

# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

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

29<sup>th</sup> January 2021

**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 virtually on **Monday 8<sup>th</sup> February 2021 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 LINK<sup>1</sup>](#)

[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 RECORDED<sup>2</sup>***

## 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.

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<sup>1</sup> If you require a meeting link emailed to you, please contact the Head of Democratic Services at [louise.senior@houghtonregis.org.uk](mailto:louise.senior@houghtonregis.org.uk)

<sup>2</sup> 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.*

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 8 - 11*

To approve the minutes of the meeting held on 2<sup>nd</sup> November 2020.

Members are requested to note that the Bulk Waste Subsidy scheme was launched on 1<sup>st</sup> January 2021. During January a total of 4 collections have been completed under this scheme. Further updates on this initiative will be provided through the Community Safety Initiative report as presented every other month to CCWG.

**Recommendation: To confirm the minutes of the Community Services Committee meetings held on 2<sup>nd</sup> November 2020 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. COMMUNITY & YOUTH SERVICES**

*Pages 12 - 14*

To provide members with an update on work undertaken by the Community Development Officer between November 2020 to January 2021.

### **7. INCOME AND EXPENDITURE REPORT**

*Pages 15 - 20*

Members will find attached the income and expenditure report, highlighting significant variances, for Community Services Committee to date.

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

*Pages 21 - 34*

Events Working Group 29<sup>th</sup> October and 3<sup>rd</sup> December 2020.

Combating Crime Working Group 21<sup>st</sup> October, 18<sup>th</sup> November and 16<sup>th</sup> December 2020.

Members are requested to note that Minute EWG604 Additional Budget Requirements:

*To request an additional £3500 from Community Services, bringing the total budget request to £42,500 for community events in financial year 2021-2022.*

This request has been superseded by the HRTC budget setting process. The budget for Events for 2021/22 has been set at £35,000.

**Recommendation: To receive the Minutes detailed above.**

**9. REVIEW OF TOWN CRIER**

After the delivery of the last Town Crier it was requested that a review be completed on the content and style (in terms of the balance of text and pictures).

The following was previously agreed at the Community Services on 25<sup>th</sup> June 2018, Minute 9482:

*Resolved: To provide a biannual newsletter to every household in the parish.*

Further consideration was given to the Town Crier on 5<sup>th</sup> November 2018, where the following was agreed, Minute 9647:

*Resolved: To publish the Crier in accordance with the following:*

*Delivery – door to door*

*Frequency – bi-annually*

*Size – 8 pages*

*Page size – A4*

*Colour – full colour*

*Contents –*

- *Council contact details*
- *Meeting dates*
- *Mayoral foreword, events attended, events planned*
- *Details on forthcoming council events*
- *Review of events*
- *Notification of publication of Annual report*
- *Notification of precept and budget*
- *Promotion of community events 8/2/21*

- *Town council and committee updates of work completed / undertaken and of forthcoming considerations*
- *Details of HRTC grants scheme*
- *Competition*
- *List of events to cover the life of the issue*

Members are advised that the budget available for the Crier in 2021/22 is £4,400. This budget is sufficient to produce and deliver an 8 page bi-annual publication on recyclable paper.

Members comments are invited.

#### **10. TOWN CRIER – SPRING 2021 EDITION**

As members are aware the Council produce and distribute a Town Crier newsletter to all residents in March each year. Members are asked to consider the March 2021 edition. The following points are highlighted:

At the time of producing this agenda, the council cannot be confident that it will be possible to distribute an edition due to lock down restrictions. In addition, the content of the Crier has a strong focus on past and future events. As past events have been very different and future events are not confirmed, it is difficult to foresee what the content of a Spring Town Crier would look like.

As an alternative, members may like to consider:

1. Making copies available at key locations, such as town centre retail outlets and neighbourhood retail outlets. However, these opportunities are very limited for various reasons (against company policy, not wanting to handle paper copies, space restrictions etc), although the concerns over content remain;
2. Not to produce a Spring edition but to continue to use social media and the council's website to communicate out;
3. Delay publication until June time when restrictions may be lifted, although the concerns over content remain;
4. Plan for a bumper edition in Autumn (funding from 2020/21 would need to be carried over).
5. Make more use of the councils noticeboards and / or banners. One of the aims of the Town Crier is to reach residents who do not access online sources of information, members may consider this an alternative. Please see attached mock up on page 35 to give an impression of a possible banner. Note the financial infographic would be updated to reflect 2021/22.

**Recommendation:** **Not to produce a Spring edition but to:**

- 1. continue to use social media and the council's website to communicate out.**

**2. make more extensive use of the Council's noticeboards and install banners in key locations.**

**11. VISION**

*Pages 35 - 54*

Members will find attached an extract from the approved Vision 2020/2024 as it relates to the work of this committee. Members comments are invited.

**12. COMMUNITY ASSETS**

Members may recall that in 2015 the Council made a number of applications for Assets of Community Value.

The following table summarises the applications:

<i>Location</i>	<i>Result</i>	<i>Expiry</i>
Bedford Square Community Centre	Accepted	12/02/21
Dunstablians Rugby Club	Accepted	16/02/21
	Now expired	
Former Netto Site	Rejected	-
HR Leisure Centre	Accepted	08/02/21
HR Library	Accepted	12/02/21
Land at Windsor Drivee	Accepted	12/02/21
Parkside Neighbourhood Centre	Accepted	02/03/21
St Vincent's Social Club	Accepted	16/12/20
	Now expired	
The Red House	Rejected	-

Members were advised through the Members Newsletter that the listing for Dunstablians Rugby Club and St Vincent's Social Club were due to expire.

The link below shows all the applications made for properties in Houghton Regis and whether or not they were accepted as an Asset of Community Value. Where an application was rejected the reasons are provided.

[Houghton Regis | Central Bedfordshire Council](#)

Members are invited to consider whether any further applications whether as new applications or as renewals. This link is the supporting guidance in order to make a bid:

[200723CRTB GUIDANCE v2.pdf | Powered by Box](#)

The guidance details the process and outlines the criteria and the benefits of having an asset listed. The evidence required is more stringent than previously applied.

The below is an extract of from the Guidance:

*What does the Community Right to Bid aim to achieve?*

*The legislation aims to help communities faced with losing local amenities and buildings which are of importance to them. The Government recognises that over the past decade Community Asset ownership has been growing with over two hundred communities having bought their village shop, and many looking to take over their local pub to prevent it closing.*

*In the past, many communities have lost the use of buildings and land because they were sold privately or without a community group having the time to raise the necessary funds. The Community Right to Bid gives local community groups such as parish councils, charities, voluntary organisations and social enterprises a right to nominate a building or other land for listing by the council as an Asset of Community Value (ACV). When a listed asset is to be sold, local community groups will have a chance to make a bid and buy it on the open market.*

*Does the Community Right to Bid give community groups a right to buy Assets within their community?*

*No. The legislation only stalls the selling process to give suitably constituted community groups a period of time to prepare a proposal and raise the funds required to put in an offer. The sale takes place under normal market conditions and the owner is under no obligation to sell to the group.*

*What types of Assets are eligible for listing?*

*Land and buildings, either in public or private ownership, which can demonstrate 'Community Value'. Included in the Regulations' definition of land and buildings is part of a building, part of any other structure, whether or not held within the surface.*

*How is 'Community Value' defined?*

*Community Value is defined as follows:*

*'The current use of the building or land being nominated (that is not an ancillary use) must further the social wellbeing or social interests of the local community, and it is realistic to think that there can continue to be non-ancillary use of the building or land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.'*

*Where the building or land does not currently demonstrate 'Community Value' as described above, it may still be nominated where it is possible to demonstrate that its main use did further the social wellbeing or cultural, recreational or sporting interests of the local community in the recent past, and where it is realistic to think that it will do so again in the next five years. In this case, the nominating group would need to demonstrate that there was a time in the recent past when an actual use of the building or other land (that was not an ancillary use) furthered the social wellbeing or interests of the local community, and it is realistic to think that there is a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community. Nominations must meet these definitions.*

*What information will we need to provide?*

*Nominations will need to include:*

- A description of the nominated Asset including its proposed boundaries clearly edged in red, its proposed boundaries and its use. (Please see (ii) below for more detailed information).*
- A statement of all information which the nominator has with regard to the names of current occupiers and also the names and current (or last known) addresses of all those holding a freehold or leasehold estate in the land;*

- 
- *Reasons for thinking that the council should conclude that the Asset is one of Community Value; and*
  - *Evidence that the nominator is eligible to make a nomination, in line with the requirements set out in the next section.*

*What kinds of documents should support the nomination?*

*Evidence is required to support the nomination demonstrating how the asset furthers the social interest or social wellbeing of the local community.*

*We would expect to see the following evidence:*

- *photographs/social media posts of the events taking place at the asset*
- *testimonials, letters of support and statements of those who use the asset*
- *list of events held at the asset with frequency, numbers who attend, who attends (i.e. local community, wider community)*
- *list of groups who use the asset, the frequency the groups use the asset, numbers who attend, what does the group use the asset for etc.,*
- *other event publicity fliers/posters/social media posts*
- *print media articles of events that have taken place at the asset*

Members are advised that at the Planning Committee on 25<sup>th</sup> January, members of that committee suggested that it may be suitable to seek to have land at Windsor Drive and HR Leisure Centre listed. Both these are currently listed but are nearing their expiry date.

