reviewed and considered by committee in Nov.</p>	<p>Members approved the Environment & Leisure Schedule of Fees for 2021/22 at the meeting held on 2nd November 2020</p>	<ul style="list-style-type: none"> • Producing positive news stories for social media • Encourage feedback from residents on events and activities • Encourage feedback on the councils sports facilities and services • Using online survey tools to

							<p>encourage feedback</p> <ul style="list-style-type: none"> ● Use of website to promote and offer a paper based survey to reach residents not on social media platforms <p>Promoting the opportunity to give feedback using advertising banners on the Village Green railings and other prominent highly visible areas within the town</p>
	<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.	An increase of 2% on hire charges was agreed at the meeting held 2nd November 2020.	<ul style="list-style-type: none"> ● An increase in sports facility fees ● An increase in cemetery fees ● Use of communications to promote and advertise the availability of pavilion hiring ● Increase the

							pavilion hiring fees Increase the hirability of pavilions by offering a longer hiring duration
			Income opportunities				
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.	This support is ongoing.	<ul style="list-style-type: none"> • Continue to support Houghton Hall Park on an ad-hoc basis
	<ul style="list-style-type: none"> • Promotion 	Ongoing	Staff time				<ul style="list-style-type: none"> • Using social media platforms the council can assist in promoting events and activities on behalf of Houghton Hall Park

	<ul style="list-style-type: none"> Finance 	Ongoing	Current rev budget available.			Additional budget provision made for 2021/22	
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.	New site coming forwards in HRN2. Committee report included in agenda for 22nd Feb 2021.	<ul style="list-style-type: none"> To initially develop and establish allotments
	<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.		<p>To consider the use of derelict / unused land to plant edibles such as blueberries, mint, basil, chives, rosemary, blackberries, elderberries, cherries</p> <p>Use of communications asking residents to support the search for available land</p> <p>Use of communications</p>

							to promote the initiative as a community project Identify each edible plant to educate and enhance residents experience
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.	Committee report included in 22nd February agenda re tree / shrub planting.	<ul style="list-style-type: none"> Using companion planting to enhance the edible planting areas to encourage wildlife Develop a community project creating insect hotels to be placed in and around the town Creating natural habitats for wildlife i.e.

							selectively leaving felled tree boughs on the ground <ul style="list-style-type: none"> Offering information and educational materials on website on creating and caring for your own bug hotel
	<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.		
	<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	Members approved a phased replacement of litter bins with dual purpose litter and recycling bins, subject to a	

					purpose litter and recycling bins.	suitable means of disposal being identified at the meeting held 21st September 2020. Update 22/02/21 Means of disposal not viable. Could encourage people to take recyclable waste home.	
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	Members approved 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	<ul style="list-style-type: none"> Contact to be made with professional provider when they re-open.

					Recreation ground be considered initially. Members are requested to confirm that this should be investigated and progressed.	equipment on this site at the meeting held 21st September 2020. update 22/02/21 Field in Trust not fully operational due to Covid. This project will be progressed at a later date.	
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	As applicable	All weather pitch, changing facilities and car park project being progressed.	Members agreed to provide a 4nr changing room facility serving both the FTP and the remaining 2 grass pitches, a staff office, servery, and spectators toilets at a cost of £1,350,000. Update reports provided at	

						each Committee mtg.	
			Staff time				
	<ul style="list-style-type: none"> Work with partners on the delivery of community facilities with the strategic growth area 	2020	N/K				
4.2 To enhance existing facilities to enable improved community use and accessibility	<ul style="list-style-type: none"> Village green pavilion refurbishment 	2022	N/K	E&L	To be progressed in due course.		<ul style="list-style-type: none"> To freshen the paintwork of the pavilion interior
			Staff time				<ul style="list-style-type: none"> To install and offer WIFI to the users of the pavilion
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.	Members agreed to replace the bark surface within the Village Green play area with wetpore at the meeting of 21st September 2020. Similar consideration requested for Orchard Close at mtg on 22/02/21	<ul style="list-style-type: none"> The addition of fruits and edible planting around the town Additional outdoor gym equipment Creating a working group to support the implementation of initiatives
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.	Members agreed to replace the bark surface within the Village Green play area with wetpore at the meeting of 21st September 2020.	<ul style="list-style-type: none"> Professional refurbishment of play areas Promotion of the use of online personal training apps Promotion of the use of motivational apps

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.	Members agreed, in principal, to the further consideration for the wider use of Moore Crescent car park to support the use of Houghton Hall Park at the meeting held 21st September 2020. Further report on agenda for 22/02/21.	
	<ul style="list-style-type: none"> • Financial 	Ongoing	Staff time				
	<ul style="list-style-type: none"> • Accepted project partner 	Ongoing	Staff time				
4.9 To complete the extension of the existing cemetery to provide a beautiful and tranquil place	<ul style="list-style-type: none"> • Physical implementation 	Ongoing	Staff time £100,000	E&L	Completed. The site is now operational.		

of rest for future generations							
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