



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

20<sup>th</sup> September 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 26<sup>th</sup> September 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. MINUTES

*Pages 4 - 7*

To approve the Minutes of the meeting held on 13<sup>th</sup> June 2022.

**Recommendation:** To confirm the minutes of the Environment & Leisure Committee meeting held on 13<sup>th</sup> June 2022 and for these to be signed by the Chairman.

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

*Pages 8 - 11*

Allotments Working Group 12<sup>th</sup> July 2022

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

### 6 INCOME AND EXPENDITURE REPORT

*Pages 12 - 20*

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

### 7 TITHE FARM ALL WEATHER UPDATE

*Pages 21 - 31*

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

**Recommendation:** To approve the conceptional ideas for pedestrian and cycle links between Linnere and Tithe Farm Recreation Ground and for this additional work to be taken forward.

### 8 ANNUAL PLAYGROUND INSPECTION

*Pages 32 - 33*

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

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

**9   MEMORIAL BENCH, HOUGHTON REGIS CEMETERY**

*Pages 34 - 36*

To request that members consider a bespoke bench for the Cemetery at the request of a local family.

**Recommendation:**   **In light of the special circumstances, to permit on this occasion a bespoke bench to be installed in Houghton Regis Cemetery.**

**10   BIDWELL WEST - COUNTRYSIDE RECREATION OPEN SPACE**

*Pages 37 - 57*

To provide members with detail and options around the potential future management of the Bidwell West Countryside recreation open space.

**Recommendation:**   **To confirm to CBC that the Town Council would welcome the transfer of plot AA as shown on drawing 5331/OSP/ASP09.**

**0-0-0-0-0-0-0-0-0-0-0-0-0-0-0**

**HOUGHTON REGIS TOWN COUNCIL**  
**Environment & Leisure Committee**  
**Minutes of the meeting held on**  
**13<sup>th</sup> June 2022 at 7.00pm**

Present: Councillors: A Slough Chairman  
P Burgess  
E Cooper  
Y Farrell  
T McMahon  
R Morgan  
S Thorne

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

Public: 4

Also present: Councillors: J Carroll  
S Goodchild

**12065 APOLOGIES**

None.

**12066 QUESTIONS FROM THE PUBLIC**

A member of the public requested that Houghton Regis Town Council mark out a football pitch on Windsor Drive recreation area.

It was highlighted that the need for a marked pitch would need to be quantified to justify the work involved.

A member of the public queried whether all Council members had submitted their Declarations of Interest to Central Bedfordshire Council as some were not showing on the website.

It was advised that it seemed that currently some submissions had taken some time to be processed.

**12067 SPECIFIC DECLARATIONS OF INTEREST**

None.

**12068 ELECTION OF VICE-CHAIR**

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

Nomination: Cllr McMahon Nominated by: Cllr Burgess  
Seconded by: No seconder



Members queried the monetary support given to the Houghton Hall Park project, it was advised that as the lottery funding was coming to an end, it was predicted that Houghton Regis Town Council's contribution would remain comparable to the current financial support given.

Members were advised the benches for Parkside Recreation Ground were due to be delivered later this month and would be fitted soon after, along with the placement of new litter bins.

### **12073 INCOME AND EXPENDITURE REPORT**

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

### **12074 MACHINERY RENEWALS PROGRAMME**

Members received the anticipated machinery renewals programme for 2022/23.

Members queried the 'hold' on the vehicle and strimmer, it was advised that the priorities and needs of the grounds maintenance had changed and the funding had been redirected, with members agreement, to accommodate.

It was reiterated that consideration be given to the purchase of sustainable vehicles.

It was highlighted to members that electric vehicles were currently cost prohibitive.

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

### **12075 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE**

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

Members were advised of a significant increase in funding which had enabled reconsideration of the use and layout of the pavilion to incorporate storage facilities.

Members highlighted that this alteration could alter the rateable cost and requested that this be investigated.

Clarification was requested on the long term impact of having a 'Good Lease' on the site as it had been disappointing that it could not be registered to the Town Council.

It was advised that this would be looked into and a full response would be circulated.

**Resolved:**

- 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.**

### **12076 DIGNITY GARDEN**

Members considered the creation of a garden for residents to remember loved ones lost due to covid.

Members were advised that this idea had been presented to the Community Services Committee in February, discussion had been held around the location of the area. Members were advised that several locations had been considered and had been highlighted in the report.

Members agreed the Old Section of Houghton Regis Cemetery would provide the most fitting space for the garden. Members emphasised the importance of continuing this project respectfully and with care as the project was to be progressed in the Old Section of Houghton Regis Cemetery.

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

#### **12077 FAIR VISITS**

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

Members discussed the parking impact around the town centre during the duration of Fair visits. Members were advised that the Fair employ security staff, however when attempts had been made to move cars on, it had been met with abuse from residents.

It was acknowledged that a holistic, collaborative approach was needed to tackle the parking issue during the Fair visit. It was requested that support be sought from CBC Enforcement Officers during peak times during the Fair's stay.

**The Chairman declared the meeting closed at 8.17pm**

**Dated this 26<sup>th</sup> day of September 2022**

**Chairman**

**Houghton Regis Town Council**  
**Allotment Working Group**  
**Minutes of the meeting held on**  
**12<sup>th</sup> July 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

**AWG61 ELECTION OF CHAIR**

Members were invited to elect a Chair for Allotments Working Group for 2022/23.

Nominee: Cllr Morgan Nominated by: Cllr Cooper  
Seconded by: Cllr C Slough

No other nominations were received. On being put to the vote, Councillor Morgan was duly appointed as Chair of the Allotment Working Group for the municipal year 2022-2023.

**AWG62 ELECTION OF VICE CHAIR**

Members were invited to elect a Vice Chair for Allotment Working Group for 2022/23.

Nominee: Cllr McMahon Nominated by: Cllr Cooper  
Seconded by: Cllr Farrell

No other nominations were received. On being put to the vote, Councillor McMahon was duly appointed as Vice-Chair of the Allotments Working Group for the municipal year 2022- 2023.

**AWG63 APOLOGIES & SUBSTITUTIONS**

None.

**AWG64 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**AWG65 MINUTES**

To approve the Minutes of the meeting held on the 10<sup>th</sup> May 2022.



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**Resolved: To approve the Minutes of the meetings held on the 10<sup>th</sup> May 2022 and for these to be signed by the Chairman.**

**AWG66 CO-OPTION**

On an annual basis members were invited to consider co-option for the following council year. As such members were invited to put forward suggestions for co-optees for 2022/23.

As members were aware Mr Haines was co-opted onto the Allotments Working Group for the year 2021/22. Members agreed that Mr Haines provided helpful support to the Group and as such members may like to invite him to remain on the Group in 2022/23. Mr Haines had expressed an interest in continuing to be a co-opted member of the Allotments Working Group.

**Resolved: To co-opt Mr Haines onto the Allotments Working Group for 2022/23.**

**AWG67 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

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

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

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

Members confirmed that as the working group dealt with the management of land, co-optees did have voting rights.

*Members received this report for information.*

**AWG68 ALLOTMENTS WORKING GROUP BUDGET 2022/23**

Members received the approved budget for this Working Group for 2022/23.

Members were advised that charges for allotments could not be made for more than three months in advance. Members discussed the collection of fees for the sites and how these would best be managed, annually, quarterly or more frequently.

The additional pressure on staff capacity was highlighted if fees were collected monthly, as this would create numerous individual transactions requiring processing. A suggestion of the consideration of fee collection bi-annually was made.

*Members received this report for information.*

**AWG69 UPDATE ON TERRA CROFT**

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Members received a verbal update which covered the following:

- Land transfer – A signed copy was with the council’s solicitors awaiting confirmation that 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 Summer 2022, Bellway hoped to support / attend
- Allotment plot signs – it was suggested that allotment plot signs be placed on the fencing to identify individual plots. The Head of Grounds Operations had done some work on this and sourced robust signs with a high degree of longevity at a cost of £22 + VAT each. For 48 plots this equated to a total of £1056. Members were advised that there was £3,000 available in the budget for grounds maintenance expenditure on allotments.

Members agreed for the signs to be ordered in preparation of the completion of the site.

Members raised access concerns as the padlock was missing on the gate, which had left the site unsecured.

**Resolved: To approve the purchase of the allotment plots signs at a cost of £1056 from budget 273-4037.**

#### **AWG70 UPDATE ON OTHER ALLOTMENT SITES**

Members were advised that Countryside Partnerships (CP) had contacted the council with draft plans for a second new allotment site within the Bidwell West development. Members received a document which highlighted the location of this site. Members also received a plan with the suggested layout. Officers responded to Countryside Partnerships and provided them with the approved HRTC Allotment Specification document, the following comments were also made (1<sup>st</sup> July 2022):

- 
- Communal Area hardstanding – Hoggin is a solid self binding gravel which while being solid does have a slightly loose surface.
  - Reinforced grass matting to allotment pathways – HRTC requested that this was not reinforced grass matting but was hard standing. CP advised additional or hard surfacing would present issues with surface water runoff. It's common for allotments to have grass between allocated plots. As such CP wouldn't propose or support a change.
  - Compost areas – HRTC would prefer the bins to be plastic or concrete to avoid rotting. CP advised that this can be considered
  - Water points – HRTC advised that these need to be towards the front of the plot area and towards the rear, they should have a hard standing in front. CP responded that this would typically be to a single point with charges associated with the supply needing to be covered by the Manager/owner of the site.
  - Communal storage – HRTC would prefer individual shed bases on each plot rather than communal storage areas. CP advised they can provide a base for an individual shed on each plot but individual plots would need to provide their own storage
  - Allotment plots – these should be approximately 115sq.m each and with perimeters boarded. CP advised that this is an odd shaped site so it might not be possible to have every plot of the same size. A variety of plot sizes is likely to appeal to a wider section of the community. Clarification was sought on what was meant by 'boarded' perimeters.

