



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor Y Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

6th June 2022

To: Members of the Environment & Leisure Committee

**Cllrs: A Slough (Chair), P Burgess, E Cooper, Y Farrell, T McMahon,
R Morgan and S Thorne**

(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 13th June 2022 at 7.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

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

Please follow this guidance if attending the meeting remotely [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.

**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.

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

3. SPECIFIC DECLARATIONS OF INTEREST

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

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

4. ELECTION OF VICE CHAIR

Members are invited to elect a Vice Chair for Environment and Leisure Committee for 2022/2023.

5. MINUTES

Pages 5 - 11

To approve the Minutes of the meeting held on 14th February and 14th March 2022.

Recommendation: To confirm the minutes of the Environment & Leisure Committee meeting held on 14th February and 14th March 2022 and for these to be signed by the Chairman.

6. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Page 12

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

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

Members will find attached the extract from the approved Committee Functions & Terms of Reference which relates to this committee.

This report is provided for information.

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

Pages 13 - 19

Allotments Working Group 11th January, 15th February and 29th March 2022.

Recommendation: To receive the Minutes detailed above.

8. ENVIRONMENT & LEISURE COMMITTEE BUDGET 2022/23

Pages 20 - 56

Members will find attached the approved budget for this committee for 2022/23 along with the budget explanation notes.

This report is provided for information purposes.

9. INCOME AND EXPENDITURE REPORT

Pages 57 - 64

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

10. MACHINERY RENEWALS PROGRAMME

Pages 65 - 68

To present the anticipated machinery renewals programme for 2022/23.

Recommendation: To support the Machinery Renewals Programme for 2022/23.

11. TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

Pages 69 - 100

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

Recommendation:

- 1. To approve the inclusion of works to the existing pavilion to convert its use into an internal and external grounds store area;**
- 2. To note the project funding information and specifically the impact this has on the reduced borrowing requirement from the PWLB.**

12. DIGNITY GARDEN

Pages 101 - 104

To enable consideration of the creation of a garden for residents to remember loved ones lost due to covid.

Recommendation: To approve the creation of a garden in recognition of the impact of covid in the Old Section of Houghton Regis Cemetery.

13. FAIR VISITS

To provide members with information in relation to Fair Visits to the town

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HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
14th February 2022 at 7.00pm

Present: Councillors: T McMahon Chairman
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: 1

Also present: Councillor: J Carroll

11931 APOLOGIES

None.

11932 QUESTIONS FROM THE PUBLIC

None.

11933 SPECIFIC DECLARATIONS OF INTEREST

None.

11934 MINUTES

To approve the minutes of the meeting held on 15th November 2021.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 15th November 2021 and for these to be signed by the Chairman.

11935 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Allotments Working Group 5th October and 16th November 2021.

Members were advised the draft Tenancy Agreement as amended, minute number AWG21, was approved at the Environment and Leisure Committee meeting held 16th November 2021.

11936 INCOME AND EXPENDITURE REPORT

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

11937 BUDGET FOR 2022/23

Members received the approved budget and explanation for 2022/23 for information.

It was 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 were highlighted:

- Replacement of planting beds on the Village Green
- Decoration of Village Green pavilion – funding was provided which would enable either internal or external decoration to be completed. The Head of Grounds favoured internal redecoration. Members were 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

Members acknowledged that there were many projects to consider, with significant expenditure.

Members agreed to the internal decoration of the Village Green.

Members were advised that a safety audit had been completed on the play areas which had not flagged any issues on any of the sites. Members were advised the equipment was looking tired, however, remained functional.

Members were updated on planned work for the enhancement of Parkside family area, which included a pagoda, play equipment, 2 picnic benches, litter bins and some planting of trees.

Members were requested to consider the purchase of a new Side Arm Flail to replace the bulky and cumbersome Side Arm Flail that was currently being used by the Grounds Team. Members were advised that funding was available to from EMR 352.

Resolved: To Purchase a Side Arm Flail using company 1 with funds from EMR 352.

11938 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

Members were advised that the application made to the land registry had been withdrawn, however, an application had been made for a 'good lease'. A planning application had been submitted and was due to be presented to the Development Management Committee on 16th February 2022. The Pitch Tender had been awarded for £761,434, the tender included the car park extension and refurbishment at an additional cost of £106,512.

The pavilion open tender had been unsuccessful therefore a closed tender process had been advised which had resulted in 2 tender returns. A tender analysis had been completed and a tender was recommended.

Members were advised that Beds F A were a non-profit organisation and would take on the complete management of the site.

Resolved:

- 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.**

11939 RECREATION LAND AND FACILITIES WITHIN BIDWELL WEST

Members received an update on the recreation land and facilities within Bidwell West.

Concerns were raised regarding the limited information supplied on the standard of pitches. It was requested that further information be sought.

11940 CHRISTMAS TREE

Members received the Community Services Committee report which considered the siting of a living Christmas Tree.

It was suggested by Community Services Committee that the council seek to site the tree on The Green near to the pedestrian crossing on East End subject to suitable investigations taking place. Members were invited to discuss.

Members discussed options to give a re-planted tree the best chance of survival. It was advised that a smaller tree would stand a better chance of survival after re-planting.

Members discussed alternative festive lighting ideas for Houghton Regis.

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

11941 VILLAGE GREEN ALTERATIONS

Members were updated on the Welcome Back Fund. Members were advised that a variation on the initial request had been submitted and a response was awaited. Members were advised that Central Bedfordshire Council may refuse the funding for the moving of the fence as that would be considered permanent structural alteration.

Members were advised that grant money had been applied for the Plant a Tree for the Jubilee initiative, and Houghton Regis had been awarded £4,700 for 5 fruit trees and 20m of willow hedging.

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

11942 HIRE FEES FOR VILLAGE GREEN PAVILION AND MOORE CRESCENT PAVILION

Members were advised that there had been an increase in the hiring of Moore Crescent Pavilion. It was suggested the restricted seasonal hirability of the pavilion was off putting for prospective hirers.

A recorded vote was requested on the proposed recommendation:

In favour: Cllrs: T McMahon, Y Farrell, S Thorne, E Cooper, Abby Slough.

Against: 0

Abstentions: Cllr: Ray Morgan

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

11943 FAIR & CIRCUS VISITS 2022

Members confirmed that signage regarding parking had impacted the local area positively.

Members were advised that the following visits had been requested for 2022:

Tom Smith Fair Visits

11th May to 23rd May 2022 – 13 days

Sept 5th to 12th September 2022 – 8 days

John Lawson Circus Visit

10th to 20th October 2022 – 11 days

Resolved: To approve the visits as requested.

11944 VISION UPDATE

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

The Chairman declared the meeting closed at 8.44pm

Dated this day of

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
14th March 2022 at 7.00pm

Present: Councillors: T McMahon Chairman
Y Farrell
C Slough Substitute
S Thorne

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

Public: 0

Apologies: Councillor: A Slough

Also present: Councillors: J Carroll
S Goodchild
C Copleston
K Wattingham

Absent: E Cooper
R Morgan

11966 APOLOGIES

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

11967 QUESTIONS FROM THE PUBLIC

None.

11968 SPECIFIC DECLARATIONS OF INTEREST

None.

11969 TERRA CROFT LEISURE GARDENS – LAND TRANSFER

To enable the council to consider the land transfer associated with the allotments at Chalk Fields, Houghton Regis.

Resolved: To authorise the signing of the land transfer associated with title number BD323949 for allotments at Chalk Fields, Houghton Regis.

11970 CREATION OF A GARDEN IN RECOGNITION OF THE IMPACT OF COVID

To enable the council to consider the creation of a garden to enable residents to remember loved ones lost due to covid.

Members discussed, at length; names, possible locations and how the remembrance garden could look and how it would be used and whether it should be dedicated to only those lost through Covid. Members agreed it should be a place where people could come to reflect and remember without the intrusion of external noise.

It was requested that a further report be presented at the next Environment and Leisure Committee meeting to be held in June.

The Chairman declared the meeting closed at 6.30pm

Dated this 13th day of June 2022

Chairman

DRAFT

Environment & Leisure Committee

Functions

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee and to control the collection of revenues thereof.
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- Annually review its inventory of land and assets including buildings.
- To provide and maintain all recreation grounds and pavilions, open spaces and play areas in the control of the Council.
- To manage and maintain sports provision including football pitches, the bowls green and cricket table.
- To manage and maintain the Houghton Regis Town Cemetery and All Saints Churchyard.
- To provide and maintain seats, noticeboards, litterbins and dog waste bins.
- To purchase and maintain such vehicles and equipment as may be required to carry out the Council's duties in connection with the facilities under the control of the Committee.
- To monitor all matters relating to leases and bye-laws in connection with the facilities under the control of the Committee.

Terms of Reference

- The Environment & Leisure Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Environment Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.

Houghton Regis Town Council
Allotment Working Group
Minutes of the meeting held on
11th January 2022 at 3.00pm

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

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

AWG33 APOLOGIES & SUBSTITUTIONS

None

AWG34 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

AWG35 MINUTES

Due to a clerical error, members were unable to approve the Minutes of the meeting held on the 16th November 2021. This item was deferred to the next meeting

AWG36 ALLOTMENT RULES

Members were advised that the draft Rules as circulated previously were still in the process of being revised. These would be presented to the next meeting for consideration.

AWG37 ALLOTMENT APPLICATION FORM

Members received a draft application form for consideration.

Members made several suggestions on potential improvements to the form. Members requested that the suggested amendments be made and the form be re-presented to the next meeting.

AWG38 TERRA CROFT LEISURE GARDENS

Members received a verbal update which covered the following:

- Land transfer – solicitor had been appointed and administration work had begun.
- Pathways – work had been completed

- Landscaping – work had yet to begin
- Fencing – completed, however further work was needed to the gate.
- Divisions of plots - completed
- Shed bases - completed
- Site completion – work ongoing
- Noticeboard – reply awaited
- Defibrillator – It was hoped that a temporary community building would be placed in HRN2 which could potentially house a defibrillator
- Opening event – anticipated to be Spring 2022, Bellway hope to support / attend

AWG39 BRAMBLESIDE ALLOTMENTS

Members received a verbal update and were advised that a reply from the Planning Team was still awaited.

Discussion was held around the marking out of the allotment plots, it was requested that this be placed on the next agenda for further discussion.

Members were advised that tenants would be unable to gain access to the plots until the land transfer had been completed.

Dated this 15th day of February 2022.

Chairman

Members discussed the finer points of the document, with further minor adjustments to be made.

Resolved: To recommend to Environment & Leisure Committee that the Rules be adopted.

AWG44 APPLICATION FORM

Members received a draft application form for consideration and agreed it was suitable.

AWG45 UPDATE ON TERRA CROFT

A verbal update was provided covering the following where possible:

- Land transfer – see below
- Pathways
- Landscaping
- Fencing
- Divisions of plots – members received artwork showing the plot numbering sign
- Shed bases completed
- Site completion
- Noticeboard
- Defibrillator
- Opening event – anticipated to be Spring 2022, Bellway hope to support / attend

The council's solicitor was working on this transfer and had raised the following points:

- The fee for the transfer was £1 with full title guarantee
- Confirmation was sought as to whether the council would require property searches to be completed. The solicitor advised that generally where the council does not have knowledge of the land being transferred, it was recommended that a search indemnity insurance be secured. This was because the transfer is for nil consideration and searches were costly and take some time before they were transferred. The indemnity costs were lower, usually a few hundred pounds. If the council does not wish to instruct searches or obtain a search indemnity, the solicitors would raise enquiries with regards to the sewers, water, electricity running under or over the allotment land.
- The restrictive covenants of the transfer require the council not to use the land for any other purpose other than allotment land. It may be possible to negotiate this to a less restrictive use if required.

Members expressed their disappointment that the allotments were not closer to completion. It was agreed that Cllr Morgan would contact the contractor for an update.

**Resolved: 1. To approve the securing of search indemnity insurance;
2. To accept the restrictive covenant of the transfer requiring the council not to use the land for any other purpose other than allotment land.**

AWG46 UPDATE ON OTHER ALLOTMENT SITES

Members were advised that there was no update available for this meeting.

AWG47 FORMAT OF FUTURE MEETINGS

The AWG has established the following:

- Site specification
- Allotment Rules
- Tenancy Agreement
- Application form

As such the preliminary work which covered all sites had been completed. It was therefore suggested that for meetings of the Allotment Working Group for 2022/23 the frequency of meetings be reduced to every 2 months (currently every 6 weeks). As the council goes forward it would become more of a process of monitoring site establishment. To support this, it was suggested that the Group delegate the Chair and 1 other member to monitor progress on site and liaise, as required, with officers.

Members were advised that a rotavator and heavy-duty padlocks and chains for the site had been ordered.

- Resolved:**
- 1. To schedule every 2 months meetings of the Allotment Working Group in 2022/23;**
 - 2. To delegate the Chair and 1 other member to monitor progress on new allotment sites and liaise as required with officers.**

The Chairman closed the meeting at 4.21pm

Dated this 29th day of March 2022.

