



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor J W Carroll**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

31<sup>st</sup> January 2024

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

**Cllrs:** **A Slough (Chair)**, P Burgess, E Cooper, E Costello, Y Farrell, W Henderson, T McMahon

**(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 5<sup>th</sup> February 2024 at 7.00 pm.**

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 7-9*

To approve the Minutes of the meeting held on 18<sup>th</sup> September 2023.

**Recommendation:** To confirm the minutes of the Environment & Leisure Committee meeting held on 18<sup>th</sup> September 2023 and for these to be signed by the Chairman.

<b>5.</b>	<b>PLEASURE GROUNDS, PUBLIC WALKS AND OPEN SPACES: BYELAWS</b>
	<i>Pages 10-36</i>
	To receive a report regarding updating the Town Council’s byelaws for pleasure grounds, public walks and open spaces.

**Recommendation:** To consider and Recommend to Council the revocation of the September 1989 byelaws and the replacement with an adapted version of the “HM Governments model byelaws” to be presented to Council for adoption and submission to the Ministry of Housing, Communities and Local Government.

<b>6.</b>	<b>HOUGHTON REGIS IN BLOOM INITIATIVE</b>
	<i>Pages 37-40</i>
	To provide Members with a review and benefits of the Town Council overseeing the creation of Houghton Regis in Bloom, a blooming marvellous initiative that is a powerful tool for building communities and tackling local issues together.

**Recommendation:** To endorse the creation of the Houghton Regis in Bloom and the inaugural entry of the town into the regional Anglia in Bloom campaign in 2024.

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<b>7.</b>	<b>COMPLYING WITH BIODIVERSITY DUTY</b>
	<i>Pages 41-62</i>
	To receive a report on The Natural Environment and Rural Communities Act 2006, Section 40 imposes a duty on local authorities (including town & parish councils) to ‘from time to time’ consider what action the authority can properly take to further the general biodiversity objective.

**Recommendation:**      **To consider and Recommend the endorsement of the Houghton Regis Town Council Biodiversity Statement to the Council.**

<b>8.</b>	<b>PLAY AREA IMPROVEMENT PROGRAMME</b>
	<i>Pages 63-66</i>
	To receive a report on the creation of a play area improvement programme, which will also look at the safer surfacing replacement programme for Town Council-owned play areas and outdoor gyms.

**Recommendation:**      **To endorse the play area improvement programme per the attached Gantt chart and approve the applications to secure S106 monies available for play areas locally.**

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

*Pages 67-72*

To update members on the Tithe Farm Recreation Ground Sports Project and to receive a report to formally instruct and award the remaining works to complete the project.

**Recommendation:**      **To formally instruct and award T&B Contractors to complete the remaining outstanding works at Tithe Farm Recreation Ground, i.e. the car parks and lighting, for a total value of £309,116.86**

**10.   PURCHASE OF LAND OFF CEMETERY ROAD**

*Pages 73-77*

To receive a report on the approach made by Railway Paths Ltd on behalf of national charity Sustrans, on the potential sale of a small part of a larger local green space known locally as “Dog Kennel Down”. In part, the land carries a cycle path, which forms part of Route 6 of the National Cycle Network, and the other parts form part of the wider recreational land owned by the Town Council.

**Recommendation:**      **To consider and Recommend the purchase of Title Deed BD230229 to the Council for a maximum value of £4,500.**

## 11. VILLAGE GREEN – CIRCUS AND FAIR VISITS 2024

Members are advised to consider dates for fair and circus visits on the Village Green and Parkside Recreation Ground, which have been requested for 2024.

*Tom Smith's Fun Fair – The Village Green*

Pull on site 7<sup>th</sup> May 2024

Open 11<sup>th</sup> May till 19<sup>th</sup> May 2024 – 9 days of opening

Pull off-site 21<sup>st</sup> May 2024

*Tom Smith's Fun Fair – Parkside Recreation Ground*

Pull on 22<sup>nd</sup> July 2024

Open Friday 26<sup>th</sup> to 28<sup>th</sup> July 2024

Pull off on the 29<sup>th</sup> July 2024

Pull on 2<sup>nd</sup> September 2024

Open 5<sup>th</sup> till 8<sup>th</sup> September 2024 – 4 days of opening

Pull off-site 9<sup>th</sup> September 2023

*John Lawson's Circus – The Village Green*

Pull on 14<sup>th</sup> October 2024

Open 16<sup>th</sup> October to 22<sup>nd</sup> October 2024

Pull off-site 23<sup>rd</sup> October 2023

In addition to these usual annual requests, the Town Council has received the following requests:

*Gumbles Amusements Ltd – The Village Green*

Proposed Dates: Ideally, I would like to be open for the May bank holiday (4th, 5th, and 6th), but I also have some weekends open at the end of April.

- Event Duration: We open daily from 12 pm to 3 pm and then from 3:15 pm to 6:15 pm (This would either be on the weekend or through the May bank holiday) - Ticket Prices: £11 for children per session, £1 for adults/spectators per session - Children's Ticket Inclusions: Unlimited access to rides and inflatables

However, due to the long-standing relationship between the usual annual requests. Members are asked to consider the requests made, and consideration needs to be given to the following:

- Suitability of location
- Other on-site uses such as council events, sports events
- Impact on local residents from noise
- Impact on local residents from traffic and parking
- Local events for families
- And the potential overuse of our sites.

- Recommendation:**
1. To approve introducing a £500 deposit to cover flyposting and reinstatement per event.
  2. To determine the fair and circus visit dates on The Village Green and Parkside Recreation Ground.

## 12. COMMUNITY FACILITIES AT BIDWELL WEST (FORMERLY KNOWN AS HRN2)

In principle, members are asked to consider a request from Houghton Regis Community Development Charity regarding the grounds maintenance of the above site.

When transferring the community building site to the local authority, the charity is interested in leasing the whole site to release the land around it for immediate community use.

The charity anticipates placing a temporary building on the land and generating community activities.

It would then be possible for the land to be used, especially in the warmer months, and a community garden could also be sited there.

**Recommendation:**     **To determine whether a temporary arrangement for the cutting of amenity grass is undertaken free of charge for a maximum of 12 months from the transfer date to help facilitate community use.**

## 13. TERRA CROFT LEISURE GARDENS UPDATE

*Pages 78-80*

To receive an update on the management of the Town Council-owned allotment.

*This report is provided for information purposes only.*

## 14. INCOME AND EXPENDITURE REPORT

*Pages 81-91*

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

*This report is provided for information.*

## 15. ENVIRONMENT & LEISURE FEES 2024/2025

*Pages 92-93*

Members are advised that the budget for 2024/25 has been set based on hire fees as of 2023/24. Although no budget pressure exists to increase fees, members know budget-setting was difficult.

To try to support local clubs whilst bearing in mind the economic pressures facing the council, it is suggested that a 3% increase to some fees be applied.

The schedule of fees for 2024/25 is attached for reference, annotated to show the suggested 3% increase.

Football fees are excluded to enable discussions with the Beds FA to achieve a co-ordinated approach to football fees. This will be introduced at the start of the 24/25 football season.

Members are requested to consider the current year's fee structure and determine a suitable one for 2024/25.

**Recommendation: To set fees under the control of the Environment & Leisure Committee for 2024/2025 at a 3% increase on 2023/24 on highlighted fees.**

<b>16.</b>	<b>ADULT OUTDOOR GYM FOR PARKSIDE RECREATION GROUND LOCATION</b>
	<p><i>Page 94</i></p> <p>Members are advised to consider the location of the supply and installation of an outdoor gym with grass matting. Officers have secured funding from the CBC Community Asset Grant of £6,250. Combined with the Town Council's 2023/2024 Capital Play Areas &amp; Equipment fund of £10,000, a total of £16,250 is available to deliver this project.</p> <p>Once the location is agreed upon, the project will be ordered and installed immediately.</p>

**Recommendation: To agree to the location of the adult outdoor gym for Parkside Recreation Ground as shown.**

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**HOUGHTON REGIS TOWN COUNCIL**  
**Environment & Leisure Committee**  
**Minutes of the meeting held on**  
**18<sup>th</sup> September 2023 at 7.00pm**

Present: Councillors: A Slough Chairman  
J Carroll Substitution  
E Cooper  
E Costello  
Y Farrell  
W Henderson  
T McMahon

Officers: Ian Haynes Head of Environmental & Community Services  
Amanda Samuels Administrative Officer

Public: 0

Apologies: Councillors: P Burgess

**12544 APOLOGIES**

Apologies were received from Cllr Burgess (Cllr Carroll substituted)

**12545 QUESTIONS FROM THE PUBLIC**

None.

**12546 SPECIFIC DECLARATIONS OF INTEREST**

None.

**12547 MINUTES**

To approve the minutes of the meeting held on 5<sup>th</sup> June 2023.

**Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 5<sup>th</sup> June 2023 and for these to be signed by the Chairman.**

**12548 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Members were requested to receive and approve Minutes of the Allotment Working Group meeting held on 11th July and to note the dissolution of the Allotment Working Group. Allotment Working Group 11th July 2023

Allotment Working Group 11<sup>th</sup> July 2023

## Resolutions of minute AWG104

- 1) To include a standing item on Allotments on the Environment and Leisure Committee agenda
- 2) To reinstate the Allotment Working Group as and when appropriate.

**Resolved: To confirm the minutes of the Allotment Working Group 11th July 2023 and for these to be signed by the Chairman.**

**12549 TERRA CROFT LEISURE GARDENS UPDATE**

Members received an update on the management of the Town Council owned allotments.

Members were informed that the waiting list exceeded capacity to a significant degree but that inspections had taken place in July and September. As a result of these inspections, it had been established that:

- 1) 26 plots had registered as Green.
- 2) 2 had received an Amber
- 3) 5 plots had registered as Red and two of these plots had been relinquished. The vacated Red plots would be cleared and reallocated.

One of the remaining plots registered as Red had been earmarked for the community garden; however, Members were advised that the area could be divided to create 6-8 plots for new starters or for those whose circumstances had changed.

**12550 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE**

A verbal update was provided to members on the Tithe Farm Recreation Ground Sports Project.

Members were informed that works on the full-size pitch had commenced and that the window for completion would be before Christmas; however, this was weather-dependent as dry conditions would be essential for the laying of the carpet.

In addition, access arrangements had altered and access for the pitch construction would now be via Hillsborough Crescent. A temporary stone road would be put in place during the works as the most cost-effective method.

Residents had been advised of the temporary arrangements during the works and feedback suggested that the work so far had been less obtrusive than anticipated.

**Resolved: To note the report.**

**12551 ANNUAL PLAY AREA INSPECTION**



Members were provided with the outcomes of the annual play area inspection.

The Town Council was legally responsible for ensuring that play areas were fit for purpose. Annual inspections were required for insurance purposes, and these inspections were carried out by independent assessors, the Play Inspection Company. The play areas had been rated according to categories of risk with one site rated as medium risk and the remainder assessed as low risk.

Monthly inspections would be required thereafter, but these could be carried out by HRTC staff member registered as RPII.

#### **12552 INCOME AND EXPENDITURE REPORT**

Members were provided with the income and expenditure report for the Environment & Leisure Committee date, highlighting significant variances.

In relation to budget line 291-4011, Outside Surfaces, it was confirmed that the rates had been paid in full but there had been a significant overspend; therefore, this should be budgeted for the new financial year.

#### **12553 BIDWELL WEST LAND TRANSFERS**

A verbal update was provided to members on the land transfer of the recreation open space and countryside site.

Members were informed that the football pitches were progressing well and that the handover of the induction to the mechanical and electrical to the Pavilion was expected in November.

Regarding the play areas, the contractors had sent through all the post-installation documentation, and it had been agreed that the play areas would be open as soon as soon as possible prior to transfer.

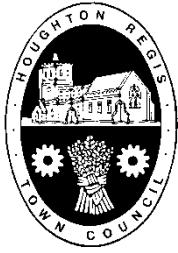
The large countryside site was also expected to be transferred at the same time as the play areas. Transfer documentation for completion was awaited from The Land Registry. Ideally, this would be in November but it could be extended into the new year.

There had been complaints from residents regarding play areas, which was mainly due to dog fouling and the lack of dog bins. Once transfer has taken place, an audit would be carried out to assess conditions and actions taken to bring the sites up to standard.

**The Chairman declared the meeting closed at 7.35 pm**

**Dated this 5th day of February 2023**

**Chairman**



## **ENVIRONMENT & LEISURE COMMITTEE**

**Agenda Item 5**

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<b>Date:</b>	<b>5<sup>th</sup> February 2024</b>
<b>Title:</b>	<b>Pleasure Grounds, Public Walks and Open Spaces: Byelaws</b>
<b>Purpose of the Report:</b>	<b>To receive a report regarding the updating of the Town Council's byelaws for pleasure grounds, public walks and open spaces,</b>
<b>Contact Officer:</b>	<b>Ian Haynes – Head of Environmental &amp; Community Services</b>

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### **1. RECOMMENDATION**

**To consider and Recommend to Council the revocation of the September 1989 byelaws and the replacement with an adapted version of the “HM Governments model byelaws” to be presented to Council for adoption and submission to the Ministry of Housing, Communities and Local Government.**

### **2. BACKGROUND**

- 2.1 The current pleasure grounds, public walks and open spaces byelaws came into force on 11<sup>th</sup> September 1989 (copy attached under Appendix A) and only applies to Town Council-owned sites are listed in the schedule. All new sites adopted or purchased by the Town Council since September 1989 are not covered by our byelaws.

The model byelaws (copy attached under Appendix D) for pleasure grounds, public walks and open spaces have been revised by the HM Government to reflect recent changes to national legislation.

Appendices B and C are flowcharts explaining which power can be used to implement legally binding byelaws.

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

Reviewing and updating bylaws should be considered regularly to ensure that newly acquired sites are covered. It has been 35 years since their last review, and it should be regarded as poor practice.

In September 2018, the then Ministry of Housing, Communities & Local Government introduced a new model of bylaws for pleasure grounds, public walks, and open spaces that have been revised to reflect recent changes to national legislation.

However, the Anti-Social Behaviour, Crime and Policing Act 2014 introduced new powers to address anti-social behaviour. Before considering going through the byelaw route to address issues covered in pleasure grounds, public walks and open spaces byelaws, the council may wish to consider if any of the powers in the Anti-social Behaviour, Crime and Policing Act 2014, including Public Space Protection Orders (PSPOs), maybe the best fit to address the problems being experienced locally.

For example, Oxford City Council has a PSPO for its Parks. Unfortunately, these new powers cannot be cascaded down to Parish and Town Councils, so the Town Council needs Central Bedfordshire Council's support. Therefore, officers believe the more traditional bylaws are the better choice.

#### **4. HRTC CORPORATE PLAN**

##### **1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**

1.1 Improve integration between existing and new communities.

##### **2 Local Services and Facilities: To provide a broad range of high quality services and facilities for our residents, visitors and businesses**

2.2 Continue to work with key partners to address crime and anti-social behaviour.

##### **3 Quality of Life: To enhance the quality of life of our residents**

3.1 Improve environmental quality and sustainability.

##### **4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider**

4.5 Enhance the role of the council.

#### **5. IMPLICATIONS**

**Corporate Implications** – The council must endorse the revocation of the existing bylaws and the replacement with an adapted version.

**Legal Implications** – The current Bylaws are considered out of date. Powers that allow byelaws to be created are;

- Open Spaces Act 1906 s. 12 and s. 15 Section
- Public Health Act 1875 s.164

**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.

Implementing the potentially new set of byelaws will be applied the same across all equalities.

**Climate Change Implications** - No climate change implications arise from the recommendations.

**Press Contact** - There are no press implications arising from the recommendations.

## 6. CONCLUSION AND NEXT STEPS

Should Members be minded to consider and recommend to Council the revocation of the April 1989 byelaws and the replacement with an adapted version HM Governments model byelaws, the final version to be presented to Council for adoption and submission to the Ministry of Housing, Communities and Local Government.

