



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

7th February 2023

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 February 2023 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 - 8

To approve the Minutes of the meeting held on 14th November 2022.

Recommendation: **To confirm the minutes of the Environment & Leisure Committee meeting held on 14th November 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 9 - 11

Allotments Working Group 27th September 2022

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

6. INCOME AND EXPENDITURE REPORT

Pages 12 - 22

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

This report is provided for information.

7. TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

Pages 23 - 36

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

Members are advised that Mr M Hatley and Mr P Glasse from PCH (Design Consultants) will be attending the meeting to support the agenda item and respond to any queries raised.

- Recommendation:** **In light of the updated financial information provided to:**
- 1. reaffirm the Council's commitment to the Tithe Farm Sport Project;**
 - 2. to accept the Stage 2 tender from T&B including the UKPN quote for the pavilion and associated works;**
 - 3. to note the retender process for the pitch and the funding review from the Football Foundation and that a Special meeting of the Environment & Leisure Committee will be called to consider the tender report in due course.**

8. ENVIRONMENT & LEISURE FEES 2023/24

Pages 37 - 38

Members were requested to consider the hire charges under the control of Environment & Leisure Committee for 2023/24 at the meeting held in November 2022. At this meeting members felt unable to agree a Fee Schedule. Members expressed concerns that increasing fees to accommodate the increases in charges that council was incurring due to the economic climate, may have a detrimental impact on the financial viability of local clubs.

Members requested that officers liaise with clubs and report back.

This was duly carried out. Clubs expressed concerns over the affordability of increases in fees and suggested that their membership numbers may decline if their fees had to be raised accordingly.

Members are advised that the budget for 2023/24 has been set based on hire fees as per 2022/23. Although there is no budget pressure to increase fees, as members are well aware the budget setting process was difficult as costs were unknown.

To try and support local clubs whilst bearing in mind the economic pressures facing the council, it is suggested that a 5% increase in all fees be applied.

The schedule of fees for 2022/23 is attached for reference, annotated to show the suggested 5% increase.

As suggested previously, football fees are excluded to enable discussions to take place with the Beds FA so that a co-ordinated approach to football fees is achieved.

Members are requested to consider the current years fee structure and to determine a suitable fee structure for 2023/24.

Recommendation: **To set fees under the control of the Environment & Leisure Committee for 2023/24 at a 5% increase on 2022/23.**

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HOUGHTON REGIS TOWN COUNCIL

Environment & Leisure Committee

Minutes of the meeting held on
14th November 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
Louise Senior Head of Democratic Services

Public: 0

Also present: Councillors: J Carroll
D Jones

12234 APOLOGIES

None.

12236 QUESTIONS FROM THE PUBLIC

None.

12237 SPECIFIC DECLARATIONS OF INTEREST

None.

12238 MINUTES

To approve the minutes of the meeting held on 26th September 2022.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 26th September 2022 and for these to be signed by the Chairman.

12239 MINUTES OF WORKING GROUPS

Allotment Working Group None to present.

12240 INCOME AND EXPENDITURE REPORT

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

Members received this report for information.

12241 ENVIRONMENT & LEISURE COMMITTEE DRAFT BUDGET 2023/24

Members received the officer draft budget for 2023/24, along with explanatory notes for the Environment & Leisure Committee.

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

The following points were highlighted:

The draft budget put forward an increase in this committees expenditure of £95,653. Additional significant areas of spend were:

- Painting the Green bow top fencing
- External decoration of the Green pavilion
- External decoration of the Orchard Close pavilion
- Playground fence painting at Parkside and Orchard Close
- Increase for play areas repairs
- Increase for refuse disposal
- Provision for 3 yearly tree survey
- Provision for professional services to enhance Parkside Pavilion to provide community consultation and possibly community space
- Increase to provide for a replacement of 1 vehicle with an electric vehicle
- Increase to provide for enhanced play / exercise provision at Parkside recreation ground

Also noted in relation to Tithe Farm sports provision project:

This project development would span 2 financial years. It was anticipated that the development of the pitch would be completed in 2022/23 and the development of the pavilion, refurbishment of the car park and the remodelling of the existing pavilion would take place in 2023/24. In the draft budget for 2023/24 the income and costs associated with the second phase of this project were included.

12242 ENVIRONMENT & LEISURE FEES 2023/24

Members were requested to consider the hire charges under the control of Environment & Leisure Committee for 2023/24.

Members received the schedule of fees for 2022/23 for reference.

As the Committee was aware officers usually recommend a fee structure to members to consider, this was based on the previous years charges plus a level of inflation, often at around 2%. However, the cost of labour, utilities and materials had increased significantly in recent months. Labour had increased by around 5-7%, utilities by 20% (as budgeted) and materials by 20-40%.

Although the council had been working towards an overall sports and facilities subsidy level of 30% or so, it was suggested that an increase in fees to cover the increase in costs may be unaffordable to the local clubs who use the facilities and the council may choose to vary its level of subsidy.

It was suggested however, that the football fees were excluded to enable discussions to take place with the Beds FA so that a co-ordinated approach to football fees was achieved. Members were supportive of this.

Members were requested to consider the current years fee structure and to determine a suitable fee structure for 2023/24.

Members discussed the community value of the clubs for maintaining the social wellbeing of residents and raised concerns that clubs could fold if the increase in fees proved to be unaffordable for clubs to sustain.

Members agreed that approaching the clubs to better understand their capacity for a fee increase, and to gain an overview of the demographic of the group's members with a possibility of offering advice of grant funding may be available for their group to apply for.

Members agreed to gain further information from individual clubs to gather an accurate overview before committing to fee confirmation.

12243 TITHE FARM ALL WEATHER UPDATE

Members received an update report on the Tithe Farm Recreation Ground Sports Project.

Members acknowledged their disappointment that this project had not yet started on site but recognised that a considerable amount of work was being completed behind the scenes.