Chairman

Houghton Regis Town Council
Allotment Working Group
Minutes of the meeting held on
29th March 2022 at 3.00pm

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

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

AWG48 APOLOGIES & SUBSTITUTIONS

None.

AWG49 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

AWG50 MINUTES

To approve the Minutes of the meeting held on the 15th February 2022.

Resolved: To approve the Minutes of the meetings held on the 15th February 2022 and for these to be signed by the Chairman.

AWG51 ALLOTMENT RULES

Members were advised at the last meeting of the AWG consideration was given to the Allotment Rules. These were agreed to be presented for formal approval to Environment & Leisure Committee.

However, since that meeting it had been discovered that there was a statutory right to keep chickens and rabbits on an allotment site. This was confirmed by the National Allotment Association and by NALC. Advice received from the NAA was that there was a statutory right to keep chickens and rabbits but many allotment sites excluded them due to problems with rats. The council may be challenged on this element of the rules by allotment holders.

Members were asked to confirm if they required the draft Rules to be changed to enable chickens and rabbits to be kept on an allotment site.

Members highlighted the proximity of the allotments to warehouses and new homes, and raised concerns over attracting vermin. After discussion, members agreed to leave the rules unchanged. It was acknowledged that this may be challenged, at which point the Allotment Holders Association would be consulted for advice.

AWG52 UPDATE ON TERRA CROFT

Members were provided with an update which covered the following:

- Land transfer – Environment & Leisure Committee had resolved for this to be signed. However, as some works remained outstanding on the site, the council's solicitors advised that the council should return the signed transfer to them so the transfer was ready to Execute, they would then advise Bellways solicitors that HRTC were ready to execute once the outstanding works had been completed. Once the works had been done HRTC would notify the council's solicitors who would then advise Bellways that the transfer could be executed.
- Pathways
- Landscaping
- Fencing
- Divisions of plots
- Shed bases completed
- Site completion
- Noticeboard
- Defibrillator

Opening event – anticipated to be Spring / Summer 2022, it was hoped that Bellway would be in attendance to support the event.

Members advised that on visiting the site there were still outstanding jobs awaiting completion and predicted that a further 4 – 6 weeks would be needed to finish.

Members queried whether some noise reduction measures could be considered as there was a lot of noise from the road.

AWG53 UPDATE ON OTHER ALLOTMENT SITES

Members were advised that there was no update available for the other sites.

The Chairman closed the meeting at 3.25pm

Dated this 10th day of May 2022.

Chairman

Annual Budget - By Centre (Actual YTD Month 1)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
201	<u>Village Green Rec Gd</u>									
1082	INC-LETTINGS	4,000	5,458	3,256	1,155	0	0	0	0	0
	Total Income	4,000	5,458	3,256	1,155	0	0	0	0	0
4037	GROUNDNS MAINTENANCE	500	1,941	2,000	0	0	0	0	0	0
	Overhead Expenditure	500	1,941	2,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	3,500	3,517	1,256	1,155	0		0		
202	<u>Village Green Pavilion</u>									
1082	INC-LETTINGS	200	604	200	247	0	0	0	0	0
	Total Income	200	604	200	247	0	0	0	0	0
4011	RATES	2,639	2,545	2,600	2,545	0	0	0	0	0
4012	WATER RATES	1,200	1,758	1,500	190	0	0	0	0	0
4014	ELECTRICITY	1,015	1,974	1,350	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	1,000	539	5,100	0	0	0	0	0	0
4038	MAINTENANCE CONTRACTS	200	94	240	0	0	0	0	0	0
	Overhead Expenditure	6,054	6,909	10,790	2,735	0	0	0	0	0
	Movement to/(from) Gen Reserve	(5,854)	(6,304)	(10,590)	(2,488)	0		0		
211	<u>Parkside Rec Gd</u>									
1078	Grants & Donations Received	0	200	0	0	0	0	0	0	0
1082	INC-LETTINGS	1,740	1,146	1,453	0	0	0	0	0	0
1091	Income Miscellaneous	0	3,155	0	0	0	0	0	0	0

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	1,740	4,501	1,453	0	0	0	0	0	0
4013 RENT	50	50	50	0	0	0	0	0	0
4037 GROUNDS MAINTENANCE	2,171	2,477	1,350	559	0	0	0	0	0
Overhead Expenditure	2,221	2,527	1,400	559	0	0	0	0	0
Movement to/(from) Gen Reserve	(481)	1,974	53	(559)	0		0		
<u>212 Parkside Pavilion</u>									
4012 WATER RATES	102	659	500	35	0	0	0	0	0
4014 ELECTRICITY	406	839	526	0	0	0	0	0	0
4015 GAS	152	101	200	0	0	0	0	0	0
4036 PROPERTY MAINTENANCE	1,015	527	4,500	0	0	0	0	0	0
Overhead Expenditure	1,675	2,127	5,726	35	0	0	0	0	0
Movement to/(from) Gen Reserve	(1,675)	(2,127)	(5,726)	(35)	0		0		
<u>221 Tithe Farm Rec Gd</u>									
1082 INC-LETTINGS	3,325	3,387	2,167	0	0	0	0	0	0
Total Income	3,325	3,387	2,167	0	0	0	0	0	0
4013 RENT	5	5	5	0	0	0	0	0	0
4037 GROUNDS MAINTENANCE	2,476	2,189	2,500	559	0	0	0	0	0
Overhead Expenditure	2,481	2,194	2,505	559	0	0	0	0	0
Movement to/(from) Gen Reserve	844	1,193	(338)	(559)	0		0		
<u>222 Tithe Farm Pavilion</u>									

Annual Budget - By Centre (Actual YTD Month 1)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012 WATER RATES	457	224	466	5	0	0	0	0	0
4014 ELECTRICITY	711	702	1,050	0	0	0	0	0	0
4015 GAS	152	95	200	5	0	0	0	0	0
4036 PROPERTY MAINTENANCE	1,200	330	950	0	0	0	0	0	0
Overhead Expenditure	2,520	1,351	2,666	10	0	0	0	0	0
Movement to/(from) Gen Reserve	(2,520)	(1,351)	(2,666)	(10)	0		0		
<u>231 Orchard Close Rec Gd</u>									
1082 INC-LETTINGS	2,620	1,380	2,620	1,000	0	0	0	0	0
Total Income	2,620	1,380	2,620	1,000	0	0	0	0	0
4037 GROUNDS MAINTENANCE	1,520	1,484	2,618	559	0	0	0	0	0
Overhead Expenditure	1,520	1,484	2,618	559	0	0	0	0	0
Movement to/(from) Gen Reserve	1,100	(104)	2	441	0		0		
<u>232 Orchard Close Pavilion</u>									
4012 WATER RATES	355	944	362	2	0	0	0	0	0
4014 ELECTRICITY	275	290	500	0	0	0	0	0	0
4036 PROPERTY MAINTENANCE	600	78	720	0	0	0	0	0	0
Overhead Expenditure	1,230	1,312	1,582	2	0	0	0	0	0
Movement to/(from) Gen Reserve	(1,230)	(1,312)	(1,582)	(2)	0		0		
<u>241 Moore Crescent Rec Gd</u>									

Annual Budget - By Centre (Actual YTD Month 1)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1082	INC-LETTINGS	2,125	606	2,167	0	0	0	0	0	0
	Total Income	2,125	606	2,167	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	1,300	1,980	2,569	559	0	0	0	0	0
	Overhead Expenditure	1,300	1,980	2,569	559	0	0	0	0	0
	Movement to/(from) Gen Reserve	825	(1,374)	(402)	(559)	0		0		
242	<u>Moore Crescent Pavilion</u>									
1082	INC-LETTINGS	200	302	200	0	0	0	0	0	0
	Total Income	200	302	200	0	0	0	0	0	0
4011	RATES	4,525	4,440	4,550	4,441	0	0	0	0	0
4012	WATER RATES	2,500	925	2,550	357	0	0	0	0	0
4014	ELECTRICITY	1,650	1,295	2,145	0	0	0	0	0	0
4015	GAS	2,500	1,347	1,500	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	2,000	7,036	2,400	0	0	0	0	0	0
4038	MAINTENANCE CONTRACTS	550	707	561	84	0	0	0	0	0
	Overhead Expenditure	13,725	15,750	13,706	4,882	0	0	0	0	0
	Movement to/(from) Gen Reserve	(13,525)	(15,448)	(13,506)	(4,882)	0		0		
243	<u>Moore Crescent Bowling Gn</u>									
1082	INC-LETTINGS	6,000	5,100	6,120	0	0	0	0	0	0
	Total Income	6,000	5,100	6,120	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	5,550	3,887	5,691	231	0	0	0	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Centre (Actual YTD Month 1)

11:01

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	5,550	3,887	5,691	231	0	0	0	0	0
	Movement to/(from) Gen Reserve	450	1,213	429	(231)	0		0		
271	<u>Houghton Regis Cemetery</u>									
1084	Income Burial Fees	12,000	17,447	14,000	676	0	0	0	0	0
1091	Income Miscellaneous	0	25	0	0	0	0	0	0	0
	Total Income	12,000	17,472	14,000	676	0	0	0	0	0
4011	RATES	1,120	1,010	1,040	1,010	0	0	0	0	0
4012	WATER RATES	203	181	207	0	0	0	0	0	0
4020	MISC. ESTABLISH.COST	3,500	1,925	500	0	0	0	0	0	0
	Overhead Expenditure	4,823	3,116	1,747	1,010	0	0	0	0	0
	Movement to/(from) Gen Reserve	7,177	14,356	12,253	(334)	0		0		
272	<u>All Saints Churchyard</u>									
4028	Bedford Road Wall	1,500	1,058	1,800	0	0	0	0	0	0
4998	Trs to EMR All Saints Wall	0	442	0	0	0	0	0	0	0
	Overhead Expenditure	1,500	1,500	1,800	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,500)	(1,500)	(1,800)	0	0		0		
273	<u>Allotments</u>									
1082	INC-LETTINGS	0	0	3,700	0	0	0	0	0	0
	Total Income	0	0	3,700	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 1)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	RATES	0	0	1,000	0	0	0	0	0	0
4012	WATER RATES	0	0	700	0	0	0	0	0	0
4018	REFUSE DISPOSAL	0	0	1,000	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	0	0	3,000	0	0	0	0	0	0
	Overhead Expenditure	0	0	5,700	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	(2,000)	0	0		0		
281	<u>Public Open Spaces</u>									
1091	Income Miscellaneous	0	535	0	0	0	0	0	0	0
	Total Income	0	535	0	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	500	820	500	0	0	0	0	0	0
4217	HHP Project Contribution	5,406	3,334	27,715	0	0	0	0	0	0
4992	Trs from Earmarked Reserve	0	0	-3,000	0	0	0	0	0	0
5001	Tr to EMR Former Railway Line	0	3,000	0	0	0	0	0	0	0
5002	Tr from EMR Former Railway LIn	-3,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	2,906	7,154	25,215	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,906)	(6,618)	(25,215)	0	0		0		
282	<u>Play Areas (all)</u>									
4017	HEALTH & SAFETY	508	338	610	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	1,523	0	12,228	0	0	0	0	0	0
4042	Equipment Repairs &Maintenance	4,568	3,766	5,482	1,205	0	0	0	0	0
	Overhead Expenditure	6,599	4,103	18,320	1,205	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 1)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(6,599)</u>	<u>(4,103)</u>	<u>(18,320)</u>	<u>(1,205)</u>	<u>0</u>		<u>0</u>		
283 Street Furniture (Formerly Bus									
4036 PROPERTY MAINTENANCE	508	0	610	0	0	0	0	0	0
Overhead Expenditure	<u>508</u>	<u>0</u>	<u>610</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(508)</u>	<u>0</u>	<u>(610)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
291 Outside Services									
1072 Income - Insurance Claim	0	830	0	0	0	0	0	0	0
1079 Grant Income C B C	0	1,433	0	0	0	0	0	0	0
1091 Income Miscellaneous	5,000	5,015	3,700	0	0	0	0	0	0
Total Income	<u>5,000</u>	<u>7,279</u>	<u>3,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4006 PROTECTIVE CLOTHING	1,269	1,194	1,523	775	0	0	0	0	0
4008 TRAINING/COURSES	3,000	3,213	3,000	0	0	0	0	0	0
4011 RATES	8,900	8,733	8,976	0	0	0	0	0	0
4012 WATER RATES	914	923	1,015	136	0	0	0	0	0
4013 RENT	15,500	15,500	15,500	8,733	0	0	0	0	0
4014 ELECTRICITY	1,820	2,621	2,370	0	0	0	0	0	0
4015 GAS	102	140	132	0	0	0	0	0	0
4017 HEALTH & SAFETY	508	454	518	0	0	0	0	0	0
4018 REFUSE DISPOSAL	18,300	20,461	22,000	1,389	0	0	0	0	0
4020 MISC. ESTABLISH.COST	200	400	600	0	0	0	0	0	0
4021 COMMUNICATIONS COSTS	150	151	150	14	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 1)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025	INSURANCE	200	0	200	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	1,000	378	1,200	43	0	0	0	0	0
4038	MAINTENANCE CONTRACTS	600	449	612	0	0	0	0	0	0
4039	HORTICULTURAL SUPPLIES	2,030	1,369	2,436	0	0	0	0	0	0
4040	Tree maintenance	2,000	0	10,000	0	0	0	0	0	0
4041	Tree Survey	6,000	4,250	575	0	0	0	0	0	0
4042	Equipment Repairs & Maintenance	8,120	16,045	9,744	1,671	0	0	0	0	0
4044	VEHICLE FUEL	9,000	7,315	10,000	86	0	0	0	0	0
4045	VEHICLE TAX & INSURANCE	914	1,100	920	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	2,000	1,520	2,000	0	0	0	0	0	0
4064	TREE GRANT EXPENDITURE	0	47	0	0	0	0	0	0	0
Overhead Expenditure		82,527	86,260	93,471	12,848	0	0	0	0	0
Movement to/(from) Gen Reserve		(77,527)	(78,982)	(89,771)	(12,848)	0		0		
299	<u>Env Capital & Projects</u>									
1074	External Grant	5,000	72,674	0	0	0	0	0	0	0
1075	Sale of Assets	0	22,775	0	0	0	0	0	0	0
1077	Grant income CBC Section 106	0	27,002	0	0	0	0	0	0	0
1079	Grant Income C B C	0	7,200	0	0	0	0	0	0	0
1086	Welcome Back Fund Grant	0	11,435	0	0	0	0	0	0	0
1091	Income Miscellaneous	0	994	0	0	0	0	0	0	0
Total Income		5,000	142,080	0	0	0	0	0	0	0
4053	Loan payments- Moore Cres. Pav	24,069	24,069	24,069	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 1)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4851 CAP-Machinery Renewals	20,000	47,589	20,000	0	0	0	0	0	0
4856 CAP - Street Furniture	3,000	0	12,000	0	0	0	0	0	0
4858 CAP - PLAY AREAS & EQPT	15,000	0	0	0	0	0	0	0	0
4862 CAP - Cemetery Provision	16,000	12,717	10,000	350	0	0	0	0	0
4865 CAP - Allotments	0	10,000	0	0	0	0	0	0	0
4871 CAP - Pavilion Renovations	25,000	27,088	30,000	0	0	0	0	0	0
4874 CAP - Ford Ranger EN68 VTG	0	22,520	0	0	0	0	0	0	0
4875 CAP- Resurf. O/Close Play Area	0	21,081	0	0	0	0	0	0	0
4877 CAP - P/Side Furniture	0	8,975	0	1,205	0	0	0	0	0
4890 Welcome Back Fund	0	14,281	0	0	0	0	0	0	0
4979 Tfr from Play Areas Reserve	0	-21,081	0	0	0	0	0	0	0
4993 Trs to EMR for Cemetery	0	3,283	0	0	0	0	0	0	0
4996 Trs from EMR Allotments	0	-15,000	0	0	0	0	0	0	0
4999 Trs to EMR Play Areas	0	0	25,000	0	0	0	0	0	0
5002 Tr from EMR Former Railway LIn	0	-4,300	0	0	0	0	0	0	0
5015 Tfr to Capital Receipts Reserv	0	22,775	0	0	0	0	0	0	0
5016 Tfr from Capital Receipts Rese	0	-22,775	0	0	0	0	0	0	0
5017 Tfr from Office Provison Reser	0	-35,000	0	0	0	0	0	0	0
5018 Tfr to Pavilion Renov. Reserve	0	100,000	0	0	0	0	0	0	0
5019 Tfr from Pavilion Reovation Re	0	-2,088	0	0	0	0	0	0	0
5020 Tfr to Play Areas Reserve	0	10,000	0	0	0	0	0	0	0
5022 Tfr from EMR Knife Crime	0	0	0	0	0	0	0	0	0
Overhead Expenditure	103,069	224,134	121,069	1,555	0	0	0	0	0
Movement to/(from) Gen Reserve	(98,069)	(82,054)	(121,069)	(1,555)	0		0		