It is highlighted to members that should these applications be successful, it will only provide local community groups a chance to make a bid and buy the asset on the open market.

**Recommendation: To submit applications for Asset of Community value for the following sites:**

- **Land at Windsor Drive**
- **HR Leisure Centre**

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**HOUGHTON REGIS TOWN COUNCIL**  
**Community Services Committee**  
**2<sup>nd</sup> November 2020 at 7.00pm**

Present: Councillors: K Wattingham Chairman  
J Carroll  
C Copleston  
Y Farrell  
S Goodchild  
M Kennedy Substitute  
T McMahon

Officers: Clare Evans Town Clerk  
Tara Earnshaw Community Development Officer

Public: 1

Apologies: Councillor: A Slough

Also Councillor: D Jones  
present:

**11382 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Slough (Cllr Kennedy substituted)

**11383 QUESTIONS FROM THE PUBLIC**

A member of the public asked:

- Clarification on the arrangements for Remembrance Services
- The allocated budget for the firework display

It was advised that the council was waiting on further guidance for Remembrance Services.

It was advised that the estimated budget for the firework display was £8,000 - £9,000.

**11384 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**11385 MINUTES**

To approve the minutes of the meeting held on 1<sup>st</sup> September 2020.

**Resolved: To confirm the minutes of the Community Services Committee meetings held on 1st September 2020 and for these to be signed by the Chairman.**

**11386 REPORT FROM GROUNDWORK**



A representative from Groundwork was in attendance to update members on the work completed on behalf of Central Bedfordshire Council.

Members were advised that work had continued with virtual sessions. The hope was that Youth Clubs would return during November; they are now awaiting advice on how the services Groundwork offer could move forward. Alternative venue locations to Bedford Square would be looked into as Bedford Square had not been confirmed in the short term.

Members were assured that all the services Groundwork offer were in compliance with Government guidelines. Their online support services were still available to young people.

### **11387 COMMUNITY & YOUTH SERVICES**

Members were provided with an update on work undertaken by the Community Development Officer September to October 2020.

Members wanted to pass on their thanks and commend the Youth Council on the awards that they had won.

Members provided feedback on the residents' welcome packs that had been distributed by councillors on behalf of the Town Council and the appreciation that had been received on delivery.

### **11388 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Events Working Group	27 <sup>th</sup> August and 1 <sup>st</sup> October 2020
Combating Crime Working Group	19 <sup>th</sup> August and 16 <sup>th</sup> September 2020.

Members are specifically referred to the following;  
CC1092 Op Hana contract 2021/2022

*Cllr Kennedy joined the meeting (7.21pm)*

**Resolved:** To receive the Minutes detailed above and to approve the recommendations contained therein as follows;  
To continue Operation Hana on the same format in 2021/2022 subject to budget provision being made available.

### **11389 INCOME AND EXPENDITURE REPORT**

Members received the income and expenditure report, highlighting significant variances, for Community Services Committee to date.

Members raised concerns regarding the timing of the Town Guide as this was greatly reliant on the sale of advertising space within the guide. With the knowledge of local businesses suffering financial constraints due to the difficulties faced during 2020, concerns were raised about affordability due to the financial implications of Covid-19.

Members agreed to defer further discussion of the Town Guide until a later date with consideration being given to the possibility of subsidising advertising costs.

Members were advised that some invoices were delayed in being issued to the Town Council for payment.

*Cllr Carroll joined the meeting (7.31pm)*

#### **11390 DRAFT BUDGET 2021/22**

Members received the officer draft budget for 2021/22 along with explanatory notes for the Community Services Committee.

The draft budget reflected on ongoing budgetary commitments along with anticipated budgetary commitments arising from the Council Vision 2020/24.

As members were aware the council revised its budget for 2020/21 in July 2020 to reflect on the implications of Covid-19. At the time of revising the budget members requested that the budget for 2021/22 be set on the original budget figures as these were reflective of a 'normal' council year. However, due to software limitations, the draft budget included the revised budget amounts for 2020/21. However, the budget explanatory notes provided members with the original budget figures for 2020/21 as requested. The draft budget for 2021/22 assumed normal delivery of services during the year, i.e. it assumed that Covid would not affect the services of the council during 2021/22.

Members were advised that an adjustment of £1,000 for the removal of event evaluation which would be revisited when Houghton Regis Town Council events were back to running at their planned schedules.

Members were advised of a further adjustment of £1,000 for the removal of the grant funding for the Churches Carol Service, as this funding would be provided from the Event budget provision.

Members discussed the option of a Town Ranger. Members suggested that it would be preferable for this work to be completed in-house rather than outsourced.

Members were advised that the most cost-effective way of delivering this service initially was to buy in this service at £20 per hour from Dunstable Town Council.

Members requested that this be left in the budget, but to give further consideration to how this project could be moved forward and be delivered effectively.

#### **11391 VISION**

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee. Additional comments were included as staff had put forward some suggestion's and ideas. Members comments were invited.

Members discussed the provision and positioning of an electronic noticeboard; it was suggested that this be placed within HRTC recreational space to increase public visibility.

Members commended the councils use of social media pages and feedback was requested on social media traffic on HRTC social media pages.

Members requested a review of the Town Crier at a future meeting

#### **11392 EXCLUSION OF PRESS AND PUBLIC**

- Waste Disposal Service Level Agreement

**Resolved:** In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

#### **11393 WASTE DISPOSAL SERVICE LEVEL AGREEMENT**

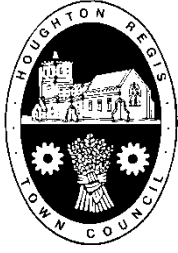
Members were advised that at Combating Crime Working group on 21<sup>st</sup> October consideration was given to a draft Service Level Agreement for the subsidisation of bulky waste collection between Houghton Regis Town Council and Central Bedfordshire Council. Members received a variation of this around 12 months ago. Although very little had changed, as time has passed it was being represented to remind members of the content and obligations of each party. Members received the draft SLA which included some minor amendments. Combating Crime Working Group resolved to recommended to Community Services Committee that the document be signed.

**Resolved:** That the bulk waste disposal Service Level Agreement between Houghton Regis Town Council and Central Bedfordshire Council be signed by the Chair of Community Services Committee.

**The Chairman declared the meeting closed at 20.19pm**

**Dated this 8<sup>th</sup> day of February 2020**

**Chairman**



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**COMMUNITY SERVICES COMMITTEE****Agenda Item 6**

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<b>Date:</b>	<b>8<sup>th</sup> February 2021</b>
<b>Title:</b>	<b>UPDATE REPORT</b>
<b>Purpose of the Report:</b>	<b>To provide members with an update on work undertaken by the Community Development Officer November 2020 to January 2021.</b> <b>To provide a proposed calendar of events/activities for April 2021 – March 2022</b>
<b>Contact Officer:</b>	<b>Tara Earnshaw, Community Development Officer</b>

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**1. RECOMMENDATION**

**To note the report.**

**2. BACKGROUND**

At its meeting held on the 20<sup>th</sup> 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 planning and achieving the objectives agreed by Council and this report centres around outcomes contained within the following objectives:

Objective 1: Grow Your Own.

Objective 2: A Greener Cleaner Houghton Regis

Objective 3: To Support local businesses and retailers.

Objective 4: Our community.

**3. COUNCIL VISION**

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

1.2: To support appropriate management of the Woodside Link Community Orchard

1.4: Encourage healthy eating and food awareness.

1.5: To increase edible planting.

2.3: To encourage sustainable transport including use of public transport, walking and cycling.

3.8: To support local businesses and retailers.

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

4.7: To support local organisations

### **VISION 1.2 & 1.5**

- The CDO has had ongoing communication with an organisation called Develop, who work with young people who are underachieving at school. It is hoped that with partnership working students from All Saints school will engage in a community initiative to help tidy the community orchard and identify edible shrubs and bushes in Houghton Regis.

