

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr M S Kennedy**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

23rd August 2019

To: Members of the Community Services Committee

**Cllrs: K Wattingham (Chairman), J Carroll, C Copleston, Y Farrell,
S Goodchild, T McMahon and A Slough.**

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Community Services Committee** to be held at the Council Offices, Peel Street on **Monday 2nd September 2019 at 7.00pm.**

Clare Evans
Town Clerk

**THIS MEETING MAY
BE RECORDED ***

Agenda

- 1. APOLOGIES & 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.

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 & REQUESTS FOR DISPENSATIONS**

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.

**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. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

The use of images or recordings arising from this is not under the Council's control.

4 MINUTES

Pages 5 - 10

To approve the Minutes of the meeting held on 24th June 2019.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 24th June 2019 and for these to be signed by the Chairman.

5 REPORT FROM GROUNDWORK

A representative from Groundwork will be attending the meeting to report on the youth work Groundwork has recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

6 HRTC YOUTH SERVICES

A representative from Groundwork will be attending the meeting to report on the youth work Groundwork has recently completed on behalf of HRTC in delivering the pop-up youth cafes.

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

Pages 11 - 32

Events Working Group 5th June and 10th July 2019.

Combating Crime Working Group 22nd May, 19th June and 17th July.

Recommendation: To receive the Minutes detailed above and to approve the recommendations contained therein as follows;
To approve that the council seek to extend the Operation Hana contract with Bedfordshire Police on the same basis until 31st March 2020.

8 BUDGET REVIEW

Pages 33 - 38

Members will find attached a report on the income and expenditure for Community Services Committee to date.

Recommendation: To note the report.

9 VISION UPDATE

Pages 39 - 40

Members will find attached a review of the initiatives under this committee.

10. COMMUNITY SERVICES

Pages 41 - 48

Members will find attached a report from the Community Development Officer detailing work completed since the last meeting.

Of specific note are the following points:

- External support for the youth council from January 2020;
- The possibility of a anti knife crime campaign (externally funded)
- Suggested alterations to the HRTC holiday activities

- Recommendation:**
1. **To note the report;**
 2. **To request a report on options available regarding support to the Youth Council given the change in the commissioned contract between Central Bedfordshire Council and Groundwork.**
 3. **To note the potential for the Anti Knife Crime Knife Campaign to be held.**
 4. **In relation to the 2020 holiday activities to:**
 - **deliver the summer playscheme in the same format that it has been delivered this year;**
 - **to deliver 3 family days trips, one at Easter, one in the summer and one in the October half term.**

11. TOWN GUIDE

Members are advised that the current edition of the Town Guide expires in 2019.

Historically the Guide has included a number of pages of editorial along with a number of pages of advertising. An external company has co-ordinated and sold the advertising space and has developed and printed the guide. The Council has provided the editorial pages and photographs. Sufficient copies have been produced which enable a copy to be delivered to each household plus a surplus to be used at events and ad hoc. There has been a cost to the council of production of £1000 as the publication has been largely funded through advertising. The advertising has been sold on the basis that a copy is delivered to each household.

A budget was requested for 2019/20 but ultimately was not agreed. It has not been possible to identify a surplus budget which could be made available in 2019/20. Therefore Members are requested to consider options around:

- Whether the council should continue to produce a guide
- Whether the current format is the right format, notably if advertising is included
- How the guide is circulated notably distributed to each house, key locations

Recommendation: **To seek to complete a town guide on the same basis in 2020/21.**

12. CCTV COSTS

Members are advised that the air time and warranty for the 3 redeployable cameras expires in September 2019.

A quote has been received. For a 2 year service bundle for all 3 cameras the cost is £4500 (equating to £500 per year per camera) and for a 3 year service bundle the cost is £5400 (equating to £600 per year per camera). The costs are payable in full and upfront. The cost is higher per camera for a 3 year bundle due to the increase liability of the camera being nearer the end of its economic lifespan.

Members are advised that the cameras were purchased as follows: 2 in 2015 and 1 in 2016. The lifespan of a camera is up to 7 years. As such it is suggested that the 3 year service bundle be purchased and that the council may need to consider replacing all cameras at the end of this period.

Recommendation: To purchase a 3 year service bundle at a cost of £5400.

13. BULK WASTE COLLECTION CONTRACT

Pages 49 - 62

Members are advised that the previous council administration sought to establish an agreement with CBC to enable HRTC to subsidise bulk waste collections in the parish to reduce bulk waste in properties and incidences of fly tipping. The report presents a draft Service Level Agreement for consideration.

Recommendation: To agree the Service Level Agreement and for the project for the Subsidy of Bulk Waste Collections commence as soon as practicable.

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HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
24th June 2019 at 7.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
C Copleston
Y Farrell
S Goodchild
T McMahon
A Slough

Officers: Clare Evans Town Clerk
Tara Earnshaw Community Development Officer
Louise Senior Head of Democratic Services

Public: 0

9966 APOLOGIES & SUBSTITUTIONS

None.

9967 QUESTIONS FROM THE PUBLIC

None.

9968 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

9969 ELECTION OF VICE CHAIR

Members were invited to nominate and elect a Vice Chair for the Community Services Committee.

Nominee: Cllr Copleston Nominated by: Cllr Slough
Seconded by: Cllr Farrell

No other nominations were received.

On being put to the vote Cllr Copleston was duly elected as Vice-Chair for the Community Services Committee for the municipal year 2019/ 2020.

9970 MINUTES

To approve the minutes of the meeting held on 11th February 2019.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 11th February 2019 and for these to be signed by the Chairman.

9971 REPORT FROM YOUTH COUNCIL

Representatives from Houghton Regis Youth Council attended the meeting to report on the events and activities they had been involved with.

Members were advised of some of the events that had been attended by Youth Council members:

- Mayor's Inauguration
- May Day
- Pride of Houghton Youth Awards
- Easter Egg Hunt
- Civic Service
- Red Nose Day
- Birds of Prey
- Cat Protection event

Members were advised that in addition to the events attended, the Youth Council had attended regular fortnightly meetings where event planning and decisions had been made. Pride of Houghton Youth Awards had involved a lot of planning which had been completed at these meetings.

Members agreed to move agenda items 7 and 8 to later in the meeting as the representative from Groundwork had not yet arrived.

9972 COMMUNITY SERVICES

Members received a report which updated members on work undertaken by the Community Development Officer.

Members were advised that the new phase of Shop Local had been launched with 42 businesses signed up. The new phase would be for twelve months rather than 6. The Birds of Prey event held in Bedford Square had drawn in large numbers of people, Red Nose Day was held inside due to poor weather on the day. Despite poor weather, the event was a success with over £400 raised for Comic Relief.

Work for the summer youth provision was underway. The family day trip to Southend was planned, with two coaches booked based on the success of the trip last year.

Funding had been received for the Graffiti Project, which had been completed at the Skate Park and Parkside Pavilion. Sessions had been attended by young people prior to completion of the artwork.

Work was ongoing with Houghton Together, which had delivered a music event in Bedford Square.

The Graffiti Project was commended and had received positive feedback.

Members queried whether the shops had provided feedback on any increase in footfall arising from events and Shop Local. Members were advised that these figures had not been collated, as not all shops had returned the evaluation form.

Members were advised that work to compile a questionnaire to roll out to youths in the area was ongoing. Results would be fed back into the Councils Vision.

Resolved: To note the report.

9973 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group	13 th February, 6 th March, 3 rd April, 24 th April 2019
Combating Crime Working Group	19 th December 2018, 23 rd January 20 th February, 20 th March, 17 th April 2019

Resolved: To receive the following Minutes:

Events Working Group	13 th February, 6 th March, 3 rd April, 24 th April 2019
Combating Crime Working Group	19 th December 2018, 23 rd January 20 th February, 20 th March, 17 th April 2019

9974 BUDGET REVIEW & INCOME AND EXPENDITURE REPORT

Members received a report on the Community Services Committee's budget for 2019/20 supported by the relevant extract from the and income and expenditure report.

Members were requested to note the following committed Community Services Committees projects:

- Youth Services including;
 - Easter & Summer Playscheme (delivered in-house)
 - Youth Council (delivered in-house)
 - Pop-Up Cafes (delivered by Groundwork)
- Community Services including;
 - Shop Local (delivered in-house)
 - Town centre events / attractions (delivered in-house)
 - Public toilet cleaning (delivered by contractors)
 - Christmas lights (delivered by contractors)
- Communications including
 - Town crier
 - Website
- Events
- Grants including
 - Key Partners
 - Large Capital Grants
 - Small Project Grants
 - Mayors Christmas cards and voucher
- Community Safety
 - Enviro-crime – redeployable CCTV cameras, community safety initiatives

- High visibility policing project
- Civic Services
 - Mayoral allowance
 - Civic events
 - Civic regalia

It was advised that the income from events and sponsorship had dropped significantly from the initial predicted amount resulting in the need to reduce event expenditure.

The reduction of expenditure necessary for events was queried and the suggestion of a breakdown of the costs for each event would be beneficial to members. Members were advised that these figures would be presented at the Events Working Group.

A member suggested that the Events Working Group would benefit from becoming a Sub-Committee as it was involved with a large amount of expenditure.

7.30pm David Ramsay from Groundworks arrived.

It was queried whether sponsorship opportunities had been fully explored. Members were advised that this avenue had been exhausted with all suggestions from councillors fully explored. Members were advised that in previous years sponsorship had successfully increased when councillors had time available to canvass face to face.

Members queried the number of residents who would qualify for the Mayors Christmas Appeal Fund. Members were advised that a GDPR completion form had been sent out to residents, however, around 60% of which had been returned. Concerns were raised that the number of qualifying residents was unknown, and there could be an influx of qualifying residents signing up for the fund.

Members were advised that the increase of the Mayors Christmas Appeal Fund had been set by councillors at the last budget setting meeting.