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Annual Budget - By Centre (Actual YTD Month 1)

Note: Budget

	<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	42,210	188,704	39,583	3,078	0	0	0	0	0
Expenditure	240,708	367,728	319,185	26,751	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(198,498)</u>	<u>(179,024)</u>	<u>(279,602)</u>	<u>(23,674)</u>	<u>0</u>		<u>0</u>		

Environment & Leisure Committee

201 - Village Green Rec Ground

Cost centre:	Code:	Title:	
201	1082	Income lettings	

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	

Cost centre:	Code:	Title:	
201	4037	Grounds Maintenance	

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

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

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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Cost centre:	Code:	Title:	
202	4011	Rates	

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

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

Cost centre:	Code:	Title:	
202	4012	Water Rates	

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

Justification:	
To cover costs.	

Cost centre:	Code:	Title:	
202	4014	Electricity	

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.	

Cost centre:	Code:	Title:	
202	4036	Property Maintenance	

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

Justification:			
£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.			

Cost centre:	Code:	Title:	
202	4038	Maintenance Contracts	

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

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

211 - Parkside Rec Gd

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

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

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

Cost centre:	Code:	Title:	
211	4013	Rent	

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

Justification:	
Rent payable to CBC as landlord.	

Cost centre:	Code:	Title:	
211	4037	Grounds Maintenance	

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

Cost centre:	Code:	Title:	
212	4012	Water Rates	

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

Justification:	
To cover costs	

Cost centre:	Code:	Title:	

212	4014	Electricity	
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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.			

Cost centre:	Code:	Title:	
212	4015	Gas	

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.			

Cost centre:	Code:	Title:	
212	4036	Property Maintenance	

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

Cost centre:	Code:	Title:	
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221	1082	INC-Lettings	
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2021/22 figure:	2022/23 figure (requested):	Agreed	
3325	2167	2167	

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

Cost centre:	Code:	Title:	
221	4013	Rent	

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

Justification:	
Annual rent included in lease agreement.	

Cost centre:	Code:	Title:	
221	4037	Grounds Maintenance	

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

Cost centre:	Code:	Title:	
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222	4012	Water Rates	
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2021/22 figure:	2022/23 figure (requested):	Agreed	
457	466	466	

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

Cost centre:	Code:	Title:	
222	4014	Electricity	

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.	

Cost centre:	Code:	Title:	
222	4015	Gas	

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.	

Cost centre:	Code:	Title:	
222	4036	Property Maintenance	

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

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

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	

Cost centre:	Code:	Title:	
231	4037	Grounds Maintenance	

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

Cost centre:	Code:	Title:	
232	4012	Water Rates	

2021/22 figure:	2022/23 figure (requested):	Agreed	
355	362	362	

Justification:	
2021/2022 2% increase	

Cost centre:	Code:	Title:	
232	4014	Electricity	

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.	

Cost centre:	Code:	Title:	
232	4036	Property Maintenance	

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

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

2021/22 figure:	2022/23 figure (requested):	Agreed	
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2125	2167	2167	
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Justification:			
2 x senior pitches Income from football 2021/2022 2167 Vision 4.3			

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Cost centre:	Code:	Title:	
241	4037	Grounds Maintenance	

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			

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242 - Moore Crescent Pavilion

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

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

Justification:			
Income from ad hoc lettings. Vision 4.3			

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Cost centre:	Code:	Title:	
242	4011	Rates	

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

Justification:	
Legal obligation	

Cost centre:	Code:	Title:	
242	4012	Water rates	

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

Justification:	

Cost centre:	Code:	Title:	
242	4014	Electricity	

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.	

Cost centre:	Code:	Title:	
242	4015	Gas	

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.	

Cost centre:	Code:	Title:	
242	4036	Property Maintenance	

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	

Cost centre:	Code:	Title:	
242	4038	Maintenance Contract	

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

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

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	

Cost centre:	Code:	Title:	
243	4037	Grounds Maintenance	

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

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

271 - Houghton Regis Cemetery

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

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

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

Cost centre:	Code:	Title:	
271	4011	Rates	

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

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

Cost centre:	Code:	Title:	
271	4012	Water Rates	

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

Justification:	
2021/2022 2% increase	

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

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

Justification:	
Provided to cover miscellaneous costs £200 Software support £300	

272 - All Saints Churchyard

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

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

Justification:	
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

Cost centre:	Code:	Title:	
273	1082	Income – Lettings	

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

Justification:	
Income from plot fees.	

2022/2023 depending on hire charge. Vision 4.3	
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Cost centre:	Code:	Title:	
273	4011	Rates	

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

Justification:	
Annual rates anticipated.	

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Cost centre:	Code:	Title:	
273	4012	Water Rates	

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

Justification:	
To cover 3256 costs	

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Cost centre:	Code:	Title:	
273	4018	Waste Disposal	

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

Justification:	
To cover costs	

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Cost centre:	Code:	Title:	
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273	4037	Grounds Maintenance	
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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

Cost centre:	Code:	Title:	
281	4037	Grounds Maintenance	

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

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

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

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	

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

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)

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

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	

Cost centre:	Code:	Title:	
282	4037	Grounds Maintenance	

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	

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

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)

Cost centre:	Code:	Title:	
283	4036	Property Maintenance	

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

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

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	

Cost centre:	Code:	Title:	
291	4006	Protective Clothing	

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

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

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

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

Justification:	
Used for grounds staff training.	

Cost centre:	Code:	Title:	
291	4011	Rates	

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

Justification:	
Annual rates for workshop.	

Cost centre:	Code:	Title:	
291	4012	Water Rates	

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

Justification:	
2021/2022 2% increase	

Cost centre:	Code:	Title:	
291	4013	Rent	

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

Justification:	
Workshop rent.	

Cost centre:	Code:	Title:	
291	4014	Electricity	

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

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

Cost centre:	Code:	Title:	
291	4015	Gas	

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

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

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

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

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

Cost centre:	Code:	Title:	
291	4018	Refuse Disposal	

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	

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

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	

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Cost centre:	Code:	Title:	
291	4021	Communication Costs	

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

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

Cost centre:	Code:	Title:	
291	4025	Insurance	

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

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

Cost centre:	Code:	Title:	
291	4036	Property Maintenance	

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

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

Cost centre:	Code:	Title:	
291	4038	Maintenance Contracts	

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

600	612	612	
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Justification:	
Alarm servicing and maintenance	

Cost centre:	Code:	Title:	
291	4039	Horticultural Supplies	

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

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

Cost centre:	Code:	Title:	
291	4040	Tree Maintenance	

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	

Cost centre:	Code:	Title:	
291	4041	Tree Survey	

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

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	

Cost centre:	Code:	Title:	
291	4044	Vehicle Fuel	

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

Justification:	
Fuel for grounds machinery	

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

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

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

Cost centre:	Code:	Title:	
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291	4059	Other Professional Fees	
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2021/22 figure:	2022/23 figure (requested):	Agreed	
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	

Justification:			
<p>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 – Brick Built £5984 or Wooded Sleeper Built £3720 3700 additional funding required for Parkside Family area Vision 4.7</p>			

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

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

Justification:			
<p>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</p>			

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

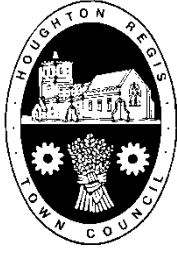
2021/22 figure:	2022/23 figure (requested):	Agreed	
25,000	25000	30,000	

Justification:			
<p>£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</p>			

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

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

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



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 9

Date:	13th June 2022
Title:	Income & Expenditure Report
Purpose of the Report:	To provide members with the Income & Expenditure report to date for the Environment & Leisure Committee.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

There are no recommendations arising from this report.

2. BACKGROUND

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, this report is presented to each committee meeting detailing the income and expenditure for the specific committee.

The income and expenditure report is provided for reference.