Members raised concerns over the cost effectivity of maintaining an allotment site which held only 8 plots. Members requested that contact be made with Countryside Partnerships to negotiate the best way to include additional plots on the site.

#### **AWG71 ARRANGEMENTS FOR FUTURE MEETINGS**

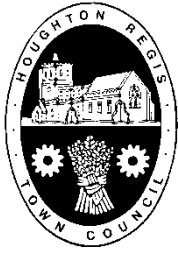
Members were invited to confirm the meeting arrangements for the Allotments Working group for 2022/23 in terms of whether the group would continue to meet virtually or whether in person meetings were preferred.

**Resolved: For the AWG to continue to meet virtually in 2022/23.**

**The Chairman closed the meeting at 4.10pm**

**Dated this 13<sup>th</sup> day of September 2022**

**Chairman**



## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 6

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<b>Date:</b>	<b>26<sup>th</sup> September 2022</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Environment &amp; Leisure Committee.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

*There are no recommendations arising from this report.*

### 2. BACKGROUND

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

The income and expenditure report is provided for reference.

### 3. ISSUES FOR CONSIDERATION

201 1082 Inc Lettings  
Includes Fair visit in May 2022  
201 4037 Village Green Grounds Maintenance  
Signage  
202 1082 Inc Lettings  
Ad hoc lettings of pavilion  
202 4011 Rates  
Paid in full  
202 4014 Electricity  
Expenditure relates to April to July.  
202 4036 Property Maintenance  
Includes expenditure on the decoration of the Pavilion.  
202 4038 Maintenance Contracts

Includes annual alarm inspection.

211 1083 Parkside Rec Gd Inc Lettings  
From pitch allocations it is anticipated that this income will be £1453. Current income relates to a key deposit.

211-4037 Parkside Grounds maintenance  
Covers pre / post season grounds works for football pitches. Planned expenditure complete.

212 4014 Electricity  
Expenditure relates to April to July.

212 4036 Property Maintenance  
Expenditure includes redecoration of pavilion

221 1082 Tithe Farm Recreation Ground Inc Lettings  
From key deposits

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  
Expenditure relates to repairs to PIR sensor and to hand dryer

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

243 1082 Inc Lettings  
Bowls Club rent received.

243-4037 MC Grounds maintenance  
Sprinkler repair completed

271 1084 Income Burial Fees  
Income from interments received to date. Due to the uptake of ashes vaults it has been necessary to purchase additional vaults (30). These are currently being installed. The expense is shown in 271 4020

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

271 4020 Misc Establishment Costs  
This code is significantly over budget due to the purchase of 30 new ashes vaults. It is suggested that this overspend be noted at present and a decision of coding be made towards year end.

273 4037 Allotments Grounds Maintenance  
This expenditure relates to allotment plot signage.

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

282 4037 Grounds Maintenance  
This relates to the painting of the fencing and gates at Tithe farm and The Green play areas.

282 4082 Play areas equipment repair

Some significant repairs have had to have been undertaken due to wear and tear or vandalism including replacement platform / decking at Tithe Farm rec grd, repair to MUGA panel due to vandalism and replacement of parts of multi gym at Parkside rec grd due to wear and tear.

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

Paid in full.

291 4013 Outside Services rent

Covers 6 month rent on workshop.

291 4017 Health & Safety

Includes annual play area inspection cost.

291 4020 Outside Services Misc Establishment Costs

Replacement keys.

291 4036 Outside services Property maintenance

Spend relates to purchase of water saving measures for toilets in council properties plus various small scale purchases.

291 4040 Tree Maintenance

Annual works to trees

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

Various items have been purchased.

299 4856 CAP Street Furniture

The following have been purchased – 8 dog bins, 3 bins and 2 seats

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.

299 4879 CAP Memorial Hall Planter

This relates to the new planter installed around the town sign.

299 4999 Trs to EMR Play Areas

As instructed.

#### **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

20/09/2022

## Houghton Regis Town Council

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

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Village Green Rec Gd</u>								
1082 INC-LETTINGS	0	3,403	3,256	(147)			104.5%	
Village Green Rec Gd :- Income	<b>0</b>	<b>3,403</b>	<b>3,256</b>	<b>(147)</b>			<b>104.5%</b>	<b>0</b>
4036 PROPERTY MAINTENANCE	0	48	0	(48)		(48)	0.0%	
4037 GROUNDS MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
Village Green Rec Gd :- Indirect Expenditure	<b>0</b>	<b>48</b>	<b>2,000</b>	<b>1,952</b>	<b>0</b>	<b>1,952</b>	<b>2.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>3,355</b>	<b>1,256</b>	<b>(2,099)</b>				
<u>202 Village Green Pavilion</u>								
1082 INC-LETTINGS	0	280	200	(80)			139.9%	
Village Green Pavilion :- Income	<b>0</b>	<b>280</b>	<b>200</b>	<b>(80)</b>			<b>139.9%</b>	<b>0</b>
4011 RATES	0	2,545	2,600	55		55	97.9%	
4012 WATER RATES	43	233	1,500	1,267		1,267	15.5%	
4014 ELECTRICITY	152	573	1,350	777		777	42.4%	
4036 PROPERTY MAINTENANCE	137	3,357	5,100	1,743		1,743	65.8%	
4038 MAINTENANCE CONTRACTS	95	95	240	145		145	39.4%	
Village Green Pavilion :- Indirect Expenditure	<b>426</b>	<b>6,802</b>	<b>10,790</b>	<b>3,988</b>	<b>0</b>	<b>3,988</b>	<b>63.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(426)</b>	<b>(6,523)</b>	<b>(10,590)</b>	<b>(4,067)</b>				
<u>211 Parkside Rec Gd</u>								
1082 INC-LETTINGS	0	0	1,453	1,453			0.0%	
1083 INC-PITCH HIRE	0	(20)	0	20			0.0%	
Parkside Rec Gd :- Income	<b>0</b>	<b>(20)</b>	<b>1,453</b>	<b>1,473</b>			<b>(1.4%)</b>	<b>0</b>
4013 RENT	50	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	1,432	1,350	(82)		(82)	106.0%	
Parkside Rec Gd :- Indirect Expenditure	<b>50</b>	<b>1,482</b>	<b>1,400</b>	<b>(82)</b>	<b>0</b>	<b>(82)</b>	<b>105.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(50)</b>	<b>(1,502)</b>	<b>53</b>	<b>1,555</b>				
<u>212 Parkside Pavilion</u>								
4012 WATER RATES	51	87	500	413		413	17.4%	
4014 ELECTRICITY	36	116	526	410		410	22.1%	
4015 GAS	8	23	200	177		177	11.6%	
4036 PROPERTY MAINTENANCE	0	3,304	4,500	1,196		1,196	73.4%	
Parkside Pavilion :- Indirect Expenditure	<b>95</b>	<b>3,530</b>	<b>5,726</b>	<b>2,196</b>	<b>0</b>	<b>2,196</b>	<b>61.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(95)</b>	<b>(3,530)</b>	<b>(5,726)</b>	<b>(2,196)</b>				



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

Month No: 4

## 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%	
1083 INC-PITCH HIRE	0	(60)	0	60			0.0%	
Tithe Farm Rec Gd :- Income	<b>0</b>	<b>(60)</b>	<b>2,167</b>	<b>2,227</b>			<b>(2.8%)</b>	<b>0</b>
4013 RENT	5	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE	0	1,309	2,500	1,191		1,191	52.4%	
Tithe Farm Rec Gd :- Indirect Expenditure	<b>5</b>	<b>1,314</b>	<b>2,505</b>	<b>1,191</b>	<b>0</b>	<b>1,191</b>	<b>52.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5)</b>	<b>(1,374)</b>	<b>(338)</b>	<b>1,036</b>				
<u>222 Tithe Farm Pavilion</u>								
4012 WATER RATES	95	102	466	364		364	22.0%	
4014 ELECTRICITY	0	111	1,050	939		939	10.6%	
4015 GAS	8	28	200	172		172	14.2%	
4036 PROPERTY MAINTENANCE	0	84	950	866		866	8.9%	
Tithe Farm Pavilion :- Indirect Expenditure	<b>102</b>	<b>326</b>	<b>2,666</b>	<b>2,340</b>	<b>0</b>	<b>2,340</b>	<b>12.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(102)</b>	<b>(326)</b>	<b>(2,666)</b>	<b>(2,340)</b>				
<u>231 Orchard Close Rec Gd</u>								
1082 INC-LETTINGS	0	1,000	2,620	1,620			38.2%	
1083 INC-PITCH HIRE	0	(60)	0	60			0.0%	
Orchard Close Rec Gd :- Income	<b>0</b>	<b>940</b>	<b>2,620</b>	<b>1,680</b>			<b>35.9%</b>	<b>0</b>
4037 GROUNDS MAINTENANCE	0	682	2,618	1,936		1,936	26.0%	
Orchard Close Rec Gd :- Indirect Expenditure	<b>0</b>	<b>682</b>	<b>2,618</b>	<b>1,936</b>	<b>0</b>	<b>1,936</b>	<b>26.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>258</b>	<b>2</b>	<b>(256)</b>				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	0	175	362	187		187	48.3%	
4014 ELECTRICITY	40	109	500	391		391	21.8%	
4036 PROPERTY MAINTENANCE	0	79	720	641		641	10.9%	
Orchard Close Pavilion :- Indirect Expenditure	<b>40</b>	<b>363</b>	<b>1,582</b>	<b>1,219</b>	<b>0</b>	<b>1,219</b>	<b>22.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(40)</b>	<b>(363)</b>	<b>(1,582)</b>	<b>(1,219)</b>				
<u>241 Moore Crescent Rec Gd</u>								
1082 INC-LETTINGS	0	0	2,167	2,167			0.0%	
Moore Crescent Rec Gd :- Income	<b>0</b>	<b>0</b>	<b>2,167</b>	<b>2,167</b>			<b>0.0%</b>	<b>0</b>

