

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
19th November 2018 at 7.30pm

Present: Councillors: Mrs T McMahon Chairman
Ms L Ellaway
Mrs Y Farrell
A Swain
Mrs S Thorne
T Welch (Substitute)

Officers: Clare Evans Town Clerk
Tony Luff Head of Grounds Operations

Also present: Councillors: K Wattingham
J Carroll

Public: 1

Apologies: Councillors: C Slough
D Dixon-Wilkinson

9659 APOLOGIES

Apologies were received from Cllr Dixon-Wilkinson and C Slough (Cllr Welch substituted).

9660 QUESTIONS FROM THE PUBLIC

None.

9661 SPECIFIC DECLARATIONS OF INTEREST

None.

9662 MINUTES

To approve the minutes of the meeting held on 17th September 2018.

Resolved: To confirm the Minutes of the meetings held on 17th September 2018 and for these to be signed by the Chairman.

9663 BUDGET REVIEW

Members considered the income and expenditure report, including detail on variances, for Environment & Leisure Committee to date.

In relation to 202-4059 (Village Green Pavilion, Professional Fees) members requested that consideration of this fund be put on a future agenda. It was suggested that an internal redesign may remove changing facilities so that the pavilion better supported community events based on the Green, such as more suitable toilets, a more functional kitchen and a larger community space.

Members also queried 202-4012. This would be investigated.

Resolved: To note the report.

9664 DRAFT BUDGET 2019/20

A report presenting the officer draft budget for 2019/20 for initial consideration along with explanatory notes was considered.

Resolved: To note the report.

9665 VISION UPDATE

Members considered a review of the initiatives under this committee.

A verbal update was provided on outcome 4m, Memorial Hall improvements. It was advised that officers had concerns over the Hall's capacity to manage the car park improvements being aspired to. Cllr Wattingham agreed to feedback to the Management Committee on the suggestion of lowering the car park.

Resolved: To note the report.

9666 HHP PROJECT UPDATE

The following matters were advised:

- HHP staff update provided
- HHP café management update provided
- HHP car park – specifically the Board had requested that the Committee consider the possibility of opening up Moore Crescent car park to assist with ongoing parking issues in HHP. A number of issues were raised in relation to this including parking restrictions in terms of hours and associated enforcement, concerns over ASB especially in the evenings, and litter. It was requested that feedback be sought from the residents of Moore Crescent and that a further report be made back to Committee which included this feedback.

9667 ENERGY EFFICIENCY AUDIT

Members considered a report providing detail on costs and funding options for energy efficiency audits of the councils' premises in accordance with Minute 9568.

- Resolved:**
- 1. To appoint Company 1 to complete an energy efficiency audit on all of the council premises including the council offices, workshop and 5 pavilions:**
 - 2. To fund the works from 291-4059 (Outside Services – Other Professional Fees) plus surplus funds from pavilion maintenance budgets.**

9668 TITHE FARM PAVILION RENOVATION

Members considered a report outlining options for the redevelopment or refurbishment of Tithe Farm Pavilion.

- Resolved:** **To enquire with the Beds Football Association about the possibility of applying for partnership funding to redevelop Tithe Farm Pavilion with the intention of refurbishing the 3 pairs of changing rooms, creating spectator toilet facilities and a kitchen with a serving hatch and a club room.**

9669 S106 FUNDING

At the request of the Planning Committee Members were provided with the s106 report compiled by the council's planning consultant along with the table of funding.

- Resolved:**
- 1. To request s106 funding for the purchase of a roller / spiker to improve the drainage of all HRTC football pitches;**
 - 2. To suggest to CBC that the s106 funding from the Land r/o Old Red Lion be allocated to renovate the grass pitches at the leisure centre or to contribute to the renovation / redevelopment of Tithe Farm Pavilion.**

9670 TREE SURVEY

Members considered a report advising of additional tree survey works along the Former Railway Line, the willow trees on East End and the trees within the Churchyard.

- Resolved:** **To include in the councils budget, provision (£2000) for additional tree survey works in 2019/20.**

9671 CHURCHYARD WALL

Members considered a report providing the tender prices received for the repair of the north east and south east iron gates and gate piers on the eastern boundary of the churchyard.

It was suggested that the council seek to budget for a survey on whole wall to help to plan for expenditure.

- Resolved:**
- 1. To instruct Company 2 to complete the tender works specified for the repair of the north east and south east iron gates and gate piers on the eastern boundary of the churchyard;**
 - 2. To fund the works by completing the following virements:**
 - £16380 from EMR 320, Churchyard Wall to 272-4028;**
 - £1928 from 271-4020, Houghton Regis Cemetery - Misc Establishment Costs, to 272-4028**
 - £612 from 281-4037, Public Open spaces – Grounds Maintenance, to 272-4028**

9672 CEMETERY DESIGN

Members received the agreed landscaping proposals including indicative costing and phasing detail.

In relation to the design members requested the following adjustments:

- Removal of the gate to car park in front of the Scout Hut;
- The use of bonded gravel instead of loose gravel.

Confirmation was also sought that the reference to amenity grass was not a wild flower area.

- Resolved:**
- 1. To approve the community engagement process including the artwork;**
 - 2. To approve CDS to prepare and manage the tender process;**
 - 3. To request that CDS undertake more detailed design work on the style of the memorialisation features.**

9673 MOWER CHANGE

Members considered a report providing a suggestion that consideration be given to the replacement of some of the older and obsolete machinery to reduce maintenance costs in the longer term, to achieve efficiencies of work and to reduce risks to health and safety.

- Resolved:**
- 1. To trade in the following existing mowers:**
 - 1x Ransoms Trailed Cylinder Gang Mowers**
 - 1x 2010 Hayter Triple Cylinder Mower**
 - 1x 2007 Hayter Triple Cylinder Mower**
 - 1x Scagg Fail Mower Rough Cut Mower**
 - 1x Ransoms Rotor Sports Cut Mower**
 - 2. To purchase the following rotary mowers:**
 - 1x Trimax Pegasus Triple Deck Rotary Mower**
 - 2x Kubota F3890 Rotary Mowers 60” Deck**
 - 1x Shidara Front Deck 60” Rotary Mower**
 - 3. To fund the replacement using £12516 from EMR 326 and £18600 in 299-4851 (capital) and to request that Town Council approve the use of General Reserves up to £12245.**

9674 ENVIRONMENT & LEISURE FEES

Members considered a schedule of fees showing tracked changes to the fees under the control of this committee:

- Environment & Leisure Fees
- Cemetery Fees

Fees had been increased by approximately 2%.

Members were requested to note the following;

- The Bowls Club had supported the end of season treatment being completed by an external company. The council had settled the invoice for this but the Club had reimbursed the council. To avoid this the club were invited to pay an enhanced fee to cover the cost of the work;
- The subsidised rate for grounds maintenance work for CBC was provided to reflect the joint venture agreement between the councils;
- The cemetery fees include a note to advise that burial space was restricted and may not be available throughout the course of the year;
- A significant review was undertaken 2 years ago comparing HRTC cemetery fees with other local authorities. The fee structure was agreed at that time to be suitable and broadly comparable with other areas.

Members requested that the Cemetery Fees be increased by 5%.

Resolved: To approve the Environment & Leisure Fees and the Cemetery Fees as set out for 2019-20.

The Chairman declared the meeting closed at 9.40pm

Dated this day of 2019

Chairman