### **VISION 3.8**

- Shop local will continue to be publicised via our social media platforms. The CDO will communicate with local businesses to establish a new scheme and to determine what support the Town Council can provide.

### **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:* An adapted plan to deliver family activities has been proposed.
- *HRTC Pop up Café:* HRTC were successful in applying for VERU funding. The CDO has been purchasing items in preparation for the opening of the Youth Café. Recruiting staff to this initiative will be reviewed monthly to ensure that it can be opened safely in light of the pandemic.
- *Partnership projects with HHP:* The CDO has been communication with HHP and hopes to work in partnership with some initiatives on the proposed plan for 2021-2022.
- *Youth Council:* The CDO continues to meet with the Youth Council virtually and communicate through social media.
- The Youth Council have engaged in the following activities:
  - Santa Float
  - Remembrance Sunday
  - Read a poem for the Celebration of Christmas.

## **4. PROPOSED EVENTS/ACTIVITIES FOR 2021-2022**

Please note all proposed events and activities from February to June will be virtual and from July to October social distancing. All events and activities are subject to change if necessary, to ensure they are safe to deliver given the current pandemic.

<b>Date</b>	<b>Activity</b>
February	Online upcycle project/competition
	The big quiz – For care home residents and those self-isolating
March	Charity begins at home - Range of charity events such as: The big 5k, Photography Challenge (Find 10 items such as edible

	shrubs/bushes etc around Houghton Regis, online quiz, bingo, raffle. All money raised to go to a local charity.
April	Sunflower competition
June	Family cooking challenge
	Family creative art challenge
July	Open air cinema
August	Family Zumba on the green
	Family magic show on the green
	Family sports day
	Family picnic party and winners of the sunflower competition announced.
September	Houghton Together event
October	Halloween Event
November	Crafty November
December	Houghton Together Event
February 2021	Exotic Pet Day
March 2021	Community Engagement Day

## 5. 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.

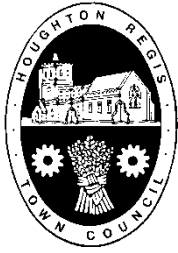
This project / issues does not discriminate.

### **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 COMMITTEE

## Agenda Item 7

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<b>Date:</b>	<b>8<sup>th</sup> February 2021</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Community Services Committee.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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### 1. RECOMMENDATION

*There are no recommendations arising from this report.*

### 2. BACKGROUND

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically. Accordingly, this report is presented 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. Youth Services Grant scheme not launched to date for 2020/21.

302-1091 Income Misc

Includes an unanticipated grant of £4700 from VERU scheme via the PCC, plus CBC ward cllr grant.

302-4221 Playscheme & Family Trips

The playscheme has not been delivered as anticipated. An alternative project to support local families, Summer Family Packs, was delivered and is coded here.

302-4226 Youth Services

Covers the expenditure to kit out the Green pavilion for the Pop Up Café (as offset by the Veru funding in 302-1091). Further expenditure anticipated.

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

Covers Activity packs and support for families during Covid.

302-4230 Public Toilets

These are currently open, there was a period of closure of 4 months or so. This budget is likely to be underspent due to saving secured from the closure of the toilets during Covid. Anticipated underspend of around £3000.

302-4232 Christmas Lights

Annual expenses incurred around the Christmas period

303-4029 Promotional Material

No required spend to date

303-4033 Town Crier

Expenditure incurred relates to the production and delivery of one edition of the Crier. The second edition is due February / March.

303-4034 Website costs

Website adjustment completed. Further website adjustments to be completed to comply with Website Accessibility Regulations.

303-4059 Other professional fees

No required spend to date

303-42225 Town Guide

No required spend to date. Project unlikely to start for a while as reliant on advertising from local businesses. Members comments are invited on whether / when this project should be initiated.

304-1094 Income from Sponsors

Major events not currently being held.

304-1097 Income from events

Although major events not currently being held, the council has secured some income for the smaller events and virtual events which have been held.

304-4031 Advertising

Major events not currently being held.

304-4222 Community Events

Limited expenditure incurred for virtual events.

305-4203 Mayors Christmas Appeal Fund

The slight over spend in this budget is off set by the underspend in the events budget (approximately £100)

305-4218 Small Projects grants

Grant process end of Oct / Nov and Feb / March.

305-4219 Large Project grant

The large project grants agreed and awarded.

305-4220 Key Partner grants

Key Partner grants awarded. Budget shows overspend due to Memorial Hall claiming their accumulated grant for the car park resurfacing. This is offset by a transfer in 305-5041.

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.

305-5014 Trns from EMR Memorial Hall Grant

The Memorial Hall have completed their car park refurbishment project and have drawn down the contribution from HRTC towards the project.

306-4046 – Enviro Crime



Includes monitoring from CBC for redeployable cameras. Bulk waste project now initiated so costs will begin to be incurred for the delivery of this project.

306-4059 Other Professional Fess

Covers costs associated with Operation Hana. Only April to October invoices have been received to date.

307-4101 Mayors Allowance

Reduced civic functions due to Covid-19. The Mayor has used funds to support local charities / not for profit groups including Royal British Legion, Dunstable Foodbank, Women's Aid, Juvenile Diabetes and Shelter.

307-4106 Mayors Civic Events

Events to be organised once Covid restrictions permit. Expenditure incurred on preparing for Operation London Bridge.

307-4121 Civic Regalia

Purchase of past mayors' badges and past consort badges.

307-4122 Civic Fund expenses

This budget is slightly over spent £135 due to the purchase of replacement flags.

399-4804 Christmas Lights

Orders will be placed for new Christmas lights in February / March in the sale ready for 2021 Christmas season.

#### **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

27/01/2021

## Houghton Regis Town Council

Page 1

15:50

## Detailed Income &amp; Expenditure by Budget Heading 12/01/2021

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>302 Community Services</b>								
1078 Grants & Donations Received	0	0	3,000	3,000			0.0%	
1091 Income Miscellaneous	0	5,722	500	(5,222)			1144.4%	
Community Services :- Income	<b>0</b>	<b>5,722</b>	<b>3,500</b>	<b>(2,222)</b>			<b>163.5%</b>	<b>0</b>
4221 SUMMER PLAYScheme	0	721	4,500	3,779		3,779	16.0%	
4226 Youth services	0	968	4,500	3,532	4,538	(1,005)	122.3%	
4227 Community Services	0	1,826	3,000	1,174		1,174	60.9%	
4230 Public Toilets	0	9,788	18,800	9,012		9,012	52.1%	
4232 Christmas Lights	0	9,901	13,000	3,099		3,099	76.2%	
Community Services :- Indirect Expenditure	<b>0</b>	<b>23,203</b>	<b>43,800</b>	<b>20,597</b>	<b>4,538</b>	<b>16,059</b>	<b>63.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(17,481)</b>	<b>(40,300)</b>	<b>(22,819)</b>				
<b>303 Communications</b>								
4029 Promotional Material	0	0	1,000	1,000		1,000	0.0%	
4033 NEWSLETTER	0	1,976	4,000	2,024		2,024	49.4%	
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	<b>0</b>	<b>2,236</b>	<b>6,350</b>	<b>4,114</b>	<b>0</b>	<b>4,114</b>	<b>35.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,236)</b>	<b>(6,350)</b>	<b>(4,114)</b>				
<b>304 Events</b>								
1094 Income from Sponsors	0	75	1,200	1,125			6.3%	
1097 Income - Council Events	0	480	1,500	1,020			32.0%	
Events :- Income	<b>0</b>	<b>555</b>	<b>2,700</b>	<b>2,145</b>			<b>20.6%</b>	<b>0</b>
4031 ADVERTISING	0	0	500	500		500	0.0%	
4222 COMMUNITY EVENTS	0	4,600	16,500	11,900	300	11,600	29.7%	
Events :- Indirect Expenditure	<b>0</b>	<b>4,600</b>	<b>17,000</b>	<b>12,400</b>	<b>300</b>	<b>12,100</b>	<b>28.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(4,045)</b>	<b>(14,300)</b>	<b>(10,255)</b>				
<b>305 Community Grants</b>								
4203 MAYORS CHRISTMAS APPEAL FUND	0	2,213	2,100	(113)		(113)	105.4%	
4218 Grants (WB) Small Projects	0	400	3,000	2,600		2,600	13.3%	
4219 Grants (WB) Large Projects	0	1,962	1,962	0		0	100.0%	
4220 Grants (WB) Key Partners	0	26,126	15,000	(11,126)		(11,126)	174.2%	
4234 Covid 19 Expenditure	0	2,729	2,600	(129)		(129)	105.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 12/01/2021