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

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4037 GROUNDS MAINTENANCE	0	869	2,569	1,700		1,700	33.8%	
Moore Crescent Rec Gd :- Indirect Expenditure	<b>0</b>	<b>869</b>	<b>2,569</b>	<b>1,700</b>	<b>0</b>	<b>1,700</b>	<b>33.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(869)</b>	<b>(402)</b>	<b>467</b>				
<u>242 Moore Crescent Pavilion</u>								
1082 INC-LETTINGS	0	(50)	200	250			(25.0%)	
Moore Crescent Pavilion :- Income	<b>0</b>	<b>(50)</b>	<b>200</b>	<b>250</b>			<b>(25.0%)</b>	<b>0</b>
4011 RATES	0	4,441	4,550	109		109	97.6%	
4012 WATER RATES	83	526	2,550	2,024		2,024	20.6%	
4014 ELECTRICITY	206	588	2,145	1,557		1,557	27.4%	
4015 GAS	44	210	1,500	1,290		1,290	14.0%	
4036 PROPERTY MAINTENANCE	190	380	2,400	2,020		2,020	15.8%	
4038 MAINTENANCE CONTRACTS	0	547	561	14		14	97.5%	
Moore Crescent Pavilion :- Indirect Expenditure	<b>523</b>	<b>6,692</b>	<b>13,706</b>	<b>7,014</b>	<b>0</b>	<b>7,014</b>	<b>48.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(523)</b>	<b>(6,742)</b>	<b>(13,506)</b>	<b>(6,764)</b>				
<u>243 Moore Crescent Bowling Gn</u>								
1082 INC-LETTINGS	0	5,202	6,120	918			85.0%	
Moore Crescent Bowling Gn :- Income	<b>0</b>	<b>5,202</b>	<b>6,120</b>	<b>918</b>			<b>85.0%</b>	<b>0</b>
4037 GROUNDS MAINTENANCE	0	301	5,691	5,391		5,391	5.3%	
Moore Crescent Bowling Gn :- Indirect Expenditure	<b>0</b>	<b>301</b>	<b>5,691</b>	<b>5,391</b>	<b>0</b>	<b>5,391</b>	<b>5.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>4,902</b>	<b>429</b>	<b>(4,473)</b>				
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	1,244	10,043	14,000	3,957			71.7%	
Houghton Regis Cemetery :- Income	<b>1,244</b>	<b>10,043</b>	<b>14,000</b>	<b>3,957</b>			<b>71.7%</b>	<b>0</b>
4011 RATES	0	1,010	1,040	30		30	97.2%	
4012 WATER RATES	0	129	207	78		78	62.3%	
4020 MISC. ESTABLISH.COST	0	11,369	500	(10,869)		(10,869)	2273.8%	
Houghton Regis Cemetery :- Indirect Expenditure	<b>0</b>	<b>12,508</b>	<b>1,747</b>	<b>(10,761)</b>	<b>0</b>	<b>(10,761)</b>	<b>716.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,244</b>	<b>(2,465)</b>	<b>12,253</b>	<b>14,718</b>				
<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	<b>0</b>	<b>0</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>1,800</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,800)</b>	<b>(1,800)</b>				

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

Month No: 4

## Cost Centre Report

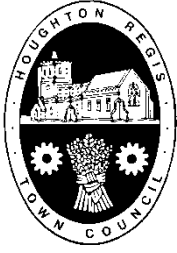
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>273 Allotments</u>								
1082 INC-LETTINGS	0	0	3,700	3,700			0.0%	
Allotments :- Income	<b>0</b>	<b>0</b>	<b>3,700</b>	<b>3,700</b>			<b>0.0%</b>	<b>0</b>
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	1,056	1,056	3,000	1,944		1,944	35.2%	
Allotments :- Indirect Expenditure	<b>1,056</b>	<b>1,056</b>	<b>5,700</b>	<b>4,644</b>	<b>0</b>	<b>4,644</b>	<b>18.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,056)</b>	<b>(1,056)</b>	<b>(2,000)</b>	<b>(944)</b>				
<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	<b>0</b>	<b>0</b>	<b>25,215</b>	<b>25,215</b>	<b>0</b>	<b>25,215</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(25,215)</b>	<b>(25,215)</b>				
<u>282 Play Areas (all)</u>								
4017 HEALTH & SAFETY	0	0	610	610		610	0.0%	
4037 GROUNDS MAINTENANCE	4,800	10,400	12,228	1,828		1,828	85.1%	
4042 Equipment Repairs & Maintenance	2,237	3,482	5,482	2,000		2,000	63.5%	
Play Areas (all) :- Indirect Expenditure	<b>7,037</b>	<b>13,882</b>	<b>18,320</b>	<b>4,438</b>	<b>0</b>	<b>4,438</b>	<b>75.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,037)</b>	<b>(13,882)</b>	<b>(18,320)</b>	<b>(4,438)</b>				
<u>283 Street Furniture (Formerly Bus</u>								
4036 PROPERTY MAINTENANCE	551	551	610	59		59	90.3%	
Street Furniture (Formerly Bus :- Indirect Expenditure	<b>551</b>	<b>551</b>	<b>610</b>	<b>59</b>	<b>0</b>	<b>59</b>	<b>90.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(551)</b>	<b>(551)</b>	<b>(610)</b>	<b>(59)</b>				
<u>291 Outside Services</u>								
1091 Income Miscellaneous	0	319	3,700	3,381			8.6%	
Outside Services :- Income	<b>0</b>	<b>319</b>	<b>3,700</b>	<b>3,381</b>			<b>8.6%</b>	<b>0</b>
4006 PROTECTIVE CLOTHING	96	1,237	1,523	286		286	81.2%	
4008 TRAINING/COURSES	0	0	3,000	3,000		3,000	0.0%	
4011 RATES	0	8,733	8,976	244		244	97.3%	

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

Month No: 4

## 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
4012 WATER RATES	50	236	1,015	779		779	23.3%	
4013 RENT	0	7,750	15,500	7,750		7,750	50.0%	
4014 ELECTRICITY	141	621	2,370	1,749		1,749	26.2%	
4015 GAS	0	8	132	124		124	5.9%	
4017 HEALTH & SAFETY	0	75	518	443		443	14.4%	
4018 REFUSE DISPOSAL	1,909	7,787	22,000	14,213		14,213	35.4%	
4020 MISC. ESTABLISH.COST	36	36	600	564		564	6.0%	
4021 COMMUNICATIONS COSTS	14	54	150	96		96	35.7%	
4025 INSURANCE	0	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	142	294	1,200	906		906	24.5%	
4038 MAINTENANCE CONTRACTS	0	286	612	326		326	46.8%	
4039 HORTICULTURAL SUPPLIES	706	706	2,436	1,730		1,730	29.0%	
4040 Tree maintenance	3,800	3,800	10,000	6,200		6,200	38.0%	
4041 Tree Survey	0	0	575	575		575	0.0%	
4042 Equipment Repairs & Maintenance	82	3,500	9,744	6,244		6,244	35.9%	
4044 VEHICLE FUEL	164	564	10,000	9,436		9,436	5.6%	
4045 VEHICLE TAX & INSURANCE	0	290	920	630		630	31.5%	
4059 OTHER PROFESSIONAL FEES	0	0	2,000	2,000		2,000	0.0%	
Outside Services :- Indirect Expenditure	<b>7,139</b>	<b>35,975</b>	<b>93,471</b>	<b>57,496</b>	<b>0</b>	<b>57,496</b>	<b>38.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,139)</b>	<b>(35,657)</b>	<b>(89,771)</b>	<b>(54,114)</b>				
<b>299 Env Capital &amp; Projects</b>								
4053 Loan payments- Moore Cres. Pav	0	0	24,069	24,069		24,069	0.0%	
4851 CAP-Machinery Renewals	0	3,200	20,000	16,800		16,800	16.0%	
4856 CAP - Street Furniture	0	3,688	12,000	8,312		8,312	30.7%	
4862 CAP - Cemetery Provision	0	1,050	10,000	8,950		8,950	10.5%	
4871 CAP - Pavilion Renovations	1,044	2,333	30,000	27,667		27,667	7.8%	
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	57,000	25,000	(32,000)		(32,000)	228.0%	
Env Capital & Projects :- Indirect Expenditure	<b>1,044</b>	<b>72,196</b>	<b>121,069</b>	<b>48,873</b>	<b>0</b>	<b>48,873</b>	<b>59.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,044)</b>	<b>(72,196)</b>	<b>(121,069)</b>	<b>(48,873)</b>				
Grand Totals:- Income	<b>1,244</b>	<b>20,057</b>	<b>39,583</b>	<b>19,526</b>			<b>50.7%</b>	
Expenditure	<b>18,069</b>	<b>158,576</b>	<b>319,185</b>	<b>160,609</b>	<b>0</b>	<b>160,609</b>	<b>49.7%</b>	
<b>Net Income over Expenditure</b>	<b>(16,825)</b>	<b>(138,520)</b>	<b>(279,602)</b>	<b>(141,082)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(16,825)</b>	<b>(138,520)</b>						



## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 7

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<b>Date:</b>	<b>26<sup>th</sup> September 2022</b>
<b>Title:</b>	<b>TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE</b>
<b>Purpose of the Report:</b>	<b>To update members on the Tithe Farm Recreation Ground Sports Project.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

**To approve the conceptional ideas for pedestrian and cycle links between Linnere and Tithe Farm Recreation Ground and for this additional work to be taken forward.**

### 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. Confirmation is expected imminently.

#### *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, car park refurbishment and extension and the re-modelling of the existing pavilion into a store area.

