

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr Clare L Copleston** Tel: 01582 708540

Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

10th September 2021

To: Members of the Environment & Leisure Committee

Cllrs: T McMahon Chair), D Dixon Wilkinson, Y Farrell, R Morgan, A Slough (Vice Chair), S Thorne and E Cooper.

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Environment & Leisure Committee** to be held at the Council Offices, Peel Street on **Monday 20th September 2021** at **7.00pm**.

Due ongoing Covid concerns, members of the public who wish to attend the meeting are encouraged to do so remotely through the meeting link below. Members of the public may also attend in person and, if doing so, are requested to socially distance as much as possible.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

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

**Clare Evans
Town Clerk**

Agenda

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

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

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

**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.

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 – 11

To approve the Minutes of the meeting held on 7th June 2021.

Minute 11657 Houghton Hall Park

This item was deferred from the last meeting. However, as it was not clear why, this item has not been re-presented. If the Committee would like any further information this can be included on the next agenda.

Recommendation: To confirm the minutes of the Environment & Leisure Committee meeting held on 7th June 2021 and for these to be signed by the Chairman.

5 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Pages 12 - 15

Allotments Working Group 6th July 2021

Recommendation: To receive the Minutes detailed above.

6 INCOME AND EXPENDITURE REPORT

Pages 16 - 23

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

7 HOUGHTON REGIS RANGER UPDATE REPORT

Pages 24 - 26

To update members on the Town Ranger initiative.

This report is provided for information.

8 HOUGHTON REGIS CEMETERY UPDATE REPORT

Pages 27 - 29

This report is provided to inform members of the current interment capacity of the cemetery.

This report is provided for information.

9 TITHE FARM ALL WEATHER UPDATE

Pages 30 - 36

This report is provided to update members on the Tithe Farm Recreation Ground Sports Project.

This report is provided for information.

10 ANNUAL PLAYGROUND INSPECTION

Pages 37 - 39

To provide to members the outcomes of the annual play area inspection.

Recommendation: **To note the remedial works to address the moderate risks;
To accept the low risks as identified and to continue monitor**

11 ALLOTMENTS

Pages 40 - 42

Members are requested to consider the following:

1. The purchase of required grounds equipment and a noticeboard
2. To have additional bases installed so that the plots can be let at half plot sizes

Recommendation: **To authorise the expenditure of up to £15,000 from EMR Allotments for**
1. The purchase of required grounds equipment and a noticeboard
2. To have additional bases installed so that the plots can be let at half plot sizes

12 MACHINERY RENEWALS PROGRAMME UPDATE

Pages 43 - 45

Members are presented with a machinery renewals programme to aid budget considerations.

Recommendation: **To support the machinery renewals programme.**

13 DOG WASTE BAG DISPENSERS

Members are advised that CBC are officering town and parish council 2 dog waste bag dispensers free of charge. CBC are requesting that the town council then tops up the dispensers as required. The cost of bags is approximately £30 for 800 bags.

Members are requested to discuss this offer and if considered acceptable to consider where they should be sited.

14 VISION UPDATE

Pages 46 - 54

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

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
7th June 2021 at 7.00pm

Present: Councillors: T McMahon Chairman
D Dixon-Wilkinson
Y Farrell
M Kennedy Substitute (*attended virtually*)
R Morgan
S Thorne

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

Public: 4

Apologies: Councillor: A Slough

Also present: Councillors: J Carroll
D Jones

11642 ELECTION OF CHAIR

Members were invited to elect a Chair for Environment & Leisure Committee for 2021/22.

Nominee: Cllr McMahon Nominated by: Cllr Farrell
Seconded by: Cllr Dixon-Wilkinson

No other nominations were received. On being put to the vote, Councillor McMahon was duly appointed as Chair of the Environment and Leisure Committee for the municipal year 2021 - 2022.

11643 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr A Slough (Cllr Kennedy substituted).

11644 QUESTIONS FROM THE PUBLIC

A member of the public suggested a community garden including vegetable plots and composting on Parkside Recreation Ground.

11645 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr McMahon declared an interest in agenda item 16, Houghton Hall Park, of Houghton Regis Heritage Society and a member of MAG.
Cllr Thorne declared an interest in agenda item 16, Houghton Hall Park as she was a member of Houghton Regis Heritage Society.

Accordingly, neither councillor took part in discussion relating to this item.

11646 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for Environment & Leisure Committee for 2021/22.

Nominee: Cllr A Slough Nominated by: Cllr Morgan
Seconded by: Cllr Dixon-Wilkinson

No other nominations were received. On being put to the vote, Councillor A Slough was duly appointed as Vice-Chair of the Environment and Leisure Committee for the municipal year 2021 - 2022.

11647 MINUTES

To approve the minutes of the meeting held on 22nd February 2021.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 22nd February 2021 and for these to be signed by the Chairman.

11648 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv. Council was required to review its delegation arrangements to committees and sub-committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

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

Members received this report for information.

11649 INCOME AND EXPENDITURE REPORT

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

11650 PARKSIDE FAMILY GAMES AREA

Members were requested to consider a project to deliver a family games area on Parkside Recreation ground.

Members were advised that this project ties a number aspects within the vision together.

Funding had been received from the Police and Crime Commissioner for just under £3500 for this project. There would also be the opportunity to apply for the Central Bedfordshire Council Community Asset Grant funding. It was noted that although funding was limited, this project could be progressed phased over financial years.

Members were advised that the total cost of the project would be around £12,000.

It was suggested that local residents and local groups be contacted, and their ideas shared with the council.

Resolved: To support the establishment of a family games and seating area within Parkside Recreation Ground.

11651 RECYCLING AT PARKS AND OPEN SPACES

Members were advised on waste collection in parks and play areas.

Resolved:

- 1. To conduct an anti-litter campaign over the summer including information on what happens to waste in the parks and play areas;**
- 2. To replace bins should the budget be available in due course.**

11652 WILDFLOWER PLANTING

Members were requested to consider a project to deliver wildflower areas in the town.

It was suggested that signage be placed in the areas of planting to alert residents that the wildflower planting was intentional and not neglected land.

Resolved: To seek to deliver wildflower community bombing events in the following locations (subject to landowner approval):

- The overgrown piece of land behind the fence on Woodlands Avenue**
- Land adjacent to Frogmore Rd**
- Woodside Link Community Orchard**
- The old part of the Cemetery under the trees**

11653 TITHE FARM ALL WEATHER PROJECT UPDATE

Members were updated on the Tithe Farm Recreation Ground Sports Project.

Members were advised that more accurate costing forecast had developed as project ideas had progressed. Phase one would be the development of the 4 changing room pavilion, phase two would comprise of a community room attached to the pavilion. The predicted cost of phase one was £1.4m which left a £50,000 shortfall.