## 7. APPENDICES

- Appendix A:** Current Recreation Grounds, Public Walks and Open Spaces Byelaws (Signed) 1989
- Appendix B:** Model Set 2 Flowchart 1
- Appendix C:** Model Set 2 Flowchart 2
- Appendix D:** Model Byelaw Set 2 Pleasure Grounds

RECREATION GROUNDS, PUBLIC WALKS AND OPEN SPACE BYELAWS

Byelaws made by the Town Council of Houghton Regis under Section 164 of the Public Health Act, 1875 and Section 12 and 15 of the Open Spaces Act 1906 with respect to recreation grounds and open spaces.

1. In these byelaws:  
"the Council" means the Town Council of Houghton Regis  
"the ground" means each of the recreation grounds and open spaces listed in the schedule.
2. A person shall not in the ground without reasonable excuse:
  - (i) climb any wall or fence in or enclosing the ground, or any tree or any barrier, railing, post, or other erection:
  - (ii) remove or displace any barrier, railing, post or seat, or any part of any erection or ornament or any implement provided for use in the laying out or maintenance of the ground.
3. A person shall not, except in pursuance of a lawful agreement with the Council, or otherwise in the exercise of any lawful right or privilege bring or cause to be brought into the ground beast of draught or any cattle, sheep, goats or pigs.
4. (i) A person shall not, except in the exercise of any lawful right or privilege bring or cause to be brought into the ground any barrow, truck, machine or vehicle other than:-
  - (a) a wheeled bicycle or other similar machine:
  - (b) a wheel-chair or perambulator drawn or propelled by hand and used solely for the conveyance of a child or children or an invalid.

Provided that where the Council set apart a space in the ground for the use of any class of vehicle, this byelaw shall not be deemed to prohibit the driving in or to that space by a direct route from the entrance to the ground of any vehicle of the class for which it is set apart.
- (ii) A person shall not except in the exercise of any lawful right or privilege ride any bicycle or other similar machine in any part of the ground.
5. A person shall not in the ground remove or displace any soil or plant.
6. A person who brings a vehicle into the ground shall not wheel or station it over or upon:-
  - (i) any flower bed, shrub, or plant, or any ground in course of preparation as a flower bed, or for the growth of any tree, shrub or plant:

- (ii) any part of the ground where the Council by a notice board affixed or set up in some conspicuous position in the ground prohibit its being wheeled or stationed.
7. A person shall not in the ground walk, run, stand, sit or lie upon:-
- (i) any grass, turf or other place where adequate notice to keep off such grass, turf or other place is exhibited:
- Provided that such notice shall not apply to more than 1/6th of the area of the ground.
- (ii) any flower bed, shrub or plant, or any ground in course of preparation as a flower bed, or for the growth of any tree, shrub or plant.
8. A person shall not in the ground -
- (i) bathe, wade or wash in any ornamental lake, pond, stream or other water:
- (ii) without reasonable excuse foul or pollute any such water.
9. Where the Council set apart any such part of the ground as may be fixed by the Council and described in a notice board affixed or set up in some conspicuous position in the ground, for the purpose of any game specified in the notice board, which, by reason of the rules or manner of playing, or for the prevention of damage, danger, or discomfort to any person in the ground may necessitate, at any time during the continuance of the game, the exclusive use by the player or players of any space in such part of the ground - a person shall not in any space elsewhere in the ground play or take part in any game so specified in such a manner as to exclude persons not playing or taking part in the game from the use of such space.
10. A person resorting to the ground and playing or taking part in any game for which the exclusive use of any space in the ground has been set apart shall -
- (i) not play on the space any game other than the game for which it is set apart:
- (ii) in preparing for playing and in playing, use reasonable care to prevent undue interference with the proper use of the ground by other persons:
- (iii) when the space is already occupied by other players not begin to play thereon without their permission:
- (iv) where the exclusive use of the space has been granted by the Council for the playing of a match, not play on that space later than a quarter of an hour before the time fixed for the beginning of the match unless he is taking part therein:

- (v) except where the exclusive use of the space has been granted by the Council for the playing of a match in which he is taking part, not use the space for a longer time than two hours continuously, if any other player or players make known to him a wish to use the space.

11. A person shall not in any part of the ground which may have been set apart by the Council for any game, play or take part in any game when the state of the ground or other cause makes it unfit for use and a notice is set up in some conspicuous position prohibiting play in that part of the ground.

12. A person shall not in the ground -

- (i) except as hereinafter provided erect any post, rail, fence, pole, tent, booth, stand, building or any structure:

Provided that this prohibition shall not apply whereupon an application to the Council they grant permission to erect any post, rail, fence, pole, tent, booth, stand, building or other structure upon such occasions and for such purpose as are specified in the application:

- (ii) sell, or offer or expose for sale, or let to hire, or offer or expose for letting to hire, any commodity or article, unless, in pursuance of an agreement with the Council, or otherwise in the exercise of any lawful right or privilege he is authorised to sell or let or hire in the ground such commodity or article.

13. A person shall not in the ground, drive, chip or pitch a hard golf ball.

No person shall in the ground -

- (a) intentionally obstruct any officer of the Council in the proper execution of his duties;
- (b) intentionally obstruct any person carrying out an act which is necessary to the proper execution of any contact with the Council; or
- (c) intentionally obstruct any other person in the proper use of the ground, or behave so as to give reasonable grounds for annoyance to other persons in the ground.

14. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

15. Any person offending against any of these byelaws may be removed from the ground by any officer of the Council, or any constable.

Repeal of Byelaws

16. The byelaws by made Houghton Regis Parish Council on 30th October, 1962 and confirmed by the Secretary of State Home Office on 11th March, 1963 relating to the Village Green and Tithe Farm Recreation Ground are hereby repealed.

SCHEDULE

SECTION 164 PUBLIC HEALTH ACT, 1875

VILLAGE GREEN

OPEN SPACE REAR OF VILLAGE GREEN KNOWN AS HOUGHTON COURT

TITHE FARM RECREATION GROUND

ORCHARD CLOSE RECREATION GROUND

PARKSIDE RECREATION GROUND

SECTION 12 AND 15 OPEN SPACES ACT, 1906

OPEN SPACE REAR OF ORCHARD CLOSE RECREATION GROUND

Given under our hands and seals this 11th day of September 1989.

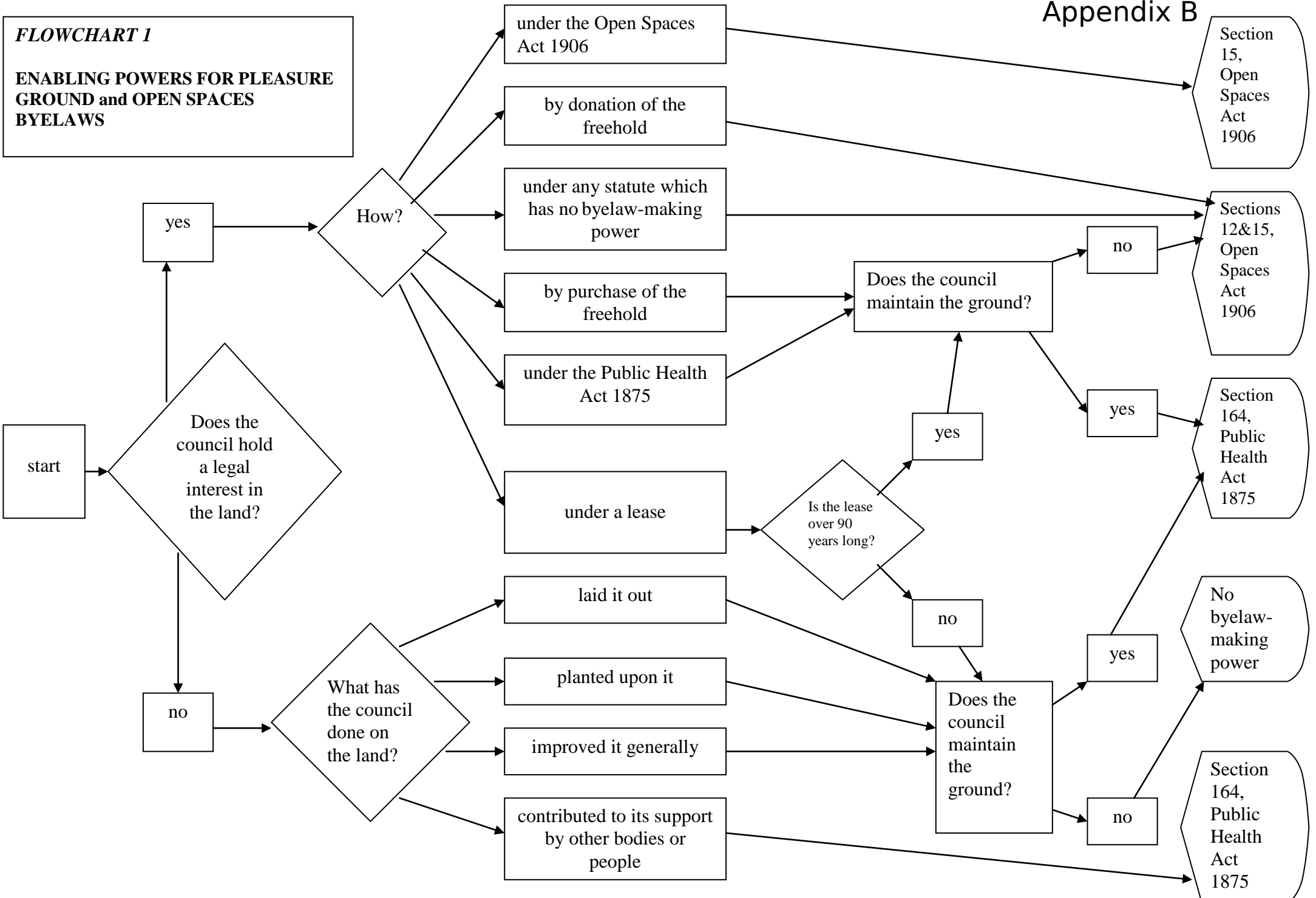
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Members of Houghton Regis Town Council

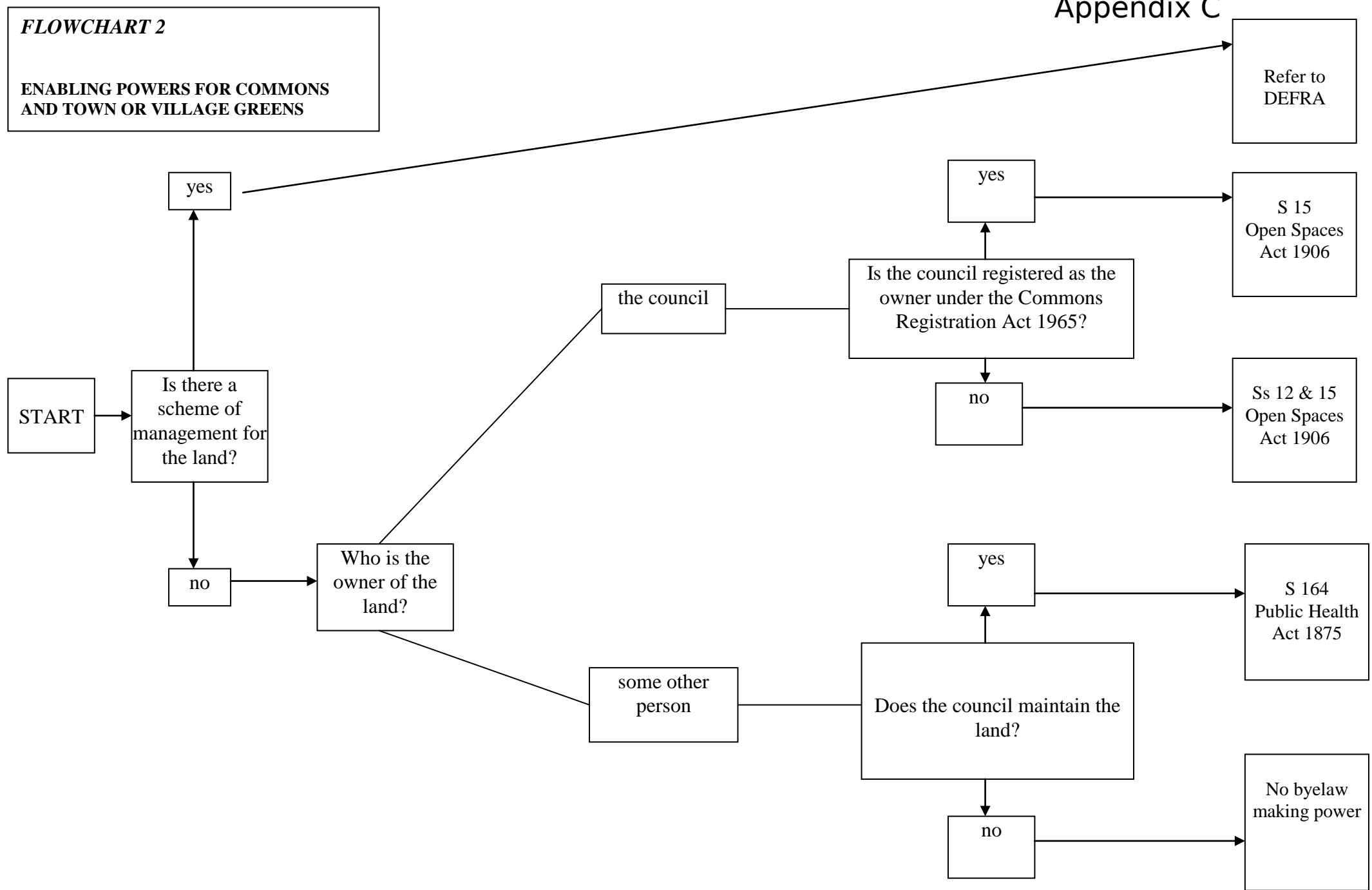


**FLOWCHART 1**  
**ENABLING POWERS FOR PLEASURE GROUND and OPEN SPACES BYELAWS**



**FLOWCHART 2**

**ENABLING POWERS FOR COMMONS  
AND TOWN OR VILLAGE GREENS**



**COUNCILS SHOULD DOWNLOAD THIS MODEL BYELAW SET AND  
ADAPT IT AS REQUIRED**

*The guidance notes for Model Byelaws Set 2 should be consulted when using these Model Byelaws.*

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MODEL BYELAWS – SET 2

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***[Name of Council]***

**BYELAWS FOR PLEASURE GROUNDS, PUBLIC  
WALKS AND OPEN SPACES**

ARRANGEMENT OF BYELAWS

PART [1]

GENERAL

1. General interpretation
2. [Application]
3. [Application]
4. Opening times

PART [2]

PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC

Interpretation of Part [2]

5. Protection of structures and plants
6. Unauthorised erection of structures
7. Climbing
8. Grazing
9. Protection of wildlife
10. Gates
11. Camping
12. Fires
13. Missiles
14. Interference with life-saving equipment

## PART [3]

### HORSES, CYCLES AND VEHICLES

#### Interpretation of Part [3]

15. Horses [ - Horse riding permitted but must not cause danger]
16. Horses [ - Horse riding prohibited except in certain grounds (subject to bridleway, etc)]
17. Horses [ - Horse riding prohibited (subject to any bridleway, etc)]
18. Horses [- Horse riding prohibited except on designated route (subject to bridleway, etc)]
19. Cycling
20. Motor vehicles
21. Overnight parking

## PART [4]

### PLAY AREAS, GAMES AND SPORTS

#### Interpretation of Part [4]

22. Children's play areas
23. Children's play apparatus
24. Skateboarding, etc [ - Skateboarding, etc permitted but must not cause danger or annoyance]
25. Skateboarding, etc [ - Skateboarding, etc permitted only in designated area]
26. Ball games [ - Prohibition of ball games]
27. Ball games [ - Ball games permitted only in designated area]
28. Ball games [ - Ball games permitted throughout the ground but designated area for ball games also provided]
29. Ball games [ - Rules]
30. Cricket
31. Archery
32. Field sports
33. Golf [ - Prohibited [except on golf course]]
34. Golf [ - Permitted where part of ground is set aside as a golf course]

## PART [5]

### WATERWAYS

#### Interpretation of Part [5]

35. Bathing

- 36. Ice skating
- 37. Model boats
- 38. Boats [ - To prohibit use of boats [, etc] without permission [except in designated area]]
- 39. Boats [ - In areas where use of boats is common]
- 40. Fishing
- 41. Blocking of watercourses

## PART [6]

### MODEL AIRCRAFT

#### Interpretation of Part [6]

- 42. Model aircraft [ - General prohibition]
- 43. Model aircraft [ - Model aircraft permitted in certain grounds [on specified days and at specified times]]
- 44. Model aircraft [ - Model aircraft permitted in designated areas]
- 45. Model aircraft [ - Model aircraft permitted if subject to certain control]
- 46. Model aircraft [ - Some quieter types of model aircraft permitted]

## PART [7]

### OTHER REGULATED ACTIVITIES

- 47. Provision of services
- 48. Excessive noise
- 49. Public shows and performances
- 50. Aircraft, hang-gliders and hot air balloons
- 51. Kites
- 52. Metal detectors

## PART [8]

### MISCELLANEOUS

- 53. Obstruction
- 54. Savings
- 55. Removal of offenders
- 56. Penalty
- 57. Revocation [ - General]
- 58. Revocation [ - Limited to preserve byelaws relating to dogs]

SCHEDULE [1] - Grounds to which byelaws apply generally

SCHEDULE [2] - Grounds referred to in certain byelaws

SCHEDULE [3] - Rules for playing ball games in designated areas

Byelaws made under [section 164 of the Public Health Act 1875/section 15 of the Open Spaces Act 1906/sections 12 and 15 of the Open Spaces Act 1906] by the *insert name of Council* with respect to *insert name of ground/description of its location/*[pleasure grounds, public walks and open spaces].