3. ISSUES FOR CONSIDERATION

201 1082 Inc Lettings

Includes Fair May 2022 Fair visit

201 4037 Village Green Grounds Maintenance

No expenditure to date

202 1082 Inc Lettings

Ad hoc lettings of pavilion

202 4011 Rates

Paid in full

211 1082 Parkside Rec Gd Inc Lettings

From pitch allocations it is anticipated that this income will be £1453

211-4037 Parkside Grounds maintenance

Covers pre / post season grounds works for football pitches

221 1082 Tithe Farm Recreation Ground Inc Lettings

From pitch allocations
 221-4037 TF Grounds maintenance
 Covers pre / post season grounds works for football pitches
 231 1082 Orchard Close Recreation Ground Inc Lettings
 From pitch allocations. Cricket income received to date.
 231 4037 Orchard Close Grounds maintenance
 Covers pre / post season grounds works for football pitches
 241 1082 Moore Crescent Recreation Ground Inc Lettings
 From pitch allocations
 241 4036 Moore Crescent Grounds maintenance
 Covers pre / post season grounds works for football pitches
 242-4011 Moore Crescent Pavilion, Rates
 These have been settled in full for the year
 242 4036 Moore Crescent Pavilion Property Maintenance
 No expenditure to date
 242-4038 Moore Crescent Pavilion, Maintenance contracts
 Annual maintenance for the CCTV has been completed. Alarm due during year.
 243-4037 MC Grounds maintenance
 Sprinkler repair 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 4082 Play areas equipment repair
 Replacement of decking
 291 4006 Protective clothing
 Expenditure incurred re 2 new members of the grounds team
 291 4008 Outside Services training / Courses
 To cover grounds team training
 291-4011 Outside Services, Rates
 No expenditure incurred to date
 291 4013 Outside Services rent
 Covers 6 month rent on workshop.
 291 4020 Outside Services Misc Establishment Costs
 No expenditure incurred to date
 291 4036 Outside services Property maintenance
 Spend relates to purchase of water saving measures for toilets in council properties
 291 4041 Outside Services Tree Survey
 No expenditure incurred to date
 291 4042 Outside services, Equipment maintenance and repairs
 Various purchases made
 291 1075 Env Capital & Projects Sale of Assets
 None to date
 299 4851 Capital Machinery renewals
 Recent expenses incurred have yet to be coded.
 299 4862 Env Capital & Projects CAP Cemetery Provision
 This expense relates to the monthly monitoring of water levels at Grendall Lane
 299 4871 Cap, Pavilion renovations
 Includes for expenses relating to Tithe Farm All Weather project
 299 4877 CAP Parkside furniture
 Exp relates to installation of new play equipment as part of the Parkside Family area.

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

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

06/06/2022

Houghton Regis Town Council

Page 1

09:04

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 2

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	1,040	3,256	2,216			31.9%	
Village Green Rec Gd :- Income	0	1,040	3,256	2,216			31.9%	0
4037 GROUNDS MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
Village Green Rec Gd :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	1,040	1,256	216				
<u>202 Village Green Pavilion</u>								
1082 INC-LETTINGS	(127)	235	200	(35)			117.4%	
Village Green Pavilion :- Income	(127)	235	200	(35)			117.4%	0
4011 RATES	0	2,545	2,600	55		55	97.9%	
4012 WATER RATES	0	190	1,500	1,310		1,310	12.7%	
4014 ELECTRICITY	182	182	1,350	1,168		1,168	13.5%	
4036 PROPERTY MAINTENANCE	3,160	3,160	5,100	1,940		1,940	62.0%	
4038 MAINTENANCE CONTRACTS	0	0	240	240		240	0.0%	
Village Green Pavilion :- Indirect Expenditure	3,342	6,077	10,790	4,713	0	4,713	56.3%	0
Net Income over Expenditure	(3,469)	(5,842)	(10,590)	(4,748)				
<u>211 Parkside Rec Gd</u>								
1082 INC-LETTINGS	0	0	1,453	1,453			0.0%	
Parkside Rec Gd :- Income	0	0	1,453	1,453			0.0%	0
4013 RENT	0	0	50	50		50	0.0%	
4037 GROUNDS MAINTENANCE	750	1,309	1,350	41		41	97.0%	
Parkside Rec Gd :- Indirect Expenditure	750	1,309	1,400	91	0	91	93.5%	0
Net Income over Expenditure	(750)	(1,309)	53	1,362				
<u>212 Parkside Pavilion</u>								
4012 WATER RATES	0	35	500	465		465	7.1%	
4014 ELECTRICITY	41	41	526	485		485	7.8%	
4015 GAS	8	8	200	193		193	3.8%	
4036 PROPERTY MAINTENANCE	3,220	3,304	4,500	1,196		1,196	73.4%	
Parkside Pavilion :- Indirect Expenditure	3,268	3,388	5,726	2,338	0	2,338	59.2%	0
Net Expenditure	(3,268)	(3,388)	(5,726)	(2,338)				

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 2

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	0	2,167	2,167			0.0%	
Tithe Farm Rec Gd :- Income	<u>0</u>	<u>0</u>	<u>2,167</u>	<u>2,167</u>			<u>0.0%</u>	<u>0</u>
4013 RENT	0	0	5	5		5	0.0%	
4037 GROUNDS MAINTENANCE	750	1,309	2,500	1,191		1,191	52.4%	
Tithe Farm Rec Gd :- Indirect Expenditure	<u>750</u>	<u>1,309</u>	<u>2,505</u>	<u>1,196</u>	<u>0</u>	<u>1,196</u>	<u>52.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(750)</u>	<u>(1,309)</u>	<u>(338)</u>	<u>971</u>				
<u>222 Tithe Farm Pavilion</u>								
4012 WATER RATES	0	5	466	461		461	1.1%	
4014 ELECTRICITY	71	71	1,050	980		980	6.7%	
4015 GAS	8	13	200	187		187	6.4%	
4036 PROPERTY MAINTENANCE	0	84	950	866		866	8.9%	
Tithe Farm Pavilion :- Indirect Expenditure	<u>78</u>	<u>173</u>	<u>2,666</u>	<u>2,493</u>	<u>0</u>	<u>2,493</u>	<u>6.5%</u>	<u>0</u>
Net Expenditure	<u>(78)</u>	<u>(173)</u>	<u>(2,666)</u>	<u>(2,493)</u>				
<u>231 Orchard Close Rec Gd</u>								
1082 INC-LETTINGS	0	1,000	2,620	1,620			38.2%	
Orchard Close Rec Gd :- Income	<u>0</u>	<u>1,000</u>	<u>2,620</u>	<u>1,620</u>			<u>38.2%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	559	2,618	2,059		2,059	21.4%	
Orchard Close Rec Gd :- Indirect Expenditure	<u>0</u>	<u>559</u>	<u>2,618</u>	<u>2,059</u>	<u>0</u>	<u>2,059</u>	<u>21.4%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>441</u>	<u>2</u>	<u>(439)</u>				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	173	175	362	187		187	48.3%	
4014 ELECTRICITY	27	27	500	473		473	5.5%	
4036 PROPERTY MAINTENANCE	0	79	720	641		641	10.9%	
Orchard Close Pavilion :- Indirect Expenditure	<u>200</u>	<u>281</u>	<u>1,582</u>	<u>1,301</u>	<u>0</u>	<u>1,301</u>	<u>17.8%</u>	<u>0</u>
Net Expenditure	<u>(200)</u>	<u>(281)</u>	<u>(1,582)</u>	<u>(1,301)</u>				
<u>241 Moore Crescent Rec Gd</u>								
1082 INC-LETTINGS	0	0	2,167	2,167			0.0%	
Moore Crescent Rec Gd :- Income	<u>0</u>	<u>0</u>	<u>2,167</u>	<u>2,167</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	300	859	2,569	1,710		1,710	33.4%	
Moore Crescent Rec Gd :- Indirect Expenditure	<u>300</u>	<u>859</u>	<u>2,569</u>	<u>1,710</u>	<u>0</u>	<u>1,710</u>	<u>33.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(300)</u>	<u>(859)</u>	<u>(402)</u>	<u>457</u>				

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>242 Moore Crescent Pavilion</u>								
1082 INC-LETTINGS	(50)	(50)	200	250			(25.0%)	
Moore Crescent Pavilion :- Income	(50)	(50)	200	250			(25.0%)	0
4011 RATES	0	4,441	4,550	109		109	97.6%	
4012 WATER RATES	0	357	2,550	2,194		2,194	14.0%	
4014 ELECTRICITY	193	193	2,145	1,952		1,952	9.0%	
4015 GAS	107	107	1,500	1,393		1,393	7.1%	
4036 PROPERTY MAINTENANCE	0	0	2,400	2,400		2,400	0.0%	
4038 MAINTENANCE CONTRACTS	0	547	561	14		14	97.5%	
Moore Crescent Pavilion :- Indirect Expenditure	300	5,645	13,706	8,061	0	8,061	41.2%	0
Net Income over Expenditure	(350)	(5,695)	(13,506)	(7,811)				
<u>243 Moore Crescent Bowling Gn</u>								
1082 INC-LETTINGS	5,202	5,202	6,120	918			85.0%	
Moore Crescent Bowling Gn :- Income	5,202	5,202	6,120	918			85.0%	0
4037 GROUNDS MAINTENANCE	0	231	5,691	5,460		5,460	4.1%	
Moore Crescent Bowling Gn :- Indirect Expenditure	0	231	5,691	5,460	0	5,460	4.1%	0
Net Income over Expenditure	5,202	4,971	429	(4,542)				
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	2,305	4,141	14,000	9,859			29.6%	
Houghton Regis Cemetery :- Income	2,305	4,141	14,000	9,859			29.6%	0
4011 RATES	0	1,010	1,040	30		30	97.2%	
4012 WATER RATES	0	0	207	207		207	0.0%	
4020 MISC. ESTABLISH.COST	0	0	500	500		500	0.0%	
Houghton Regis Cemetery :- Indirect Expenditure	0	1,010	1,747	737	0	737	57.8%	0
Net Income over Expenditure	2,305	3,131	12,253	9,122				
<u>272 All Saints Churchyard</u>								
4028 Bedford Road Wall	0	0	1,800	1,800		1,800	0.0%	
All Saints Churchyard :- Indirect Expenditure	0	0	1,800	1,800	0	1,800	0.0%	0
Net Expenditure	0	0	(1,800)	(1,800)				
<u>273 Allotments</u>								
1082 INC-LETTINGS	0	0	3,700	3,700			0.0%	
Allotments :- Income	0	0	3,700	3,700			0.0%	0

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 2

Cost Centre Report

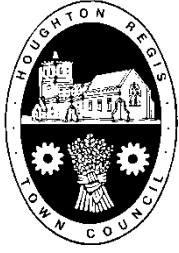
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 RATES	0	0	1,000	1,000		1,000	0.0%	
4012 WATER RATES	0	0	700	700		700	0.0%	
4018 REFUSE DISPOSAL	0	0	1,000	1,000		1,000	0.0%	
4037 GROUNDS MAINTENANCE	0	0	3,000	3,000		3,000	0.0%	
Allotments :- Indirect Expenditure	0	0	5,700	5,700	0	5,700	0.0%	0
Net Income over Expenditure	0	0	(2,000)	(2,000)				
<u>281 Public Open Spaces</u>								
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4217 HHP Project Contribution	0	0	27,715	27,715		27,715	0.0%	
4992 Trs from Earmarked Reserve	0	0	(3,000)	(3,000)		(3,000)	0.0%	
Public Open Spaces :- Indirect Expenditure	0	0	25,215	25,215	0	25,215	0.0%	0
Net Expenditure	0	0	(25,215)	(25,215)				
<u>282 Play Areas (all)</u>								
4017 HEALTH & SAFETY	0	0	610	610		610	0.0%	
4037 GROUNDS MAINTENANCE	5,600	5,600	12,228	6,628		6,628	45.8%	
4042 Equipment Repairs & Maintenance	0	1,205	5,482	4,277		4,277	22.0%	
Play Areas (all) :- Indirect Expenditure	5,600	6,805	18,320	11,515	0	11,515	37.1%	0
Net Expenditure	(5,600)	(6,805)	(18,320)	(11,515)				
<u>283 Street Furniture (Formerly Bus</u>								
4036 PROPERTY MAINTENANCE	0	0	610	610		610	0.0%	
Street Furniture (Formerly Bus :- Indirect Expenditure	0	0	610	610	0	610	0.0%	0
Net Expenditure	0	0	(610)	(610)				
<u>291 Outside Services</u>								
1091 Income Miscellaneous	0	319	3,700	3,381			8.6%	
Outside Services :- Income	0	319	3,700	3,381			8.6%	0
4006 PROTECTIVE CLOTHING	178	953	1,523	570		570	62.6%	
4008 TRAINING/COURSES	0	0	3,000	3,000		3,000	0.0%	
4011 RATES	0	8,733	8,976	244		244	97.3%	
4012 WATER RATES	0	136	1,015	879		879	13.4%	
4013 RENT	0	3,875	15,500	11,625		11,625	25.0%	
4014 ELECTRICITY	272	272	2,370	2,098		2,098	11.5%	
4015 GAS	8	8	132	124		124	5.9%	