If the community room was built at the same time the cost would rise to £1.8m. Members were advised that the design had allowed for phase one to be completed with the option of phase two completion at a later date.

Members were advised that a breakdown of tender costs would be fed back to the committee at a future meeting, however, were requested to consider that the cost of materials could vary significantly if phase two was left for a number of years.

- Resolved:**
- 1. To support the pavilion layout**
 - 2. To confirm required signatories for the Football Foundation application process are the Town Clerk and the Chair of the Environment & Leisure Committee.**

11654 HOUGHTON REGIS CEMETERY

Members were requested to give consideration to the following:

1. Update on the Garden of Remembrance
2. Pre purchase of vaults within the Garden of Remembrance
3. Direct burial bookings
4. Availability of earthen ashes plots

Members were advised that feedback from the community regarding the Garden of Remembrance had been very positive. Requests from residents to reserve plot within the Garden of Remembrance had been received. Members were requested to give this consideration.

Members were advised that there had been an increase in uptake of direct burial bookings, which has had impacted on staff time. Memorial arrangements also took up a large amount of staff time.

- Resolved:**
- 1. To amend the Cemetery Regulations to enable the pre purchase of vaults within the Garden of Remembrance**
 - 2. To amend the Cemetery Fees to include a charge for memorial arrangements of £100**

11655 ALLOTMENTS

Members were requested to consider:

1. Site layout plan for the Bellway site:
2. Establishment of a Working Group to consider all matters relating to the provision and management of allotments

Members queried the location of the proposed allotments and shade from nearby buildings.

Members were advised that improvements had been made to the original plans.

Members agreed to establish an Allotment Working Group.

An amendment to the recommendation 1 was proposed to read: To approve the site layout as detailed on Drawing Ref: SK01/18122020_B and to remind Bellway of the commitments made in their email dated 8th April 2021.

The officer recommendation read: To approve the site layout as detailed on Drawing Ref: SK01/18122020_B

Proposed by: Cllr Morgan seconded by: Cllr Farrell
All in favour.
Accordingly, this became the substantive motion.

An amendment to the recommendation 3, terms of reference, was proposed to read:

Terms of Reference

- The Allotment Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Allotment Working Group shall consist of up to five Councillors. The quorum shall be half of its members (three)

Proposed by: Cllr Morgan seconded by: Cllr Farrell

All in favour.

Accordingly, this became the substantive motion.

- Resolved:**
- 1. To approve the site layout as detailed on Drawing Ref: SK01/18122020_B and to remind Bellway of the commitments made in their email dated 8th April 2021**
 - 2. To confirm that HRTC is willing to accept the transfer of this site in due course subject to due legal process**
 - 3. To establish an Allotment Working Group as follows:**
 - Functions**

To consider all matters relating to the provision and management of allotments in Houghton Regis including:

 - New site specification
 - Allotment associations
 - Allotment tenancies
 - Management
 - Fees and charges
 - Terms of Reference**
 - The Allotment Working Group shall function and operate in accordance with the Council's approved Standing Orders.
 - The Allotment Working Group shall consist of up to five Councillors. The quorum shall be half of its members (three)

11656 MACHINERY RENEWALS PROGRAMME

Members received the anticipated machinery renewals programme for 2021/22.

Members were updated on the sale of an obsolete piece of machinery.

Resolved: To support the Machinery Renewals Programme for 2021/22.

11657 HOUGHTON HALL PARK

As the Chair of the Committee, Cllr McMahon, had declared an interest in this item, the Committee agreed for Cllr Morgan to chair this agenda item.

Members were advised that 2 initiatives had arisen recently in relation to the operational management of the Park. The first was the planting of an oak tree to commemorate Robert Brandreth on the Cedar Lawn and the second was the possibility of creating an orchard on the Cedar Lawn. There had been some uncertainty as to the decision-making process around these projects. This report was provided to clarify the situation.

The management of Houghton Hall Park fell under the Joint Venture Agreement between Central Bedfordshire Council and Houghton Regis Town Council. Members received a copy of the JVA. Members were specifically referred to section 7.

The recent initiatives referred to above would fall under the Management Advisory Group. The Town Council had input into the MAG through its nominated representatives.

It was also understood that the Houghton Regis Heritage Society had a view on these proposals. This group had representation on the MAG and accordingly could comment on projects and initiatives through this forum.

Members received this report for information.

A member of the public asked what was the historical and heritage merit for an orchard on the Cedar Lawn? There were no indicators that as a heritage area there was ever an orchard on the Cedar Lawn, as such wished to object to the planting of an orchard on the Cedar Lawn.

Members were advised that the Oak tree had been planted under the JVA to commemorate Robert Brandreth. It was suggested that queries related to the orchard be referred to the MAG as this would be a management decision.

It was suggested that Houghton Hall Park and the Heritage Society meet with Houghton Regis Town Council to discuss further.

Members agreed for this item to be deferred to discussion at the next Environment and Leisure meeting.

11658 USE OF VILLAGE GREEN

Members were advised that a request to use the Village Green had been received from Full House Theatre to enable them to run their Hullabaloo Event. Basic details were as follows:

Event - Houghton Regis Hullabaloo

Organiser – Full House Theatre

Date - 18th and 19th September 2021

Time - performances were likely to be scheduled to take place at 11:30am and 2pm

A more detailed event application was attached. In support of the application the applicant had also provided the following:

- Event management plan
- Risk assessments
- Covid Risk Assessment
- Public Liability Certificate

Resolved: To approve the use of the Village Green for the Houghton Regis Hullabaloo event on 18th and 19th September 2021.

11659 VISION UPDATE

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

The Chairman declared the meeting closed at 8.45pm

Dated this 20th day of September 2021.

Chairman

DRAFT

Houghton Regis Town Council
Allotment Working Group
Minutes of the meeting held on
6th July 2021 at 3.00pm

Present: Councillors: Ray Morgan (Chairman)
Tracey McMahon
Yvonne Farrell
Elaine Cooper
C Slough

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

Also present: Councillor: D Jones

AWG1 ELECTION OF CHAIRMAN

Members were requested to elect a Chairman for the Allotments Working Group.

Nominee: Cllr R Morgan Nominated by: Cllr T McMahon
Secoded by: Cllr Y Farrell

No other nominations were received. On being put to the vote, Councillor Morgan was duly appointed as Chair of the Allotments Working Group for the municipal year 2021 - 2022.

AWG2 ELECTION OF VICE CHAIRMAN

Members were requested to elect a Vice-Chairman for the Allotments Working Group.