## **[PART 1]**

### **GENERAL**

#### **General Interpretation**

1. In these byelaws:

*Select from the following list only terms to be used in the byelaws which the Council proposes to adopt:*

“the Council” means *insert name of Council*;

“the ground” means *insert name of ground or a description of its location/*[any of the grounds listed in [the Schedule /Schedule [1]]];

“designated area” means an area in the ground which is set aside for a specified purpose, that area and its purpose to be indicated by notices placed in a conspicuous position;

“invalid carriage” means a vehicle, whether mechanically propelled or not,

- (a) the unladen weight of which does not exceed 150 kilograms,
- (b) the width of which does not exceed 0.85 metres, and
- (c) which has been constructed or adapted for use for the carriage of a person suffering from a disability, and used solely by such a person.

#### **Application**

*Councils should adopt EITHER model byelaw 2 or model byelaw 3*

- 2. These byelaws apply to *insert name of ground or a description of its location/* [all of the grounds listed in [the Schedule/Schedule 1].
- 3. These byelaws apply to all of the grounds listed in [the Schedule/Schedule 1] unless otherwise stated.

#### **Opening times**

- 4. (1) No person shall enter or remain in the ground except during opening hours.

*Where byelaw is to apply to more than one ground*

- (2) “Opening hours” means the days and times during which the ground is open to the public and which are indicated by a notice placed in a conspicuous position at the entrance to the ground.

*Where byelaw is to apply to more than one ground*

- (3) Byelaw [4(1)] applies only to the grounds listed in [Part 1 of] Schedule [2].]

## **PART [2]**

### **PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC**

#### **Interpretation of Part [2]**

In this Part:

“Sky lantern” means any unmanned device which relies on an open flame or other heat source to heat air within it with the intention of causing it to lift into the atmosphere

#### **Protection of structures and plants**

5. (1) No person shall without reasonable excuse remove from or displace within the ground:
- (a) any barrier, post, seat or implement, or any part of a structure or ornament provided for use in the laying out or maintenance of the ground; or
  - (b) any stone, soil or turf or the whole or any part of any plant, shrub or tree.
- (2) No person shall walk on or ride, drive or station a horse or any vehicle over:
- (a) any flower bed, shrub or plant;
  - (b) any ground in the course of preparation as a flower bed or for the growth of any tree, shrub or plant; or
  - (c) any part of the ground set aside by the Council for the renovation of turf or for other landscaping purposes and indicated by a notice conspicuously displayed.

#### **Unauthorised erection of structures**

6. No person shall without the consent of the Council erect any barrier, post, ride or swing, building or any other structure.

#### **Climbing**



7. No person shall without reasonable excuse climb any wall or fence in or enclosing the ground, or any tree, or any barrier, railing, post or other structure.

### **Grazing**

8. No person shall without the consent of the Council turn out or permit any animal for which they are responsible to graze in the ground.

### **Protection of wildlife**

9. No person shall kill, injure, take or disturb any animal, or engage in hunting or shooting or the setting of traps or the laying of snares.

### **Gates**

10. (1) No person shall leave open any gate to which this byelaw applies and which that person has opened or caused to be opened.  
(2) Byelaw 10(1) applies to any gate to which is attached, or near to which is displayed, a conspicuous notice stating that leaving the gate open is prohibited.

### **Camping**

11. No person shall without the consent of the Council erect a tent or use a vehicle, caravan or any other structure for the purpose of camping [except in a designated area for camping].

### **Fires**

12. (1) No person shall:
  - (a) light a fire; or
  - (b) place, throw or drop a lighted match or any other thing likely to cause a fire; or
  - (c) release a lighted sky lantern into the atmosphere.(2) Byelaw (1) shall not apply to:
  - [(a)] [the lighting of a fire at any event for which the Council has given permission that fires may be lit;] or
  - [(b)] [the lighting or use, in such a manner as to safeguard against damage or danger to any person, of a properly constructed camping stove, in a designated area for camping, or of a properly constructed barbecue, in a designated area for barbecues].

### **Missiles**

13. No person shall throw or use any device to propel or discharge in the ground any object which is liable to cause injury to any other person.

### **Interference with life-saving equipment**

14. No person shall except in case of emergency remove from or displace within the ground or otherwise tamper with any life-saving appliance provided by the Council.

## PART [3]

### HORSES, CYCLES AND VEHICLES

#### Interpretation of Part [3]

In this Part:

“designated route” means a route in or through the ground which is set aside for a specified purpose, its route and that purpose to be indicated by notices placed in a conspicuous position;

“motor cycle” means a mechanically-propelled vehicle, not being an invalid carriage, with less than four wheels and the weight of which does not exceed 410 kilograms;

“motor vehicle” means any mechanically-propelled vehicle other than a motor cycle or an invalid carriage;

“trailer” means a vehicle drawn by a motor vehicle and includes a caravan.

#### Horses

##### *Horse riding permitted*

15. No person shall ride a horse in the ground in such a manner as to cause danger to any other person.

##### *Horse riding prohibited except in certain grounds (subject to bridleway, etc)*

16. (1) No person shall ride a horse except:
- (a) in any of the grounds listed in Part [3] of Schedule [2]; or
  - (b) in the exercise of a lawful right or privilege.
- (2) Where horse-riding is permitted in any ground by virtue of byelaw [17](1)(a) or a lawful right or privilege, no person shall ride a horse in such a manner as to cause danger to any other person.

##### *Horse riding prohibited (subject to bridleway, etc)*

17. (1) No person shall ride a horse except in the exercise of a lawful right or privilege.
- (2) Where horse-riding is permitted by virtue of a lawful right or privilege, no person shall ride a horse in such a manner as to cause danger to any other person.

##### *Horse riding prohibited except on designated route (subject to bridleway, etc)*

18. (1) No person shall ride a horse except:
- (a) on a designated route for riding; or
  - (b) in the exercise of a lawful right or privilege.

- (2) Where horse-riding is permitted by virtue of byelaw [18](1)(a) or a lawful right or privilege, no person shall ride a horse in such a manner as to cause danger to any other person.

### **Cycling**

19. (1) No person shall without reasonable excuse ride a cycle in the ground except in any part of the ground where there is a right of way for cycles [or on a designated route for cycling].
- (2) [Outside the designated areas,]no person shall cycle on any footway or carriageway in such a manner as to cause danger or give reasonable grounds for annoyance to other persons using the footway or carriageway.

### **Motor vehicles**

20. (1) No person shall without reasonable excuse bring into or drive in the ground a motor cycle, motor vehicle or trailer except in any part of the ground where there is a right of way [or a designated route] for that class of vehicle.
- (2) [Where there is a designated route for motor cycles, motor vehicles or trailers, it shall not be an offence under this byelaw to bring into or drive in the ground a vehicle of that class for the sole purpose of transporting it to the route].

### **Overnight parking**

21. No person shall without the consent of the Council leave or cause or permit to be left any motor vehicle in the ground between the hours of 10 p.m. and 6 a.m.

## **PART [4]**

### **PLAY AREAS, GAMES AND SPORTS**

#### **Interpretation of Part [4]**

In this Part:

“ball games” means any game involving throwing, catching, kicking, batting or running with any ball or other object designed for throwing and catching, but does not include cricket;

“golf course” means any area within the ground set aside for the purposes of playing golf and includes any golf driving range, golf practice area or putting course;

“self-propelled vehicle” means a vehicle other than a cycle, invalid carriage or pram which is propelled by the weight or force of one or more persons skating, sliding or riding on the vehicle or by one or more persons pulling or pushing the vehicle.

### **Children's play areas**

22. No person aged 14 years or over shall enter or remain in a designated area which is a children's play area unless in charge of a child under the age of 14 years.

### **Children's play apparatus**

23. No person aged 14 years or over shall use any apparatus stated to be for the exclusive use of persons under the age of 14 years by a notice conspicuously displayed on or near the apparatus.

### **Skateboarding, etc**

*Skateboarding, etc permitted but must not cause danger or annoyance*

24. No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles in such a manner as to cause danger or give reasonable grounds for annoyance to other persons.

*Skateboarding, etc permitted only in designated area*

25. (1) No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles except in a designated area for such activities.

(2) Where there is a designated area for skating, sliding or riding on rollers, skateboards or other self-propelled vehicles, no person shall engage in those activities in such a manner as to cause danger or give reasonable grounds for annoyance to other persons.

### **Ball games**

*Prohibition of ball games*

26. No person shall play ball games in the ground.

*Ball games permitted only in designated areas*

27. No person shall play ball games in the ground except in a designated area for playing ball games.

*Ball games permitted throughout the ground but designated area for ball games also provided*

28. No person shall play ball games outside a designated area for playing ball games in such a manner:
- (a) as to exclude persons not playing ball games from use of that part;
  - (b) as to cause danger or give reasonable grounds for annoyance to any other person in the ground; or
  - (c) which is likely to cause damage to any tree, shrub or plant in the ground.

*Rules (to be used with model byelaw 28 or 29)*

29. It is an offence for any person using a designated area for playing ball games to break any of the rules set out in Schedule [3] and conspicuously displayed on a sign in the designated area when asked by any person to desist from breaking those rules.

### **Cricket**

30. No person shall throw or strike a cricket ball with a bat except in a designated area for playing cricket.

### **Archery**

31. No person shall engage in the sport of archery except in connection with an event organised by or held with the consent of the Council.

### **Field sports**

32. No person shall throw or put any javelin, hammer, discus or shot except in connection with an event organised by or held with the consent of the Council [or on land set aside by the Council for that purpose].

### **Golf**

*Golf prohibited [except where part of ground is set aside as golf course]*

33. No person shall drive, chip or pitch a hard golf ball [except on the golf course].

*Where part of ground is set aside as a golf course*

34. (1) No person shall play golf on the golf course unless that person holds a valid ticket issued by or on behalf of the Council entitling him to do so, which ticket shall be retained and shown on demand to any authorised officer or agent of the Council.
- (2) No person shall enter on to or remain on the golf course unless:
- (a) taking part in the game of golf or accompanying a person so engaged; or
  - (b) doing so in the exercise of a lawful right or privilege.
- (3) No person shall offer his service for hire as an instructor on the golf course without the consent of the Council.

## **PART [5]**

### **WATERWAYS**

#### **Interpretation of Part [5]**

In this Part:

“boat” means any yacht, motor boat or similar craft but not a model or toy boat;

“power-driven” means driven by the combustion of petrol vapour or other combustible substances;

“waterway” means any river, lake, pool or other body of water and includes any fountain.

#### **Bathing**

35. No person shall without reasonable excuse bathe or swim in any waterway [except in a designated area for bathing and swimming].

#### **Ice skating**

36. No person shall step onto or otherwise place their weight upon any frozen waterway.

#### **Model boats**

37. No person shall operate a power-driven model boat on any waterway [except in a designated area for model boats].

#### **Boats**

*To prohibit use of boats [and if appropriate a wider category of vessels] without permission [except in designated areas]*

38. No person shall sail or operate any boat, [dinghy, canoe, sailboard or inflatable] on any waterway without the consent of the Council [except in a designated area for the sailing or operation of boats].

*In areas where use of boats is common*

39. (1) No person shall on any waterway sail or operate any boat which is not registered with the Council.
- (2) A boat is registered for the purposes of byelaw 39(1) when the owner has made a written application to the Council and the Council has:
- (a) entered the name and address of the owner, a general description of the boat and the serial number of the registration in a register kept by an authorised officer of the Council; and
  - (b) issued to the owner a certificate of registration incorporating these particulars.

## **Fishing**

40. No person shall in any waterway cast a net or line for the purpose of catching fish or other animals [except in a designated area for fishing].

## **Blocking of watercourses**

41. No person shall cause or permit the flow of any drain or watercourse in the ground to be obstructed, diverted, open or shut or otherwise move or operate any sluice or similar apparatus.

## **PART [6]**

### **MODEL AIRCRAFT**

#### **Interpretation of Part [6]**

In this Part:

“model aircraft” means an unmanned aircraft which weighs not more than 7 kilograms without its fuel;

“power-driven” means driven by:

- (a) the combustion of petrol vapour or other combustible substances;
- (b) jet propulsion or by means of a rocket, other than by means of a small reaction motor powered by a solid fuel pellet not exceeding 2.54 centimetres in length; or
- (c) one or more electric motors or by compressed gas.

“radio control” means control by a radio signal from a wireless transmitter or similar device.

#### **General prohibition**

42. No person shall cause any power-driven model aircraft to:
- (a) take off or otherwise be released for flight or control the flight of such an aircraft in the ground; or
  - (b) land in the ground without reasonable excuse.

*Model aircraft permitted in certain grounds [on specified days at specified times]*

43. Byelaw 42 does not apply to the grounds listed in [Part [5] of Schedule 2] / [column 1 of the table in Part [6] of Schedule [2] on the days and times indicated for each ground in column 2 of that table].

*Model aircraft permitted in designated areas*

44. No person shall cause any power-driven model aircraft to:
- (a) take off or otherwise be released for flight or control the flight of such an aircraft; or
  - (b) land in the ground without reasonable excuse;
- other than in a designated area for flying model aircraft.

*Model aircraft subject to certain control*

45. Byelaw [42]/[44] does not apply to any model aircraft which is [attached to a control line]/[kept under effective radio control].

*Quieter types of model aircraft permitted*

46. Byelaw [42]/[44] does not apply to any model aircraft which:
- (a) gives a noise measurement of not more than 82 dB(A) when measured at a distance of 7 metres from the aircraft in accordance with the Code of Practice issued under the Control of Noise (Code of Practice on Noise from Model Aircraft) Order 1981; and
  - (b) where it is reasonably practicable to fit, fitted with an effectual silencer or similar device.