- Resolved:**
- 1. To request that Events Working Group give consideration to ways to reduce expenditure on council events by £6500 to offset the predicted reduction in event income and sponsorship pending the outcome of recent efforts to secure additional sponsorship;**
 - 2. To enhance the Mayors Christmas Appeal Fund initiative by increasing the value of the voucher to £3.50.**

9975 REPORT FROM GROUNDWORK

A representative from Groundwork attended the meeting to report on the youth work Groundwork had recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

Members were advised that session attendance numbers had been at 20 / 25 although numbers had dropped during the school holidays. Members were advised that the programme of events and activities were varied with quizzes, fun activities and visitors to offer advice and support.

A session for older youths had been introduced, however the number of attendees had fallen quickly, figures would be assessed until summer, a decision would then be made whether it was worthwhile to continue these sessions.

Members were advised that Groundwork had secured a five-year tender for Central Bedfordshire Council Youth provision in Houghton Regis.

9976 HRTC YOUTH SERVICES

A representative from Groundwork attended the meeting to report on the youth work Groundwork had recently completed on behalf of HRTC in delivering the pop-up youth cafes.

Members were advised that the numbers of young people attending the Pop-up-Cafe averaged at 10 – 15. Young people were enjoying the preparation of simple foods; donuts, toasties, smoothies and had considered planning a roast dinner. There were some enhanced sessions planned with details to be confirmed.

Members were advised that a ban had been imposed on a young person due to unacceptable behaviour.

Members queried a Food Hygiene course for the young people, members were advised that investigation into this was ongoing and a suitable training programme was being sought.

9977 VISION UPDATE

Members received a review of the initiatives under this committee.

Members queried whether completed projects should be removed from the document, members were reminded that members had agreed for the items to remain on the document, but colour coded accordingly. Members were advised that the vision setting process for the next 4 years was imminent and would likely be completed over three sessions, with scope to extend to four sessions if necessary.

Resolved: To note the report.

The Chairman declared the meeting closed at 8.10pm

Dated this 2nd day of September 2019.

Chairman

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Events Working Group
5th June 2019 at 11.00am

Present:	Councillors:	T McMahon C Copleston Y Farrell S Thorne K Wattingham T Welch	Chairman Substitute
	Co-opted Members:	Mrs C Butler D Hill	
	Officers:	Sarah Gelsthorp Louise Senior	Civic and Events Officer Head of Democratic Services
Apologies:	Councillors:	J Carroll A Slough	

EWG486 ELECTION OF THE CHAIRMAN

Members are invited to appoint a Chair for the Events Working Group.

Nominee:	Cllr McMahon	Nominated by:	Cllr Wattingham
		Seconded by:	Cllr Farrell
Nominee:	Cllr Welch	Nominated by:	Cllr Copleston
		Seconded by:	Nomination received no seconder

On being put to the vote Cllr McMahon was elected as Chair for the Events Working Group.

EWG487 ELECTION OF THE VICE CHAIRMAN

Members were invited to appoint a Vice Chair for the Events Working Group.

Nominee:	Cllr Farrell	Nominated by:	Cllr Wattingham
		Seconded by:	Cllr McMahon
Nominee:	Cllr Welch	Nominated by:	Cllr Copleston
		Seconded by:	Cllr Farrell

On being put to the vote Cllr Farrell was elected as Vice Chair for the Events Working Group.

EWG488 CO-OPTIONS

Members were requested to consider if they would like to Co-opt Members on to the Events Working Group until May 2020.

Members requested that an invitation be extended to Chris Slough to be co-opted on to the

Events Working Group. Members agreed, subject to him accepting the invitation, that he would be co-opted onto the Working Group. Members requested the Civic & Events Officer extend the invitation to Mr Slough.

Members received applications from Carol Butler and David Hill, who had expressed an interest in being Co-opted back onto the Working Group.

Resolved:

- 1. To accept Co-options on to the Events Working Group from 19-20**
- 2. To Co-opt Carol and David Hill on to the Working Group until May 2020.**

EWG489 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Sgt, Louise Bates, Cllr Carroll and Cllr Slough (Cllr Copleston substituted).

EWG490 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Wattingham and Cllr Copleston reminded members of their involvement with the SOS Bus, as such would not take part in any voting relating to the SOS Bus.

EWG491 MINUTES

To approve the Minutes of the meeting held on 24th April 2019.

Resolved: **To confirm the minutes of the Events Working Group meeting held on 24th April 2019.**

EWG492 COMMITTEE FUNCTIONS

In accordance with Standing Order 4.j.v. Council was required to review its delegation arrangements to committees and sub committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub Committees and Working Groups of the Council, which was confirmed at the Annual Meeting of the Town Council.

The Events Working Group reports to the Community Services Committee and acts as an advisory group. The events that the working group were involved in were:

- Inaugural Reception
- Carnival – (Saturday 13th July 2019)
- Skate Park Competition (Thursday 25th July 2019)
- Houghton Rocks – (Saturday 31st August 2019)
- The Pride of Houghton Awards – (Saturday 12th October 2019)
- Fireworks Display – (Sunday 3rd November 2019)
- Santa's Grotto Saturday – (Saturday 14th December 2019)

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- Pancake Race (Shrove Tuesday – (25th February 2020)
 - Easter Egg Hunt – (11th April 2020)
 - May Fair – (2nd May 2020)

The Events Working Group meets approx. 10 times per year, which take place prior to the events. Feedback for the events would be given via feedback forms, circulated to participants, which would be reported back to the Working Group.

It was requested that members of the Events Working Group (and fellow councillors if possible) assist at the events.

Each event was risk assessed and must be conducted under the Health and Safety regulations. Briefings were given prior to the May Fair, Carnival and Car Show with the appropriate documentation given to members. A Serious Incident Management Plan and marshals brochure was distributed to each marshal prior to these events

EWG493 MAY FAIR - REVIEW

Members received a copy of the final budget.

The May Fair took place on Saturday 4th May 2019 and the event included the Crowning of the May Queen, Maypole Dancing, a Magic Show, Balloon Modelling, Live Music, dance display, stalls, refreshments and food outlets. The event was well attended and there were no issues regarding Health and Safety, except that it was a windy day, which resulted in some gazebos breaking.

Members were requested to discuss the May Fair and to confirm if they wish to hold the event in 2020.

Members requested clarification whether the May Fair came within the allocated budget. Members were advised that the events budget was an annual budget and as such there was scope for fluidity within each event costings.

Members discussed the lower income figure on the 2019 May Fair compared with previous years, it was suggested that the poor weather on the day impacted largely on resident turnout.

General feedback received on the event had been positive, however, it had been reported that several gazebos had been damaged as a result of the weather. Members suggested that a minimum requirement for gazebos and tables be introduced for stall holders for example: gazebos - weighted feet must be used. At future events, wind speeds from Weather Forecasts would be used to determine if gazebos should be taken down completely.

Members agreed to hold the May Fair in 2020.

- Resolved:**
- 1) To note the report.
 - 2) To hold the May Fair once again in 2020

EWG494 INAUGURAL RECEPTION - REVIEW

The Inaugural reception took place on 15th May and the event was well attended by members of the local community. Members received a copy of the Budget and members were invited to comment on the event.

Concerns were raised regarding how much food was left at the end of the event. It was suggested that the price costings, numbers catered for and an alternative menu be looked at for future Inaugural Receptions.

The Civic & Events Officer highlighted the importance of assistance from councillors at events, in particular, help and assistance at the end events to aid with clear up would be appreciated.

Resolved: To note the report.

EWG495 CARNIVAL – 13th July 2019

Members received an update provided on:

- *Stalls*
At the time of this meeting 56 stalls had been booked.
- *Programme*
The programme was being distributed by Houghton Helpers. Members were advised that there had been an error in the programme, which would be rectified before publication on social media.
- *Procession*
Members discussed promoting the procession in the hope of gaining more participants. Further local organisations / groups were to be approached and invited to join the procession.
- *Food stalls*
At the time of this meeting: Pizza Van, Drinks/Grill, Burger Van and the WI had confirmed attendance. Payment was awaited for two other outlets.
- *Carnival Court / Costumes / Float*
Members were advised that the Carnival Queen had been confirmed, other organisations / groups were to be approached and invited to nominate for Carnival Court.

Members discussed rearranging the layout of stalls on the Village Green and consideration was given to holding a 'Food Court' in one area, with ice cream vans remaining pepper potted over the Village Green.

Resolved: To note the report.

EWG496 HOUGHTON ROCKS- 31st August 2019

Members were requested to confirm how much should be charged for a Car Boot Pitch. It was suggested that Pre-booked cars were charged £5 and £7 for vans. On the day Cars would be charged £7 and £10.

Members suggested signage be placed at the Village Green directing cars to Parkside Recreation Ground to avoid any confusion of venue on the day.

Members were advised that police presence would be increased for the event in 2019.

Resolved: To confirm a price for the Car Boot pitches

EWG497 FUTURE EVENTS

Members were invited to raise any questions regarding the following events:

Skate Park Competition – 25th July 2019
Pride of Houghton Awards – 12th October 2019.
Fireworks Display – 3rd November 2019
Santa's Grotto – 14th December 2019

Members were advised on preliminary stall bookings for the above events. The Community Development Officer had secured some free activities for the Skate Park Competition, specific details would be confirmed in due course.

Concerns were raised over the low number of nominations received for the Pride of Houghton Awards. Members discussed various means of promoting the event.

Members were advised that First Aid, refuse bins, toilet facilities and security had all been booked for the Fireworks event.

Members discussed the timing of the meeting, and agreed the time be changed to 4pm, subject to council procedures.

EWG498 DATE OF THE NEXT MEETING

The date of the next meeting has been set for **Wednesday 10th July 2019 at 4pm** subject to confirmation

The Chairman declared the meeting closed at 12.34pm

Dated this day 10th of July 2019

Chairman

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Events Working Group
10th July 2019 at 4pm

Present:	Councillors:	T McMahon J Carroll Y Farrell A Slough S Thorne K Wattingham T Welch	Chairman
	Co-opted Members:	Mrs C Butler D Hill C Slough	
	Officers:	Clare Evans Sarah Gelsthorp Louise Senior	Town Clerk Civic and Events Officer Head of Democratic Services

EWG499 APOLOGIES AND SUBSTITUTIONS

None.