Nominee: Cllr T McMahon Nominated by: Cllr R Morgan
Secoded by: Cllr Y Farrell

No other nominations were received. On being put to the vote, Councillor McMahon was duly appointed as Vice-Chair of the Allotments Working Group for the municipal year 2021 - 2022.

AWG3 APOLOGIES & SUBSTITUTIONS

None.

AWG4 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

AWG5 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv. Council was required to review its delegation arrangements to committees and sub-committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub-Committees and Working Groups of the Council.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this working group.

This report was provided for information.

AWG6 OPEN DISCUSSION

Members were invited to consider and discuss issues under the following headings:

Members discussed whether the Town Council should manage the allotments or whether they should be managed by a third party management company.

It was suggested that the Town Council manage the allotments until all sites were in use, with the suggestion that one allotment holder from each site join the working group.

- New site specification

Members were advised that the requested modifications had been sent to Bellway. A member suggested that many of the plots be halved in size and shed sizes be limited to accommodate two per base to service the smaller plots. Members discussed in length the impact this would have on parking, boundaries and additional implications. It was suggested that research be completed to determine what was offered under other authorities. The suggestion of eco facilities; water butts and composting facilities being offered and in place before the allotment holders tenancy.

- Allotment associations

Members were advised that the Town Council was now a member of the National Allotment Association. Members discussed whether to change the membership to allow tenancy holders to incorporate an annual fee to enable membership to the National Allotment Society.

- Allotment tenancies

Members discussed the various tenancies and suggested that the tenancy agreement somewhat mirrors the tenancy agreement proposed by Linnere. Members queried whether fees would be structured favourably for residents of Houghton Regis and adjusted for non Houghton Regis residents. Members advised that the expectation of uptake of allotments may well outweigh availability. members considered the allowing of: greenhouses, animals, children, polytunnels or bonfires.

- Management

Members gave consideration to officer time setting up tenancy agreements, the ground team will allocate time to tidy the allotment site, the initial start up staff time will be intensive.

Members suggested that the introduction of allotments be promoted in the Town Crier and on social media

- Fees and charges

Members discussed fees, and how they vary from authority to authority. It was suggested that the fees cover the operating costs of running the allotments, and become a revenue neutral provision, however members were advised that if true costs were applied it would prove to be expensive in comparison to other local authority sites.

AWG7 CO-OPTION

Under Standing Orders the Allotments Working Group was able to consider and appoint co-

optees to the group. This could be done at any point in time. Members were invited to consider.

Members were advised of the process of co-opting members to the working group.

It was requested that the Town Clerk contact Tim Haines re: co-option.

Members suggested that an allotment holder from each site be co-opted onto the working group as a representative of individual sites.

AWG8 UPDATE ON BELLWAY ALLOTMENT SITE

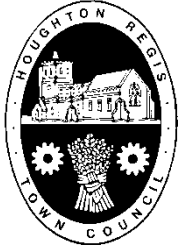
Members were advised of the allotment provision provided in bygone years, these were no longer in operation, there was now a proposed 4 sites.

Members were advised that the comments made at the Environment and Leisure Meeting had been passed on to Bellway, a response was awaited on the size of plots, size of shed bases and repositioning of water sources.

The Chairman closed the meeting at 4.45 pm

Dated this day of

Chairman



ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 6**

Date:	7th June 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

201 1082 Inc Lettings

Includes Fair deposit and May 2021 Fair visit

201 4036 Village Green Property Maintenance

Expenditure to be recoded to 201-4037

201 4007 Village Green Grounds Maintenance

Ad hoc expenditure re no parking signs and padlocks

202-4012 Water Rates

This is disproportionately high as a claim made to HHP for their water usage

211 1082 Parkside Rec Gd Inc Lettings

From pitch allocations it is anticipated that this income will be £2115

211-4042 Parkside Recreation Ground, Equipment repairs and maintenance

This is a miscode and will be rectified to 211-4037

212 4012 Parkside Pavilion Water rates

This includes a charge of £291. This is to be investigated.

221 1082 Tithe Farm Recreation Ground Inc Lettings
From pitch allocations it is anticipated that this income will be £2779

221-4042 Tithe Farm Recreation Ground, Equipment repairs and maintenance
This is a miscode and will be rectified to 221-4037

231 1082 Orchard Close Recreation Ground Inc Lettings
From pitch allocations it is anticipated that this income will be £1610

241 1082 Moor Crescent Recreation Ground Inc Lettings
From pitch allocations it is anticipated that this income will be £2167

241 4042 Moore Crescent Rec gd Equipment Repairs and Maintenance
This is a mis code and will be recoded to 241 4037

242-4011 Moore Crescent Pavilion, Rates
These have been settled in full for the year

242 4036 Moore Crescent Pavilion Property Maintenance
This includes an expense of £400 which should be allocated to Village Green Pavilion

202 4036

242-4038 Moore Crescent Pavillon, Maintenance contracts
Annual maintenance for the alarm and CCTV has been completed.

271-4011 Cemetery, Rates
These have been settled in full for the year

271 4018 Houghton Regis Cemetery Refuse disposal
This is a miscode and will be recoded to 291 4018

271 4020
This includes £125 expense which should be coded to 201 4007

271 4036 Houghton Regis Cemetery Property Maintenance
This is a mis code and will be coded to 271 4037

282 4017 Play Areas Health and Safety
This is for the annual play ground inspections

291 4008 Outside Services training / Courses
This is overspent due to additional training provided to support the Ranger post and is off set by the CBC Public Realm Grant

291-4011 Outside Services, Rates
These have been settled in full for the year

291 4020 Outside Services Misc Establishment Costs
This is overspent due to the purchase of the litter banners and stickers. The additional expenditure will be off set by various underspends in the is cost centre.

291 4041 Outside Services Tree Survey
The tree survey has been completed.

291 1075 Env Capital & Projects Sale of Assets
Income has been received from the sale of the Council's digger and flail cutter

299 Env Capital & Projects CAP Cemetery Provision
This expense relates to the EA fees for consideration of the Grendall Lane site

299 4874 Env Capital & Projects CAP Ford Ranger
New vehicle purchased for Town Ranger. Off set by income from CBC Public Realm Grant

299 4875 Env Capital & Projects Resurf O/Close Play Area
It was agreed that his expense would be met from EMR 327. The corresponding transfer is to be completed.

299 5015 Env Capital & Projects Tfr to Capital Receipts Reserv
This is an accounting treatment.