## **PART [7]**

### **OTHER REGULATED ACTIVITIES**

#### **Provision of services**

47. No person shall without the consent of the Council provide or offer to provide any service for which a charge is made.

#### **Excessive noise**

48. (1) No person shall, after being requested to desist by any other person in the ground, make or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the ground by:
- (a) shouting or singing;
  - (b) playing on a musical instrument; or



- (c) by operating or permitting to be operated any radio, amplifier, tape recorder or similar device.
- (2) Byelaw 48(1) does not apply to any person holding or taking part in any entertainment held with the consent of the Council.

#### **Public shows and performances**

- 49. No person shall without the consent of the Council hold or take part in any public show or performance.

#### **Aircraft, hang gliders and hot air balloons**

- 50. No person shall except in case of emergency or with the consent of the Council take off from or land in the ground in an aircraft, helicopter, hang glider or hot air balloon.

#### **Kites**

- 51. No person shall fly any kite in such a manner as to cause danger or give reasonable grounds for annoyance to any other person.

#### **Metal detectors**

- 52. (1) No person shall without the consent of the Council use any device designed or adapted for detecting or locating any metal or mineral in the ground.
- (2) Byelaw 52(1) shall not apply to *[insert name or description of land]*.

## **PART [8]**

### **MISCELLANEOUS**

#### **Obstruction**

- 53. No person shall obstruct:
  - (a) any officer of the Council in the proper execution of his duties;
  - (b) any person carrying out an act which is necessary to the proper execution of any contract with the Council; or
  - (c) any other person in the proper use of the ground.

#### **Savings**

- 54. (1) It shall not be an offence under these byelaws for an officer of the Council or any person acting in accordance with a contract with the Council to do anything necessary to the proper execution of his duty.
- (2) Nothing in or done under these byelaws shall in any respect prejudice or injuriously affect any public right of way through the ground, or the rights of any person acting lawfully by virtue of some estate, right or interest in, over or affecting the ground or any part of the ground.

### **Removal of offenders**

55. Any person offending against any of these byelaws may be removed from the ground by an officer of the Council or a constable.

### **Penalty**

56. Any person offending against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

### **Revocation**

57. The byelaws made by *insert name* on *insert date* and confirmed/approved by *insert name of confirming authority* on *insert date of confirmation* relating to the ground are hereby revoked.

#### *Limited revocation to preserve byelaws relating to dogs*

58. Byelaws *insert numbers of byelaws being revoked* made by *insert name* on *insert date* and confirmed by *insert name of confirming authority* on *insert date of confirmation* relating to the ground are hereby revoked

# SCHEDULES

## SCHEDULE [1]

### GROUNDS TO WHICH BYELAWS APPLY [GENERALLY]

The grounds referred to in byelaw [2]/[3] are:

...

## SCHEDULE 2

### GROUNDS REFERRED TO IN CERTAIN BYELAWS

#### PART [1]

OPENING TIMES (BYELAW [4](1))

...

#### PART [2]

HORSE RIDING PROHIBITED EXCEPT IN CERTAIN GROUNDS (SUBJECT TO BRIDLEWAY, ETC) (BYELAW [17](1))

...

#### PART [3]

USE OF MODEL AIRCRAFT PERMITTED ON SPECIFIED DAYS AT SPECIFIED TIMES (BYELAW [48])

<i>Name or description of ground</i>	<i>Days and times at which use of model aircraft is permitted</i>
Park E	
Park F	

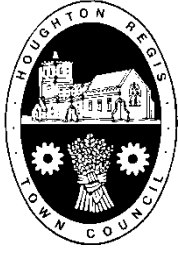
## SCHEDULE [3]

### RULES FOR PLAYING BALL GAMES IN DESIGNATED AREAS (BYELAW [31])

Any person using a designated area for playing ball games is required by byelaw [31] to comply with the following rules:

- (1) No person shall play any game other than those ball games for which the designated area has been set aside.
- (2) No person shall obstruct any other person who is playing in accordance with these rules.

- (3) Where exclusive use of the designated area has been granted to a person or group of persons by the Council for a specified period, no other person shall play in that area during that period.
- (4) Subject to paragraph (5), where the designated area is already in use by any person, any other person wishing to play in that area must seek their permission to do so.
- (5) Except where they have been granted exclusive use of the designated area for more than two hours by the Council, any person using that area shall vacate it if they have played continuously for two hours or more and any other person wishes to use that area.
- (6) No person shall play in the designated area when a notice has been placed in a conspicuous position by the Council prohibiting play in that area.



## **ENVIRONMENT & LEISURE COMMITTEE**

**Agenda Item 6**

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<b>Date:</b>	<b>5<sup>th</sup> February 2024</b>
<b>Title:</b>	<b>Houghton Regis in Bloom Initiative</b>
<b>Purpose of the Report:</b>	<b>To provide Members with a review and benefits of the Town Council overseeing the creation of Houghton Regis in Bloom, a blooming marvellous initiative that is a powerful tool for building communities and tackling local issues together.</b>
<b>Contact Officer:</b>	<b>Ian Haynes – Head of Environment &amp; Community Services</b>

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### **1. RECOMMENDATION**

To endorse the creation of the Houghton Regis in Bloom and the inaugural entry of the town into the regional Anglia in Bloom campaign in 2024.

### **2. BACKGROUND**

The Anglia in Bloom region forms part of the RHS (Royal Horticultural Society's) Britain in Bloom competition. This campaign is set up to help us get the best out of the village, town or city where we live, both environmentally and florally.

It is an excellent way of getting your communities working together socially and having lots of fun on the way.

The Royal Horticultural Society organises the Britain in Bloom campaign. The aim of the competition is to encourage the improvement of our surroundings through the imaginative use of trees, shrubs, flowers and landscaping. It also aims to achieve a litter-free and sustainable environment. This links directly to the four key aims of the Royal Horticultural Society, which are:

- Horticultural Excellence
- Community Involvement
- Environmental Friendliness
- Sustainability

The Anglia in Bloom region covers the six eastern counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.

Anglia in Bloom is not a competition but a campaign. The aim is to encourage groups to take pride in their area. Assessors/judges visit in July to see how the group is progressing and to give advice and encouragement. An award is offered ranging from Bronze to Gold, which can be displayed in a prominent position for all to see and hopefully encourage others to get involved.

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

An Entry into Britain in Bloom is only gained through nomination from a regional campaign.

Nominations are selected from regional category winners who, in the opinion of the Anglia in Bloom Trustees, can sustain their award-winning standard into the following year, when the Britain in Bloom judging takes place.

Britain in Bloom inspires community groups in towns, cities and villages to make positive changes to their local environment through horticultural, environmental and community action.

Groups register to participate in one of our 16 regions across the UK.

In 2024, The RHS will be celebrating the 60th anniversary of Britain in Bloom. Over the years, Bloom has continued to bring people together, forge life-long relationships, and enrich lives.

The theme for this milestone year is ‘friendship,’ and we’re inviting you to share your stories of friendships that have blossomed because of Britain in Bloom, It’s Your Neighbourhood or other community gardening projects.

### **4. HRTC CORPORATE PLAN**

#### **1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**

- 1.1 Improve integration between existing and new communities.
- 1.2 Support the sense of arrival and identity.
- 1.5 Improve the visual appearance of the town centre.
- 1.6 Protection and promotion of cultural and heritage assets.
- 1.7 Strengthen Houghton Regis’s landscape character and agricultural heritage.

#### **2 Local Services and Facilities: To provide a broad range of high-quality services and facilities for our residents, visitors and businesses**

- 2.1 Work with partners to improve the quality and accessibility of the public realm in the town centre.
- 2.4 Maximise the value of HRTC assets.

### **3 Quality of Life: To enhance the quality of life of our residents**

3.1 Improve environmental quality and sustainability.

### **4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider**

4.2 Identify external/ partnership funding sources for council projects.

4.5 Enhance the role of the council.

4.6 To actively consider and weigh the impact of new and existing initiatives and services.

## **5. IMPLICATIONS**

**Corporate Implications** - There are no corporate implications arising from the recommendations.

**Legal Implications** - There are no legal implications arising from the recommendations.

**Financial Implications** - There are no financial implications arising from the recommendations.

**Risk Implications** - There are no risk implications arising from the recommendations.

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

Houghton Regis in Bloom will encourage all local people and businesses to work together, promote Houghton Regis, and improve and care for our local environment!

**Climate Change Implications** – Proactive and responsible environmental management will be evidenced by sustainable gardening practices, conservation of resources, and minimising negative impacts. The use of plants/greening solutions to address local environmental issues. Good composting, recycling, minimising of mains water use.

**Press Contact** - There are no press implications arising from the recommendations. However, it is planned to create a Houghton Regis in Bloom brand based around the emerging town branding scheme.

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

The Houghton Regis in Bloom initiative will brighten the town and make it a more attractive place to live, work and visit. This will be achieved by the Town Council leading the delivery of this initiative and working in partnership with volunteers across the town.

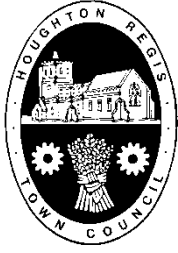
The plantings and floral displays will help underpin the economic vibrancy of the

town and town centre in particular.

## **7. APPENDICES**

**None**





## **ENVIRONMENT & LEISURE COMMITTEE**

**Agenda Item 7**

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<b>Date:</b>	<b>5<sup>th</sup> February 2024</b>
<b>Title:</b>	<b>Complying with Biodiversity Duty</b>
<b>Purpose of the Report:</b>	<b>To receive a report on The Natural Environment and Rural Communities Act 2006, Section 40 imposes a duty on local authorities (including town &amp; parish councils) to ‘from time to time’ consider what action the authority can properly take to further the general biodiversity objective.</b>
<b>Contact Officer:</b>	<b>Ian Haynes – Head of Environmental &amp; Community Services</b>

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### **1. RECOMMENDATION**

To consider and Recommend the endorsement of the Houghton Regis Town Council Biodiversity Statement (attached) to the Council.

### **2. BACKGROUND**

Houghton Regis benefits from a wealth of parks, public gardens and open spaces across the town. These provide opportunities for exercise, recreation and relaxation and help connect people with nature and each other. They can also help mitigate against climate change and pollution. Access to green spaces enhances physical health, mental well-being and life satisfaction.

The Natural Environment and Rural Communities Act 2006 Section 40 imposes a duty on local authorities (including town & parish councils) to ‘from time to time’ consider what action the authority can properly take to further the general biodiversity objective.

The general biodiversity objective is the conservation and enhancement of biodiversity in England and requires public authorities to take biodiversity into account in their decisions and actions.

As of 1st January 2023, the Duty was strengthened by the Environment Act 2021 with the effect that councils must complete their first consideration of what action they need to take in pursuance of the objective by 1 January 2024 and agree policies and objectives as soon as possible afterwards (unless they conclude that there is no new action they can properly take).

The government has issued guidance on complying with the duty, which is attached in Appendix A.

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

To clarify, the Town Council does not need to produce a policy to meet the obligation by the 1<sup>st</sup> January 2024. However, it does need to consider what, if anything, we need to do as a council to meet the biodiversity duty, i.e. to conserve and enhance biodiversity.

Therefore, the Head of Environment & Community Services has been reviewing actions, which means the Town Council has met our obligation.

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act (NERC) 2006, Houghton Regis Town Council acknowledges that it will, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to conserving biodiversity.

Biodiversity means the variety of life around us and includes every species of plant and animal, the genetic material that makes them what they are, and the communities that they form. Biodiversity is essential to sustaining the living networks, or 'ecosystems', that provide us all with health, wealth, food, fuel and the vital services on which our lives depend. It is a core sustainable development component underpinning economic development and prosperity.

In accordance with policy BNF1 of the Houghton Regis Neighbourhood (NDP), the Town Council will not support development unless it minimises the impact on biodiversity and provides net gains in biodiversity wherever possible. The NDP also requires that existing ecological networks be retained and enhanced and that new ecological habitats and networks, measures to improve landscape quality, scenic beauty and tranquillity, and to reduce light pollution be encouraged.

The Town Council will, as far as possible, conserve the biodiversity of the land it manages. It will adopt beneficial practices regarding cutting and removing vegetation, applying chemicals, and timing maintenance work. Special care will be taken in the specification of grounds maintenance contracts to ensure that the work reaches acceptable standards and does not harm the natural environment.

### **4. HRTC CORPORATE PLAN**

#### **1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**

- 1.1 Improve integration between existing and new communities.
- 1.5 Improve the visual appearance of the town centre.
- 1.6 Protection and promotion of cultural and heritage assets.
- 1.7 Strengthen Houghton Regis's landscape character and agricultural heritage.

**2 Local Services and Facilities: To provide a broad range of high quality services and facilities for our residents, visitors and businesses**

2.4 Maximise the value of HRTC assets.

**3 Quality of Life: To enhance the quality of life of our residents**

3.1 Improve environmental quality and sustainability.

**4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider**

4.2 Identify external/ partnership funding sources for council projects.

4.5 Enhance the role of the council.

4.6 To actively consider and weight the impact of new and existing initiatives and services.

**5. IMPLICATIONS**

**Corporate Implications** - Conformity with the emerging NHP.

**Legal Implications** - The Natural Environment and Rural Communities Act 2006, Environment Act 2021, and this duty extends to all public bodies the biodiversity duty of Section 74 of the Countryside and Rights of Way Act 2000 (CROW).

**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.

**Climate Change Implications** - The Town Council will, wherever possible, raise public awareness of biodiversity issues. It will, where possible, involve the community in biodiversity projects on its land, including, for example, tree planting and wildflower meadows.

**Press Contact** - There are no press implications arising from the recommendations. However, the Town Council will communicate information and raise awareness of biodiversity through its website, social media and newsletters.

**6. CONCLUSION AND NEXT STEPS**

To achieve this commitment, Members, officers and third parties at all levels need to work together as partners on various initiatives. An overview will be maintained by the

Environmental & Leisure committee, which can bring together all parties with an interest or involvement in environment-related activities.

However, approval of this policy by the Town Council will ensure the ongoing improvement in how we work with our local environment, ensuring our activities and core functions do not harm biodiversity.

The Town Council recognises that our activities have the potential to impact both positively and adversely on our environment, and we are duty-bound to ensure that the adverse impacts are minimised.

## **7. APPENDICES**

<b>Appendix A:</b>	Complying with biodiversity duty (Guidance)
<b>Appendix B</b>	Houghton Regis Town Council Biodiversity Statement

[Home](#) > [Environment](#) > [Wildlife, animals, biodiversity and ecosystems](#)  
> [Biodiversity and ecosystems](#)

Guidance

# Complying with the biodiversity duty

As a public authority, understand what the biodiversity duty is and how to comply with it.

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From: [Department for Environment, Food & Rural Affairs \(/government/organisations/department-for-environment-food-rural-affairs\)](#)

Published 17 May 2023

## Applies to England

### Contents

- — [Who must comply with the biodiversity duty](#)
- — [When to meet your biodiversity duty](#)
- — [Consider relevant strategies](#)
- — [How your biodiversity duty helps achieve biodiversity goals and targets](#)
- — [Actions you could take](#)
- — [Manage land to improve biodiversity](#)

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## Related content

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Detailed guidance

[Understanding biodiversity net gain \(/guidance/understanding-biodiversity-net-gain\)](#)

- — [Educate, advise and raise awareness](#)
- — [Review internal policies and processes](#)
- — [Prepare for biodiversity net gain](#)
- — [Reporting your biodiversity policies and actions](#)
- — [Footnotes](#)

Public authorities who operate in England must consider what they can do to conserve and enhance biodiversity in England. This is the strengthened 'biodiversity duty' that the Environment Act 2021 introduces.

