

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr Tracey McMahon** Tel: 01582 708540
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

21st August 2020

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 **Tuesday 1st September 2020 at 7.00pm.**

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please click on the meeting link below and follow the online instructions:

[MEETING LINK¹](#)

[MEETING GUIDANCE](#)

To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance. To view the Virtual Meeting Guidance please click on the link above.

Clare Evans
Town Clerk

***THIS MEETING MAY
BE RECORDED²***

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

¹ If you require a meeting link emailed to you, please contact the Head of Democratic Services at louise.senior@houghtonregis.org.uk

² 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.

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.

4. MINUTES

Pages 4 - 7

To approve the minutes of the meeting held on 22nd June 2020.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 22nd June 2020 and for these to be signed by the Chairman.

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

Pages 8 - 21

Events Working Group

4th June and 9th July 2020

Members will note the following resolutions:

EWG570 CARNIVAL

To recommend to Community Services the unspent budget / funds during 2020 be ring-fenced and used in 2021/22.

EWG571 SKATE PARK COMPETITION

To recommend to Community Services the unspent Budget / funds during 2020 be ring-fenced and used in 2021/22.

EWG572 HOUGHTON ROCKS

To recommend to Community Services the unspent Budget/ funds during 2020 be ring-fenced and used in 2021/22

Consideration was given to a revised budget for 2020/21 at the town council meeting on 20th July. The report which accompanied this did highlight the aspiration of the Events Working Group to ring fence unspent events budget for 2021/22. Unfortunately, for the council to be able to meet increases in expenditure and adjust to losses in income arising

from Covid-19, this was not possible. The Events Working Group, through Community Services Committee, would need to provide the justification for an enhanced events budget for 2021/22 as part of the budget setting process.

Combating Crime Working Group 17th June and 15th July 2020

Recommendation: To receive the Minutes detailed above.

6. REPORT FROM GROUNDWORK

Pages 22 - 34

A representative from Groundwork is hoping to attend the meeting to report on the youth work Groundwork has recently completed in Houghton Regis on behalf of Central Bedfordshire Council. The attached report is provided in support.

7. INCOME AND EXPENDITURE REPORT

Pages 35 - 39

To provide members with the Income & Expenditure report to date for the Community Services Committee.

8. UPDATE REPORT

Pages 40 - 42

To provide members with an update on work undertaken by the Community Development Officer June to August 2020.

Recommendation: To note the report.

9. VISION

Pages 43 - 48

Members will find attached an extract from the approved Vision 2020/2024 as it relates to the work of this committee. The format of the Vision is still being worked on but it is hoped that the attached presents the Vision in a suitable manner at this stage. Members are requested to note that Covid-19 has had a significant impact on the progression of the Vision.

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HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
22nd June 2020 at 7.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
C Copleston
Y Farrell (Joined the meeting at 7.08pm)
S Goodchild
T McMahan
A Slough

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

Public: 0

11245 APOLOGIES & SUBSTITUTIONS

None.

11246 QUESTIONS FROM THE PUBLIC

None.

11247 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11248 COMMITTEE ARRANGEMENTS

Members were advised that in accordance with Minute 11207 taken at Town Council on 18th March the following committee arrangements remained in place:

Chair and Vice Chair of Community Services Committee

The Chair and Vice Chair of Corporate Services Committee would remain as follows:
Chair – Cllr Wattingham
Vice Chair – Cllr Copleston

Committee Functions & Terms of Reference
These remain as most recently approved.

Resolved: To note the report.

11249 MINUTES

To approve the minutes of the meeting held on 10th February 2020.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 10th February 2020 and for these to be signed by the Chairman.

11250 COMMUNITY SERVICES COMMITTEE 2020/21 BUDGET REVIEW

Members received a report on the Community Services Committees budget for 2020/21 supported by the relevant extract from the approved budget for 2020/21.

Resolved: To note the report.

11251 INCOME AND EXPENDITURE REPORT

Members received an Income and Expenditure report for 2020/21 for consideration.

Resolved: To note the report

11252 YOUTH & COMMUNITY SERVICES

CBC Youth Club

Members were advised that Groundwork, on behalf of CBC, had delivered a virtual youth club Monday to Thursday due to Covid-19 restrictions.

Youth Café

Due to Covid-19 it had not been possible to continue to provide the Youth Café. This would be re-started once Covid-19 restrictions allowed.

Youth Council

The Community Development Officer had regularly engaged virtually with members of the Youth Council. Members received a verbal update:

The Community Development Officer advised members that she had been in constant contact with the Youth Council via snapchat and video chat, they were keen to deliver a Halloween event.

Members were advised that the Youth Council had received a Crime Beat Highly Commended award from the High Sheriff of Bedfordshire.

Community Services

Members received a verbal update from The Community Development Officer on the community engagement work that had taken place during the Covid-19 crisis.

Members were advised that the Shop Local scheme had ended in March, however the new scheme is on hold until confirmation of stores reopening. The Exotic pets day event held before the implementation of lockdown had been successful and had attracted a large number of residents.

Work had included vouchers to elderly residents, care home activity packs, dementia tabards, essential supply packs to disadvantaged and vulnerable households, financial support to Houghton Regis Helpers and virtual community and civic events.

Members requested it be noted that special thanks were given to the Community Development Officer and Councillor Copleston for their dedicated work in supporting the community.

11253 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group 5th March 2020

Combating Crime Working Group None to present

Resolved: To receive the following Minutes:

Events Working Group 5th March 2020

Combating Crime Working Group None to present

11254 SUMMER ACTIVITIES

To provide members with an update on changes proposed to the HRTC summer activities due to Covid-19.

Members were advised that additional funding had been received from Cllr Hamill via the Ward Councillor Grant scheme.

Members requested that special thanks go to CBC Councillor Hamill for his support of the Houghton Regis community.

Resolved: To support;

- 1. the provision of summer family activity boxes for families as an alternative to the planned summer play scheme and summer family day trips;**
- 2. a family day trip in the October half term (Covid restrictions permitting)**
- 3. a Halloween event**

11255 GRANT FUNDING FROM THE OFFICE OF THE POLICE & CRIME COMMISSIONER

Members were advised that the Office of the Police and Crime Commissioner (OPCC) launched a project to improve certain locations for young people. The OPCC had won a small amount of funding (£29,000) from Central Government for suitable projects in Bedford, Central Bedfordshire and Luton.

This was part of the money that was secured by the OPCC from Central Government for the establishment of a Violence and Exploitation Reduction Unit (VERU).

The funding could be used by Town and Parish councils for a wide range of projects that would improve locations for young people with the ambition of deterring them from unsafe spaces or by investing in areas where young people could socialise in safety.

