

# 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](mailto:info@houghtonregis.org.uk)

4<sup>th</sup> February 2022

**To: Members of the Environment & Leisure Committee**

**Cllrs: T McMahon Chair), Y Farrell, R Morgan, A Slough, S Thorne and E Cooper, 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 at the Council Offices, Peel Street on **Monday 14<sup>th</sup> February 2022 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 - 10*

To approve the Minutes of the meeting held on 15<sup>th</sup> November 2021.

**Recommendation:** To confirm the minutes of the Environment & Leisure Committee meeting held on 15<sup>th</sup> November 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 11 - 16*

Allotments Working Group 5<sup>th</sup> October and 16<sup>th</sup> November 2021.

Minute number AWG21: The Environment and Leisure Committee approved the draft Tenancy Agreement as amended at the meeting held 16<sup>th</sup> November 2021.

**Recommendation:** To receive the Minutes detailed above.

### 6. INCOME AND EXPENDITURE REPORT

*Pages 17 - 25*

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

### 7. BUDGET FOR 2022/23

*Pages 26 - 62*

Members will find attached the approved budget and explanation for 2022/23 for information.

It is highlighted that additional funds were provided for EMR play areas and pavilion renovations. Members may like to consider the strategic objectives for this funding.

The following projects are highlighted:

- Replacement of planting beds on the Village Green

- Decoration of Village Green pavilion – funding was provided which will enable either internal or external decoration to be completed. The Head of Grounds favours internal redecoration. Members are requested to confirm.
- External decoration of Parkside Pavilion
- Enhanced support to HHP in accordance with JVA
- Painting of railings at Village Green and Tithe Farm play areas
- 2 x new benches for Parkside Recreation ground
- Renovation of Town Sign planting bed (wooden sleepers)
- Enhancement of Parkside family area

## 8. TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

*Pages 63 - 68*

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

- Recommendation:**
1. **To appoint Company B as the contractor to deliver the Tithe Farm All Weather project pavilion and associated works;**
  2. **To support the operational site management being undertaken by the Bedfordshire Football Association and for a draft agreement to be developed for formal consideration;**
  3. **To request that Town Council consider and approve an application to the Public Works Loan Board for borrowing of £500,000**

## 9. RECREATION LAND AND FACILITIES WITHIN BIDWELL WEST

*Pages 69 - 70*

To update members on the recreation land and facilities within Bidwell West.

## 10. CHRISTMAS TREE

*Pages 71 - 74*

Members will find attached the Community Services Committee report which considers the siting of a living Christmas Tree.

It is suggested that the council seek to site the tree in the area shaded purple, near to the road and the pedestrian crossing subject to suitable investigations taking place. Members are invited to discuss.

- Recommendation:** **To seek to site the Christmas tree, near to the East End and the pedestrian crossing subject to suitable investigations taking place.**

## 11. VILLAGE GREEN ALTERATIONS

*Pages 75 - 81*

To consider an enhancement to the Village Green incorporating hard and soft landscaping works.

**Recommendation: To support the enhancements outlined to the Village Green provided the funding is confirmed.**

**12. HIRE FEES FOR VILLAGE GREEN PAVILION AND MOORE CRESCENT PAVILION**

*Pages 82 - 86*

To enable members to set the hire fees for the Village Green Pavilion And Moore Crescent Pavilion.

**Recommendation: To approve the Environment & Leisure Schedule of Fees for 2022/23 for Village Green Pavilion and Moore Crescent Pavilion.**

**13. FAIR & CIRCUS VISISTS 2022**

Members are advised that the following visits have been requested for 2022:

*Tom Smith Fair Visits*

May 11<sup>th</sup> to 23<sup>rd</sup> 2022 – 13 days

Sept 5t to 12<sup>th</sup> May 2022 – 8 days

*John Lawson Circus Visit*

10<sup>th</sup> to 20<sup>th</sup> October 2022 – 11 days

**Recommendation: To approve the visits as requested.**

**14. VISION UPDATE**

*Pages 87 - 100*

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**  
**15<sup>th</sup> November 2021 at 7.00pm**

Present: Councillors: T McMahon Chairman  
C Copleston Substitute  
E Cooper  
Y Farrell  
R Morgan  
A Slough  
S Thorne

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

Public: 3

Apologies: Councillors: D Dixon-Wilkinson

Also present: S Goodchild  
J Carroll

**11838 APOLOGIES**

Apologies were received from Cllr Dixon-Wilkinson (Cllr Copleston substituted)

**11839 QUESTIONS FROM THE PUBLIC**

A member of the public asked whether any members of the committee had an interest in item 13, Parkside benches or were a member of Parkside Ward Action Group.

There were no declarations of interest declared.

**11840 SPECIFIC DECLARATIONS OF INTEREST**

None.

**11841 MINUTES**

To approve the minutes of the meeting held on 20<sup>th</sup> September 2021.

**Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 29<sup>th</sup> September 2021 and for these to be signed by the Chairman.**

**11842 MINUTES OF WORKING GROUPS**

Allotment Working Group 24<sup>th</sup> August 2021

Allotment Working Group 5<sup>th</sup> October 2021  
(Draft)

In addition, members were referred to draft Minutes of the Allotments Working group held on 5<sup>th</sup> October. At this meeting it was resolved to recommend to Environment & Leisure Committee the approval of the draft Tenancy Agreement. As this project was moving forwards it was considered prudent to bring this forward to this meeting for formal approval.

An amendment to the officer recommendation was proposed by Cllr Morgan, seconded by Cllr Farrell, to read:  
To approve the Allotment Tenancy Agreement, subject to the word 'bush' being removed from point 8j

*The officer recommendation read: To approve the Allotment Tenancy Agreement*

Members were in favour of the amendment.

Members voted in favour of the amended recommendation.

**Resolved:**

- 1. To receive the minutes detailed above.**
- 2. To approve the Allotment Tenancy Agreement, subject to the word bush being removed from point 8J.**

#### **11843 TREE SURVEY WORK**

Members were advised of required tree work resulting from the findings of the tree survey.

Immediate work included:

- East End Willow Tree was dead and required felling and the other Willows needed pollarding at a total cost of £2730 (including replanting)
- Two Sycamore trees needed felling to ground level at a total cost of £1050 (including replanting)

Other necessary short term work was highlighted to members, however, as this additional work had not been budgeted for, members agreed to request that Town Council release funds from General Reserves to complete this work.

It was highlighted that several trees behind Moore Crescent Pavilion were strangled by ivy, members were advised the Grounds Team would tackle this issue when resources were available.

It was suggested that there could be some cost-free options for replacement trees, however, members stated a reluctance to replace the felled Sycamore trees with further Sycamore trees.

Members were advised that there was further medium term work due to be completed the following year.

An additional recommendation was proposed by: Cllr A Slough, seconded by: Cllr Morgan to read: To request Town Council authorises expenditure up to £17,000 from General Reserves to complete the required short term tree work throughout the town.

Members voted in favour of the additional recommendation.

- Resolved:**
- 1. For health and safety reasons, to authorise the above remedial works and to source suitable replacement trees.**
  - 2. To request Town Council authorises expenditure up to £17,000 from General Reserves to complete the required tree work throughout the town.**

#### **11844 INCOME AND EXPENDITURE REPORT**

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

The cost of water at the Village Green was queried. Members were advised that the Houghton Hall Park Kitchen Garden used water from the pavilion, members were advised an invoice had been sent to Houghton Hall Park for their water usage.

#### **11845 BUDGET 2022/23**

For this committee the draft budget had been difficult to prepare notably due to:

- Price increases in materials possibly due to Brexit and Covid
- Uncertainties over gas and electric supply costs, members were advised that the Council's broker has suggested a 30% increase in budget

It was queried some pavilions had standing gas pipes on site and it was suggested that these be capped and removed. Members were advised that the cost to cap and remove the pipes was a significant cost in comparison to the minimal charge for the standing pipe to remain in situ. It was requested that the Town Clerk investigate.

Members discussed the viability of improving the pavilions energy efficiency and options for energy generation such as solar energy, it was suggested that grant funding may be required to enable financial capability for this to move forward.

Members were requested to note that the fees under this committee had yet to be set so some adjustments may be required.

#### **11846 ENVIRONMENT & LEISURE FEES 2021/22**

To set the hire charges under the control of Environment & Leisure Committee for 2022/23.

Members discussed the attributes of the Moore Crescent Pavilion and the Village Green Pavilion and some felt that the fees did not reflect the differences in the pavilions. The seasonal restrictions of the Moore Crescent Pavilion were highlighted to members, thus albeit a more desirable pavilion, it was less flexible in its hirability.

Members agreed that the pavilions needed more marketing, the option of increasing fees to cover marketing costs were discussed.

An amendment to the recommendation was proposed by: Cllr Copleston, seconded by, Cllr Farrell, to read:  
To approve the Environment & Leisure Schedule of Fees for 2022/23 excluding the pavilion charges.

*The original officer recommendation read: To approve the Environment & Leisure Schedule of Fees for 2022/23*

Members were in favour of the amendment.

Members voted in favour of the amended recommendation.

**Resolved: To approve the Environment & Leisure Schedule of Fees for 2022/23 excluding the pavilion charges.**

#### **11847 UPDATED POLICY CONSULTATION BRIEFING - ENVIRONMENTAL PERMITTING REGULATIONS**

Members received a policy consultation briefing from NALC, on the current DEFRA Environmental Permitting Regulations consultation.

The briefing stated, the DEFRA consultation affected all burial authorities, and existing cemeteries/burial grounds. It also stated that if implemented, the proposals under consultation could reduce remaining burial capacity by up to 50%.

The stated purpose of the proposals was to improve the way groundwater activities, and some related surface water discharge activities, were regulated.

The closing date of the DEFRA consultation was 22nd December, while NALC had also asked for responses by 5pm on 27th November, to help inform it's response.

Advice was sought from the Council's cemetery consultants who advised that they were working with Defra on this guidance. It was also highlighted that everything that was published in this document was already in place under the EA Statutory guidance, as such concerns were expressed over the value of the article.

Members were advised that the 12-month survey which was underway, would have to be undertaken with any piece of prospective land.

#### **11848 TITHE FARM ALL WEATHER UPDATE**

Members were provided with a report to update members on the Tithe Farm Recreation Ground Sports Project.

Members shared their positive experiences of visiting Cranfield. Members agreed to invite the FA to come and present to councillors.

#### **11849 THE QUEEN'S GREEN CANOPY**



*The Queen's Green Canopy* (QGC) was a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invited people from across the United Kingdom to "**Plant a Tree for the Jubilee**".

This had also been promoted by the National Association of Civic Officers (NACO).

Various grant sources were available including CBC and the Woodland Trust. It was thought that these were likely to be saplings rather than more mature trees.

Suggested locations included:

- Village Green in one of the raised beds (in the draft budget there was a funding request for a refurbishment of these)
- Adjacent to the Town Sign (in the draft budget there was a funding request for a refurbishment of this planting bed)
- Houghton Hall Park
- In the area of the willow trees on East End (a second existing tree may be removed as per a separate agenda item)
- In Moore Crescent (2 existing trees may be removed as per a separate agenda item)

Members discussed various pockets of land for tree planting, it was suggested that a public engagement strategy was undertaken.

Members agreed to defer this item to the next meeting and survey residents in the meantime.

#### **11850 PUBLIC SEATING ON PARKSIDE RECREATION GROUND**

Members were reminded that at the Town Council meeting on 4<sup>th</sup> October it was advised that a communication had been received from a member of the public on behalf of Parkside Ward Action Group, requesting additional seating to be installed on Parkside Recreation area. The Action Group offered the Town Council a financial contribution of £200.

Subsequent to the Town Council meeting that group were advised that the Environment and Leisure Committee would be looking into the provision of seating and would look at funding additional seating in the budget for 2022/23.

Members were invited to consider making budget provision in the draft budget for 2022/23 or to request approval from Town Council to use General Reserves to fund additional seating in 2021/22.

Given the size of the recreation ground and the fact that outside of the play areas themselves there was only 1 public bench available, it was suggested that 2 benches were purchased. A steel framed bench with back and side arms made from recycled materials was in the region of £500 each plus delivery, total approximately £1300.

Members discussed the need for the additional seating on Parkside Recreation ground and whether two new seats would be enough for such a large area of land.

Members agreed for two benches to be purchased now, and two further benches to be purchased in 2022 with dementia friendly colours considered.

**Resolved: To request approval from Town Council to purchase 2 new benches for Parkside Recreation ground using general reserves up to a value of £1300.**

**The Chairman declared the meeting closed at 9.00pm**

**Dated this 14<sup>th</sup> day of February 2022**

**Chairman**

DRAFT

**Houghton Regis Town Council**  
**Allotment Working Group**  
**Minutes of the meeting held on**  
**5<sup>th</sup> October 2021 at 3.00pm**

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

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

Co-opted member: Tim Haines Bidwell West Community Worker

Apologies: Tracey McMahon

**AWG18 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr McMahon (Cllr Carroll substituted).

**AWG19 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**AWG20 MINUTES**

To approve the Minutes of the meeting held on the 24<sup>th</sup> August 2021.

**Resolved: To approve the Minutes of the meetings held on the 24<sup>th</sup> August 2021 and for these to be signed by the Chairman.**

**AWG21 TENANCY AGREEMENT**

Members received a draft tenancy agreement and a draft application form for a Leisure Garden for consideration.