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5014 Tfr from EMR Memorial Hall Gran	0	(8,000)	0	8,000		8,000	0.0%	
Community Grants :- Indirect Expenditure	<u>0</u>	<u>25,430</u>	<u>24,662</u>	<u>(768)</u>	<u>0</u>	<u>(768)</u>	<u>103.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(25,430)</u></b>	<b><u>(24,662)</u></b>	<b><u>768</u></b>				
<u>306 Community Safety</u>								
4046 Enviro - Crime	0	1,800	6,400	4,600		4,600	28.1%	
4059 OTHER PROFESSIONAL FEES	4,676	20,037	33,990	13,953		13,953	59.0%	
Community Safety :- Indirect Expenditure	<u>4,676</u>	<u>21,837</u>	<u>40,390</u>	<u>18,553</u>	<u>0</u>	<u>18,553</u>	<u>54.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(4,676)</u></b>	<b><u>(21,837)</u></b>	<b><u>(40,390)</u></b>	<b><u>(18,553)</u></b>				
<u>307 Civic Services</u>								
4101 MAYORS ALLOWANCE	0	2,112	3,850	1,738		1,738	54.9%	
4106 Mayors Civic Events	0	632	2,200	1,568		1,568	28.7%	
4121 CIVIC REGALIA	0	586	550	(36)		(36)	106.5%	
4122 Civic Fund Expenses	0	335	200	(135)		(135)	167.6%	
4992 Trs from Earmarked Reserve	0	0	(450)	(450)		(450)	0.0%	
Civic Services :- Indirect Expenditure	<u>0</u>	<u>3,664</u>	<u>6,350</u>	<u>2,686</u>	<u>0</u>	<u>2,686</u>	<u>57.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(3,664)</u></b>	<b><u>(6,350)</u></b>	<b><u>(2,686)</u></b>				
<u>399 Community Capital &amp; Projects</u>								
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>				
Grand Totals:- Income	<u>0</u>	<u>6,277</u>	<u>6,200</u>	<u>(77)</u>			<u>101.2%</u>	
Expenditure	<u>4,676</u>	<u>80,970</u>	<u>138,552</u>	<u>57,582</u>	<u>4,838</u>	<u>52,744</u>	<u>61.9%</u>	
<b>Net Income over Expenditure</b>	<b><u>(4,676)</u></b>	<b><u>(74,693)</u></b>	<b><u>(132,352)</u></b>	<b><u>(57,659)</u></b>				
<b>Movement to/(from) Gen Reserve</b>	<b><u>(4,676)</u></b>	<b><u>(74,693)</u></b>						

## **Events Working Group 29<sup>th</sup> October 2020 at 5pm**

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

Also present: Councillor: D Jones

### **EWG598 APOLOGIES AND SUBSTITUTIONS**

None.

### **EWG599 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

### **EWG600 MINUTES**

To approve the Minutes of the meeting held on 1<sup>st</sup> October 2020.

**Resolved: To confirm the minutes of the Events Working Group meeting held on 1<sup>st</sup> October 2020 and for these to be signed by the Chairman.**

### **EWG601 CELEBRATION OF CHRISTMAS**

The Celebration of Christmas page would be launched on Tuesday 1<sup>st</sup> December 2020 at 7pm.

The virtual event was to include:

- The Christmas Tree Switch on with the Mayor and Santa (pre-recorded)
- A Christmas message from Santa (pre-recorded)
- A Christmas story from Mrs Christmas (pre-recorded)
- Music from local schools and Art Town
- A poem from Tithe Farm School

Members were advised:

- The Christmas countdown was in hand.
- Christmas Tree switch on was confirmed (with the Mayor and Santa – no public to attend)
- Civic and Events Officer would be filming the tree lights switch on.

**EWG602 CHRISTMAS 2020**

Members were advised that the gifts for all the Primary Schools, and the Chiltern School in Houghton Regis were being investigated, in lieu of the Santa's Grotto this year.

A grant had been agreed for the Foodbank to assist them in their efforts with providing gifts for children by the Town Council, and the two Secondary Schools in Houghton Regis were being contacted to offer an item for the school up to £150 instead of the gifts for the students.

Councillor McMahon had met with the Town Clerk and the Civic and Events Officer to discuss the idea of the Santa Float and there were still ongoing investigations to discuss whether road closures would be needed. Members were asked to note the following information:

- The proposed date of the visits from the Santa float, are Monday 7<sup>th</sup>, Tuesday 8<sup>th</sup> and Wednesday 9<sup>th</sup> December 2020 from 5.30pm to approx. 8pm.
- Sufficient numbers of volunteers/ staff had volunteered to permit the event to go ahead.
- A suitable vehicle, trailer and driver was available for the event
- The route would take the form of the main roads through the wards, but could not cover every road
- The Mayor does not wish to collect funds

Concerns were raised that other Santa floats would be circulating at the same time as Houghton Regis Town Council.

A grant application had been submitted for Drive in Carol Service as a partnership between Houghton Regis Churches Together and the Town Council, and this funding was agreed at the Community Services meeting on Monday 26<sup>th</sup> October 2020.

Members were advised that Civic and Events Officer would be working alongside Houghton Regis Churches Together to ensure a safe and enjoyable event.

Concerns were raised over safety and social distancing at the event. Members were advised that the event would be marshalled with the aid of Houghton Regis Town Council staff and the Youth Council.

**EWG603 PRIDE OF HOUGHTON AWARDS**

Nominations had been received for the event, but it is recommended that a decision be made at the next meeting (3<sup>rd</sup> December 2020) regarding whether the event should be postponed.

**Resolved:**           **To note the report**

**EWG604 ADDITIONAL BUDGET REQUIREMENTS**

At the previous meeting, a budget of £39,000 was recommended, to be requested from Community Services to run events from 2021-2022.

However, the amounts of £1,000 towards recycling and £1,000 for event evaluation was omitted from this request (as per the Vision). In addition, it is also requested that an additional amount of £2,500 be budgeted for the 100<sup>th</sup> Birthday Celebrations of Prince Philip, in June 2021.

Members advised that the request of £1,000 for event evaluation be placed on hold for financial year 21-22, and that it be budgeted the following year, when event would hopefully return to normal.

An amendment to the recommendation was proposed to read:

To request an additional £3,500 from Community Services, bringing the total budget request to £42,500 for community events in financial year 2021-2022.

*The original officer recommendation read:*

*To request an additional £4500 from Community Services, bringing the total budget request to £43500 for community events in financial year 2021-2022.*

Proposed by: Cllr Wattingham, seconded by Cllr Carroll  
All were in favour; accordingly, this became the substantive motion.

Members voted on the revised recommendation.

All were in favour.

**Resolved: To request an additional £3500 from Community Services, bringing the total budget request to £42,500 for community events in financial year 2021-2022.**

**The Chairman declared the meeting closed at 17. 51pm**

**Dated this day of 2020**

**Chairman**

## **Events Working Group 3<sup>rd</sup> December 2020 at 5pm**

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

### **EWG605 APOLOGIES AND SUBSTITUTIONS**

None.

### **EWG606 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

### **EWG607 MINUTES**

To approve the Minutes of the meeting held on 29<sup>th</sup> October 2020.

**Resolved: To confirm the minutes of the Events Working Group meeting held on 29th October 2020 and for these to be signed by the Chairman.**

### **EWG608 CELEBRATION OF CHRISTMAS**

Members were advised that The Celebration of Christmas page was now live, and posts had been scheduled for each day until 25<sup>th</sup> December 2020.

The programme of videos and pictures included:

- The Entries to the Mayor's Christmas Card Contest (set to music)
- A message from Santa,
- Storytime with Mrs Christmas,
- Poems from Tithe Farm School and music from the Chiltern School.

Members were advised that Houghton Regis Town Council would be linking in with the virtual Christmas Carol event being held by the Houghton Regis Churches together group.

**Resolved: To note the report.**

### **EWG609 CHRISTMAS 2020**



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Christmas Gifts had been delivered to the six primary Schools in Houghton Regis, plus the Chiltern School, which equated to approx. 1900 gifts. A Small Project Grant of £200 was given to the Foodbank towards the Christmas Gifts for local families, and just over £150 was spent on items for the Tithe Farm and Parkside Children's Centres. Responses from the Secondary Schools were still awaited.

#### Santa Float

At the time of this meeting, the Santa Float was proposed to go ahead. The dates for the float were set for 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> December to visit all three wards in Houghton Regis.

Members were advised that the Safety advisory group had been contacted and a specific Covid-19 risk assessment had been completed.