Applications were restricted to £5000 and the submission date was 10th June 2020.

Members were advised that an application had been submitted by HRTC for £4800 to fund improvements to the services and facilities on offer to the Youth café at the Village Green Pavilion. The intention was to provide a welcoming and more youth focused venue, through improved seating and lighting, IT and gaming equipment, sports and recreational equipment and kitchen equipment.

Members were advised that the selection of equipment was transferrable therefore extending its longevity.

A decision was expected week commencing 22nd June 2020. Members would be kept updated once a decision had been made.

The Chairman declared the meeting closed at 7.33pm

Dated this 1st day of September 2020

Chairman

DRAFT

EWG569 REVIEW OF EVENTS FROM 8th MARCH 2020

Owing to the Coronavirus Pandemic, public events had been unable to go ahead in the way that was planned. A review of how each event had been managed is below:

Easter Egg Hunt (4th April 2020)

The Easter Eggs were distributed to the schools prior to the school closures.

VE-75 (8th May 2020)

A short video was produced for Social Media regarding Houghton Regis' role in the Second World War and all that happened subsequently (e.g. the building of the Memorial Hall, the Memorial Stone etc). At the time of the Agenda preparation this had been watched approx. 2000 times, with a further 250 views on the video on the Heritage Society's YouTube account.

A competition was launched for the Best Dressed House and there were many photographs uploaded to the Town Councils Facebook Page of residents hosting their own 'Stay at Home' celebrations.

Mayor's Inaugural Reception (13th May 2020)

Members were advised that this had been postponed, updates would follow when possible.

Resolved: To note the report

EWG570 CARNIVAL (11th July 2020)

It was with regret that the Carnival would be unable to be held in its usual format during 2020. Unfortunately, it was likely social distancing measures would remain in place for until further notice.

Instead of cancelling the event, it was proposed that the Town Council hold a virtual Carnival and the ideas for the event so far were presented to councillors as below:

A new Facebook page would be created called 'Houghton Regis Carnival' to host the event and previous Carnival participants (e.g. Scout Groups, RAF Association) would be contacted to ask if they would like to add anything to the day.

Ideas for the day were to upload to the page as follows:

- 9.55am Pre-recorded video introduction from the Mayor. Members suggested that viewing of this was available all day
- 10.30am Video of previous processions with suitable music.
- 11am Best Decorated House competition – Eco theme – recycled items – upload pictures.
- 11.30am Punch and Judy Show video (if possible)
- 12 noon onwards - Fancy Dress Competition – Eco theme, upload photographs

- Music from Pipe Band (if possible) over photographs of them from previous years
- Music from Last of the Summer Ukuleles (as above)
- Ask people to send us photographs of home-made games – bean bag throwing, hoopla, ping pong ball throwing (competition)
- Dance videos from Donna's Dance School (if possible)
- Name the Bear Competition
- Virtual Sweets in the jar competition
- Junk modelling competition
- 4pm -Video montage of previous Carnivals using photographs – ask Mike Ruff to provide Music.

Prizes for the competitions would be certificates and limited edition Carnival badges (potential cost approx. £300 for badges)

Advertising for the event (in addition to the Usual Social Media advertising) would be: a banner on the green railings, but emphasising the fact it is Facebook and ‘virtual’, posters in notice boards and posters in the community shops that were open.

An amendment to the officer recommendations was proposed to read:

- 1) To note the suggestions and to approve a virtual Carnival.
- 2) To purchase revised Carnival badges as prizes (approx. £300) subject to availability.
- 3) To make a donation of £25.00 to Last of the Summer Ukuleles for their music (which always goes to a charity).
- 4) To offer a fee (amounts to be agreed) to Mike Ruff and the Punch and Judy performer for music / video.
- 5) To recommend to Community Services the unspent budget / funds during 2020 be ring-fenced and used in 2021/22.

Original officer recommendation:

- 1) *To note the suggestions and to approve a virtual Carnival.*
- 2) *To purchase Carnival badges as prizes (approx. £300).*
- 3) *To subsidise the cost of Ice Pop / Lollies to a maximum cost of £200.*
- 4) *To make a donation to Last of the Summer Ukuleles for their music (which always goes to a charity).*
- 5) *To offer a fee to Mike Ruff and the Punch and Judy performer for music / video.*
- 6) *To purchase promotional items from local charities / organisations for 'giveaways'.*

Members agreed the amended recommendations.

Accordingly, this became the substantive motion.

Members agreed the recommendations.

- Resolved:**
- 1. To note the suggestions and to approve a virtual Carnival.**
 - 2. To purchase revised Carnival badges as prizes (approx. £300) subject to availability.**
 - 3. To make a donation of £25.00 to Last of the Summer Ukuleles for their music (which always goes to a charity).**
 - 4. To offer a fee (amounts to be agreed) to Mike Ruff and the Punch and Judy performer for music / video.**
 - 5. To recommend to Community Services the unspent budget / funds during 2020 be ring-fenced and used in 2021/22.**

EWG571 SKATE PARK COMPETITION - 24th July 2020

It was suggested that the Skate Park Competition should also take the form of a virtual event.

Participants from Houghton Regis could be filmed by a member of their household performing stunts and tricks and these could be uploaded for an opportunity to win a skateboard/scooter (which had already been purchased with the Ward Councillor Grant). The stock would be replenished in time for the event again in 2021.

Members discussed the health and safety risk factors involved with the performing of unsupervised stunts. It was agreed that the Skate Park Competition would not go ahead in any format and propose to use the unspent funds on providing a larger event in 2021.

An amendment to the officer recommendations was proposed to read:

To recommend to Community Services the unspent Budget / funds during 2020 be ring-fenced and used in 2021/22.

Original officer recommendation:

To hold a virtual Skate Park Competition as suggested.

Members agreed the amended recommendations.

Accordingly, this became the substantive motion.

Members agreed the recommendation.

Resolved: To recommend to Community Services the unspent Budget / funds during 2020 be ring-fenced and used in 2021/22.

EWG572 HOUGHTON ROCKS - 5th September 2020

It was suggested that a 'Virtual' Houghton Rock's event be held. The event would comprise of a montage of photographs of the bands (or videos) over some of their tracks, or even their own films, which could be uploaded to social media. The event could also include an opening speech by the Mayor.

The Trollies, Sweeney Todd, and The Long Riders had been booked to perform, but members were asked that consideration be given to asking bands such as Supersonic and Big in Brazil (who have performed before) if they would like to be involved and

for the Town Council to pay a contribution towards using their music.

It was also suggested that Deja Vu be contacted to ask for costings for the Town Council to use music or footage with their set of music from the 40s and 50s to tie in with VE Day.