12244 VILLAGE GREEN - FAIR AND CIRCUS VISITS 2023

Members were advised that the following dates for fair and circus visits on the Green had been requested:

Tom Smith's Fun Fair

Pull on site 10th May 2023

Open 12th May till 21st May 2023 – 10 days of opening

Pull off site 22nd May 2023

Members agreed that 10 days of the Fair opening during May was too long and could prove problematic for local residents. It was requested that this be reduced to 5 days of opening with a day either side for setting up and packing away between the dates of 10th May 2023 and 22nd May 2023

Pull on 4th September 2023

Open 7th till 10th September 2023 – 4 days of opening

Pull off site 11th September 2023

John Lawson's Circus

Pull on 9th October 2023

Open 11th October to 17th October 2023

Pull off site 19th October 2023

In addition to these usual annual requests the following requests were made. The council was under no obligation to accept any additional bookings.

A request was received from Thurston Attractions for the use of a recreation ground to host a pop up fun park. The following dates were requested:

Monday 10th July - Sunday 23rd July.

Operating dates:

Thursday 13th July - Sunday 16th July.

Thursday 20th July - Sunday 23rd July

Depart site - Monday 24th July

Members were provided with an overview of activities and attractions that would be provided by Thurston Attractions.

Members discussed options for the possible siting of the Pop-up Fun Park, and felt that the attractions were very large and as such members agreed that suitable recreation ground was not available in Houghton Regis.

Tom Smiths fair also offered to provide a children's fun fair (no big rides) on 4th – 6th August (pull on 3rd August and leave 6th August) in an alternative location to The Village Green.

Members suggested the possibility of tying this in with National Play Day. It was agreed that Parkside Recreation Ground would be suitable to accommodate the children's fun fair, however it was requested that the number of rides be agreed along with a confirmed finish time of 8pm.

Gumbles

A request had been received from Gumbles for the use of a recreation ground to host a children's event. The following dates were requested:

Pull on site 21st August 2023

Open 24th August until 27th August 2023

Pull off site 28th August 2023

Members were provided with an overview of activities and attractions that would be provided by Gumbles.

Members felt that this would be too many events in a short space of time and questioned the affordability for families of having too many attractions during August and September.

Resolved: 1. To approve the following dates for fair and circus visits on the Green:

Tom Smith's Fun Fair

5 days of opening agreed to be within the scope of the requested dates of 10th May – 22nd May 2023

Pull on 4th September 2023

Open 7th till 10th September 2023 – 4 days of opening

Pull off site 11th September 2023

John Lawson's Circus

Pull on 9th October 2023

Open 11th October to 17th October 2023

Pull off site 19th October 2023

1. To approve the following fair visit on Parkside Recreation ground:

T Smith – Children's fun fair

Pull on 3rd August 2023

Open 4th – 6th August 2023 with an 8pm finish time

Pull off site 6th August 2023

The Chairman declared the meeting closed at 8.02pm

Dated this 13th day of February 2022

Chairman

Houghton Regis Town Council

Allotment Working Group

Minutes of the meeting held on

27th September 2022 at 3pm

Present: Councillors: R Morgan (Chairman)
D Jones
T McMahon
Y Farrell

Co-opted member: T Haines

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

Apologies: E Cooper

Absent: C Slough

AWG72 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Cooper (Cllr Jones substituted).

AWG73 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

AWG74 MINUTES

To approve the Minutes of the meeting held on the 12th July 2022.

Resolved: To approve the Minutes of the meetings held on the 12th July 2022 and for these to be signed by the Chairman.

AWG75 UPDATE ON TERRA CROFT

Members were advised that as at 10th August the following works remained to be completed:

1. The grass-crete required topping up with soil and some grass seed putting in. The top of the grass-crete was probably about 3cm higher than the top of the soil. This made it quite difficult to walk on.
2. The 3 water pipe stands were not finished. The pipes were not connected to a tap and there was no hard standing under around the post.

3. The trees had not been planted along the access road to the site or within the site. These cannot be planted now but would need to be done Oct / Nov time to give them the best chance of taking. The land under the trees needed to be grassed over.
4. 13 plot boards were damaged. There were damaged boards right across the site.
5. The design of the noticeboard was confirmed, Bellway were to order and install. It would be sited near the entrance gate.
6. Installation details needed to be confirmed for the defibrillator. This was not a requirement of the HRTC specification. It was suspected that this may take some time to resolve. It was suggested to members that once all other works were completed, should this remain outstanding that the land transfer proceeded anyway.

To enable progress to be made, it had been agreed that HRTC would cost works detailed under 1, 3 and 4. The cost of these works would be off set against the monies owed for the installation of the additional shed bases. It remained with Bellway to resolve the water pipe and connection issue.

Members expressed their disappointment that 13 plot boards had been damaged. Members were advised that a water meter reading remained outstanding and was to be obtained from Bellway, the water meter location remained to be advised.

It was requested that the Town Clerk obtained an estimate for the cost of works 1, 3 and 4 and Bellway would resolve the outstanding utility works.

It was queried whether the working group had authority for the spend, or whether it should go through Town Council, it was advised that the spend had already been agreed and therefore would not need to go to Town Council.

A motion was proposed by Y Farrell, seconded by T McMahon to read:

To enable progress to be made Houghton Regis Town Council will complete the works under 1,3 and 4 and offset the cost against the amount owed for the installation of the additional shed bases up to £6,000.

Resolved: To enable progress to be made Houghton Regis Town Council will complete the works under 1,3 and 4 and offset the cost against the amount owed for the installation of the additional shed bases up to £6,000.

AWG76 PARCEL 5A/5B - ALLOTMENT SITE

Following from the previous meeting, feedback was provided to the developer around

- Overall size of the site
- Removal of some of the pathways to enable more plots to be created
- Re-siting of the compost bins to the front of the site to reduce space requirements for ancillary services
- To replace the communal storage areas with hard standing on each plot for an individual shed (to be provided by the plot holder)

In response, the developer revised the site layout plan. The site now provided 14 allotment spaces. The developer showed the plots at around 115m² and managed to get as many plots as possible into the relatively flat main part of the site. They also included for a potential expansion area to the north. While this isn't flat and has a gradient of approximately 1 in 3m it was an area which could be used for a variety of purposes such as smaller plots if required, storage, community gatherings of the allotment holders or the planting of fruit trees etc.

Members were requested to consider the revised layout.

Members were advised the housing development was due for completion during the summer of 2024.