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 2

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
4017 HEALTH & SAFETY	41	41	518	477		477	8.0%	
4018 REFUSE DISPOSAL	1,389	2,779	22,000	19,221		19,221	12.6%	
4020 MISC. ESTABLISH.COST	0	0	600	600		600	0.0%	
4021 COMMUNICATIONS COSTS	12	26	150	124		124	17.2%	
4025 INSURANCE	0	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	0	43	1,200	1,157		1,157	3.6%	
4038 MAINTENANCE CONTRACTS	0	286	612	326		326	46.8%	
4039 HORTICULTURAL SUPPLIES	0	0	2,436	2,436		2,436	0.0%	
4040 Tree maintenance	0	0	10,000	10,000		10,000	0.0%	
4041 Tree Survey	0	0	575	575		575	0.0%	
4042 Equipment Repairs & Maintenance	63	1,734	9,744	8,010		8,010	17.8%	
4044 VEHICLE FUEL	118	204	10,000	9,796		9,796	2.0%	
4045 VEHICLE TAX & INSURANCE	0	0	920	920		920	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	2,000	2,000		2,000	0.0%	
Outside Services :- Indirect Expenditure	2,080	19,090	93,471	74,381	0	74,381	20.4%	0
Net Income over Expenditure	(2,080)	(18,771)	(89,771)	(71,000)				
<u>299 Env Capital & Projects</u>								
4053 Loan payments- Moore Cres. Pav	0	0	24,069	24,069		24,069	0.0%	
4851 CAP-Machinery Renewals	0	0	20,000	20,000		20,000	0.0%	
4856 CAP - Street Furniture	903	903	12,000	11,097		11,097	7.5%	
4862 CAP - Cemetery Provision	0	350	10,000	9,650		9,650	3.5%	
4871 CAP - Pavilion Renovations	289	289	30,000	29,711		29,711	1.0%	
4877 CAP - P/Side Furniture	0	1,205	0	(1,205)		(1,205)	0.0%	
4879 CAP-Memorial Hall Planter	0	3,720	0	(3,720)		(3,720)	0.0%	
4999 Trs to EMR Play Areas	0	0	25,000	25,000		25,000	0.0%	
Env Capital & Projects :- Indirect Expenditure	1,192	6,467	121,069	114,602	0	114,602	5.3%	0
Net Expenditure	(1,192)	(6,467)	(121,069)	(114,602)				
Grand Totals:- Income	7,330	11,887	39,583	27,697			30.0%	
Expenditure	17,861	53,203	319,185	265,982	0	265,982	16.7%	
Net Income over Expenditure	(10,530)	(41,317)	(279,602)	(238,285)				
Movement to/(from) Gen Reserve	(10,530)	(41,317)						



Date:	13th June 2022
Title:	Machinery Renewals Programme
Purpose of the Report:	To present the anticipated machinery renewals programme for 2022/23.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To support the Machinery Renewals Programme for 2022/23.

2. BACKGROUND

On an annual basis Members receive this report to advise on anticipated spend on new or replacement machinery.

3. ISSUES FOR CONSIDERATION

Appendix A provides machinery renewals programme for the period 2021-2024.

Members will see that some items, one being a vehicle and the other grass cutting machinery, have been put on hold for 2022/2023. This decision was taken due to the items still being in good condition, in particular the vehicle. Also, the cost of replacement vehicles has increased significantly in recent years and therefore it did not seem prudent to spend more money than anticipated at this time.

Members are advised that the new renewals programme, as attached, has also been updated. This programme includes items of equipment that has been purchased to support the maintenance and playing conditions of the town councils recreation sports grounds, following the recommendations contained in the Grounds Maintenance Association Report on Football Pitches.

New equipment purchased as follows:

- One New Sisis Intermediate Rake attachment to fit existing Quadraply Equipment
- One New DW Tomlin Mounted Harrow for existing Tractor

- One New Kubota XL300 Spreader
- One New Sisis Combirake for Cricket Wicket Preparation (to replace the existing one as this one is worn out)

Total cost: £7,629.75

The Head of Grounds Operations will provide a verbal update, at the meeting, in regard to these changes.

4. COUNCIL VISION

Aspirations

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendation

Legal Implications

- There are no legal implications arising from the recommendation

Financial Implications

- Budget available – provision of £20,000 in budget 299-4851 (Env Capital & Projects -Machinery Renewals).

Risk Implications

- There are no risk implications arising from the recommendation

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 recommendation

6. CONCLUSION AND NEXT STEPS

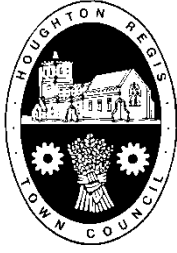
Purchasing of the new equipment will enable the Town Council to continue to provide well maintained sports and recreation provision, not only in response to the recommendations contained in the Grounds Maintenance Association Report on Football Pitches but for all Town Council sports and recreation facilities.

7. APPENDICES

Appendix A: Machinery Renewals Programme

Appendix A

<u>YEAR</u>	<u>Make</u>	<u>Model</u>	<u>Purpose</u>	<u>Cost</u>	<u>Life Expectancy</u>	<u>Date of Purchase</u>	<u>Forecast Date of Replacement</u>
2021/22							
	KUBOTA	FS3890 Ride on Mower	Grass Cutting	£17,000.00	10 Years	2021	2031/32
	KUBOTA	TEG1600 Flail Decks x 2	Grass Cutting	£5,603.82	10 Years	2021	2031/32
	STIHL	FS410C x 2	Strimming Grass	£1,600.00	5 Years	2021	2026/27
	KARSHER	Surface Washer 7 Nozzle Kit	Power Washer	£663.00	10 Years	2021	2031/32
	FORD	Ford Ranger	Transportation	£27,024.00	10 Years	2021	2031/32
SOLD	JCB	8018cts plus attachments& trailer	Grave Digging	£14,600.00	6 Years	SOLD	
2022/23							
ON HOLD	FORD	Ranger Super XLT	Transportation	£28,000.00	10 Years	2022	2032/33
ON HOLD	STIHL	FS410C x 2	Strimming Grass	£1,600.00	5 Years	2022	2032/36
	SISIS	Intermediate Rake attachment	Raking Grass	£909.50	10 Years	2022	2032/33
	DW TOMLIN	Tractor Mounted Harrow	Levelling Pitches	£4,228.75	10 Years	2022	2032/33
	KUBOTA	XL300 Spreader	Fertiliser Spreader	£1,888.00	10 Years	2022	2032/33
	SISIS	Combi rake	Cricket Wicket Prep	£603.50	10 Years	2022	2032/33
2023/24							
	KUBOTA	FS3890 plus Flail Deck x 1	Grass Cutting	£3,400.00	10 Years	2023	2033/42
	STIHL	FS410C x 2	Strimming Grass	£1,600.00	5 Years	2023	2033/37



ENVIRONMENT & LEISURE COMMITTEE**Agenda Item 11**

Date:	13TH June 2022
Title:	TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE
Purpose of the Report:	To update members on the Tithe Farm Recreation Ground Sports Project.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

- 1. To approve the inclusion of works to the existing pavilion to convert its use into an internal and external grounds store area;**
- 2. To note the project funding information and specifically the impact this has on the reduced borrowing requirement from the PWLB.**

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 approved. Planning conditions are currently being discharged.

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

Members are advised that the contract has been awarded to T&B Contractors. The contract price is £995,968.37

Scope of the Scheme

The works include an all-weather pitch and changing facility with a community space, all weather pitch and car park refurbishment and extension. Members may recall that the demolition of the existing pavilion was removed from the planning application for reasons of timing and practicality. However as this project has progressed and the funding has been confirmed (and indeed increased by CBC) it is possible to re-introduce works to the existing pavilion.

The rear of the pavilion is of poor quality and requires demolition. The front area (changing rooms) are of reasonable quality. It is suggested that the rear be demolished but the front reconfigured to create an indoor grounds store area. The area to the rear would be used as an outside grounds store area including goal posts.

Drawings need to be completed and a planning application submitted. It is estimated that the cost of this work would be in the region of £100,000.

Members are referred to Appendix A (to follow). As will be shown this additional work falls within budget.

Operational Site Management

In accordance with the decision at the February meeting of Environment & Leisure Committee ¹ a meeting has been held with the Beds FA to discuss a draft lease. This will be presented to the Committee for formal approval in due course. However included at Appendix C is a draft lease example. The lease is based on the following: 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. The draft lease example will be worked on to reflect the intentions of both parties. In particular the following points are highlighted:

- the Plan referred to in Schedule 1 must reflect the correct area bearing in mind the other uses which are on this site
- detail how booking / hires are to be managed and by whom
- the ability for HRTC to hold events on the site

¹ 'To support the operational site management being undertaken by the Bedfordshire Football Association and for a draft agreement to be developed for formal consideration'

- the hire charge to HRTC of the facility
- community / residents hire charges
- use of HRTC staff to provide grounds care on the whole site
- reference to any specific terms within the Football Foundation grant agreement.

It may be that some of the issues above will be operation matters and will not need to be included in the lease. Legal advice will be sort by both HRTC and the Beds FA.

4. PROJECT FUNDING

Please refer to Appendix A – to follow.

Of note it the fantastic news that the project has been awarded the full funding request from the Football Foundation, £956,400. This an amazing achievement by the council and the project team.

The funding available to this project will be shown in the first section of Appendix A.

An additional cost of £100,000 has been added to the Project Funding requirements to enable works to be completed to the existing pavilion. These works would include demolition of the rear of the building and a reconfiguration of the changing areas to provided internal and external grounds store areas.

The Project Funding shows a reduced borrowing requirement from £500,000 to £413,164.38. Additional funding sources are currently being explored which may reduce the borrowing requirement further and it is hoped that an update can be provided at the meeting.

5. PROJECT TIMELINE

Please refer to Appendix B.

Of note the Project Timeline includes a start on site date of July 2022 and a handover date of April 2023.

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

- confirmation of the PWLB borrowing requirement to be shared with all members and once certain reported back to Town Council.

Legal Implications

- The draft lease to be reviewed by the council's solicitors.

Financial Implications

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

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

- The news concerning the award of funding from the Football Foundation has been shared on social media.

8. CONCLUSION AND NEXT STEPS

This is a significant project for this committee to have brought forward. The main risk to the project has now been overcome through the confirmation of the grant award from the football foundation. The project has also significantly benefited from substantial funding via Central Bedfordshire Council.

Works are due to commence in summer 2022. There is much to be celebrated with this project for our community.

9. APPENDICES

Appendix A	PROJECT FUNDING
Appendix B	PROJECT TIMELINE
Appendix C	LEASE DRAFT EXAMPLE

Tithe Farm Recreation Ground

Cost Summary- Option C (Clubroom/ Remodel existing pavilion/ resurface existing car park)

31st May 2022

Project Reference: 324-1 - Football Development Centre

Grey cells will auto-complete and do not require editing

Notes	£GBP
CBC s106 (1)	99,884.00
CBC s106 (2)	172,500.00
CBC s106 (3)	187,947.00
CBC Community Asset grant	25,000.00
HRTC deferred income	230,575.00
HRTC- EMR322	160,341.06
Town Council PWBL	413,164.38
Football Foundation	956,400.00
Shortfall	0.00
0 Project Budget	£ 2,245,811.44

		£GBP	Notes
1.1 Works Costs			
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			See 1.2.12
1.1.4 Provisional Sums	Taken from QS cost plan	13,000.00	
1.2 Adjustments			
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 ASHPs		20,000.00	
1.2.11 Existing carpark surface and entrance		65,000.00	
1.2.12 Repurpose existing changing rooms		100,000.00	
1.2.13 Main contractors oh/p		12,508.55	
1.3 Main Contractor Costs			
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	
Pavilion Sub-total		1,365,011.73	
2 FTP			
2.1 FTP		761,434.00	PCH still have limited information on what is included within this figure at this stage
FTP Sub-total		761,434.00	
3 Statutory Fees			
3.1 Planning			
- Pre-App	Central Beds	1,258.96	
- Application fee	Central Beds	1,178.33	
- Discharge of conditions	soy	190.00	Dependent upon approval
3.2 Building Regulations		-	Included in T&B tender and FTP tender
		2,627.29	
4 Professional Fees			
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%	88,725.76	
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
		92,235.76	
5 Surveys/Reports/Other Costs			
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
		24,502.66	
6 VAT		-	Dependent on specialist advice
		-	
ANTICIPATED PROJECT COST		£ 2,245,811.44	

Tithe Farm Recreation Ground Sports Project

31/05/2022

Project timeline	Target	Actual
Pre-application advice (submitted 10 th May 2021)	Summer 2021	Completed
Agreement of scheme in principle	7th June at Town Council Meeting	Completed
Supporting surveys/reports for planning	7th June 2021 to 25th June 2021	Completed
Preparation of planning application	25th June 2021 to 9th July 2021	Completed
Submission of planning application	9th July 2021 to 8th October 2021	Completed (submitted 18/8/21)
Development of scheme to RIBA stage 4 with M&E/Structural & Civils input	9th July 2021 to 20th August 2021	Completed. 18 th August 2021 to 13 th September 2021.
Preparation of final cost plan/tender documents	20th August 2021 to 3rd September 2021	Completed. 13 th September to 4 th October.
Co-ordination of tender package with HRTC/Contract Finder	3rd September 2021 to 10th September 2021	Completed. 4 th October to 11 th October 2021.
Out to Tender (open tender)	Open to 12 th November 2021	Completed. 11 th October to 28 th January.
Tender Analysis	12 th November to 19 th November 2021	Completed. 28 th January 2022 to 9 th February 2022. Recommendation is T&B and tender report issued 10 th February 2022.
Stage 2 Negotiations with lowest contractor/co-ordination with FTP and funding pack	22 nd November to 3 rd December 2021	Foundation prepared to Award grant on first stage tender. Agreed in meeting on 9 th February.
Planning Application determination date	20 th December 2021	Committee meeting 16 th February 2022.
Grant Award (Panel)	April 2022	Completed 21 st April 2022.