EWG500 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG501 MINUTES

To approve the Minutes of the meeting held on 5th June 2019.

Resolved: To confirm the minutes of the Events Working Group meeting held on 5th June 2019.

EWG502 BUDGET SAVINGS

The Town Clerk was in attendance for this agenda item to clarify any questions members had regarding the budget savings.

Members received a report to consider ways to secure budget savings requested by the Community Services Committee. Members received details regarding the expenditure and income.

Members raised concerns and expressed their disappointment at the cancellation of the Celebration of Christmas event for 2019. Members were advised that without the sponsorship of £2,500 the event could not go ahead. Members were advised that participants at this event would not lose the opportunity to perform as Central Bedfordshire Council hosts an event called Sing-up each year.

Members were advised that there had been an enquiry of sponsorship. Officers were waiting for confirmation of the monetary amount, in light of this, an amendment to the officer recommendation 3 was proposed.

The officer recommendation was:

To note that, through liaison with the Mayor (as a mayoral event), the Celebration of Christmas event in 2019 (£3000) would not be held.

The amendment was proposed by: Mr Slough seconded by: Cllr Welch

To note that, through liaison with the Mayor (as a mayoral event), the Celebration of Christmas event in 2019 (£3000) would not be held, unless sponsorship was achieved to a level to cover the cost of the event.

Members for: 6 Members against: Abstentions: 4

Accordingly, this became the substantive motion.

- Resolved:**
- 1) **To note that the Community Services Committee had requested that the Events Working group consider was to achieve budget savings of £6500;**
 - 2) **To advise Community Services Committee that savings had been achieved through officer savings relating to Spring / summer events of £4100;**
 - 3) **To note that, through liaison with the Mayor (as a mayoral event), the Celebration of Christmas event in 2019 (£3000) would not be held, unless sponsorship was achieved to a level to cover the cost of the event.**

EWG503 THE CARNIVAL - HEALTH AND SAFETY AT THE CARNIVAL

Members received the Marshals Information booklet which included a final event overview listing the roles and responsibilities. Volunteers were needed to assist with marking out the Village Green on Friday 12th July 2019. A list of phone numbers was collated and would be created and forwarded to members prior to the event.

Members availability was confirmed to assist on the day.

Members received a Serious Incident Management Plan for the Village Green and Procession which had been created with the model document along with a Serious Incident Contact Card (SICC). Members were asked to adopt this policy and card in order that they can be used on 13th July. If adopted the policy would be placed in the Control Tent.

Special thanks were given to Carol Butler and the Members for their amazing efforts decorating the Houghton Regis Town Council carnival float.

Members were requested to note that a Traffic Management Company had been employed to look after the rolling road blocks at the Carnival. This was a result of the change in Police policy regarding the Policing of events.

Resolved: To note the report.

EWG504 SKATE PARK COMPETITION

Members were advised that the following had been booked for the Skate Park Competition at Tithe Farm Recreation Ground (Thursday 25th July 2019 from 12 noon).

Events included:

Bike and Scooter Competitions, for Under 10s, 11-13s and Over 14s

3Sixty Bicycle Stunt Team Displays and Tricks

Circus Skills Workshops

Youth Engagement Day (arranged by the Community Development Officer)

Graffiti Art (funded by the Youth Council).

Activities from Craft and Coffee

Trophies and medals, toilets and first aid cover had been arranged for the event.

It was suggested that personnel arrive on site for 10am to begin setting up the day.

Members availability was confirmed to assist on the day.

Resolved: 1) **To note the report**
 2) **To confirm availability to assist on the day.**

EWG505 HOUGHTON ROCKS

Members received updates regarding the event.

It was suggested that personnel arrive on site for 7am to begin setting up the day.

Members availability was confirmed to assist on the day.

Resolved: **To note the report.**

Mr C Slough left the meeting at 5.15

EWG506 PRIDE OF HOUGHTON AWARDS

Members were advised that the quantity of nominations had been disappointing. A member suggested holding this event biennially. It was agreed that the Pride of Houghton event would be promoted at the Houghton Regis Town Council Carnival by members at every opportune moment.

Mr Hill confirmed that he had been able to secure a discount on the booking of the Memorial Hall for this event, by £100, but that the Memorial Hall Committee had requested that details be forwarded to them regarding the plans for the day.

Resolved: **To note the report**

Cllr Slough left the meeting at 5.25pm

EWG507 FUTURE EVENTS

Members were invited to raise any questions regarding the following events:

- Fireworks – 3rd November 2019
- Santa's Grotto – 14th December 2019
- May Fair / VE Day – 2020.

Members discussed the May Fair and VE day and agreed to not to hold the May Fair in 2020 and instead focus on VE celebrations on the planned date of 8th May 2020. Members requested this to be placed on future agendas.

The Chairman declared the meeting closed at 5.27pm

Dated this day of 28th August 2019

Chairman

Houghton Regis Town Council
Combating Crime Working Group
22nd May 2019 at 11.00am

Present: Councillors: K Wattingham (Chairman)
Y Farrell
Mrs T McMahon
M S Kennedy
T Welch Substitution

Police: Sgt. Louise Bates Bedfordshire Police
PC Paul Harman Bedfordshire Police
PCSO Leah Barron Bedfordshire Police

Officers: Tara Earnshaw Community Development Officer
Louise Senior Head of Democratic Services

Apologies C Copleston

Also present: D Jones

CC990 ELECTION OF THE CHAIRMAN

Members were invited to elect a Chairman of Combating Crime Working Group.

Nominee: Cllr Wattingham Nominated by: Cllr Farrell
Seconded by: Cllr Kennedy

On being put to the vote Cllr Wattingham was duly elected as Chairman of Combating Crime Working Group.

CC991 ELECTION OF THE VICE-CHAIRMAN

Nominee: Cllr Copleston Nominated by: Cllr Welch
Seconded by: Cllr Kennedy

On being put to the vote Cllr Copleston was duly elected as Vice-Chairman of Combating Crime Working Group.

CC992 CO-OPTIONS

Members were invited to consider continuation with co-optees of the Combating Crime Working Group. Suggestions included representatives from:

- Central Bedfordshire Council — ward councillors
- Street watch
- Speed watch

Members discussed the benefit of having Co-opted members from the listed organisations, however, a member of this committee was on Speedwatch, and another member of this committee was a Central Bedfordshire Council Councillor, members agreed that it would be unnecessary to co-opt from these two organisations.

Members suggested that Carol Butler from Streetwatch be invited to be co-opted onto this working group.

Recommendation: To agree in principle to co-opted a member from Street Watch onto CCWG.

CC993 TERMS OF REFERENCE

Members received, and were asked to note, the Terms of Reference for the Combating Crime Working Group

Recommendation: To note the report.

CC994 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC995 MINUTES

To approve the Minutes of the meeting held on the 17th April 2019.

Resolved: To approve the Minutes of the meetings held on the 17th April 2019 and for these to be signed by the Chairman.

CC996 POLICE REPORT

Members received a report regarding Operation Hana.

Members were invited to:

- Share local concerns in light of the report (these should relate to strategic matters)
- To discuss any instructions to Bedfordshire Police under Operation Hana.

Members were advised of the crime figures for the same period last year:

Violence against a person: +23%

Robbery: +1%

Domestic Burglary: +1%

Burglary other: -8%

Vehicle Crime: -18%

Other theft: figures remain the same as last year

Fraud and Fraudery: figures remain the same as last year

Criminal Damage: -12%

Drugs: figures remain the same as last year

Other notable offences: +5%

Members were advised that the increase of visible foot patrols had a positive impact and feedback residents was also positive.

Members were advised that due to Police acceptance of anonymous reporting, Houghton Regis had a higher success rate in closure orders than in surrounding towns.

Members discussed various youth group activity and the growing numbers of youths loitering in the streets.

Members discussed the target areas for Operation Hana and agreed for the foot patrol to focus on Bedford Square and Bedford Court, Morrisons (High Street) Parkside Drive, Bromley Gardens and Houghton Hall Park.

Resolved: For Operation Hana to focus on: Bedford Square and Bedford Court, Morrisons (High Street), Houghton Hall Park, Parkside Drive and Bromley Gardens.

CC997 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

In light of the police report Members were invited to consider if there was a need to move the redeployable cameras to different locations or whether they should remain where they were.

Members agreed to relocate two of the three cameras:

- Dolphin Drive: move to the park end of Dolphin Drive
- Hillborough Crescent: move to Parkside / Bromley Gardens

Resolved: To agree, on the advice of the Police or other reliable information, the location of the redeployable cameras.

CC998 ENVIRO-CRIME

Members received a schedule listing reported issues for the previous month and their current status.

Members were reminded that they were able to report emerging issues at any time. These issues would be added to the schedule.

Resolved: To note the schedule.

The Chairman closed the meeting at 12.00pm

Dated this 19th day of June 2019

Chairman

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Houghton Regis Town Council
Combating Crime Working Group
19th June 2019 at 11.00am

Present:	Councillors:	K Wattingham C Copleston Y Farrell T McMahon	(Chairman)
	Co-opted member:	Mrs C Butler	Street Watch
	Police:	Insp. Rob Cross	Bedfordshire Police
	Officers:	Tara Earnshaw Louise Senior	Community Development Officer Head of Democratic Services
Apologies:	Councillor:	M S Kennedy	

CC999 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Kennedy.

CC1000 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1001 MINUTES

To approve the Minutes of the meeting held on the 22nd May 2019.

Matters arising:

Resolved: To approve the Minutes of the meetings held on the 22nd May 2019 and for these to be signed by the Chairman.

CC1002 POLICE REPORT

Members received a verbal report from Bedfordshire Police on Special Constables. Members were advised that the number of Special Constables was declining as the regular police force was recruiting with a further two intakes later in the year encouraging Special Constables to join the regular police force.

A Special Constable recruitment drive was to take place to recruit a number of Special Constables, however, a large proportion of these were to replace natural wastage, i.e. retirement etc.

Operation Meteor had received a large amount of resources, 10 Special Constables were involved with one arrest and one recovered stolen bike.

It was confirmed that there would be police present at the Carnival, however, police would not be involved with the road closures. Members relayed recent spates of local damage and fires to the police.