299 5016 Env Capital & Projects Tfr from Capital Receipts Reserv
This is an accounting treatment

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

10/09/2021

Houghton Regis Town Council

Page 1

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Village Green Rec Gd								
1082 INC-LETTINGS	0	2,038	4,000	1,962			51.0%	
Village Green Rec Gd :- Income	0	2,038	4,000	1,962			51.0%	0
4036 PROPERTY MAINTENANCE	0	26	0	(26)		(26)	0.0%	
4037 GROUNDS MAINTENANCE	0	89	500	411		411	17.8%	
Village Green Rec Gd :- Indirect Expenditure	0	116	500	384	0	384	23.1%	0
Net Income over Expenditure	0	1,922	3,500	1,578				
202 Village Green Pavilion								
1082 INC-LETTINGS	0	0	200	200			0.0%	
1091 Income Miscellaneous	0	250	0	(250)			0.0%	
Village Green Pavilion :- Income	0	250	200	(50)			125.0%	0
4011 RATES	2,545	2,545	2,639	94		94	96.4%	
4012 WATER RATES	155	817	1,200	383		383	68.1%	
4014 ELECTRICITY	82	468	1,015	547		547	46.1%	
4036 PROPERTY MAINTENANCE	0	9	1,000	991		991	0.9%	
4038 MAINTENANCE CONTRACTS	0	94	200	106		106	46.8%	
4059 OTHER PROFESSIONAL FEES	0	0	0	0	3,475	(3,475)	0.0%	
Village Green Pavilion :- Indirect Expenditure	2,782	3,932	6,054	2,122	3,475	(1,353)	122.4%	0
Net Income over Expenditure	(2,782)	(3,682)	(5,854)	(2,172)				
211 Parkside Rec Gd								
1082 INC-LETTINGS	0	0	1,740	1,740			0.0%	
Parkside Rec Gd :- Income	0	0	1,740	1,740			0.0%	0
4013 RENT	0	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	1,020	2,171	1,151		1,151	47.0%	
4042 Equipment Repairs & Maintenance	0	84	0	(84)		(84)	0.0%	
Parkside Rec Gd :- Indirect Expenditure	0	1,154	2,221	1,067	0	1,067	52.0%	0
Net Income over Expenditure	0	(1,154)	(481)	673				
212 Parkside Pavilion								
4012 WATER RATES	49	412	102	(310)		(310)	404.0%	
4014 ELECTRICITY	30	123	406	283		283	30.3%	
4015 GAS	7	45	152	107		107	29.7%	
4036 PROPERTY MAINTENANCE	0	397	1,015	618		618	39.1%	
Parkside Pavilion :- Indirect Expenditure	87	978	1,675	697	0	697	58.4%	0
Net Expenditure	(87)	(978)	(1,675)	(697)				

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 Tithe Farm Rec Gd</u>								
1082 INC-LETTINGS	0	(67)	3,325	3,392			(2.0%)	
Tithe Farm Rec Gd :- Income	0	(67)	3,325	3,392			(2.0%)	0
4013 RENT	0	0	5	5		5	0.0%	
4037 GROUNDS MAINTENANCE	0	206	2,476	2,270		2,270	8.3%	
4042 Equipment Repairs & Maintenance	0	898	0	(898)		(898)	0.0%	
Tithe Farm Rec Gd :- Indirect Expenditure	0	1,104	2,481	1,377	0	1,377	44.5%	0
Net Income over Expenditure	0	(1,171)	844	2,015				
<u>222 Tithe Farm Pavilion</u>								
4012 WATER RATES	7	156	457	301		301	34.0%	
4014 ELECTRICITY	25	74	711	637		637	10.4%	
4015 GAS	7	45	152	107		107	29.7%	
4036 PROPERTY MAINTENANCE	0	83	1,200	1,117		1,117	6.9%	
Tithe Farm Pavilion :- Indirect Expenditure	39	358	2,520	2,162	0	2,162	14.2%	0
Net Expenditure	(39)	(358)	(2,520)	(2,162)				
<u>231 Orchard Close Rec Gd</u>								
1082 INC-LETTINGS	0	0	2,620	2,620			0.0%	
Orchard Close Rec Gd :- Income	0	0	2,620	2,620			0.0%	0
4037 GROUNDS MAINTENANCE	0	264	1,520	1,256		1,256	17.4%	
Orchard Close Rec Gd :- Indirect Expenditure	0	264	1,520	1,256	0	1,256	17.4%	0
Net Income over Expenditure	0	(264)	1,100	1,364				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	0	341	355	14		14	96.0%	
4014 ELECTRICITY	29	103	275	172		172	37.5%	
4036 PROPERTY MAINTENANCE	0	78	600	522		522	13.0%	
Orchard Close Pavilion :- Indirect Expenditure	29	522	1,230	708	0	708	42.4%	0
Net Expenditure	(29)	(522)	(1,230)	(708)				
<u>241 Moore Crescent Rec Gd</u>								
1082 INC-LETTINGS	0	0	2,125	2,125			0.0%	
Moore Crescent Rec Gd :- Income	0	0	2,125	2,125			0.0%	0
4037 GROUNDS MAINTENANCE	0	206	1,300	1,094		1,094	15.8%	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 Equipment Repairs & Maintenance	0	898	0	(898)		(898)	0.0%	
Moore Crescent Rec Gd :- Indirect Expenditure	0	1,104	1,300	196	0	196	84.9%	0
Net Income over Expenditure	0	(1,104)	825	1,929				
242 Moore Crescent Pavilion								
1082 INC-LETTINGS	0	0	200	200			0.0%	
Moore Crescent Pavilion :- Income	0	0	200	200			0.0%	0
4011 RATES	0	4,440	4,525	85		85	98.1%	
4012 WATER RATES	25	329	2,500	2,171		2,171	13.2%	
4014 ELECTRICITY	102	391	1,650	1,259		1,259	23.7%	
4015 GAS	54	431	2,500	2,069		2,069	17.3%	
4036 PROPERTY MAINTENANCE	0	2,383	2,000	(383)		(383)	119.1%	
4038 MAINTENANCE CONTRACTS	0	542	550	8		8	98.5%	
Moore Crescent Pavilion :- Indirect Expenditure	181	8,517	13,725	5,208	0	5,208	62.1%	0
Net Income over Expenditure	(181)	(8,517)	(13,525)	(5,008)				
243 Moore Crescent Bowling Gn								
1082 INC-LETTINGS	0	0	6,000	6,000			0.0%	
Moore Crescent Bowling Gn :- Income	0	0	6,000	6,000			0.0%	0
4037 GROUNDS MAINTENANCE	0	707	5,550	4,843		4,843	12.7%	
Moore Crescent Bowling Gn :- Indirect Expenditure	0	707	5,550	4,843	0	4,843	12.7%	0
Net Income over Expenditure	0	(707)	450	1,157				
271 Houghton Regis Cemetery								
1084 Income Burial Fees	215	7,123	12,000	4,878			59.4%	
Houghton Regis Cemetery :- Income	215	7,123	12,000	4,878			59.4%	0
4011 RATES	0	1,010	1,120	110		110	90.2%	
4012 WATER RATES	0	78	203	125		125	38.7%	
4018 REFUSE DISPOSAL	1,166	2,606	0	(2,606)		(2,606)	0.0%	
4020 MISC. ESTABLISH.COST	0	1,351	3,500	2,149		2,149	38.6%	
4036 PROPERTY MAINTENANCE	0	2	0	(2)		(2)	0.0%	
Houghton Regis Cemetery :- Indirect Expenditure	1,166	5,048	4,823	(225)	0	(225)	104.7%	0
Net Income over Expenditure	(951)	2,075	7,177	5,102				