Members highlighted that the water points were not placed in the most favourable position. It was confirmed to members that it would be Houghton Regis Town Council's responsibility to move the waterpoints once they were sited.

Concerns were raised over the steep incline, it was suggested the developer uses surplus soil from the housing development to mitigate the 1:3 slope on the allotment plot.

Members suggested that water butts and water collection points be considered to enable a more sustainable approach.

Resolved: To approve in principle the revised allotment layout of Parcel 5A/5B as shown on drawing P19-0483_210-E subject to more centralised water points and we would request the developer consider the import of spoil to reduce the gradient.

The Chairman closed the meeting at 3.52pm

Dated this 17th day of January 2023.

Chairman



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 6

Date:	13th February 2023
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 and circus visits. It also includes a miscode, £1040, this will be recoded to 231 1082

201 4037 Village Green Grounds Maintenance

Includes minor items of expenditure

202 1082 Inc Lettings

Ad hoc lettings of pavilion

202 4011 Rates

Paid in full

202 4012 Water rates

Charges relate to April to November

202 4014 Electricity

Expenditure relates to April to January.

202 4036 Property Maintenance

Includes expenditure on the decoration of the Pavilion and installation of outside light. It is planned to keep any expenditure to a minimum to offset any overspend relating to utilities.

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 January.

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

222 4036 Tithe farm property maintenance

This includes alarm maintenance.

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

232 4036 Orchard Close Property Maintenance

Includes alarm maintenance and a replacement noticeboard due to vandalism.

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 1082 Inc Lettings

Ad hoc lettings of the pavilion.

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, autumn treatment completed and irrigation system maintenance

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 have been 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 a bench on behalf of a family and advanced memorial inscription charges, which are reclaim from the families.

271 4037 Grounds maintenance

This needs to be recoded to 271 4020

273 4037 Allotments Grounds Maintenance

This expenditure relates to allotment plot signage.

281 4217 HHP Contribution

This is the HRTC contribution to HHP as required under the JVA

282 4017 Play Areas Health and Safety

This is for the annual playground inspections

282 4037 Grounds Maintenance

This relates to the painting of the fencing and gates at Tithe Farm and The Green play areas.

282 4042 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 1079 Grant Income CBC

This grant is the final reclaim under the CBC Public Realm Grant scheme (Ranger)

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

Paid in full.

291 4017 Health & Safety

Includes annual play area inspection cost.

291 4020 Outside Services Misc Establishment Costs

Various small items of expenditure.

291 4036 Outside services Property maintenance

Spend relates to replacement sleepers on Green, new chairs for workshop plus various small scale purchases.

291 4037

To be re-coded to 291 4036

291 4038 maintenance contracts

Includes alarm maintenance and fire equipment maintenance

291 4039 Horticultural supplies

This includes significant spend on new trees, approx. £5,000. This is covered by Tree grants from CBC and also offset by allotment work on behalf of Bellways.

291 4037

To be re-coded to 291 4036

291 4040 Tree Maintenance

Annual works to trees. Plus additional tree works as previously agreed to be funded from General Reserves.

291 4041 Outside Services Tree Survey

No expenditure incurred to date
 291 4042 Outside services, Equipment maintenance and repairs
 Various purchases made
 299 1075 Env Capital & Projects Sale of Assets
 Sale of side arm flail
 299 1205 s106 Contrib
 Income from CBCC s106 for invoices relating to Tithe Farm Sports Project
 299 4851 Capital Machinery renewals
 Various items have been purchased including a new mower, offset by income from sale of asset. Equipment also purchased for new allotments. To be offset by transfer from Allotment EMR.
 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 plus the purchase of new vaults, offset by income received.
 299 4871 Cap, Pavilion renovations
 Includes for expenses relating to Tithe Farm All Weather project, £64641, offset by income in 299 1205
 299 4877 CAP Parkside furniture
 Exp relates to installation of new play equipment as part of the Parkside Family area.
 299 4880 CAP Signs
 Relates to purchase of dementia friendly signs. To be offset by income from CBC grant.
 299 4881 CAP CCTV
 Relates to purchase of 3 new re-deployable CCTV cameras. Income to be coded.
 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

31/01/2023

Houghton Regis Town Council

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

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Village Green Rec Gd								
1082 INC-LETTINGS	0	4,623	3,256	(1,367)			142.0%	
Village Green Rec Gd :- Income	0	4,623	3,256	(1,367)			142.0%	0
4037 GROUNDS MAINTENANCE	0	369	2,000	1,631		1,631	18.4%	
Village Green Rec Gd :- Indirect Expenditure	0	369	2,000	1,631	0	1,631	18.4%	0
Net Income over Expenditure	0	4,254	1,256	(2,998)				
202 Village Green Pavilion								
1082 INC-LETTINGS	0	430	200	(230)			214.9%	
Village Green Pavilion :- Income	0	430	200	(230)			214.9%	0
4011 RATES	0	2,545	2,600	55		55	97.9%	
4012 WATER RATES	0	693	1,500	807		807	46.2%	
4014 ELECTRICITY	256	1,894	1,350	(544)		(544)	140.3%	
4036 PROPERTY MAINTENANCE	0	3,958	5,100	1,142		1,142	77.6%	
4038 MAINTENANCE CONTRACTS	0	95	240	145		145	39.4%	
Village Green Pavilion :- Indirect Expenditure	256	9,185	10,790	1,605	0	1,605	85.1%	0
Net Income over Expenditure	(256)	(8,755)	(10,590)	(1,835)				
211 Parkside Rec Gd								
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	0	(20)	1,453	1,473			(1.4%)	0
4013 RENT	0	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	180	2,142	1,350	(792)		(792)	158.7%	
Parkside Rec Gd :- Indirect Expenditure	180	2,192	1,400	(792)	0	(792)	156.6%	0
Net Income over Expenditure	(180)	(2,212)	53	2,265				
212 Parkside Pavilion								
4012 WATER RATES	22	205	500	295		295	41.0%	
4014 ELECTRICITY	50	359	526	167		167	68.2%	
4015 GAS	8	70	200	130		130	35.1%	
4036 PROPERTY MAINTENANCE	0	3,304	4,500	1,196		1,196	73.4%	
Parkside Pavilion :- Indirect Expenditure	80	3,938	5,726	1,788	0	1,788	68.8%	0
Net Expenditure	(80)	(3,938)	(5,726)	(1,788)				