It was suggested that rules be incorporated into the tenancy agreement i.e. bonfires, types of wood treatments, with the clarification of service dogs and dogs kept on a lead.

**Resolved: To recommend to Environment & Leisure Committee the approval of the draft Tenancy Agreement as amended.**

**AWG22 CHALKFIELDS ALLOTMENTS UPDATE**

*Site layout*

Bellways quoted for additional shed bases and delineation within the site to enable half plots to be marked out. Members noted that a few plots had been left as full size. The quote had been accepted and work was in progress.

*Site name*

As the council moved closer to being able to bring forward this leisure garden site for occupation, it was opportune for the council to determine the name of the site. It was understood that the road closest to the site was Terra Croft and as such it was suggested that the site be known as Terra Croft Leisure Gardens. Members were reminded that the names on Chalkfields Estate (Buckwood Leys and Brambleside) were all named after the Romans, and 'Terra' is the Roman name for earth. Concerns were raised regarding the finish of the site as alternative materials had been used on several pathways which was noticeably different to the pathways installed earlier in the project. Members agreed that the original agreement specifications should be upheld by Bellway.

Members agreed on the name of Terra Croft Leisure Gardens.

Members were advised that the application form was simple to use and printable for residents who did not have internet access. Members agreed that applicants for larger plots would need to demonstrate that they could maintain it. It was suggested that larger plots could be utilised as an orchard run by an organisation or the council. It was agreed that the application form be amended accordingly.

**AWG23 PLOT ALLOCATION POLICY**

Members discussed what this policy would include.

Members agreed that residents of Houghton Regis had been waiting a long time for allotments therefore residency within Houghton Regis should be the main criteria.

Members agreed further considerations would be discussed at the next meeting.

**AWG24 FORM OF ALLOTMENT WORKING GROUP MEETINGS**

As members were aware, consideration was to be given to the form of working group meetings by Town Council on 4<sup>th</sup> October. The officer recommendation was to ask individual working groups to confirm how they would like to meet after January 2022, in person or virtually.

Members were requested to note that meetings until January 2022 would continue to be held virtually.

Members agreed to defer this item to the next meeting.

**The Chairman declared the meeting closed at 4.23pm**

**Dated this 16<sup>th</sup> day of November 2021.**

**Chairman**

**Houghton Regis Town Council**  
**Allotment Working Group**  
**Minutes of the meeting held on**  
**16<sup>th</sup> November 2021 at 3.00pm**

Present: Councillors: R Morgan (Chairman)  
T McMahon  
Y Farrell  
E Cooper  
C Slough

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

**AWG25 APOLOGIES & SUBSTITUTIONS**

None

**AWG26 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**AWG27 MINUTES**

To approve the Minutes of the meeting held on the 5<sup>th</sup> October 2021.

**Resolved: To approve the Minutes of the meetings held on the 5<sup>th</sup> October 2021 and for these to be signed by the Chairman.**

**AWG28 FORM OF ALLOTMENT WORKING GROUP MEETINGS**

Members were reminded that consideration had been given to the form of working group meetings by Town Council on 4<sup>th</sup> October. The resolution was to ask individual working groups to confirm how they would like to meet after January 2022, in person or virtually or hybrid.

Members were requested to note that meetings until January 2022 would continue to be held virtually. Members agreed after January 2022, the Allotment Working Group would offer hybrid access to their working group meetings.

**Resolved: For the Allotment Working Group to meet after January offering hybrid access to the meeting.**

**AWG29 ALLOTMENT RULES**

Members received the draft rules for the allotments in the form of a draft handbook prior to the meeting. Members discussed the finer points of the handbook as written, and possible amendments were discussed.

It was requested by the Chair that members read through the handbook thoroughly and make suggestions and amendments at the next meeting.

### **AWG30 ALLOCATION POLICY**

Members were requested to confirm the basis of a plot allocation policy. Options included:

- Length of time of waiting list (effectively as first come first served policy)
- Proximity to site (those nearest the site will be offered a plot first)

Members discussed at length the fairest way to offer the allotment plots.

An amendment to the officer recommendation was proposed by Cllr McMahon seconded by Cllr Farrell, to read: To offer plots on a first come first served basis.

*The original officer recommendation read: To offer plots on the basis of proximity to the site.*

Members voted in favour of the amendment, accordingly, this became the substantive motion.

Members voted in favour of the recommendation.

**Resolved: To offer plots on a first come first served basis.**

### **AWG31 ALLOTMENT FEES**

The following fees were suggested:

Plots in the region of 125m<sup>2</sup> (half plot) - £75 per annum

Plots in the region of 250 m<sup>2</sup> (full plot) - £100 per annum

Deposit £50 per plot, to be returned on completion of tenancy should plot be left in a reasonable condition.

Assuming a 100% occupancy rate, this would secure an income for the council of £3700 per annum.

It was estimated that in year one costs would be in the region of £4700. This was an estimate given uncertainties over rates and water costs.

This gave a subsidy level of around 22% which was in line with the decision of E&L committee a couple of years ago to seek to establish a subsidy level of around 30% across all council services.

Members were advised costings for future years were difficult to predict due to uncertainty of rates and water costs.

### **AWG32 TERRA CROFT LEISURE GARDENS**

A verbal update was provided covering the following:

- Land transfer
- Path material – to be altered
- Landscaping and grass seed – to be completed
- Fencing installed and locks on gate, however fencing not reaching the ground level, may allow wildlife in, to be remedied
- Divisions of plots underway
- Shed bases completed
- Site completion anticipated end of November
- Noticeboard – discussions underway with Bellway to see if they would supply a noticeboard – specification to accommodate 8 A4 sheets (council details, Bellway support, cllr details, site rules). To be located within the fenced area of site
- Defibrillator – discussions underway with Bellway, may be most appropriately sited within HRN2 larger area as the allotment site is not central
- Opening event – anticipated to be Spring 2022, Bellway hope to support / attend

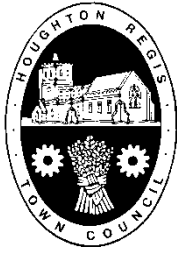
Members requested that Bellway be asked to supply and fit a metal noticeboard for the site.

**The Chairman closed the meeting at 4.35pm**

**Dated this 4<sup>th</sup> day of January 2022**

**Chairman**





## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 6

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<b>Date:</b>	<b>14<sup>th</sup> February 2022</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Environment &amp; Leisure Committee.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 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 4037 Village Green Grounds Maintenance

Ad hoc expenditure re no parking signs and padlocks

202 1082 Inc Lettings

Ad hoc lettings of pavilion

202 1091 Inc Misc

HHP water contribution

202 4011 Rates

Paid in full

202-4012 Water Rates

This is disproportionately high. The sewerage charge is almost equal to the clean water charge. Dialogue is taking place between the council, the clean water provider and the

sewerage company.

211 1082 Parkside Rec Gd Inc Lettings

From pitch allocations it is anticipated that this income will be £1453 (reduced from previous report – withdrawal of 1 team)

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 £2167

231 1082 Orchard Close Recreation Ground Inc Lettings

From pitch allocations it is anticipated that this income will be £1610

232 4012 Orchard Close Water rates

This is to be investigated.

241 1082 Moore Crescent Recreation Ground Inc Lettings

From pitch allocations it is anticipated that this income will be £2167

241 4036 Moore Crescent Rec Grd Property Maintenance

This is a mis code and will be recoded to 241 4036

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 £582 for a fan replacement.

242-4038 Moore Crescent Pavilion, 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

282 4017 Play Areas Health and Safety

This is for the annual play ground inspections

282 4036 Play areas, property maintenance

This is a miscode and will be recoded to 282 4042

291 4008 Outside Services training / Courses

This is overspent due to additional training provided to support the Ranger post

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 4042 Outside services, Equipment maintenance and repairs

This is over spent due to purchases for the Ranger post but is offset by CBC Public Realm Grant in 299 1074

291 1075 Env Capital & Projects Sale of Assets

Income has been received from the sale of the Council's digger and flail cutter and mower

299 4851 Capital Machinery renewals

This is over spent due to purchases for the Ranger post but is offset by CBC Public Realm Grant in 299 1074

299 4851 Env Capital & Projects CAP Cemetery Provision

This expense relates to the EA fees for consideration of the Grendall Lane site. It also includes for a new memorial bench for a family

299 4871 Cap, Pavilion renovations

Includes for expenses relating to Tithe Farm All Weather project

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 this expense would be met from EMR 327. The corresponding transfer is completed 299 4979

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

03/02/2022

## Houghton Regis Town Council

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14:03

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2021

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>								
1082 INC-LETTINGS	0	3,222	4,000	778			80.5%	
Village Green Rec Gd :- Income	<b>0</b>	<b>3,222</b>	<b>4,000</b>	<b>778</b>			<b>80.6%</b>	<b>0</b>
4037 GROUNDS MAINTENANCE	0	241	500	259		259	48.1%	
Village Green Rec Gd :- Indirect Expenditure	<b>0</b>	<b>241</b>	<b>500</b>	<b>259</b>	<b>0</b>	<b>259</b>	<b>48.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>2,981</b>	<b>3,500</b>	<b>519</b>				
<u>202 Village Green Pavilion</u>								
1082 INC-LETTINGS	0	284	200	(84)			141.8%	
1091 Income Miscellaneous	0	250	0	(250)			0.0%	
Village Green Pavilion :- Income	<b>0</b>	<b>534</b>	<b>200</b>	<b>(334)</b>			<b>266.8%</b>	<b>0</b>
4011 RATES	0	2,545	2,639	94		94	96.4%	
4012 WATER RATES	71	1,859	1,200	(659)		(659)	154.9%	
4014 ELECTRICITY	352	1,363	1,015	(348)		(348)	134.3%	
4036 PROPERTY MAINTENANCE	0	409	1,000	591		591	40.9%	
4038 MAINTENANCE CONTRACTS	0	94	200	106		106	46.8%	
Village Green Pavilion :- Indirect Expenditure	<b>423</b>	<b>6,269</b>	<b>6,054</b>	<b>(215)</b>	<b>0</b>	<b>(215)</b>	<b>103.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(423)</b>	<b>(5,736)</b>	<b>(5,854)</b>	<b>(118)</b>				
<u>211 Parkside Rec Gd</u>								
1082 INC-LETTINGS	0	1,453	1,740	287			83.5%	
1091 Income Miscellaneous	0	3,155	0	(3,155)			0.0%	
Parkside Rec Gd :- Income	<b>0</b>	<b>4,608</b>	<b>1,740</b>	<b>(2,868)</b>			<b>264.8%</b>	<b>0</b>
4013 RENT	0	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	2,022	2,171	149		149	93.1%	
Parkside Rec Gd :- Indirect Expenditure	<b>0</b>	<b>2,072</b>	<b>2,221</b>	<b>149</b>	<b>0</b>	<b>149</b>	<b>93.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>2,536</b>	<b>(481)</b>	<b>(3,017)</b>				
<u>212 Parkside Pavilion</u>								
4012 WATER RATES	0	554	102	(452)		(452)	543.6%	
4014 ELECTRICITY	461	691	406	(285)		(285)	170.2%	
4015 GAS	0	64	152	88		88	41.9%	
4036 PROPERTY MAINTENANCE	0	397	1,015	618		618	39.1%	
Parkside Pavilion :- Indirect Expenditure	<b>461</b>	<b>1,707</b>	<b>1,675</b>	<b>(32)</b>	<b>0</b>	<b>(32)</b>	<b>101.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(461)</b>	<b>(1,707)</b>	<b>(1,675)</b>	<b>32</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2021

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	3,504	3,325	(179)			105.4%	
Tithe Farm Rec Gd :- Income	<u>0</u>	<u>3,504</u>	<u>3,325</u>	<u>(179)</u>			<u>105.4%</u>	<u>0</u>
4013 RENT	0	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	2,022	2,476	454		454	81.7%	
Tithe Farm Rec Gd :- Indirect Expenditure	<u>0</u>	<u>2,027</u>	<u>2,481</u>	<u>454</u>	<u>0</u>	<u>454</u>	<u>81.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>1,477</u>	<u>844</u>	<u>(633)</u>				
<u>222 Tithe Farm Pavilion</u>								
4012 WATER RATES	(16)	210	457	248		248	45.8%	
4014 ELECTRICITY	125	404	711	307		307	56.9%	
4015 GAS	0	63	152	89		89	41.4%	
4036 PROPERTY MAINTENANCE	0	200	1,200	1,000		1,000	16.7%	
Tithe Farm Pavilion :- Indirect Expenditure	<u>109</u>	<u>877</u>	<u>2,520</u>	<u>1,643</u>	<u>0</u>	<u>1,643</u>	<u>34.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(109)</u>	<u>(877)</u>	<u>(2,520)</u>	<u>(1,643)</u>				
<u>231 Orchard Close Rec Gd</u>								
1082 INC-LETTINGS	0	1,460	2,620	1,160			55.7%	
Orchard Close Rec Gd :- Income	<u>0</u>	<u>1,460</u>	<u>2,620</u>	<u>1,160</u>			<u>55.7%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	1,284	1,520	236		236	84.5%	
Orchard Close Rec Gd :- Indirect Expenditure	<u>0</u>	<u>1,284</u>	<u>1,520</u>	<u>236</u>	<u>0</u>	<u>236</u>	<u>84.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>176</u>	<u>1,100</u>	<u>924</u>				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	0	664	355	(309)		(309)	187.2%	
4014 ELECTRICITY	27	213	275	62		62	77.5%	
4036 PROPERTY MAINTENANCE	0	78	600	522		522	13.0%	
Orchard Close Pavilion :- Indirect Expenditure	<u>27</u>	<u>956</u>	<u>1,230</u>	<u>274</u>	<u>0</u>	<u>274</u>	<u>77.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(27)</u>	<u>(956)</u>	<u>(1,230)</u>	<u>(274)</u>				
<u>241 Moore Crescent Rec Gd</u>								
1082 INC-LETTINGS	0	786	2,125	1,339			37.0%	
Moore Crescent Rec Gd :- Income	<u>0</u>	<u>786</u>	<u>2,125</u>	<u>1,339</u>			<u>37.0%</u>	<u>0</u>
4036 PROPERTY MAINTENANCE	0	36	0	(36)		(36)	0.0%	
4037 GROUNDS MAINTENANCE	0	1,812	1,300	(512)		(512)	139.4%	
Moore Crescent Rec Gd :- Indirect Expenditure	<u>0</u>	<u>1,848</u>	<u>1,300</u>	<u>(548)</u>	<u>0</u>	<u>(548)</u>	<u>142.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(1,062)</u>	<u>825</u>	<u>1,887</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2021