Members discussed the issues and predicted uptake of a virtual Houghton Rocks. Members agreed not to hold a virtual Houghton Rocks in 2020 and propose to use the unspent funds on providing a larger event in 2021.

Members requested that the PA company be contacted to negotiate the deferring of the booked PA system to a future event.

An amendment to the officer recommendation was proposed to read:

- To recommend to Community Services the unspent Budget/ funds during 2020 be ring-fenced and used in 2021/22.

Original Officer recommendations:

- 1) *To hold a virtual Houghton Rocks.*
- 2) *To invite the bands already booked and some previous bands to participate.*
- 3) *To investigate costs for Deja Vu to send in performances of music From their 40s and 50s set.*

Members agreed the amended recommendations.

Accordingly, this became the substantive motion.

Members agreed the recommendation.

Resolved: To recommend to Community Services the unspent Budget/ funds during 2020 be ring-fenced and used in 2021/22

EWG573 A CELEBRATION OF CHRISTMAS

It was felt that it would not be possible for A Celebration of Christmas to be held this year. It was unclear when Theatres and Cinemas would re-open or when mass indoor gatherings could re-commence. Therefore, it was suggested that schools be invited to film their choirs singing and that these be uploaded to the Town Council's social media in early December.

Members were advised that sponsorship for the event had been agreed for 2020.

Members requested that the sponsor be contacted and asked for the deferment of sponsorship funding to 2021.

Members discussed that predicted participation of schools and considered that schools may be focussed on catching up on missed schooling during school closures due to the Covid 19 crisis.

Members raised concerns regarding the safeguarding of children when posting the footage on Houghton Regis's social media platforms.

Members agreed to contact local schools and groups to ascertain interest with a view to assessing the viability of going ahead with the virtual event based on participation numbers and interest. The decision would be made at a future meeting.

An amendment to the officer recommendation was proposed to read:

- 1) To contact the schools and groups and to investigate the event in more detail.
- 2) Defer the decision to hold a virtual Celebration of Christmas to a future meeting.

Original officer recommendation:

To invite the schools and groups to film their choirs singing to create a virtual event.

Members agreed the amended recommendations.

Accordingly, this became the substantive motion.

Members agreed the recommendation.

- Resolved:**
- 1) To contact the schools and groups and to investigate the event in more detail.**
 - 2) Defer the decision to hold a virtual Celebration of Christmas to a future meeting.**

The Chairman declared the meeting closed at 6.36pm

Dated this 9th day of July 2020

Chairman

Events Working Group 9th July 2020 at 5pm

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

EWG574 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Councillor Carroll and Co-opted member D Hill.

EWG575 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG576 MINUTES

To approve the Minutes of the meeting held on 4th June 2020.

Resolved: To confirm the minutes of the Events Working Group meeting held on 4th June 2020.

EWG577 CARNIVAL (11th July 2020)

The 2020 Carnival was being held as a Virtual Event on Facebook.
The timetable for the day was as follows:

- 9.55am Video from The Mayor
- 10.00am Best Decorated House Competition
- 10.30am Virtual Carnival Procession (5 mins)
- 10.45am Video from 1st/3rd Scouts (3 mins)
- 11.00am Fancy Dress Competition
- 11.15am Quiz from Houghton Regis News Desk
- 11.30am Name the Bear Competition
- 11.45am Mike Ruff (10 mins)
- 12 Noon Home Made Games Competition (upload your photos)
- 12.15pm Donna's Dance School x 3 (15 mins)
- 12.30pm Art Town Video (5 mins)
- 13.00pm Junk Modelling Competition

- 13.30pm LOTSU 4 Videos (12 mins)
- 14:00pm Guess the number of sweets in the jar
- 14.30pm The Doorstep Band 3 videos (10 mins)
- 15:00pm On Pointe Dance Academy x 3 (10 mins)
- 15.15pm The Performing Arts Dept videos x 2 (5 mins)
- 15:30pm 'An Afternoon on The Village Green' (5 mins).
- 16:00pm Carnival Badge Montage (1 min)
- 16:10pm Thank you for watching message (4 mins)
- 17:00pm Guess the number of sweets and name the Teddy Bear in the jar answers

Resolved: To note the report.

EWG58 LETTERS FROM SANTA

Members received details of an illuminated event called 'Letters to Santa'.

The illumination would be projected on to a building in Houghton Regis (location to be determined on a weekday evening) during early December. The cost would be £3,900 for a weekday, rising to £5,400 for a weekend evening. The display would last 60 minutes.

Members were requested to consider this suggestion.

Members considered the location, cost, and possible social restrictions that may still be in place in December.

Members requested that further investigation take place in order to look at deadline booking dates.

Resolved: To agree, in principle, £3,900 to be included in the 2020/21 budget review and for additional information to be reported back at the next meeting.

EWG579 PRIDE OF HOUGHTON AWARDS

It was suggested that additional categories be added to the Pride of Houghton Awards (scheduled for February 2021).

Members agreed to add the below classes to the nomination categories.

- Business Innovation during Covid 19
- Key Worker

Members considered advertising timelines, the event would be advertised from October to January. Members suggested that advertising could start earlier in the year and be included in the October Town Crier.

Members considered the possibility of moving the date of Pride of Houghton Awards to March/April 2021 and the option of a marquee - costings

**Resolved: 1. To add new categories to the Pride of Houghton Awards in 2021.
2. To investigate the cost for marquee hire and change of date.**

The Chairman declared the meeting closed at 6.23pm

Dated this 27th day of August 2020

Chairman

Houghton Regis Town Council

Combating Crime Working Group

17th June 2020 at 11.00am

Present:	Councillors:	K Wattingham	Chairman
		C Copleston	
		S Goodchild	Substitute
		T McMahon	
	Co-opted member:	Mrs C Butler	Street Watch
	Police:	Insp. Craig Gurr	Bedfordshire Police
		Sgt. Stuart Grant	Bedfordshire Police
	Officers:	Tara Earnshaw	Community Development Officer
		Louise Senior	Head of Democratic Services
Apologies:		Y Farrell	
Absent:		M S Kennedy	

CC1066 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Farrell (Cllr Goodchild substituted) and Sgt Adrian Paine (Sgt Stuart Grant substituted).

CC1067 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1068 MINUTES

To approve the Minutes of the meeting held on the 19th February 2020.

Resolved: To approve the Minutes of the meetings held on the 19th February 2020 and for these to be signed by the Chairman.

CC1069 POLICE REPORT

Members received a verbal 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:

	2019	2020
Violence against a person	89	76

Robbery	2	4
Burglary other	8	3
Vehicle Crime	31	28
Other theft	46	30
Criminal Damage	33	26
Drug possession	9	2

Members were advised of the breakdown of officer hours spent on Op Hana.