Members agreed to leave Hana patrols as they were currently, but to add a drive by the local park areas.

Resolved: To agree instructions to Bedfordshire Police under Operation Hana in relation to patrol locations and issues to be targeted.

CC1003 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

In light of the police report members were invited to consider if there was a need to move the redeployable cameras to different locations or whether they should remain where they were.

Members were advised that the two moves requested at the last meeting had not yet transpired due to confusion with a suitable lamp column. Members agreed to leave the current requests as standing without any amendments.

Resolved: To agree, on the advice of the Police or other reliable information, the location of the redeployable cameras.

CC1004 ENVIRO-CRIME

Members received a schedule listing reported issues for the previous month and their current status.

Members were reminded that they were able to report emerging issues at any time. These issues would be added to the schedule.

Resolved: To note the report.

CC1005 COMMUNITY SAFETY INITIATIVES

Members received a schedule providing an update on current community safety initiatives.

Members requested that the chair and the officer who clerks the Community Services Committee of Dunstable Town Council, be invited to attend the Combating Crime Working Group meeting in August, with a view to share good practices.

Members were advised that the waste clearance Service Level Agreement had been amended and an updated version from Central Bedfordshire Council was awaited.

Members were advised that an e-mail had been received updating members on the Parking Arrangements behind the Community Centre, Bedford Square. Central Bedfordshire Council had been contacted regarding the parking arrangements behind the community centre and the matter was to be presented to the Councils Traffic Management Committee on 6th June, unfortunately it was not included in the agenda. It was hoped that it would be included in the next meeting of the Traffic Management Committee on 16th July.

Concerns were raised regarding dog fouling along the alleyway by St Michaels Avenue, and the distance between the dog bin and Houghton Regis Primary School.

Resolved: To note the report.

The Chairman closed the meeting at 12.00pm

Dated this 17th day of July 2019

Chairman

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Houghton Regis Town Council
Combating Crime Working Group
17th July 2019 at 11.00am

Present:	Councillors:	K Wattingham C Copleston Y Farrell T McMahon M S Kennedy	(Chairman)
	Co-opted member:	Mrs C Butler	Street Watch
	Police:	Sgt. Liam Mitchell	Bedfordshire Police
	Officers:	Tara Earnshaw Louise Senior	Community Development Officer Head of Democratic Services

CC1006 APOLOGIES & SUBSTITUTIONS

No apologies were received.

CC1007 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1008 MINUTES

To approve the Minutes of the meeting held on the 17th July 2019.

Resolved: To approve the Minutes of the meetings held on the 17th July 2019 and for these to be signed by the Chairman.

CC1009 POLICE REPORT

Members received a report regarding Operation Hana.

Members were invited to:

- Share local concerns in light of the report (these should relate to strategic matters)
- To discuss any instructions to Bedfordshire Police under Operation Hana.

Members were advised of crime figures compared to the same two months last year:

Violence against a person: -15 percentage: -16.3%
Robbery: -2 percentage: -50%
Domestic Burglary: -12 percentage: -63%

Burglary other: -18 percentage: -90%
Vehicle Crime: -7 percentage: -19.4%
Other theft: +9 percentage: +52%
Fraud and Fraudery: +1 percentage: +100%
Criminal Damage: +22 percentage: +75%
Drugs: 0
Other notable offences: -6 percentage: -60%

Members requested that for future reports the figures be presented in the format of ratios, members were advised that this would be fed back to the author of the report.

Members acknowledged 50% of the additional policing was now foot patrol resulting in the positive impact of higher visibility policing, and advised that the feedback received from residents was positive.

Members were advised that there had been several bike seizures within Houghton Regis.

Members were advised that there had been an amnesty bin placed in Bedford Square for residents to surrender knives.

Members requested that an article be written in conjunction with Sgt Bates to be published on social media, highlighting the positive impact the Op Hana initiative has had in Houghton Regis.

Resolved: To agree instructions to Bedfordshire Police under Operation Hana in relation to patrol locations and issues to be targeted.

CC1010 RENEWAL OF OPERATION HANA CONTRACT

Members were advised that the current contract with Bedfordshire Police for the high visibility project known as Operation Hana expired on 31st September 2019.

Members of the CCWG were requested to consider options going forwards. These included:

1. Concluding the contract on 31st September 2019
2. Renewing the contract for 6 months to the end of the financial year on the same basis
3. Renewing the contract for 6 months to the end of the financial year on an alternative basis
4. Renewing the contract for a longer period of time on the same basis
5. Renewing the contract for a longer period of time on an alternative basis

Members were requested to consider the following points:

- There was budget provision in 2019/20 to continue the project on the same basis until 31st March 2020;
- This contract was the largest contract that the council had, on the current basis it had a value of £33,000 per annum;

- It was likely that the budget setting process will be difficult for 2020/21, it was suggested it was not prudent to commit to a large contract at this stage in the financial year;
- The council's budget for 2019/20 was tight and the council was continuously working hard to secure savings in all areas. It would support this years budget if this contract was able to make a saving.

Resolved: To recommend to Community Services Committee the council seek to extend the Operation Hana contract with Bedfordshire Police on the same basis until 31st March 2020

CC1011 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

In light of the police report Members were invited to consider if there was a need to move the redeployable cameras to different locations or whether they should remain where they were.

Members were advised complications had arisen when attempting to place one of the redeployable cameras in Hillborough Crescent and Parkside Drive opposite Bromley Gardens. Members agreed that Cllr Kennedy would meet the CCTV team onsite to aid the appropriate positioning of the camera.

Members discussed their concerns over the lack of communication and action from the CCTV department and requested a letter be sent highlighting members concerns.

Members agreed to leave the cameras in situ until the issues with the camera in Hillborough Crescent and Parkside Drive had been resolved.

Members were advised the budget to renew the CBC CCTV Monitoring Airtime contract was £9,000 per year.

**Resolved: 1) Members agreed to leave the cameras in situ until the next meeting
2) To write a letter regarding the CCTV contract.**

CC1012 ENVIRO-CRIME

Members received a schedule listing reported issues for the previous month and their current status.

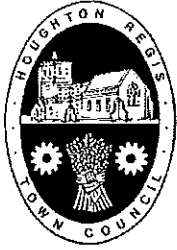
Members were reminded that they were able to report emerging issues at any time. These issues would be added to the schedule.

Resolved: To note the schedule.

The Chairman closed the meeting at 12.00pm

Dated this 21st day of August 2019

Chairman



COMMUNITY SERVICES COMMITTEE**Agenda Item 8**

Date: 2nd September 2019

Title: Budget Report

Purpose of the Report: To provide members with the Community Services Committee Budget for 2019/20 with commentary and the Income & Expenditure report to date.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To note the report.

2. BACKGROUND

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, this report is presented to each committee meeting detailing the budget and income and expenditure for the specific committee.

The income and expenditure report is provided for reference.

3. ISSUES FOR CONSIDERATION

302-4228 Community Facilities

Budget requested for 19/20 was:

Annual cost for Town Centre banners initiative (£2800 for Bedford Square banners plus £2200 for High Street banners). The budget provided is insufficient for this project. Members may like to consider an alternative project or a reallocation of this budget.

303-4225 Town Guide

This is a miscoding and expense should be allocated to 303-4033

304-1091, 1094, 1097, 1098 Events income

Members are reminded of concerns that income targets will not be achieved. This has been offset by a reduction in event expenditure as agreed at the last meeting.

306-4046 Enviro Crime

Budget set to cover Redeployable CCTV sim and warranty £6k, monitoring £3k, Community Safety initiatives £5k – initiatives have been specified but detail including costings have not been confirmed (aside from £2400 from bulk waste subsidy initiative).

Members are requested to note that the renewal price for the Redeployable CCTV sim and warranty was budgeted at £6,000 however quote is £5400. This budget offers a cost saving of £600.

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications

Legal Implications

- There are no legal implications

Financial Implications

- The financial implications are detailed within the report.

Risk Implications

- The council must ensure that expenditure and income targets are met.

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.

6. CONCLUSION AND NEXT STEPS

Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met.

7. NOTES OF EXPLANATION

The budget report provides information on:

1. The cost centre (3 digits) and title i.e. 201 Village Green Rec Gd

2. The budget code (4 digits) and title i.e. 1082 Inc-Lettings¹
3. The agreed budget (as set in February 2019)
4. Virements (agreed transfers between cost centres and codes)²
5. Revised budget (taking into account any virements)
6. Detail on itemised income / expenditure (how it is envisaged that the budget will be spent)
7. Predicted income / expenditure (in some instances it is predicted that more or less budget will be required or more or less income will be secured)
8. Predicted surplus / deficit (taking into account the difference between the agreed budget and the predicted income / expenditure). This shows if there is unallocated budget available or a predicted deficit
9. Points for the committee to consider (these form the officer's recommendation to address any deficit)
10. Committee date for consideration

The council's budget for 2019/20 is particularly tight and there are some concerns that there are areas of budget deficit alongside a heavy use of ear marked reserves³ to fund revenue expenditure. It is important for the council to stringently monitor budgets to address any deficits.

Largely due to a significant transfer into ear marked reserves from general reserves⁴ in 2018/19 to help fund replacement council offices, the level of general reserves are at the minimum threshold. As such general reserves provide no scope to support the annual budget.