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
<b>242 Moore Crescent Pavilion</b>								
1082 INC-LETTINGS	161	290	200	(90)			144.8%	
Moore Crescent Pavilion :- Income	<b>161</b>	<b>290</b>	<b>200</b>	<b>(90)</b>			<b>144.8%</b>	<b>0</b>
4011 RATES	0	4,440	4,525	85		85	98.1%	
4012 WATER RATES	25	605	2,500	1,895		1,895	24.2%	
4014 ELECTRICITY	124	874	1,650	776		776	53.0%	
4015 GAS	0	577	2,500	1,923		1,923	23.1%	
4036 PROPERTY MAINTENANCE	0	2,695	2,000	(695)		(695)	134.7%	
4038 MAINTENANCE CONTRACTS	0	542	550	8		8	98.5%	
Moore Crescent Pavilion :- Indirect Expenditure	<b>149</b>	<b>9,733</b>	<b>13,725</b>	<b>3,992</b>	<b>0</b>	<b>3,992</b>	<b>70.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>12</b>	<b>(9,444)</b>	<b>(13,525)</b>	<b>(4,081)</b>				
<b>243 Moore Crescent Bowling Gn</b>								
1082 INC-LETTINGS	0	0	6,000	6,000			0.0%	
Moore Crescent Bowling Gn :- Income	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>			<b>0.0%</b>	<b>0</b>
4037 GROUNDS MAINTENANCE	2,800	3,887	5,550	1,663		1,663	70.0%	
Moore Crescent Bowling Gn :- Indirect Expenditure	<b>2,800</b>	<b>3,887</b>	<b>5,550</b>	<b>1,663</b>	<b>0</b>	<b>1,663</b>	<b>70.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,800)</b>	<b>(3,887)</b>	<b>450</b>	<b>4,337</b>				
<b>271 Houghton Regis Cemetery</b>								
1084 Income Burial Fees	241	14,531	12,000	(2,531)			121.1%	
1091 Income Miscellaneous	0	25	0	(25)			0.0%	
Houghton Regis Cemetery :- Income	<b>241</b>	<b>14,556</b>	<b>12,000</b>	<b>(2,556)</b>			<b>121.3%</b>	<b>0</b>
4011 RATES	0	1,010	1,120	110		110	90.2%	
4012 WATER RATES	0	181	203	22		22	88.9%	
4020 MISC. ESTABLISH.COST	0	1,664	3,500	1,836		1,836	47.5%	
Houghton Regis Cemetery :- Indirect Expenditure	<b>0</b>	<b>2,855</b>	<b>4,823</b>	<b>1,968</b>	<b>0</b>	<b>1,968</b>	<b>59.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>241</b>	<b>11,701</b>	<b>7,177</b>	<b>(4,524)</b>				
<b>272 All Saints Churchyard</b>								
4028 Bedford Road Wall	0	1,058	1,500	442		442	70.5%	
All Saints Churchyard :- Indirect Expenditure	<b>0</b>	<b>1,058</b>	<b>1,500</b>	<b>442</b>	<b>0</b>	<b>442</b>	<b>70.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,058)</b>	<b>(1,500)</b>	<b>(442)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2021

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
<b>281 Public Open Spaces</b>								
4037 GROUNDS MAINTENANCE	0	662	500	(162)		(162)	132.4%	
4217 HHP Project Contribution	0	3,334	5,406	2,072		2,072	61.7%	
5002 Tr from EMR Former Railway LIn	0	0	(3,000)	(3,000)		(3,000)	0.0%	
Public Open Spaces :- Indirect Expenditure	<b>0</b>	<b>3,996</b>	<b>2,906</b>	<b>(1,090)</b>	<b>0</b>	<b>(1,090)</b>	<b>137.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,996)</b>	<b>(2,906)</b>	<b>1,090</b>				
<b>282 Play Areas (all)</b>								
4017 HEALTH & SAFETY	0	338	508	171		171	66.4%	
4036 PROPERTY MAINTENANCE	0	(840)	0	840		840	0.0%	
4037 GROUNDS MAINTENANCE	0	840	1,523	683		683	55.2%	
4042 Equipment Repairs & Maintenance	0	3,533	4,568	1,035		1,035	77.3%	
Play Areas (all) :- Indirect Expenditure	<b>0</b>	<b>3,870</b>	<b>6,599</b>	<b>2,729</b>	<b>0</b>	<b>2,729</b>	<b>58.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,870)</b>	<b>(6,599)</b>	<b>(2,729)</b>				
<b>283 Street Furniture (Formerly Bus</b>								
4036 PROPERTY MAINTENANCE	0	0	508	508		508	0.0%	
Street Furniture (Formerly Bus :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>508</b>	<b>508</b>	<b>0</b>	<b>508</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(508)</b>	<b>(508)</b>				
<b>291 Outside Services</b>								
1091 Income Miscellaneous	0	5,078	5,000	(78)			101.6%	
Outside Services :- Income	<b>0</b>	<b>5,078</b>	<b>5,000</b>	<b>(78)</b>			<b>101.6%</b>	<b>0</b>
4006 PROTECTIVE CLOTHING	0	1,146	1,269	123		123	90.3%	
4008 TRAINING/COURSES	0	3,213	3,000	(213)		(213)	107.1%	
4011 RATES	0	8,733	8,900	168		168	98.1%	
4012 WATER RATES	10	644	914	270		270	70.5%	
4013 RENT	0	11,625	15,500	3,875		3,875	75.0%	
4014 ELECTRICITY	435	1,336	1,820	484		484	73.4%	
4015 GAS	2	68	102	34		34	66.3%	
4017 HEALTH & SAFETY	15	454	508	54		54	89.4%	
4018 REFUSE DISPOSAL	0	14,074	18,300	4,226		4,226	76.9%	
4020 MISC. ESTABLISH.COST	0	396	200	(196)		(196)	198.2%	
4021 COMMUNICATIONS COSTS	13	125	150	25		25	83.4%	
4025 INSURANCE	0	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	0	130	1,000	870		870	13.0%	



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## Detailed Income &amp; Expenditure by Budget Heading 01/11/2021

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
4038 MAINTENANCE CONTRACTS	0	283	600	317		317	47.2%	
4039 HORTICULTURAL SUPPLIES	0	1,569	2,030	461		461	77.3%	
4040 Tree maintenance	0	10	2,000	1,990		1,990	0.5%	
4041 Tree Survey	0	4,250	6,000	1,750		1,750	70.8%	
4042 Equipment Repairs & Maintenance	0	13,517	8,120	(5,397)		(5,397)	166.5%	
4044 VEHICLE FUEL	15	6,758	9,000	2,242		2,242	75.1%	
4045 VEHICLE TAX & INSURANCE	0	825	914	89		89	90.3%	
4059 OTHER PROFESSIONAL FEES	0	1,520	2,000	480		480	76.0%	
Outside Services :- Indirect Expenditure	<b>490</b>	<b>70,677</b>	<b>82,527</b>	<b>11,850</b>	<b>0</b>	<b>11,850</b>	<b>85.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(490)</b>	<b>(65,599)</b>	<b>(77,527)</b>	<b>(11,928)</b>				
<u>299 Env Capital &amp; Projects</u>								
1074 External Grant	0	72,674	5,000	(67,674)			1453.5%	
1075 Sale of Assets	0	22,775	0	(22,775)			0.0%	
1091 Income Miscellaneous	0	994	0	(994)			0.0%	
Env Capital & Projects :- Income	<b>0</b>	<b>96,443</b>	<b>5,000</b>	<b>(91,443)</b>			<b>1928.9%</b>	<b>0</b>
4053 Loan payments- Moore Cres. Pav	0	12,034	24,069	12,035		12,035	50.0%	
4851 CAP-Machinery Renewals	0	36,891	20,000	(16,891)		(16,891)	184.5%	
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	11,317	16,000	4,683		4,683	70.7%	
4871 CAP - Pavilion Renovations	2,409	25,859	25,000	(859)		(859)	103.4%	
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%	
4979 Tfr from Play Areas Reserve	0	(21,081)	0	21,081		21,081	0.0%	
5015 Tfr to Capital Receipts Reserv	0	22,775	0	(22,775)		(22,775)	0.0%	
5016 Tfr from Capital Receipts Rese	0	(22,775)	0	22,775		22,775	0.0%	
5017 Tfr from Office Provison Reser	0	(35,000)	0	35,000		35,000	0.0%	
5018 Tfr to Pavilion Renov. Reserve	0	100,000	0	(100,000)		(100,000)	0.0%	
Env Capital & Projects :- Indirect Expenditure	<b>2,409</b>	<b>173,622</b>	<b>103,069</b>	<b>(70,553)</b>	<b>0</b>	<b>(70,553)</b>	<b>168.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,409)</b>	<b>(77,178)</b>	<b>(98,069)</b>	<b>(20,891)</b>				
Grand Totals:- Income	<b>402</b>	<b>130,480</b>	<b>42,210</b>	<b>(88,270)</b>			<b>309.1%</b>	
Expenditure	<b>6,869</b>	<b>286,977</b>	<b>240,708</b>	<b>(46,269)</b>	<b>0</b>	<b>(46,269)</b>	<b>119.2%</b>	
<b>Net Income over Expenditure</b>	<b>(6,467)</b>	<b>(156,497)</b>	<b>(198,498)</b>	<b>(42,001)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(6,467)</b>	<b>(156,497)</b>						

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Environment and Leisure</u></b>										
<b><u>201</u></b>	<b><u>Village Green Rec Gd</u></b>									
1082	INC-LETTINGS	0	0	4,000	3,222	3,222	0	3,256	0	0
	<b>Total Income</b>	0	0	4,000	3,222	3,222	0	3,256	0	0
4037	GROUNDS MAINTENANCE	500	0	500	241	500	0	2,000	0	0
	<b>Overhead Expenditure</b>	500	0	500	241	500	0	2,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(500)	0	3,500	2,981	2,722		1,256		
<b><u>202</u></b>	<b><u>Village Green Pavilion</u></b>									
1079	Grant Income C B C	0	300	0	0	0	0	0	0	0
1082	INC-LETTINGS	0	0	200	284	200	0	200	0	0
1091	Income Miscellaneous	0	0	0	250	250	0	0	0	0
	<b>Total Income</b>	0	300	200	534	450	0	200	0	0
4011	RATES	2,600	2,545	2,639	2,545	2,545	0	2,600	0	0
4012	WATER RATES	1,000	1,132	1,200	1,859	2,000	0	1,500	0	0
4014	ELECTRICITY	800	1,379	1,015	1,011	1,015	0	1,350	0	0
4036	PROPERTY MAINTENANCE	1,900	2,029	1,000	409	1,000	0	5,100	0	0
4038	MAINTENANCE CONTRACTS	200	93	200	94	200	0	240	0	0
	<b>Overhead Expenditure</b>	6,500	7,177	6,054	5,917	6,760	0	10,790	0	0
	<b>Movement to/(from) Gen Reserve</b>	(6,500)	(6,877)	(5,854)	(5,383)	(6,310)		(10,590)		
<b><u>211</u></b>	<b><u>Parkside Rec Gd</u></b>									

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1082	INC-LETTINGS	1,800	0	1,740	1,453	1,453	0	1,453	0	0
1091	Income Miscellaneous	0	0	0	3,155	3,155	0	0	0	0
<b>Total Income</b>		1,800	0	1,740	4,608	4,608	0	1,453	0	0
4013	RENT	50	50	50	50	50	0	50	0	0
4037	GROUNDS MAINTENANCE	1,400	710	2,171	2,022	1,104	0	1,350	0	0
<b>Overhead Expenditure</b>		1,450	760	2,221	2,072	1,154	0	1,400	0	0
<b>Movement to/(from) Gen Reserve</b>		350	(760)	(481)	2,536	3,454		53		
<b>212</b>	<b><u>Parkside Pavilion</u></b>									
4012	WATER RATES	100	48	102	554	800	0	500	0	0
4014	ELECTRICITY	400	369	406	230	300	0	526	0	0
4015	GAS	150	78	152	64	150	0	200	0	0
4036	PROPERTY MAINTENANCE	1,000	267	1,015	397	500	0	4,500	0	0
<b>Overhead Expenditure</b>		1,650	762	1,675	1,245	1,750	0	5,726	0	0
<b>Movement to/(from) Gen Reserve</b>		(1,650)	(762)	(1,675)	(1,245)	(1,750)		(5,726)		
<b>221</b>	<b><u>Tithe Farm Rec Gd</u></b>									
1082	INC-LETTINGS	2,000	605	3,325	3,504	2,167	0	2,167	0	0
<b>Total Income</b>		2,000	605	3,325	3,504	2,167	0	2,167	0	0
4013	RENT	5	5	5	5	5	0	5	0	0
4037	GROUNDS MAINTENANCE	1,700	846	2,476	1,272	1,104	0	2,500	0	0
<b>Overhead Expenditure</b>		1,705	851	2,481	1,277	1,109	0	2,505	0	0