Members discussed high priority locations and requested the locations of Op Hana to remain unchanged.

Resolved: For Operation Hana to focus on:

- **Bedford Square, Cemetery Road and Portland Rise**
- **Neptune Square and Trident Drive**
- **Hillborough Crescent and Tithe Farm Road**

CC1070 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 requested the Community Development Officer investigate the cost of an additional camera with a view to request Community Services Committee authorise the purchase of an additional redeployable camera to reflect the increasing town population.

Members agreed to move two of the Houghton Regis Town Council redeployable cameras. Dolphin Drive moved to Tithe Farm Road and Hillborough Crescent moved to Tilia Park subject to the location of a suitable lamp post. Post numbers to be confirmed by members.

Members requested that the police patrol Tilia Park either on foot or a drive-by to increase police presence.

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

CC1071 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.

CC1072 COMMUNITY SAFETY INITIATIVES

Members were advised that Due to Covid-19 work had not been focussing on these projects.

The Chairman closed the meeting at 12.14pm

Dated this 15th day of July 2020

Chairman

Houghton Regis Town Council
Combating Crime Working Group
15th July 2020 at 11.00am

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

Co-opted member: Mrs C Butler Street Watch

Police: Sgt. Adrian Paine Bedfordshire Police
Special Constable. Rob Bedfordshire Police
Cross

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

Absent: Councillor: C Copleston

CC1073 APOLOGIES & SUBSTITUTIONS

None.

CC1074 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1075 MINUTES

To approve the Minutes of the meeting held on the 17th June 2020.

Resolved: To approve the Minutes of the meetings held on the 17th June 2020 and for these to be signed by the Chairman.

CC1076 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 updates on the crime figures for May & June 2020 compared to May & June 2019.

	May – June 2019	May – June 2020	
Violence against person	88	91	+3
Robbery	2	4	+2

Domestic Burglary	13	9	-4
Burglary Business / Other	2	3	+1
Vehicle Crime	31	34	+3
Other Theft	45	28	-7
Criminal Damage	54	23	-31
Drugs Offences	9	7	-2

Members discussed crime hotspots within Houghton Regis.

Members agreed for the patrols to focus on Bedford Square, Manor Park, White House Close, Neptune Square, Trident Drive, Hillborough Cresecent, Recreation Rd, Fieldstone and Houghton Hall Park

CC1077 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 leave the cameras in situ at Tithe Farm Road, Hillborough Crescent and Neptune Square.

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

CC1078 REDEPLOYABLE CAMERA PRICE LIST

Members received a copy of the price list of redeployable cameras as requested and discussed the funding source options. Members were advised that there was no additional funding available for the purchase of an additional camera.

Members agreed that this item be deffered to the next meeting and Councillor Hamill be invited to attend.

Resolved: To deter consideration of the viability of purchasing an additional redeployable camera to the next meeting.

CC1079 ENVIRO-CRIME

Due to Covid-19 work had not been focussing on these projects.

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

The Chairman closed the meeting at 12.32pm

Dated this 19th day of August 2020

Chairman

Update report
Groundwork
August 2020

After lockdown all youth provision moved online. Groundwork provided group sessions and 121 support via phone or video call. Staff made a huge effort to contact the young people from the youth club to encourage them to engage online, but with limited opportunity to promote the service prior to lockdown numbers were low. Staff maintained contact through calls and social media for those interesting in engaging and needing support.

During this time, Groundwork launched its new open door service. Young people between the ages of 12-18 (up to 25 with additional needs) anywhere in Central Bedfordshire can self-refer via email, phone or text. Once referred they will meet with a youth worker (currently online) to arrange a bespoke package of support including one or more of the following items;

- 1. Support accessing specialist services or signposting to relevant organisations.*
- 2. Advocating on behalf of the young person in school or during meetings.*
- 3. Support accessing Groundwork youth clubs or alternative youth provision in the local area.*
- 4. Support accessing targeted clubs or groups*
- 5. 121 support.*

The support is reviewed every three months for as long as required and young people stop and re-join at any time.

Over the last month face to face work has resumed through detached sessions. This has included visiting local areas to ensure young people are remaining safe during this time and providing information and support where needed. Contact has been made with those that regularly used the youth club but did not wish to join the online sessions, these individuals fed back that they missed the opportunity for one to one conversation. Park sessions are being offered for these individuals, providing socially distanced, small group discussions with youth workers. 121 support will also be offered online for those that need more targeted support through the open door service.

Outdoor work will continue as long as the weather allows. Preparations are already being made for a return to youth clubs as and when the government allow. Online work will continue alongside face to face delivery and if further lockdowns take place.

Any young person requiring support during this time can self-refer using the open door, please see the poster and information pack for more information (elements may be a little out of date, but it provides up to date info regarding the open door).



Diana Hedley
Youth Manager (Luton and Bedfordshire, Hertfordshire, Cambridge and Peterborough)
Groundwork East

GROUNDWORK



CHANGING PLACES

CHANGING LIVES

**CENTRAL BEDFORDSHIRE
COMMISSIONED YOUTH SERVICES
PROFESSIONALS INFORMATION PACK**



Who is Groundwork?

Groundwork is a federation of charities working nationally and locally to transform lives in the UK's most disadvantaged communities. We're passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances. We help people gain confidence and skills, get into training and work, protect and improve green spaces, lead more active lives and overcome significant challenges such as poverty, isolation, low skills and poor health.

Groundwork East run a number of youth clubs across Bedfordshire and Cambridgeshire.

Changes to the service

Groundwork East was commissioned in September 2019 to deliver the new Youth Service for Central Bedfordshire Council. The service will run for five years and provide a range of youth activities to support the needs of young people in each locality.

The service has changed since the last contract and will have the flexibility to adjust and transform based on the needs of the young people and the local area. The service will offer the same elements as before including; generic youth clubs, targeted clubs, targeted workshops, and 121 support; but each locality's provision will be tailored to the local needs and will change if the need changes.

Delivery will be reviewed quarterly and feedback from young people and professionals will be taken into consideration if and when adjustments are made.

What does the new service look like?

There are no longer different contracts for each element of the youth delivery, but one offer to young people. This means young people can access all elements of the youth service, except the Independent Visitors service and this is only for those in care. Those in care, will have full access to all the elements on offer.

The universal and targeted offer has not changed that much since the last contract. Open access Youth Clubs are still available in Arlesey, Sandy, Houghton Regis and Leighton Buzzard, although due to the budget restrictions some nights have reduce from 2 to 1. Targeted clubs still run for the LGBTQ+ community in Leighton buzzard and Additional needs in Biggleswade. Targeted workshops will also take place in the New Year across all localities including West Mid Beds.

