

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

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

18th June 2021

To: Members of the Community Services Committee

Cllrs: E Cooper, C Copleston, S Goodchild, T McMahon, A Slough, S Thorne, K Wattingham,
(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Community Services Committee** to be held at the Council Offices, Peel Street on **Monday 28th June 2021 at 7.00pm.**

Due to Covid restrictions, the number of public who may attend the meeting in person is limited to 3, however members of the public are able to join the meeting remotely through Teams.

To attend in person contact the Democratic Services Manager, louise.senior@houghtonregis.org.uk Tickets are allocated on a first come first served basis.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

Clare Evans
Town Clerk

**THIS MEETING MAY
BE RECORDED ***

Agenda

1. ELECTION OF CHAIR

Members are invited to elect a Chair for Community Services Committee for 2021/22.

2. APOLOGIES & SUBSTITUTIONS

3. QUESTIONS FROM THE PUBLIC

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

**Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

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

4. 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.

5. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice Chair for Community Services Committee for 2021/22.

6. MINUTES

Pages 5 - 11

To approve the minutes of the meeting held on 8th February 2021.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 8th February 2021 and for these to be signed by the Chairman.

7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Page 12

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

These arrangements are set out in the Committee Functions & Terms of Reference. This document sets out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

Members will find attached the extract from the approved Committee Functions & Terms of Reference which relates to this committee.

This report is provided for information.

8. REPORT FROM GROUNDWORK

A representative from Groundwork will be attending the meeting virtually to report on the youth work Groundwork has recently completed in Houghton Regis on behalf of Central Bedfordshire Council. It is also hoped to introduce Groundworks new senior worker, Anthony Fuller, who will be overseeing the delivery in Houghton Regis.

9. HRTC YOUTH SERVICES

Members will be introduced to the newly appointed Lead Youth Worker for the Council, Dave Ramsey.

Members will be provided with an update on the relaunch of the Pop-Up Café.

Members are advised that the Youth Council will be meeting towards the end of June / early July. Members will be updated on the work of the Youth Council at future Committee meetings.

10. HRTC COMMUNITY SERVICES

Pages 13 - 15

Members are provided with an update on the work of the Community Development Officer.

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

Pages 16 - 44

Events Working Group	4 th February, 4 th March, 1 st April and 29 th April 2021.
Combating Crime Working Group	20 th January, 17 th February, 17 th March, 21 st April and 19 th May 2021.

Recommendation: To receive the Minutes detailed above.

12. INCOME AND EXPENDITURE REPORT

Pages 45 - 49

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

13. COMMUNITY ACTION BEDFORDSHIRE – KEY PARTNER GRANT

Pages 50 - 51

Members will find attached a paper from Community Action Bedfordshire outlining a significant organisational change.

Members are reminded that Community Action Bedfordshire (CAB) is a Key Partner (Grants). This organisational change and the transfer of services to Bedfordshire Rural Communities Charity (BRCC) has an impact on the Key partner Status of Community Action Bedfordshire. CAB / BRCC are requesting that the Council consider the transfer of funding from CAB to BRCC to promote, support and enable residents of Houghton Regis to participate in the Chiltern Vale Timebank for the duration of the Key Partner status period. Key Partner Status was awarded to CAB to enable them to provide support to local organisations.

This variation would normally be considered by Community Services Committee at its Grants Meeting in the autumn; however confirmation is sought earlier to provide certainty of funding to BRCC as soon as possible.

Members are requested to consider this alteration and agree a way forward. There are the following options:

1. Support the alteration for the duration of the key partner status period
2. Defer until the grants meeting in the autumn
3. Decline the alteration at the present time and suggest that BRCC apply to become a key partner themselves such that the timebanking project can be considered on its merits

14. VISION UPDATE

Pages 52 - 65

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

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HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
8th February 2021 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
Louise Senior Head of Democratic Services

Public: 6

Apologies: Councillors: A Slough

11492 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Slough (Cllr Kennedy substituted)

11493 QUESTIONS FROM THE PUBLIC

Members of the public were in attendance at the meeting to raise concerns over the possible future development of Windsor Drive under agenda item 12, Community Assets. Queries were raised as to whether members of the public could do anything to support the possible application of the land at Windsor Drive becoming a Community Asset.