#### Drive in Carol Service

Members were advised that Houghton Regis Churches Together had received a grant from the Town Council for £1500 (from Community Events Budget 304-4222) to hold a Drive in Carol Service on Sunday 13<sup>th</sup> December 2020. Initially it was envisaged that the Carol Service would take place at Morrisons Car Park and then on the Village Green; but the event was then hoped to take place in the car park at Houghton Hall Park Visitors Centre.

Unfortunately, due to changing government guidelines, necessary restriction changes to the venue made the event unviable. The event would now run virtually.

**Resolved: To note the reports.**

### **EWG610 PRIDE OF HOUGHTON AWARDS**

It was suggested that the Pride of Houghton Awards Ceremony provisionally booked for 13<sup>th</sup> February 2021 be postponed.

Members agreed to extend the nomination period, with specific dates to be confirmed at a later meeting.

**Resolved: To postpone the Pride of Houghton Awards.**

### **EWG611 FUTURE EVENTS / QUESTIONS**

All of the events up until early 2021 had been included on the agenda.

However, members were asked to note the agreed date for the Easter Egg Hunt, which would be held on Saturday 27<sup>th</sup> March 2021.

Members agreed that consideration should be given to the possibility of needing to purchase eggs and distribute to schools if the event could not ahead.

**The Chairman declared the meeting closed at 5.50pm**

**Dated this 4<sup>th</sup> day of February 2020**

**Chairman**

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**21<sup>st</sup> October 2020 at 11.00am**

Present: Councillors: K Wattingham (Chairman)  
J Carroll Substitute  
C Copleston  
Y Farrell

Co-opted member: Mrs C Butler Street Watch

Police: Sgt. A Paine Bedfordshire Police

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

Apologies: Councillors: T McMahan

Absent: Councillors: M Kennedy

**CC1096 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr McMahan (Cllr Carroll substituted)

**CC1097 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC1098 MINUTES**

To approve the Minutes of the meeting held on the 16<sup>th</sup> September 2020.

**Resolved: To approve the Minutes of the meetings held on the 16th September 2020 and for these to be signed by the Chairman.**

**CC1099 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 updated on local crime figures:

Houghton Regis	September 2020	Variance compared to September 2019
Anti-social Behaviour	42	

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Violence against person	44	+10%
Robbery	0	-100%
Domestic Burglary	4	-60%
Burglary Business / Other	1	-66%
Vehicle Crime	6	-45%
Other Theft	3	-81%
Criminal Damage	12	-58%
Drugs Offences	5	+400%

**Resolved: For Operation Hana to focus on: Bedford Square, Manor Park, White House Close, Neptune Square, Trident Drive, Chelsea gardens, Tithe Farm Road, Hillborough Crescent, Recreation Rd and Houghton Hall Park.**

### **CC1100 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

In light of the police report Members considered whether 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:

- Hillborough Crescent
- Neptune Square
- Tithe Farm Road

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

### **CC1101 ENVIRO-CRIME**

Members received a schedule listing reported issues for the previous month and their current status and were advised that no new reports had been received.

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

### **CC1102 COMMUNITY SAFETY INITIATIVES**

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

Members received an update on the speed sign data. Members were advised of the statistics of vehicles travelling past the speed sign on Windsor Drive.

Members were advised that some of the data had been lost due to the magnitude of the file size. Members were updated on the figures between 11<sup>th</sup> August – 18<sup>th</sup> September 2020.

The total number of vehicles travelling past the sign was: 24,818 with an average speed of 34mph. Highways would raise concerns if the average speed reaches or exceeds 36mph.

Members requested a data update to be included on the agenda every other month.

**Resolved: To note the report.**

**CC1103 WASTE DISPOSAL SERVICE LEVEL AGREEMENT**

Members received a draft Service Level Agreement for the subsidisation of bulky waste collection between Houghton Regis Town Council and Central Bedfordshire Council. Members received a variation of this around 12 months ago. Although very little has changed, as time has passed it was being re-presented to remind members of the content and obligations of each party. The attached draft included of some minor amendments. It was recommended to present the Service Level Agreement to Community Services Committee with a recommendation that the document be signed.

**Resolved: To recommend to Community Services Committee that the bulk waste disposal Service Level Agreement between Houghton Regis Town Council and Central Bedfordshire Council be signed.**

**The Chairman closed the meeting at 11.50am**

**Dated this 18<sup>th</sup> day of November 2020**

**Chairman**

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**18<sup>th</sup> November 2020 at 11.00am**

Present: Councillors: K Wattingham (Chairman)  
J Carroll Substitute  
Y Farrell  
M Kennedy

Co-opted member: Mrs C Butler Street Watch

Police: Sgt. A Paine Bedfordshire Police  
Special Constable: Sgt. R Cross Bedfordshire Police

Officers: Tara Earnshaw Community Development Officer

Apologies: Councillors: T McMahon  
C Copleston

**CC1104 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr McMahon (Cllr Carroll substituted) and Cllr Copleston.

**CC1105 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC1106 MINUTES**

To approve the Minutes of the meeting held on the 21<sup>st</sup> October 2020.

**Resolved: To approve the Minutes of the meetings held on the 21<sup>st</sup> October 2020 and for these to be signed by the Chairman.**

**CC1107 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 updated on local crime figures:

October 2020

Variance compared to  
October 2019

Violence against person	56	74
Robbery	4	7
Domestic Burglary	14	16
Burglary Business / Other	8	6
Vehicle Crime	18	24
Other Theft	27	34
Criminal Damage	23	49
Drugs Offences	11	3

Members noted the positive foot beat figures.

Members were advised of, and discussed, crime issues and hot spots within the local area.

**Resolved: For Operation Hana to focus on:  
Bedford Square, Manor Park, White House Close, Neptune Square,  
Trident Drive, Chelsea gardens, Tithe Farm Road, Hillborough  
Crescent and Houghton Hall Park .**

#### **CC1108 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

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

Members agreed to leave cameras one and two in situ and to move camera three further along Tithe Farm Road closer to the recreation ground, facing the skate park.

- Hillborough Crescent
- Neptune Square
- Move from Tithe Farm Road to Tithe Farm Road (by the recreation ground)

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

#### **CC1109 ENVIRO-CRIME**

Members received a schedule listing reported issues for the previous month and their current status and were advised that no new reports had been received.

Members discussed whether it would be feasible for members of the public to report enviro issues directly. Feasibility and management of this would be investigated.

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

Members were advised that a request for a co-option be included for consideration on the next agenda.

**The Chairman closed the meeting at 11.51am**

**Dated this 16<sup>th</sup> day of December 2020.**

**Chairman**

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**16<sup>th</sup> December 2020 at 11.00am**

Present: Councillors: C Copleston (Vice-Chairman)  
Y Farrell  
S Goodchild Substitute  
T McMahon  
M Kennedy

Co-opted member: Mrs C Butler Street Watch

Police: Sgt. A Paine Bedfordshire Police

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

Apologies: Councillors: K Wattingham

**CC1110 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Wattingham (Cllr Goodchild substituted)

**CC1111 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC1112 MINUTES**

To approve the Minutes of the meeting held on the 18<sup>th</sup> November 2020.

**Resolved: To approve the Minutes of the meetings held on the 18<sup>th</sup> November 2020 and for these to be signed by the Chairman.**

**CC1113 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 updated on local crime figures:

	November 2019	November 2020
Violence against person	20	32
Domestic Burglary	20	8
Burglary Business / Other	3	2



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Vehicle Crime	34	10
Other Theft	13	13
Criminal Damage	16	9
Drugs Offences	3	5

Members discussed local crime issues and the patrol areas for Op Hana.

Members were advised that there had been a local issue of thefts within the cemetery grounds.

**Resolved: For Operation Hana to focus on:  
Bedford Square, Manor Park, White House Close, Neptune Square,  
Trident Drive, Chelsea gardens, Tithe Farm Road, Hillborough  
Crescent and Houghton Hall Park .**

#### **CC1114 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

In light of the police report Members considered whether 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:

- Hillborough Crescent
- Neptune Square
- Tithe Farm Road (by the recreation ground)

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

#### **CC1115 ENVIRO-CRIME**

Members received a schedule listing reported issues for the previous month and their current status and were advised that no new reports had been received.

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.**

#### **CC1116 COMMUNITY SAFETY INITIATIVES**

Members received a schedule providing an update on current community safety initiatives. The following points were highlighted:

The Service Level agreement between HRTC and CBC had been signed and the waste disposal initiative commence in January 2021.

Members were advised that the speed data had been lost due to a technical glitch.