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

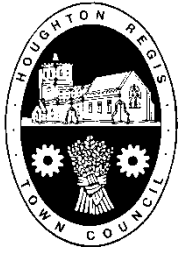
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>272 All Saints Churchyard</u>								
4028 Bedford Road Wall	0	0	1,500	1,500		1,500	0.0%	
All Saints Churchyard :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				
<u>281 Public Open Spaces</u>								
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4217 HHP Project Contribution	0	0	5,406	5,406		5,406	0.0%	
5002 Tr from EMR Former Railway LIn	0	0	(3,000)	(3,000)		(3,000)	0.0%	
Public Open Spaces :- Indirect Expenditure	0	0	2,906	2,906	0	2,906	0.0%	0
Net Expenditure	0	0	(2,906)	(2,906)				
<u>282 Play Areas (all)</u>								
4017 HEALTH & SAFETY	0	338	508	171		171	66.4%	
4037 GROUNDS MAINTENANCE	0	0	1,523	1,523		1,523	0.0%	
4042 Equipment Repairs & Maintenance	1,370	2,390	4,568	2,178		2,178	52.3%	
Play Areas (all) :- Indirect Expenditure	1,370	2,728	6,599	3,871	0	3,871	41.3%	0
Net Expenditure	(1,370)	(2,728)	(6,599)	(3,871)				
<u>283 Street Furniture (Formerly Bus</u>								
4036 PROPERTY MAINTENANCE	0	0	508	508		508	0.0%	
Street Furniture (Formerly Bus :- Indirect Expenditure	0	0	508	508	0	508	0.0%	0
Net Expenditure	0	0	(508)	(508)				
<u>291 Outside Services</u>								
1091 Income Miscellaneous	0	3,528	5,000	1,472			70.6%	
Outside Services :- Income	0	3,528	5,000	1,472			70.6%	0
4006 PROTECTIVE CLOTHING	0	914	1,269	355		355	72.0%	
4008 TRAINING/COURSES	1,160	3,213	3,000	(213)		(213)	107.1%	
4011 RATES	0	8,733	8,900	168		168	98.1%	
4012 WATER RATES	172	205	914	709		709	22.4%	
4013 RENT	0	7,750	15,500	7,750		7,750	50.0%	
4014 ELECTRICITY	62	347	1,820	1,473		1,473	19.0%	
4015 GAS	7	48	102	54		54	47.2%	
4017 HEALTH & SAFETY	0	280	508	228		228	55.1%	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4018 REFUSE DISPOSAL	500	4,416	18,300	13,884		13,884	24.1%	
4020 MISC. ESTABLISH.COST	0	396	200	(196)		(196)	198.2%	
4021 COMMUNICATIONS COSTS	13	62	150	88		88	41.1%	
4025 INSURANCE	0	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	0	45	1,000	955		955	4.5%	
4038 MAINTENANCE CONTRACTS	0	283	600	317		317	47.2%	
4039 HORTICULTURAL SUPPLIES	0	594	2,030	1,436		1,436	29.2%	
4040 Tree maintenance	0	0	2,000	2,000		2,000	0.0%	
4041 Tree Survey	0	4,250	6,000	1,750		1,750	70.8%	
4042 Equipment Repairs & Maintenance	113	4,742	8,120	3,378	235	3,143	61.3%	
4044 VEHICLE FUEL	2,277	4,624	9,000	4,376		4,376	51.4%	
4045 VEHICLE TAX & INSURANCE	0	550	914	364		364	60.2%	
4059 OTHER PROFESSIONAL FEES	995	995	2,000	1,005		1,005	49.8%	
Outside Services :- Indirect Expenditure	5,298	42,446	82,527	40,081	235	39,846	51.7%	0
Net Income over Expenditure	(5,298)	(38,918)	(77,527)	(38,609)				
<u>299 Env Capital & Projects</u>								
1074 External Grant	0	0	5,000	5,000			0.0%	
1075 Sale of Assets	0	16,100	0	(16,100)			0.0%	
Env Capital & Projects :- Income	0	16,100	5,000	(11,100)			322.0%	0
4053 Loan payments- Moore Cres. Pav	0	0	24,069	24,069		24,069	0.0%	
4851 CAP-Machinery Renewals	0	14,293	20,000	5,707		5,707	71.5%	
4856 CAP - Street Furniture	0	0	3,000	3,000		3,000	0.0%	
4858 CAP - PLAY AREAS & EQPT	0	0	15,000	15,000		15,000	0.0%	
4862 CAP - Cemetery Provision	0	900	16,000	15,100	6,000	9,100	43.1%	
4871 CAP - Pavilion Renovations	0	12,167	25,000	12,833		12,833	48.7%	
4874 CAP - Ford Ranger EN68 VTG	0	22,520	0	(22,520)		(22,520)	0.0%	
4875 CAP- Resurf. O/Close Play Area	0	21,081	0	(21,081)		(21,081)	0.0%	
5015 Tfr to Capital Receipts Reserv	0	16,100	0	(16,100)		(16,100)	0.0%	
5016 Tfr from Capital Receipts Rese	0	(16,100)	0	16,100		16,100	0.0%	
Env Capital & Projects :- Indirect Expenditure	0	70,962	103,069	32,108	6,000	26,108	74.7%	0
Net Income over Expenditure	0	(54,862)	(98,069)	(43,208)				
Grand Totals:- Income	215	28,971	42,210	13,239			68.6%	
Expenditure	10,951	139,938	240,708	100,770	9,710	91,060	62.2%	
Net Income over Expenditure	(10,736)	(110,966)	(198,498)	(87,532)				
Movement to/(from) Gen Reserve	(10,736)	(110,966)						



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 7

Date: 20th September 2021

Title: Houghton Regis Ranger Update report

Purpose of the Report: To update members on the Town Ranger initiative.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

This report is provided for information.

2. BACKGROUND

HRTC were successful in securing grant funding from CBC under their public realm scheme for the capital costs associated with establishing a Town Ranger. Over the last few months works has progressed on this project.