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

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
221 Tithe Farm Rec Gd								
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	0	(60)	2,167	2,227			(2.8%)	0
4013 RENT	0	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE	180	2,020	2,500	480		480	80.8%	
Tithe Farm Rec Gd :- Indirect Expenditure	180	2,025	2,505	480	0	480	80.8%	0
Net Income over Expenditure	(180)	(2,085)	(338)	1,747				
222 Tithe Farm Pavilion								
4012 WATER RATES	0	224	466	242		242	48.0%	
4014 ELECTRICITY	108	466	1,050	584		584	44.4%	
4015 GAS	8	75	200	125		125	37.7%	
4036 PROPERTY MAINTENANCE	0	84	950	866		866	8.9%	
Tithe Farm Pavilion :- Indirect Expenditure	116	850	2,666	1,816	0	1,816	31.9%	0
Net Expenditure	(116)	(850)	(2,666)	(1,816)				
231 Orchard Close Rec Gd								
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	0	940	2,620	1,680			35.9%	0
4037 GROUNDS MAINTENANCE	0	2,166	2,618	452		452	82.8%	
Orchard Close Rec Gd :- Indirect Expenditure	0	2,166	2,618	452	0	452	82.8%	0
Net Income over Expenditure	0	(1,226)	2	1,228				
232 Orchard Close Pavilion								
4012 WATER RATES	7	270	362	92		92	74.6%	
4014 ELECTRICITY	48	312	500	188		188	62.5%	
4036 PROPERTY MAINTENANCE	0	291	720	429		429	40.4%	
Orchard Close Pavilion :- Indirect Expenditure	55	873	1,582	709	0	709	55.2%	0
Net Expenditure	(55)	(873)	(1,582)	(709)				
241 Moore Crescent Rec Gd								
1082 INC-LETTINGS	0	140	2,167	2,027			6.5%	
Moore Crescent Rec Gd :- Income	0	140	2,167	2,027			6.5%	0

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

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4037 GROUNDS MAINTENANCE	180	1,580	2,569	989		989	61.5%	
Moore Crescent Rec Gd :- Indirect Expenditure	180	1,580	2,569	989	0	989	61.5%	0
Net Income over Expenditure	(180)	(1,440)	(402)	1,038				
242 Moore Crescent Pavilion								
1082 INC-LETTINGS	0	526	200	(326)			263.0%	
Moore Crescent Pavilion :- Income	0	526	200	(326)			263.0%	0
4011 RATES	0	4,441	4,550	109		109	97.6%	
4012 WATER RATES	0	1,321	2,550	1,229		1,229	51.8%	
4014 ELECTRICITY	129	1,527	2,145	618		618	71.2%	
4015 GAS	388	1,475	1,500	25		25	98.3%	
4036 PROPERTY MAINTENANCE	0	380	2,400	2,020		2,020	15.8%	
4038 MAINTENANCE CONTRACTS	0	547	561	14		14	97.5%	
Moore Crescent Pavilion :- Indirect Expenditure	517	9,691	13,706	4,015	0	4,015	70.7%	0
Net Income over Expenditure	(517)	(9,165)	(13,506)	(4,341)				
243 Moore Crescent Bowling Gn								
1082 INC-LETTINGS	0	5,202	6,120	918			85.0%	
Moore Crescent Bowling Gn :- Income	0	5,202	6,120	918			85.0%	0
4037 GROUNDS MAINTENANCE	0	4,271	5,691	1,421		1,421	75.0%	
Moore Crescent Bowling Gn :- Indirect Expenditure	0	4,271	5,691	1,421	0	1,421	75.0%	0
Net Income over Expenditure	0	932	429	(503)				
271 Houghton Regis Cemetery								
1084 Income Burial Fees	0	23,166	14,000	(9,166)			165.5%	
Houghton Regis Cemetery :- Income	0	23,166	14,000	(9,166)			165.5%	0
4011 RATES	0	1,010	1,040	30		30	97.2%	
4012 WATER RATES	0	273	207	(66)		(66)	131.9%	
4020 MISC. ESTABLISH.COST	0	1,954	500	(1,454)		(1,454)	390.8%	
4037 GROUNDS MAINTENANCE	83	83	0	(83)		(83)	0.0%	
Houghton Regis Cemetery :- Indirect Expenditure	83	3,320	1,747	(1,573)	0	(1,573)	190.0%	0
Net Income over Expenditure	(83)	19,846	12,253	(7,593)				
272 All Saints Churchyard								
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)				

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

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
273 Allotments								
1082 INC-LETTINGS	0	0	3,700	3,700			0.0%	
Allotments :- Income	0	0	3,700	3,700			0.0%	0
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	1,056	3,000	1,944		1,944	35.2%	
Allotments :- Indirect Expenditure	0	1,056	5,700	4,644	0	4,644	18.5%	0
Net Income over Expenditure	0	(1,056)	(2,000)	(944)				
281 Public Open Spaces								
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4217 HHP Project Contribution	0	27,715	27,715	0		0	100.0%	
4992 Trs from Earmarked Reserve	0	(3,000)	(3,000)	0		0	100.0%	
Public Open Spaces :- Indirect Expenditure	0	24,715	25,215	500	0	500	98.0%	0
Net Expenditure	0	(24,715)	(25,215)	(500)				
282 Play Areas (all)								
4017 HEALTH & SAFETY	0	0	610	610		610	0.0%	
4037 GROUNDS MAINTENANCE	0	10,400	12,228	1,828		1,828	85.1%	
4042 Equipment Repairs & Maintenance	0	10,012	5,482	(4,530)		(4,530)	182.6%	
Play Areas (all) :- Indirect Expenditure	0	20,412	18,320	(2,092)	0	(2,092)	111.4%	0
Net Expenditure	0	(20,412)	(18,320)	2,092				
283 Street Furniture (Formerly Bus								
4036 PROPERTY MAINTENANCE	0	551	610	59		59	90.3%	
Street Furniture (Formerly Bus :- Indirect Expenditure	0	551	610	59	0	59	90.3%	0
Net Expenditure	0	(551)	(610)	(59)				
291 Outside Services								
1079 Grant Income C B C	0	100	0	(100)			0.0%	
1091 Income Miscellaneous	0	319	3,700	3,381			8.6%	
Outside Services :- Income	0	419	3,700	3,281			11.3%	0
4006 PROTECTIVE CLOTHING	79	1,241	1,523	282		282	81.5%	
4008 TRAINING/COURSES	0	1,536	3,000	1,464		1,464	51.2%	