It was advised that any application to register a site as a community asset had to be supported by evidence of community use.

11494 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11495 MINUTES

To approve the minutes of the meeting held on 2nd November 2020.

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

Resolved: To confirm the minutes of the Community Services Committee meetings held on 2nd November 2020 and for these to be signed by the Chairman.

11496 REPORT FROM GROUNDWORK

Diane Hegley, Groundwork, was in attendance to update members on the work completed on behalf of Central Bedfordshire Council.

Members were advised that due to Covid-19 services had remained limited, but Groundwork were hoping to provide one evening a week at Bedford Square on an invitation only / limited number basis, with a maximum of 15 young people, after the half-term school break. A mentoring evening at Bernados Centre was also planned which would likewise be on an invitation only basis.

Members were advised the Lead Youth Worker for Houghton Regis had left Groundwork's employment, but would remain as an occasional worker to offer continuity for the young people of Houghton Regis.

11497 HRTC YOUTH SERVICES

Members received an update report on work undertaken by the Community Development Officer between November 2020 to January 2021.

Members requested specific updates on Shop Local and the Youth Council.

Members were advised that the Shop Local scheme had encountered difficulties due to Covid-19 restrictions as many shops had been unable to open. Some of the Youth Council members were leaving the council as they were growing older and their priorities were changing. Recruitment for new members would take place when possible.

Resolved: To note the report.

11498 INCOME AND EXPENDITURE REPORT

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

11499 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group	29 th October and 3 rd December 2020.
Combating Crime Working Group	21 st October, 18 th November and 16 th December 2020.

Members were 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 had been superseded by the HRTC budget setting process. The budget for Events for 2021/22 had been set at £35,000.

Resolved: To receive the Minutes detailed above.

11500 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 25th 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 5th 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 were advised of the available budget for the Crier in 2021/22 was £4,400. This budget was sufficient to produce and deliver an 8 page bi-annual publication on recyclable paper.

The report was noted.

11501 TOWN CRIER – SPRING 2021 EDITION

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

At the time of the meeting, the council could not be confident that it would be possible to distribute an edition due to lock down restrictions. In addition, the content of the Crier had a strong focus on past and future events. As past events had been very different and future events were not confirmed, it was difficult to foresee what the content of a Spring Town Crier would look like.

As an alternative, members considered:

1. Making copies available at key locations, such as town centre retail outlets and neighbourhood retail outlets. However, these opportunities were very limited for various reasons (against company policy, not wanting to handle paper copies, space restrictions etc), although the concerns over content remained.
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 remained.
4. Plan for a bumper edition in Autumn (funding from 2020/21 would need to be carried over).
5. Make more use of the council's noticeboards and / or banners. One of the aims of the Town Crier was to reach residents who do not access online sources of information, members could consider this an alternative. Members were provided with a draft example to give an impression of a possible banner.

Resolved: 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.**

11502 VISION

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee. Members comments were invited.

Members acknowledged that delivery of the Vision had been different to their initial expectations due to Covid-19.

Members were advised that although Houghton Regis Town Council had been limited by Covid-19 restrictions, virtual events had still been offered to residents albeit on a smaller but more regular scale.

Members wanted to assure members of the public that items on the Vision were still being progressed wherever possible.

11503 COMMUNITY ASSETS

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
Dunstablans Rugby Club	Accepted Now expired	16/02/21
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 Now expired	16/12/20
The Red House	Rejected	-

Members had been advised that the listing for Dunstablans Rugby Club and St Vincent's Social Club were due to expire.

The CBC website details 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 were provided.

Members were invited to consider, reflecting on the supporting guidance, any further applications, either new applications, or renewals.

The guidance detailed the process and outlined the criteria and the benefits of having an asset listed. The evidence required was more stringent than previously applied.

Members were advised that at the Planning Committee on 25th 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 sites were listed but were nearing their expiry date. It was highlighted to members that should these applications be successful, it would only provide the local community group a chance to make a bid and purchase the asset on the open market. The listing would not protect the site from future development.

Concerns were raised about managing residents' expectations. Concerns were shared that residents may feel that the listing of a site as a Community Asset would protect it from future development. This was not the case.