Grant Award (Board)	May 2022	Completed 24 th May 2022
Discharge of any grant conditions	May 2022	Say by 24 th June 2022
FTP	May 2022	Say 24 th June 2022
Instruction to proceed		
Pavilion Instruction to proceed	3 rd June 2022	3 rd June 2022
FTP	June 2022	July 2022
Mobilisation		
Pavilion Detail design/ Discharge of planning conditions/ Stage 2 tender	June/ July/ August 2022.	June/ July/ August 2022.
FTP On site	July to September 2022	July to September 2022
Pavilion Sign off of Stage 2 costs	August 2022	August 2022
Prepare existing changing rooms planning application	September 2022	September 2022
Pavilion Mobilisation	October 2022	October 2022
Existing changing rooms application	October /December 2022	October /December 2022
Existing changing rooms application decision	December 2022	December 2022
Pavilion & Changing Rooms On site	November to April 2023	November 2022 to April 2023
Handover	April 2023	April 2023

Dated

202[]

[]

and

Bedfordshire Football Association Limited

Lease of land at []

DRAFT EXAMPLE

muckle^{LLP}

Muckle LLP
Time Central
32 Gallowgate
Newcastle upon Tyne
NE1 4BF

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LR1. Date of lease

[] 202[]

LR2. Title number(s)

LR2.1 Landlord's title number(s)

To be allocated.

LR2.2 Other title numbers

None.

LR3. Parties to this Lease

Landlord

[]

Tenant

Bedfordshire Football Association Limited

Century House, Skimpot Road, Dunstable, Bedfordshire, LU5 4JU

CRN: 03872573

Other parties

None

LR4. Property

In the case of a conflict between this clause and the remainder of this Lease then, for the purposes of registration, this clause shall prevail.

See the definition of "Property" in *clause 1.1* of and *Schedule 1* to this Lease.

LR5. Prescribed statements etc.

LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003.

None.

LR5.2 This Lease is made under, or by reference to, provisions of:

None.

LR6. Term for which the Property is leased

The term as specified in this Lease at *clause 1.1* in the definition of "Contractual Term".

LR7. Premium

Nil

LR8. Prohibitions or restrictions on disposing of this Lease

This Lease contains a provision that prohibits or restricts dispositions.

LR9. Rights of acquisition etc.

LR9.1 Tenant's contractual rights to renew this Lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land

None.

LR9.2 Tenant's covenant to (or offer to) surrender this Lease

None.

LR9.3 Landlord's contractual rights to acquire this Lease

None.

LR10. Restrictive covenants given in this Lease by the Landlord in respect of land other than the Property

None.

LR11. Easements

LR11.1 Easements granted by this Lease for the benefit of the Property

None.

LR11.2 Easements granted or reserved by this Lease over the Property for the benefit of other property

None.

LR12. Estate rentcharge burdening the Property

None.

LR13. Application for standard form of restriction

None.

LR14. Declaration of trust where there is more than one person comprising the Tenant

Dated

202[]

Parties

- (1) [] of [] (**Landlord**); and
- (2) **Bedfordshire Football Association Limited** incorporated and registered in England and Wales with company number 03872573 whose registered office is at Century House, Skimpot Road, Dunstable, Bedfordshire, LU5 4JU (**Tenant**).

It is agreed

1. **Interpretation**

The following definitions and rules of interpretation apply in this Lease.

1.1 Definitions:

Base Rate	the base rate from time to time of Barclays Bank PLC
Break Date	the 25 th anniversary of the date of this lease and every 5 th anniversary of that date
Contractual Term	a term of ninety (90) years beginning on, and including the date of this Lease and ending on, and including [] 211[]
Default Interest Rate	4% above the Base Rate or, if that base rate is no longer used or published, a comparable commercial rate reasonably determined by the Landlord
Insured Risks	fire, explosion, lightning, earthquake, storm, flood, bursting and overflowing of water tanks, apparatus or pipes, escape of water or oil, damage to underground water, oil or gas pipes or electricity wires or cables, subsidence, ground slip, heave, impact by aircraft and articles dropped from them, impact by vehicles, riot, civil commotion, malicious damage and any other risks which the Tenant reasonably decides to insure against from time to time
Permitted Use	use for a football ground with ancillary training facilities, catering and retail provisions in accordance with a valid

	planning permission issued by the relevant Local Authority
Plan	the plan attached to this Lease
Property	the land and building described in Schedule 1
Reinstatement Cost	the full cost of reinstatement of the Property as reasonably determined by the Tenant from time to time taking into account inflation of building costs and including any costs of demolition, site clearance, site protection, shoring up, professional fees and expenses and the costs of any other work to the Property that may be required by law and any VAT on any such costs, fees and expenses
Rent	a peppercorn per annum (if demanded)
Rent Payment Date	1 January in each year
Reservations	all of the rights excepted, reserved and granted to the Landlord by this Lease
Service Media	all media for the supply or removal of heat, smoke, electricity, gas, water, sewage, air-conditioning, energy, telecommunications, television, data and all other services and utilities and all structures, machinery and equipment ancillary to those media
Third Party Rights	all rights, covenants and restrictions affecting the Property including the matters referred to at the date of this Lease in the property register of title number BD331912
VAT	value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement and any similar additional tax

- 1.2 A reference to this Lease, except a reference to the date of this Lease or to the grant of this Lease, is a reference to this deed and any deed, licence, consent, or other instrument supplemental to it.
- 1.3 A reference to the **Landlord** includes a reference to the person entitled to the immediate reversion to this Lease. A reference to the **Tenant** includes a reference to the Tenant's personal representatives, successors in title and assigns.
- 1.4 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.
- 1.5 Any obligation in this Lease on the Tenant not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.6 The expression **landlord covenant** and **tenant covenant** each has the meaning given to it by the Landlord and Tenant (Covenants) Act 1995.
- 1.7 A reference to the **term** is to the Contractual Term.
- 1.8 A reference to the **end of the term** is to the end of the term however it ends.
- 1.9 Unless the context otherwise requires, references to the **Property** are to the whole and any part of it.
- 1.10 Unless the context otherwise requires, any words following the terms **including, include, in particular, for example**, or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition preceding those terms.
- 1.11 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.12 A reference to **writing** or **written** excludes fax and e-mail.
- 1.13 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.14 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.15 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include

all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.

- 1.16 Unless otherwise specified, a reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision and all orders, notices, codes of practice and guidance made under it.
- 1.17 The Schedules form part of this Lease and shall have effect as if set out in full in the body of this Lease. Any reference to this Lease includes the Schedules.
- 1.18 Clause, Schedule and paragraph headings shall not affect the interpretation of this Lease.
- 1.19 References to clauses and Schedules are to the clauses and Schedules of this Lease and references to paragraphs are to paragraphs of the relevant Schedule.

2. **Grant**

- 2.1 The Landlord lets the Property with full title guarantee to the Tenant for the Permitted Use for the Contractual Term.
- 2.2 The grant is made excepting and reserving to the Landlord, the Reservations set out in clause 4., and subject to the Third Party Rights.
- 2.3 The grant is made in consideration of the Tenant paying to the Landlord the Premium (receipt of which the Landlord acknowledges) and covenanting to pay the Landlord the following sums as rent:
- 2.3.1 the Rent;
 - 2.3.2 all interest payable under this Lease; and
 - 2.3.3 all other sums due under this Lease.

3. **The Rights**

Neither the grant of this Lease nor anything in it confers any right over neighbouring property nor is to be taken to show that the Tenant may have any right over neighbouring property, and section 62 of the Law of Property Act 1925 does not apply to this Lease.

4. **The Reservations**

- 4.1 The Landlord reserves the right to enter the Property, having given reasonable notice to the Tenant (except in the case of an emergency when no notice is required), with its workers, contractors, agents or professional advisers:

- 4.1.1 to inspect its condition and state of repair following which the Landlord may give the Tenant a notice of any breach of any of the Tenant covenants of this Lease relating to the condition or repair of the Property;
- 4.1.2 to carry out any works needed to remedy the breach set out in any notice served under clause 4.1.1 if the works have not been carried out by the Tenant to the reasonable satisfaction of the Landlord within the time period specified in the notice; and
- 4.1.3 for any other purpose mentioned in or connected with:
 - 4.1.3.1 this Lease;
 - 4.1.3.2 the Reservations; and
 - 4.1.3.3 the Landlord's interest in the Property.
- 4.2 The Reservations may be exercised by the Landlord and by anyone else who is or becomes entitled to exercise them, and by anyone authorised by the Landlord.
- 4.3 No party exercising any of the Reservations, nor its workers, contractors, agents and professional advisors, shall be liable to the Tenant or to any undertenant or other occupier of or person at the Property for any loss, damage, injury, nuisance or inconvenience arising by reason of its exercising any of those Reservations except for:
 - 4.3.1 physical damage to the Property, which they shall make good to the reasonable satisfaction of the Tenant; or
 - 4.3.2 any loss, damage, injury, nuisance or inconvenience in relation to which the law prevents the Landlord from excluding liability.

5. Tenant covenants

The Tenant covenants with the Landlord to observe and perform the covenants in Schedule 2 of this Lease.

6. Landlord covenants

The Landlord covenants with the Tenant to observe and perform the covenants in

of this Lease.

7. Re-entry

7.1 The Landlord may re-enter the Property (or any part of the Property in the name of the whole) at any time after any of the following occurs:

7.1.1 any Rent or any other rent due under this Lease is wholly or partly unpaid 21 days after becoming payable;

7.1.2 any breach of any condition of, or tenant covenant in, this Lease.

7.2 If the Landlord re-enters the Property (or any part of the Property in the name of the whole) pursuant to this clause, this Lease shall immediately end, but without prejudice to any right or remedy of the Landlord in respect of any breach of covenant by the Tenant.

7.3 Before commencing any proceedings for forfeiture of this Lease, the Landlord shall:

7.3.1 give notice of the breach complained of to The Football Foundation or any mortgagee of this Lease of whom the Landlord has received notice pursuant to paragraph 8.9 of Schedule 2; and

7.3.2 if the mortgagee confirms in writing to the Landlord within 60 days of the notice that it wishes to remedy the breach, allow the mortgagee three months (or such longer time as may be reasonable in view of the nature of the breach) to remedy the breach to procure that it be remedied.

8. Destruction of Property

8.1 If, following damage or destruction caused by any of the Insured Risks, the repair, rebuilding or reinstatement of the Property shall be impossible due to the inability to obtain the necessary planning or other consents:

8.1.1 the Tenant's obligation to reinstate the Property contained in paragraph 3. of Schedule 2 or otherwise shall no longer apply;

8.1.2 the Tenant shall hold all proceeds of any insurance in respect of the Property on trust for itself and the Landlord in proportion to their respective interests in the Property (taking into account any grant or third party lending) immediately before the damage or destruction, as agreed in writing between the Landlord and the Tenant and failing agreement, in the proportions determined pursuant to clause 8.2; and

8.1.3 the Tenant shall pay (in cleared funds) the Landlord's proportion of such insurance proceeds within twenty Working Days of the date of receipt of the proceeds of the insurance policy or within ten Working Days of the determination pursuant to clause 8.2, whichever is the later.

8.2 Any dispute arising regarding this clause 8. shall be finally determined by arbitration in accordance with the provisions of the Arbitration Act 1996. The tribunal shall consist of one arbitrator appointed by the President for the time being of the Royal Institution of Chartered Surveyors.

9. Landlord's consent

9.1 Any consent given by the Landlord under this Lease may be granted subject to reasonable conditions.

9.2 No consent given by the Landlord under this Lease shall obviate the need to obtain any consent required from a third party or imply that any such consent has been given.

10. Joint and several liability

Where the Landlord or the Tenant is more than one person, those persons shall in each case be jointly and severally liable for their respective obligations and liabilities arising under this Lease. The Landlord may take action against, or release or compromise the liability of, or grant any time or other indulgence to, any one of the persons comprising the Tenant, without affecting the liability of any other of them.

11. Entire agreement

11.1 This Lease constitutes the entire agreement between the parties and supersede[s] all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to its subject matter.

11.2 Each party acknowledges that in entering into this Lease and any documents annexed to it it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently) other than those contained in any written replies the Landlord's legal advisor has given to any written enquiries raised by the Tenant's legal advisor before the date of this Lease that is not set out in this Lease.

11.3 Nothing in this clause shall limit or exclude any liability for fraud.

12. Notices

12.1 A notice given under or in connection with this Lease shall be:

12.1.1 in writing and for the purposes of this clause a fax or an e-mail is not in writing;

12.1.2 given to the Landlord by sending it by prepaid first-class post or other next working day delivery service to the Landlord's address as set out in this Lease;

12.1.3 given to the Tenant by sending it by prepaid first-class post or other next working day delivery service to the Tenant's registered office.