APPENDICES

Appendix A: Income & Expenditure Report

¹ Please note income codes start with 1XXX and expenditure codes start with 4XXX

² The council has authorised officers to complete virements within the same cost centre. Committee approval has to be secured to complete virements between cost centres

³ Ear marked reserves are capital budgets for identified projects, often abbreviated to EMR

⁴ General reserves are unallocated funds. It is recommended that this fund should equate to around 3 months of net revenue expenditure

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21/08/2019

Houghton Regis Town Council

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Detailed Income & Expenditure by Budget Heading 02/09/2019

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Services</u>						
<u>302 Community Services</u>						
1091 Income Miscellaneous	1,318	2,800	1,482			47.1%
1097 Income - Council Events	827	0	(827)			0.0%
Community Services :- Income	<u>2,145</u>	<u>2,800</u>	<u>655</u>			<u>76.6%</u>
4221 SUMMER PLAYScheme	3,711	4,000	289		289	92.8%
4226 Youth services	5,434	20,000	14,566	13,613	953	95.2%
4227 Community Services	1,613	3,500	1,887		1,887	46.1%
4228 Community Facilities	0	2,000	2,000		2,000	0.0%
4230 Public Toilets	6,120	18,800	12,680		12,680	32.6%
4232 Christmas Lights	0	13,000	13,000		13,000	0.0%
Community Services :- Indirect Expenditure	<u>16,877</u>	<u>61,300</u>	<u>44,423</u>	<u>13,613</u>	<u>30,810</u>	<u>49.7%</u>
Movement to/(from) Gen Reserve	<u>(14,733)</u>					
<u>303 Communications</u>						
4029 Promotional Material	450	1,000	550		550	45.0%
4033 NEWSLETTER	571	3,700	3,129		3,129	15.4%
4034 WEBSITE COSTS	238	1,160	923		923	20.5%
4059 OTHER PROFESSIONAL FEES	0	300	300		300	0.0%
4225 TOWN GUIDE	1,200	0	(1,200)		(1,200)	0.0%
Communications :- Indirect Expenditure	<u>2,459</u>	<u>6,160</u>	<u>3,702</u>	<u>0</u>	<u>3,702</u>	<u>39.9%</u>
Movement to/(from) Gen Reserve	<u>(2,458)</u>					
<u>304 Events</u>						
1091 Income Miscellaneous	270	0	(270)			0.0%
1094 Income from Sponsors	2,100	5,000	2,900			42.0%
1097 Income - Council Events	2,388	7,000	4,612			34.1%
1098 Income-Co Event in advance	940	0	(940)			0.0%
Events :- Income	<u>5,698</u>	<u>12,000</u>	<u>6,302</u>			<u>47.5%</u>
4031 ADVERTISING	0	500	500		500	0.0%
4222 COMMUNITY EVENTS	16,640	40,000	23,360	6,638	16,722	58.2%
4992 Trs from Earmarked Reserve	0	(2,537)	(2,537)		(2,537)	0.0%
Events :- Indirect Expenditure	<u>16,640</u>	<u>37,963</u>	<u>21,323</u>	<u>6,638</u>	<u>14,685</u>	<u>61.3%</u>
Movement to/(from) Gen Reserve	<u>(10,942)</u>					

Detailed Income & Expenditure by Budget Heading 02/09/2019

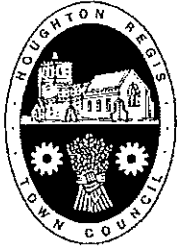
Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
305 Community Grants						
4203 MAYORS CHRISTMAS APPEAL FUND	0	2,500	2,500		2,500	0.0%
4218 Grants (WB) Small Projects	200	3,000	2,800		2,800	6.7%
4219 Grants (WB) Large Projects	2,500	2,500	0		0	100.0%
4220 Grants (WB) Key Partners	0	25,251	25,251		25,251	0.0%
Community Grants :- Indirect Expenditure	<u>2,700</u>	<u>33,251</u>	<u>30,551</u>	<u>0</u>	<u>30,551</u>	<u>8.1%</u>
Movement to/(from) Gen Reserve	<u>(2,700)</u>					
306 Community Safety						
4046 Enviro - Crime	0	14,000	14,000		14,000	0.0%
4059 OTHER PROFESSIONAL FEES	4,516	33,990	29,474		29,474	13.3%
4992 Trs from Earmarked Reserve	0	(8,755)	(8,755)		(8,755)	0.0%
Community Safety :- Indirect Expenditure	<u>4,516</u>	<u>39,235</u>	<u>34,719</u>	<u>0</u>	<u>34,719</u>	<u>11.5%</u>
Movement to/(from) Gen Reserve	<u>(4,516)</u>					
307 Civic Services						
4101 MAYORS ALLOWANCE	1,214	3,850	2,636		2,636	31.5%
4106 Mayors Civic Events	1,735	2,200	465	349	115	94.8%
4121 CIVIC REGALIA	15	100	85		85	15.0%
4122 Civic Fund Expenses	171	150	(21)		(21)	114.0%
Civic Services :- Indirect Expenditure	<u>3,136</u>	<u>6,300</u>	<u>3,164</u>	<u>349</u>	<u>2,815</u>	<u>55.3%</u>
Movement to/(from) Gen Reserve	<u>(3,136)</u>					
399 Community Capital & Projects						
4804 CAP-New Christmas Lights	1,800	6,000	4,200		4,200	30.0%
4992 Trs from Earmarked Reserve	0	(6,000)	(6,000)		(6,000)	0.0%
Community Capital & Projects :- Indirect Expenditure	<u>1,800</u>	<u>0</u>	<u>(1,800)</u>	<u>0</u>	<u>(1,800)</u>	
Movement to/(from) Gen Reserve	<u>(1,800)</u>					
Community Services :- Income	7,842	14,800	6,958			53.0%
Expenditure	48,128	184,209	136,081	20,600	115,481	37.3%
Movement to/(from) Gen Reserve	<u>(40,285)</u>					
Grand Totals:- Income	7,842	14,800	6,958			53.0%
Expenditure	48,128	184,209	136,081	20,600	115,481	37.3%
Net Income over Expenditure	<u>(40,285)</u>	<u>(169,409)</u>	<u>(129,124)</u>			
Movement to/(from) Gen Reserve	<u>(40,285)</u>					

Ref:	Outcome	Overarching Committee	Committee Update at August 2018
Objective 3 To develop a safer town with a reduced fear of crime.			
3a.	Develop & implement a town wide Community Safety Strategy covering <ul style="list-style-type: none"> · Nuisance motorbikes · Enhanced CCTV coverage · Improved lighting · Local environmental improvements · Visible enforcement (Police/PCSOs/Special Constables) 	Community Service Committee	AMBER Unable to source contractor re strategy. CCWG approved crime and ASB projects inc enviro-crime actions, school parking, waste removal, street cleaning. Also extended redeployable CCTV camera coverage.
3b.	Take positive action to tackle "enviro-crime" including parking enforcement, litter, dog waste, graffiti	Community Service Committee	GREEN Enviro Crime project launched. CCWG also in process of considering bulk waste collection initiative. Few incidences of enviro crime are reported by cllrs. Consideration was given to enabling members of the public to report incidences. This was derfered until staffing levels for 2019/20 were agreed. No additional staffing resource available in 19/20 and no budget provided for IT upgrades to enable reports to be submitted by residents.
3c.	Speed reduction measures for Windsor Drive & Park Rd North	Community Service Committee	GREEN CCWG (15/6/16) instigated speed measurements to be collected on Windsor Drive, Tithes Farm Rd and Park Road North. Data fed back to CCWG 16/11/16. Agreed to see if Speedwatch was effective in reducing traffic speed in these locations. 20th June 2017 Comm Serv Minutes - Speedwatch confirmed their findings supported a speeding problem at Windsor Drive. Speed camera installed on Windsor Drive. Issue with collecting results from camera - under investigation. It is hoped that this has been resolved. Recent statistics show the 85th percentile speed to be 34mph which is lower than the speed which would trigger remedial measures. CCWG to consider how speed data should be reported. the project will continue to be delivered through cllr reporting.
Objective 4 To develop a more active, engaged and inclusive community.			
4c.	Enhance the existing town wide programme of events for the whole community to encourage community cohesion & engagement	Community Services Committee	GREEN 2016 - 2 new events delivered, Houghton Rocks and Fireworks display, significant enhancements made to Pride of Houghton Awards. Programme of events agreed annually at EWG. Delivery of events underway.
4f.	Develop a Community transport provision (home to HR groups)	Community Services Committee	RED Consultation carried out with existing clubs and groups. Feedback provided to Community Services Comm. Preliminary discussions held with existing service providers. Decision by Com Serv Comm on 6/3/17 to request that HRH & SBDAR complete a 12 month monitoring period to assist the Council in assessing the demand for such a scheme. Report presented to Comm Serv Com 25th June 2018, decision made to monitor and report back on any emerging demand.
4g.	Develop a Village agent scheme	Community Services Committee	RED Comm Serv Comm decided on 6/3/17 not to proceed with a VA scheme on the basis that alternative and emerging organisations provide advise, suppot and signposting to local residents.
4h.	Encourage and support residents associations / local action groups	Community Services Committee	AMBER Community Development officer continues to link in with a range of local organisations.
4i.	Develop youth holiday club provision	Community Services Committee	GREEN Community Services Committee agreed holiday provision for Easter and Summer. Delivered by Community Development Officer. Evaluation reports presented.
4j.	Encourage a youth council to establish and use their involvement to develop youth services and facilities	Community Services Committee	GREEN Being actioned by Community Development Officer. Youth Council meeting regularly and are involved in local events.
4k.	Enhance youth services & facilities	Community Services Committee	GREEN Pop up cafes and social volunteering project delivered. Pop up cafes went well and will be continued to end of March, then reviewed. Social inclusion projects less effective- not continuing. Pop up cafes enhanced with an end of term event. CSC to agreed provision for 2019/20 - 40 weeks of delivery plus 5 enhanced events.
Objective 5 To build a strong, efficient and proactive Town Council. Reports being made to Community Services Committee.			

			AMBER Use of extended title - Lord of the Manor & Mayor of HR - Agreed not to consider further. GREEN Purchase of mayoral robes - completed and used for first time on 24th May 2017. GREEN Review the Mayor making ceremony - completed.
5i.	Raise the profile of the Mayor	Community Services Committee	
5j.	Secure a Full coat of arms for Town Council	Corporate Services Committee	RED Agreed to not to consider further
5m.	Promote links to local charities	Community Services Committee	GREEN List of local charities, community groups and not for profit organisations compiled. Details of grants scheme available online. Publicisation undertaken through website, social media and Town Crier. Ongoing publicity.