**Resolved: To note the report.**

**The Chairman closed the meeting at 12.10pm**

**Dated this 20<sup>th</sup> day of January 2021**

**Chairman**

# Latest News

## Virtual EVENTS

### FEBRUARY *The Big Quiz*

### MARCH *CHARITY BEGINS AT HOME*

- Week 1 - **THE BIG 5K** - Walk/Run/Cycle the mapped out route across HHP.
- Week 2 - **Photography Treasure Hunt** - Try and find all of the 10 items to be in for a chance to win a prize.
- Week 3 - **Online raffle & Name the Teddy Bear**

*Small print goes here*

## Our Annual Budget BREAKDOWN FOR 2019/20



Council tax contribution per Band "D" Property    £175.40 per year  
£3.37 per week

*Breakdown of how we spend your Council Tax:*

<b>Corporate Services</b> <b>£11.83 / 6.75%</b> Includes: Policies Clr Expenses Comms & Marketing	<b>Community Services</b> <b>£33.62 / 19.17%</b> Includes: Town Events Youth Services Grants
<b>Planning</b> <b>£0.46 / 0.26%</b> Applications Neighbourhood Plan	<b>Staff</b> <b>£92.67 / 52.83%</b> Grounds Office
<b>Environment &amp; Leisure</b> <b>£36.82 / 20.99%</b> Cemetery Recreation Areas Pavilions & Football	



### Know what are we responsible for:-

- Town Mayors Christmas Cards • Consultee for planning • Civic & Mayoral events • Recreation grounds • Dog Kennel Down & former railway line • Recreation Play Areas & Sports Facilities (including multi use games area & skate park) • Football pitches • Bowls • Burial Grounds (Houghton Regis Cemetery, All Saints churchyard) • Noticeboards, Seats, Litter bins, Dog bins • Community events (Inc. Carnival, Pride of Houghton Awards, Fireworks, Santa's Grotto) • Fair visits, Circus visits • Social Media & Website • Town Crier Newsletter • Town Guide • Town Centre Public Toilets • Community Grants Scheme • Community Services • Community Safety

### How do you contact us:-

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-  Email: [www.info@houghtonregis.org.uk](mailto:www.info@houghtonregis.org.uk)
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-  Facebook: @hrtowncouncil
-  Twitter: @HRCouncil1
-  Instagram: houghtonregisc



Aspiration	How	Delivery time-frame	Resource requirem't	Committee	Work to date - Community Services	Update	Project shape
To develop and enhance <b>partnerships</b> between HRTC, stakeholders, partners, community groups and residents	<ul style="list-style-type: none"> <li>To engage with partners to support the enhancement of services within the town</li> </ul>	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	01/02/2020 Support achieved for Family activity packs £1000 Groundwork engagement achieved Bulk waste scheme – launched 1st January VERU grant received £4700 for VG Pavilion improvements for Pop Up Café Current Op Hana contract. Renewed for 2021/22 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, timing TBC Family summer activity packs distributed summer 2020	<ul style="list-style-type: none"> <li>Continued support for Houghton Regis Helpers</li> </ul>
	<ul style="list-style-type: none"> <li>To press for the enhancement of</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required		

	services as required						
	<ul style="list-style-type: none"> <li>To engage in the development of the strategic growth areas and to ensure integration between the existing town and the new areas</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required		<ul style="list-style-type: none"> <li>Consideration given to electronic notice boards to enable news and event updates relevant to the town. (this could prove cost prohibiting)</li> </ul>
	<ul style="list-style-type: none"> <li>To respond and participate in consultation processes</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required		
To effectively and proactively <b>represent</b> our community	<ul style="list-style-type: none"> <li>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</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required		<ul style="list-style-type: none"> <li>Highlight the continued work by the council in the search for land for allotment use.</li> <li>Highlight the continued work that the council is completing to continue to search for land for a new cemetery provision</li> <li>To promote the development of a new community sports hall</li> </ul>

To positively <b>promote</b> the town	<ul style="list-style-type: none"> <li>Civic role within and outside of the town</li> </ul>	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"> <li>Use of communication means to promote availability of Town Mayor</li> <li>Use of communications means to promote the achievements of the Town Mayor</li> <li>Record the number of civic events attended</li> <li>Record the number of mayoral events held</li> </ul>
	<ul style="list-style-type: none"> <li>Promotion of events outside of the town</li> </ul>	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.		<ul style="list-style-type: none"> <li>Produce promotional flyers targeting local schools sent directly from the Town Mayor</li> <li>Social media use to promote the town's good news stories</li> </ul>
To develop a new <b>cemetery</b>	<ul style="list-style-type: none"> <li>To identify and investigate any emerging land possibilities</li> </ul>	Ongoing	Staff time EMR available	Town Council			<ul style="list-style-type: none"> <li>Cohesive working with Central Bedfordshire Council to positively investigate three potential sites for the new cemetery</li> </ul>
To ensure the <b>council</b> is fit for purpose and efficient in its delivery of services	<ul style="list-style-type: none"> <li>Regular review of services (in particular events, communications and software packages)</li> </ul>	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"> <li>Use of social media tools to analyse statistics of visitors to the site to determine popular posts</li> <li>Using data statistics to produce tailored posts of interest</li> <li>Updating and revitalisation of the Town Council website</li> </ul>

	<ul style="list-style-type: none"> <li>Regular review of facilities and premises</li> </ul>	Ongoing	Staff time	E&L			<ul style="list-style-type: none"> <li>Producing positive news stories for social media</li> <li>Encourage feedback from residents on events and activities</li> <li>Encourage feedback on the councils sports facilities and services</li> <li>Using online survey tools to encourage feedback</li> <li>Use of website to promote and offer a paper based survey to reach residents not on social media platforms Promoting the opportunity to give feedback using advertising banners on the Village Green railings and other prominent highly visible areas within the town</li> </ul>
	<ul style="list-style-type: none"> <li>Development of new council offices</li> </ul>	Ongoing	Staff time £500,000	Town Council			<ul style="list-style-type: none"> <li>To continue consideration of available options of a rebuild or refurbishment of the council offices</li> <li>Consideration of better use of the available space i.e. two story building on the council owned plot.</li> <li>A rebuild/refurbishment could include staff wellbeing enhancements i.e. windows for light and ventilation.</li> </ul>

							<ul style="list-style-type: none"> <li>Two storeys allowing more useable office space with consideration to offering some interim rentable space also allowing for an increased future staff team in line with the growing needs of the town</li> <li>The council has successfully facilitated staff working from home, therefore an alternative site would not be required during completion of any works.</li> </ul>
	<ul style="list-style-type: none"> <li>Maximise income opportunities (investments, chargeable services, hire charges / fees)</li> </ul>	Ongoing	Staff time	As applicable	To be progressed as required.	This is and may well continue to be difficult to achieve during Covid-19.	<ul style="list-style-type: none"> <li>An increase in sports facility fees</li> <li>An increase in cemetery fees</li> <li>Use of communications to promote and advertise the availability of pavilion hiring</li> <li>Increase the pavilion hiring fees</li> <li>Increase the hire-ability of pavilions by offering a longer hiring duration</li> </ul>
			Income opportunities				
	<ul style="list-style-type: none"> <li>Review staff structure in particular additional staff support required for events, cemetery, finance and ad hoc support required for</li> </ul>	Ongoing	Additional staff	Corp Serv		Post of Town Ranger agreed.	<ul style="list-style-type: none"> <li>Consideration given to the hiring of a new groundsman at the beginning of the spring season</li> </ul>



	sessional work re playscheme, family trips, youth council						
			£30,000 / annum				
	<ul style="list-style-type: none"> <li>To support councillor and staff development &amp; training</li> </ul>	Ongoing	Current rev budget available	Corp Serv		Civic & Events officer completed Food Hygiene courses.	<ul style="list-style-type: none"> <li>To offer basic in-house training to councillors on IT packages</li> <li>Encouraging Councillors to make use of Central Bedfordshire Council's free website online training courses</li> <li>Encouraging new and existing staff members to make use of the Central Bedfordshire Council's free website training courses</li> </ul>
	<ul style="list-style-type: none"> <li>Introduce electronic payments system (links to staff resource)</li> </ul>	2020	Staff time	Corp Serv			<ul style="list-style-type: none"> <li>Investigate the cost and ease of use of receiving electronic payments and how they could serve the council effectively and efficiently</li> </ul>
			£500 / annum				