12.2 If a notice is given in accordance with clause 12.1, it shall be deemed to have been received:

12.2.1 if delivered by hand, at the time the notice is left at the proper address; or

12.2.2 if sent by prepaid first-class post or other next working day delivery service, on the second working day after posting.

12.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

12.4 Section 196 of the Law of Property Act 1925 shall otherwise apply to notices given under this Lease.

13. Contracts (Rights of Third Parties) Act 1999

Except as expressly provided by clause 7.3 a person who is not a party to this Lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Lease. This does not affect any right or remedy of a third party which exists, or is available, apart from that Act.

14. VAT

Any obligation to pay money refers to a sum exclusive of VAT and the amount of any VAT payable in addition (whether by the Landlord or by the Tenant) shall be paid by the Tenant.

15. Governing law

This Lease and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

16. Jurisdiction

Save for any dispute arising under clause 8., each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in

connection with this Lease or its subject matter or formation (including non-contractual disputes or claims).

17. Break Clause for the Tenant

17.1 Terms of termination

17.1.1 The Tenant may terminate this Lease at on the Break Date by giving to the Landlord not less than six months' notice to that effect but only if:

17.1.1.1 the Tenant has paid the rents reserved by this Lease and performed and observed the Tenant's material covenants up to the date of expiration of notice; and

17.1.1.2 on the expiration of the notice, the Tenant has given up occupation of the Premises free from any right of occupation of a third party.

17.2 Effect of termination

17.2.1 On the expiry of the notice and subject to the requirements of Clause 17.1 (Terms of termination):

17.2.2 this Lease will terminate, but without affecting any liability of the Tenant arising from a breach of covenant or condition which has occurred before then; and

17.2.3 the Landlord shall reimburse to the Tenant any proportion of the rent paid by the Tenant which relates to the period after termination.

17.3 Effect of termination

On the expiration of the notice, this Lease will terminate, but without affecting any liability of the Tenant arising from a breach of covenant or condition which has occurred before then.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Schedule 1

The Property

The land and buildings (to be constructed) known as land at [], registered at the Land Registry under Title Number [], shown edged red on the Plan.

DRAFT EXAMPLE

Schedule 2

Tenant Covenants

1. Rent

To pay the Rent to the Landlord in advance by one instalment on or before the Rent Payment Date if demanded.

2. Insurance

2.1 To effect and maintain insurance of the Property (with reputable insurers) at its own cost in the joint names of the Landlord and the Tenant. Such insurance shall be against all loss or damage caused by any of the Insured Risks for the sum which the Landlord and Tenant consider to be the full Reinstatement Cost subject to:

2.1.1 any reasonable exclusions, limitations, conditions or excesses that may be imposed by the insurer; and

2.1.2 insurance being available on reasonable terms in the London insurance market.

2.2 In relation to any insurance effected by the Tenant under this paragraph:

2.2.1 at the request of the Landlord, to supply the Landlord with:

2.2.1.1 a copy of the current insurance policy and schedule;

2.2.1.2 a copy of the application form for the policy; and

2.2.1.3 a copy of the receipt for the current year's premium.

2.2.2 to notify immediately the Landlord of any change in the scope, level or terms of cover as soon as reasonably practicable after the Tenant has become aware of the change;

2.2.3 if requested by the Landlord in writing, to use reasonable endeavours to procure that the interest of any Landlord's mortgagee is noted on the insurance policy, either by way of a general noting of mortgagees' interests under the conditions of the insurance policy, or specifically.

2.3 To immediately inform the Landlord and inform the insurer of the property immediately that it becomes aware of:

2.3.1 any matter which occurs in relation to the Tenant or the Property that any insurer or underwriter may treat as material in deciding whether or on what terms, to insure or continue insuring the Property;

2.3.2 any damage or loss that relates to the Property; and

2.3.3 any other event occurs which might affect any insurance policy relating to the Property.

3. Rebuild following damage or destruction

3.1 If the Property or any part of it is damaged or destroyed by an Insured Risk, the Tenant shall:

3.1.1 promptly notify the Landlord and make a claim under the insurance policy for the Property;

3.1.2 notify the Landlord immediately if the insurer indicates that the Reinstatement Cost will not be recoverable in full under the insurance policy and make good the shortfall;

3.1.3 use all insurance money received to repair the damage in respect of which the money was received or (as the case may be) to rebuild or reinstate the Property and make good any shortfall out of the Tenant's own monies;

3.1.4 with the Landlord promptly take such steps as may be necessary and proper to obtain all planning (with the prior consent of the Landlord, not to be unreasonably withheld or delayed) and other consents to repair (or as the case may be) rebuild or reinstate the Property;

3.1.5 subject to obtaining such consents, reinstate or rebuild the Property in a manner equivalent in size, quality, layout and facilities to the Property before the damage. If the relevant consents cannot be obtained then to reinstate or rebuild the Property in a manner and with facilities that are reasonably equivalent to those previously at the Property.

4. Interest on late payment

4.1 To pay interest to the Landlord at the Default Interest Rate (both before and after any judgment) on any Rent or other payment due under this Lease and not paid within 21 days following the date it is due. Such interest shall accrue on a daily basis for the period beginning on the due date and ending on the date of payment.

5. Rates and taxes

5.1 To pay all present and future rates, taxes and other impositions and outgoings payable in respect of the Property, its use and any works carried out there, except:

5.1.1 any taxes payable by the Landlord in connection with any dealing with or disposition of the reversion to this Lease; and

- 5.1.2 any taxes, other than VAT, payable by the Landlord by reason of the receipt of any of the rents due under this Lease.
- 5.2 Subject to the same qualifications mentioned in paragraph 5.1.1 and paragraph 5.1.2, to pay a fair and reasonable proportion determined by the Landlord of any such rates, taxes or other impositions and outgoings that are payable in respect of the Property together with other land.
- 6. Utilities**
- 6.1 To pay all costs in connection with the supply and removal of electricity, gas, water, sewage, telecommunications, data and other services and utilities to or from the Property.
- 6.2 To comply with all laws and with any recommendations of the relevant suppliers relating to the use of those services and utilities and the Service Media at or serving the Property.
- 7. Costs**
- 7.1 To pay to the Landlord on demand the costs and expenses (including any solicitors', surveyors' or other professionals' fees, costs and expenses and any VAT on them) reasonably and properly incurred by the Landlord (both during and after the end of the term) in connection with or in contemplation of any of the following:
- 7.1.1 the enforcement of the tenant covenants of this Lease;
- 7.1.2 preparing and serving any notice in connection with this Lease under section 146 or 147 of the Law of Property Act 1925 or taking any proceedings under either of those sections, notwithstanding that forfeiture is avoided otherwise than by relief granted by the court;
- 7.1.3 preparing and serving any notice under clause 4.1.1; or
- 7.1.4 any consent applied for under this Lease, whether or not it is granted (except to the extent that the consent is unreasonably withheld or delayed by the Landlord in circumstances where the Landlord is not entitled to unreasonably withhold or delay consent).
- 8. Assignment and underletting**
- 8.1 Except as expressly permitted by this Lease the Tenant shall not assign, underlet, charge, part with or share possession or share occupation of this Lease or the Property or hold the lease on trust for any person (except pending registration of a dealing permitted by this Lease at HM Land Registry or by reason only of joint legal ownership).

- 8.2 The Tenant may assign the whole of this Lease but must not do so in the last seven years of the Contractual Term without the prior written consent of the Landlord, such consent not to be unreasonably withheld or delayed.
- 8.3 The Landlord and the Tenant agree that the Landlord may give its consent to an assignment (if required under paragraph 8.2) subject to any reasonable condition.
- 8.4 The Tenant may underlet the whole of the Property but must not do so in the last seven years of the Contractual Term without the prior written consent of the Landlord, such consent not to be unreasonably withheld or delayed and any underletting must be outside of the Landlord and Tenant Act 1954.
- 8.5 The Tenant may underlet parts of the Property but must not do so in the last seven years of the Contractual Term without the prior written consent of the Landlord, such consent not to be unreasonably withheld or delayed.
- 8.6 The Tenant may, subject to the consent of the Landlord (such consent not to be unreasonably withheld or delayed), charge the whole of this Lease.
- 8.7 The Tenant may share occupation of the Property with any company that is a member of the same group (within the meaning of section 42 of the Landlord and Tenant Act 1954) as the Tenant for as long as that company remains within that group and provided that no relationship of landlord and tenant is established by that arrangement.
- 8.8 In this clause a **Transaction** is any assignment, underletting, charge, parting with possession of or any other devolution of title to this Lease or the Property.
- 8.9 No later than one month after a Transaction the Tenant shall:
- 8.9.1 give the Landlord's solicitors notice of the Transaction;
 - 8.9.2 deliver two certified copies of any document effecting the Transaction to the Landlord's solicitors; and
 - 8.9.3 pay the Landlord's solicitors a reasonable registration fee of not less than £75 (plus VAT).
- 8.10 If the Landlord so requests, the Tenant shall promptly supply the Landlord with full details of the occupiers of the Property and the terms on which they occupy it.

9. **Repair and decoration**

9.1 To keep the Property in good and substantial repair and condition throughout the Contractual Term and, when necessary, renew and rebuild the Property.

9.2 To renew and replace from time to time all Landlord's fixtures and fittings at the Property which may become beyond repair at any time during the Contractual Term.

9.3 As often as is reasonably and in the last year of the Contractual Term (howsoever determined), to decorate or treat as appropriate all parts of the exterior of the Property that are usually decorated, cleaned, painted or treated in a good and proper manner, using good quality, suitable materials that are appropriate to the Property and in the last year of the term to use materials, designs and colours approved by the Landlord provided that the Tenant will not be required to perform these obligations in the last year of the term if it has done so in the preceding 12 months.

10. **Windows and landscaping**

10.1 To clean the windows of the Property as often as is reasonably necessary.

10.2 To maintain any landscaped and grassed areas of the Property and to always keep them in a neat and tidy condition and deal with any trees on the Property in accordance with the principles of good arboriculture.

11. **Refuse**

11.1 Not to keep or deposit any rubbish at the Property except suitably wrapped and sealed and placed in a dustbin on the Property.

11.2 To ensure that any rubbish is regularly collected from the Property by the local authority or any other waste collecting organisation.

12. **Sewers and drains**

Not to allow to pass into the Service Media serving the Property any noxious or deleterious effluent or other substance which may obstruct or damage them or any other neighbouring property.

13. **Compliance with laws and notices**

13.1 The Tenant shall comply with all laws relating to:

13.1.1 the Property and the occupation and use of the Property by the Tenant;

13.1.2 the use or operation of all Service Media and machinery and equipment at or serving the Property whether or not used or operated, and shall, where necessary, replace or

convert such Service Media within or exclusively serving the Property so that it is capable of lawful use or operation;

13.1.3 any works carried out at the Property; and

13.1.4 all materials kept at or disposed from the Property.

13.2 Without prejudice to any obligation on the Tenant to obtain any consent or approval under this Lease, the Tenant shall carry out all works that are required under any law to be carried out at the Property whether by the owner or the occupier.

13.3 Within five working days after receipt of any notice or other communication affecting the Property (and whether or not served pursuant to any law) the Tenant shall:

13.3.1 send a copy of the relevant document to the Landlord; and

13.3.2 take all steps necessary to comply with the notice or other communication and take any other action in connection with it as the Landlord may require.

13.4 The Tenant shall comply with its obligations under the CDM Regulations, including all requirements in relation to the provision and maintenance of a health and safety file. The Tenant shall maintain the health and safety file for the Property in accordance with the CDM Regulations and shall give it to the Landlord at the end of the term.

13.5 The Tenant shall supply all information to the Landlord that the Landlord reasonably requires from time to time to comply with the Landlord's obligations under the CDM Regulations.

13.6 As soon as the Tenant becomes aware of any defect in the Property, it shall give the Landlord notice of it. The Tenant shall indemnify the Landlord against any liability under the Defective Premises Act 1972 in relation to the Property by reason of any failure of the Tenant to comply with any of the tenant covenants in this Lease.

13.7 To give the Landlord full particulars of any notice order or proposal affecting any neighbouring property as soon as the Tenant is aware of it.