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		295	(246)	844	2,227	1,058		(338)		
<b>222</b>	<b><u>Tithe Farm Pavilion</u></b>									
4012	WATER RATES	450	310	457	226	450	0	466	0	0
4014	ELECTRICITY	700	513	711	279	400	0	1,050	0	0
4015	GAS	150	69	152	63	152	0	200	0	0
4036	PROPERTY MAINTENANCE	1,200	130	1,200	200	300	0	950	0	0
<b>Overhead Expenditure</b>		2,500	1,022	2,520	767	1,302	0	2,666	0	0
<b>Movement to/(from) Gen Reserve</b>		(2,500)	(1,022)	(2,520)	(767)	(1,302)		(2,666)		
<b>231</b>	<b><u>Orchard Close Rec Gd</u></b>									
1082	INC-LETTINGS	440	120	2,620	1,460	2,620	0	2,620	0	0
<b>Total Income</b>		440	120	2,620	1,460	2,620	0	2,620	0	0
4037	GROUNDS MAINTENANCE	1,500	846	1,520	1,284	1,284	0	2,618	0	0
<b>Overhead Expenditure</b>		1,500	846	1,520	1,284	1,284	0	2,618	0	0
<b>Movement to/(from) Gen Reserve</b>		(1,060)	(726)	1,100	176	1,336		2		
<b>232</b>	<b><u>Orchard Close Pavilion</u></b>									
4012	WATER RATES	350	61	355	664	800	0	362	0	0
4014	ELECTRICITY	270	460	275	186	300	0	500	0	0
4036	PROPERTY MAINTENANCE	600	542	600	78	400	0	720	0	0
<b>Overhead Expenditure</b>		1,220	1,063	1,230	929	1,500	0	1,582	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(1,220)</u>	<u>(1,063)</u>	<u>(1,230)</u>	<u>(929)</u>	<u>(1,500)</u>		<u>(1,582)</u>		
<b>241</b>	<b><u>Moore Crescent Rec Gd</u></b>									
1082	INC-LETTINGS	1,400	467	2,125	786	2,167	0	2,167	0	0
<b>Total Income</b>		<u>1,400</u>	<u>467</u>	<u>2,125</u>	<u>786</u>	<u>2,167</u>	<u>0</u>	<u>2,167</u>	<u>0</u>	<u>0</u>
4036	PROPERTY MAINTENANCE	0	0	0	36	0	0	0	0	0
4037	GROUNDS MAINTENANCE	1,000	846	1,300	1,812	1,150	0	2,569	0	0
<b>Overhead Expenditure</b>		<u>1,000</u>	<u>846</u>	<u>1,300</u>	<u>1,848</u>	<u>1,150</u>	<u>0</u>	<u>2,569</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>400</u>	<u>(379)</u>	<u>825</u>	<u>(1,062)</u>	<u>1,017</u>		<u>(402)</u>		
<b>242</b>	<b><u>Moore Crescent Pavilion</u></b>									
1082	INC-LETTINGS	200	0	200	290	80	0	200	0	0
<b>Total Income</b>		<u>200</u>	<u>0</u>	<u>200</u>	<u>290</u>	<u>80</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>
4011	RATES	4,400	4,441	4,525	4,440	4,440	0	4,550	0	0
4012	WATER RATES	2,500	991	2,500	605	2,500	0	2,550	0	0
4014	ELECTRICITY	1,400	1,029	1,650	751	1,000	0	2,145	0	0
4015	GAS	2,500	1,022	2,500	577	1,200	0	1,500	0	0
4036	PROPERTY MAINTENANCE	2,000	202	2,000	2,695	2,565	0	2,400	0	0
4038	MAINTENANCE CONTRACTS	545	646	550	542	542	0	561	0	0
<b>Overhead Expenditure</b>		<u>13,345</u>	<u>8,331</u>	<u>13,725</u>	<u>9,609</u>	<u>12,247</u>	<u>0</u>	<u>13,706</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(13,145)</u>	<u>(8,331)</u>	<u>(13,525)</u>	<u>(9,320)</u>	<u>(12,167)</u>		<u>(13,506)</u>		
<b>243</b>	<b><u>Moore Crescent Bowling Gn</u></b>									

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1082	INC-LETTINGS	4,285	0	6,000	0	6,000	0	6,120	0	0
	<b>Total Income</b>	4,285	0	6,000	0	6,000	0	6,120	0	0
4037	GROUNDS MAINTENANCE	5,500	563	5,550	1,087	5,550	0	5,691	0	0
	<b>Overhead Expenditure</b>	5,500	563	5,550	1,087	5,550	0	5,691	0	0
	<b>Movement to/(from) Gen Reserve</b>	(1,215)	(563)	450	(1,087)	450		429		
<b>271</b>	<b><u>Houghton Regis Cemetery</u></b>									
1084	Income Burial Fees	7,500	17,550	12,000	14,531	13,000	0	14,000	0	0
1091	Income Miscellaneous	0	1,262	0	25	0	0	0	0	0
	<b>Total Income</b>	7,500	18,812	12,000	14,556	13,000	0	14,000	0	0
4011	RATES	1,100	1,010	1,120	1,010	1,010	0	1,040	0	0
4012	WATER RATES	200	118	203	181	203	0	207	0	0
4018	REFUSE DISPOSAL	0	0	0	5,609	0	0	0	0	0
4020	MISC. ESTABLISH.COST	2,500	6,078	3,500	1,490	1,226	0	500	0	0
4037	GROUNDS MAINTENANCE	0	0	0	924	200	0	0	0	0
	<b>Overhead Expenditure</b>	3,800	7,207	4,823	9,214	2,639	0	1,747	0	0
	<b>Movement to/(from) Gen Reserve</b>	3,700	11,605	7,177	5,342	10,361		12,253		
<b>272</b>	<b><u>All Saints Churchyard</u></b>									
4028	Bedford Road Wall	2,500	1,723	1,500	1,058	1,500	0	1,800	0	0
4991	Trs to Earmarked Reserve	0	2,374	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	2,500	4,097	1,500	1,058	1,500	0	1,800	0	0

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(2,500)</u>	<u>(4,097)</u>	<u>(1,500)</u>	<u>(1,058)</u>	<u>(1,500)</u>		<u>(1,800)</u>		
<b>273 Allotments</b>									
1082 INC-LETTINGS	0	0	0	0	0	0	3,700	0	0
<b>Total Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,700</u>	<u>0</u>	<u>0</u>
4011 RATES	0	0	0	0	0	0	1,000	0	0
4012 WATER RATES	0	0	0	0	0	0	700	0	0
4018 REFUSE DISPOSAL	0	0	0	0	0	0	1,000	0	0
4037 GROUNDS MAINTENANCE	0	0	0	0	0	0	3,000	0	0
<b>Overhead Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,700</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(2,000)</u>		
<b>281 Public Open Spaces</b>									
4037 GROUNDS MAINTENANCE	500	0	500	662	650	0	500	0	0
4217 HHP Project Contribution	3,334	3,334	5,406	3,334	5,406	0	27,715	0	0
4992 Trs from Earmarked Reserve	0	0	0	0	0	0	-3,000	0	0
5002 Tr from EMR Former Railway LIn	-3,000	-3,000	-3,000	0	-3,000	0	0	0	0
<b>Overhead Expenditure</b>	<u>834</u>	<u>334</u>	<u>2,906</u>	<u>3,996</u>	<u>3,056</u>	<u>0</u>	<u>25,215</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(834)</u>	<u>(334)</u>	<u>(2,906)</u>	<u>(3,996)</u>	<u>(3,056)</u>		<u>(25,215)</u>		
<b>282 Play Areas (all)</b>									
1091 Income Miscellaneous	0	996	0	0	0	0	0	0	0
<b>Total Income</b>	<u>0</u>	<u>996</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4017 HEALTH & SAFETY	500	640	508	338	508	0	610	0	0
4036 PROPERTY MAINTENANCE	0	0	0	840	840	0	0	0	0
4037 GROUNDS MAINTENANCE	1,500	0	1,523	0	1,523	0	12,228	0	0
4042 Equipment Repairs & Maintenance	4,500	3,104	4,568	2,693	4,568	0	5,482	0	0
4992 Trs from Earmarked Reserve	-2,500	-2,500	0	0	0	0	0	0	0
4999 Trs to EMR Play Areas	2,500	2,500	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>6,500</b>	<b>3,744</b>	<b>6,599</b>	<b>3,870</b>	<b>7,439</b>	<b>0</b>	<b>18,320</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(6,500)</b>	<b>(2,748)</b>	<b>(6,599)</b>	<b>(3,870)</b>	<b>(7,439)</b>		<b>(18,320)</b>		
<b><u>283 Street Furniture (Formerly Bus</u></b>									
4036 PROPERTY MAINTENANCE	500	0	508	0	508	0	610	0	0
<b>Overhead Expenditure</b>	<b>500</b>	<b>0</b>	<b>508</b>	<b>0</b>	<b>508</b>	<b>0</b>	<b>610</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(500)</b>	<b>0</b>	<b>(508)</b>	<b>0</b>	<b>(508)</b>		<b>(610)</b>		
<b><u>291 Outside Services</u></b>									
1091 Income Miscellaneous	11,351	18,372	5,000	5,078	5,078	0	3,700	0	0
<b>Total Income</b>	<b>11,351</b>	<b>18,372</b>	<b>5,000</b>	<b>5,078</b>	<b>5,078</b>	<b>0</b>	<b>3,700</b>	<b>0</b>	<b>0</b>
4006 PROTECTIVE CLOTHING	1,250	910	1,269	1,146	1,269	0	1,523	0	0
4008 TRAINING/COURSES	3,000	1,346	3,000	3,213	3,213	0	3,000	0	0
4011 RATES	8,800	8,733	8,900	8,733	8,732	0	8,976	0	0
4012 WATER RATES	900	749	914	644	914	0	1,015	0	0
4013 RENT	15,500	15,500	15,500	11,625	15,500	0	15,500	0	0
4014 ELECTRICITY	1,800	1,780	1,820	902	1,200	0	2,370	0	0

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	GAS	100	112	102	66	102	0	132	0	0
4017	HEALTH & SAFETY	1,500	1,046	508	286	508	0	518	0	0
4018	REFUSE DISPOSAL	21,000	15,436	18,300	8,465	18,300	0	22,000	0	0
4020	MISC. ESTABLISH.COST	200	6,735	200	396	396	0	600	0	0
4021	COMMUNICATIONS COSTS	100	135	150	125	150	0	150	0	0
4025	INSURANCE	200	0	200	0	200	0	200	0	0
4036	PROPERTY MAINTENANCE	9,000	725	1,000	130	1,000	0	1,200	0	0
4038	MAINTENANCE CONTRACTS	600	281	600	283	600	0	612	0	0
4039	HORTICULTURAL SUPPLIES	2,000	1,110	2,030	1,569	2,030	0	2,436	0	0
4040	Tree maintenance	10,000	7,600	2,000	10	21,000	0	10,000	0	0
4041	Tree Survey	575	0	6,000	4,250	4,250	0	575	0	0
4042	Equipment Repairs & Maintenance	8,000	12,503	8,120	13,517	11,284	0	9,744	0	0
4044	VEHICLE FUEL	9,000	4,474	9,000	6,758	9,000	0	10,000	0	0
4045	VEHICLE TAX & INSURANCE	900	825	914	825	914	0	920	0	0
4059	OTHER PROFESSIONAL FEES	2,000	3,120	2,000	1,520	2,000	0	2,000	0	0
<b>Overhead Expenditure</b>		<b>96,425</b>	<b>83,119</b>	<b>82,527</b>	<b>64,464</b>	<b>102,562</b>	<b>0</b>	<b>93,471</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(85,074)</b>	<b>(64,747)</b>	<b>(77,527)</b>	<b>(59,386)</b>	<b>(97,484)</b>		<b>(89,771)</b>		
<b>299</b>	<b><u>Env Capital &amp; Projects</u></b>									
1074	External Grant	30,000	14,043	5,000	72,674	50,000	0	0	0	0
1075	Sale of Assets	0	2,500	0	22,775	21,600	0	0	0	0
1077	Grant income CBC Section 106	12,700	12,700	0	0	0	0	0	0	0
1091	Income Miscellaneous	0	0	0	994	994	0	0	0	0
1205	S106 Contrib for sport / rec	30,000	0	0	0	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	72,700	29,243	5,000	96,443	72,594	0	0	0	0
4053 Loan payments- Moore Cres. Pav	24,069	24,069	24,069	12,034	24,069	0	24,069	0	0
4851 CAP-Machinery Renewals	20,000	17,607	20,000	36,891	50,000	0	20,000	0	0
4856 CAP - Street Furniture	15,700	10,092	3,000	0	3,000	0	12,000	0	0
4858 CAP - PLAY AREAS & EQPT	10,000	48,000	15,000	0	15,000	0	0	0	0
4862 CAP - Cemetery Provision	0	7,200	16,000	11,317	16,000	0	10,000	0	0
4871 CAP - Pavilion Renovations	50,000	60,000	25,000	22,873	25,000	0	30,000	0	0
4872 CAP - Sport & Recreation	0	3,495	0	0	0	0	0	0	0
4874 CAP - Ford Ranger EN68 VTG	0	0	0	22,520	22,520	0	0	0	0
4875 CAP- Resurf. O/Close Play Area	0	0	0	21,081	21,081	0	0	0	0
4876 CAP - Tithe Farm MUGA	0	0	0	578	578	0	0	0	0
4979 Tfr from Play Areas Reserve	0	0	0	-21,081	-21,081	0	0	0	0
4980 Tr to EMR Pavillion Renovation	0	25,000	0	0	0	0	0	0	0
4992 Trs from Earmarked Reserve	0	-52,000	0	0	0	0	0	0	0
4994 Trs from EMR for Cemetery	0	-4,700	0	0	0	0	0	0	0
4999 Trs to EMR Play Areas	0	0	0	0	0	0	25,000	0	0
5015 Tfr to Capital Receipts Reserv	0	0	0	22,775	22,775	0	0	0	0
5016 Tfr from Capital Receipts Rese	0	0	0	-22,775	-22,775	0	0	0	0
5017 Tfr from Office Provison Reser	0	0	0	-35,000	-35,000	0	0	0	0
5018 Tfr to Pavilion Renov. Reserve	0	0	0	100,000	100,000	0	0	0	0
<b>Overhead Expenditure</b>	119,769	138,763	103,069	171,213	221,167	0	121,069	0	0
<b>Movement to/(from) Gen Reserve</b>	(47,069)	(109,520)	(98,069)	(74,769)	(148,573)		(121,069)		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Environment and Leisure - Income</b>	101,676	68,915	42,210	130,480	111,986	0	39,583	0	0
<b>Expenditure</b>	267,198	259,484	240,708	280,089	373,177	0	319,185	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(165,522)</u>	<u>(190,569)</u>	<u>(198,498)</u>	<u>(149,610)</u>	<u>(261,191)</u>		<u>(279,602)</u>		
<b>Total Budget Income</b>	101,676	68,915	42,210	130,480	111,986	0	39,583	0	0
<b>Expenditure</b>	267,198	259,484	240,708	280,089	373,177	0	319,185	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(165,522)</u>	<u>(190,569)</u>	<u>(198,498)</u>	<u>(149,610)</u>	<u>(261,191)</u>		<u>(279,602)</u>		