	<ul style="list-style-type: none"> <li>Increased use of online forms</li> </ul>	2020	Staff time £2000 / annum	Corp Serv			<ul style="list-style-type: none"> <li>Use of website to offer downloadable forms for completion with enhanced information i.e. forms on behalf of funeral directors, with detailed information on maximum headstone dimensions</li> <li>Include limited access pages on website i.e. funeral directors</li> <li>Use of website for online feedback forms, nomination forms and booking forms which could be submitted online</li> </ul>
	<ul style="list-style-type: none"> <li>To stay informed and up to date and to communicate this out</li> </ul>	Ongoing	Staff time	Corp Serv		Social media used frequently to update public	<ul style="list-style-type: none"> <li>To communicate out updates from Central Bedfordshire Council on social media, check regularly for news information i.e. road closures, road works and any other news worthy information</li> <li>Keep residents up to date with decisions made in meetings</li> </ul>
<b>Delivery</b>	<b>Actions</b>	<b>Delivery timeframe</b>	<b>Budget requirem't</b>	<b>Committee</b>			
<b>Objective 1: Grow your own</b>							
1.1 To support HHP kitchen garden	<ul style="list-style-type: none"> <li>Staff support – grounds</li> </ul>	Ongoing	Staff time	E&L		Additional litter bin emptying completed.	<ul style="list-style-type: none"> <li>Continue to support Houghton Hall Park on an ad-hoc basis</li> </ul>
	<ul style="list-style-type: none"> <li>Promotion</li> </ul>	Ongoing	Staff time			CDO officer planning events in partnership with HHP.	<ul style="list-style-type: none"> <li>Using social media platforms the council can assist in promoting events and activities on behalf of Houghton Hall Park</li> </ul>

	<ul style="list-style-type: none"> <li>Finance</li> </ul>	Ongoing	Current rev budget available.			Additional support funding made available for 2021/22	
1.2 To support appropriate management of the Woodside Link Community Orchard	<ul style="list-style-type: none"> <li>Link in with informal group – may be able to support establishment of this group on a more formal basis</li> </ul>	2020	Staff time	Com Serv		To be progressed	<ul style="list-style-type: none"> <li>Investigate who owns the land <ul style="list-style-type: none"> <li>A physical visit to the land to ascertain work needed</li> </ul> </li> <li>Initiate a work plan</li> </ul>
1.3 Establish allotments within new housing developments	<ul style="list-style-type: none"> <li>To work with promoters of development sites</li> </ul>	Ongoing	Staff time	E&L	To be progressed when applicable.		<ul style="list-style-type: none"> <li>To initially develop and establish allotments</li> </ul>
	<ul style="list-style-type: none"> <li>Promotion</li> </ul>	Ongoing	Staff time				
1.4 Encourage healthy eating and food awareness	<ul style="list-style-type: none"> <li>To work with the HRTC pop up café provision</li> </ul>	Ongoing	Staff time	Com Serv		To be progressed when Pop Up Café has been relaunched.	<ul style="list-style-type: none"> <li>Use of communications to assist in the promotion of Houghton Hall Park grown your own garden projects, and the promotion of the kitchen garden</li> </ul>

	<ul style="list-style-type: none"> <li>Community kitchen, pantry, fridge</li> </ul>	2021	Staff time	Com Serv	To be considered in 2021	<ul style="list-style-type: none"> <li>To consider the feasibility of developing a community kitchen</li> <li>Consideration of how a community kitchen would be run and maintained</li> <li>Consideration of cohesive working within the local community to support this venture i.e. local stores</li> <li>Promote less food waste apps</li> <li>Use of communications to promote the specific needs of the local food bank i.e. short of tinned goods</li> <li>Offer a food bank drop point at the council offices</li> </ul>
1.5 To increase edible planting	<ul style="list-style-type: none"> <li>Provide fruit bushes and fruit trees</li> </ul>	2020	£1,000	E&L		<p>To consider the use of derelict / unused land to plant edibles such as blueberries, mint, basil, chives, rosemary, blackberries, elderberries, cherries</p> <p>Use of communications asking residents to support the search for available land</p> <p>Use of communications to promote the initiative as a community project Identify each edible plant to educate and enhance residents experience</p>

1.6 Enhance biodiversity and support wildlife	<ul style="list-style-type: none"> <li>Wildflower planting</li> </ul>	2020	£300	E&L			<ul style="list-style-type: none"> <li>Using companion planting to enhance the edible planting areas to encourage wildlife</li> <li>Develop a community project creating insect hotels to be placed in and around the town</li> <li>Creating natural habitats for wildlife i.e. selectively leaving felled tree boughs on the ground</li> <li>Offering information and educational materials on website on creating and caring for your own bug hotel</li> </ul>
	<ul style="list-style-type: none"> <li>Enhance biodiversity within current assets (old section of cemetery, HHP, DKD, hedgerows)</li> </ul>	2020	N/K	E&L			
<b>Objective 2: A Greener Cleaner Houghton Regis</b>							
2.1 To reduce the use of paper by the council	<ul style="list-style-type: none"> <li>Electronic mailing to members</li> </ul>	Ongoing	Staff time	Corp Serv			<ul style="list-style-type: none"> <li>Continue to use the office paper recycling bin</li> </ul>
	<ul style="list-style-type: none"> <li>increased use of IT</li> </ul>						

	<ul style="list-style-type: none"> <li>Electronic mailing for community events and civic events</li> </ul>		Staff time			Civic & Events Officer largely communicates out electronically.	
2.2 To increase recycling by the council	<ul style="list-style-type: none"> <li>Offer recycling at events</li> </ul>	2020	£1,000	Com Serv		To be considered when community events re-start	<ul style="list-style-type: none"> <li>To consider offering recycling bins at large events (this may be cost prohibiting)</li> </ul>
	<ul style="list-style-type: none"> <li>Improve recycling within the office</li> </ul>	Ongoing	Staff time	Corp Serv			
	<ul style="list-style-type: none"> <li>Offer recycling within open spaces</li> </ul>	2020	£1,000	E&L			
2.3 To encourage sustainable transport including use of public transport, walking and cycling	<ul style="list-style-type: none"> <li>Promotion of possibilities - general and specific</li> </ul>	Ongoing	Staff time	Com Serv		To be progressed	<ul style="list-style-type: none"> <li>Approach Arriva to suggest a family ticket</li> <li>Use communications to promote local places of interest and beauty spots accessible via bus links, walking or cycling</li> </ul>

	<ul style="list-style-type: none"> <li>Incentives (including ancillary facilities such as cycle racks and seating) provided to people using sustainable transport to access the town centre / community services / facilities / events</li> </ul>	2020	£1,500				<ul style="list-style-type: none"> <li>Approach Halfords and other bicycle stores for provision or sponsorship of bike racks for increased safety of centre users</li> </ul>
2.4 To provide outdoor fitness equipment in parks and open spaces	<ul style="list-style-type: none"> <li>Parkside, Tithe Farm recreation grounds</li> </ul>	2020	£5,000	E&L			<ul style="list-style-type: none"> <li>Contact to be made with professional provider when they re-open.</li> </ul>
<b>Objective 3: A safe and vibrant town</b>							
3.1 To reduce the fear of crime, anti-social behaviour and crime levels	<ul style="list-style-type: none"> <li>Partnership working with Bedfordshire police and CBC Community Safety</li> </ul>	Ongoing	Staff time	Com Serv	Contract in place until 31/03/2021.	Review of contract completed for 2021/22	<ul style="list-style-type: none"> <li>Utilise the knowledge of the Community Safety Team and the local policing team for implementable initiatives</li> </ul>

	<ul style="list-style-type: none"> <li>High visibility policing project (Op Hana)</li> </ul>	Ongoing	£33,000/annum			Ongoing. Monthly reporting to CCWG	
	<ul style="list-style-type: none"> <li>Use of redeployable CCTV cameras</li> </ul>	Ongoing	£5000 / annum			Ongoing. Monthly reporting to CCWG	
	<ul style="list-style-type: none"> <li>Encourage Neighbourhood Watch schemes</li> </ul>	2021	Staff time				
3.2 To reduce enviro crime	<ul style="list-style-type: none"> <li>Tackle incidences of graffiti, small scale fly-tipping, broken glass etc</li> </ul>	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. Proposal made to CBC re Public Realm project. Outcome awaited.	<ul style="list-style-type: none"> <li>To utilise a Dunstable Town Ranger for one day a week to take a proactive approach for any issues that are in need of addressing</li> </ul>
			£1000 rev				
3.3 To improve access to bulk waste removal services	<ul style="list-style-type: none"> <li>To implement a subsidy scheme in partnership with CBC</li> </ul>	2020	£2400 / annum	Com Serv	SLA with CBC signed.	Project launched 1/1/21	
			Staff time				
3.4 To seek to reduce speeding around schools	<ul style="list-style-type: none"> <li>Speed assessment</li> </ul>	2021	£2000 / school	Com Serv	To be considered in 2021		<ul style="list-style-type: none"> <li>Cohesive working with Central Bedfordshire Council</li> </ul>
	<ul style="list-style-type: none"> <li>Consideration of options</li> </ul>		Staff time				
3.5 To provide clean and accessible town centre toilets	<ul style="list-style-type: none"> <li>Funding of cleaning of town centre toilets</li> </ul>	Ongoing	£20000 / annum	Com Serv	Contract in place.		