This means that, as a public authority, you must:

1. Consider what you can do to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on your consideration.
3. Act to deliver your policies and achieve your objectives.

## Who must comply with the biodiversity duty

You must meet the biodiversity duty if you are a public authority, such as a:

- [government department or public body](https://www.gov.uk/government/organisations) (<https://www.gov.uk/government/organisations>)
- local authority or local planning authority
- statutory undertaker – a business that has public authority duties for their land and delivers something of public importance

## When to meet your biodiversity duty

You must complete your first consideration of what action to take for biodiversity by 1 January 2024. You

must agree your policies and objectives as soon as possible after this.

You must reconsider the actions you can take within 5 years of when you complete your previous consideration.

You can decide to do this more often, for example, you could reconsider your actions quarterly, annually, or every 5 years.

## Consider relevant strategies

You must check if these strategies will affect how your organisation complies with the biodiversity duty:

- [local nature recovery strategies](#)
- [species conservation strategies](#)
- [protected site strategies](#)

You must:

- understand how/if they are relevant to your organisation
- be aware of how these strategies affect land that you own or manage, or actions you could take to conserve and enhance biodiversity
- consider how you could contribute to the strategy, where appropriate

## Local nature recovery strategies

These will be locally led strategies for nature and environmental improvement established by the Environment Act 2021. Each local nature recovery strategy will:

- agree priorities for nature's recovery
- map the most valuable existing areas for nature
- map specific proposals for creating or improving habitat for nature and wider environmental goals

There will be around 50 local nature recovery strategies covering the whole of England with no gaps or overlaps.

When the local nature recovery strategies are published, you will need to understand which ones are relevant to you and how you can contribute to them. These are likely to be the strategy, or strategies, for the areas in England you're active in.

Preparation of local nature recovery strategies is expected to begin across England from April 2023. You may want to consider how you could get involved in preparing and delivering them now. For example, you could contribute by acting on proposals to create or improve habitat on land you own or manage, or help someone else to do so. By including any positive actions you plan to take in the strategy, you can help improve their quality. It will also make it easier for you to show how you have fulfilled your duty.

Guidance on how local planning authorities should consider local nature recovery strategies will be published when available.

## **Species conservation strategies**

Established by the Environment Act 2021, species conservation strategies aim to safeguard the future of the species that are at greatest risk. The strategies will find better ways to comply with existing legal obligations to protect species at risk and to improve their conservation status.

## **Protected site strategies**

Established by the Environment Act 2021, protected site strategies take a new approach to protecting and restoring species and habitats in protected sites. Protected site strategies will provide ways to overcome offsite pressures such as nutrient pollution in the wider catchment.



## How your biodiversity duty helps achieve biodiversity goals and targets

The action you take for biodiversity will contribute to the achievement of national goals and targets on biodiversity.

The [Environmental Improvement Plan \(EIP23\)](https://www.gov.uk/government/publications/environmental-improvement-plan) (<https://www.gov.uk/government/publications/environmental-improvement-plan>), published in January 2023, sets out government plans for significantly improving the natural environment.

By 2030, the government has committed to:

- halt the decline in species abundance
- protect 30% of UK land

By 2042, the government has committed to:

- increase species abundance by at least 10% from 2030, surpassing 2022 levels
- restore or create at least 500,000 ha of a range of wildlife rich habitats
- reduce the risk of species extinction
- restore 75% of our one million hectares of terrestrial and freshwater protected sites to favourable condition, securing their wildlife value for the long term

## Actions you could take

The policies and objectives you set, and the action you take to achieve them, will depend on your functions as a public authority.

Public authorities can give priority to areas of high biodiversity value, if appropriate.

If you already have a strategy that monitors your environmental performance, you can include your biodiversity actions as part of this.

Consider creating a new document if you do not have a suitable existing strategy. In it, you can record the actions you plan to take to meet your biodiversity objectives.

As a core component of natural capital, biodiversity supports ecosystem services that benefit people and the economy. When thinking about what actions you could take as part of your duty, you could consider the value of taking a [Natural Capital approach](https://www.gov.uk/guidance/enabling-a-natural-capital-approach-enca) (<https://www.gov.uk/guidance/enabling-a-natural-capital-approach-enca>).

If your public authority is involved with development plans and decisions, consider your biodiversity duty when you're complying with requirements under:

- [strategic environmental assessment](https://www.gov.uk/guidance/strategic-environmental-assessment-and-sustainability-appraisal) (<https://www.gov.uk/guidance/strategic-environmental-assessment-and-sustainability-appraisal>)
- [environmental impact assessment](https://www.gov.uk/guidance/environmental-impact-assessment) (<https://www.gov.uk/guidance/environmental-impact-assessment>)
- [Habitats Regulations assessment](https://www.gov.uk/guidance/habitats-regulations-assessments-protecting-a-european-site) (<https://www.gov.uk/guidance/habitats-regulations-assessments-protecting-a-european-site>)

## Manage land to improve biodiversity

Consider how the land you manage could improve biodiversity. This includes green and blue spaces like:

- allotments
- cemeteries
- parks and sports fields
- amenity spaces and communal gardens
- roadside and railway verges
- field margins and hedgerows
- rights of way and access routes
- woodlands and nature reserves
- canals and rivers
- water-dependent habitats

- estuaries and coastal habitats

Small changes to how you manage these areas could create habitats for wildlife and 'nature corridors' that connect existing habitats. This allows species to move between habitats, maintain or increase populations and be more resilient to climate change.

There are other things you can do to improve habitats, including:

- using native and sustainably sourced trees when planting
- [creating dedicated spaces for wildlife](#)
- leaving dead wood safely in place in woodlands to provide additional habitat
- maintaining planted trees to give them the best chance of survival
- reducing the use of herbicides, pesticides, peat and water
- implementing measures to prevent the spread of invasive species and plant disease

These actions can save money while delivering benefits to biodiversity.

If you own or manage large areas of land, consider promoting and encouraging nature-based solutions, restoration of natural processes and landscape recovery.

Natural England has published the [Green Infrastructure Framework - Principles and Standards for England](https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Home.aspx) (<https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Home.aspx>). This includes planning, design and process guides.

## **Make space for wildlife**

You could create dedicated spaces to attract wildlife and enhance biodiversity. This is possible even if your public authority owns a single office building. It is

important that these measures are appropriate to the location.

You could:

- build and install nest boxes for birds, bats and other animals
- add green walls or roofs to existing or new buildings
- plant native trees and shrubs
- plant wildflowers for pollinators

You can do more if you own or manage specific types of land. For example, if you own or manage:

- school grounds – create gardens, ponds, meadows or woodlands to improve biodiversity and aid education
- farmland – be aware of soil health, water use and waste management and encourage farmers to apply for agri-environment schemes and use pesticides appropriately.

[Check the list of priority habitats and species in the UK \(https://www.gov.uk/government/publications/habitats-and-species-of-principal-importance-in-england\)](https://www.gov.uk/government/publications/habitats-and-species-of-principal-importance-in-england).

## Enhance protected sites

Sites that public authorities own or manage can be protected by other legislation. For example:

- [sites of special scientific interest \(https://www.gov.uk/guidance/protected-areas-sites-of-special-scientific-interest\)](https://www.gov.uk/guidance/protected-areas-sites-of-special-scientific-interest)
- [special areas of conservation or special protection areas \(https://www.gov.uk/guidance/duty-to-protect-protect-areas\)](https://www.gov.uk/guidance/duty-to-protect-protect-areas)
- [national nature reserves \(https://www.gov.uk/government/collections/national-nature-reserves-in-england\)](https://www.gov.uk/government/collections/national-nature-reserves-in-england)
- local nature reserves and local sites

- Ramsar sites (wetlands of international importance)

You should already be helping to conserve and enhance biodiversity on this land. For example, public bodies already have a duty to take all reasonable steps to conserve and enhance sites of special scientific interest.

The [Environmental Improvement Plan](https://www.gov.uk/government/publications/environmental-improvement-plan) (<https://www.gov.uk/government/publications/environmental-improvement-plan>) set the expectation that all public authorities should ensure they have management plans in place by the end of 2023 to support their sites to reach favourable status.

Authorities should produce those plans and work actively with Natural England and others to identify and implement the actions needed to improve site condition.

### **Actions in national parks or areas of outstanding natural beauty**

Consider designated areas such as national parks or areas of outstanding natural beauty (AONB) as part of your biodiversity duty. This is important if you have functions in or close to a site designated as a national park or AONB. Improving nature in national parks or AONBs is an action that can enhance and conserve biodiversity. If appropriate to your public body, you could comply with your biodiversity duty by:

- helping to develop and implement management plans for national parks or AONBs
- making improvements to nature in these areas

### **Improve how you manage buildings**

Review how you manage buildings and the land around them. This could include considering:

- whether you should remove vegetation around your buildings and if you do, when to do it

- what chemicals you use on the premises
- when you carry out maintenance work, to minimise disturbance to wildlife
- whether you can reduce the use of energy and water to help reduce pollution and address the pressure it puts on wildlife

## **Educate, advise and raise awareness**

You can help the public understand biodiversity and why it's important to conserve and enhance it. This can encourage land managers, businesses and the general public to take action to benefit biodiversity too.

For your policies, objectives and actions, you could:

- include the public in projects to improve biodiversity
- feature biodiversity in public or internal communications
- use libraries and museums to raise awareness of biodiversity
- put information boards in green spaces or offer guided walks
- include biodiversity considerations in advice for internal and external clients and service users
- educate your staff on your biodiversity actions and why they're important
- raise public awareness of how their gardens can support biodiversity, for example by avoiding artificial grass

## **Review internal policies and processes**

All public authorities have internal policies and processes for staff and facilities that could affect biodiversity.

Changes to internal policies and processes that can affect biodiversity are another way you can meet your

duty. Policies you could review include:

- transport – support sustainable travel to reduce carbon emissions and improve air quality
- waste – review waste management and recycling processes to reduce water pollution and air pollution from waste transport and landfill
- water – improve water efficiency to reduce the effect water abstraction can have on sensitive habitats and species
- procurement – buy sustainable materials and supplies to reduce the demand on natural resources
- light – make sure the design of artificial lighting minimises effects on nature

## Prepare for biodiversity net gain

Biodiversity net gain (BNG) is an approach to development or land management that aims to leave the natural environment in a measurably better state than it was beforehand. If your public authority does not have a biodiversity net gain policy in the local plan, you could consider preparing one.

Future development projects (apart from exempt developments) will need to achieve a 10% biodiversity net gain. This is expected to be required from:

- November 2023 for Town and Country Planning Act 1990 (TCPA) projects not falling under the small sites definition [\[footnote 1\]](#)
- April 2024 for TCPA small sites
- the end of 2025 for Planning Act 2008 (Nationally Significant Infrastructure Projects)

Local planning authorities will need to report what is done for biodiversity net gain on and off development sites.

Local planning authorities should consider areas that are appropriate for biodiversity net gain. Consider

how existing planning advice and strategies can protect and enhance biodiversity.

The developer is responsible for selecting the competent person for completing the small sites metric (SSM). The competent person does not need to be an ecologist for the SSM. The local planning authority does not need to verify the competent person.

Find out about [biodiversity net gain](https://www.gov.uk/government/collections/biodiversity-net-gain) (<https://www.gov.uk/government/collections/biodiversity-net-gain>) and how it affects you.

## Get help with your actions

You can get help from experts when considering what actions you can take. For example, you could:

- commission a survey or audit to help assess your property and its potential to improve biodiversity
- consult your local nature recovery strategy to find out what actions would benefit your area – preparation of these will begin in 2023
- check existing data about wildlife and habitats in the area
- speak to Natural England, Environment Agency, Forestry Commission, local wildlife trusts or consultant ecologists

You can get existing local data from [Local Environmental Record Centres](https://www.alerc.org.uk/lerc-finder.html) (<https://www.alerc.org.uk/lerc-finder.html>). If you commission research, you can share that data with them. To help you understand habitats and species in your area, you can use the national [Magic Map](https://magic.defra.gov.uk/magicmap.aspx) (<https://magic.defra.gov.uk/magicmap.aspx>).

Getting expert advice can help you understand how you can make a difference for biodiversity and avoid unintended outcomes.

You may need to get expert [environmental advice on planning before preparing plans or considering](#)



## [development proposals](#)

(<https://www.gov.uk/guidance/local-planning-authorities-get-environmental-advice>).

Environmental assessment regulations require monitoring of the effects of development plans and projects. You could use the results of this monitoring as a source of environmental data.

## Reporting your biodiversity policies and actions

Some public authorities need to [publish a biodiversity report](#) (<https://www.gov.uk/guidance/reporting-your-biodiversity-duty-actions>).

Local authorities (excluding parish councils) and local planning authorities must write and publish a biodiversity report. Other public authorities must fulfil their duty, but do not need to publish a report.

For local authorities and local planning authorities, the end date of your first reporting period should be no later than 1 January 2026.

After this, the end date of each reporting period must be within 5 years of the end date of the previous reporting period.

The report is a chance to communicate how your organisation is helping to improve the environment and show the positive change you're making.

Defra intends to include references to your biodiversity reports in the 5-yearly reviews of the Environmental Improvement Plan.

Defra's [reporting your biodiversity duty actions guidance](#) (<https://www.gov.uk/guidance/reporting-your-biodiversity-duty-actions>) gives information about when you must publish your report and what you need to include.

Your biodiversity reports will:

- help everyone understand how we are collectively meeting shared goals to conserve and enhance biodiversity
- allow you to showcase the action you're taking to improve biodiversity
- show other authorities and the general public what they can do for nature recovery and share good practice

## Footnotes

1. For BNG exemptions, 'small sites' has 2 definitions.

Residential small sites will have either:

- 1 to 9 dwellings on sites of less than one hectare
- an unknown number of dwellings on sites of less than 0.5 hectares

Non-residential small sites will have either:

- less than 1,000 square metres of floor space
- a site area of less than one hectare

Published 17 May 2023

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## Explore the topic

[Biodiversity and ecosystems](#)  
[\(/environment/biodiversity-and-ecosystems\)](#)

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## Houghton Regis Town Council

### Biodiversity Statement

Date of Approval:	TBC
Date of Review:	

#### Contents

1. Background & Further Information
2. Biodiversity Statement with specific actions

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## 1. Background & Further Information

Houghton Regis benefits from a wealth of parks, public gardens and open spaces across the town. These provide opportunities for exercise, recreation and relaxation and help connect people with nature and each other. They can also help mitigate against climate change and pollution. Access to green spaces enhances physical health, mental well-being and life satisfaction.

The Natural Environment and Rural Communities Act 2006 Section 40 imposes a duty on local authorities (including town & parish councils) to 'from time to time' consider what action the authority can properly take to further the general biodiversity objective.

The general biodiversity objective is the conservation and enhancement of biodiversity in England and requires public authorities to take biodiversity into account in their decisions and actions.

As of 1st January 2023, the Duty was strengthened by the Environment Act 2021 with the effect that councils must complete their first consideration of what action they need to take in pursuance of the objective by 1 January 2024 and agree policies and objectives as soon as possible afterwards (unless they conclude that there is no new action they can properly take).

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act (NERC) 2006, Houghton Regis Town Council acknowledges that it will, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to conserving biodiversity.

Biodiversity means the variety of life around us and includes every plant and animal species, the genetic material that makes them what they are, and the communities that they form. Biodiversity is essential to sustaining the living networks, or 'ecosystems', that provide us all with health, wealth, food, fuel and the vital services on which our lives depend. It is a core sustainable development component underpinning economic development and prosperity.