COMMUNITY SERVICES COMMITTEE

Agenda Item 10

Date:	12th August 2019
Title:	COMMUNITY DEVELOPMENT OFFICERS UPDATE FOR THE PERIOD 24th JUNE TO 16TH AUGUST 2019
Purpose of the Report:	To provide members with an update on work undertaken by the Community Development Officer.
Contact Officer:	Tara Earnshaw, Community Development Officer

1. RECOMMENDATION

1. To note the report;
2. To request a report on options available regarding the Youth Council given the change in the commissioned contract between Central Bedfordshire Council and Groundwork.
3. To note the potential for the Anti Knife Crime Knife Campaign to be held.
4. In relation to the 2020 holiday activities to:
 - deliver the summer playscheme in the same format that it has been delivered this year;
 - to deliver 3 family days trips, one at Easter, one in the summer and one in the October half term.

2. BACKGROUND

At its meeting held on the 25th January 2015, the Town Council adopted a five-year plan containing a number of objectives for the period 2015-2020 - Houghton Regis: Our 2020 Vision, on 25th January 2016.

Since then work has focused on achieving the objectives agreed by Council and this report centres around outcomes contained within the following objectives:

Objective 1 To develop a stronger local economy which promotes local businesses.

Objective 4 To develop a more active, engaged and inclusive community.

Objective 5 To build a strong, efficient and proactive Town Council

3. COUNCIL VISION

The following action supports the Objectives of Council's Vision;

1. A stronger local economy which promotes local businesses.

Shop Local

Since its launch in July 2018. Residents continue to engage in the scheme they can redeem their cards at the Town Council Offices or at Jewels.

- This current phase of shop local runs until March 2020.
- Shop local now has 41 participating retailers in the scheme.
- 8 new participating businesses since the last phase.

Ongoing:

- Continue to support those retailers taking part.
- Continue to advertise through the Town Crier, Town Council notice boards and on social media.

Vision 1c: Town Centre Attractions

Houghton Together Music in Bedford Square Shopping Centre:
Saturday 1st June 2019

Project Name	Houghton Together Art Exhibition
Partner Organisation	Groundwork, Dunstable Rotary Club, Jewels, Morrisons, Craft and Coffee, Street Life, and Click Sargent
Volunteers	N/A
Youth Council attendees	Guste, Kai, Alysa, Marc, Leyton, Hope, Lewis and Malachi
Project date and time	Saturday 1 st June 22 nd September 2018:11.00-4pm
Target audience	Everyone
Promotion/Advertisement	HRTC Social Media All partner/agency contracts All retail contacts
Activities	Activities that the Youth Council have planned included making crafty musical instruments and glitter tattoos. Additional activities include music entertainment provided by local residents.

Conclusion

This event was organised through a group of agencies that have named themselves Houghton Together. The Community Development Officer engaged children and young people in the Glitter Tattoos and musical instruments.

Youth Engagement Day and Skate Park Event: Thursday 25th July 2019

Project Name	Youth Engagement day and Skate Park Event
Partner Organisation and Businesses.	3Sixty, Groundwork, Central Bedfordshire Council, Craft and Coffee, Bedfordshire Police, Circus Skills, Cats Protection, Domino's Pizza, Houghton Regis Leisure Centre, SOS Bus and Street Arts Hire.
Volunteers	Carol Butler
Youth Council attendees	Leyton, Kirsten, Kai and Lewis.
Project date and time	Thursday 25 th July 2019: 10.00-4pm
Target audience	Young People and Families

Promotion/Advertisement	HRTC Social Media All partner/agency contracts All retail contacts
Activities	Activities included Graffiti Art Canvases and Archery

Conclusion

The Youth Council planned and supported the Archery, Graffiti Session and supported the Houghton Regis Town Council Stall at the event. A professional Street Artist led on the Graffiti workshop, enabling participants to create and take home their own Graffiti Art piece, this activity was very popular.

Some organisations chose not to attend due to the weather.

Vision 4j: Youth Council

Three meetings have been held at Houghton Regis Town Council offices since June 2019. Currently there are 13 Youth Council members. The meeting was delivered in partnership with Groundwork. The meetings took place on 14th & 28th June and 12th July members took turns to chair the meeting and discuss, plan and evaluate activities and initiatives for the community.

Events and activities the Youth Council have engaged in:

- 1st June – Houghton Together, Music in Bedford Square Shopping Centre – Youth Council supported in planning and delivering the activities that included crafty musical instruments and glitter tattoos.
- 24th June – Community Services Committee – Selected members from the Youth Council attended the Community Services meeting to update Councillors on activities and initiatives they have engaged in.
- 13th July – Carnival – Youth Council planned and delivered various activities on their stall at the carnival.
- 23rd July – Youth Council supported the Playscheme session.
- 25th July – Skate Park – Youth Council planned and supported the Graffiti Art initiative, archery and Houghton Regis Town Council Stall.
- 30th July – Youth Council supported the Playscheme session.
- 6th August - Youth Council supported the Playscheme session.
- 13th August - Youth Council supported the Playscheme session.

Vision 4c: Enhance Community Events

Since the last report the Community Development Officer has supported and attended the following:

- July 2019 – Carnival
- July 2019 – Skate Park Event.
- October 2018 – Pride of Houghton Awards

Vision 4h: Encourage and support resident's associations/local action groups.

The Community Development Officer continues to network with a number of agencies, individuals, retailers and community groups. Updates are provided to them on community initiatives and upcoming initiatives from partners and agencies are shared.

Vision 4j: Develop Youth Holiday Provision.

Summer Playscheme and family day trip Report 2019

The report outlines marketing, attendance, programme content, budget, parental, child and family day trip feedback, conclusion and recommendations for the summer programme delivered during July and August 2018.

Background Information and Marketing

The Playscheme has been delivered by the Community Development Officer for the previous three years and all activities are fully booked. The Community Development Officer has built trusting relationships with young people and their parents and the playscheme has become increasingly popular in the community.

Attendance

There was total of 152 being available and 148 spaces were paid for, some sessions had children on a waiting list and priority was given on a first come basis. The table below shows the number of spaces available for each activity, the total number of children in attendance and the total number of spaces that were paid for by parents and carers.

Out of the 148 spaces paid for:

- 112 sessions were attended by Young People living in Houghton Regis
- 20 sessions by those living in Dunstable (15 of these were used by a sibling group of 3, whom are from Houghton Regis but are currently living in emergency housing in Dunstable).
- 18 spaces were used by Young People living in Luton (3 spaces attended by one child who has attended the playscheme in 2017 & 2018 recently moved to Luton from Houghton Regis. And another child was in attendance for 5 sessions, is a looked after child who's foster mother books Young People onto the Playscheme every year.)
- 2 spaces were used by siblings living in Leighton Buzzard whose cousins that live in Houghton Regis were attending the same session.

There was an additional coach ordered this year due to the popularity of the family day trip last year providing 131 seats on the coach for families to access a day trip to Southend. Within a month of advertising the day trip all 131 seats were sold. Families also had the option to purchase wrist bands at a subsidised fee for Adventure Island and 62 bands were sold.

- 115 seats were purchased by Houghton Regis Residents
- 5 Seats were purchased by residents living in Toddington, Leighton Buzzard and Luton all attending with family members living in Houghton Regis.
- 5 seats were taken by a family previously living in Houghton Regis and currently living in emergency housing in Dunstable.
- 6 seats were taken by a family living in Luton whose friends were attending from Houghton Regis.

Activity	Cost to the parent/ carer	Spaces Available	Total Number Attended	Total Number of Sessions paid for
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Boat Building & Sand Art	£1.00	20	20	20
Cineworld	£5.00	18	18	18
Fab Lab Science Party	£1.00	20	20	20
Mr Mulligans Golf	£5.00	18	18	18
Tie-Dye T-Shirts & Mocktails	£1.00	20	20	20
Woodside Animal Farm	£5.00	18	14	14
Crafty musical instruments & cake decorating	£1.00	20	20	20
Top Jump Inflatable Park	£8.00	18	18	18
Southend-on-Sea Adventure Island Wrist Bands	£5.00 Blue - £12 Green - £10 Red - £8	131	131	131
Total		283	279	279

Programme content

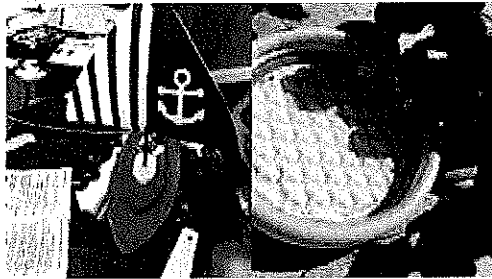
The playscheme ran for 2 sessions a week over 4 weeks and catered for children aged 8-12 years. Every Tuesday over the four weeks there was a session at the pavilion where children took part in boat building, sand art, fab lab science party, tie-dye T-Shirts, mocktails, crafty musical instruments and cake decorating. Alongside these activities there were additional choices such as board games, archery, table tennis, play dough and drawing. The children also enjoyed a snack and a drink. Trips were arranged for Wednesday sessions and these included Cinema, Mr Mulligans Crazy Golf, Woodside Animal Farm and Top Jump Inflatable Park.

On the Tuesday sessions we were able to cater for 20 children and on Wednesday 18 children. A total number of 152 spaces were available. 3 children attend all 8 sessions, 14 children attended 3 or less activities and 17 children attended between 3 and 7 sessions. A total number of children who attended the playscheme was 34.

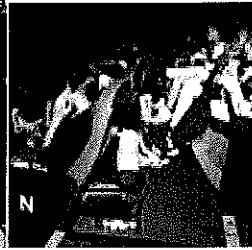
Three members of staff supported the summer playscheme and this included the lead worker to comply with the adult/child ratio. Parents/carers completed participation and photo permission forms and a risk assessment was completed for every activity. During the sessions a daily register was taken and a staff member back at HRTC offices was informed about attendance and also held a copy of emergency contact details for all participating children and staff. Parents were sent a text reminder the day before each session outlining the date, time, venue and any additional information.

The seaside trip to Southend also offered an optional opportunity to purchase Adventure Island wrist bands. Each wrist band enabled the participant to go on unlimited fairground rides.