#### *Operational Site Management*

In accordance with the decision at the February meeting of Environment & Leisure Committee <sup>1</sup> work is being undertaken on a suitable lease with the Beds FA.

#### *Pedestrian and cycle links to Linnere*

As members are aware some preliminary discussions have been held with the developers of Linnere over creating pedestrian and cycle links from the new estate into Tithe Farm Recreation Ground. Members have already expressed general support for this subject to the following:

- any design, alteration to the hedge / tree line, connection to facilities on the Recreation Ground would need to design out access by nuisance bikes;
- any costs incurred (whether relating to developer land or HRTC recreation ground land) would need to be met by the developer;
- HRTC require to see draft plans and ideas and any final plan is subject to approval by HRTC

Works to facilitate these links within Linnere would be covered by the developers. Works on the recreation ground would need to be covered by HRTC, however the Sustainable Transport team within CBC have offered the possibility of additional s106 funding to cover the costs (subject to approval of design).

There is a preference from CBC that any links created are barrier free, reference was made to the Busway where all of the A-frame barriers off the busway path were removed when it was upgraded as they prevented legitimate users from accessing the facility, including those on disability scooters and adapted bikes. As the level of legitimate use of the busway has increased it has helped suppress levels of nuisance motorcycle use.

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

Members are referred to the draft design attached at Appendix C. the developers seem fairly confident that they can get a path through with little removal of any existing trees, however, until there is a levels and tree survey, they cannot understand the impact on tree roots.

At present further enquiries need to be made as to how this additional work would be factored into the overall site development and cost plan.

#### **4. PROJECT FUNDING**

Please refer to Appendix A.

Of note is the fantastic news that the project has been awarded the full funding request from the Football Foundation, £956,400. This is 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.

Members are further advised of an additional grant source which has been applied for, Youth Investment Fund. Further information can be found here <https://youthinvestmentfund.org.uk/>

Due to a cross over with Community Services Committee a preliminary report was made to their meeting on 5<sup>th</sup> September.

This fund is to create, expand and improve youth facilities and services. It is for large capital projects over £300,000 which are deliverable by 2025. The fund is looking for projects which are a fair way down the line. It was felt that the Tithe Farm Sports Project met the criteria and as such an Expression of Interest form was submitted for £413,000 to cover the anticipated HRTC loan for this project plus £70,000 for revenue funding to support youth development work from this base location but covering Tithe Farm and Parkside wards (the fund does not cover Houghton Hall ward).

The project has now been allocated a Relationship Manager and initial discussions have gone well. The council is being encouraged to prepare a Business / Project Plan for formal submission and consideration. The application process seems to be evolving and at present the process and timelines are not certain. However, work is progressing on a formal submission by the Town Clerk, the Community Development Officer and the Council's Bid Consultant, Castle Consultancy.

Members will be kept updated.

Funding from this source has not been included in Appendix A as it has not been confirmed.

## 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 TITHE FAMR LANDSCAPE IDEAS**

## Tithe Farm Recreation Ground

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

31st August 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 s106 (4)		100,000.00
CBC Community Asset grant		25,000.00
HRTC deferred income		230,575.00
HRTC- EMR322		160,341.06
Football Foundation		956,400.00
Town Council PWBL		313,164.38
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 See 1.2.12
1.1.3	Refurbishment/ part demolition of existing pavilion		
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	say 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	Banerman 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	QS 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

31/08/2022

Project timeline	Target	Actual
Pre-application advice (submitted 10 <sup>th</sup> 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 <sup>th</sup> August 2021 to 13 <sup>th</sup> September 2021.
Preparation of final cost plan/tender documents	20th August 2021 to 3rd September 2021	Completed. 13 <sup>th</sup> September to 4 <sup>th</sup> October.
Co-ordination of tender package with HRTC/Contract Finder	3rd September 2021 to 10th September 2021	Completed. 4 <sup>th</sup> October to 11 <sup>th</sup> October 2021.
Out to Tender (open tender)	Open to 12 <sup>th</sup> November 2021	Completed. 11 <sup>th</sup> October to 28 <sup>th</sup> January.
Tender Analysis	12 <sup>th</sup> November to 19 <sup>th</sup> November 2021	Completed. 28 <sup>th</sup> January 2022 to 9 <sup>th</sup> February 2022. Recommendation is T&B and tender report issued 10 <sup>th</sup> February 2022.
Stage 2 Negotiations with lowest contractor/co-ordination with FTP and funding pack	22 <sup>nd</sup> November to 3 <sup>rd</sup> December 2021	Foundation prepared to Award grant on first stage tender. Agreed in meeting on 9 <sup>th</sup> February.
Planning Application determination date	20 <sup>th</sup> December 2021	Committee meeting 16 <sup>th</sup> February 2022.
Grant Award (Panel)	April 2022	Completed 21 <sup>st</sup> April 2022.

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Grant Award (Board)	May 2022	Completed 24 <sup>th</sup> May 2022
Discharge of any grant conditions	May 2022	Say by 24 <sup>th</sup> June 2022
FTP	May 2022	Say 24 <sup>th</sup> June 2022
Instruction to proceed		
Pavilion Instruction to proceed	3 <sup>rd</sup> June 2022	3 <sup>rd</sup> 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

# TITHE FARM LANDSCAPE IDEAS

22/06/22

# TITHE FARM REC LANDSCAPE IDEAS

Creating safe, accessible routes into Tithe Farm Rec, encouraging sustainable modes of travel, ensuring the routes are well lit, convenient, and safe.

- Provide new footpaths which connect Tythe Farm Rec into new green corridors within Phase 4
- Ensure footpaths can be used safely by pedestrians and cyclists
- Create a compliant route for wheelchairs and people with buggies
- Opportunities for new signage
- Opportunities for new seating
- Opportunities for additional tree planting

## Key

1. Improve access with steps and sloped route
2. New footpath network
3. New gateways with signage
4. New park trees
5. New boundary planting

## Constraint Considerations

- 3 metre level change
- Significant tree planting
- Cover over existing services



Existing aerial



New stepped access into Tithe Farm from Green Corridors



New accessible access into Tithe Farm from Green Corridors



Signage and wayfinding



Gateway opportunities



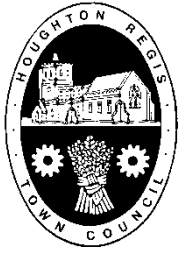
Better lighting



Footpath with info graphics



Generous shared routes



<b>Date:</b>	<b>26<sup>th</sup> September 2022</b>
<b>Title:</b>	<b>Annual Playground Inspection</b>
<b>Purpose of the Report:</b>	<b>To provide to members the outcomes of the annual play area inspection.</b>
<b>Contact Officer:</b>	<b>Tony Luff – Head of Grounds Operations</b>

---

## **1. RECOMMENDATION**

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

## **2. BACKGROUND**

On an annual basis, the council has an independent and Royal Society for the Prevention of Accidents (ROSPA) qualified inspection completed on play equipment within HRTC managed play areas. This report presents the finding of this inspection.

## **3. ISSUES FOR CONSIDERATION**

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

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

All HRTC Playgrounds & Outside Gym Areas were inspected. There is one Moderate Risk identified at Parkside Upper, the rest being Very Low Risk and Low Risk. The moderate risk has been rectified.

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



Members will note that some identified risks relate to pieces of equipment which when installed conformed to safety standards however as safety standards have changed over time the equipment does not wholly conform to present safety standards. The risks relate to the potential for finger entrapment and some very minor safety surfacing issues. The draft budget for 2023/24 will include provision for safety surfacing repairs.

## 5. COUNCIL VISION

### Aspirations

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

### Objective 4: Our community

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

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

## 6. IMPLICATIONS

### Corporate Implications

- There are no corporate implications arising from the recommendations.

### Legal Implications

- There are no legal implications arising from the recommendations

### Financial Implications

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

### Risk Implications

- There are no risk implications arising from the recommendations

### Equalities Implications

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

This project / issue does not discriminate.

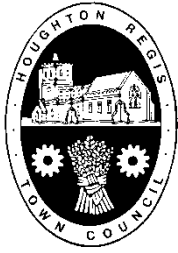
### Press Contact

There are no press implications arising from this report.

## 7. CONCLUSION AND NEXT STEPS

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

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



## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 9

---

**Date:** 26<sup>th</sup> September 2022

**Title:** MEMORIAL BENCH, HOUGHTON REGIS CEMETERY

**Purpose of the Report:** To enable members to consider a request to install a bespoke memorial bench in Houghton Regis Cemetery.

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

---

### 1. RECOMMENDATION

**In light of the special circumstances, to permit on this occasion a bespoke bench to be installed in Houghton Regis Cemetery.**

### 2. BACKGROUND

As members are aware, periodically the council receives a request from a family to install a bench in Houghton Regis Cemetery in remembrance of a loved one. The family are required to purchase a bench through the council. This ensures quality of materials and uniformity of design.

### 3. ISSUES FOR CONSIDERATION

A request has been received from a family to install a bespoke bench. Although the specific design has not been confirmed, it will be in line with the illustrative designs included in Appendix A. The design is suitable and is a fitting memory to the person lost. The manufacturer is suitably qualified with good product reviews.

### 4. COUNCIL VISION

#### **Aspirations**

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

### 5. IMPLICATIONS

#### **Corporate Implications**

- Similar requests for bespoke benches may be received going forwards.

#### **Legal Implications**

- There are no legal implications arising from the recommendations

#### **Financial Implications**

- There are no financial implications arising from the recommendations

#### **Risk Implications**

- There are no risk implications arising from the recommendations

#### **Equalities Implications**

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

This project / issue does not discriminate.

