



# 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)

9<sup>th</sup> March 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 **Tuesday 14<sup>th</sup> March 2023 at 6.00pm.**

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 3 - 5*

To approve the Minutes of the meeting held on 13<sup>th</sup> February 2023.

**Recommendation:** To confirm the minutes of the Environment & Leisure Committee meeting held on 13<sup>th</sup> February 2023 and for these to be signed by the Chairman.

**5. TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE**

*Pages 6 - 9*

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

**Recommendation:** *To be confirmed.*

**6. GROUNDS MACHINERY RENEWAL**

Members are requested to approve the sale of the Ford transit (MK18WYJ). This was purchased 4 years ago, the resale value is approximately £19,000. The vehicle is unsuitable for council use as it is only a 2 wheel drive and runs the risk of getting stuck when used off road. Since purchase it has only been driven 7000 miles.

The Foreman would like to replace it with another Ford Ranger. These are 4 wheel drive and suitable for off road work year round. The estimated cost of purchase is £18,000 to £20,000.

**Recommendation:** To approve the sale of the Ford transit (MK18WYJ) and the purchase of a Ford Ranger as a replacement up to the value of £20,000.

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**HOUGHTON REGIS TOWN COUNCIL**  
**Environment & Leisure Committee**  
**Minutes of the meeting held on**  
**13<sup>th</sup> February 2023 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: 2

Also present: Councillor: J Carroll

**12356 APOLOGIES**

None.

**12357 QUESTIONS FROM THE PUBLIC**

None.

**12358 SPECIFIC DECLARATIONS OF INTEREST**

None.

**12359 MINUTES**

To approve the minutes of the meeting held on 14<sup>th</sup> November 2022.

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

**12360 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Allotments Working Group 27<sup>th</sup> September 2022

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

**12361 INCOME AND EXPENDITURE REPORT**

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

Members queried:

2914008 - training for Grounds staff 50% remained, it was advised some further expenditure was expected from this budget

2914036 - sleepers to be charged under 291-4037

2124015 - gas meter standing charge

2224015 - gas meter standing charge

2914015 - gas meter standing charge

2914044 - vehicle fuel, it was advised the low amount remained was due to the increased fuels costs

2824017 – Health & Safety in play areas, it was advised that most work carried out fell within maintenance budgeting.

*Members received this report for information.*

## **12362 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE**

Members were advised that Mr M Hatley from PCH (Design Consultants) was in attendance at the meeting to support the agenda item and respond to any queries raised.

Members were advised that a retender process had been required for the football pitch due to the significant uplift in costs. It was hoped that the Football Foundation would also uplift their grant funding.

Members were assured that the best costs were being negotiated with a view to using different contractors for different areas of the project to ensure best value for money.

It was expected that contractors would arrive on site in around 3/4 weeks to begin work on the pavilion.

It was queried why the project had experienced a delay, it was advised that prices for the pavilion had not been forthcoming despite two open tenders followed by a restricted tender, additionally, delays with discharging several of the planning conditions and drainage issues added to a significant delay with progressing the project.

Members were advised an emergency meeting would be required to agree the pitch tender.

- Resolved:**
- 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.**

**12363 ENVIRONMENT & LEISURE FEES 2023/24**

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 had felt unable to agree a Fee Schedule. Members had 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 had 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 were advised that the budget for 2023/24 had been set based on hire fees as per 2022/23. Although there was no budget pressure to increase fees, as members were 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 was suggested that a 5% increase in all fees be applied.

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

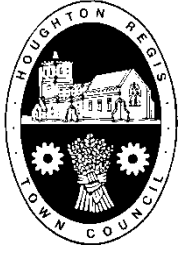
Members considered the current years fee structure and determined a fee structure for 2023/24 of a 5% increase.

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

**The Chairman declared the meeting closed at 7.51pm**

**Dated this       day of**

**Chairman**



## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 5

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<b>Date:</b>	<b>14<sup>th</sup> March 2023</b>
<b>Title:</b>	<b>TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE</b>
<b>Purpose of the Report:</b>	<b>To update members on the Tithe Farm Recreation Ground Sports Project.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

1. To confirm that the additional funding required (£143,000) to support this project will be found using the 10% uplift in Football Foundation grant (£76,143) with the balance to be found from EMR 322 as required (pending confirmation of further external grant sources already applied for);
2. To note that the decision making during the construction phase will be based on the following:
  - Variations to works within or less than the budget to be agreed by Clerk
  - Variations in excess of budget to be agreed by Environment & Leisure Committee
  - Internal finishes (wall coverings, flooring etc) to be agreed by the Clerk in consultation with the Chair and Vice Chair of Environment & Leisure Committee

### 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 had been awarded to Field Turf in March 2022. The contract price for the pitch element was £761,334.12 and was valid for a 3 month period. A cost uplift was presented by Field Turf. At the Committee meeting in February it was advised that the uplift was in the region of £328,240.37 for all works under this tender. On further investigation this uplift included additional works outside of the pitch construction such as the works to the car park. Clarification is currently being sought on the level of uplift for the pitch alone, it is thought that the uplift to the pitch alone is in the region of £143,000, this is to be confirmed. **This level of uplift is confirmed.**

The project team are currently working hard with the Football Foundation to confirm the level of uplift for the pitch and it is hoped to provide clarification prior to the meeting. **As above**

At the February meeting members were advised that the Football Foundation had 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. It is understood that this tender has been completed. The tender report was due by 9<sup>th</sup> March from the Football Foundation consultants. However it has been advised that the report will not be available for another 4 weeks, no explanation for this delay has been advised. **It is understood that there were internal communications issues between the Football Foundation and their consultants.**

The contract was originally awarded to Field Turf as they were the most competitively priced. The project team are minded to continue to seek to work with Field Turf, provided that confirmation can be given that the project funding can cover the uplift costs. This will assist with project timings and reduce other project risks.