14. **Encroachments, obstructions and acquisition of rights**

14.1 If a third party makes or attempts to make any encroachment over the Property or takes any action by which a right may be acquired over the Property, the Tenant shall:

14.1.1 immediately inform the Landlord and if the Landlord reasonably so requests, shall give the Landlord notice of that encroachment or action, or such other confirmation as the Landlord reasonably requires; and

- 14.1.2 do such acts and things as the Landlord reasonably requires to prevent or license the continuation of that encroachment or action.
- 14.2 The Tenant shall not obstruct the flow of light or air to the Property nor obstruct any means of access to the Property.
- 14.3 The Tenant shall not make any acknowledgement that the flow of light or air to the Property or that the means of access to the Property is enjoyed with the consent of any third party.
- 14.4 If any person takes or threatens to take any action to obstruct the flow of light or air to the Property or obstruct the means of access to the Property, the Tenant shall:
- 14.4.1 immediately inform the Landlord and if the Landlord reasonably so requests, shall give the Landlord notice of that action or obstruction, or such other confirmation as the Landlord reasonably requires; and
- 14.4.2 do such acts and things that the Landlord reasonably requires to prevent or secure the removal of the obstruction.
15. **Notify defects**
- 15.1 To give notice to the Landlord of any defect in, or want of repair or damage to, the Property for which the Landlord may be responsible under this Lease or any law, as soon as the Tenant becomes aware of it.
16. **Third Party Rights**
- 16.1 To comply with all obligations on the Landlord relating to the Third Party Rights insofar as they relate to the Property and not do anything (even if otherwise permitted by this Lease) that may interfere with any Third Party Right.
- 16.2 To allow the Landlord and any other person authorised by the terms of any Third Party Right to enter the Property in accordance with its terms.
17. **Remedy breaches**
- 17.1 If the Landlord has given the Tenant notice under clause 4.1.1, of any breach of any of the Tenant covenants in this Lease relating to the repair or condition of the Property, to carry out all works needed to remedy that breach as quickly as possible, and in any event within the time period specified in the notice (or immediately if works are required as a matter of emergency) to the reasonable satisfaction of the Landlord.

17.2 To pay to the Landlord on demand the costs reasonably and properly incurred by the Landlord in carrying out any works pursuant to clause 4.1.2 (including any solicitors', surveyors' or other professionals' costs and expenses, and any VAT on them.

18. Indemnity

18.1 To indemnify the Landlord against all liabilities, expenses, costs, (including but not limited to any solicitors', surveyors' or other professionals' costs and expenses, and any VAT on them, reasonably and properly incurred), claims, damages and losses (including but not limited to any diminution in the value of the Landlord's interest in the Property and loss of amenity of the Property) suffered or incurred by the Landlord arising out of or in connection with:

18.1.1 any breach of any of the Tenant covenants of this Lease; or

18.1.2 any act or omission of the Tenant, any undertenant or their respective workers, contractors or agents or any other person at the Property with the express or implied authority of any of them.

19. Returning the Property to the Landlord

19.1 At the end of the term to return the Property to the Landlord in good and substantial repair, condition and decoration and in accordance with the Tenant covenants of this Lease.

20. Use

20.1 Not, without the consent of the Landlord, such consent not to be unreasonably withheld, to use the Property for any purpose other than for the Permitted Use.

20.2 Not to hold any political meeting or sale by auction at the Property other than a charity fundraising auction.

20.3 Not to use the Property for any noisy, offensive, illegal or immoral purpose.

20.4 Not to do anything at the Property which may be or become a legal nuisance, or cause loss, damage or injury, to the Landlord or the occupiers of any neighbouring property.

20.5 Not to overload any structural part of the Property nor any Service Media, machinery or equipment at or serving the Property.

20.6 The Tenant shall as soon as reasonably practicable after receiving a written request from the Landlord, inform the Landlord in writing of the specific current use or uses to which the Property is put and when the use or uses began. Where there is more than one current use, the Tenant shall state which parts of the Property are put to which particular use or uses and,

if appropriate, the primary use or uses to which the Property and each part of it is put. The Landlord may request this information as often as is reasonable.

- 20.7 As soon as reasonably practicable after the use or uses to which the Property or any part of it changes, the Tenant shall inform the Landlord in writing of the specific use or uses to which the Property is being put and when the use or uses began. Where there is more than one current use, the Tenant shall state which parts of the Property are put to which particular use or uses and, if appropriate, the primary use or uses to which the Property and each part of it is put.
- 20.8 The Tenant shall answer in writing, as soon as reasonably practicable, any reasonable written questions that the Landlord raises in respect of the use or uses to which the Property, or any part of it, is put.

DRAFT EXAMPLE

Schedule 3

Landlord Covenants

1. **Quiet enjoyment**

1.1 The Landlord covenants with the Tenant, that, so long as the Tenant pays the rents reserved by and complies with its obligations in this Lease, the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this Lease.

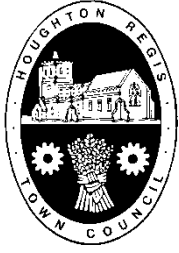
2. **Insurance**

2.1 To immediately inform the Tenant and immediately inform the insurer of the Property of any matter that occurs in relation to the Landlord that any insurer or underwriter may treat as material in deciding whether, or on what terms, to insure or continue insuring the Property and if the Tenant reasonably so requests, to give the Tenant notice of that matter or such other confirmation as the Tenant reasonably requires.

2.2 Not to insure the Property against any of the Insured Risks in such a manner as would permit the Tenant's insurer to cancel the Tenant's insurance or to reduce the amount of any money payable in respect of any insurance claim.

2.3 Not to knowingly do or omit to do anything as a result of which any policy of insurance of the Property may become void or voidable or otherwise prejudiced or which may cause an increased premium to be payable in respect of it (unless the Landlord has previously notified the Tenant and has paid any increased premium).

2.4 To comply with the requirements and recommendations of the insurers relating to the Property of which the Landlord has received details in writing.



Date:	13th June 2022
Title:	CREATION OF A GARDEN IN RECOGNITION OF THE IMPACT OF COVID
Purpose of the Report:	To enable consideration of the creation of a garden for residents to remember loved ones lost due to covid.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

To approve the creation of a garden in recognition of the impact of covid in the Old Section of Houghton Regis Cemetery.

2. BACKGROUND

It was suggested that a garden be created to enable residents to remember loved ones lost due to covid and to reflect on the impact of the pandemic. A report was presented to a meeting of the Committee in March 2022. Whilst members felt supportive of the idea, more consideration was requested on a suitable location. It was felt that the location should offer a level of privacy, be away from excessive noise / external disturbance whilst being fairly central in the town.

3. ISSUES FOR CONSIDERATION

The pandemic had an extensive and far reaching impact on the lives of all. As the virus becomes incorporated into everyday lives it is suggested that a garden be created which will allow residents to remember those they have lost and to reflect on the impact of the virus.

It is envisaged that the garden would incorporate planting beds offering year round attraction, a bench with a plaque and a feature allowing residents to recognise specifically those they have lost (perhaps based on the rainbow as associated with covid).

It was previously suggested that the old part of the cemetery be used to create this

garden. This area is maintained by the grounds team but has scope to host such a garden. It may be possible to further enhance the periphery of this area with wild flowers come autumn.

Due to the extra funding secured from CBC for planting it is feasible for this project to be delivered for minimal cost to HRTC.

Suggested locations include (considerations are shown, *only those shown in italics are suggested as suitable*):

<i>Houghton Regis Cemetery – Old Section</i>	<i>Under used area, suitable surrounding land uses, limited noise / disturbance, suitable levels of privacy, reasonably central location, in ownership of HRTC</i>
Village Green	Reasonable surrounding land uses, limited noise / disturbance, low levels of privacy, central location, recent concerns expressed over using Green for planting, in ownership of HRTC
<i>Houghton Hall Park</i>	<i>Suitable surrounding land uses, limited noise / disturbance, suitable levels of privacy in some locations, central location, not in ownership of HRTC, CBC are supportive and could incorporate into the orchard plans for the cedar lawn.</i>
Moore Crescent recreation ground	Suitable surrounding land uses, limited noise / disturbance, with design there would be suitable levels of privacy, reasonably central location, in ownership of HRTC, seen more as a recreation ground
Tithe Farm recreation ground	Suitable surrounding land uses, some noise / disturbance, with design there would be suitable levels of privacy, not especially a central location, in ownership of HRTC, seen more as a recreation ground, being developed as a substantial sports provision
Parkside recreation ground	Suitable surrounding land uses, some noise / disturbance, with design there would be suitable levels of privacy, not especially a central location, in ownership of HRTC, seen more as a recreation ground
Orchard Close recreation ground	Suitable surrounding land uses, limited noise / disturbance, with design there would be suitable levels of privacy, not especially a central location, in ownership of HRTC, seen more as a recreation ground
Dog Kennel Down	Suitable surrounding land uses, limited noise / disturbance, with design there would be suitable levels of privacy, remote location, access by foot or bike, not especially a central location, in ownership of HRTC, is a designated wildlife site, chalk downland

If members are supportive of this idea, it is requested that consideration be given to the name for this area. The following suggestions are made and other suggestions are welcome:

- Dignity Garden
- Tranquillity Garden
- Reflection Garden
- Commemoration Garden
- Tribute Garden
- Reminiscence Garden
- Memorial Garden

4. COUNCIL VISION

Aspirations

A2 To effectively and proactively **represent** our community

Objective 4: Our community

- 4.1 To create or enhance community facilities which support community development and cohesion
- 4.2 To enhance existing facilities to enable improved community use and accessibility
- 4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality

5. IMPLICATIONS

Corporate Implications

- Staff implications – work to be completed in-house

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- Budget available – CBC grant funding available. Additional funding may be required for features and ad hoc materials. If required code 271-4020 will be used.

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

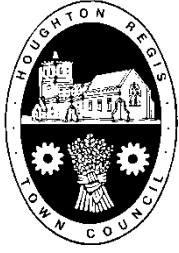
The decision relating to this agenda item will be communicated to the press, via the website and social media.

6. CONCLUSION AND NEXT STEPS

This project would create a peaceful and tranquil area for people to visit to remember those they have lost and to reflect on the impact of covid.

7. APPENDICES

None



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 13

Date:	13th June 2022
Title:	Fair Visits
Purpose of the Report:	To provide members with information in relation to Fair Visits to the town
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

This report is provided for information purposes and is focussed on Fair Visits only.

2. BACKGROUND

At the Environment and Leisure Committee meeting held on the 14th February 2022 the committee approved the following fair visits (minute number 11943):

Tom Smith Fair Visits

Arrive 11th May - Leave 23rd May 2022 (13 days)

Arrive 5th September - 12th September 2022 (8 days)

Requests approved for previous years:

2021

Arrive 11th May 2021 - Leave 24th May 2021 (14 days)

Arrive 6th September 2021 - Leave 13th September 2021(8 days)

2020

Arrive 11th May - Leave 18th May 2020 (8 days)

Arrive 17th August - Leave 24th August 2020 (8 days)

2019

Arrive 13th May - Leave 20th May 2019 (8 days)

Arrive 16th July - Leave 23rd July 2019 (8 days)

2018

17th – 20th May 2018 (these were operating days)

28th – 30th September 2018 (these were operating days)

2017

Arrive 15th May – Leave 23rd May 2017 (9 days)

2016

26th September - 4th October 2016 (9 days)

Prior to 2021, the fair on average had been on site for 8 or 9 days for each visit. The fair does not operate for all these days but for a number of days in between. The other days are to allow the fair to set up, dismantle and leave.

3. ISSUES FOR CONSIDERATION

Approval

As shown above, dates for 2022 have been approved.
Requests for use are presented to this committee each year.

Complaints

The Town Council receives very few complaints. However, from those complaints received the following issues were raised:

- 1) Parking – inconsiderate parking by those visiting the fair.
 - The town council and the fair erect no parking signs.
 - This year, the town council installed a temporary barrier that allowed those residents that live on top right corner of The Green and East End, access and egress. Residents were happy with this arrangement.
 - Walking to the fair is encouraged. The police, who are aware of the event, make periodic checks. HRTC are not the highways authority and therefore cannot enforce parking restrictions or issue fines.
- 2) Size – overbearing
There are no additional rides being brought onto site however, the older style rides have been updated. The newer, replacement rides are higher and wider than their predecessors which gives the impression that there are additional rides.
- 3) Ground damage
Any damage to the ground is either made good by the fair themselves or they have made arrangements with the Head of Grounds Services to pay for repairs. The fair is fully aware that should weather conditions cause the ground to become waterlogged, they would not be allowed access.

Historic covenant

Members are aware that there is a covenant in place for the Village Green. The covenant states that a fair can visit up to 3 times a year for not longer than 5 days. The Town Clerk has sought legal advice, who has advised that the covenant is a personal covenant expressed to be during the lifetime of named people and when they lived at Houghton Hall. If those conditions are no longer in existence the covenant is not enforceable. In any event it would only be enforceable by those people, not any third parties

2022 and beyond

The request to increase the length of time on site in 2021 was due to Covid. The longer visit time was due to extra measures required in the set up and take down time because of restrictions e.g., fencing etc. The request for the same length of time, in 2022, is based on economic viability for the fair.

The fair has indicated that they could revert back to an 8-day visit but have requested to not do so as this keeps their costs down. Even though Covid restrictions have been lifted the fair have suggested keeping fencing in place as they have found this to help

them manage visitors.

4. COUNCIL VISION

Aspirations

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

Objective 4: Our community

4.3 To provide activities for young people, families and older people

5. CONCLUSION AND NEXT STEPS

There is a good working relationship between the fair operators, who have been visiting the town for a number of years, and the town council. If there is any damage to the ground these issues are dealt with immediately. The site is always left clean and tidy.

Members may like to refer back to this report when being requested to consider potential visit dates for 2023.

6. APPENDICES

None