It was advised that as the land at Windsor Drive was owned by Central Bedfordshire Council it would be unlikely that this site would ever come forward on the open market.

A member suggested that the members of the public could form a 'Friends of Windsor Drive' group which would give them a stakeholder interest.

A member raised concerns over the lack of medical provision within the town. Members were reminded that this was for the Clinical Commissioning Group to provide this facility and this process had been held up due to the re-allocation of staff resources due to the impact of Covid-19.

Members were advised the need for medical facilities had been highlighted at the Town Partnership Committee meeting and would be a standing item within the work programme on future Town Partnership Committee agendas.

Members of the public were given an additional opportunity to speak.

A member of the public requested clarification on the decision-making process on the re-application of Windsor Drive as a community asset. It was advised that the vote at the end of the item would determine the outcome.

A member of the public requested further information regarding photographic evidence which would be limited due to the government restrictions for the year 2020. It was advised that specifically recent evidence of community value was required.

Members of the public requested sight of the original document submitted for the previous Community Asset application for the land at Windsor Drive.

It was advised that the Town Clerk would seek to find the original document, however, if the previous application had been submitted via a web-based submission form, it would not be available through Houghton Regis Town Council and Central Bedfordshire Council would need to be contacted for this information.

A member of the public suggested that government funding may be made available to assist with mental wellbeing and could this land be considered for this funding as it was considered valuable within the community for the health and mental wellbeing of residents.

Members of the public raised concerns that this would set a precedence for other green spaces within Houghton Regis.

A member suggested that the possibility of negotiating a land swap could be considered as there was additional land at the rear of Windsor Drive.

Members were advised that Houghton Regis Town Council would not be in a position to purchase this land without funding through the public work loan board.

Members voted on the recommendation:

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

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

A recorded vote was requested:

Proposed by: J Carroll Seconded by: T McMahon

Members for: J Carroll, T McMahon, K Wattingham

Members against: M Kennedy, S Goodchild, C Copleston, Y Farrell

Accordingly, the motion was not carried.

The Chairman declared the meeting closed at 8.30pm

Dated this 28th day of June 2021

Chairman

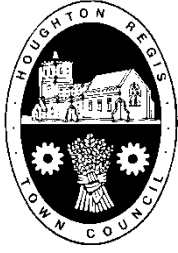
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Community Services Committee

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- To encourage and regulate activities and events at Council properties, venues and locations.
- To advise Environment & Leisure Committee of events using land / buildings
- To award financial grants to local organisations within an overall budget approved by the Town Council
- To review the grant application process as necessary
- To oversee and manage the promotion of the Town and the Council, including the council's newsletter and website, Christmas lights, Pride of Houghton, events
- Consider community service provision provided by outside organisations
- To provide community support to enhance community service provision
- To liaise with other organisations on community issues
- To provide support and promotion of the Town centre and the retail offer

Terms of Reference

- The Community Services Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Community Services Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.



COMMUNITY SERVICES COMMITTEE**Agenda Item 10**

Date:	17th June 2021
Title:	UPDATE REPORT
Purpose of the Report:	To provide members with an update on work undertaken by the Community Development Officer February 202 to June 2021
Contact Officer:	Tara Earnshaw, Community Development Officer

1. RECOMMENDATION

This report is provided for information.

2. BACKGROUND

At it's 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 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 3: To Support local businesses and retailers.

Objective 4: Our community.

3. COUNCIL VISION

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

1.6: Enhance biodiversity and support wildlife

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 1.6: Enhance biodiversity and support wildlife

- The CDO has been successful in applying for VERU Funding that will partially contribute towards developing an area in Parkside that includes wildflower planting.

VISION 3.8 To support local businesses and retailers.

- Shop local has been re-established using our online platform as a tool where businesses and retailers can advertise and promote offers. All previous participants of Shop Local have been contacted and encouraged to join the new scheme. Shop Local will also be promoted at events where promotional materials will be given out.