**Environment & Leisure Committee**

**201 - Village Green Rec Ground**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>201</b>	<b>1082</b>	<b>Income lettings</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
4,000	3256	3256	

Justification:	
Predicted income from 2 x fair visits (7 days )and 1 x circus visit (8 days) Vision 4.3	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>201</b>	<b>4037</b>	<b>Grounds Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
500	2000	2000	

Justification:	
£500 Provided for general grounds maintenance £1500 to replace rotten sleepers in planting beds £2000 for removal bollards to top end of Recreation Ground for easier access for Fair & Circus (support to remove from budget, need report to committee to decide) Vision'4.5/4.6	


**202 – Village Green Pavilion**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>202</b>	<b>1082</b>	<b>INC-LETTINGS</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	200	200	

Justification:	
Relates to ad hoc lettings for the pavilion.	

Vision 4.3	
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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>202</b>	<b>4011</b>	<b>Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2639	2600	2600	

Justification:	
Rates for VG Pavilion. 2021/2022 with 2% increase	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>202</b>	<b>4012</b>	<b>Water Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1200	1800	1800	

Justification:	
To cover costs.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>202</b>	<b>4014</b>	<b>Electricity</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,015	1350	1350	

Justification:	
To cover costs. Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	


<b>Cost</b>	<b>Code:</b>	<b>Title:</b>	
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<b>centre:</b>			
<b>202</b>	<b>4036</b>	<b>Property Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,000	5100	5100	

<b>Justification:</b>	
£1.2k, Used for general maintenance, pavilion deep clean, fire extinguisher testing, etc £3160 inside decoration – committee to decide which decoration to do £3900 Outside Decoration Note: Electrical inspection due 2024 approx £464.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>202</b>	<b>4038</b>	<b>Maintenance Contracts</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	240	240	

<b>Justification:</b>	
Used for alarm charges and servicing and emergency lighting checks	


**211 - Parkside Rec Gd**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>211</b>	<b>1082</b>	<b>INC-Lettings</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1740	1453	1453	

<b>Justification:</b>	
Fees for pitch hire 1 senior, 1 junior, 2 mini. - depending on hire charge review Vision 4.3	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>211</b>	<b>4013</b>	<b>Rent</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
50	50	50	

Justification:	
Rent payable to CBC as landlord.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>211</b>	<b>4037</b>	<b>Grounds Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2171	1350	1350	

Justification:	
Provided for pitch treatment as per IOG report / Pitchpower report - weedkilling & fertiliser - £600, verti draining £750	
Vision 4.5/4.6	


## 212 - Parkside Pavilion

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>212</b>	<b>4012</b>	<b>Water Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
102	500	500	

Justification:	
To cover costs	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>212</b>	<b>4014</b>	<b>Electricity</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
406	526	526	

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>212</b>	<b>4015</b>	<b>Gas</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
152	200	200	

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>212</b>	<b>4036</b>	<b>Property Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,015	4500	4500	

Justification:	
£1.2k Used for general maintenance, pavilion deep clean, alarm charges and servicing etc. £3300 Pavilion Outside Decoration Note : 5 yrly Electrical inspection due 2024 approx £300	


**221 - Tithe Farm Rec Gd**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>221</b>	<b>1082</b>	<b>INC-Lettings</b>	



2021/22 figure:	2022/23 figure (requested):	Agreed	
3325	2167	2167	

Justification:	
Income from football lettings. 3 senior. 2167 2022/2023. Vision 4.3	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>221</b>	<b>4013</b>	<b>Rent</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
5	5	5	

Justification:	
Annual rent included in lease agreement.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>221</b>	<b>4037</b>	<b>Grounds Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2476	2500	2500	

Justification:	
Used for pitch treatment per IOG Report & Pitchpower and ad hoc external repairs / maintenance. Provided for pitch treatment (weed & fertiliser - £795) (verti draining £750) and any required repairs etc. Vision 4.5/4.6	


**222 - Tithe Farm Pavilion**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>222</b>	<b>4012</b>	<b>Water Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
457	466	466	

Justification:	
Increase in charges. 2021/2022 2% increase	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>222</b>	<b>4014</b>	<b>Electricity</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
711	1050	1050	

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>222</b>	<b>4015</b>	<b>Gas</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
152	200	200	

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>222</b>	<b>4036</b>	<b>Property Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,200	950	950	

Justification:	
Used for general maintenance, pavilion deep clean, alarm charges and servicing etc £1440, Electrical inspection due 2024 approx £400	


**231 - Orchard Close Rec Gd**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>231</b>	<b>1082</b>	<b>INC-Lettings</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2620	2620	2620	

Justification:	
Income from cricket square hire. 2021/2022 £1380 3 x mini football pitches and cricket £1020 Vision 4.3	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>231</b>	<b>4037</b>	<b>Grounds Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1520	2618	2618	

Justification:	
Used for pitch treatment as per IOG Report & Pitchpower reports cricket and football and ad hoc external repairs / maintenance. Provided for pitch treatment (weed & fertilizer £318) (verti draining £500) and any required repairs etc.  Vision 4.5/4.6	


**232 - Orchard Close Pavilion**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>232</b>	<b>4012</b>	<b>Water Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	

355	362	362	
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Justification:			
2021/2022 2% increase			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>232</b>	<b>4014</b>	<b>Electricity</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
275	500	500	

Justification:			
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>232</b>	<b>4036</b>	<b>Property Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
600	720	720	

Justification:			
£720 Used for general maintenance, alarm charges and servicing etc Electrical inspection due 2024 Pavilion outside decoration 2400 – look to include next financial year			


**241 - Moore Crescent Rec Gd**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>241</b>	<b>1082</b>	<b>INC-Lettings</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2125	2167	2167	

Justification:	
2 x senior pitches Income from football 2021/2022 2167 Vision 4.3	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>241</b>	<b>4037</b>	<b>Grounds Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1300	2569	2569	

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


**242 - Moore Crescent Pavilion**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>242</b>	<b>1082</b>	<b>INC-Lettings</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	200	200	

Justification:	
Income from ad hoc lettings. Vision 4.3	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>242</b>	<b>4011</b>	<b>Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
4400	4550	4550	

Justification:	
Legal obligation	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>242</b>	<b>4012</b>	<b>Water rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2500	2550	2550	

Justification:	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>242</b>	<b>4014</b>	<b>Electricity</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1,650	2145	2145	

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>242</b>	<b>4015</b>	<b>Gas</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2500	1500	1500	

Justification:	
Uncertainty at time of preparation over energy prices. Broker suggested a 30% increase across all gas and electric budgets. It may be possible to alter his figure once current work on energy renewals completed.	


<b>Cost</b>	<b>Code:</b>	<b>Title:</b>	

<b>centre:</b>			
<b>242</b>	<b>4036</b>	<b>Property Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2000	2400	2400	

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>242</b>	<b>4038</b>	<b>Maintenance Contract</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
550	561	561	

Justification:	
Covers alarm and CCTV servicing. 2021/2022 2% increase	


**243 - Moore Crescent Bowling Green**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>243</b>	<b>1082</b>	<b>Income – Lettings</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
6000	6120	6120	

Justification:	
Income from bowls green hire. 2022/2023 depending on hire charge review. Vision 4.3	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>243</b>	<b>4037</b>	<b>Grounds Maintenance</b>	

2021/22 figure:	2022/23 figure	Agreed	
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	(requested):		
5550	5691	5691	

Justification:			
Year end treatment (Avonmore £3100) Irrigation Sprinkler Contract 380 Chemical control, Fertilizer, sand, weed killer. <b>2022/2023 2% increase</b> Vision 4.5/4.6			


### 271 - Houghton Regis Cemetery

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>271</b>	<b>1084</b>	<b>Income Burial Fees</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
12000	14000	14000	

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>271</b>	<b>4011</b>	<b>Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1120	1040	1040	

Justification:			
Slight increase suggested. 2021/2022 2% increase			


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>271</b>	<b>4012</b>	<b>Water Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
203	207	207	

Justification:			
2021/2022 2% increase			




<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>271</b>	<b>4020</b>	<b>Misc. Establish. Cost</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
3500	500	500	

<b>Justification:</b>	
Provided to cover miscellaneous costs £200 Software support £300	


### 272 - All Saints Churchyard

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>272</b>	<b>4028</b>	<b>Bedford Road Wall</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1500	1800	1800	

<b>Justification:</b>	
Condition survey received all works undertaken but due to the oldness of this wall at any time work could be required, Vision 4.4	


### 273 – Allotments

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>273</b>	<b>1082</b>	<b>Income – Lettings</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
0	3700	3700	

<b>Justification:</b>	
Income from plot fees. 2022/2023 depending on hire charge. Vision 4.3	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>273</b>	<b>4011</b>	<b>Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
0	1000	1000	

Justification:	
Annual rates anticipated.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>273</b>	<b>4012</b>	<b>Water Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
0	700	700	

Justification:	
To cover 3256 costs	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>273</b>	<b>4018</b>	<b>Waste Disposal</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
0	1000	1000	

Justification:	
To cover costs	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>273</b>	<b>4037</b>	<b>Grounds Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
0	3000	3000	

Justification:	
Grass seed Weed killer Set up costs including numbering of plots  Vision 4.5/4.6	


### 281 - Public Open Spaces

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>281</b>	<b>4037</b>	<b>Grounds Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
500	500	500	

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>281</b>	<b>4217</b>	<b>HHP Project Contribution</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
4353	27,715	27,715	

Justification:	
The JVA provides for continued support from both councils on an 80/20 split should the park and its facilities prove financially unsustainable. The HHP budget forecast suggests that HRTC may need to make a financial contribution of £27715 in 2022/23. Vision 1.1/4.4/4.8	


<b>Cost</b>	<b>Code:</b>	<b>Title:</b>	
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<b>centre:</b>			
<b>281</b>	<b>5002</b>	<b>Tr from EMR Former Railway Line</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
-3000	-3000	-3000	

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


**282 - Play areas (All)**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>282</b>	<b>4017</b>	<b>Health and Safety</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
508	610	610	

Justification:	
To cover any minor repairs and upkeep issues. 2021/2022 2% increase Vision 4.5/4.6	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>282</b>	<b>4037</b>	<b>Grounds Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1523	12228	12228	

Justification:	
£1523 Used to cover fencing and gates, replacement / top up of bark, wet pore repairs etc Additional budget suggested to enable play area fencing to be painted - VG 4800 – PS top & bottom 7040 – TF 5600 – OC 2280 leave until 2023/24 Vision 4.5/4.6	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	

<b>282</b>	<b>4042</b>	<b>Equipment and Repairs &amp; Maintenance</b>	
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2021/22 figure:	2022/23 figure (requested):	Agreed	
4568	5482	5482	

Justification:	
Used to cover smaller scale works to play equipment, signage etc. 2021/2022 2% increase Vision 4.5/4.6	