#### **Climate Change Implications**

- There are no climate change implications arising from the recommendations

#### **Press Contact**

- There are no press implications arising from the recommendations

### **6. CONCLUSION AND NEXT STEPS**

The special circumstances around this request and the quality of the bench suggested have lead to the recommendation to approve this bespoke design. Any future similar requests will also be referred back to committee for consideration providing the special circumstances are present and that the proposed supplier is confirmed as suitable.

### **7. APPENDICES**

#### **Appendix A – Illustrative designs & Product Specification**

## Illustrative Designs and Product Specification

### Dimensions & Specification

Height: 86.5cm

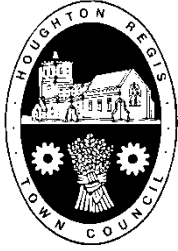
Width: 125cm

Depth: 48.5cm

Finished in Black or Grey

### Illustrations





## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 10

---

<b>Date:</b>	<b>26<sup>th</sup> September 2022</b>
<b>Title:</b>	<b>BIDWELL WEST - COUNTRYSIDE RECREATION OPEN SPACE</b>
<b>Purpose of the Report:</b>	<b>To provide members with detail and options around the potential future management of the Bidwell West Countryside recreation open space.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

---

### 1. RECOMMENDATION

**To confirm to CBC that the Town Council would welcome the transfer of plot AA as shown on drawing 5331/OSP/ASP09.**

### 2. BACKGROUND

In 2015 HRTC confirmed the following (Town Council Minute 7988), relevant extract only:

#### *Open space*

**This facility includes a wide variety of provision including:**

- **Countryside Recreation Sites (country parks, nature reserves etc)**
- **Urban Parks**
- **Large Recreation Areas Formal (including sports provision)**
- **Large Recreation Areas Informal**
- **Small Amenity Spaces**
- **Play Areas for Children (and young people)**
- **Facilities for Young People**
- **Allotments**
- **Cemeteries and Churchyards**
- **Access and public rights of way**

**HRTC desire to have transferred to it all open space provision, outside of Access and Public Rights of Way, and facilities on the basis that it is a democratically**

**elected statutory body. Delivery of management and maintenance would be considered on a site by site basis being determined by the nature and purpose of each site and options would include, particularly for countryside recreation sites, partnership delivery with the voluntary and community sector.**

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

CBC's Open Space/Leisure team have approached HRTC and asked if the council would be interested in taking on the land shown in blue on page 11 of the Management Plan at Appendix A also labelled AA in Appendix B.

This land is designated as Countryside Recreation Open Space. The land would initially be transferred to CBC but could be subsequently transferred to HRTC.

Previously the council considered leasing the countryside site to a suitable organisation such as the Wildlife Trust.

The following points from the Management Plan are highlighted:

- The land will be managed and maintained by a management company for 12 months once the site is established.
- Responsibility for the land by HRTC / CBC would come into effect after the 12 month maintenance period
- It is understood that there is some s106 funding available for the management of this land after year 1. It is hoped to provide a bit more detail at the meeting.
- The Plan requires the removal of excessive snow from shrubs and trees if necessary. This is not something HRTC usually do on existing land. In reality it would be using a suitable piece of equipment or a tool to get the worse of it off if necessary. However, this could prove labour intensive if poor weather conditions prevail for a sustained period.
- The plan also requires snow and ice to be cleared off hard surfacing, this relates to the pathway around the site. This may require additional equipment to ensure the job is completed thoroughly.
- The site includes an area of SUDS. Research is currently being undertaken as to the work required to maintain this type of feature.
- The upkeep of planting and shrubs may require additional equipment

Once the Management Plan has been considered in more detail and confirmation provided on maintenance funding, Members may feel it appropriate to begin discussions with locally based environmental organisations regarding the ongoing maintenance responsibilities.

### **4. COUNCIL VISION**

#### **Aspirations**

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

#### **Objective 1: Grow your own**

1.6 Enhance biodiversity and support wildlife

**Objective 4: Our community**

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

**6. IMPLICATIONS**

**Corporate Implications**

- Implications for other committees – the increasing number of facilities being carded for by the council’s grounds team may require additional staff resource
- Staff implications – as above
- Training implications for staff and Cllrs – if management is kept inhouse some staff training may be required

**Legal Implications**

- Power available to carry out project – Open Spaces Act 1906, s15 - England
- Contract / SLA – the land would legally be transferred to HRTC from CBC
- Need for legal advice – legal support for the transfer would be required

**Financial Implications**

- At this stage there are no financial implications arising from the recommendations

**Risk Implications**

- There are no risk implications arising from the recommendations

**Equalities Implications**

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

This project / issue does not discriminate.

**Climate Change Implications**

- There are no climate change implications arising from the recommendations

**Press Contact**

There are no press implications arising from the recommendations

**7. CONCLUSION AND NEXT STEPS**

This is a large area of open space within the town, adjacent to formal sports provision. In terms of accountability and to accord with the previous resolution of the Town Council, it would be a positive to seek to take on the ownership of this area.

**8. APPENDICES**

**Appendix A: S106 Landscape Management Plan**

**Appendix B: Drawing 5331/OSP/ASP09**



PROPOSED MIXED USE DEVELOPMENT,  
HOUGHTON REGIS

**S106 Landscape Management Plan:  
SuDS and Swales**

## **CONTENTS**

<b>1</b>	<b>INTRODUCTION</b>	<b>1</b>
<b>2</b>	<b>MANAGEMENT OBJECTIVES</b>	<b>2</b>
<b>3</b>	<b>SWALES &amp; SuDS ATTENUATION FEATURES MANAGEMENT STRATEGY</b>	<b>3</b>

## **APPENDICES**

APPENDIX 1:	S106 OPEN SPACE LANDSCAPE STRATEGY PLAN
APPENDIX 2:	S106 OPEN SPACES KEY PLAN
APPENDIX 3:	SuDS AND SWALES / ATTENUATION FEATURES LANDSCAPE MAINTENANCE SCHEULDE

## **1. INTRODUCTION**

- 1.1. This document has been compiled by Aspect Landscape Planning Ltd for Bidwell West Consortium. This document should be read alongside the S106 Open Space Landscape Strategy Plan in Appendix 1.
  
- 1.2. The following guidance has been produced for the aftercare and ongoing maintenance of the SuDS features within the open space areas to the proposed mixed use development at Houghton Regis. The purpose of this report is to:
  - a) discharge the relevant landscape related pre-commencement conditions related to the Section 106 agreement.
  
  - b) act as a briefing document to the Management Company / future management contractors.

## **2. MANAGEMENT OBJECTIVES**

- 2.1. The primary management aim for the SUuDS and proposed planting is the establishment and future sustained growth of individual trees, shrubs and seeded / turfed areas. This document outlines the aftercare period maintenance for the Management Company; however, they will continue to be responsible for ongoing maintenance beyond this period.
- 2.2. The proposed landscape scheme shall be implemented to the approved plans, using the relevant standards as noted on the Drawings. All plants are to be supplied in accordance with the HTA 'National Plant Specification' and from a HTA certified nursery. All plants and trees are to be planted in accordance with BS3936. Delivery and handling of all plant material to be in accordance with BS4428/JCLI/CPSE Code of Practice for 'Handling and Establishing Landscape Plants' parts I,II and III.
- 2.3. It is intended that the landscape scheme will be implemented by a Landscape Contractor appointed by the Bidwell West Consortium and upon completion will hand over the ongoing maintenance responsibilities of the SuDS areas to the Management Company.

### **3. SWALES & SuDS ATTENUATION FEATURES MANAGEMENT STRATEGY**

3.1. A series of swales line the main spine road and several attenuation ponds are incorporated to deal with surface water drainage. These features are illustrated on the Landscape Strategy Plan within Appendix 1.

3.2. The swales and attenuation ponds will comprise depressions seeded with an appropriate wet wildflower lawn mix to ensure seasonal visual and ecological interest without compromising the functions of these features.

#### **Management Strategy**

3.3. The programme of general operations shall be as described below. Refer also to the Landscape Maintenance Schedules within Appendix 7.

3.4. Natural methods of management will be used and chemical treatments avoided in the vicinity of the swales and attenuation features.

3.5. Any invasive non-native species are to be removed from the swale/pond areas. Scrub adjacent to these areas will be trimmed when necessary in order to prevent excessive shading and blockage of the swale/pond. Other areas of shrub planting or scrub will also be pruned back periodically to promote vigorous bushy growth.

3.6. Specific wildflower grassland areas, around the attenuation features area will be allowed to develop to a tall sward height and will be left unmown to provide foraging and places of shelter for wildlife. These areas will be subject to occasional strimming on an *ad hoc* basis that leaves some areas unmown to provide refuges for wildlife. All cuttings will be left to dry for approximately 7 days for seeds to shed, all cuttings within the swales and attenuation ponds shall then be removed off-site.

3.7. The Management Company shall remove all litter and debris from the pond and grass areas periodically. Excess leaves and excessive algal growth shall be removed from the swales, streams and ponds as necessary. Specific attention shall be paid to the inlet and outlet structures to ensure good working order.

- 3.8. No grass cuttings or potentially hazardous chemicals that could potentially leach into the swales/ attenuation features or wildlife areas will be stored near to the attenuation features/ swales.

#### Wildflower Grassland Areas

- 3.9. Areas of wildflower grassland need careful treatment, to maintain their ecological value. The Management Company shall be responsible for following the cutting regime within the maintenance schedule, which requires regular mowing or topping within the first year following sowing to control weed growth and ensure successful establishment.
- 3.10. The wildflower grassland areas shall be cut back to a height of 40-75mm with cutting in the early summer avoided, and any annuals should be allowed to flower prior to cutting in mid-summer. The application of fertiliser or herbicide on these areas should be avoided, and all cuttings within the area and elsewhere within the swales and attenuation ponds shall be removed directly following a cut. Once the wildflower meadow has established (second and subsequent years) a varied cutting regime should be followed.
- 3.11. Edges, banks and grass around obstructions including swale culverts should be strimmed on an ad hoc basis should it be necessary.