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):

- *Charity Begins at home events/activities.* The CDO planned and delivered various virtual activities and events to raise money for The Trussell Trust Food Bank.
- *Upcycle initiative.* The CDO delivered a virtual upcycle initiative where residents could post pictures of items they had upcycled as part of a competition.
- *Summer family activities.* Planning is in place to deliver the following activities during the summer holidays:
 - *Skate Park Competition*
 - *Outdoor Cinema*
 - *Inflatable fun*
 - *Picnic party*
 - *Magic show*
 - *Family sports day*
- *HRTC Pop up Café:* HRTC have successfully recruited two Youth Support Workers and a Lead Youth Worker to deliver the Pop-up Café.
 - The café was due to open on the 21st June in line with the Government guidelines for reopening facilities. As this date has now changed to the 19th July, the Youth Work team will carry out Detached work on Monday evenings from 4-6pm and launch the reopening of the café on the 19th July 2021.
 - The pavilion has been deep cleaned and the VERU Funding from 2020/21 has been spent on resources in preparation for the reopening of the Youth Café.
 - A partnership arrangement to continue with the delivery of the Youth Café funded by 4YP and delivered by our Youth Team during the first 4 weeks of the summer holidays will ensure consistency while the youth café becomes established.
- *Partnership projects with HHP:* The CDO has been in communication with HHP and hopes to work in partnership with some initiatives on the proposed plan for 2021-2022.

- *Youth Council:* The CDO plans to hold the first meeting since the lockdown with the Youth Council on Friday 25th June at the Kitchen Garden in Houghton Hall Park.
As agreed in 2019 the Youth Council will use their fundraising funds on a prize for the Skate Park competition.
- *Older People:* The CDO planned and delivered a Big Puzzle Competition for its elderly residents. 167 packs were given to Houghton Helpers, the care and residential homes around Houghton Regis and we received 14 packs back for the competition, feedback was very positive and many residents enjoyed completing the puzzles.

Vision 4.7: To support local organisations.

The CDO has been in contact with various organisation to establish partnership working when the restrictions have been lifted. Some of which have included, Houghton Hall Park, Beds Fire & Rescue, Bidwell West Community Worker, CBC Community Engagement Officer, Community Champion at Morrisons and 4YP.

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.

HOUGHTON REGIS TOWN COUNCIL

Events Working Group

Minutes of the meeting held on

4th February 2021 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

EWG612 APOLOGIES AND SUBSTITUTIONS

None.

EWG613 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG614 MINUTES

To approve the Minutes of the meeting held on 3rd December 2020.

Resolved: To confirm the minutes of the Events Working Group meeting held on 3rd December 2020.

EWG615 CHRISTMAS 2020

The following events took place over Christmas in 2020:

- The Celebration of Christmas Page posted videos and photos from 1st – 25th December 2020. Over a 28 day period, the posts reached in excess of 12,700 people over a consistent number of days. The Christmas Concert (Livestream) from Houghton Regis Churches Together, was broadcast on 13th December, and then edited and shown again on the page on 14th December. Songs from the show were also broadcast again in the run up to Christmas.
- The Christmas Tree Lights were switched on, on 1st December 2020.
- Santa Float visited Houghton Regis on 7th, 8th and 9th December 2020 and covered all three wards in the town, as far as was possible.
- Gifts were donated to all the Primary Schools in Houghton Regis and The Chiltern School in lieu of the Santa's Grotto, and donations of toys were made to The Children's Centres in Houghton Regis.

In addition to the events organised by this Working Group, the following activities also took place:

The Mayor's Christmas cards were sent out as usual, following a Christmas Card Competition launched amongst the local schools. Vouchers worth £5 each were sent out to Senior Citizens on the Christmas Card List. Over 750 cards were sent out in total this year (including to local Town Mayor's, organisations and charities).

- Gifts or vouchers were sent out to the care homes / independent living schemes in Houghton Regis from the Mayor. Sadly, visits weren't possible this year. Gifts were either food items or toiletries and the packs were delivered to the homes for the residents and there were approximately 150 gifts, plus 54 vouchers distributed.
- A raffle was organised by the Town Mayor and broadcast on the Celebration of Christmas Page. This raised £225 towards the Mayor's Charities.

Resolved: To note the report.

EWG616 EASTER 2021

At the time of preparing the agenda, the country had been placed in the third National Lockdown owing to the COVID-19 situation and a date to re-open the schools had not been confirmed.