**283 - Street Furniture (Formerly Bus)**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>283</b>	<b>4036</b>	<b>Property Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
508	610	610	

Justification:	
Used to fund upkeep of seats, fencing, bollards, noticeboards. This budget usually gets spent towards the end of the financial year should it not have been used to rectify any damaged through vandalism etc. 2021/2022 2% increase Vision 2.4/3.7	


**291 - Outside Services**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>1091</b>	<b>Income of Miscellaneous</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
5,000	3700	3700	

Justification:	
Relates to income from contracts delivered to outside organisations. (HHP, Focus School, CBC (Blue Water, Sewell) etc). Vision 4.7	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4006</b>	<b>Protective Clothing</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1269	1523	1523	

Justification:	
Used for grounds staff PPE. 2021/2022 2% increase	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4008</b>	<b>Training/Courses</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
3000	3000	3000	

Justification:	
Used for grounds staff training.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4011</b>	<b>Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
8800	8976	8976	

Justification:	
Annual rates for workshop.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4012</b>	<b>Water Rates</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
914	1015	1015	

Justification:	
<b>2021/2022 2% increase</b>	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4013</b>	<b>Rent</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
15500	15500	15500	

Justification:	
Workshop rent.	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4014</b>	<b>Electricity</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1820	2370	2370	

Justification:	
To cover costs. <b>2021/2022 30% increase</b>	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4015</b>	<b>Gas</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
102	132	132	

Justification:	
To cover costs. 2021/2022 30% increase	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4017</b>	<b>Health &amp; Safety</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
508	518	518	

Justification:	
Used for ad hoc health and safety issues. 2021/2022 2% increase	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4018</b>	<b>Refuse Disposal</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
18,300	22000	22000	

Justification:	
This budget conglomerates cemetery skip costs and general waste. It has been increased to cover additional costs associated with the Town Ranger work Costs for Waste Disposal 1 skip per month 1500 Disposal of Green Waste 1350 x 2  Vision 2.1/2.2	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4020</b>	<b>Misc. Establish. Cost</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	600	600	

Justification:	
240 Used for ad hoc costs re outside services. 360 for replacement dog poo bags for dispensers Vision 4.7	


<b>Cost</b>	<b>Code:</b>	<b>Title:</b>	
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<b>centre:</b>			
<b>291</b>	<b>4021</b>	<b>Communication Costs</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
150	150	150	

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4025</b>	<b>Insurance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
200	200	200	

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


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4036</b>	<b>Property Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
1000	1200	1200	

Justification:	
£1200 Used for general maintenance, alarm charges and servicing etc	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4038</b>	<b>Maintenance Contracts</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
600	612	612	

Justification:	
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Alarm servicing and maintenance	
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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4039</b>	<b>Horticultural Supplies</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2030	2436	2436	

Justification:	
Summer and winter bedding plants. 2021/2022 2% increase	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4040</b>	<b>Tree Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2,000	10000	10000	

Justification:	
Tree work arising from tree survey in May 2021 and recommended to be completed within 1 year Vision 4.5	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4041</b>	<b>Tree Survey</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
6000	575	575	

Justification:	
Annual survey of high risk trees £575. Full Tree Survey due 2024/25 estimated price £6500. Vision 4.5	

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<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4042</b>	<b>Equipment Repairs &amp; Maintenance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
8,120	9744	9744	

Justification:	
Repair and servicing costs reduced due to new machinery and in-house servicing. 2021/2022 2% increase	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4044</b>	<b>Vehicle Fuel</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
9,000	10000	10000	

Justification:	
Fuel for grounds machinery	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4045</b>	<b>Vehicle Tax &amp; Insurance</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
900	920	920	

Justification:	
Used for vehicle tax. 2021/2022 2% increase	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>291</b>	<b>4059</b>	<b>Other Professional Fees</b>	

2021/22 figure:	2022/23 figure	Agreed	
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	(requested):		
2,000	2000	2000	

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


### 299 - Env Capital & Projects

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
24,069	24069	24069	

Justification:		
Loan repayments due until 2033. Vision 4.7		


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
20,000	20000	20000	

Justification:		
Used to enable the council to budget an annual amount to support a programme of machinery replacement.		


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

2021/22 figure:	2022/23 figure (requested):	Agreed	
3,000	12000	12000	

<b>Justification:</b>	
3000 Used for new / replacement street furniture (seats, noticeboards, bollards, fencing) 1300 extra for further 2 benches at Parkside rec grd Renovation of Town Sign Planting Bed outside Memorial Hall – <del>Brick Built</del> £5984 or Wooded Sleeper Built £3720 3700 additional funding required for Parkside Family area Vision 4.7	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>299</b>	<b>4862</b>	<b>Cap-Cemetery Provision</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
16000	10000	10000	

<b>Justification:</b>	
Implementation of new area completed. In future budget will be required for the purchase of additional sanctums. This budget suggestion would be to help fund the development of a new cemetery, in particular Grendal Lane	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>299</b>	<b>4871</b>	<b>Cap- Pavilion Renovations</b>	

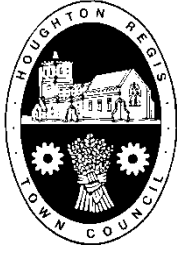
2021/22 figure:	2022/23 figure (requested):	Agreed	
25,000	25000	30,000	

<b>Justification:</b>	
£25k Suggested to part fund Tithe Farm All Weather pitch project. It is suggested that this budget should not be removed as it is likely that HRTC will have to borrow to see this project develop and this line in the budget could be used to evidence the council's ability to repay any subsequent loan. As members are aware from the Tithe Farm All Weather project report the funding for this project is still a work in progress , it is likely that this budget will be revised as work progresses. Vision 4.7	


<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>299</b>	<b>4999</b>	<b>Cap- Play Areas</b>	

2021/22 figure:	2022/23 figure (requested):	Agreed	
10,000	10000	25,000	

<b>Justification:</b>	
£10k Suggested to build up fund to replace play areas Vision 4.7	

<b>Date:</b>	<b>14<sup>th</sup> February 2022</b>
<b>Title:</b>	<b>TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE</b>
<b>Purpose of the Report:</b>	<b>To update members on the Tithe Farm Recreation Ground Sports Project.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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## **1. RECOMMENDATION**

- 1. To appoint Company B as the contractor to deliver the Tithe Farm All Weather project pavilion and associated works;**
- 2. To support the operational site management being undertaken by the Bedfordshire Football Association and for a draft agreement to be developed for formal consideration;**
- 3. To request that Town Council consider and approve an application to the Public Works Loan Board for borrowing of £500,000**

## **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 (FF).

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*

An application to register the land was made to the Land Registry (October 2020). There were a number of legal complications dating back to the original transfer. Ultimately it was decided to apply to the Land Registry for a 'Good Lease', this is hopefully a simpler

process. This application has been made. A ‘good lease’ once secured will satisfy the Football Foundation requirements.

### *Planning*

The planning application was submitted to CBC late August and has been validated. It was due to be determined just prior to Christmas but an issues arose at the last minute and it is now being presented for determination to the CBC Development Management Committee (DMC) on 16<sup>th</sup> February. The Clerk has registered to speak in support of the application, members are requested to consider who would be best placed to do this. to speak at DMC representatives have to attend in person. (*please note that the Clerk is booked to attend a SLCC Conference that day*)

### *Pitch tenders*

Members were previously advised that 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 cost. The cost for this is an extra £106,512.35.

### *Pavilion tender*

An open tender process ran twice but was unsuccessful in securing any suitable tenders. On the advice of the Design Consultant a closed tender process ran in January 2022. An invitation to tender was sent to a restricted number of suitable firms. This secured 2 tender returns. Members will find attached a basic tender summary at Appendix A. It is hoped to share a more detailed summary ahead of the meeting.

The project team meet to review in more detail the tenders and to consider the funding implications / affordability.

### *Scope of the Scheme*

The costings have been based on the stated desire to provide an all-weather pitch and changing facility with a community space. The costings also reflect on the anticipated requirements of the planning permission, specifically to include an extension to the car park.

Within the project there remain some issues for members to determine:

1. Installation of a ground source heat pump – this has been included in the project cost at a value of £20,000. It is not however essential to the project and members may determine whether to include it or not. Removal of this element would save £20,000 from the project cost.
2. The extension to the car park is included as it is a requirement of planning permission. However excluded, on the grounds of affordability, is a refurbishment of the existing car park. At present it is envisaged that the extension will be delivered by the pavilion contractor at a cost of £38,500. However if members were minded to include a refurbishment of the existing as well, both the refurbishment and extension would be completed by the pitch contractor at a cost of £106,512.35 as this represents the most affordable option. This represents a net increase in costs of £68,012.35. There is scope within the EMR 322 to cover this additional expense. However this would remove any contingency the council would have to fund any unforeseen expenses or fund any soft fixtures and fittings as necessary. Appendix A only includes for the car park extension and not the refurbishment of existing



### *Operational Site Management*

Over the last few months members have considered options for the operational management of the site. These discussions have led us to focus on 2 options:

- In house operational site management
- Out sourced operational site management to the Beds FA

Members were invited to a meeting / presentation by the Beds FA in December 2021. At this session the Beds FA outlined operational site management issues and options. Effectively the Beds FA would be responsible for all matters relating to the management of the site including hires (bookings, fees etc), premises & facilities management, utility costs, repairs and upkeep, pitch sinking fund. The Beds FA is a not for profit organisation and would look to establish a fee structure to cover the costs of provision.

Given the Beds FA expertise over this type of facility management, it is suggested that this is the most suitable way forward. a draft agreement would be developed and presented to members for formal approval.

## **4. PROJECT FUNDING**

Please refer to Appendix A.

The funding available to this project is shown in the first section of Appendix A. Of note:

- the requirement for the Town Council to support the project through a Public Works Loan to the value of £500,000
- the application to the Football Foundation is £950,000

Should members decide to make any alterations to the scheme as detailed in point 1 and 2 in Section 3, this would have an impact on Appendix A.

## **5. PROJECT TIMELINE**

Details will be circulated prior to the meeting.

## **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**

- A recommendation to Town Council for borrowing approval is included.

### **Legal Implications**

- A contract with the Beds FA needs to be developed and approved should the council decide to proceed with this option for operational site management.
- Legal advice may be required in relation to this contract.

### **Financial Implications**

- The financial implications are significant and are outlined in the report.

### **Risk Implications**

- The main risk to this project is the success of the Football Foundation grant application. .

### **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

Many positive steps have been taken forward in relation to this project. This report presents a number of key considerations to members especially around the finances of the project and the long term management.

## 9. APPENDICES

- Appendix A TENDER SUMMARY**
- Appendix B PROJECT FUNDING**

**TENDER OPENING****PROJECT REF NR:** 324-1**PROJECT TITLE:** Community Enhancements/Improvements**ADDRESS:** Tithe Farm Recreation Ground, Houghton Regis, Dunstable, LU5 5JD**Date:** 28<sup>th</sup> January 2022**Issued by:**

	<b>TENDERER</b>	<b>TENDER VALUE (£GBP)</b>
	Company A	1,106,332.07
	Company B	995,968.369

Witness 1:

Clare Evans

(signature and printed name)

 CLARE EVANS

Witness 2:

Cllr Tracey McMahon

(signature and printed name)

 TRACEY MCMAHON

## Tithe Farm Recreation Ground

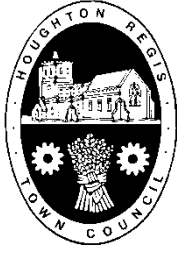
Cost Summary- Option C (Clubroom/ No works to existing pavilion/ retain existing car park)

3rd February 2022

Project Reference: 324-1 - Football Development Centre

Notes	£GBP
CBC s106	160,000.00
HRTC deferred income	230,575.00
<b>Town Council PWBL</b>	<b>500,000.00</b>
CBC s106	38,020.00
HRTC- EMR322	160,341.06
CBC Community Asset Grant	25,000.00
Request to Football Foundation	950,000.00
<b>Shortfall</b>	<b>0.00</b>
<b>0 Project Budget</b>	<b>£ 2,063,936.06</b>