#### *Pavilion build*

A start on site date of 20<sup>th</sup> March has been agreed. Communications to local residents is being arranged and will be shared on social media and the website. Of note is that the recreation ground car park will be removed from public use during the course of the build.

Due to the pre-election period the council will not to have a breaking ground event to coincide with the start on site date. However it is planned to have an event mid / late May (ideally in the May half term: 29<sup>th</sup> May – 2<sup>nd</sup> June) to mark a alternative part of the build.

#### *Decision Making During the Construction Phase*

Although the pavilion is being construction on a design and build basis and the contract fee is set, it may be that during construction some decisions are required. To manage these decisions, the following is suggested:

- Variations to works within or less than the budget to be agreed by Clerk
- Variations in excess of budget to be agreed by Environment & Leisure Committee
- Internal finishes (wall coverings, flooring etc) to be agreed by the Clerk in consultation with the Chair and Vice Chair (It is highlighted that these position will not be filled

May / June 2023, however these types of decisions will be needed later on in the construction phase)

Members are also requested to note that should the Clerk as the lead officer be unavailable for any reason, support to other HRTC officers will be sought from the Chief Executive Officer of Beds FA.

#### *Project Financial Feasibility*

The project has already attracted a significant level of external funding (£2,065,100) plus financial commitment from HRTC (EMR, deferred income and PWLB funding, £920,916). Combined total £2,986,016.

Additional funding sources:

An application to CBC for further s106 has been made and it is hoped that this will secure an additional £37,680, a decision on this is awaited at the time of writing the report. Not confirmed.

In addition an approach has also been made to uplift the other funding source. Not confirmed.

The Football Foundation have also made a commitment to uplift by 10% their grant as it relates to the pitch, this equates to an additional £76,143. Confirmed.

There is further funding available in EMR 322, Pavilion Renovations, of £83,960 if required.

## **4. PROJECT FUNDING**

Please see above for detail and Appendix A.

## **5. 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**

- To be advised.



### **Legal Implications**

- To be advised.

### **Financial Implications**

- To be advised.

### **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**

- To be advised.

## **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**

**Financial Report** – *may be adjusted pending ongoing discussions with Football Foundation and Field Turf. No adjustment.*

# Tithe Farm Recreation Ground Financial Report Nr 1

9th March 2023

Project Reference: 324-1 - Football Development Centre



Grey cells will auto-complete and do not require editing

Notes		£GBP	£GBP
Football Foundation			956,400.00
Football Foundation Grant uplift			76,143.00
HRTC - EMR322			160,341.06
HRTC defered income			260,575.00
External Grant Source			523,369.00
External Grant Source			TBA
Community Asset Grant			25,000.00
CBC S106 (CB/19/02130/FUL)			99,884.00
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
CBC S106 (TBA)			37,680.00
HRTC PWBL			500,000.00
<b>0</b>	<b>Project Budget</b>		<b>3,099,839.41</b>

Notes		£GBP	£GBP
<b>1</b>	<b>Project Costs</b>		
1.1	FTP		904,903.12
1.2	PCSA		74,545.00
1.3	Pavilion	T&B Stage 2B tender	1,614,498.46
1.4	Car Parks/Changing Rooms/Contingency		316,798.33
<b>Subtotal</b>			<b>2,910,744.91</b>
<b>2</b>	<b>Omissions</b>		
2.1	Car Parks/Changing Rooms/Contingency	-	316,798.33
2.2	Design Contingency	-	25,000.00
2.3	Prov Sums	-	33,500.00
<b>Subtotal</b>			<b>(375,298.33)</b>
<b>3</b>	<b>Additions</b>		
3.1	Car Parks/Changing Rooms/Contingency		316,798.33
3.2	Design Contingency		25,000.00
3.3	Prov Sums		33,500.00
<b>Subtotal</b>			<b>375,298.33</b>
<b>Anticipated Final Account</b>			<b>2,910,744.91</b>
<b>4</b>	<b>Statutory Fees</b>		
4.1	Pre-App Plannigng Fee		1,258.96
4.2	Planning Fee		1,178.33
4.2	Building Control	Sweco quote was lowest (£2,500 + VAT)	2,500.00
<b>Subtotal</b>			<b>4,937.29</b>

<b>5</b>	<b>Professional Fees</b>		
5.1	PM, Building Surveying, QS (8.5%)		170,496.55
5.2	Design Work to Planning Stage	Fixed Fee	5,000.00
5.3	M&E and Energy Strategy	Bannerman Consulting Engineers	4,544.00
5.4	Structural Engineer (1.35%)	Inertia Structures	-
5.5	Ecologists	Castle Hill Ecology	2,409.00
5.6	Drainage/SUDS Engineer	Inertia Structures	950.00
	<b>Subtotal</b>		<b>183,399.55</b>
<b>6</b>	<b>Other Costs</b>		
6.1	OS Maps		572.66
6.2		Geosphere Environmental	185.00
	<b>Subtotal</b>		<b>757.66</b>
<b>TOTAL DEVELOPMENT COST</b>			<b>£ 3,099,839.41</b>