The biggest change to the service is the removal of the mentoring programme. In its

place the youth service will now have a new open door. This service will allow all young people to self-refer and have access to a 121 meeting with a youth worker, where a bespoke plan of support will be created. The plan may include one of more of the following options:

- **Signposting or engaging with specialist services:** A youth worker may help a young person to access another agency. This may include helping them to make contact, arranging appointments and even visiting with them.
- **Attending multi-agency meetings as an advocate:** a young person may need support being heard. A youth worker can then attend a multiagency or school meeting with the young person to help advocate on their behalf.
- **Youth Clubs:** A young person may be introduced to the local youth club (Groundwork or other led). This may include the youth worker attending with the young person for the first session.
- **Targeted Groups:** As above for any group including Groundwork led programmes, uniformed groups or sports clubs.
- **Targeted Workshops:** As issues arise, Groundwork will help support by offering short term workshops, detached projects or drop in sessions in an area to help address an issue. If a number of young people highlight the same concerns a series of workshops will be offered to help support the group rather than on a 121 basis.
- **121 support:** 121 support can be offered in the evenings at youth clubs for young people. A range of support will be on offer for low to high needs varying from 30 mins – 1-hour sessions. Young people may be able to meet with a youth worker weekly or bi-weekly dependent of their personal plan. For those unable to attend youth clubs and the most vulnerable as small percentage will be offered 121 support in school or in the community.

More information on the 'open door' service can be found on the following pages.



What provision is on offer to young people?

YOUTH! NIGHT!

12 to 18 years

@GWEYouth

Leighton Buzzard

Tues
5pm - 7pm
Vandyke Road
Leighton Buzzard
SG15 6SN



Leighton Buzzard
Youth Centre

Leighton Buzzard

121 Support Night
Every other Thursday
5pm - 7pm
Vandyke Road
Leighton Buzzard
SG15 6SN



#LeightonBuzzardYC

Houghton Regis

Tues & Weds
6pm - 8pm
Bedford Square Community Centre
Tithe Farm Road
Houghton Regis
LU5 5ES



Houghton Regis
Youth Centre



#HoughtonRegisYC

Keep up to date with what's on
via Facebook and Instagram!



Central
Bedfordshire
Council
Working in partnership



CBC has commissioned
Groundwork to create
greater prospects for young
people across Central
Bedfordshire

YOUTH! NIGHT!

12 to 18 years

@GWEYouth

Arlesey

Tues
6pm - 8pm

High Street, Arlesey
SG15 6SN

 Arlesey Youth Centre

 #ArleseyYC

Sandy

Weds
6pm - 8pm

Swansholme Gardens
Sandy
SG19 1JD

 Sandy Youth Centre

 #SandyYC

Biggleswade

Additional needs night

Mon
5.30pm - 7.30pm

Mead End
Biggleswade
SG18 8JU

 Biggleswade
Youth Club

 #BiggleswadeYC

Keep up to date with what's on
via Facebook and Instagram!



Central
Bedfordshire
Council
Working in partnership



CBC has commissioned
Groundwork to create
greater prospects for young
people across Central
Bedfordshire

What does this mean for young people?

Young people can refer themselves, they no longer need a parent or professional to make the referral for them. There are no thresholds, so no matter what the level of need is, Groundwork can offer support. The service isn't just there for young people facing challenges, it can also support young people who want to improve their skills, meet new people or develop their own project.

Every young person's journey is personal and therefore every plan will be tailored to the individual's needs and interests, supported by a youth worker to achieve their goals.

If a young person's circumstances change the support plan can be adapted and if they need to take a break, it's not a problem. The young person can leave the service at any time, safe in knowledge that they can re-refer at any time and where possible will have access to the same youth worker.

Why is self-referral important for young people and youth workers?

The relationship between youth worker and young person is voluntary. It depends on the young person choosing to engage in the provision or relationship, in order for the support to be successful.

It is important to the youth worker that the young person starts from 'where they are' and chooses what they want to achieve as opposed to being directed or having a set curriculum to follow. It is through this method that a youth worker builds a strong professional, trusting relationship in which to achieve positive outcomes for young people.

When a young person chooses to engage, they are more likely to remain motivated and engaged in the service, until comes a time they no longer need the support. Even if they choose to leave, they can re-refer at any time. Helping them to feel in control and maintain a positive relationship with the youth worker/s involved.

How does a young person self-refer?

There are four different and easy ways for a young person to refer themselves to the provision:

Do you need support?

We're here to help

If you're aged 12 to 18

(up to age 25 you have additional needs)

Get in contact with a
Groundwork youth worker

They'll put you in touch with the
service that's right for you

Start your journey using the platforms below



WhatsApp or
text us on
07736 132870



DM us
@GWEYouth



Send us an email
youthreferrals
@groundwork.org.uk



Call us on
07736 132870

Just tell us...

Your name, where you live, how old you are, and a bit (if you can) about how we can help you



Central Bedfordshire Council
Working in partnership



CBC has commissioned Groundwork to create greater prospects for young people across Central Bedfordshire

Young people can text, email, phone, directly to a youth worker.

All the message needs to include is their name, where they live and that they would like to speak to a youth worker.

For example:



It is important to remember that a young person can get in touch about anything. It may not be that they have a concern or issue. They may have an idea or project they would like to get involved in, or they may just wish to expand their social circle - the same process will apply.

If they are already in touch with a Groundwork youth worker, they do not need to text, email or phone, and can simply speak to the member of the youth team who will arrange a meeting.

What next?

- ✓ The young person will get a response within 24 hours (during weekdays) confirming that their message has been received and who will be in touch.
- ✓ A meeting will then be arranged with the young person and a youth worker within two weeks of the referral. During this meeting the young person will discuss the reasons for referral and the youth worker will help them create a bespoke plan of support.
(maybe insert the page of the workbook that will show the support plan).
- ✓ The youth worker will help the young person implement each element of the plan through a range of different activities.
- ✓ After three months the youth worker and young person will review the programme and make any relevant changes. This will continue and develop until the young person no longer needs support.
- ✓ If the young person needs to leave or stop the support because their circumstances change, this is not a problem, they can re-refer at any time and where possible they will keep the same key worker.



What does this mean for professionals?

No more referral forms! It cuts out the need for you to complete paperwork and lightens your workload. You don't have to decide what provision the young people can access – we do that with the young person.

What we do need you to do is encourage young people that need support to access the provision. This can include talking to them about the service, providing them with the information attached and help them make their own referral.

If we need some background information and the young person gives us permission to contact you, we may be in touch directly.

If you are concerned that a young person really needs support, but won't self-refer, don't worry. We will work with you to encourage that young person to engage in the service when they are ready.