Boat Building & Sand Art



Cineworld –
The Lion King



Fab Lab Science Party



Mr Mulligans Crazy Golf



Tie-Dye T-Shirts & Mocktails



Woodside Animal Farm



Crafty Musical Instruments and
cake decorating



Top Jump Inflatable Park



Southend-on-Sea Family Day Trip



Budget

The table below shows how much money was spent on the summer play scheme and family day trips and how much income was raised by attendance.

Activity	Outgoing	Incoming
Playscheme	£1819.55	£470.00

Family Day Trip	£2056.68	£1,203.00
4YP (Shared Activity – Fab Lab)		£58.67
Groundwork (Wrist bands for Youth Council)		£108.00
Total	£3876.23	£1,839.67

Parent and Child Feedback from the playscheme activities

All parents/carers have been asked to complete a feedback form an update will be provided once the forms have been returned.

Conclusion

Overall the summer playscheme and Seaside Family Trip was a huge success with the exception of 4 all 283 spaces available were used. The take up of spaces at the Easter Playscheme was limited. It is suggested that the council seek to build on the success of the family day trips by ceasing the Easter playscheme and offering a family day trip at Easter and during the October half term. This would equate to a budget increase of around £1200, this would be offset by income which at current charging rates would equate to an income of £600.

Vision 4k: Enhance youth services and facilities.

Groundwork

- Groundwork are continuing to deliver a youth café on a weekly basis with an enhanced session during school holidays.
- The Community Development Officer continues to attend the Youth Group on a fortnightly basis to maintain relationships with the young people.
- Groundwork support HRTC's Youth Council on a fortnightly basis at the meetings and at the events. Due to a change in the commissioned contract from Central Bedfordshire Council Groundwork have agreed to continue to support the fortnightly meetings until December but may not be able to support the events and activities. Further consideration on options needs to be given.
- Groundwork and Full House Theatre completed the Graffiti projects on Parkside Pavilion Wall and on the skate park benches.
- Houghton Regis Town Council have applied for a grant (£5000) to initiate a project that campaigns against Knife Crime (peer lead by Youth Council). Feedback is positive and it is hoped that this project will be delivered within the current financial year.

Vision 4h and 5m to provide support to community groups

Pioneer Approaches Ltd

A meeting was held with a representative from Pioneer Approaches to discuss activities and possible venue hire in the community for residents with disabilities. Pioneer Approaches were looking at the delivery of sensory sessions.

All Saints Academy

A meeting was held with a representative from All Saints Academy to discuss how the Town Council deliver the Youth Council and possible ways the School Council can get involved in community activities.

Partnership working – Houghton Together

Jewels, Groundwork, Dunstable Rotary Club, Craft & Coffee and Morrisons have been working together to deliver events in Bedford Square. A music event was delivered in June 2019 and the group are working towards a food festival/art exhibition and a Christmas event.

4. IMPLICATIONS

Corporate Implications

The delivery of these wide-ranging projects supports all sectors of the local community. The projects boost the corporate image of the council.

Legal Implications

- The activities, events, partnership working and Networking is delivered through the Power of entertainment, Local Government Act 1972 s145(1) and the Power to encourage visitors and provide conference and other facilities, Local Government Act 1972 s144

Financial Implications

There are no financial implications.

Risk Implications

There are no risk implications.

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 report does not discriminate.

Press Contact

Deliveries of these projects will continue to be communicated to the press.

5. CONCLUSION AND NEXT STEPS

This report provides a summary of the ongoing projects being delivered by the Community Development officer.



COMMUNITY SERVICES COMMITTEE**Agenda Item 13**

Date: 2nd September 2019

Title: BULK WASTE COLLECTION CONTRACT

Purpose of the Report: To present to members the draft service level agreement for the subsidy of bulk waste collections in the parish.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To agree the Service Level Agreement and for the project for the Subsidy of Bulk Waste Collections commence as soon as practicable.

2. BACKGROUND

Members are advised that the previous council administration sought to establish an agreement with CBC to enable HRTC to subsidise bulk waste collections in the parish. A preliminary draft was considered by Combating Crime Working Party and this committee. However CBC have sought to amend the draft following on from referral to the CBC legal department. This revised draft is presented for consideration.

3. ISSUES FOR CONSIDERATION

The SLA seeks to enable HRTC to cover the costs of bulk waste collection to residents of the parish. A budget has been supplied for this project of £2400 in 2019/20. It was intended that this project would run for the duration of 2019/20, as such it was thought that collections would be limited to £200 per month.

Members are requested to confirm the draft contract.

In addition members are requested to note that as the council is part way through the financial year it may be that additional collections can be allocated. Any residual budget at year end would transfer to general reserves as this is a revenue budget.

The SLA covers a 12 month period. If agreed the council would need to ensure that suitable budget provision was made in 2020/21 to cover the liability of the project to the end of the contract period.

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

3. A safer town with reduced fear of crime;
4. A more active, engaged and inclusive community;
5. A strong efficient and proactive Town Council.

6. IMPLICATIONS

Corporate Implications

- The administration of this project requires staff resource, especially in the establishment of the administration processes.

Legal Implications

- The council has the power to carry out this project under the General Power of Competence, Localism Act 2011, ss1-8
- The SLA establishes the responsibilities of each party.

Financial Implications

- Budget is available under 306-4046

Risk Implications

- Service delivery – staff time needs to be allocated to ensure the successful deliver of the project
- Capacity – there are some capacity concerns notably as the office apprentice post may be vacant at the time of this project commencing
- This project has the potential to improve the environment of the parish

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

The decision relating to this agenda item should be communicated to the press, via the website and social media.

7. CONCLUSION AND NEXT STEPS

This project has the potential to improve the environment of the parish. Budget has been allocated and a partnership agreement with CBC has been developed.

8. APPENDICES

Appendix A: Draft SLA

DATED

2019

SERVICE LEVEL AGREEMENT

between

CENTRAL BEDFORDSHIRE COUNCIL

and

HOUGHTON REGIS TOWN COUNCIL

**for the Subsidisation of Bulky Waste Collection in the Parish of
Houghton Regis**

THIS AGREEMENT is dated [DATE]

PARTIES

- (1) **CENTRAL BEDFORDSHIRE COUNCIL** whose principal address is at Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ (**Authority One**);
- (2) **HOUGHTON REGIS TOWN COUNCIL** whose principal address is at (**Authority Two**); and

(hereinafter jointly "the Parties" or singly "a Party")

1. BACKGROUND

Authority One and Authority Two have agreed to work together on the subsidisation of bulk waste collection in the Parish of Houghton Regis, project detailed in Annex A (**Project**).

- 1.1 Authority One and Authority Two have agreed to work together on the subsidisation of bulk waste collection in the parish of Houghton Regis project detailed in Annex A
- 1.2 The Parties wish to record the basis on which they will collaborate with each other on the Project. This Service Level Agreement (**Service Level Agreement**) sets out:
 - (a) the key objectives of the Project;
 - (b) the principles of collaboration;
 - (c) the governance structures the parties will put in place; and
 - (d) the respective roles and responsibilities the parties will have during the Project.

2. KEY OBJECTIVES FOR THE PROJECT

- 2.1 The Parties shall undertake the Project to achieve the key objectives set out in Annex A to this Service Level Agreement (**Key Objectives**).
- 2.2 The Parties acknowledge that the current position with regard to the Project and the contributions already made (financial and otherwise) are as detailed in the Annex A to this Service Level Agreement.
- 2.3 The Parties shall establish an effective relationship between them for the subsidisation of bulk waste collection in the Parish of Houghton Regis.
- 2.4 The Parties shall enable Authority two to subsidise bulk waste collections in the anticipation that there will be reduced incidences of fly tipping and of bulk waste being left within properties

3. PRINCIPLES OF COLLABORATION

The Parties agree to adopt the following principles when carrying out the Project **(Principles)**:

- (a) collaborate and co-operate. Establish and adhere to the governance structure set out in this Service Level Agreement to ensure that activities are delivered and actions taken as required;
- (b) be accountable. Take on, manage and account to each other for performance of the respective roles and responsibilities set out in this Service Level Agreement;
- (c) be open. Communicate openly about major concerns, issues or opportunities relating to the Project;
- (d) learn, develop and seek to achieve full potential. Share information, experience, materials and skills to learn from each other and develop effective working practices, work collaboratively
- (e) to identify solutions, eliminate duplication of effort, mitigate risk and reduce cost;
- (f) adopt a positive outlook. Behave in a positive, proactive manner;
- (g) adhere to statutory requirements and best practice. Comply with applicable laws and standards including EU procurement rules, data protection and freedom of information legislation.
- (h) act in a timely manner. Recognise the time-critical nature of the Project and respond accordingly to requests for support;
- (i) manage stakeholders effectively;
- (j) deploy appropriate resources. Ensure sufficient and appropriately qualified resources are available and authorised to fulfil the responsibilities set out in this Service Level Agreement. In particular the Parties agree to make the contributions detailed in Annex B to this Service Level Agreement; and
- (k) act in good faith to support achievement of the Key Objectives and compliance with these Principles.

4. PROJECT GOVERNANCE

4.1 Overview

The Parties confirm that they have all necessary authority as public bodies to enter into this Service Level Agreement and powers to establish and implement the objectives of the Service Level Agreement. The governance structure defined below provides a structure for the development and delivery the Project.

4.2 Guiding principles

The following guiding principles are agreed. The Project's governance will:

- (a) provide strategic oversight and direction;
- (b) be based on clearly defined roles and responsibilities at organisation, group and, where necessary, individual level;

- (c) align decision-making authority with the criticality of the decisions required;
- (d) be aligned with Project scope [and each Project stage] (and may therefore require changes over time);
- (e) leverage existing organisational, group and user interfaces;
- (f) provide coherent, timely and efficient decision-making; and
- (g) correspond with the key features of the Project governance arrangements set out in this Service Level Agreement.