The role is to provide a high profile, enhanced, proactive and reactive cleaning and maintenance service for the public realm across the Town and other Parishes

This report is provided as an update.

3. ISSUES FOR CONSIDERATION

Appointment of a Ranger

An internal appointment from within the grounds team to this position was made. The post holder commenced on 26th July 2021.

Working Hours

The Ranger completes ranger duties over 3 days per week. The days are not fixed so as to enable flexibility within the grounds team. On the other 2 days the post holder works within the grounds team.

CBC funding

A partial financial claim has been submitted to CBC. A final claim will be made shortly. To support his initiative HRTC have purchased a Ford Ranger vehicle, various equipment and hand tools. Where possible environmentally friendly

equipment has been purchased, namely battery-operated equipment¹ such as rotary mower, strimmer, pole chain saw and hedge cutter. This supports the Vision. The Ranger has branded uniform and the vehicle also is branded.

Contacting the Ranger

The Ranger can be contacted by email, phone, through the website, social media channels and shortly through a dedicated App. This should be fully set up by the end of September.

Work completed to date

The ranger has undertaken hedge cutting, shrub removal / cutting back, removal of small scale fly tipping, weed control and graffiti removal. Going forwards the work of the Ranger will be reported through CCWG and then through the Minutes of the CCWG to Community Services Committee as enviro-crime issues fall under the Committee Functions of CCWG and Community Services Committee.

Feedback received

Significant positive feedback has been received on the work of the Ranger.

Work outside of the Parish

The Ranger has provided a quote for works to a neighbouring parish. Part of this quote has been accepted and work will take place during September. A second enquiry has also been received and is being followed up on.

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

Objective 3: A safe and vibrant town

- 3.1 To reduce the fear of crime, anti-social behaviour and crime levels
- 3.2 To reduce enviro crime
- 3.7 To communicate well with residents and stakeholders

¹ The Benefits of Battery Equipment

- more sustainable as they do not rely on fossil fuel
- do not produce carbon emissions
- not as noisy
- reduced odour
- do not have to replace spark plugs and carburettors
- improved safer for the operator due to automatic cut off
- no fuel storage requirements
- reduced maintenance requirements (fewer parts, including exhaust ports, carburettors, air filters, and spark plugs)
- no opportunity for user error arising from improper fuel mixes

Objective 4: Our community

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

5. IMPLICATIONS

Corporate Implications

- Future reports will be made to CCWG
- Staff implications – the grounds team (excluding the Ranger) is now operating on 6.5 staff. During the summer months it may be necessary to appoint a summer grounds man to assist.

Legal Implications

- The staff members employment contract has been updated.

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

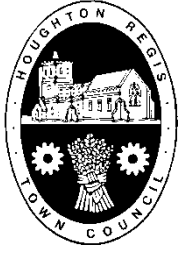
Regular press releases on the work of the Ranger will continue.

6. CONCLUSION AND NEXT STEPS

This initiative is settling in well and has provided positive and well received results within the community.

7. APPENDICES

None



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 8

Date: 20th September 2021

Title: Houghton Regis Cemetery Update report

Purpose of the Report: To update members on Houghton Regis Cemetery.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

This report is provided for information.

2. BACKGROUND

This report is provided to inform members of the current interment capacity of the cemetery.

3. ISSUES FOR CONSIDERATION

Body Burials

As members are aware it is no longer possible to purchase the rights to bury in a new body burial plot in the cemetery.

Second interments are possible for families who already have the rights to a burial plot within the cemetery.

Ashes interments

New ashes plots are still available. There are approximately 30 new ashes pots available. It is anticipated that this will last around 1-2 years.

Second or third interments are possible for families who already have the rights to an ashes plot within the cemetery.

A number of interments have taken place within the Garden of Remembrance. Many positive comments are received on this area. This area has been designed to offer ashes interments in the longer term.

New burial ground

Members are reminded that monitoring work is being undertaken on the land at Grendall Lane for a 12-month period. This should be completed August / September 2022.

4. COUNCIL VISION

Aspirations

A4 To develop a new **cemetery**

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations.

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

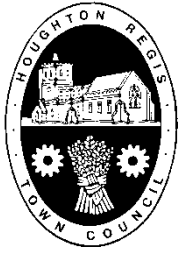
Contact will be made with local funeral directors to advise of the approaching limited availability of new below ground ashes plots.

6. CONCLUSION AND NEXT STEPS

Work to secure a new cemetery is progressing well. However, it is strongly anticipated that there will be a period of time when below ground interments will only be available for second interments. The Garden of Remembrance will ensure that the interment of ashes within Houghton Regis is always available.

7. APPENDICES

None



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 9

Date:	20th September 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

This report is 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 SUMMARY

Members are advised of the following:

Land Registry

The application to register the land has been made to the Land Registry (October 2020). 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. This is becoming a concern as the application has been with the Land Registry for 10 months. As no reference number has been provided, it is difficult to know how to chase up progress. This is being worked on.

Planning

The planning application was submitted to CBC late August. At the time of preparing the report it was in the process of being validated. As part of the validation process the planning department required elevation plans to be submitted for the partial demolition and conversion to store area of the current pavilion. This additional work would take 4 weeks or so to arrange and as such would have a detrimental impact on the project timelines in particular the submission to the FF of the grant application. The Clerk in consultation with the Chair and Vice Chair decided to authorise the removal of this element of the planning application. The preparation of the elevation plans for the current pavilion will be authorised and a separate planning application will be submitted as soon as possible.

In addition, members are advised that the site is no longer in Green Belt following adoption of CBC Local Plan.

Pitch tenders

Pitch tenders were received back at end of July in accordance with Football Foundation (FF) AGP framework. The tenders were duly evaluated and the contract has been awarded to Field Turf. The contract price is £761,334.12

The pitch tender included the car park extension and refurbishment as an extra. The cost for this is £106,512.35. However there remains a little uncertainty over this element as drainage of the new pavilion remains to be considered. On the basis the ground doesn't seem suitable for soakaways it would seem most sensible to put any attenuation for the pavilion under the area of the new car park. The Committee are not being asked at present to consider the car park works as it is tied in with the tender price for the pavilion and outcomes of drainage surveys.

Pavilion tender

This is due to start mid-September and will be managed in accordance with the Council's Financial Regulations

The new pavilion will be established based on design and build. At this stage it is possible for the building to be heated using gas or a ground source heat pump. There are financial and environmental issues around both options. Members will be asked to consider this is due course.

4. PROJECT FUNDING

Please refer to Appendix A.

Of note is the application to the CBC Community Asset grant fund. This has been successful and an award of £25,000 has been secured.

Members are also advised that the clerk is in the process of obtaining specialist VAT advice on this project.