Where can I find out more?



www.groundwork.org.uk/east



Leighton Buzzard Youth Centre
Houghton Regis Youth Centre
Arlesey Youth Club
Biggleswade Youth Club
Sandy Youth Club

Who do I contact if I have a question?

Diana Hedley - Youth Manager
diana.hedley@groundwork.org.uk
07736 132295

North Bedfordshire (Ivel Valley and West Mid Beds)
Angela Dallarís – Senior Youth Worker
angela.dallarís@groundwork.org.uk
07702 532329

South Bedfordshire (Houghton Regis, Dunstable and Leighton Buzzard)
David Ramsay – Senior Youth Worker
david.ramsay@groundwork.org.uk
07736 132293



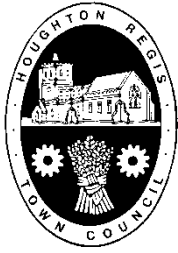


 www.groundwork.org.uk/east

 GroundworkEast

 GroundworkEast

 @groundworkeast



COMMUNITY SERVICES COMMITTEE

Agenda Item 7

Date: 24th August 2020

Title: Income & Expenditure Report

Purpose of the Report: To provide members with the Income & Expenditure report to date for the Community Services Committee.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

There are no recommendations arising from this report.

2. BACKGROUND

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

The income and expenditure report is provided for reference.

3. ISSUES FOR CONSIDERATION

302-1078 – Grants & Donations

Anticipated grants from CBC Youth Services and CBC Ward cllr funding. Youth Services Grant scheme not launched to date for 2020/21. CBC ward cllr grant allocated to 302-1091

302-1091 Income Misc

Includes an unanticipated grant of £4700 from VERU scheme via the PCC

302-4221 Playscheme & Family Trips

The playscheme has not been delivered as anticipated. An alternative project to support local families, Summer Family Packs, is being delivered. Costs for this have been coded to 302-4227 Community Services.

302-4226 Youth Services

Due to Covid projects under this budget heading have been delayed.

302-4227 Community Services (Shop Local and town centre attractions)

Due to Covid projects under this budget heading have been delayed.

302-4230 Public Toilets
 These have now been re-opened after a closure of 4 months or so.

302-4232 Christmas Lights
 Annual expenses incurred around the Christmas period

303-4029 Promotional Material
 No required spend to date

303-4033 Town Crier
 Oct / Nov edition beginning to be prepared.

303-4034 Website costs
 Website adjustment completed.

303-4059 Other professional fees
 No required spend to date

303-42225 Town Guide
 No required spend to date. Project unlikely to start until late 2020 as reliant on advertising from local businesses.

304-1094 Income from Sponsors
 Major events not currently being held.

304-1097 Income from events
 Major events not currently being held.

304-4031 Advertising
 Major events not currently being held.

304-4222 Community Events
 Major events not currently being held.

305-4203 Mayors Christmas Appeal Fund
 Annual expenses incurred around the Christmas period

305-4218 Small Projects grants
 Grant process end of Oct / Nov. Publicity of scheme to commence shortly.

305-4219 Large Project grant
 The large project grant agreed in 2019/20 has been awarded.

305-4220 Key Partner grants
 Grants mtg 26th Oct.

305-4234 Covid-19 Expenditure
 This was set up to help to manage unpredicted expenditure arising from the implications of Covid-19. The council has reviewed its budget comprehensively and it is now anticipated that all future expenditure will be allocated to suitable budgets.

306-4046 – Enviro Crime
 Redeployable CCTV Sim ad warranty costs incurred. Nominal ledger shows repeat costs for 2020/21 and 2021/22. This is to be investigated.

306-4059 Other Professional Fess
 Covers costs associated with Operation Hana. Only April and May invoices have been received.

307-4010 Misc Staff costs
 This is a mis-code and will be rectified

307-4101 Mayors Allowance
 Reduced civic functions due to Covid-19. It is understood that the Mayor is considering using some funds to support local charities / not for profit groups.

307-4106 Mayors Civic Events
 Events to be organised once Covid restrictions permit.

307-4121 Civic Regalia

Orders are being placed.
307-4122 Civic Fund expenses
On track
399-4804 Christmas Lights
Officers are investigating how many lights need to be replaced. Orders will follow.

4. COUNCIL VISION

Aspirations

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

6. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from this report

Legal Implications

- There are no legal implications arising from this report

Financial Implications

- There are no financial implications arising from this report

Risk Implications

- There are no risk implications arising from this report

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications arising from this report.

6. CONCLUSION AND NEXT STEPS

Due to the implications of Covid-19 the council has adjusted its budget accordingly. Proactive monitoring of the budget will set the council in good stead going forwards and will help to ensure that expenditure and income targets are met. There are no issues or areas of concern to highlight in this report.

7. APPENDICES

Appendix A: Income & Expenditure Report

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 5

Cost Centre Report

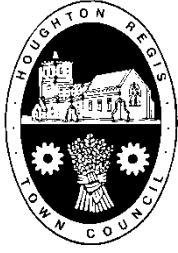
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 Community Services							
1078 Grants & Donations Received	0	0	3,000	3,000			0.0%
1091 Income Miscellaneous	0	5,757	500	(5,257)			1151.4%
Community Services :- Income	0	5,757	3,500	(2,257)			164.5%
4221 SUMMER PLAYScheme	0	0	4,500	4,500		4,500	0.0%
4226 Youth services	0	0	4,500	4,500	4,538	(38)	100.8%
4227 Community Services	0	644	3,000	2,356		2,356	21.5%
4230 Public Toilets	0	510	18,800	18,290		18,290	2.7%
4232 Christmas Lights	0	0	13,000	13,000		13,000	0.0%
Community Services :- Indirect Expenditure	0	1,154	43,800	42,646	4,538	38,109	13.0%
Net Income over Expenditure	0	4,603	(40,300)	(44,903)			
303 Communications							
4029 Promotional Material	0	0	1,000	1,000		1,000	0.0%
4033 NEWSLETTER	0	0	4,000	4,000		4,000	0.0%
4034 WEBSITE COSTS	0	260	1,000	740		740	26.0%
4059 OTHER PROFESSIONAL FEES	0	0	350	350		350	0.0%
4225 TOWN GUIDE	0	0	2,000	2,000		2,000	0.0%
4992 Trs from Earmarked Reserve	0	0	(2,000)	(2,000)		(2,000)	0.0%
Communications :- Indirect Expenditure	0	260	6,350	6,090	0	6,090	4.1%
Net Expenditure	0	(260)	(6,350)	(6,090)			
304 Events							
1094 Income from Sponsors	0	0	1,200	1,200			0.0%
1097 Income - Council Events	0	480	1,500	1,020			32.0%
Events :- Income	0	480	2,700	2,220			17.8%
4031 ADVERTISING	0	0	500	500		500	0.0%
4222 COMMUNITY EVENTS	0	3,988	16,500	12,512	300	12,212	26.0%
Events :- Indirect Expenditure	0	3,988	17,000	13,012	300	12,712	25.2%
Net Income over Expenditure	0	(3,508)	(14,300)	(10,792)			
305 Community Grants							
4203 MAYORS CHRISTMAS APPEAL FUND	0	0	2,100	2,100		2,100	0.0%
4218 Grants (WB) Small Projects	0	0	3,000	3,000		3,000	0.0%
4219 Grants (WB) Large Projects	0	1,962	1,962	0		0	100.0%
4220 Grants (WB) Key Partners	0	0	15,000	15,000		15,000	0.0%
4234 Covid 19 Expenditure	0	2,639	2,600	(39)		(39)	101.5%
Community Grants :- Indirect Expenditure	0	4,601	24,662	20,061	0	20,061	18.7%
Net Expenditure	0	(4,601)	(24,662)	(20,061)			

