

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
13th February 2023 at 7.00pm

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

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

Public: 2

Also present: Councillor: J Carroll

12356 APOLOGIES

None.

12357 QUESTIONS FROM THE PUBLIC

None.

12358 SPECIFIC DECLARATIONS OF INTEREST

None.

12359 MINUTES

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

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

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

Allotments Working Group 27th September 2022

Resolved: To receive the Minutes detailed above.

12361 INCOME AND EXPENDITURE REPORT

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

Members queried:

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

2914036 - sleepers to be charged under 291-4037

2124015 - gas meter standing charge

2224015 - gas meter standing charge

2914015 - gas meter standing charge

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

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

Members received this report for information.

12362 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

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

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

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

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

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

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

Resolved: In light of the updated financial information provided to:

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

12363 ENVIRONMENT & LEISURE FEES 2023/24

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

Members had requested that officers liaise with clubs and report back.

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

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

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

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

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

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

The Chairman declared the meeting closed at 7.51pm

Dated this 14th day of March 2023

Chairman



Section 1: Introduction

The purpose of this document is to provide a comprehensive overview of the project's objectives and scope. It is intended for all stakeholders involved in the project, including management, team members, and external partners. The document outlines the key goals, the project's timeline, and the roles and responsibilities of the team members.

Section 2: Objectives and Scope

The primary objective of the project is to develop a new software application that meets the needs of our customers and provides a competitive advantage. The scope of the project includes the design, development, testing, and deployment of the application. The project will be completed within a six-month period.

The project will be managed using a agile methodology, allowing for flexibility and rapid response to changes. The team will work in sprints, with regular communication and reporting to the project manager. The project budget is estimated to be \$500,000.

The project team consists of a project manager, a software developer, a quality assurance specialist, and a user experience designer. Each team member has specific responsibilities and is committed to the success of the project.

The project will be supported by a dedicated team of resources, including hardware, software, and personnel. The project manager will ensure that all resources are available and used effectively. The project will be reviewed regularly to ensure that it is on track and meeting its objectives.

The project will be completed on time and within budget. The team is confident that the new software application will be a success and will provide a significant benefit to our customers and the company.

The project manager will provide regular updates to the project sponsor and the steering committee. The project will be completed by the end of the six-month period.

Project Manager: [Name]

Date: [Date]

[Signature]