		£GBP	Notes
<b>1.1 Works Costs</b>			
1.1.1 Pavilion	Taken from QS cost plan	567,072.00	Based on 4 changing room pavilion only (see adjustments for clubroom costs)
1.1.2 External works			
- Drainage	Taken from QS cost plan	109,500.00	
- External services	Taken from QS cost plan	19,000.00	Provisional allowance
- Roads/ paving/ landscaping etc.	Taken from QS cost plan	35,881.00	Excludes resurface of car park
1.1.3 Refurbishment/ part demolition of existing pavilion		-	Excluded
1.1.4 Provisional Sums	Taken from QS cost plan	13,000.00	
<b>1.2 Adjustments</b>			
1.2.1 Omit prov sums for external services		19,000.00	
1.2.2 New power supply		20,000.00	Provisional Sum
1.2.3 New water supply		5,000.00	Provisional Sum
1.2.4 Gas supply		-	N/A
1.2.5 Omission of drainage scheme		109,500.00	
1.2.6 Addition of revised drainage scheme		34,300.00	Reduced scope. Fieldturf to attenuate pitch to Anglian Water requirements.
1.2.7 Addition of grass-protecta car park		38,500.00	Reduce scope to fit budget
1.2.8 BREEAM		10,000.00	
1.2.9 Extra over for clubroom		213,087.00	
1.2.10 ASHP's		20,000.00	
1.2.11 Main contractors oh/p		6,733.55	
<b>1.3 Main Contractor Costs</b>			
1.3.1 Main contractor design fees	Taken from T&B tender	61,945.00	Development from RIBA Stage 4
1.3.2 PCSA costs	Taken from T&B tender	16,800.00	
1.3.2 Main contractors oh/p	Taken from T&B tender	25,775.86	Priced at 3.5%
1.3.3 Preliminaries	Taken from T&B tender	116,142.32	Based on 28 weeks
1.3.4 Contingency	Taken from T&B tender	30,000.00	
<b>Pavilion Sub-total</b>		<b>1,194,236.73</b>	
<b>2 FTP</b>			
2.1 FTP		761,434.00	PCH still have limited information on what is included within this figure at this stage
<b>FTP Sub-total</b>		<b>761,434.00</b>	
<b>3 Statutory Fees</b>			
3.1 Planning			
- Pre-App	Central Beds	1,258.96	
- Application fee	Central Beds	1,178.33	
- Discharge of conditions	say	190.00	Dependent upon approval
3.2 Building Regulations		-	Included in T&B tender and FTP tender
		<b>2,627.29</b>	
<b>4 Professional Fees</b>			
4.1 PCH fees to support of grant		5,000.00	
4.2 Client side Project Management/ Architecture/ QS/ Client side M&E on pavilion	6.5%	77,625.39	
4.3 Project Management for FTP/ Framework Administrator	RLF	-	Outside of project cost
4.4 Structural/Civil Engineer	Inertia	950.00	SUDS strategy for planning
4.5 M&E and Sustainability strategy	Bannerman Consulting Engineers	2,560.00	To support planning and tender process
		<b>81,135.39</b>	
<b>5 Surveys/Reports/Other Costs</b>			
5.1 Topographical Survey	By JPP		
5.2 Geotechnical Surveys	By JPP		
5.3 Bid support	Castele	6,930.00	
5.4 Legal Fees		2,000.00	Provisional allowance
5.5 Furniture		-	Fixed furniture included
5.6 Land registry costs		TBC	
5.7 OS Maps		572.66	
5.9 Drainage to the existing car park		15,000.00	Potential planning obligation
		<b>24,502.66</b>	
<b>6 VAT</b>			
		-	Dependent on specialist advice
		-	
<b>ANTICIPATED PROJECT COST</b>		<b>£ 2,063,936.06</b>	



## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 9

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<b>Date:</b>	<b>14<sup>th</sup> February 2022</b>
<b>Title:</b>	<b>Recreation Land And Facilities Within Bidwell West</b>
<b>Purpose of the Report:</b>	<b>To update members on the recreation land and facilities within Bidwell West.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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1. *This report is provided for information purposes.*

### 2. **BACKGROUND**

At Town Council on 7<sup>th</sup> October 2019 the following was resolved:

*To confirm to Central Bedfordshire Council that HRTC agree to take on under a lease the management and maintenance of the following areas within HRN2 subject to the associated s106 funding being provided:*

1. *Play areas – PA1-PA5*
2. *Formal Park – inc PA6 and drainage areas*
3. *Public sports pitches – 6.79ha Parcel Z*

This report updates members on this.

### 3. **ISSUES FOR CONSIDERATION**

Within area PA6 the developer has installed formal football pitches. These have been quality assessed and found to be well installed. They need to remain unused for a 12 month period to settle and establish. At the end of this time they will be assessed again and hopefully signed off and available for use. It is thought that the pitches will be available for use November 2022 onwards.

The sports pitches are to be supported by a changing pavilion. It is understood that a planning application for this is due to be submitted imminently. It is anticipated to have pavilion available at same time as pitches.

CBC are aware that HRTC is keen to take on open space within the larger site. Preliminary discussions are being booked in.

## 4. COUNCIL VISION

### Aspirations

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

### Objective 4: Our community

- 4.1 To create or enhance community facilities which support community development and cohesion
- 4.3 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

### 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

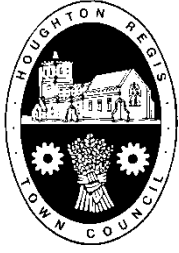
There are no press implications arising from the recommendations

## 6. CONCLUSION AND NEXT STEPS

The gradual emergence of facilities within Bidwell West is to be welcomed to support new residents already living there. In due course the council will need to secure legal support for the transfer of land and facilities and will need to consider internal resources to manage these facilities.

## 7. APPENDICES

**None**



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**COMMUNITY SERVICES COMMITTEE****Agenda Item 10**

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<b>Date:</b>	<b>7<sup>th</sup> February 2022</b>
<b>Title:</b>	<b>CHRISTMAS LIGHTS</b>
<b>Purpose of the Report:</b>	<b>To consider options for the towns Christmas Tree and an extension to the Christmas lights display for 2022.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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**1. RECOMMENDATION**

**To seek to site a 6-8ft living Christmas Tree on the Village Green in a location agreed with Environment & Leisure Committee, subject to satisfactory investigations being completed on underground services, with the hope that this becomes the town's Christmas tree in 5-10 years time when it should have reached a suitable size.**

**2. BACKGROUND**

At Community Services Committee on 6<sup>th</sup> September 2021 it was requested that the community be consulted on the idea of a more sustainable Christmas tree option and the relocation of the Christmas Tree to All Saints View. The findings of the consultation are now reported back.

**3. ISSUES FOR CONSIDERATION***Christmas Tree Location*

As requested (Minute 11740) feedback was sought via social media on the location of the towns Christmas tree and specifically the possible location outside of All Saints View (ASV). In general there was strong support for a living tree but not directly outside ASV, but in a location on the Village Green.

Should members be minded to support this location the following additional work needs to be completed:

- Identify exact location – this would need to be completed in conjunction with the Environment & Leisure Committee. A possible suitable location would be

where the current middle planting bed is

- check for underground services – dependent on size of tree to be purchased,
- installation of power to the tree (possibly from streetlight column) – this work could happen further down the line when the tree was large enough to use as the towns Christmas tree

The Head of Grounds has suggested that the council would need to purchase 6-8ft high tree, this would grow at approximately 1-2ft per annum as this size tree has a higher chance of surviving the relocation compared to larger more established trees. If this was followed the living tree would become the towns Christmas tree in 5-10 years time. In the meantime the council would continue to source a cut tree and install in Bedford Square.

As members are aware the council holds a Christmas lights switch on event. In the current location of Bedford Square this event can happen very safely. Should the tree move to the Village Green, consideration would have to be given as to how this event could continue to run safely.

#### *Christmas lights extension*

Once the street column lights are removed they are checked over for defects and required repairs. A report with costings is then presented to the Clerk for consideration. In some cases it is not economically viable to repair a light and when this is the case a new light is purchased. It is hoped that this year there may be sufficient budget to consider extending the Christmas lights scheme and as such members views and suggestions are invited. One suggestion is that tree lights could be installed in the trees located in the churchyard but fronting the All Saints car park. This has not been costed. Members views are invited.

## 4. COUNCIL VISION

### **Aspirations**

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**

3.6 To provide Christmas lights

3.8 To support local businesses and retailers

## 5. IMPLICATIONS

### **Corporate Implications**

- Implications for other committees – refer to Environment & Leisure Committee re possible Village Green location

### **Legal Implications**

- There are no legal implications arising from the recommendations

### **Financial Implications**



- There are no financial implications arising from the recommendations

**Risk Implications**

- There are no risk implications arising from the recommendations

**Equalities Implications**

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

This project / issue does not discriminate.

**Press Contact**

There are no press implications arising from the recommendations

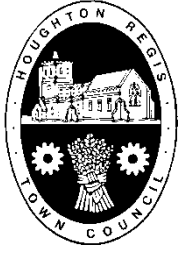
**6. CONCLUSION AND NEXT STEPS**

The progressive move towards a living tree as the town's Christmas Tree is supported by the Vision and would be a long lasting, environmentally sound solution to provide this service.

**7. APPENDICES**

**None**





## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 11

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<b>Date:</b>	<b>14<sup>th</sup> February 2022</b>
<b>Title:</b>	<b>VILLAGE GREEN ALTERATIONS</b>
<b>Purpose of the Report:</b>	<b>To consider an enhancement to the Village Green incorporating hard and soft landscaping works.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

**To support the enhancements outlined to the Village Green provided the funding is confirmed.**

### 2. BACKGROUND

This report presents a suggestion for a landscaping enhancement to the Village Green which incorporates the Plant a Tree for the Jubilee initiative and the Welcome Back Fund (WBF).

### 3. PROJECT SUMMARY

#### *Welcome Back Fund*

Members have informally been kept up to date with ideas and suggestions under the WBF. More detail is provided in Appendix A. Essentially this element of the project was to create a new pedestrian access point in the railing bounding the Village Green and East End with seating and soft landscaping and to provide a town centre based welcome back event.

It is highlighted to members that contact was made with CBC around the safety of creating a pedestrian entrance onto East End. CBC Highways advised that as the land and the fence was HRTC property we were able to do this but they did support a staggered entrance to prevent direct running out onto the road.

#### *Plant a Tree for the Jubilee*

As members are aware this is a national initiative as part of the Queen's Platinum Jubilee celebrations. To enhance the new gateway (create under the WBF) it is suggested that some soft landscaping works also take place, to support this an application has been made to CBC under the Plant a Tree Grant scheme. Funding has been applied for 5 trees (fruit bearing) and willow hedging. These trees will be used to commemorate the Jubilee. A decision on this application is awaited.

## 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

- 1.5 To increase edible planting
- 1.6 Enhance biodiversity and support wildlife

### Objective 2: A Greener Cleaner Houghton Regis

- 2.3 To encourage sustainable transport including use of public transport, walking and cycling

### Objective 3: A safe and vibrant town

- 3.8 To support local businesses and retailers

### 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

## 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 implementation of this project is dependent on grant sources being confirmed..

### Risk Implications

- The main risk to this project is the success of the grant applications.

### 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**

this project will achieve a town centre action plan to help shape the work of the council going forwards and to support local retailers and the town centre. It will also improve significantly the linkage between the town centre and important local heritage assets and finally it will offer the community a welcome back event to celebrate the town centre.

**7. APPENDICES**

**Appendix A**    **WBF project summary**

## Welcome Back Fund

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### Agreed by Task & Finish Group

- Production of an Action Plan

And if funding allows:

- Installation / refresh of signage and floor markings to encourage footfall into the town centre from local residential areas and local facilities;
- Modernisation of cycle parking provision in the town centre to provide an attractive and fit for purpose facility.
- A publicity campaign focused on visitor's role in ensuring that the local economy can reopen safely safe whilst promoting sustainable transport into the town centre to boost footfall and encourage people back into the high streets

Support expressed through Member Open Session on 18<sup>th</sup> Jan

- There was some agreement about the value of a singular event.
- It was discussed whether this might take place on the High Street, the green or HH Park: while noting the value of HH Park, it was noted that the High Street would encourage greater synergy for local businesses.
- There was also some interest in organised musicians/ busking over a series of weekends to stimulate life and activity at peak times.

### Going forwards

Time is limited so this suggestion tries to focus on what is achievable whilst also delivering some valued outcomes for the community and the town centre.

<p><b>Production of an Action Plan</b></p>	<p>In accordance with the HRTC funding application HRTC are looking to develop an action plan to future proof the town centre (reflecting on outcomes of the Town Centre survey completed in 2019) to encourage safe access into the town centre focusing on sustainable transport options specifically walking and cycling.</p> <p>The Action Plan is to identify opportunities, levers, blockages / constraints and to develop short, medium and long term actions.</p> <p>The Action plan should include:</p> <ol style="list-style-type: none"> <li>1. Overarching strategic statement</li> <li>2. 10 guiding principles</li> </ol> <p>Action points</p>	<p><b>Approx £8000</b></p>
<p><b>Physical</b></p>	<p>Willow walkway/s on Village Green linking Town Centre with heritage assets of Village Green and HHP. To be supported by public seating and landscaping (tie in with Plant a Tree for the Jubilee and living Christmas Tree). Locations include</p>	

	<ol style="list-style-type: none"> <li>1. North west corner – sits on desire line between TC and VG, paving poor and no safe highway crossing</li> <li>2. Central opposite town sign / Memorial Hall – relocation of 2-3 fence panels further back onto Green, hard surfacing to be installed to avoid creating a muddy entrance, would promote safe road crossing, could change desire line, seating (2 benches and a bin), willow fencing, 2 ‘jubilee dedicated’ trees</li> <li>3. If both to be delivered, consider a 3<sup>rd</sup> in north east corner to balance</li> </ol> <p>The WBF is only likely to support 1 walkway. However the scheme could be extended in future if desired.</p> <p>If funding allows to seek to install new flags on entrance to Bedford Square – fits under Signage</p>	<b>£5000</b>
<b>Social</b>	<p>Host a welcome back event comprising:</p> <ul style="list-style-type: none"> <li>• Heritage (sponsored walk) concluding through walkway and into Bedford Square. – Friday 11<sup>th</sup> March or Saturday 12<sup>th</sup></li> <li>• Music through the Ages / decades event in Bedford Square. Tie in with heritage walk. Stage, music, bands</li> <li>• Tea and cake in town centre</li> </ul>	<b>£2000</b>

**Boxes that this project ticks:**

- Secures a Town Centre action plan which can be used to attract subsequent investment;
- Enhances the Green
- Improves linkage between centre and Green / Highlights safe route between centre and Green
- Delivers on Plant a Tree for the Jubilee
- Could design in a suitable location for the Living Christmas Tree
- Additional seating and bins on The Green
- Could link in with Memorial Hall and the Green outside the Hall – possible to plant a tree (Jubilee and to mark the historic Pound Tree), could consider dedicating one of the benches to commemorate the 65<sup>th</sup> birthday of the Hall
- Provides a town centre event
- Raises the profile of HRHS and Jewels as key event partners



### Google Earth image of Village Green – annotated

(Key: Purple shows section of fencing to be moved back onto Green flanked by willow fencing to create feel of an entrance, red dot shows possible location of a town Christmas tree, pink dots show Jubilee Trees, yellow dots show other possible entrances, brown shows bench locations)



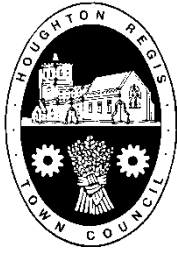
### Example of Willow fencing – to be used to create a walkway





Example of new bench





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**ENVIRONMENT & LEISURE COMMITTEE****Agenda Item 12**

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**Date:** 14<sup>th</sup> February 2022

**Title:** Hire Fees For Village Green Pavilion And Moore Crescent Pavilion

**Purpose of the Report:** To enable members to set the hire fees for the Village Green Pavilion And Moore Crescent Pavilion.