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

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 RATES	0	8,733	8,976	244		244	97.3%	
4012 WATER RATES	111	(146)	1,015	1,161		1,161	(14.4%)	
4013 RENT	0	15,500	15,500	0		0	100.0%	
4014 ELECTRICITY	360	1,908	2,370	462		462	80.5%	
4015 GAS	48	113	132	20		20	85.2%	
4017 HEALTH & SAFETY	0	531	518	(13)		(13)	102.5%	
4018 REFUSE DISPOSAL	474	14,347	22,000	7,653		7,653	65.2%	
4020 MISC. ESTABLISH.COST	293	431	600	169		169	71.9%	
4021 COMMUNICATIONS COSTS	17	147	150	3		3	97.7%	
4025 INSURANCE	0	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	141	1,725	1,200	(525)		(525)	143.7%	
4037 GROUNDS MAINTENANCE	14	14	0	(14)		(14)	0.0%	
4038 MAINTENANCE CONTRACTS	0	633	612	(21)		(21)	103.4%	
4039 HORTICULTURAL SUPPLIES	0	6,375	2,436	(3,939)		(3,939)	261.7%	
4040 Tree maintenance	0	22,800	10,000	(12,800)		(12,800)	228.0%	
4041 Tree Survey	0	0	575	575		575	0.0%	
4042 Equipment Repairs & Maintenance	976	9,302	9,744	442		442	95.5%	
4044 VEHICLE FUEL	15	9,963	10,000	37		37	99.6%	
4045 VEHICLE TAX & INSURANCE	0	870	920	50		50	94.6%	
4047 Minor Equipment & Tools	0	20	0	(20)		(20)	0.0%	
4059 OTHER PROFESSIONAL FEES	0	1,552	2,000	448		448	77.6%	
5025 Tfr from Tree Planting Reserve	0	(2,720)	0	2,720		2,720	0.0%	
Outside Services :- Indirect Expenditure	2,528	94,873	93,471	(1,402)	0	(1,402)	101.5%	0
Net Income over Expenditure	(2,528)	(94,454)	(89,771)	4,683				
299 Env Capital & Projects								
1075 Sale of Assets	8,000	8,000	0	(8,000)			0.0%	
1205 S106 Contrib for sport / rec	0	65,769	0	(65,769)			0.0%	
Env Capital & Projects :- Income	8,000	73,769	0	(73,769)				0
4053 Loan payments- Moore Cres. Pav	0	12,034	24,069	12,035		12,035	50.0%	
4851 CAP-Machinery Renewals	24,600	35,430	20,000	(15,430)		(15,430)	177.1%	
4856 CAP - Street Furniture	0	7,408	12,000	4,592		4,592	61.7%	
4862 CAP - Cemetery Provision	0	18,370	10,000	(8,370)		(8,370)	183.7%	
4871 CAP - Pavilion Renovations	0	66,974	30,000	(36,974)		(36,974)	223.2%	
4877 CAP - P/Side Furniture	0	1,205	0	(1,205)		(1,205)	0.0%	
4880 CAP - Signs	0	1,472	0	(1,472)		(1,472)	0.0%	
4881 CAP - CCTV	0	7,013	0	(7,013)		(7,013)	0.0%	
4999 Trs to EMR Play Areas	0	75,000	25,000	(50,000)		(50,000)	300.0%	
5015 Tfr to Capital Receipts Reserv	8,000	8,000	0	(8,000)		(8,000)	0.0%	

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

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5016 Tfr from Capital Receipts Rese	(8,000)	(8,000)	0	8,000		8,000	0.0%	
5026 Tfr from Allotments Reserve	(16,600)	(16,600)	0	16,600		16,600	0.0%	
Env Capital & Projects :- Indirect Expenditure	8,000	208,306	121,069	(87,237)	0	(87,237)	172.1%	0
Net Income over Expenditure	0	(134,537)	(121,069)	13,468				
Grand Totals:- Income	8,000	109,135	39,583	(69,552)			275.7%	
Expenditure	12,174	390,373	319,185	(71,188)	0	(71,188)	122.3%	
Net Income over Expenditure	(4,174)	(281,238)	(279,602)	1,636				
Movement to/(from) Gen Reserve	(4,174)	(281,238)						



ENVIRONMENT & LEISURE COMMITTEE

Agenda Item 7

Date:	13th February 2023
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

In light of the updated financial information provided to:

1. reaffirm the Council's commitment to the Tithe Farm Sport Project;
2. to accept the Stage 2 tender from T&B including the UKPN quote for the pavilion and associated works;
3. to note the retender process for the pitch and the funding review from the Football Foundation and that a Special meeting of the Environment & Leisure Committee will be called to consider the tender report in due course.

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:

Pitch tender

Members were previously advised that the contract has been awarded to Field Turf in March 2022. The contract price was £761,334.12 and was valid for a 3 month period. A cost uplift

of £328,240.37 has been presented by Field Turf. In support the Football Foundation suggested 2 options:

1. The council could fund the uplift cost in full and proceed;
2. A pitch retender process could commence to ensure value for money with the possibility that the Football Foundation may provide an increase in its level of grant funding.

As the uplift was so significant, it was clear that a retender process needed to be completed. This tender is current and a report back from the Football Foundation is due around 9th March.

Pavilion tender

Members were advised that the contract has been awarded to T&B Contractors under a 2 stage process. The first stage contract price was £995,968.37. T&B's second stage tender return showed an uplift in costs of £970,015.2 to £1,965,983.52. Members will find attached at Appendix A a Tender Report Summary prepared by PCH. This is a detailed report which sets out the tender process, the price negotiation process and the cost analysis work which has been completed to evidence value for money. Members are specifically referred to para 11.4 which details savings negotiated and Section 12 which sets out the Value for Money Statement.