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
306 Community Safety							
4046 Enviro - Crime	0	3,600	6,400	2,800		2,800	56.3%
4059 OTHER PROFESSIONAL FEES	0	7,162	33,990	26,828		26,828	21.1%
Community Safety :- Indirect Expenditure	0	10,762	40,390	29,628	0	29,628	26.6%
Net Expenditure	0	(10,762)	(40,390)	(29,628)			
307 Civic Services							
4010 MISC. STAFF COSTS	0	20	0	(20)		(20)	0.0%
4101 MAYORS ALLOWANCE	0	0	3,850	3,850		3,850	0.0%
4106 Mayors Civic Events	0	0	2,200	2,200		2,200	0.0%
4121 CIVIC REGALIA	0	0	550	550		550	0.0%
4122 Civic Fund Expenses	0	61	200	139		139	30.7%
4992 Trs from Earmarked Reserve	0	0	(450)	(450)		(450)	0.0%
Civic Services :- Indirect Expenditure	0	81	6,350	6,269	0	6,269	1.3%
Net Expenditure	0	(81)	(6,350)	(6,269)			
399 Community Capital & Projects							
4804 CAP-New Christmas Lights	0	0	6,000	6,000		6,000	0.0%
4992 Trs from Earmarked Reserve	0	0	(6,000)	(6,000)		(6,000)	0.0%
Community Capital & Projects :- Indirect Expenditure	0	0	0	0	0	0	
Net Expenditure	0	0	0	0			
Grand Totals:- Income	0	6,237	6,200	(37)			100.6%
Expenditure	0	20,847	138,552	117,705	4,838	112,868	18.5%
Net Income over Expenditure	0	(14,610)	(132,352)	(117,742)			
Movement to/(from) Gen Reserve	0	(14,610)					



COMMUNITY SERVICES COMMITTEE**Agenda Item 8**

Date:	1st September 2020
Title:	UPDATE REPORT
Purpose of the Report:	To provide members with an update on work undertaken by the Community Development Officer June to August 2020.
Contact Officer:	Tara Earnshaw, Community Development Officer

1. RECOMMENDATION

To note the report.

2. BACKGROUND

At its meeting held on the 20th July 2020, the Town Council adopted a four-year plan containing a number of objectives for the period 2020-2024 - Houghton Regis: Our Vision.

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: Grow your own.

Objective 3: A safer and vibrant town.

Objective 4: Our community.

3. COUNCIL VISION

The following actions support the Objectives of Council's Vision;

1.4: Encourage healthy eating and food awareness.

3.8: To support local businesses and retailers.

3.9: To welcome new residents

4.3: to provide activities for young people, families and older people.

VISION 1.4: Encourage healthy eating and food awareness

- *To work with HRTC Pop up Café:* HRTC were successful in applying for VERU funding. This will enable the purchase of items to make the youth café a more vibrant and exciting place to encourage young people to attend. It is anticipated that the new look Pop up Café will be open to young people mid-November with

outreach work commencing prior to it is opening. This will allow staff to re-establish relationships with young people and get contact details should a booking in system be required due to covid-19 restrictions.

- *Partnership projects with HHP*: The Youth Council are currently planning a Halloween walk through event in partnership with Houghton Hall Park. Representatives from the youth council have met with the head gardener to discuss plans and resources.

VISION 3.8: To support local businesses and retailers

- *Shop Local*: Packs containing Shop Local merchandise have been given to local businesses to give out to loyal customers.

VISION 3.9: To welcome new residents

- *New residents 'Welcome Pack'*: Shop Local merchandise will be used to put into new residents' welcome packs alongside a welcome to Houghton Regis letter. Members will be provided with packs and letters as required. Some will also be distributed to local estate agents.

VISION 4.3: To provide activities for young people, families and older people.

Young people (Pop up Café, Summer Playscheme, Youth Council, preventative projects (Anti-knife crime campaign):

- *Summer Playscheme*: Having been unable to deliver the usual summer playscheme, 300 summer fun family activity packs have been put together and 180 have been given out to 4 primary schools, with a further 120 packs made up to sell at a reduced cost. Jewels and Houghton Hall Park are supporting the initiative by helping to sell packs in those locations.

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

There are no legal implications.

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 project / issues 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						
Houghton Regis: Our Vision Our Town (2020-2024)						
Aspiration	How	Delivery timeframe	Resource requirement	Committee	Work to date	Update
To develop and enhance partnerships between HRTC, stakeholders, partners, community groups and residents	<ul style="list-style-type: none"> To engage with partners to support the enhancement of services within the town 	Ongoing	Staff time	As applicable	Community Services Committee CBC Ward Cllrs grant scheme – support achieved for Family activity packs Youth Services Grant Regular engagement with Groundwork as the CBC youth work contractor Bulk waste subsidy scheme Bedfordshire Police Grants received from VERU funding (PCC) £4700 Operation Hana Town Centre Retailers and shoppers – Shop Local Town centre events Residents Young people - HR Youth Council, Pop up café Families - Family activity packs, Family events Older people – Mayors Christmas card Local businesses / organisations Sponsorship opportunities Event participation Community grants scheme	01/09/2020 Support achieved for Family activity packs £1000 Groundwork engagement achieved Bulk waste scheme – SLA being finalised VERU grant received £4700 for VG Pavilion improvements for Pop Up Café Current Op Hana contract. Due for renewal 01/04/2021 Shop local scheme to be revised and implemented – delay due to Covid-19 Town Centre events cancelled due to Covid-19 HR Youth Council & Pop up café to be re-initiated Autumn 2020 Family summer activity packs distributed summer 2020