It was felt that it would not be possible to hold the Easter Egg Hunt (planned for 27th March 2021) and as such it was suggested that Easter Eggs be distributed to the Primary Schools, The Chiltern School and The Children's Centres as soon as they reopen.

Should schools not re-open in time for Easter (4th April 2021) Easter Eggs would be given to the local food banks and alternative ways of distribution will be investigated.

Members had mentioned the possibility of a 'Town Wide Easter Trail' and suggestions regarding this were welcomed.

The Community Development Officer was looking at a fundraising month during March instead of the Red Nose Day event and it was proposed that the Civic and Events Officer would work in partnership on a few of the activities. Further details would be presented by the Community Development Officer at the Community Services Meeting on 8th February 2021.

It was suggested that consideration be given to the key worker children who were still attending school during lockdown and ensure they still received an Easter Egg.

Members were advised that Houghton Hall Park would be producing an Easter display in the kitchen gardens.

Members raised concerns regarding the possibility of an Easter Trail, as it was felt that this could encourage crowds to gather. Members agreed to make a decision at the Events Working Group meeting on 4th March.

Resolved: To distribute Easter Eggs to Houghton Regis primary schools and children's centres. If this is not possible to distribute Easter Eggs to the local food banks and to seek alternative distribution methods. 17 / 65

EWG617 EVENTS 2021

Events provisionally agreed for the first 9 months of 2021 were:

- Pride of Houghton Awards – 13th February 2021 (Postponed until Covid restrictions allow the event to be run)
- Easter Egg Hunt 27th March 2021- (altered as per min 609)
- 100th Birthday Celebrations for Prince Philip – anticipated to be held on 10th June
- Carnival – 10th July 2020
- Film screening – date TBC
- Skate Park Event
- Houghton Rocks

At the present time there were no official updates regarding the Birthday Celebrations for Prince Philip. It was suggested that a Birthday Card be sent from Houghton Regis to Prince Philip; but that further ideas regarding how to celebrate (potentially virtually) would be discussed at a future meeting.

It was suggested that the Film Screening similarly be discussed at a future meeting, although the Community Development Officer was looking at delivering a film screening in July. This event could be combined, with limited attendance, depending on advice nearer the time. Details of Community Events would be presented at the next Community Services Meeting.

At this present time, it was also suggested that the Skate Park event be deferred until a future meeting.

It was recommended that owing to the numbers that these events attract; that the Carnival and Houghton Rocks be delivered again as virtual events; but held over a month each as per the Christmas Celebration.

Ideas for Carnival currently included the following (with the Keep It Green on the Green and Regis the Lion's 18th Birthday theme):

- A Magic Show
- Punch and Judy
- Carnival photo competition upload your Carnival memories
- Guess the number Sweets in the Jar (popular in 2020)
- Fancy Dress (What you might wear to Regis' 18th Party (Fancy dress was popular in 2020)
- Name the Bear / Lion (popular in 2020)
- Videos from local organisations and Birthday messages for Regis
- Mocktails for Regis The Lion
- Regis giving out gifts to the Children's Centre for his Birthday
- Design a card for Regis' Birthday.

Ideas for Houghton Rocks currently included:

- Videos from Bands
- Montage of photos from the Car Shows

Ideas from members about the content of these virtual events were welcomed.

- Resolved:**
- 1) **To defer the discussion regarding the 100th Birthday Celebrations for Prince Philip until a future meeting.**
 - 2) **To note the suggestion regarding the film screening event.**
 - 3) **To defer the discussion regarding the Skate Park event until a future meeting.**
 - 4) **To hold the Carnival and Houghton Rocks as virtual events.**

EWG618 FUTURE EVENTS / QUESTIONS

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

Events planned until the end of 2021 were:

- Fireworks Display
- Celebration of Christmas event
- Santa's Grotto

Members asked if the Santa Float could go ahead again this year, for a full week. Covering more of the town and it was suggested that it would be possible if the volume events was not back to its usual capacity. Members asked if alternative options for money collections could be considered for the Float.

Members questioned whether that the fireworks event would be able to go ahead and it was suggested that consideration may need to be given to a virtual display for 2021.