Project Financial Feasibility

The project has already attracted a significant level of external funding plus financial commitment from HRTC (EMR, deferred income and PWLB funding). To date the project has the following funding attributed to it:

CBC s106	CB/19/02130/FUL	99,884.00
CBC Community Asset Grant		25,000.00
CBC s106	SB/03/01836	172,500.00
CBC s106	CB/14/03047/OUT CB/14/03056/FULL	187,947.35
CBC s106	CB/07/0248/FUL	100,000.00
Football Foundation		956,400.00
HRTC deferred income		260,575.00
HRTC- EMR322		160,341.06
YIF		523,369.00
PWLB		500,000.00
	£	2,986,016.41

From the information provided in this report Members are aware that the cost for the pitch remains to be finalised and it is hoped that the Football Foundation will provide an uplift in their grant funding. The Project Team remain confident that the project is financially viable although it is now anticipated that the council will have to draw down the loan from the PWLB (previously it had been hoped that due to the additional funding secured this may not be necessary). However the council have already provided the authorisation for a loan to be secured if required.

Members will note in Section 13 of Appendix A the Design Consultants made a number of recommendations. Based on this advice and the funding confirmed for the project the recommendation in para 13.1 is supported. Having reviewed the Committee decisions on this project Members are advised that the council has authorised this project to go ahead.

However this was based on significantly different financial information. This is highlighted to Members. Members are requested to reaffirm their commitment to the project and that the order with T&B including the UKPN quote is to be placed. A Special meeting of the Environment & Leisure Committee will be called to consider the pitch retender outcomes and to approve a contractor. It is likely that this mtg will be w/c 13th or 20th March.

Members will note in Para 13.2 that some issues remain to be resolved. These will be addressed when the tender return has been submitted for the pitch and confirmation provided by the Football Foundation of their grant award.

Operational Site Management

In accordance with the decision at the February 2022 meeting of Environment & Leisure Committee ¹ work is being undertaken on a suitable lease with the Beds FA.

Pedestrian and cycle links to Linnere

Members are referred to the draft design attached at Appendix A which has previously been considered and supported. However, the Beds FA have suggested that the path behind the grass pitches may need to be reconsidered due to the run off space required. This is being considered. 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.

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. This remains outstanding.

Planning

The planning application was submitted to CBC late August and has been approved. The pre commencement planning conditions have been discharged.

4. PROJECT FUNDING

Please see above for detail.

5. PROJECT TIMELINE

A verbal update will be provided at the meeting.

6. COUNCIL VISION

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'

Aspirations

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

Objective 3: A safe and vibrant town

- 3.1 To reduce the fear of crime, anti-social behaviour and crime levels

Objective 4: Our community

- 4.1 To create or enhance community facilities which support community development and cohesion
- 4.2 To enhance existing facilities to enable improved community use and accessibility
- 4.3 To provide activities for young people, families and older people
- 4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality
- 4.7 To support local organisations

7. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- There are no legal implications arising from the recommendations.

Financial Implications

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

Risk Implications

- This is a significant project for the council and there is public expectation that it will be delivered.
- The project costings do include a level of contingency funding, the level however is tight.
- A significant level of expenditure has already been incurred to develop the project to this stage
- The level of partnership funding is significant and covers approximately 65/70% of the total project costs.

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

- With confirmation of the order to be placed with T&B the council will communicate out start on site information.

8. CONCLUSION AND NEXT STEPS

This is a significant project for this committee to have brought forward which has attracted a high level of external funding. The project costs have escalated due to the economic climate. However the Project Team remain confident that the project is financially viable.

9. APPENDICES

Appendix A

PCH Tender Report Summary

324-1

01 February 2023



TENDER REPORT SUMMARY

PROJECT: TITHE FARM RECREATION GROUND, TITHE FARM ROAD, HOUGHTON REGIS, LU5 5JF
FOOTBALL DEVELOPMENT CENTRE

1. Purpose of This Report

- 1.1 PCH were appointed in Spring 2020 to support Houghton Regis Town Council develop a scheme for a new pavilion and FTP which could be part funded by the Football Foundation. As part of this process, the Football Foundation require some of the more significant risks (including planning and cost certainty) to be addressed.
- 1.2 Planning consent is expected to be secured at Central Beds development committee meeting on 16th February 2022. The planning application was for the four changing room pavilion plus the clubroom. The clubroom has been treated as an 'extra over' price within the tender process as inclusion would depend upon affordability.

For completeness, the scope of works for the scheme will include the following elements:

- New 3G FTP and flood lighting (separate package/contract tendered via the Football Foundation's framework)
- New 4 changing room pavilion (with optional club room)
- Constructing a new 'truck-pave' overflow car park
- Associated drainage works
- Associated external works including an option for upgrading the existing car park.
- An option for heating the building using air source heat pumps rather than gas boilers.
- An option for refurbishing the existing pavilion.

- 1.3 This report summarises the tender process.

2. Procurement Route 1 (Open Two-Stage D&B Tender)

- 2.1 In light of recent challenges in the construction industry relating to materials and labour, and to minimise upfront costs prior to FF Grant award, PCH advised that the best route for procurement would be a two-stage tender process. This would be based around a cost plan prepared by a third-party Quantity Surveyor (Tillyard Ltd), which would detail the construction costs. The competitive elements being the preliminaries, overheads and profit, and design fees.
- 2.2 Particular points which led to the above decision, included:
 - i. Site visits would not be necessary, minimising physical interactions between people.
 - ii. Quicker tendering process, allowing for the early appointment of a main contractor.
 - iii. Flexibility for negotiating on project scope and cost at a later date. This is particularly important whilst the funding package is being confirmed.
 - iv. Working to potential programme constraints.

2.3 It was agreed the contract would have to be tendered through an open tender, advertised on Contracts Finder, to comply with the Town Council's Financial Regulations and public sector procurement regulations generally.

2.4 Following selection of the preferred contractor, the Stage 2 tender process would proceed to develop the scheme to meet the target project costs/ programme.