In accordance with policy BNF1 of the Houghton Regis Neighbourhood (NDP), the Town Council will not support development unless it minimises the impact on biodiversity and provides net gains in biodiversity wherever possible. The NDP also requires that existing ecological networks be retained and enhanced and that new ecological habitats and networks, measures to improve landscape quality, scenic beauty and tranquillity, and to reduce light pollution be encouraged.

The Town Council will, as far as possible, conserve the biodiversity of the land it manages. It will adopt beneficial practices regarding cutting and removing vegetation, applying chemicals, and timing maintenance work. Special care will be taken in the specification of

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grounds maintenance contracts to ensure that the work reaches acceptable standards and does not harm the natural environment.

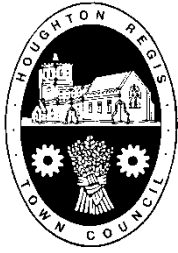
## **2. Biodiversity Statement**

The objective of this statement is to work towards enhancing and protecting the biodiversity of Houghton Regis. The Council will aim to improve the biodiversity of the area in the following ways:

- *Manage its land and assets using environmentally friendly practices that will promote biodiversity*
- *Support residents and local organisations in activities that enhance and promote biodiversity*
- *Develop a Neighbourhood Plan that incorporates biodiversity themes*

### **Specific actions:**

- *The Council will consider sustainability, environmental impact and biodiversity when commenting on planning applications*
- *The Council, within its Neighbourhood Plan, will consider promoting and monitoring outcomes of appropriate sustainable development*
- *The Council will, whenever possible, consider the conservation and promotion of local biodiversity in all its activities, particularly about the management of open spaces and woodlands*
- *The Council will aim to work in partnership with the development of environmentally friendly areas created by residents, local organisations and businesses*
- *The Council will raise awareness of the environment and promote conservation projects in conjunction with its partners.*



## **ENVIRONMENT & LEISURE COMMITTEE**

**Agenda Item 8**

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<b>Date:</b>	<b>5<sup>th</sup> February 2024</b>
<b>Title:</b>	<b>Play Area Improvement Programme</b>
<b>Purpose of the Report:</b>	<b>To receive a report on creating a play area improvement programme, which will also look at the safer surfacing replacement programme for Town Council-owned play areas and outdoor gyms.</b>
<b>Contact Officer:</b>	<b>Ian Haynes – Head of Environmental &amp; Community Services</b>

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### **1. RECOMMENDATION**

To endorse the play area improvement programme per the attached Gantt chart and approve the applications to secure S106 monies available for play areas locally.

### **2. BACKGROUND**

Houghton Regis is fortunate to be home to several great parks, green spaces and children's play areas, which provide residents and visitors opportunities for sport, leisure and recreation.

The Town Council takes pride in all parks and open spaces and strives to ensure they are maintained to a high standard.

Proactively reviewing and replacing play equipment dramatically improves the bodily health of younger children as they play.

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

Replacing all equipment (depending on size) costs anything from £60k to £100k. From start to finish, the process takes around 6 to 8 months.

The maintenance of play areas and play equipment is carried out in-house by Grounds staff who are trained in inspection and risk assessment methods. Health and safety risks revealed by inspections are acted on as a matter of priority. In addition, an annual external inspection and any significant issues highlighted are dealt with immediately.

The revenue budget covers general maintenance, spare parts, minor repairs and vandalism as and when required. However, play equipment is notoriously expensive; replacement parts can cost up to £1k. Therefore, the limits on the revenue budget mean it is sometimes more economical to remove rather than repair equipment, leading to a consequential loss of play value at a site.

Being able to replace particular items within an area rather than waiting until the whole area requires refurbishment will allow a more flexible approach to replacing equipment.

Play equipment has a life expectancy of around 15 years, although many factors affect items' life and play value, including vandalism and high use of popular equipment.

The attached Gantt chart starts with the priority areas and covers financial years 2014/2015 to 2029/2030.

It is the intention that officers will try to secure extra funding, and this will operate on a 5-year review cycle per area, which feeds into the annual capital programme.

#### **4. HRTC CORPORATE PLAN**

##### **1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**

1.1 Improve integration between existing and new communities.

##### **2 Local Services and Facilities: To provide a broad range of high-quality services and facilities for our residents, visitors and businesses**

2.4 Maximise the value of HRTC assets.

##### **3 Quality of Life: To enhance the quality of life of our residents**

3.4 Improve existing and develop new opportunities for young people across the parish.

##### **4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider**

4.2 Identify external/ partnership funding sources for council projects.

4.4 Work with CBC and other stakeholders to explore opportunities for the adoption of additional community assets by the Town Council.

#### **5. IMPLICATIONS**

**Corporate Implications** - There are no corporate implications arising from the recommendations.

**Legal Implications** - Moral obligation to maintain our assets and Occupiers Liability Acts 1957 and 1984 will be relevant and legal under The Workplace, (Health, Safety and Welfare) Regulations 1992.



**Financial Implications** – Officers have identified £169,000 worth of S106 contributions; £ 75,000 is for the play area on Tithes Farm Recreation Ground, and the remaining £94,000 is pretty flexible in terms of where we could spend it as it's not tied to a particular play area.

**Risk Implications** - There are no risk implications arising from the recommendations; if everything is done, it will reduce the risk exposure.

**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.

We will ensure that all improvements to our play areas will be as inclusive as possible.

**Climate Change Implications** - No climate change implications arise from the recommendations.

**Press Contact** - There are no press implications arising from the recommendations.

## 6. CONCLUSION AND NEXT STEPS

If Members are minded that future capital allocations for play areas/equipment are used to fund;

- single items of equipment which have reached the end of their useful life
- upgrades to existing equipment/areas
- one or more new equipment items to increase a site's play value.

Deviations from the attached programme will be kept to a minimum, and this item becomes a standing Committee item to ensure that the Town Council's investment in its assets is being maintained.

## 7. APPENDICES

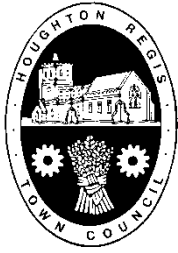
**Appendix A:** Play Area Improvement Gantt Chart

# Play Area Improvement

Period Highlight: 1



ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	2024-2025				2025-2026				2026-2027				2028-2029				2029-30			
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Parkside Recreation Ground - Outdoor Gym	1	1			0%	Plan																			
Parkside Recreation Ground - Lower	2	2			0%	Actual (beyond plan)	Plan																		
Tithe Farm Recreation Ground - Skate Park	4	2			0%				Plan																
Tithe Farm Recreation Ground - Play Area	4	2			0%				Plan																
The Village Green	6	2			0%					Plan															
Parkside Recreation Ground - Upper	9	2			0%						Plan														
Orchard Close	13	2			0%									Plan											



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**ENVIRONMENTAL & LEISURE COMMITTEE****Agenda Item 9.**

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**Date:** 5<sup>th</sup> February 2024

**Title:** Tithe Farm Recreation Ground Sports Project Update

**Purpose of the Report:** To update members on the Tithe Farm Recreation Ground Sports Project and to formally instruct and award the remaining works to complete the project.

**Contact Officer:** Ian Haynes – Head of Environment & Community Services

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**1. RECOMMENDATION**

To formally instruct and award T&B Contractors to complete the remaining outstanding works at Tithe Farm Recreation Ground, i.e. the car parks and lighting, for a total value of £309,116.86

**2. BACKGROUND**

This exciting project comprises an all-weather pitch, new changing rooms and car parking on Tithe Farm Recreation Ground. The project is being delivered and progressed in partnership with Central Bedfordshire Council (CBC) and the Beds Football Association (Beds FA).

PCH Associates were appointed in Spring 2020 to support the Town Council in developing the scheme. As part of this process, the Football Foundation requires addressing some of the more significant risks (including planning and cost certainty).

Due to financial constraints, the car parks and car park lighting were omitted from the contract sum. However, they were included in the original tenders.

**3. ISSUES FOR CONSIDERATION**

PCH Associates were instructed to seek updated quotes from T&B Contractors and SC Slatter to complete these works to ensure that the best value could be achieved.

Car park, drainage and lighting designs were prepared by T&B Contractors, as per the design and build requirements of their contract with the Town Council.

T&B Contractors and SC Slatter were issued the designs and asked to prepare fixed price quotes to carry out the works in early 2024 around UKPN's installation.

The quotes were levelled, and the results are contained in the Levelled Tender Analysis (LTA) below:

**Tithe Farm Recreation Ground**  
Levelled Tender Analysis

03 January 2024

Project Reference: 324-1 Football Development Centre



	Quantity	T and B Contractors 11/2022	T and B Contractors 12/2023	S and C Slatter
<b>1.0 Preliminaries</b>				
1.1 Site Management	Item	12,100.00	Incl	9,880.27
1.2 Welfare	Item			1,989.50
1.3 Fencing	Item	1,420.00	1,420.00	850.65
1.4 CBR testing	Item			660.00
<b>2.0 Main Carpark</b>				
2.1 Mobilisation	Item		2,100.00	Incl
2.2 Excavate existing tarmac	Item	3,812.50	7,701.25	6,431.25
2.3 Disposals	Item	17,217.20	26,310.10	Incl
2.4 Reduced level dig	Item	2,365.00		38,480.31
2.5 Trim and compact formation	Item			1,500.63
2.6 Geotextile membrane	Item	4,575.00	4,575.00	2,143.75
2.7 Kerbs	Item		3,842.00	6,000.00
2.8 300mm sub-base	Item	17,961.00	35,138.98	47,891.38
2.9 Trim and compact sub-base	Item	4,575.00	4,575.00	2,143.75
2.10 60mm Binder course	Item	59,749.00	47,551.50	7,600.00
2.11 40mm Surface course	Item		33,891.60	36,786.75
2.12 White lining	Item		1,625.00	
<b>3.0 Drainage</b>				
3.1 Aco channel	Item		2,883.24	
3.2 Sump unit	Item		305.56	
3.3 Ends	Item		22.32	
3.4 Manhole connection	Item	6,000.00	250.00	6,000.00
3.5 Perforated pipe	Item		2,496.00	
3.6 Hydrobrake	Item		3,500.00	
<b>4.0 Lighting</b>				
4.1 Excavate trench and backfill	Item	7,425.00	7,424.00	
4.2 Ducting	Item	4,292.00	4,292.00	
4.3 Concrete bases for lighting	Item	6,480.00	Incl	
4.4 Lighting	Item	28,887.25	36,297.00	10,000.00
<b>5.0 Overflow Carpark</b>				
5.1 Cellpave AP 2008 m2	Item		47,245.78	48,625.00
5.2 Lighting	Item			
5.3 Excavate to reduced level	Item	2,835.00		
5.4 Removals	Item	20,638.00		
5.5 Trim, shape and roll	Item	Incl	3,832.92	
5.6 Geotextile	Item	5,490.00		
5.7 350mm sub-base	Item	28,794.53		
5.8 TruckPav 80	Item	68,591.15		
5.9 PCC kerbs	Item	4,420.00		
5.10 White lining	Item	1,625.00		
5.11 Saw out and tie to existing	Item	1,054.00		
5.12 Grass seed affected area	Item		9,126.00	
Design			4,326.08	
3.0 Overheads & Profit	Item	Incl	29,273.13	28,372.91
5.0 Contingency Sum		15,000.00		
<b>TOTAL</b>		<b>325,316.63</b>	<b>322,004.46</b>	<b>255,356.15</b>
<b>ADJUSTMENTS/EXCLUSIONS</b>				
Provisional Sums - Not included in price:				
1.0 Drainage	Item			3,457.12
2.0 Lighting (PS)	Item		-12,887.60	38,013.00
3.0 Seeding to overflow carpark				9,126.00
4.0 OHP at 12.5%				5,183.77
<b>TOTAL</b>		<b>-</b>	<b>12,887.60</b>	<b>55,779.89</b>
<b>GRAND TOTAL</b>		<b>325,316.63</b>	<b>309,116.86</b>	<b>311,136.04</b>

Notes:

1. Upon review we would consider the T&B Contractors' price to be the best value, and carries less cost risk.
2. Adjustments have been made to level their tender, but prices are not verified by S&C Slatter.
3. T&B's prices from January 2023 have been input for comparison, within which they allowed a higher specification grass carpark and fully priced carpark lighting.
4. An improved specification grass carpark should be considered, given the recently declared anticipated usage. Installation of the lighting ducts and bases will also damage the established grass.

**4. TENDER ASSESSMENTS**

## T&B Contractors

Financial - The contractor's Preliminaries are excluded, as they anticipate the works could coincide with the Stage 2 UKPN installation.

The Contractor's Overheads and Profit are 10% of the total Prelims and Construction Costs.

Quality - The contractor's submission included items already priced in the contract sum. Their quote was fully compliant with no further identified arithmetical errors or omissions.

There is a risk that preliminaries could be added due to late instruction or if the programme extends beyond the UKPN's work. We recommend a contingency sum be allocated.

## SC Slatter

Financial - The contractor's preliminary costs are 5.4% of the total construction costs.

The Contractor's Overheads and Profit are 12.5% of the total Prelims and Construction Costs.

Quality - The contractor's submission was found to contain costs for both the GrassProtecta and CellPave reinforcements. Adjustments were made within the LTA.

## 5. HRTC CORPORATE PLAN

### **1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**

1.1 Improve integration between existing and new communities.

### **2 Local Services and Facilities: To provide a broad range of high quality services and facilities for our residents, visitors and businesses**

2.4 Maximise the value of HRTC assets.

2.5 Maintain and enhance sporting provision both at existing and soon-to-be-adopted sites.

### **3 Quality of Life: To enhance the quality of life of our residents**

3.4 Improve existing and develop new opportunities for young people across the parish.

### **4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider**

4.2 Identify external/ partnership funding sources for council projects.

4.4 Work with CBC and other stakeholders to explore opportunities for the adoption of additional community assets by the Town Council.

4.5 Enhance the role of the council.

## 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** - Attached is the latest financial report for the project we are working on. Essentially, the total funds available for the delivery of the project is £3,349,070.35 across 12 different income streams. The anticipated final/total development cost we are working on is the same at £3,349,070.35. Officers have value-engineered the works as best as possible to meet the budget. It is hoped that around £50,000 of the general contingency listed in 3.8, the financial report will be left over. This can then be used to fund the works to the old pavilion, which we have omitted from the current programme as having zero contingency is neither comfortable nor sensible.

**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.

**Climate Change Implications** - No climate change implications arise from the recommendations.

**Press Contact** - There are no press implications arising from the recommendations.

## 7. CONCLUSION AND NEXT STEPS

It is recommended to instruct T&B Contractors to the value of £309,116.87, plus a contingency allowance set aside to cover additional preliminaries to the value of £13,500.00 (6 weeks at £2,250.00).

T&B Contractors have advised they will commence on-site works as soon as possible.