## **APPENDICES**

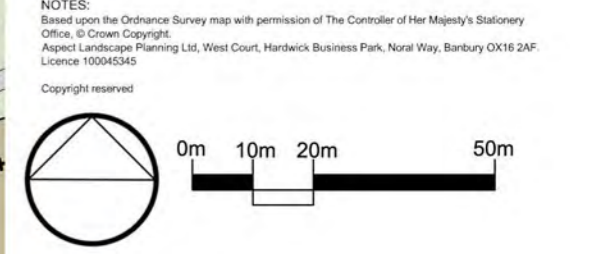
**APPENDIX 1**

**S106 OPEN SPACE LANDSCAPE STRATEGY PLAN**





**LAP-** Play area for ages 3-6yrs, comprising - min 100sqm with 3+ pieces of formal play equipment, safety surfacing, fencing/gates (to deter dogs)  
**LEAP-** Play area for ages 6-10yrs approx, comprising - 400sqm with 5+ pieces of formal play equipment, safety surfacing, fencing/gates (to deter dogs)  
**NEAP-** Play area for ages 10-14yrs approx, comprising - 1,000sqm with 8+ pieces of formal play/activity equipment for this age group. To include large, challenging pieces which appeal to teenagers. Safety surfacing, seating, fencing/gates to be appropriate to the equipment and position of the area within the site.



- Key:**
- Existing Vegetation
  - Proposed Shrub Planting
  - Proposed Chalkland Wildflower
  - Proposed Trees
  - Proposed Hoggin Footpath
  - Proposed Tarmac Footpath
  - Proposed Swale Wet Wildflower
  - Formal Gardens/Orchard
  - Informal Mown Paths
  - 1m High Ball Stop Fencing
  - Proposed Native Hedge
  - Existing Contours
  - Proposed Ground Remodelling
  - Grasscrete surface to parking bays, Tarmac surface to car park road way
  - Timber bridge footway over swales
  - Informal footpath links to quarry

**FORMAL RECREATION AREAS**

Proposed MUGA within formal recreational area provided to form a different play experience for young people. The MUGA will provide all weather surfacing for football and basketball, meeting shelter and cycle stands.

Formal recreation areas comprise of changing facility, car parking and associated pitches to be informed by CBC and reviewed against published FA guidance.

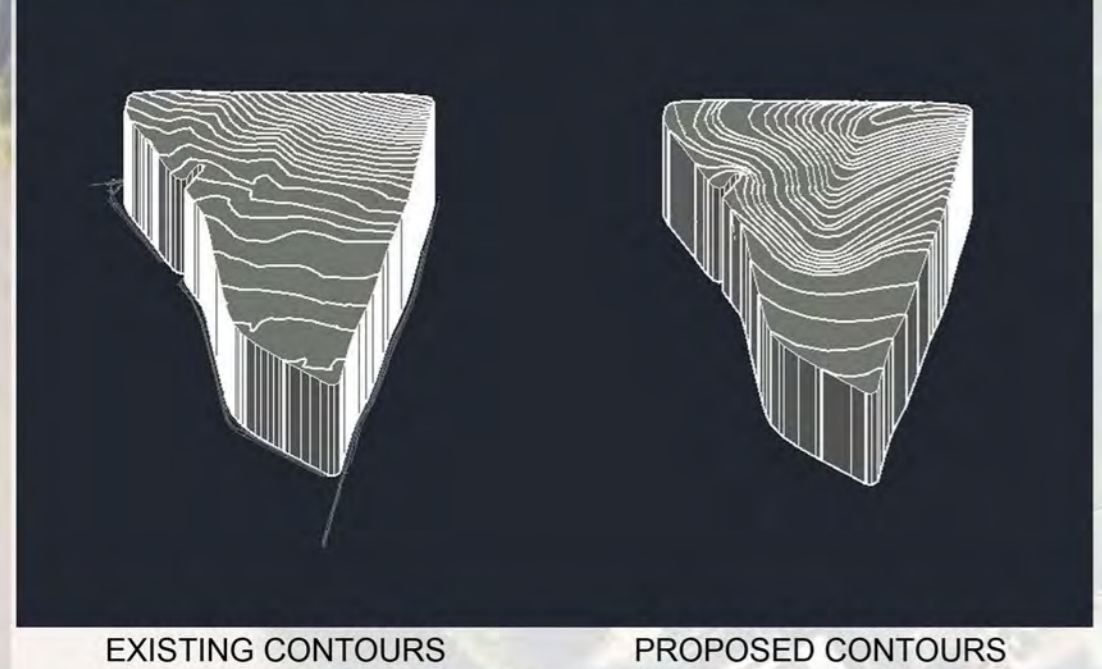


**PARKLAND TREE AND SHRUB PLANTING**



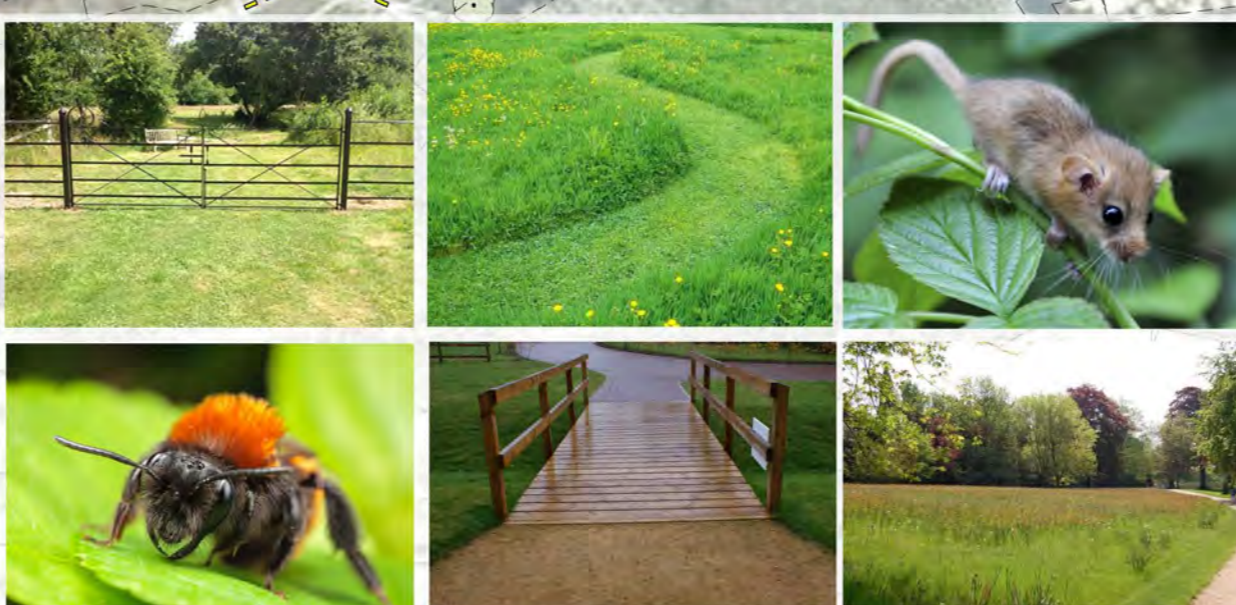
- EM6 - MEADOW MIXTURE FOR CHALK AND LIMESTONE SOILS**
- Wild Flowers**
- Achillea millefolium- Yarrow
  - Anthyllus vulneraria- Kidney Vetch
  - Centaurea nigra- Common Knapweed
  - Centaurea scabiosa- Greater Knapweed
  - Clinopodium vulgare- Wild Basil
  - Daucus carota- Wild Carrot
  - Galium verum- Lady's Bedstraw
  - Knautia arvensis- Field Scabious
  - Leontodon hispidus- Rough Hawkbit
  - Leucanthemum vulgare- Oxeye Daisy
  - Lotus corniculatus- Bird's-foot Trefoil
  - Onobrychis vicifolia- Saintfoin
  - Origanum vulgare- Wild Marjoram
  - Plantago media- Hoary Plantain
  - Poterium sanguisorba- Salad Burnet
  - Primula veris- Cowslip
  - Prunella vulgaris- Selfheal
  - Ranunculus acris- Meadow Buttercup
  - Ranunculus bulbosus- Bulbous Buttercup
  - Roseda lutea- Wild Mignonette
  - Scabiosa columbaria- Small Scabious
- Grasses**
- Briza media- Quaking Grass (w)
  - Cynosurus cristatus- Crested Dogtail
  - Festuca ovina- Sheep's Fescue
  - Festuca rubra- Red Fescue (w)
  - Koeleria macrantha- Crested Hair-grass (w)
  - Phleum bertolonii- Smaller Cat's-tail (w)
  - Trisetum flavescens- Yellow Oat-grass (w)

**PROPOSED GROUND REMODELLING**



**CHALK GRASSLAND ESTABLISHMENT**

- The current location of the chalk grassland was previously used as farmland, this would have provided highly fertile soils. Soil pH tests need to be carried out to ensure an alkaline soil pH level between 7.1. and 8.
- If soil fertility is too high, a low fertility substrate will need to be mixed into the topsoil to ensure a low nutrient rich soil where the chalk grass seed mix can thrive.
- Prior to seeding the ground will be prepared, which will involve either non-persistent herbicide treatment or repeated cultivation, or a combination of both. Alternatively, if appropriate, the existing turf and subsoil (to a depth of approximately 50mm) could be removed to reduce the weed burden and overall soil fertility, and if necessary subsoil used to make up the levels. The resulting seedbed will be raked or harrowed and rolled to provide a reasonably fine, firm surface.
- Chalk grass seed mix will be locally harvested or bought from a reputable seed house.
- The wildflower grassland seed mix should be surface sown and it is recommended that sowing takes place in the spring or autumn. The seed can be lightly rolled or trodden immediately after sowing to improve soil to seed contact. The sowing rate for the seed mixture is 40kg/ha
- Birds and other seed predators should be kept off the land as much as possible.