3. Tender List

3.1 As an "Open Tender" the tender documents were available for any interested parties to view and present their tender submission.

3.2 Tender documents were published on 11 October 2021 and the closing date was 12 November 2021.

4. Tender Documents

4.1 Tender documents comprised of the following:

1. Preliminaries
2. Cost Plan (prepared by Tillyard Ltd)
3. General Summary
4. Form of Tender
5. Appendices, including:
 - a. PCH Associates drawings worked to RIBA Stage 4.
 - b. Mechanical and Electrical strategy including the proposed Energy Strategy
 - c. Structural Strategy Drawings
 - d. Key Programme Dates
 - e. JPP Site Investigation Report

4.2 The stipulated programme was based on the below:

Tender Period	-	11 th October to 12 th November 2021
Stage 2 Negotiation period-		12 th November to 3 rd December 2021
FF Panel Review		January 2022
FF Board Approval		March 2022
Mobilisation period	-	April 2022
Construction of FTP		May 2022 to August 2022
On Site	-	May 2022 to November 2022

4.3 The tender process was carried out in strict accordance with JCT and RICS guidance.

4.4 The selected contract is JCT Design and Build Contract (DB) 2016 with the following terms of note:

- LADs equating to £1,000.00 per week.
- 28 day payment terms from valuation date.
- Rectification period is 12 months.
- Alternative 2 applied, (Confirm or Amend)

4.5 No tenders were returned on 12th November so the tender period was extended to 26th November 2021.

4.6 There were no tender addendums issued during the course of the tender period.

5. Tender Results

- 5.1 No (zero) contractors returned tenders by 12th November 2021 and no (zero) contractors returned a tender to the Town Council by 26th November 2021.
- 5.2 It is considered that the following may have contributed to the lack of responses:
1. Contractor workload as the construction industry has been very busy despite encountering issues with material and labour shortages.
 2. The project not having funding secured.
 3. The project not yet having planning approval secured.
 4. The project value being relatively low for an open tender.
 5. The nature of an open tender and an unknown quantity of contractors that would potentially price the work. The scheme would have been perceived as high risk/ low reward by contractors.

6. Procurement Route 2 (Selective Two Stage D&B Tender)

- 6.1 As a result of the lack of response to the open tender published on Contracts Finder, PCH recommended a selective 2 Stage Tender, and having already attempted to procure the project through Contracts Finder, it was agreed this route should comply with HRTC's financial regulations.
- 6.2 This would be based around a pre-selected list of Contractors pricing the documents already prepared.
- 6.3 Following selection of the preferred contractor, the Stage 2 tender process would proceed to develop the scheme to meet the target project costs.

7. Tender List


- 7.1 Numerous contractors were contacted to see if they would be interested in tendering for the scheme. Interest remained low because of contractor workloads.
- 7.2 Ultimately a shortlist was prepared utilising local contractors and tenders were issued to the following:
- AJS Construct
 - E S Moss
 - Newland Construction
 - Parkway MK
 - T&B Contractors
- 7.3 Tender documents were issued on 12th January 2022, and it was stipulated that they be returned to Clare Evans of Houghton Regis Town Council by email or in a sealed envelope by noon on 28th January 2022.

8. Tender Documents

- 8.1 Tender documents remained as per the previous tender exercise but with an updated programme.

9. Tender Returns

- 9.1 During the course of the tender period ES Moss and Newland Construction confirmed they would not be able to return a tender after all due to workload. Parkway MK did not submit a return on the 28th so the only two returns were from T&B and AJS Construct.
- 9.2 The tender returns were levelled as follows, for completeness PCH applied a contingency sum of £30,000 to each tender return.

Tithe Farm Recreation Ground Levelled Tender Analysis						
31st January 2022						
Project Reference: 324-1 Football Development Centre						
						
	Quantity	AJS Construct	E S Moss	Newland Construction	Parkway MK	T and B Contractors
1.0 Preliminaries	%	178,875.40				111,934.50
2.0 Works						
2.1 Cost Plan	Item	736,453.00				736,453.00
3.0 Design Fees	Item	87,269.69				61,945.00
4.0 Pre-construction Fees	Item	5,500.00	Declined to Tender	Declined to Tender	Declined to Tender	16,800.00
5.0 Provisional Sums	Item	13,000.00				13,000.00
6.0 Overheads & Profit	Item	55,233.98				25,775.86
7.0 Contingency Sum	Item	30,000.00				30,000.00
TOTAL		1,106,332.07	-	-		995,968.36
ADJUSTMENTS/EXCLUSIONS						
Provisional Sums - Not included in price:						
1.0						
2.0						
3.0						
4.0						
TOTAL		-	-	-		-
GRAND TOTAL		1,106,332.07	-	-		995,968.36

- 9.3 An evaluation of each tender is explored separately in the next Section.

10. Tender Assessments

10.1 T&B Contractors

10.1.1 Financial

The contractor's Preliminaries are 15% of the total Construction Costs.
 The Contractor's Overheads and Profit are 3% of the total Prelims and Construction Costs.
 The Contractor's declared Overheads and Profit, for post contract variations are 10%

10.1.2 Quality

The contractor's submission was fully compliant with no identified arithmetical errors or omissions.

10.1.3 Resources

The contractor submitted details of Key Personnel anticipated to be in their project team, including CVs detailing their experience and suitability to the project. There were no concerns about T&B's ability to deliver the project.

10.1.4 Programme

The Contractor provided a 27 week programme of works, commencing on site on 6th June 2022, with a completion date of 9th December 2022, a reduction to the proposed construction programme of 6 weeks.

10.1.5 Other Comments

The contractor provided a copy of their current Health and Safety Policy and copies of their insurances.

10.1.6 Dunn & Bradstreet Report

A D&B report confirmed that the contractor has a good financial standing with a low risk of financial failure.

10.2 AJS Construct

10.2.1 Financial

The contractor's Preliminaries are 24% of the total Construction Costs.
The Contractor's Overheads and Profit are 6% of the total Prelims and Construction Costs.
The Contractor's declared Overheads and Profit, for post contract variations are 10%

10.2.2 Quality

The contractor's submission was fully compliant with no identified arithmetical errors or omissions.