## 8. APPENDICES

<b>Appendix A:</b>	XX
<b>Appendix B:</b>	XX
<b>Appendix C:</b>	XX

# Tithe Farm Recreation Ground Financial Report Nr 5

8th January 2024

Project Reference: 324-1 - Football Development Centre



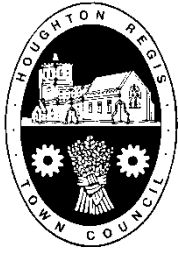
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	Notes	£GBP	£GBP
	Football Foundation		956,400.00
	Football Foundation Grant uplift		76,143.00
	HRTC - EMR322		244,301.00
	HRTC deferred income		260,575.00
	YIF Grant		523,369.00
	YIF Grant Uplift		176,473.00
	CBC Community Asset Grant		25,000.00
	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 & CB/20/01537/FUL)		126,478.00
	HRTC PWBL		500,000.00
<b>0</b>	<b>Project Budget</b>		<b>3,349,070.35</b>

	Notes	£GBP	£GBP
<b>1</b>	<b>Project Costs</b>		
1.1	FTP (GMP2)		945,856.58
1.2	PCSA		74,545.00
1.3	Pavilion	T&B Stage 2B tender	1,614,498.46
	<b>Subtotal</b>		<b>2,634,900.04</b>
<b>2</b>	<b>Omissions</b>		
2.1	EAI-1	-	220,500.00
2.2	EAI-2	-	59,400.00
	<b>Subtotal</b>		<b>- 279,900.00</b>
<b>3</b>	<b>Additions</b>		
3.1	EAI-1		334,081.95
3.2	EAI-2		91,488.49
3.3	Existing Carpark & Drainage		198,012.98
3.4	Overflow Carpark	CellPave AP	66,225.17
3.5	Carpark Lighting		39,926.70
3.6	Lighting Design Fees (T&B)		4,758.69
3.7	Potential Prelims (Contingency)		13,509.65
3.8	General Contingency		57,583.56
	<b>Subtotal</b>		<b>805,587.19</b>
	<b>Anticipated Final Account</b>		<b>3,160,587.23</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%)		189,401.87	
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>202,304.87</b>
<b>6</b>	<b>Other Costs</b>			
6.1	OS Maps		572.66	
6.2	Surveys	Geosphere Environmental	185.00	
6.3	Legal Fees	Pathfinder	3,350.00	
6.4	Ecology (Bat survey for changing rooms)	Castle Hill - paid by PCH, to be recharged	660.00	
6.5	Cost saving - shared pitch access		- 5,720.30	
6.6	Cost saving - Haul Road in Primary stone		- 7,806.40	
6.7	PCH Contribution		- 10,000.00	
<b>Subtotal</b>				<b>(18,759.04)</b>
<b>TOTAL DEVELOPMENT COST</b>			<b>£</b>	<b>3,349,070.35</b>





## **ENVIRONMENT & LEISURE COMMITTEE**

**Agenda Item 10**

<b>Date:</b>	<b>5<sup>th</sup> February 2024</b>
<b>Title:</b>	<b>Purchase of Road Off Cemetery Road</b>
<b>Purpose of the Report:</b>	<b>To receive a report on the approach made by Railway Paths Ltd on behalf of national charity Sustrans on the potential sale of a small part of a larger local green space known locally as “Dog Kennel Down”. In part, the land carries a cycle path, which forms part of Route 6 of the National Cycle Network, and the other parts form part of the wider recreational land owned by the Town Council.</b>
<b>Contact Officer:</b>	<b>Ian Haynes – Head of Environmental and Community Services</b>

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### **1. RECOMMENDATION**

To consider and Recommend the purchase of Title Deed BD230229 to the Council for a maximum value of £4,500.

### **2. BACKGROUND**

In November 2023, Railway Paths Ltd contacted the Town Council on behalf of national charity Sustrans, who are the custodians of the National Cycle Network. They own a small part of a larger green space known locally as “Dog Kennel Down”. In part, the land carries a cycle path, which forms part of Route 6 of the National Cycle Network, and the other parts form part of the wider recreational land owned by the Town Council.

A Title Plan of the land owned by Sustrans is attached. Also attached is an aerial picture of the land and the surrounding land owned by the Town Council, which is provided for indicative purposes.

The land owned by Sustrans is a small section of land. They do not own any other land in the immediate area. It is unclear why Sustrans came to purchase it. It is assumed it was purchased to help facilitate the creation of the cycle path along this route.

Railway Paths Ltd are enquiring whether, as the significant adjoining landowner, the Town Council would be interested in purchasing this land, particularly as it forms part of the wider recreational land owned by the Town Council.

### 3. ISSUES FOR CONSIDERATION

As a registered charity, Sustrans must comply with the Charities Act 2011 (as amended) when disposing of land. This Act requires charities to obtain a written valuation report from a designated adviser prior to agreeing to dispose of land. As such, the parcel of land offered to the Town Council has been valued at a modest £4,500+VAT.

The Town Council is currently the only adjoining landowner who has been approached. This should be considered a private sale of the freehold to the Town Council for a price.

Sustrans will meet their own legal and surveyor's costs in this instance.

### 4. HRTC CORPORATE PLAN

#### **1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**

- 1.1 Improve integration between existing and new communities.
- 1.2 Support the sense of arrival and identity.
- 1.7 Strengthen Houghton Regis's landscape character and agricultural heritage.

#### **2 Local Services and Facilities: To provide a broad range of high quality services and facilities for our residents, visitors and businesses**

- 2.4 Maximise the value of HRTC assets.

#### **3 Quality of Life: To enhance the quality of life of our residents**

- 3.1 Improve environmental quality and sustainability.

#### **4 Management and Operations: To improve the efficiency and effectiveness of the Town Council as the key local service provider**

- 4.6 To actively consider and weight the impact of new and existing initiatives and services.

### 5. IMPLICATIONS

**Corporate Implications** - There are no corporate implications arising from the recommendations.

**Legal Implications** - Sustrans must comply with the Charities Act 2011 (as amended) when disposing of land. The powers of local councils to acquire land by agreement or gift are contained mainly in section 124 of the Local Government Act 1972.

**Financial Implications** – Sustrans's approach wasn't planned or expected. The Town Council's general reserves will have to be used to secure the parcel of land.

**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.

**Climate Change Implications** - No climate change implications arise from the recommendations. However, supporting the custodians of the National Cycle Network must be considered to have more comprehensive benefits.

**Press Contact** - There are no press implications arising from the recommendations.

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

If Members are minded, purchasing this small parcel of land will form part of the wider recreational land already owned by the Town Council.

It will allow for sight lines to be opened up and improve natural supervision in the area.

## **7. APPENDICES**

**Appendix A:** Title Plan BD230229

**Appendix B:** Indicative plan highlighting land already owned by the Town Council.

Playing fields owned  
by Town Council

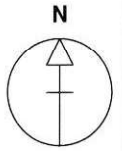
FOR INDICATIVE PURPOSES ONLY



Recreational land owned  
by Town Council



TITLE NUMBER  
**BD230229**



**BEDFORDSHIRE : SOUTH BEDFORDSHIRE**

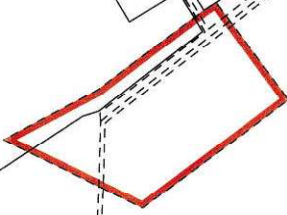
ORDNANCE SURVEY MAP REFERENCE:

TL0123SE

SCALE 1:2500 Reduced from 1/1250

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Woodside  
Park  
Industrial  
Estate



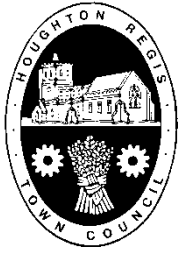
Works

Works

FOSTER AVENUE

ARENSON WAY





## **ENVIRONMENT & LEISURE COMMITTEE**

## **Agenda Item 13**

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<b>Date:</b>	<b>5<sup>th</sup> February 2024</b>
<b>Title:</b>	<b>Terra Croft Leisure Gardens Update</b>
<b>Purpose of the Report:</b>	<b>To receive an update on the management of the Town Council-owned allotment.</b>
<b>Contact Officer:</b>	<b>Ian Haynes, Head of Environment and Community Services</b>

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### **1. RECOMMENDATION**

*This report is provided for information purposes only.*

### **2. BACKGROUND**

Town Council has one allotment site, Terra Croft Leisure Gardens, with 48 plots.

According to the allotment software, there appear to be around 176 people currently on the waiting list, which, based on current allotment plot capacity, is less than four times more than the Council currently has available plots to rent. This is down from 193 in September 2023.

This report provides Members with an update on work that has been undertaken since the previous Allotment Working Group meeting held on 11<sup>th</sup> July 2023.

### **3. LEGAL CONSIDERATIONS**

The majority of the law relating to allotments is contained in the following Acts of Parliament:

- Small Holdings and Allotments Act 1908;
- Allotments Act 1922;
- Allotments Act 1925;
- Allotments Act 1950;
- Local Government Act 1972, Schedule 29, paragraph 9.

There is a distinction to be made between an allotment and an allotment garden. An allotment is a parcel of land not more than five acres in extent,

cultivated as a garden or farm (s.1, AA 1925). It includes a field garden, a fuel allotment, an allotment garden, and other land not more than five acres in extent.

An allotment garden is a type of allotment, being a plot of land not exceeding 1,011.71 square metres, cultivated by the occupier for the provision of vegetables and fruit crops for themselves and their family (s.22, AA 1922). In practice, most local authority allotments fall within the category of an allotment garden.

Allotment authorities are the councils of London boroughs, districts, parishes and communities. Whilst these authorities all have power to provide allotments and allotment gardens, there is a statutory duty on them to provide allotment gardens sufficient to meet the demand of the local community (s.23, SH&AA 1908; s.9, AA 1950)

Allotments, including allotment gardens, are treated as agricultural land for the purposes of exemption from non-domestic rating. (s.51 LGFA 1988 and Schedule 5, paras1-9(2))

#### **4. MANAGEMENT OF THE WAITING LIST**

A waiting list is maintained by the Town Council and is operated on a strict allocation by the date of registration. When a potential allotment holder contacts the council for an allotment, they are placed on the waiting list. The date of the enquiry is logged in the software alongside contact details.

Plots only become available when an allotment tenancy holder either gives up the plot voluntarily or the Council terminates a tenant's tenancy agreement. Termination of any tenancy agreement can only be implemented according to legislative requirements and is quite restrictive.

There is an expectation that tenants shall keep their allotment plot in a good state of cultivation and free from perennial weeds. Allotment holders will also be expected to abide by the terms of their allotment tenancy agreement and allotment rules as determined by the Council and as considered necessary. Non-compliance will render their tenancy agreement terminated.

#### **5. ALLOTMENT INSPECTION**

Allotment inspections have been undertaken in July and September 2023. These inspections identified a number of plots that were not being cultivated to the standard required.

As of the 7<sup>th</sup> September '23 inspection, the following grades/status have been awarded to the plots at Terra Croft.

Green – 48  
Amber – 0  
Red – 0

In the process of tenancies being terminated – 1  
Vacant – 1

The next inspection will take place on Tuesday, 13<sup>th</sup> February '24. This will cover the newest allocated plots.

## **5. IMPLICATIONS**

### **Corporate Implications**

- There are no corporate implications arising from the recommendation

### **Risk Implications**

- There are no risk implications arising from the recommendation

### **Equalities Implications**

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

This project/issue does not discriminate.

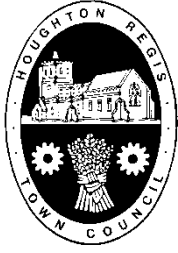
### **Press Contact**

There are no press implications arising from the recommendation.

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

The demand for allotment plots remains high and is currently outstripping the available supply. Additional land may be available in the future. The Town Council will continue managing the current and allotments waiting list.





## ENVIRONMENT & LEISURE COMMITTEE

## Agenda Item 14

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<b>Date:</b>	<b>5<sup>th</sup> February 2024</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>Ian Haynes, Head of Environment and Community Services</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 at 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 – behind projected income.

201 4037 Village Green Grounds Maintenance

Includes minor items of expenditure – In Line with expectations.

202 1082 Inc Lettings

Ad hoc lettings of pavilion

202 4011 Rates

Paid in full

202 4012 Water rates

Direct debit payments in arrears

202 4014 Electricity

Direct debit payments in arrears

202 4038 Maintenance Contracts

Includes annual alarm inspection. New water heaters have gone over budget.

211 1083 Parkside Rec Gd Inc Lettings

From pitch allocations.

211-4037 Parkside Grounds maintenance

Covers pre / post-season grounds works for football pitches. Planned expenditure complete.

212 4014 Electricity

Direct debit payments in arrears – Tithe Farm 3G AFP works have resulted in a over expenditure.

212 4036 Property Maintenance

Expenditure includes redecoration of the 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

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

243 1082 Inc Lettings  
Bowls Club rent to be 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 £7,662.00

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 reclaimed from the  
families.

272 4028 All Saints Churchyard  
Bedford Road Wall

273 1082 Allotment Income

273 4011 Rates Bill yet to be received

273 4012 Water Rates  
Direct debit payments in arrears

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  
2

82 4042 Play areas equipment repair  
Some repairs have had to be undertaken due to wear and tear

291 4006 Protective clothing  
Expenditure incurred to replace outdated items for 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 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 4038 maintenance contracts  
Includes alarm maintenance and fire equipment maintenance

291 4039 Horticultural supplies

291 4040 Tree Maintenance  
No expenditure has been incurred to date

291 4041 Outside Services Tree Survey  
No expenditure has been incurred to date

291 4042 Outside services, Equipment maintenance and repairs  
Various purchases made

299 4851 Capital Machinery renewals  
Various items have been purchased, including a new graffiti removal equipment.

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,

299 4999 Trs to EMR Play Areas

#### **4. 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.

**5. 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 significant issues or areas of concern to highlight in this report.