**OPEN SPACE PARKLAND**

The open parkland will include foot and cycleways linking the open space to existing access points and proposed development parcels. Informal mown footpaths will also transect the park forming a hierarchy of access and circulation.

Emorsgate chalk grassland to be sown to increase the sites biodiversity, whilst providing habitats for insect life including butterflies, moths, bees and small rodents.

Parkland railings or hedge planting will contain the parks boundaries separating it from the wider development.

**FORMAL PARK AND GARDEN**



Formal Park and Gardens to include a bandstand and area for spectators within formal shrub and tree planting. Opportunity for a formal orchard area to offer increased biodiversity to the site and different recreational experience.

Avenue trees lining direct footpath links to formal recreational areas, open park land, sports pitches and picnic areas.

**aspect landscape planning**

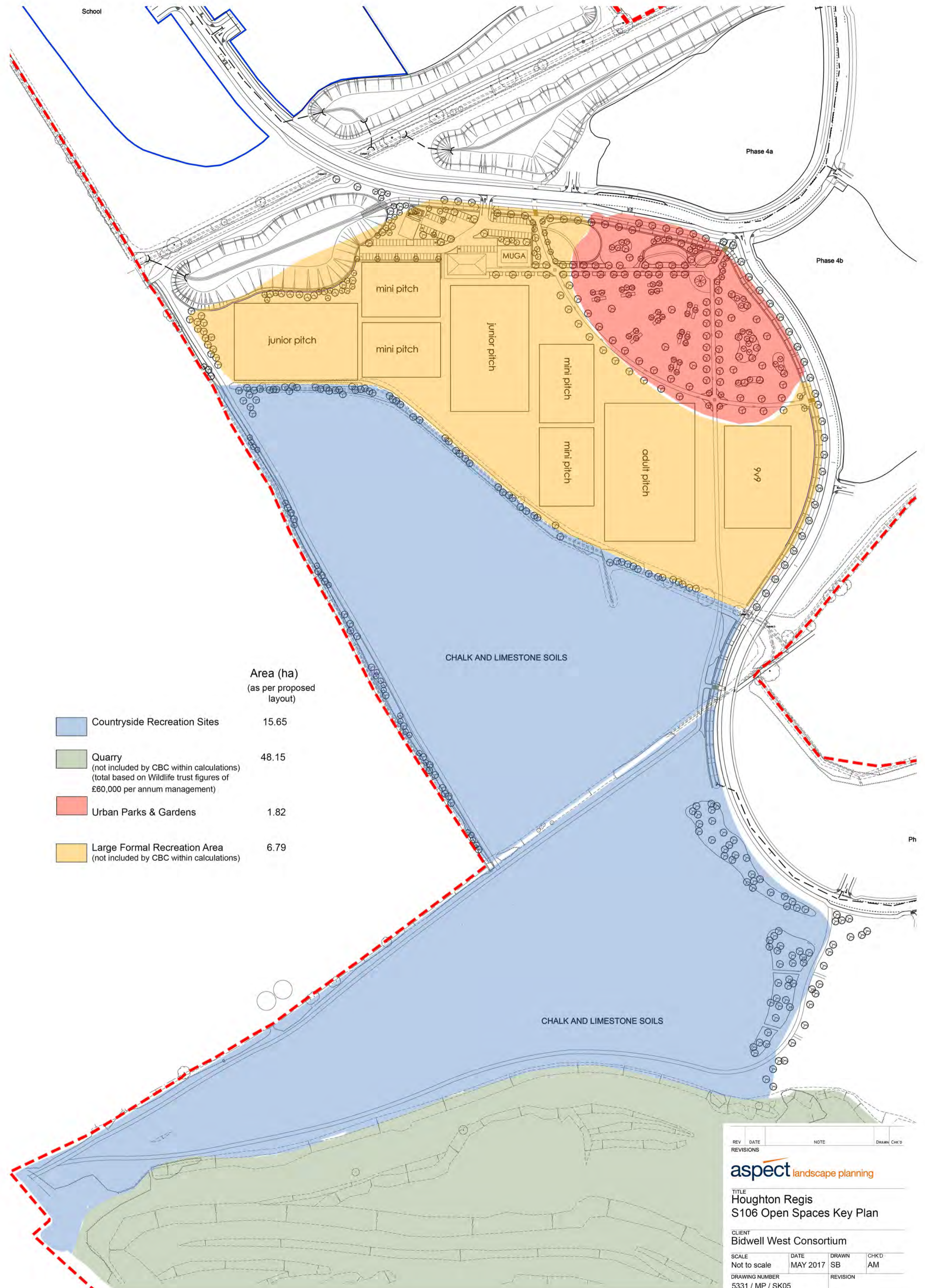
**Houghton Regis S106 Open Space Landscape Strategy**

CLIENT: Bidwell West Consortium





SCALE	DATE	DRAWN	CHKD
1:1250 @A1	MAR 2017	SB	BS
DRAWING NUMBER	REVISION		
5331/ASP.OSLS.1.0	C		

**APPENDIX 2**

**S106 OPEN SPACES KEY PLAN**



Area (ha)  
(as per proposed layout)

	Countryside Recreation Sites	15.65
	Quarry (not included by CBC within calculations) (total based on Wildlife trust figures of £60,000 per annum management)	48.15
	Urban Parks & Gardens	1.82
	Large Formal Recreation Area (not included by CBC within calculations)	6.79

REV	DATE	NOTE	DRAWN	CHK'D
REVISIONS				

**aspect** landscape planning

TITLE  
Houghton Regis  
S106 Open Spaces Key Plan

CLIENT  
Bidwell West Consortium

SCALE	DATE	DRAWN	CHK'D
Not to scale	MAY 2017	SB	AM
DRAWING NUMBER	REVISION		
5331 / MP / SK05			

**APPENDIX 3**

**SUDS AND SWALES / ATTENUATION FEATURES  
LANDSCAPE MAINTENANCE SCHEULDE**

**SUDS AND SWALES / ATTENUATION FEATURES LANDSCAPE MAINTENANCE SCHEDULE – YEAR 1** (Period between practical completion and the end of rectification period)

Notes: Unless otherwise agreed all works highlighted within this schedule as the responsibility of the landscape contractor are to be undertaken by the landscape contractor responsible for the installation of the relevant works.

Area	Maintenance Operation	Objective	Notes	Frequency of Operation	Action By
Generally (Whole Site)	Litter Picking	To maintain high standard of appearance	All contents to be bagged up and disposed of in the appropriate manner off site	Weekly/As required	Landscape Contractor
	Emptying/clean litterbins. Dispose of waste. Clean as required including cigarette stub plates if applicable and immediate surrounding area.	To maintain high standard of appearance to area and cleanliness. Ensures litterbins are useable at all times.	All contents to be bagged up and disposed of in the appropriate manner off site	Weekly/As required	Landscape Contractor
	Manual weed control	To ensure successful establishment of planting and hard surfaces remain weed free.	To be undertaken by hand, using hand tools only throughout all planted areas and hard surfaces. All weeds to be removed, bagged up and disposed of off site	Monthly	Landscape Contractor
	Chemical weed control (non-residual)	To ensure successful establishment of Planting.	Generally utilised where all other methods of weed control are proven to be unsuccessful.	As required and approved (generally monthly during growing season)	Landscape Contractor
		To ensure all hard surfaces remain weed free.	Spot-application to areas of hard surfaces where all other methods of weed control are proven to be unsuccessful.	As required and approved (generally monthly during growing season)	Landscape Contractor
	Feeding	To ensure ongoing success of landscape planting.	Slow acting organic fertiliser applied to planted areas as considered necessary and raked into top 50mm of surrounding soil. To be spread evenly and replace any mulch materials.	Annually in early spring	Landscape Contractor
	Manual cleaning of hard surfaces	To maintain high standard of appearance to area and to ensure all hard surfaces remain free from chewing gum, staining and moss / algae build up / debris and trip hazards	Undertaken using hand tools.	Monthly	Landscape Contractor
	Mechanical cleaning of hard surfaces	To maintain high standard of appearance to area and to ensure all hard surfaces remain free from debris/trip hazards	Road/path sweepers and pressure washers only permitted, use of chemical not permitted.	As required and approved (generally monthly)	Landscape Contractor
	Removal of dog dirt from dog bins and ground	To ensure the park remains a clean, safe and pleasant environment for all users.	Remove dirt and dispose of by bagging and disposal off site.	Weekly	Landscape Contractor
	Graffiti removal	To maintain high standard of appearance		Monthly	Landscape Contractor
	Clearance of fallen leaves	To reduce potential slip hazards	Leaf litter to be disposed of off-site in a sustainable manner i.e. to a composting facility	Twice a month during Oct / Nov / Dec	Landscape Contractor
	Watering	All planting and seeded areas as required to ensure successful establishment and create a high quality pleasant landscaped environment.	Watering is envisaged to be required predominantly at regular intervals throughout the spring and summer months following planting works, however some additional watering may be required during excessive dry spells throughout the year.	As required (Generally 1-3 times a week during spring and summer and once a week outside this period).	Landscape Contractor
	Snow removal	Removal of snow from all hard surfaces, mature shrubs and trees.	Excessive snow to be removed from shrub / tree planting to avoid damage to planting due to weight from snow build up.	As required during winter months	Landscape Contractor
	Ice removal/gritting	Make safe all hard surfaces during extreme cold / icy spells and avoid hazards	Any products used must be non-toxic to humans and animals, and 100% biodegradable and eco-friendly.	As required during winter months	Landscape Contractor