The Chairman declared the meeting closed at 5.44pm

Dated this day of

Chairman

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
4th March 2021 at 5pm

Present:	Councillors:	T McMahon Y Farrell A Slough S Thorne K Wattingham	Chairman Vice-Chairman
	Co-opted Members:	Mrs C Butler D Hill	
	Officer:	Sarah Gelsthorp	Civic and Events Officer

EWG619 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Councillor Carroll and Co-opted Member Mr C Slough. Councillor McMahon was experiencing technical issues and Councillor Farrell (as Vice-Chairman) took the chair until Councillor McMahon was able to attend.

EWG620 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG621 MINUTES

To approve the Minutes of the meeting held on 4th February 2021.

Resolved: To confirm the minutes of the Events Working Group meeting held on 4th February 2021.

EWG622 EASTER 2021

The Easter Eggs had been ordered (2,000 plus 45 'Free-from' Eggs and 50 non-chocolate items) and these would be delivered to schools etc as soon as possible after they arrived in.

Members had been sent an idea for a 'Stay at Home' Easter Trail, which would run from 1st April 2021 on Facebook and continue for 10 days. Each day from 1st – 10th April (10 days, 10 pictures) a picture would appear at 10am and viewers would be asked to write down what is in each picture e.g. Memorial Hall, Village Green etc, although it would only be part of the picture to make it more cryptic. On 10th April, all ten pictures would have been shown and the entrants should then email the Civic and Events Officer with all ten pictures identified. All correct entries will go into a draw and six will be drawn out. The winners would receive a large Easter Egg each.

At the time of preparing the agenda, it was noted that if the lockdown restrictions had permit, the event could be changed to ask the public to take a photo of themselves in the identified locations. However, the Lockdown restrictions revealed on 22nd February, would not permit this to happen at that time, so it was agreed to continue with an online event.

Resolved: To proceed with an online Easter Trail.

EWG623 EVENTS 2021

Updates were given on the following:

- Prince Philip's 100th Birthday (10th June 2021)
- Virtual Carnival
- Film Screening (with Comm. Dev. Officer)
- Skate Park Event (With Comm. Dev. Officer)
- Virtual Houghton Rocks

Prince Philip's Birthday – No updates to report at present, although the Civic and Events Officer would be attending a training event by the National Association of Civic Officers in March and it was hoped that further updates would be available. It was noted that the 10th June was prior to the national restrictions being lifted and therefore an event might not be possible. Members agreed to hold a competition to design an official Birthday Card from Houghton Regis, and that this would be sent to the palace. The entry would be chosen by the Mayor and prizes would include colouring pens and art paper.

Film Screening (at Houghton Hall Park) / Skate Park Event - It was hoped that these would be run as a joint event with the Community Development Officer on 27th July 2021 and 23rd July 2021 respectively. Members asked about the latest dates that these could be confirmed in case the lifting of national restrictions was put back. It was agreed to investigate this, but to aim to hold these events.

Carnival - In view of the national restrictions being lifted on 21st June 2021, members were asked about whether they would like to aim for a smaller version of the Carnival to be held on 10th July 2021 (stalls, fairground and entertainment). However, members were concerned about how close the two dates were and the impact it could have if the lifting of the national restrictions were put back. Therefore, it was agreed to continue with the online event from 1st – 25th July 2021.

Houghton Rocks – Members agreed to aim to hold Houghton Rocks as normal this year on 4th September 2021 but requested that the latest dates be investigated to book items required. It was agreed to discuss the progress of the lifting of restrictions again at the next meeting with a view to this event.

-
- Resolved:**
- 1) **To hold a competition to design a 100th Birthday Card for Prince Philip from Houghton Regis, with colouring pens and paper as the prize.**
 - 2) **To hold the Film Screening and Skate Park Event on the dates stated, providing that the national restrictions had been lifted.**
 - 3) **To hold the Carnival as a virtual event.**
 - 4) **To aim to hold Houghton Rocks as normal this year.**

EWG624 FUTURE EVENTS / QUESTIONS

Events planned until the end of 2021 were:

- Pride of Houghton Awards (no date planned)
- Fireworks Display
- Celebration of Christmas event
- Santa's Grotto / Santa Float

Pride of Houghton Awards – It was agreed to continue to ask for nominations and to hold this open until October 2021, with a view to holding the event in February 2022. Previously, the Pride of Houghton event was taken place in October, and it was agreed that this would provide a good time to hold the Mayor's Inaugural Reception this year. Ordinarily it would follow the Annual Meeting; but it was agreed that it would take place on 15th October 2021 and would include a buffet and entertainment, subject to events being able to go ahead at this time.