5. PROJECT TIMELINE

Please refer to Appendix B

6. 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

7. 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

8. 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.

9. APPENDICES

Appendix A PROJECT FUNDING
Appendix B PROJECT TIMELINE

Tithe Farm Recreation Ground Sports Project

01/09/2021

Project Funding

Provisional project cost: £1,668,206.47

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
£25,000	CBC Community Asset Grant funding		Confirmed
£121,404	HRTC – EMR 322 Pavilion renovation		Funding available, however transfer form EMR needs to be confirmed through Committee as not included in budget
£293,207.47	Outstanding balance		To be met by HRTC possibly through PWLB
	Balance	£0	

Project costs

Pavilion – Phase 1	638,000	To be confirmed
Pavilion – Phase 2	162,360	To be confirmed
3G	761,334.12	Confirmed through tender
Car park	106,512.35	Confirmed through tender

Tithe Farm Recreation Ground Sports Project

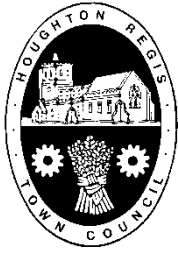
01/09/2021

Project timeline

Pre-application advice (submitted 10 th May 2021)	TBC- Depending on Central Beds	Completed
Agreement of scheme in principle	7th June at Town Council Meeting	Completed
Supporting surveys/reports for planning	7th June 2021 to 25th June 2021	Completed
Preparation of planning application	25th June 2021 to 9th July 2021	Completed
Submission of planning application	9th July 2021 to 8th October 2021	Completed (submitted 18/8/21)
Development of scheme to RIBA stage 4 with M&E/Structural & Civils input	9th July 2021 to 20th August 2021	
Preparation of final cost plan/tender documents	20th August 2021 to 3rd September 2021	
Co-ordination of tender package with HRTC/Contract Finder	3rd September 2021 to 22 nd September 2021	
Out to Tender (open tender)	10th September 2021 to 1st October 2021	
Tender Analysis	1st October 2021 to 15th October 2021	
FF Submission Deadline (HRTC deadline to submit to FF)	15 October 21	
Stage 2 Negotiations with lowest contractor/co-ordination with FTP and funding pack	15th October 2021 to 26th November 2021	
FF Paper Deadline (deadline the Foundation staff have to get costs and everything in place prior to a case conference / peer review where they all assess each others bids)	25 November 21	
FF Final Paper Deadline (Following case review, final tweaks done and this is the date the papers then go out to trustees for them to review before the panel meeting.)	15 December 21	

Panel Meeting
(confirmation / sign off of the
funding)

13 January 22



Date:	20th September 2021
Title:	Annual Playground Inspection
Purpose of the Report:	To provide to members the outcomes of the annual play area inspection.
Contact Officer:	Tony Luff – Head of Grounds Operations

1. RECOMMENDATION

- 1. To note the remedial works to address the moderate risks;**
- 2. To accept the low risks as identified and to continue monitor**

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 presents the finding of this inspection.

3. ISSUES FOR CONSIDERATION

The inspection was completed and the risks identified have been categorised as follows

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

All HRTC Playgrounds & Outside Gym Areas were also inspected.

There are two Moderate Risks identified on the reports, the rest being Very Low Risk and Low Risk.

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

Members will note that some identified risks relate to pieces of equipment which when installed conformed to safety standards however as safety standards have changed over time the equipment does not wholly conform to present safety standards. The risks relate to the potential for finger entrapment and some very minor safety surfacing issues.

4. OPTIONS FOR CONSIDERATION

Members are requested to consider the painting of all playground fencing and gates by a professional company to ensure the fences and gates have longevity of painted surfaces. If possible, an indication of costs will be provided at the meeting.

5. COUNCIL VISION

Aspirations

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

Objective 4: Our community

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

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

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- The costs of addressing the remedial Moderate Ricks will be taken from 282 4042

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

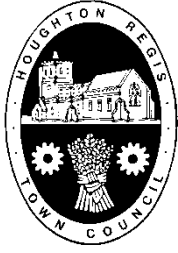
- There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

The annual inspection shows that the council has been maintaining its sites in a good condition for all to enjoy. The grounds team have actioned remedial matters swiftly.

The council are requested to accept low risk items as these are not faulty, just no longer conform to current safety standards.

When ROSPA were updating the ground staff inspection certification the assessor was very complimentary on the Village Green Playground saying it was one of the best in the region he looks after, since his visit Orchard Close Playground has had its surface refurbishment as well.



Date: 20th September 2021

Title: ALLOTMENT PROVISION

Purpose of the Report: To consider the following:

1. The purchase of required grounds equipment and a noticeboard
2. To have additional bases installed so that the plots can be let at half plot sizes

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To authorise the expenditure of up to £15000 from EMR Allotments for

1. The purchase of required grounds equipment and a noticeboard
2. To have additional bases installed so that the plots can be let at half plot sizes

2. BACKGROUND

At the Environment & Leisure Committee meeting on 6th June Members agreed to set up an Allotments Working Group (AWG). The functions of this group are:

To consider all matters relating to the provision and management of allotments in *Houghton Regis* including:

- *New site specification*
- *Allotment associations*
- *Allotment tenancies*
- *Management*
- *Fees and charges*

This group has met twice to date and has identified the need to incur some expenditure. This report is presented to enable the Committee to consider this request for funding.

3. ISSUES FOR CONSIDERATION

The site in HRN2 will be laid out with full size allotment plots with a shed base.

However, the AWG consider that many tenants may prefer a half size plot. As such it is considered desirable to have a second shed base installed so that each half plot would benefit from being able to erect a shed. The developer's contractor has been approached to provide a quote for this work.

The AWG also feel that the site would benefit from a site noticeboard. This would cost in the region of £500.

The Head of Grounds Operations has suggested that the council purchased a rotavator to help prepare the ground for new tenants. This would cost in the region of £4000.

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 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
- 4.3 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

- The Committee is requested to authorise the expenditure of up to £15000 from EMR Allotments (current balance £64,560)

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

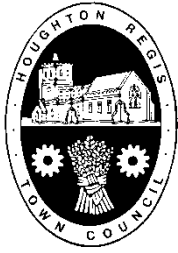
There are no press implications arising from the recommendations.

6. CONCLUSION AND NEXT STEPS

The council has negotiated well with Bellways and has secured a high quality facility for the town. The request for funding will support further enhancements.

7. APPENDICES

None.



Date:	20th September 2021
Title:	Machinery Renewals Programme
Purpose of the Report:	To present to members the machinery replacements programme.
Contact Officer:	Tony Luff, Head of Grounds Operations

1. RECOMMENDATION

To support the machinery renewals programme.