Area	Maintenance Operation	Objective	Notes	Frequency of Operation	Action By
Wildflower Grass Areas	Grass cutting/strimming to height of between 40-75mm with a varied cutting regime on an ad-hoc basis, leaving hedgerow margin areas unmown each time. Cuttings to be removed directly following cut.	To maintain high standard of appearance and ensure all wildflower grassed areas create a tall sward and offer diversity and foraging places / shelter for wildlife and ecology purposes. Hedgerow margins areas shall be left unmown.	Wildflower areas should have a varied cutting regime, with random areas being cut on an ad-hoc basis, leaving hedgerow margins areas unmown each time. As a minimum an annual cut take place, with remaining unmown areas allowed to develop into tall swards for ecological benefits being strimmed every 1-2 years. Cuttings to be removed offsite directly following cut.	As required to ensure appearance is maintained and height is occasionally reduced. (Generally annually as a minimum)	Landscape Contractor
	Over-seed / re-seed bare patches and areas of grassland that have failed. Using same wildflower grass mixes as originally proposed.	To ensure no bare patches exist and successful grass establishment where weeds have been removed or areas have failed to establish in order to maintain high level of diversity.	Ongoing specific monitoring of areas of grassland and patches that have been re-seeded to ensure successful establishment. Wildflower grass areas shall be maintained and watered well in accordance with overall ongoing management.	Bi-Annually as required during August-Sep and/or March-April.	Landscape Contractor
	RoSPA Inspection	To ensure approved safety of play equipment and spaces in line with recommended guidance for the prevention of accidents.	Where defects occur, areas are to be cordoned off immediately to ensure safety, with repairs/replacement undertaken at the earliest opportunity. RoSPA records to be maintained on file and issued to client.	End of rectification/defects liability period.	ROSPA & Landscape Contractor
Boundary Treatments (Inc Fencing & Gates)	Assessment of all boundary treatments (and repair where required). All boundaries within playspace and public open spaces, (including timber post and rail fencing, metal railings and self-closing gates).	To maintain high standard of appearance and functionality of all boundaries, fencing and gates. To ensure access to existing watercourse is restricted.	Any damage is to be fenced off immediately to avoid risk of injury and repaired at the earliest opportunity.	Monthly	Landscape Contractor
Water Features including Streams & Ponds	Regular checking of all water features, their water pumps, surfaces, fixtures and fittings. Removal of leaves, litter, debris and other objects.	To ensure feature is functioning properly, and to maintain its appearance.	Where defects occur, features are to be isolated from the electricity supply and labelled as 'out-of-order' immediately to ensure safety, with repairs undertaken at the earliest opportunity. Replace items under manufacturers guarantee where possible.	Monthly	Landscape Contractor
Annual Defects Review / Snagging	Review of all landscape areas and planting to identify all defect requirements.	To ensure any areas where previous planting works have been unsuccessful are replaced with new to match original, or an agreed variation within defects period.	Undertaken by Landscape Architect, Client representative, Main Contractor and the relevant landscape contractor	Just prior to end of defects liability period.	Landscape Architect, Landscape & Main Contractor, Client Rep

**SUDS AND SWALES / ATTENUATION FEATURES LANDSCAPE MAINTENANCE SCHEDULE – ONGOING** (following completion of Contractor's 12 months maintenance / rectification period)

Notes: Unless otherwise agreed all works within this schedule are the responsibility of the nominated landscape maintenance contractor / private landscape management firm / estate managing agent as instructed on behalf of the client. Timings for operations are indicative and for guidance only and will be subject to site specific and/or client requirements. Additional maintenance requirements for specialised equipment may be necessary – refer to manufacturer's guidance.

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	Manual weed control	To ensure ongoing success of landscape planting and hard surfaces remain weed free.	To be undertaken by hand, using hand tools only throughout all planted areas and hard surfaces. All weeds to be removed, bagged up and disposed of off site	Monthly	Landscape Maintenance Firm
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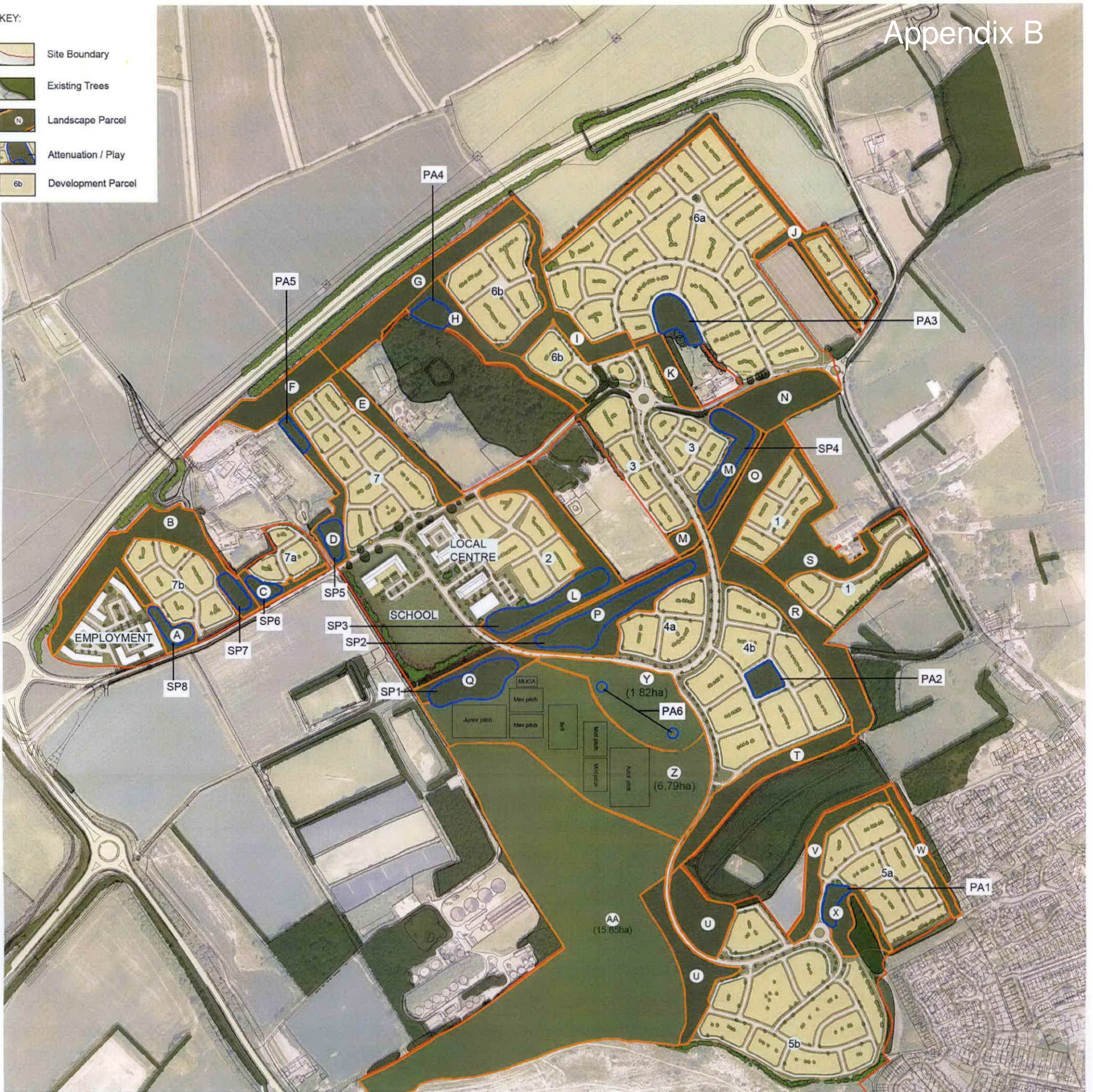
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KEY:

	Site Boundary
	Existing Trees
	Landscape Parcel
	Attenuation / Play
	Development Parcel



Development Parcel / Phase	Strategic Public Open Space	Provision / Responsibility	Drainage
Phase 1	O, S	Developer	
Phase 2	L	Developer	Storage Pond 3
Phase 3	M, N	Developer	Storage Pond 4
Phase 4a	P	Developer	Storage Pond 2
Phase 4b	R, T	Developer	
Phase 5a	V, W	Developer	
Phase 5b	U, X	Developer	
Phase 6a	J	Developer	
Phase 6b	G, H, I, K	Developer	
Phase 7	D, E, F	Developer	Storage Pond 5
Phase 7a	C	Developer	Storage Pond 6
Phase 7b	A, B	Developer	Storage Pond 7
Local Centre	-		
Employment	-		Storage Pond 8
Formal Park	Y, Q		Storage Pond 1
Public Sports Pitches Site	Z		Storage Pond 1
Countryside Recreation Public Open Space	AA		
Allotments	Within Parcels B, F and U		
Play Areas	Within development parcels: 4b PA2 5a PA1 6a PA3 6b PA4 7 PA5		
Strategic Formal Park Area	Y PA6		

AA (15.65ha)

Y (1.82ha)

Z (6.79ha)

MLGA  
Men pitch  
Men pitch  
Men pitch  
Men pitch  
Men pitch  
Men pitch

E	15.09.15	Updated to comments	BS	AM
D	14.09.15	Updated to comments	BS	AM
C	08.06.15	Updated to comments	BS	AM
B	21.01.15	Updated to include proposed layout	BS	AM
A	10.12.14	Development parcels amended	BS	AM
REV	DATE	NOTE	REV	DATE

REVISIONS

**aspect** landscape planning

TITLE  
Houghton Regis  
Open Space and Development  
Parcel Phasing Plan

CLIENT  
Bidwell West Consortium

SCALE	DATE	DRAWN	CHK'D
Not to scale	OCT 2014	BS	AM
DRAWING NUMBER	REVISION		
5331 / OSP / ASP09	E		