3.6 To provide Christmas lights	<ul style="list-style-type: none"> <li>Funding of Christmas lights</li> </ul>	Ongoing	£15000 / annum	Com Serv	Annual display. Contract in place.		<ul style="list-style-type: none"> <li>To investigate an alternative supplier to source a suitable Christmas tree for December 2021</li> </ul>
3.7 To communicate well with residents and stakeholders	<ul style="list-style-type: none"> <li>Website maintenance</li> </ul>	Ongoing	£1000 / annum	Com Serv	Website is maintained and updated.		
	<ul style="list-style-type: none"> <li>Website refresh / redesign</li> </ul>	2021	£5,000			Budget not provided in 2021/22	<ul style="list-style-type: none"> <li>Investigate the provision of a designer to refresh and update the website</li> </ul>
	<ul style="list-style-type: none"> <li>Social media – multi media management options</li> </ul>	2020	£300				<ul style="list-style-type: none"> <li>To investigate social media management systems for cross media uploads</li> </ul>
	<ul style="list-style-type: none"> <li>Town Crier</li> </ul>	Ongoing	£2700 / annum			Report on CS agenda 8/2/21	<ul style="list-style-type: none"> <li>Consider cost effective options to increase the frequency of the Town Crier i.e. smaller pamphlet</li> </ul>
	<ul style="list-style-type: none"> <li>Town Crier – increase pages, recyclable paper</li> </ul>	2020	£5000/ annum			Budget not provided in 2021/22	
	<ul style="list-style-type: none"> <li>Noticeboards maintenance</li> </ul>	Ongoing	Staff time				<ul style="list-style-type: none"> <li>To investigate the cost feasibility of an electronic media notice board located at the council offices</li> <li>To investigate the ease of management of an electronic notice board</li> </ul>

	<ul style="list-style-type: none"> <li>• Noticeboards change to electronic notice board similar to bus stops</li> </ul>	2021	N/K			Budget not provided in 2021/22	
	<ul style="list-style-type: none"> <li>• Quarterly banners detailing events for the season</li> </ul>	2020	£500			Delayed due to Covid-19 and events not taking place as anticipated.	
3.8 To support local businesses and retailers	<ul style="list-style-type: none"> <li>• Shop Local</li> </ul>	Ongoing	Staff time	Com Serv	A number of Shop Local schemes have been run. A refresh of the scheme is underway.	To be progressed once Covid-19 restrictions eased.	
			£500				
	<ul style="list-style-type: none"> <li>• Sponsorship opportunities</li> </ul>	Ongoing	Staff time				
			Income opportunities				
3.9 To welcome new residents	<ul style="list-style-type: none"> <li>• New residents 'Welcome Pack'</li> </ul>	Ongoing	Staff time	Com Serv	Letter and goody bag to be distributed by cllrs.	Packs prepared. Some delivered. HRN2 Community Worker may assist with delivery - TBC once in post	<ul style="list-style-type: none"> <li>• Welcome packs have been developed for delivery to new residents in the town</li> </ul>
			£500				
	<ul style="list-style-type: none"> <li>• Provide to house builders</li> </ul>	2020	Staff / member time			This is not an option to get packs to new residents	<ul style="list-style-type: none"> <li>• Request information of occupancy (House numbers) from developers to ensure new residents receive their welcome pack</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide to estate agents</li> </ul>	2020	Staff / member time			This is not an option to get packs to new residents	

	<ul style="list-style-type: none"> <li>Provide to new residents ad hoc</li> </ul>	2020	Member time			Packs prepared. Some delivered. HRN2 Community Worker may assist with delivery - TBC once in post	
<b>Objective 4: Our community</b>							
4.1 To create or enhance community facilities which support community development and cohesion	<ul style="list-style-type: none"> <li>Development of a sporting hub and all-weather pitch</li> </ul>	2020	£1.5m, HRTC contrib £300-500k	As applicable	All weather pitch, changing facilities and car park project being progressed through E&L.	Communication plan to be established.	
			Staff time				
	<ul style="list-style-type: none"> <li>Work with partners on the delivery of community facilities with the strategic growth area</li> </ul>	2020	N/K		Working with Churches Together re HRN2 Community Building		
4.2 To enhance existing facilities to enable improved community use and accessibility	<ul style="list-style-type: none"> <li>Village green pavilion refurbishment</li> </ul>	2022	N/K	E&L	To be progressed in 2022		<ul style="list-style-type: none"> <li>To freshen the paintwork of the pavilion interior</li> </ul>

			Staff time				<ul style="list-style-type: none"> <li>To install and offer WIFI to the users of the pavilion</li> </ul>
	<ul style="list-style-type: none"> <li>To create a dementia friendly town with supportive services, signs, assistance, aids</li> </ul>	2022	N/K	Com Serv	To be progressed in 2022		<ul style="list-style-type: none"> <li>To install eye level signage to utilise as much natural light as possible consider flooring choices (non shiny)</li> <li>Provide a dedicated parking space for dementia sufferers continue work to seek dementia friendly strategies</li> </ul>
			Staff time				
4.3 To provide activities for young people, families and older people	<ul style="list-style-type: none"> <li>Young people (Pop up café, Summer playscheme, Youth Council, Preventative projects (Anti-knife crime campaign))</li> </ul>	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 - delayed from Sept / Oct 2020 to Spring / Summer 2021. Outreach work to take place. Youth Council - engagement continued, events being planned.	<ul style="list-style-type: none"> <li>Offer a maintenance and repair workshop with tools and equipment for the use of the young people</li> </ul>
	<ul style="list-style-type: none"> <li>Families (day trips, events, music in the park, re-use / recycling / repair)</li> </ul>	Ongoing	£40,000			See agenda item	<ul style="list-style-type: none"> <li>Consider a music in the park event</li> <li>Use of communication to promote the music in the park event</li> </ul>
		2021	£12,000				

	<ul style="list-style-type: none"> <li>Older people (gentle sports, social events)</li> </ul>	2021	£10,000			Budget not provided in 2021/22	<ul style="list-style-type: none"> <li>Developing targeted exercise sessions i.e. armchair workouts, walking football Use communications to promote and advertise these events To promote transport availability</li> </ul>
			Staff time	Com Serv			
4.4 To help to protect and preserve historic gems	<ul style="list-style-type: none"> <li>All Saints Church</li> </ul>	Ongoing	Staff time	As applicable			
	<ul style="list-style-type: none"> <li>HHP</li> </ul>	Ongoing	Staff time				
	<ul style="list-style-type: none"> <li>Red House</li> </ul>	Ongoing	Staff time				
4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality	<ul style="list-style-type: none"> <li>Ongoing grounds maintenance</li> </ul>	Ongoing	Staff time	E&L			<ul style="list-style-type: none"> <li>The addition of fruits and edible planting around the town</li> <li>Additional outdoor gym equipment</li> <li>Creating a working group to support the implementation of initiatives</li> </ul>
4.6 To provide a range of play facilities for all to enjoy	<ul style="list-style-type: none"> <li>Ongoing maintenance</li> </ul>	Ongoing	Staff time	E&L			<ul style="list-style-type: none"> <li>Professional refurbishment of play areas</li> <li>Promotion of the use of online personal training apps</li> <li>Promotion of the use of motivational apps</li> </ul>

4.7 To support local organisations	<ul style="list-style-type: none"> <li>Provision of a grant scheme</li> </ul>	Ongoing	Staff time	Com Serv	Grant scheme established. Reviewed 2019.	Promotion of availability of the scheme ongoing.	
	<ul style="list-style-type: none"> <li>Advice</li> </ul>	Ongoing	Staff time				
	<ul style="list-style-type: none"> <li>Promotion</li> </ul>	Ongoing	Staff time				
4.8 To support HHP to seek to develop the site to its full potential	<ul style="list-style-type: none"> <li>Grounds care</li> </ul>	Ongoing	Staff time	E&L			
	<ul style="list-style-type: none"> <li>Financial</li> </ul>	Ongoing	Staff time				
	<ul style="list-style-type: none"> <li>Accepted project partner</li> </ul>	Ongoing	Staff time				
4.9 To complete the extension of the existing cemetery to provide a beautiful and tranquil place of rest for future generations	<ul style="list-style-type: none"> <li>Physical implementation</li> </ul>	Ongoing	Staff time £100,000	E&L			