5. ESCALATION

- 5.1 If either Party has any issues, concerns or complaints about the Project, or any matter in this Service Level Agreement, that Party shall notify the other Party in writing and the Parties shall then use their best endeavours to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated to the Project Board, which shall decide on the appropriate course of action to take.
- 5.2 If either Party receives any formal inquiry, complaint, claim or threat of action from a third party (including, but not limited to, claims made by a supplier or requests for information made under the Freedom of Information Act 2000) in relation to the Project, the matter shall be promptly referred to the Project Board (or its nominated representatives). No action shall be taken in response to any such inquiry, complaint, claim or action, to the extent that such response would adversely affect the Project, without the prior approval of the Project Board (or its nominated representatives).

6. INTELLECTUAL PROPERTY

- 6.1 The Parties intend that [notwithstanding any secondment] any intellectual property rights created in the course of the Project shall vest in the party whose employee created them.
- 6.2 Where any intellectual property right vests in either party in accordance with the intention set out in clause 6.1 above, that party shall grant an irrevocable licence to the other party to use that intellectual property for the purposes of the Project.

7. TERM AND TERMINATION

- 7.1 This Service Level Agreement shall commence on the date of signature by all Parties and shall expire on completion of the Project. It shall be valid for 12 months from the date of commencement. It may be extended if agreed by both authorities.
- 7.2 Either party may terminate this Service Level Agreement by giving at least three months' notice in writing to the other Party.

8. VARIATION

This Service Level Agreement, including the Annexes, may only be varied by written agreement of the Parties.

9. CHARGES AND LIABILITIES

9.1 Except as otherwise provided, the Parties shall each bear their own costs and expenses incurred in complying with their obligations under this Service Level Agreement.

9.2 The Parties shall remain liable for any losses or liabilities incurred due to their own or their employee's actions and neither party intends that the other party shall be liable for any loss it suffers as a result of this Service Level Agreement.

10. STATUS

10.1 This Service Level Agreement is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this Service Level Agreement. The parties enter into the Service Level Agreement intending to honour all their obligations.

10.2 Nothing in this Service Level Agreement is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party as the agent of the other party, nor authorise either of the parties to make or enter into any commitments for or on behalf of the other party.

11. FREEDOM OF INFORMATION

11.1 The provisions of the Freedom of Information Act 2000 ("**FOIA**"), the Environmental Information Regulations 2004 ("**EIR**") or the Local Government Transparency Code 2015, Local Government (Transparency Requirements) (England) Regulations 2015 or the Openness of Local Government Bodies Regulations 2014 (together, the "**Transparency Requirements**") may require the Parties (or one of them) to disclose information held by the Parties in connection with this Service Level Agreement.

11.2 If there is any information that one of the Parties considers to be commercially sensitive or wishes to remain confidential then it should make this clear at the earliest opportunity to the other Parties specifying the information in question and stating why it is considered to be sensitive or confidential. In responding to a request for specified information and where it is not clear to a Party receiving a request for information ("the Receiving Party") whether a claim for confidentiality applies, then the Receiving Party will (subject to the FOIA, the EIR and the Transparency Requirements), where it considers it necessary, use reasonable endeavours to consult with the other Parties and take into account the wishes of the other Parties in so far as those wishes are consistent with the Receiving Party's duties under the FOIA, the EIR and the Transparency Requirements.

11.3 The Party responsible for responding to the request or the disclosure under the FOIA, EIR or Transparency Requirements shall have absolute ultimate discretion as to whether the information in question should be disclosed and the Parties shall not respond directly to any request for information when they are not the Party responsible for responding.

- 11.4 The Parties agree to assist each other in complying with the FOIA, the EIR and the Transparency Requirements as they arise in connection with this Service Level Agreement and in particular will:
- (a) respond within 5 calendar days where consulted on a request for information received by any other Party in connection with this Service Level Agreement; and
 - (b) supply information which it holds in connection with this Service Level Agreement and which is within the scope of the request for information received by any other Party within 14 calendar days of being notified by the relevant Party of the request.

12. DATA PROTECTION

- 12.1 For the purposes of this Clause 12, definitions and terms set out in the general Data Protection Regulations 2018 ("GDPR") shall apply where those definitions and terms are used in this Clause 12.
- 12.2 The Parties acknowledge their respective duties under the GDPR and shall give all reasonable assistance to each other where appropriate or necessary to comply with such duties.
- 12.3 The Parties shall procure that any data within its possession in connection with this Service Level Agreement, is processed in accordance with the requirements of the GDPR and that the rights of data subjects under the GDPR are preserved.
- 12.4 The Parties agrees that personal data shall only be disclosed where to do so is permitted under the GDPR and where such disclosure complies with the law.
- 12.5 To the extent that any Party acts as a data processor on behalf of another Party ("**Instructing Party**"), it shall:
- (a) only process such personal data as is necessary for the purposes of this Service Level Agreement, and only in accordance with any instruction given by the Instructing Party;
 - (b) put in place appropriate technical and organisational measures against any unauthorised or unlawful processing of such personal data, and against the accidental loss or destruction of or damage to such personal data, having regard to the state of technical development and the level of damages that may be suffered by a data subject whose personal data is affected by such unauthorised or unlawful processing or by its loss, damage or destruction;
 - (c) if any complaint, notice or communication which relates directly or indirectly to the processing of the personal data or to any Party's compliance with the GDPR and the data protection principles set out in the GDPR, arising from or in connection to this Service Level Agreement, immediately notify the other Parties and provide them with full co-operation and assistance in relation to any such complaint, notice or communication;
 - (d) not transfer the personal data outside the European Economic Area without the prior written consent of the Instructing Party;

- (e) not disclose any personal data to a third party without the prior written consent of the Instructing Party;
 - (f) ensure it does not knowingly or negligently do or omit to do anything which places the other Parties in breach of its obligations under the GDPR; and
 - (g) ensure that access to the personal data is limited to such employees, agents or servants who need access to give effect to this Service Level Agreement and take reasonable steps to ensure the reliability of such employees, agents or servants who will have access to such personal data, and ensure that such employees, agents or servants are aware of and trained in the policies and procedures for handling data under the GDPR.
- 12.6 The Parties shall ensure that personal data is safeguarded at all times in accordance with the law.

13. CONFIDENTIALITY

13.1 In this Clause 13, "**Confidential Information**" means information relating to the business, products, affairs and finances of any of the Parties for the time being confidential to the relevant Party and trade secrets including, without limitation, technical data and know-how relating to the business of the relevant party or any of its suppliers, clients, customers, agents, distributors, shareholders or management.

13.2 This Clause 13 is intended to be legally binding.

13.3 Subject to Clause 13.4, each Party shall:

- (a) keep any Confidential Information relating to the other Parties that it obtains as a result of the Project or this Service Level Agreement, secret;
- (b) not use or directly or indirectly disclose any such Confidential Information (or allow it to be used or disclosed), in whole or in part, to any person without the prior written consent of the relevant Party;
- (c) use its best endeavours to ensure that no person gets access to the other Parties' Confidential Information from it, its officers, employees or agents unless authorised to do so; and
- (d) inform the other Parties immediately on becoming aware, or suspecting, that an unauthorised person has become aware of such Confidential Information.

13.4 The provisions of Clause 13.3 shall not apply if and to the extent that:

- (a) the information is disclosed on a "need to know" basis to any Party's professional advisers or employees who are directly involved in the Project or this Service Level Agreement, provided that the Party disclosing the information must ensure that such persons are aware of and comply with the Party's obligations in this Clause 13 (and for the avoidance of doubt, the disclosing Party shall remain responsible for any breach by this Clause 13 by any such persons);

- (b) any information required to be disclosed pursuant to Clause 11 or under any other law; or
- (c) the relevant Party has given its prior written consent to the disclosure.

14. GOVERNING LAW AND JURISDICTION

This Service Level Agreement shall be governed by and construed in accordance with English law and, without affecting the escalation procedure set out in clause 5, each party agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

Signed for and on behalf of
CENTRAL BEDFORDSHIRE COUNCIL

Signature:
Name:
Position:
Date:

Signed for and on behalf of
HOUGHTON REGIS TOWN COUNCIL

Signature:
Name:
Position:
Date:

Annex. A The Project

Project overview

Central Bedfordshire Council and Houghton Regis Town Council agree to subsidise the bulky waste collection in the Parish of Houghton Regis.

The Key Objectives

- To establish an effective relationship between Authority One & Authority two for the subsidisation of bulk waste collection in the Parish of Houghton Regis
- To provide a clear understanding of the duties of each party in relation to the contributions to this Agreement
- To enable Authority Two to subsidise bulk waste collections in the anticipation that there will be reduced incidences of fly tipping and of bulk waste being left within properties
- To set out the financial arrangements associated with the initiative

Annex. B Contributions

Type of Contribution	Responsible Authority	Project Cost	Contribution/Cross-Charge
Bulky waste collections for all eligible Central Bedfordshire residents receiving Council Tax benefit.	Authority One		50%
Bulky waste collections for all Houghton Regis residents	Authority Two		50%

Authority One shall continue to be liable for all revenue and capital costs associated with bulky waste collections and disposals.

Authority Two has no capital cost liabilities.

Authority Two has no revenue cost liabilities outside of this agreement. Authority Two will set an annual budget of £2400 under which the project is to be delivered. On a monthly basis CBC will ensure that collections are not subsidised in excess of £200. This is to ensure that the project can be delivered over the 12-month period.

Authority Two shall be responsible for marketing the initiative and encouraging its use within the parish. Authority One shall promote the scheme when residents of the parish request a collection.

Authority One shall provide a report each quarter detailing collections carried out under this agreement which fulfil the required criteria and an invoice for the associated costs.

Annex. C

ENQUIRY PHASE PERSONAL DATA

Subject matter of Processing	Personal Data in connection with the Subsidisation of Bulky Waste Collection in the Parish of Houghton Regis
Duration of Processing	The term of the Service Level Agreement between Authority One and Authority Two
Nature of Processing	Data collection and processing to support Authority One to identify the residents receiving tax benefit from Authority Two
Purpose of Processing	To enable Authority Two to determine whether Authority One is delivering the service outcomes to the right residents
Type of Personal Data	Name, contact details, address, demographics.
Categories of Data Subject	Contact Persons
Plan for return and destruction of the data once the processing is complete UNLESS it is a requirement under union or member state law to preserve that type of data	