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

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**1. RECOMMENDATION**

To approve the Environment & Leisure Schedule of Fees for 2022/23 for Village Green Pavilion And Moore Crescent Pavilion.

**2. BACKGROUND**

At the last meeting of the committee members considered the fees and charges under the control of this committee. There was some discussion in particular over the pavilion hire fees and it was agreed to defer consideration until this meeting pending further information on frequency of hires and marketing of the premises.

**3. ISSUES FOR CONSIDERATION***Frequency of hires*

This information is provided for the current financial year and the preceding 3 years to take account of the impact of the pandemic:

Year	Village Green Pavilion	Moore Crescent Pavilion
2018/19	14	2
2019/20 (pandemic)	7	2
2020/21 (pandemic)	0	0
2021/22	10	24

*Marketing*

Since the last meeting the following marketing has taken place –

1. Monthly social media posts promoting availability scheduled in
2. Poster placed in the noticeboards
3. Availability of hire on the website on front page.
4. An article to be placed in each Town Crier from March 2022
5. Banner being made up for each venue saying ‘Hall for Hire, Contact HRTC for more info’

Members are also advised that a couple of schools were contacted to see if they could help promote, unfortunately schools were unable to do so.

Previously recommended to set the fees as shown in Appendix A which remain the same as in 2021/22.

(Please note: all fees shown have been agreed except those shown under Miscellaneous Fees)

Members are requested to consider and to set the fees for these pavilions for 2022/23.

#### 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**

The fees suggested for the hire of the Village Green pavilion and Moore Crescent Pavilion remain affordable. Both premises have hire limitations (Village Green pavilion – no car parking adjacent, and Moore Crescent pavilion only available October to March) and as such it is suggested that frequent hire are unlikely. Possibly by keeping the premises affordable additional hires may be secured with the additional marketing in place.

## **7. APPENDICES**

**Appendix A:** Environment & Leisure Fees 2022/23



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr C Copleston** Tel: 01582 708540  
 Town Clerk: **Clare Evans** Email: info@houghtonregis.org.uk

## ENVIRONMENT FEES 2022-23

### SPORTS FEES

2022-23

#### Football Pitch fees

Pitch size	Annual Fee	Per Game fee
Senior		
• 11 v 11	£624 per team	£63 + VAT
Youth		
• 11 v 11	£338	£32 + VAT
• 9 v 9	£338	£32 + VAT
Mini		
• 7 v 7	£235	£25 + VAT
• 5 v 5	£235	£25 + VAT
Pre season ad hoc pitch hire	N/A	£67 + VAT

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

#### Cricket fees

Hire of the Cricket Pitch & Pavilion (Orchard Close) £ 1040 per season

#### Bowls Green

Hire of Bowls Green £ 5202 + VAT

### LEISURE FEES

2022-23

Hire of the open space for Fun Fairs & Circus £ 151 /day opening  
 Allotment Plots in the region of 125m<sup>2</sup> (half plot) £75 per annum  
 Allotment Plots in the region of 250 m<sup>2</sup> (full plot) £100 per annum  
 Allotment Deposit (to be returned on completion of tenancy should plot be left in a reasonable condition.) £50 per plot

**MISCELLANEOUS FEES****2022-23**

Hire of The Green pavilion £6 per hour for Houghton Regis residents / HR community groups  
 £24 per hour for all other hirers  
 £24 per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.

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

*Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £30 + VAT*

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

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

*Where a member of staff has to open and close for a letting in the evening or at weekends, there will be an additional charge of £30 + VAT*

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

**GROUNDS MAINTENANCE****2022-23**

Ground Maintenance (ad-hoc) £37 per hour + VAT per person  
 Ground Maintenance (CBC inc HHP) £20 per hour + VAT per person

**Note**

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

14<sup>th</sup> February 2022

Aspiration	How	Delivery timeframe	Resource requirement	Committee	Work to date - Environment and Leisure	Update	Project shape
To develop and enhance <b>partnerships</b> between HRTC, stakeholders, partners, community groups and residents	<ul style="list-style-type: none"> <li>To engage with partners to support the enhancement of services within the town</li> </ul>	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"> <li>Continued support for Houghton Regis Helpers</li> </ul>

	<ul style="list-style-type: none"> <li>To press for the enhancement of services as required</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required		
	<ul style="list-style-type: none"> <li>To engage in the development of the strategic growth areas and to ensure integration between the existing town and the new areas</li> </ul>	Ongoing	Staff time	As applicable	HRN2 Allotment provision		<ul style="list-style-type: none"> <li>Consideration given to electronic notice boards to enable news and event updates relevant to the town. (this could prove cost prohibiting)</li> </ul>
	<ul style="list-style-type: none"> <li>To respond and participate in consultation processes</li> </ul>	Ongoing	Staff time	As applicable	CBC Public Realm project - Town Ranger. Agreed	Town Ranger employed 3 days per week	
To effectively and proactively <b>represent</b> our community	<ul style="list-style-type: none"> <li>To engage with partners on issues extending beyond the scope of the town council notably but not restricted to: town</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required		<ul style="list-style-type: none"> <li>Highlight the continued work by the council in the search for land for allotment use.</li> </ul>



	centre, planning and the growth area, transport and car parking, sport,						<ul style="list-style-type: none"> <li>● Highlight the continued work that the council is completing to continue to search for land for a new cemetery provision</li> </ul>
	leisure and recreational facilities, education and health						<ul style="list-style-type: none"> <li>● To promote the development of a new community sports hall</li> </ul>
To ensure the <b>council</b> is fit for purpose and efficient in its delivery of services	<ul style="list-style-type: none"> <li>● Regular review of services (in particular events, communications and software packages)</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required		<ul style="list-style-type: none"> <li>● Use of social media tools to analyse statistics of visitors to the site to determine popular posts</li> <li>● Using data statistics to produce tailored posts of interest</li> <li>● Updating and revitalisation of the Town Council website</li> </ul>

	<ul style="list-style-type: none"> <li>Regular review of facilities and premises</li> </ul>	Ongoing	Staff time	E&L	<p>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.</p>	<p>Members approved the Environment &amp; Leisure Schedule of Fees for 2021/22 at the meeting held on 2nd November 2020</p> <p>Members approved the Environment &amp; Leisure Schedule of Fees for 2022/23 at the meeting held on 15th November 2021</p>	<ul style="list-style-type: none"> <li>Producing positive news stories for social media</li> <li>Encourage feedback from residents on events and activities</li> <li>Encourage feedback on the councils sports facilities and services</li> <li>Using online survey tools to encourage feedback</li> <li>Use of website to promote and offer a paper based survey to reach residents not on social media platforms</li> <li>Promoting the opportunity to give</li> </ul>
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							feedback using advertising banners on the Village Green railings and other prominent highly visible areas within the town
	<ul style="list-style-type: none"> <li>Maximise income opportunities (investments, chargeable services, hire charges / fees)</li> </ul>	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"> <li>An increase in sports facility fees</li> <li>An increase in cemetery fees</li> <li>Use of communications to promote and advertise the availability of pavilion hiring</li> <li>Increase the pavilion hiring fees</li> <li>Increase the hirability of pavilions by offering a longer hiring duration</li> </ul>

			Income opportunities				
Objective 1: Grow your own							
1.1 To support HHP kitchen garden	<ul style="list-style-type: none"> <li>Staff support – grounds</li> </ul>	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"> <li>Continue to support Houghton Hall Park on an ad-hoc basis</li> </ul>
	<ul style="list-style-type: none"> <li>Promotion</li> </ul>	Ongoing	Staff time				<ul style="list-style-type: none"> <li>Using social media platforms the council can assist in promoting events and activities on behalf of Houghton Hall Park</li> </ul>
	<ul style="list-style-type: none"> <li>Finance</li> </ul>	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	<ul style="list-style-type: none"> <li>To work with promoters of development sites</li> </ul>	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 Tenancy agreement agreed	<ul style="list-style-type: none"> <li>To initially develop and establish allotments</li> </ul>
	<ul style="list-style-type: none"> <li>Promotion</li> </ul>	Ongoing	Staff time				
1.5 To increase edible planting	<ul style="list-style-type: none"> <li>Provide fruit bushes and fruit trees</li> </ul>	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

							<p>support the search for available land</p> <p>Use of communications to promote the initiative as a community project</p> <p>Identify each edible plant to educate and enhance residents experience</p>
1.6 Enhance biodiversity and support wildlife	<ul style="list-style-type: none"> <li>Wildflower planting</li> </ul>	2020	£300	E&L	<p>There is some funding available within the Horticultural budget for this project. Members are invited to discuss.</p>	<p>Committee report included in 22nd February agenda re tree / shrub planting.</p>	<ul style="list-style-type: none"> <li>Using companion planting to enhance the edible planting areas to encourage wildlife</li> <li>Develop a community project creating insect hotels to be placed in and around the town</li> <li>Creating natural habitats for wildlife i.e. selectively leaving</li> </ul>

							felled tree boughs on the ground <ul style="list-style-type: none"> <li>Offering information and educational materials on website on creating and caring for your own bug hotel</li> </ul>
	<ul style="list-style-type: none"> <li>Enhance biodiversity within current assets (old section of cemetery, HHP, DKD, hedgerows)</li> </ul>	2020	N/K	E&L	This project is interlinked with above.		
<b>Objective 2: A Greener Cleaner Houghton Regis</b>							
	<ul style="list-style-type: none"> <li>Offer recycling within open spaces</li> </ul>	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"> <li>Parkside, Tithe Farm recreation grounds</li> </ul>	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 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"> <li>Contact to be made with professional provider when they re-open.</li> </ul>



					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. Members visited Cranfield and agreed to invite F.A. to come and present to Cllrs	
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**Objective 4: Our community**

4.1 To create or enhance community facilities which support community development and cohesion	<ul style="list-style-type: none"> <li>Development of a sporting hub and all-weather pitch</li> </ul>	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	
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			Staff time			staff office, servery, and spectators toilets at a cost of £1,350,000. Update reports provided at each Committee mtg. seating agreed for Parkside Recreation Ground	
	<ul style="list-style-type: none"> <li>Work with partners on the delivery of community facilities with the strategic growth area</li> </ul>	2020	N/K				
4.2 To enhance existing facilities to enable improved community use and accessibility	<ul style="list-style-type: none"> <li>Village green pavilion refurbishment</li> </ul>	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"> <li>To freshen the paintwork of the pavilion interior</li> </ul>
			Staff time				<ul style="list-style-type: none"> <li>To install and offer WIFI to the</li> </ul>

							users of the pavilion
4.4 To help to protect and preserve historic gems	<ul style="list-style-type: none"> <li>All Saints Church</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required.		
	<ul style="list-style-type: none"> <li>HHP</li> </ul>	Ongoing	Staff time				
	<ul style="list-style-type: none"> <li>Red House</li> </ul>	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"> <li>Ongoing grounds maintenance</li> </ul>	Ongoing	Staff time	E&L		Tree works agreed seating agreed for Parkside Recreation Ground	<ul style="list-style-type: none"> <li>The addition of fruits and edible planting around the town</li> <li>Additional outdoor gym equipment</li> <li>Creating a working group to support the implementation of initiatives</li> </ul>

4.6 To provide a range of play facilities for all to enjoy	<ul style="list-style-type: none"> <li>Ongoing maintenance</li> </ul>	Ongoing	Staff time	E&L			<ul style="list-style-type: none"> <li>Professional refurbishment of play areas</li> <li>Promotion of the use of online personal training apps</li> <li>Promotion of the use of motivational apps</li> </ul>
4.8 To support HHP to seek to develop the site to its full potential	<ul style="list-style-type: none"> <li>Grounds care</li> </ul>	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.	

	<ul style="list-style-type: none"> <li>Financial</li> </ul>	Ongoing	Staff time				
	<ul style="list-style-type: none"> <li>Accepted project partner</li> </ul>	Ongoing	Staff time				
4.9 To complete the extension of the existing cemetery to provide a beautiful and tranquil place of rest for future generations	<ul style="list-style-type: none"> <li>Physical implementation</li> </ul>	Ongoing	Staff time £100,000	E&L	Completed. The site is now operational.	Feedback on the new area has been very positive	