2. BACKGROUND

Members are presented with a machinery renewals programme to aid budget considerations.

3. ISSUES FOR CONSIDERATION

The attached programme is put forward for consideration, Appendix A. the suggested programme reflects on:

- Condition of Machinery
- Correct timing for Part Exchange Values
- Correct machinery for job
- Managing repair/running costs

Members are requested to note that the prices shown are at today's prices and values. These are subject to change.

Members are advised that the Shibauro ride on mower was part exchanged for Kubota F3890. This was undertaken due to high maintenance costs, the Shibauro has cost in the region of £4,000 in repairs in the last two years, compared to the Kubota's which cost in the region £400 to £500 per year.

It is suggested that the council replace 4 strimmer's that are becoming unsuitable, as the vibration on them is getting poor for usage over long periods. It had been

anticipated that only 2 strimmer's would be replaced but on consideration, particularly taking into account the results of the HAV testing, it is considered suitable to replace all 4. The old strimmer's will be kept for spare parts as they have minimal part exchange value. The replacement cost is £2,150.

4. COUNCIL VISION

Aspirations

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

- There are no risk implications arising from the recommendations.

6. CONCLUSION AND NEXT STEPS

The machinery renewals programme support the council in terms of its grounds maintenance duties and responsibilities.

8. APPENDICES

Appendix A: Proposed Machinery Renewals

MACHINERY RENEWALS PROGRAMME

Appendix A

<u>YEAR</u>	<u>Make</u>	<u>Model</u>	<u>Purpose</u>	<u>Cost</u>	<u>Life Expectancy</u>	<u>Date of Purchase</u>	<u>Forcast Date of Replacement</u>	<u>Notes</u>
2021/22								
	KUBOTA	FS3890 Ride on Mower	Grass Cutting	£17,000.00	10 Years	2021	2031/32	New Purchase this includes £5,500.00 PX for old Shibaura Mower & £8,690.17 Town Ranger Budget & £32,809.83 Machinery Renewal Budget
	KUBOTA	TEG1600 Flail Decks x 2	Grass Cutting	£5,603.82	10 Years	2021	2031/32	New Purchase this includes £1,500.00 PX for old Flail Mower
	STIHL	FS410C x 4	Strimming Grass	£2,150.00	5 Years	2021	2026/27	Change from existing
	KARSHER	Surface Washer 7 Nozzle Kit	Power Washer	£663.00	10 Years	2021	2031/32	To Fit Existing Karsher Power Washer
	FORD	Ford Ranger	Transportation	£27,024.00	10 Years	2021	2031/32	New Purchase for Town Ranger
SOLD	JCB	8018cts plus attachments& trailer	Grave Digging	£14,600.00	6 Years	SOLD		Not Digging any New Graves until New Cenetry
2022/23								
	FORD	Ranger Super XLT	Transportation	£28,000.00	10 Years	2022	2032/33	Change from existing Mitsubishi
	STIHL	FS410C x 2	Strimming Grass	£1,600.00	5 Years	2022	2032/36	
2023/24								
	KUBOTA	FS3890 plus Flail Deck x 1	Grass Cutting	£24.00.00	10 Years	2023	2033/42	Change From existing Shibaura M374
			Grass Cutting	4,500	10 Years	2023	2033/42	Change From existing Shibaura M375
	STIHL	FS410C x 2	Strimming Grass	£1,600.00	5 Years	2023	2033/37	

Aspiration	How	Delivery timeframe	Resource req'mt	Committee	Work to date - Environment and Leisure	Update	Project shape
To develop and enhance partnerships between HRTC, stakeholders, partners, community groups and residents	· 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. Full House Theatre – Hullabaloo event Houghton Hall Park	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.	<ul style="list-style-type: none"> Continued support for Houghton Regis Helpers
	· To press for the enhancement of services as required	Ongoing	Staff time	As applicable	To be progressed as required		
	· 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	HRN2 Allotment provision		<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)
	· To respond and participate in consultation processes	Ongoing	Staff time	As applicable	CBC Public Realm project - Town Ranger. Agreed	Town Ranger employed 3 days per week	

<p>To effectively and proactively represent our community</p>	<p>· 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</p>	<p>Ongoing</p>	<p>Staff time</p>	<p>As applicable</p>	<p>To be progressed as required</p>		<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>	<p>· Regular review of services (in particular events, communications and software packages)</p>	<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 	Ongoing	Staff time	E&L	Sports fee structure to be reviewed and considered by committee in November each year. Suggested fee for memorial administration to cover staff time in arranging inscriptions on behalf of families.	Members approved the Environment & Leisure Schedule of Fees for 2021/22 at the meeting held on 2nd November 2020	<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 encourage feedback Use of website to promote and offer a paper based survey to reach residents not on social media platforms Promoting the opportunity to give feedback using advertising banners on the Village Green railings and other prominent highly visible areas within the town
	<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 opp's				
1.1 To support HHP kitchen garden	· 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
	· 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
	· Finance	Ongoing	Current rev budget available		Additional support funding made available for 2021/22	Additional budget provision made for 2021/22	
1.3 Establish allotments within new housing developments	· 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. Allotment Working Group set up and meet every 6 weeks	<ul style="list-style-type: none"> To initially develop and establish allotments
	· Promotion	Ongoing	Staff time				

1.5 To increase edible planting	· 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.		To consider the use of derelict / unused land to plant edibles such as blueberries, mint, basil, chives, rosemary, blackberries, elderberries, cherries Use of communications asking residents to support the search for available land Use of communications 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	· 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 ● 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 purpose litter and recycling bins.	<p>Members approved a phased replacement of litter bins with dual purpose litter and recycling bins, subject to a 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.</p>	

2.4 To provide outdoor fitness equipment in parks and open spaces	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.	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 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.	<ul style="list-style-type: none"> Contact to be made with professional provider when they re-open.
4.1 To create or enhance community facilities which support community development and cohesion	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				

	· 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	· Village green pavilion refurbishment	2022	N/K	E&L	To be progressed in due course.	Village green pavilion refurbished with new equipment for Youth Café VERU funding received.	<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	· All Saints Church	Ongoing	Staff time	As applicable	To be progressed as required.		
	· HHP	Ongoing	Staff time				
	· Red House	Ongoing	Staff time				
4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality	· Ongoing grounds maintenance	Ongoing	Staff time	E&L			<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	· Ongoing maintenance	Ongoing	Staff time	E&L			<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	· Grounds care	Ongoing	Staff time	E&L	Use of Moore Crescent car park 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.	
	· Financial	Ongoing	Staff time				
	· 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	· Physical implementation	Ongoing	Staff time £100,000	E&L	Completed. The site is now operational.	Feedback on the new area has been very positive	