**6. APPENDICES**

**Appendix A:** Income & Expenditure Report

31/01/2024

## Houghton Regis Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## 14. Appendix A - Income and Expenditure Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Environment and Leisure</b>								
<u>201 Village Green Rec Gd</u>								
1082 INC-LETTINGS	0	2,506	3,264	758			76.8%	
Village Green Rec Gd :- Income	<u>0</u>	<u>2,506</u>	<u>3,264</u>	<u>758</u>			<u>76.8%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	85	2,000	1,915		1,915	4.3%	
Village Green Rec Gd :- Indirect Expenditure	<u>0</u>	<u>85</u>	<u>2,000</u>	<u>1,915</u>	<u>0</u>	<u>1,915</u>	<u>4.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>2,421</u>	<u>1,264</u>	<u>(1,157)</u>				
<u>202 Village Green Pavilion</u>								
1082 INC-LETTINGS	0	150	300	150			50.0%	
Village Green Pavilion :- Income	<u>0</u>	<u>150</u>	<u>300</u>	<u>150</u>			<u>50.0%</u>	<u>0</u>
4011 RATES	0	2,545	2,600	55		55	97.9%	
4012 WATER RATES	(44)	1,283	700	(583)		(583)	183.3%	
4014 ELECTRICITY	154	1,110	2,800	1,690		1,690	39.7%	
4036 PROPERTY MAINTENANCE	1,880	2,122	1,200	(922)		(922)	176.8%	
4038 MAINTENANCE CONTRACTS	418	522	250	(272)		(272)	208.7%	
Village Green Pavilion :- Indirect Expenditure	<u>2,407</u>	<u>7,582</u>	<u>7,550</u>	<u>(32)</u>	<u>0</u>	<u>(32)</u>	<u>100.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(2,407)</u>	<u>(7,432)</u>	<u>(7,250)</u>	<u>182</u>				
<u>211 Parkside Rec Gd</u>								
1082 INC-LETTINGS	0	588	3,612	3,024			16.3%	
1091 Income Miscellaneous	0	60	0	(60)			0.0%	
Parkside Rec Gd :- Income	<u>0</u>	<u>648</u>	<u>3,612</u>	<u>2,964</u>			<u>17.9%</u>	<u>0</u>
4013 RENT	0	50	50	0		0	100.0%	
4037 GROUNDS MAINTENANCE	281	741	1,500	759		759	49.4%	
Parkside Rec Gd :- Indirect Expenditure	<u>281</u>	<u>791</u>	<u>1,550</u>	<u>759</u>	<u>0</u>	<u>759</u>	<u>51.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(281)</u>	<u>(143)</u>	<u>2,062</u>	<u>2,205</u>				
<u>212 Parkside Pavilion</u>								
4012 WATER RATES	18	184	300	116		116	61.2%	
4014 ELECTRICITY	50	392	540	148		148	72.5%	
4015 GAS	8	69	150	81		81	46.0%	
4036 PROPERTY MAINTENANCE	0	119	1,200	1,081		1,081	9.9%	
Parkside Pavilion :- Indirect Expenditure	<u>76</u>	<u>763</u>	<u>2,190</u>	<u>1,427</u>	<u>0</u>	<u>1,427</u>	<u>34.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(76)</u>	<u>(763)</u>	<u>(2,190)</u>	<u>(1,427)</u>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## 14. Appendix A - Income and Expenditure Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 Tithe Farm Rec Grd</u>								
1082 INC-LETTINGS	0	0	2,000	2,000			0.0%	
Tithe Farm Rec Grd :- Income	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>
4013 RENT	0	5	5	0		0	100.0%	
4037 GROUNDS MAINTENANCE	330	400	1,700	1,300		1,300	23.5%	
Tithe Farm Rec Grd :- Indirect Expenditure	<u>330</u>	<u>405</u>	<u>1,705</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>23.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(330)</u>	<u>(405)</u>	<u>295</u>	<u>700</u>				
<u>222 Tithe Farm Store</u>								
4012 WATER RATES	9	101	300	199		199	33.5%	
4014 ELECTRICITY	571	4,541	600	(3,941)		(3,941)	756.8%	
4015 GAS	15	254	100	(154)		(154)	253.7%	
4036 PROPERTY MAINTENANCE	0	234	500	266		266	46.7%	
Tithe Farm Store :- Indirect Expenditure	<u>596</u>	<u>5,129</u>	<u>1,500</u>	<u>(3,629)</u>	<u>0</u>	<u>(3,629)</u>	<u>341.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(596)</u>	<u>(5,129)</u>	<u>(1,500)</u>	<u>3,629</u>				
<u>231 Orchard Close Rec Grd</u>								
1082 INC-LETTINGS	0	40	2,620	2,580			1.5%	
Orchard Close Rec Grd :- Income	<u>0</u>	<u>40</u>	<u>2,620</u>	<u>2,580</u>			<u>1.5%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	1,464	1,000	(464)		(464)	146.4%	
Orchard Close Rec Grd :- Indirect Expenditure	<u>0</u>	<u>1,464</u>	<u>1,000</u>	<u>(464)</u>	<u>0</u>	<u>(464)</u>	<u>146.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(1,424)</u>	<u>1,620</u>	<u>3,044</u>				
<u>232 Orchard Close Pavilion</u>								
4012 WATER RATES	8	97	400	303		303	24.2%	
4014 ELECTRICITY	29	298	400	102		102	74.5%	
4036 PROPERTY MAINTENANCE	0	113	1,000	887		887	11.3%	
Orchard Close Pavilion :- Indirect Expenditure	<u>38</u>	<u>508</u>	<u>1,800</u>	<u>1,292</u>	<u>0</u>	<u>1,292</u>	<u>28.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(38)</u>	<u>(508)</u>	<u>(1,800)</u>	<u>(1,292)</u>				
<u>241 Moore Crescent Rec Grd</u>								
1082 INC-LETTINGS	0	50	2,500	2,450			2.0%	
Moore Crescent Rec Grd :- Income	<u>0</u>	<u>50</u>	<u>2,500</u>	<u>2,450</u>			<u>2.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	70	1,100	1,030		1,030	6.4%	
Moore Crescent Rec Grd :- Indirect Expenditure	<u>0</u>	<u>70</u>	<u>1,100</u>	<u>1,030</u>	<u>0</u>	<u>1,030</u>	<u>6.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(20)</u>	<u>1,400</u>	<u>1,420</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## 14. Appendix A - Income and Expenditure Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>242 Moore Crescent Pavilion</u>								
1082 INC-LETTINGS	0	129	200	71			64.5%	
Moore Crescent Pavilion :- Income	<b>0</b>	<b>129</b>	<b>200</b>	<b>71</b>			<b>64.5%</b>	<b>0</b>
4011 RATES	0	4,192	4,550	358		358	92.1%	
4012 WATER RATES	240	770	2,500	1,730		1,730	30.8%	
4014 ELECTRICITY	109	1,299	2,000	702		702	64.9%	
4015 GAS	166	1,429	1,000	(429)		(429)	142.9%	
4036 PROPERTY MAINTENANCE	0	119	1,500	1,381		1,381	7.9%	
4038 MAINTENANCE CONTRACTS	0	1,033	600	(433)		(433)	172.2%	
Moore Crescent Pavilion :- Indirect Expenditure	<b>515</b>	<b>8,841</b>	<b>12,150</b>	<b>3,309</b>	<b>0</b>	<b>3,309</b>	<b>72.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(515)</b>	<b>(8,712)</b>	<b>(11,950)</b>	<b>(3,238)</b>				
<u>243 Moore Crescent Bowling Gn</u>								
1082 INC-LETTINGS	0	6,242	6,120	(122)			102.0%	
Moore Crescent Bowling Gn :- Income	<b>0</b>	<b>6,242</b>	<b>6,120</b>	<b>(122)</b>			<b>102.0%</b>	<b>0</b>
4037 GROUNDS MAINTENANCE	0	4,678	6,000	1,322		1,322	78.0%	
Moore Crescent Bowling Gn :- Indirect Expenditure	<b>0</b>	<b>4,678</b>	<b>6,000</b>	<b>1,322</b>	<b>0</b>	<b>1,322</b>	<b>78.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,564</b>	<b>120</b>	<b>(1,444)</b>				
<u>271 Houghton Regis Cemetery</u>								
1084 Income Burial Fees	2,794	20,954	15,000	(5,954)			139.7%	
Houghton Regis Cemetery :- Income	<b>2,794</b>	<b>20,954</b>	<b>15,000</b>	<b>(5,954)</b>			<b>139.7%</b>	<b>0</b>
4011 RATES	0	1,061	1,040	(21)		(21)	102.0%	
4012 WATER RATES	20	103	250	147		147	41.1%	
4020 MISC. ESTABLISH.COST	266	2,853	200	(2,653)		(2,653)	1426.4%	
4037 GROUNDS MAINTENANCE	32	1,033	0	(1,033)		(1,033)	0.0%	
Houghton Regis Cemetery :- Indirect Expenditure	<b>317</b>	<b>5,049</b>	<b>1,490</b>	<b>(3,559)</b>	<b>0</b>	<b>(3,559)</b>	<b>338.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,477</b>	<b>15,904</b>	<b>13,510</b>	<b>(2,394)</b>				
<u>272 All Saints Churchyard</u>								
4028 Bedford Road Wall	0	0	1,000	1,000		1,000	0.0%	
All Saints Churchyard :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## 14. Appendix A - Income and Expenditure Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>273 Allotments</u>								
1082 INC-LETTINGS	0	4,312	3,700	(612)			116.5%	
Allotments :- Income	<b>0</b>	<b>4,312</b>	<b>3,700</b>	<b>(612)</b>			<b>116.5%</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%	
4037 GROUNDS MAINTENANCE	0	2,496	2,000	(496)		(496)	124.8%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>2,496</b>	<b>3,700</b>	<b>1,204</b>	<b>0</b>	<b>1,204</b>	<b>67.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,815</b>	<b>0</b>	<b>(1,815)</b>				
<u>281 Public Open Spaces</u>								
4036 PROPERTY MAINTENANCE	0	(400)	0	400		400	0.0%	
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	(3,000)	(3,000)	0		0	100.0%	
Public Open Spaces :- Indirect Expenditure	<b>0</b>	<b>(3,400)</b>	<b>25,215</b>	<b>28,615</b>	<b>0</b>	<b>28,615</b>	<b>(13.5%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>3,400</b>	<b>(25,215)</b>	<b>(28,615)</b>				
<u>282 Play Areas (all)</u>								
4017 HEALTH & SAFETY	0	375	650	275		275	57.7%	
4037 GROUNDS MAINTENANCE	0	0	1,700	1,700		1,700	0.0%	
4042 Equipment Repairs & Maintenance	313	9,260	10,000	740		740	92.6%	
Play Areas (all) :- Indirect Expenditure	<b>313</b>	<b>9,635</b>	<b>12,350</b>	<b>2,715</b>	<b>0</b>	<b>2,715</b>	<b>78.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(313)</b>	<b>(9,635)</b>	<b>(12,350)</b>	<b>(2,715)</b>				
<u>283 Street Furniture</u>								
4036 PROPERTY MAINTENANCE	0	0	650	650		650	0.0%	
Street Furniture :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>650</b>	<b>650</b>	<b>0</b>	<b>650</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(650)</b>	<b>(650)</b>				
<u>291 Outside Services</u>								
1091 Income Miscellaneous	0	11,090	3,800	(7,290)			291.9%	
Outside Services :- Income	<b>0</b>	<b>11,090</b>	<b>3,800</b>	<b>(7,290)</b>			<b>291.9%</b>	<b>0</b>
4006 PROTECTIVE CLOTHING	156	2,017	1,200	(817)		(817)	168.1%	
4008 TRAINING/COURSES	0	1,610	3,000	1,390		1,390	53.7%	
4011 RATES	0	10,042	8,950	(1,092)		(1,092)	112.2%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## 14. Appendix A - Income and Expenditure Report

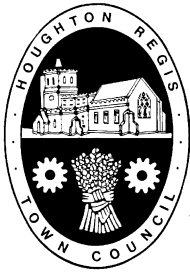
	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 WATER RATES	16	285	800	515		515	35.6%	
4013 RENT	3,875	15,500	15,500	0		0	100.0%	
4014 ELECTRICITY	385	1,885	2,000	115		115	94.2%	
4015 GAS	11	138	150	12		12	92.3%	
4017 HEALTH & SAFETY	0	580	700	120		120	82.9%	
4018 REFUSE DISPOSAL	858	22,134	22,000	(134)		(134)	100.6%	
4020 MISC. ESTABLISH.COST	0	548	600	52		52	91.3%	
4021 COMMUNICATIONS COSTS	0	107	150	43		43	71.5%	
4036 PROPERTY MAINTENANCE	0	939	1,000	61		61	93.9%	
4038 MAINTENANCE CONTRACTS	0	798	650	(148)		(148)	122.7%	
4039 HORTICULTURAL SUPPLIES	0	1,326	2,500	1,174		1,174	53.0%	
4040 Tree maintenance	0	0	4,000	4,000		4,000	0.0%	
4041 Tree Survey	0	0	8,000	8,000		8,000	0.0%	
4042 Equipment Repairs & Maintenance	1,125	10,536	9,700	(836)		(836)	108.6%	
4044 VEHICLE FUEL	42	8,892	11,000	2,108		2,108	80.8%	
4045 VEHICLE TAX & INSURANCE	0	937	1,100	163		163	85.2%	
4059 OTHER PROFESSIONAL FEES	0	1,331	2,200	869		869	60.5%	
Outside Services :- Indirect Expenditure	<b>6,469</b>	<b>79,603</b>	<b>95,200</b>	<b>15,597</b>	<b>0</b>	<b>15,597</b>	<b>83.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,469)</b>	<b>(68,512)</b>	<b>(91,400)</b>	<b>(22,888)</b>				
<u>299 E&amp;L Capital &amp; Projects</u>								
1071 YIF Grant	0	680,430	0	(680,430)			0.0%	
1074 External Grant	193,593	783,079	1,151,575	368,496			68.0%	
1095 Inc - Public Works Loan Board	0	500,000	0	(500,000)			0.0%	
1205 S106 Contrib for sport / rec	0	306,227	0	(306,227)			0.0%	
E&L Capital & Projects :- Income	<b>193,593</b>	<b>2,269,736</b>	<b>1,151,575</b>	<b>(1,118,161)</b>			<b>197.1%</b>	<b>0</b>
4053 Loan payments- Moore Cres. Pav	0	12,034	24,069	12,035		12,035	50.0%	
4059 OTHER PROFESSIONAL FEES	0	0	5,000	5,000		5,000	0.0%	
4851 CAP-Machinery Renewals	0	9,999	20,000	10,001		10,001	50.0%	
4856 CAP - Street Furniture	0	0	7,000	7,000		7,000	0.0%	
4858 CAP - PLAY AREAS & EQPT	0	0	10,000	10,000		10,000	0.0%	
4862 CAP - Cemetery Provision	0	15,111	10,000	(5,111)		(5,111)	151.1%	
4871 CAP - Pavilion Renovations	649,098	2,485,317	1,151,575	(1,333,742)		(1,333,742)	215.8%	
4880 CAP - Signs	0	45	0	(45)		(45)	0.0%	
4891 YIF Project	158	5,707	0	(5,707)		(5,707)	0.0%	
4999 Trs to EMR Play Areas	0	0	25,000	25,000		25,000	0.0%	
E&L Capital & Projects :- Indirect Expenditure	<b>649,256</b>	<b>2,528,213</b>	<b>1,252,644</b>	<b>(1,275,569)</b>	<b>0</b>	<b>(1,275,569)</b>	<b>201.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(455,663)</b>	<b>(258,477)</b>	<b>(101,069)</b>	<b>157,408</b>				
Environment and Leisure :- Income	<b>196,387</b>	<b>2,315,857</b>	<b>1,194,691</b>	<b>(1,121,166)</b>			<b>193.8%</b>	
Expenditure	<b>660,598</b>	<b>2,651,913</b>	<b>1,430,794</b>	<b>(1,221,119)</b>	<b>0</b>	<b>(1,221,119)</b>	<b>185.3%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(464,211)</b>	<b>(336,055)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2024

Month No: 10

## 14. Appendix A - Income and Expenditure Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	196,387	2,315,857	1,194,691	(1,121,166)			193.8%	
Expenditure	660,598	2,651,913	1,430,794	(1,221,119)	0	(1,221,119)	185.3%	
<b>Net Income over Expenditure</b>	<u>(464,211)</u>	<u>(336,055)</u>	<u>(236,103)</u>	<u>99,952</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(464,211)</u>	<u>(336,055)</u>						



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Clerk: **Clare Evans**

Tel: 01582 708540

Email: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

## ENVIRONMENT FEES 2023-24

**Annotated to show a 3% increase for 2024/25 increases highlighted in red**

### SPORTS FEES

2024-25

#### Football Pitch fees

Pitch size	Annual Fee	Per Game fee
Senior		
• 11 v 11	£655 per team	£66 + VAT
Youth		
• 11 v 11	£355	£34 + VAT
• 9 v 9	£355	£34 + VAT
Mini		
• 7 v 7	£247	£26 + VAT
• 5 v 5	£247	£26 + VAT
Pre season ad hoc pitch hire	N/A	£70 + VAT

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

#### Cricket fees

Hire of the Cricket Pitch & Pavilion (Orchard Close)	<del>£ 1040</del> per season	<b>£1,071.20</b>
Ad hoc Cricket Pitch & Pavilion (Orchard Close)	<del>£ 43</del> per game	<b>£44.29</b>

#### Bowls Green

Hire of Bowls Green	<del>£ 5202</del>	<b>£5,358.06</b>
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### LEISURE FEES

2023-24

Hire of the open space for Fun Fairs & Circus	<del>£ 151 /day opening</del>	<b>£155.53</b>
Allotment Plots in the region of 125m <sup>2</sup> (half plot)	£75 per annum	
Allotment Plots in the region of 250 m <sup>2</sup> (full plot)	£100 per annum	
Allotment Deposit (to be returned on completion of tenancy should plot be left in a reasonable condition.)	£50 per plot	

**MISCELLANEOUS FEES****2024-25**

Hire of The Green pavilion	£6 per hour for Houghton Regis residents / HR community groups	
	£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*

**£31**

Hire of Moore Cres pavilion groups	£7 + VAT per hour for Houghton Regis residents / HR community groups	
	£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*

**£31**

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

**GROUNDS MAINTENANCE****2024-25**

Ground Maintenance (ad-hoc)	<del>£37 per hour + VAT per person</del>	<b>£38</b>
Ground Maintenance (CBC inc HHP)	£20 per hour + VAT per person	

**Note**

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

16. ADULT OUTDOOR GYM FOR PARKSIDE RECREATION GROUND LOCATION