Fireworks Display – It was hoped to hold this event on 7th November 2021, and it was confirmed that Armistice Day would be 11th November 2021 and Remembrance Sunday 14th November 2021. Members asked that the Fireworks Display be provisionally booked; but that the latest date for cancellations be requested.

Celebration of Christmas event – It agreed that this might be difficult to hold this year as schools would be wanting to focus on the learning aspects and to make up for the past few months where children were off school. It was agreed not to hold the event this year, but to consider a revamp for 2022, and to continue investigating sponsorship for this event.

Santa's Grotto / Santa Float. The Santa's Grotto was provisionally planned for 11th December 2021. Members requested that the Santa Float go ahead as a preference to Celebration of Christmas this year; but that it would remain at the three days as per 2020.

(5.44pm – Cllr McMahon arrived at this point).

It was asked about extending the routes slightly to include more routes and it was agreed to discuss this at a future meeting. Members asked if any local businesses might be prepared to offer sponsorship for this and to walk along with the float. It was confirmed that this would be investigated.

The Chairman declared the meeting closed at 5.48pm

Dated this day of

Chairman

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
1st April 2021 at 5pm

Present: Councillors: T McMahon Chairman
J Carroll
Y Farrell 5.13pm
S Thorne
K Wattingham

Co-opted
Members: D Hill

Officers: Sarah Gelsthorp Civic and Events Officer
Louise Senior Head of Democratic Services

Apologies: Councillors: A Slough

Co-opted Members: Mr C Slough

Absent: Mrs C Butler

EWG625 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr A Slough and Co-opted member Mr C Slough.

EWG626 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG627 MINUTES

To approve the Minutes of the meeting held on 4th March 2021

Members queried that date of the Mayor's Inauguration as shown in the minutes, the minutes state 15th October 2021 was agreed, however this could not be validated, therefore it was requested that the minutes be amended to reflect that no date was confirmed for the Mayor's Inauguration.

Members were advised that Cllr Farrell would sign the minutes from the meeting held on 4th March 2021.

Resolved: To confirm the minutes of the Events Working Group meeting held on 4th March 2021 and for these to be signed by the Chairman.

EWG628 EASTER 2021

The Easter Trail was launched on 1st April on Facebook and 6 x giant Easter Eggs had been purchased as prizes. If the prizes were not all won, they would be donated to the Children's Centre.

2,000 Easter Eggs were collected from Morrisons on 15th March and were distributed to the schools and various other venues week beginning 22nd March 2021.

Members were advised that residents had already taken up the Easter Trail and that the trail ends on 10th April 2021. The winner would be drawn from the correct entries by the Mayor.

Resolved: To note the report.

EWG629 EVENTS 2021 / 2022

(Cllr Farrell arrived (5.13pm)

Members received updates on the following events:

- Prince Philip's 100th Birthday (10th June 2021)

The Civic and Events Officer attended a NACO training event where Prince Philip's 100th Birthday was discussed. The message seemed to be that emphasis should be placed on the Jubilee year of 2022 rather than focus on individual birthdays. Members were asked if the Mayor should present a message for each of the birthdays which would be uploaded onto social media and this was agreed. A competition has also been launched for the design of a birthday card for Prince Philip.

- Virtual Carnival

No updates at present. Members agreed for the event to be advertised as a virtual event as soon as possible. Members agreed for the production of a limited-edition carnival badge, designs to be presented at the next meeting.

- Film Screening (with Comm. Dev. Officer)

Members were advised that the date had been agreed as 27th July at Houghton Hall Park, further details were to be discussed at a future meeting

- Skate Park Event (with Comm. Dev. Officer)

No substantive update to report.

- Houghton Rocks

3 bands booked, enquiries about a bar tent, advertise 1st July

- Pride of Houghton Awards

The venue has been booked for 12th February 2022.