	<ul style="list-style-type: none"> To press for the enhancement of services as required 	Ongoing	Staff time	As applicable	To be progressed as required	
	<ul style="list-style-type: none"> To engage in the development of the strategic growth areas and to ensure integration between the existing town and the new areas 	Ongoing	Staff time	As applicable	To be progressed as required	
	<ul style="list-style-type: none"> To respond and participate in consultation processes 	Ongoing	Staff time	As applicable	To be progressed as required	
To effectively and proactively represent our community	<ul style="list-style-type: none"> To engage with partners on issues extending beyond the scope of the town council notably but not restricted to: town centre, planning and the growth area, transport and car parking, sport, leisure and recreational facilities, education and health 	Ongoing	Staff time	As applicable	To be progressed as required	
To positively promote the town	<ul style="list-style-type: none"> Civic role within and outside of the town 	Ongoing	Staff time	Com Serv	The Mayor and Mayors Secretary welcome all invitations to meetings and events both inside and outside of the town. Covid-19 has impacted on such engagements. Reports on the activities of the Mayor and Deputy Mayor are made to Town Council.	Mayoral events attended: TBC Mayoral events organised: TBC

	<ul style="list-style-type: none"> Promotion of events outside of the town 	Annual	£1,000	Com Serv	Due to Covid-19 large scale events have not been organised. However the Mayor has hosted a couple of fundraising events. Virtual community events have also been held. These have been promoted outside of the town.	
To ensure the council is fit for purpose and efficient in its delivery of services	<ul style="list-style-type: none"> Regular review of services (in particular events, communications and software packages) 	Ongoing	Staff time	As applicable	Events are reviewed by the EWG.	EWG have reviewed the virtual VE Day celebration and the Virtual Carnival
	<ul style="list-style-type: none"> Maximise income opportunities (investments, chargeable services, hire charges / fees) 	Ongoing	Staff time	As applicable	To be progressed as required.	This is and may well continue to be difficult to achieve during Covid-19.
Delivery	Actions	Delivery timeframe	Budget requirement			
Objective 1: Grow your own						
1.2 To support appropriate management of the Woodside Link Community Orchard	<ul style="list-style-type: none"> Link in with informal group – may be able to support establishment of this group on a more formal basis 	2020	Staff time	Com Serv		To be progressed
1.4 Encourage healthy eating and food awareness	<ul style="list-style-type: none"> To work with the HRTC pop up café provision 	Ongoing	Staff time	Com Serv		To be progressed when Pop Up Café has been relaunched.
	<ul style="list-style-type: none"> Community kitchen, pantry, fridge 	2021	Staff time	Com Serv	To be considered in 2021	

Objective 2: A Greener Cleaner Houghton Regis				Committee		
2.2 To increase recycling by the council	<ul style="list-style-type: none"> Offer recycling at events 	2020	£1,000	Com Serv		To be considered when community events re-start
2.3 To encourage sustainable transport including use of public transport, walking and cycling	<ul style="list-style-type: none"> Promotion of possibilities - general and specific 	Ongoing	Staff time	Com Serv		To be progressed
Objective 3: A safe and vibrant town	<ul style="list-style-type: none"> 			Committee		
3.1 To reduce the fear of crime, anti-social behaviour and crime levels	<ul style="list-style-type: none"> Partnership working with Bedfordshire police and CBC Community Safety 	Ongoing	Staff time	Com Serv	Contract in place until 31/03/2021.	Review of contract scheduled for autumn 2020
3.2 To reduce enviro crime	<ul style="list-style-type: none"> Tackle incidences of graffiti, small scale fly-tipping, broken glass etc 	Ongoing	Staff time	Com Serv	HRTC set up to act on such issues. HRTC Cllr reporting system in place. Reports made to CCWG	To consider online reporting mechanism. Members also advised of an emerging CBC initiative to tackle enviro-crime. Updates will be provided.
3.3 To improve access to bulk waste removal services	<ul style="list-style-type: none"> To implement a subsidy scheme in partnership with CBC 	2020	£2400 / annum	Com Serv	Draft SLA with CBC.	Being followed up. HRTC apprentice to develop, with support, a booking scheme.
3.4 To seek to reduce speeding around schools	<ul style="list-style-type: none"> Speed assessment 	2021	£2000 / school	Com Serv	To be considered in 2021	
3.5 To provide clean and accessible town centre toilets	<ul style="list-style-type: none"> Funding of cleaning of town centre toilets 	Ongoing	£20000 / annum	Com Serv	Contract in place.	

3.6 To provide Christmas lights	<ul style="list-style-type: none"> Funding of Christmas lights 	Ongoing	£15000 / annum	Com Serv	Annual display. Contract in place.	
3.7 To communicate well with residents and stakeholders	<ul style="list-style-type: none"> Website maintenance 	Ongoing	£1000 / annum	Com Serv	Website is maintained and updated.	
3.8 To support local businesses and retailers	<ul style="list-style-type: none"> Shop Local 	Ongoing	Staff time	Com Serv	A number of Shop Local schemes have been run. A refresh of the scheme is underway.	To be progressed now Covid-19 restrictions eased.
3.9 To welcome new residents	<ul style="list-style-type: none"> New residents 'Welcome Pack' 	Ongoing	Staff time	Com Serv	Letter and goody bag to be distributed by cllrs.	Packs currently being prepared. Anticipated roll out Sept 2020
Objective 4: Our community						
4.1 To create or enhance community facilities which support community development and cohesion	<ul style="list-style-type: none"> Development of a sporting hub and all-weather pitch 	2020	£1.5m, HRTC contrib £300-500k	As applicable	All weather pitch, changing facilities and car park project being progressed through E&L.	Communications plan to be established.
	<ul style="list-style-type: none"> To create a dementia friendly town with supportive services, signs, assistance, aids 	2022	N/K	Com Serv	To be progressed in 2022	
4.3 To provide activities for young people, families and older people	<ul style="list-style-type: none"> Young people (Pop up café, Summer playscheme, Youth Council, Preventative projects (Anti-knife crime campaign) 	Ongoing	£29,000 Staff time	Com Serv	To comprise Pop Up Café, Youth Council and preventative projects. Knife Crime project completed.	Pop Up Café - facility improvement works to be completed with funding from Beds Police Sept / Oct 2020. Outreach work to take place Oct 2020. Re-launch Oct Half term. Youth Council - engagement continued, events being planned.

4.4 To help to protect and preserve historic gems	<ul style="list-style-type: none"> All Saints Church 	Ongoing	Staff time	As applicable		
4.7 To support local organisations	<ul style="list-style-type: none"> Provision of a grant scheme 	Ongoing	Staff time	Com Serv	Grant scheme established. Reviewed 2019.	Promotion of availability of the scheme to be completed.