10.2.3 Resources

The contractor submitted details of Key Personnel anticipated to be in their project team, including CVs detailing their experience and suitability to the project.

10.2.4 Programme

The Contractor provided a 32 week programme of works, commencing on site on 18 May 2022, with a completion date of 21 December 2022. The additional 5 weeks would explain the higher rate for preliminaries within the tender.

10.2.5 Other Comments

The contractor provided a copy of their current Quality Control Policy Statement and copies of their insurances.

10.2.6 Dunn & Bradstreet Report

A D&B report confirmed that the contractor has a higher risk of failure as they are a newer company and therefore have less cash reserves and financial history.

11. Stage 2 Tender Review

- 11.1 It was PCH's recommendation that Stage 2 negotiations were entered into with T&B Contractors (324-1 Tender Report 10.02.22) and to include the enlarged pavilion, as well as the teaching room, car parks and all services and utility connections.
- 11.2 T&B were appointed to carry out the full design and awarded the PCSA to the value of £74,545.00.
- 11.3 Upon completion of the full design, T&B's initial Stage 2 return amounted to £1,965,983.52, broken down as follows:

ITEM	£
Preliminaries	132,221.50
Stage 5 & 6 Design Fees	25,863.00
Construction	1,513,059.00
Overheads & Profit	58,840.02
Provision Sums and Contingency	236,000.00
TOTAL	1,965,983.52

- 11.4 PCH and T&B subsequently entered into a period of negotiation and further design review, during which time the UKPN quote for the new electrical supply was finalised. A summary of adjustments are as follows:
- Omit car parks, circa £253,000. The cost from T&B is held on file, a further price will be received with the revised pitch tender returns. Alternatively, a price can be sought, and an order placed with a local ground works contractor (specification and budget to be agreed to suit available funding).
 - M&E adjustments, saving circa £126,000.
 - Amended window specification, saving circa £6,000.
 - Sundry items, saving circa £9,000.
 - Increased UKPN quote from £150,000 to 200,000 (incl. BWIC), adding circa £50,000.

- 11.5 The adjusted Stage 2 return, for the pavilion and services, is therefore summarised as follows:

ITEM	£
Preliminaries	132,221.50
Stage 5 & 6 Design Fees	25,863.00
Construction	1,123,686.72
Overheads & Profit	44,861.99
Provision Sums and Contingency	276,000.00
TOTAL	1,602,633.21

12. Value for Money Statement

12.1 We have sought an independent review of the T&B Stage 2 tender from Nick Buxton QS, who prepared the Stage 1 Cost Plan, drawing comparison to the Cost Plan provided in January 2022. The following conclusions were drawn:

- The estimated construction cost for the pavilion within the cost plan was £780,159, equating to approximately £2,557/m² in line with BCIS mean cost/m² in that period.
- BCIS indicates between January 2022 and January 2023, building costs increased by approximately 9%, which would amount to an increased build cost of £850,373.
- Security roller shutters to the windows were introduced during the design stage, adding an additional £31,088.00, increasing the pavilion cost to £881,461, or £2,890/m².
- T&B's Stage 2 tender gives a total pavilion cost of £880,339 or £2,886/m². Marginally below the adjusted cost.
- When assessing the T&B tender sum against the cost plan, the following comparison can be drawn:

Item	£
Cost Plan dated January 2022	1,390,309
Less car park costs	-137,530
Sub Total	1,252,779
Additional pavilion costs	104,680
Sub-station cost	200,000
Additional preliminaries costs	50,000
Sundries costs	7,000
TOTAL	1,614,459

12.2 Both sets of figures (Total Pavilion cost and £/m²) are below the BCIS adjusted values, demonstrating value for money.

13. Recommendations

13.1 It is PCH's recommendation that an order is placed immediately with T&B Contractors to the value of £1,602,633.21, which will fix the design and enable T&B to place orders and secure prices, including the UKPN quote. T&B Contractors will commence works on site at the earliest opportunity.

13.2 The following works packages remain to be fully resolved:

- The FTP re-tender, due 9th March 2023, and revised FF Grant Offer letter.
- The car park specifications and budget, which can be fixed following confirmation of the FF Grant. The car parks are included in the pitch tender for pricing.
- Remodelling works to the existing Changing Room Block. Scope and budget to be confirmed as the project progresses. T&B anticipate using this Block as their site offices and welfare, so will make some modifications. Scope to be agreed.

This report has been prepared by the following:



Phil Glasse MRICS (membership number 1237851)
01 February 2023

Checked by:



Mark Hatley MRICS (membership number 117867)
01 February 2023



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Clr Y Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

Email: info@houghtonregis.org.uk

ENVIRONMENT FEES 2022-23 – Annotated to show a 5% increase for 2023/24

SPORTS FEES

2022-23

2023/24

Football Pitch fees

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

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

Cricket fees

2022/23

2023/24

Hire of the Cricket Pitch & Pavilion (Orchard Close)

£ 1040 per season

£1092

Bowls Green

Hire of Bowls Green

£ 5202 + VAT

£5462

LEISURE FEES

2022-23

Hire of the open space for Fun Fairs & Circus

£ 151 /day opening

£159

Allotment Plots in the region of 125m² (half plot)

£75 per annum

£79

Allotment Plots in the region of 250 m² (full plot)

£100 per annum

£105

Allotment Deposit (to be returned on completion of tenancy should plot be left in a reasonable condition.)

£50 per plot

£52

MISCELLANEOUS FEES**2022-23**

Hire of The Green pavilion	£6 per hour for Houghton Regis residents / HR community groups	£6
	£24 per hour for all other hirers	£25
	£24 per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.	£25

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

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

£32

Hire of Moore Cres pavilion	£7 + VAT per hour for Houghton Regis residents / HR community groups	£7
	£28 + VAT per hour for all other hirers	£29
	£28 + VAT per session (Max of 4 hrs) - Concessionary rate for HR community groups in office hours.	£29

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

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

£32

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

GROUNDS MAINTENANCE**2022-23**

Ground Maintenance (ad-hoc)	£37 per hour + VAT per person	£39
Ground Maintenance (CBC inc HHP)	£20 per hour + VAT per person	£21

Note

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