EWG630 FUTURE EVENTS / QUESTIONS

All of the proposed events up until September 2021 have been included on the agenda.

Events planned until the end of 2021 were:

- Mayor's Inaugural Reception

Members agreed for the date of this event to be confirmed at a future meeting.

- Fireworks Display

Provisionally booked for 7th November 2021.

- Santa's Grotto

No substantive update to report.

- Santa Float

No substantive update to report.

Resolved: To note the report.

The Chairman declared the meeting closed at 5.26pm

Dated this day 28th of April 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
29th April 2021 at 5pm

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

EWG630 APOLOGIES AND SUBSTITUTIONS

None.

EWG631 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG632 MINUTES

To approve the Minutes of the meeting held on 1st April 2021

Resolved: To confirm the minutes of the Events Working Group meeting held on 1st April 2021 and for these to be signed by the Chairman.

EWG633 EASTER TRAIL

The final clue for the Easter Trail had been delayed until the day after Prince Philip, The Duke of Edinburgh's funeral. There was a good response to each day of the trail and there were three entries, with all ten answers.

The remaining three eggs would be donated to Houghton Regis Children's Centre.

Resolved: To note the report.

EWG634 VIRTUAL CARNIVAL

Members were asked to consider the revised design from 2020.

The quotations for the badges were as follows:

- Qty 100 @ £1.45p each
- Qty 150 @ £1.39p each

- Qty 200 @ £1.27p each
- Qty 250 @ £1.25p each

Plus, a £65 die charge and £10 courier fee.

It was suggested that 200 badges be purchased at £1.27 each at cost of £254, plus die charge and courier fee (Total cost £329 plus vat).

Resolved: To order 200 Carnival badges at a cost of £329 (plus vat).

EWG635 HOUGHTON ROCKS

Members were updated on the following:

- The PA System and dome stage had been provisionally booked
- Three bands were provisionally confirmed so far (The Long Riders, The Trollies, Sweeney Todd)
- The Burger Van was provisionally confirmed
- The Coffee Van was very interested in attending

Contact had been made with some vegan and vegetarian food providers, the fairground company (confirmed) and the sweet bus.

Members requested that the disposal of plastic packaging be considered, the Civic and Events Officer would investigate options and feedback to the working group at a future meeting.

Members discussed the prices that food charged event as it was felt that the best value for money had not been offered by vendors at some previous events. Licensing at events was also discussed and it was confirmed that registration with an Environmental Health Department, insurance etc and food scores would be checked prior to the event.

Members were advised that the confirmation of the event was still subject to government guidelines, however it was hoped that confirmation of the event would be given out to the public on 1st July 2021.

Members were invited to consider the possibility of holding a car show at the Houghton Rocks event. Members raised concerns that, due to the previously highlighted capacity of the Civic and Events Officer, this may prove too much to manage alongside Houghton Rocks.

EWG636 FUTURE EVENTS / QUESTIONS

All the proposed events up until September 2021 had been included on the agenda.

Events planned until the end of 2021 were:

- Skate Park Event (23rd July 2021)
- Film Screening (With Comm Dev. Officer) (27th July 2021)
- Mayor's Inaugural Reception
- Pride of Houghton Awards (12th February 2022)
- Fireworks Display (provisionally booked for 7th November 2021)
- Santa's Grotto
- Santa Float

Members were advised that next year would be the Platinum Jubilee. Suggestions included: a tree planting, the displaying of the Silver Jubilee sign as part of the celebrations and to move the Houghton Regis Town Council Carnival in line with, and as part of, the Jubilee celebrations. Members were requested to give these suggestions consideration in preparation for discussion at a future meeting.

All Members were thanked for their support over the past year and it was hoped that the next few months would bring better times. Members acknowledged these were exciting times as Covid restrictions were lifting and were looking forward to the prospect of holding events in person with Houghton Rocks being the first comeback event.

Resolved: To note the report.

The Chairman declared the meeting closed at 5.26pm

Dated this day 3rd of June 2021

Chairman

Houghton Regis Town Council
Combating Crime Working Group
20th January 2021 at 11.00am

Present: Councillors: K Wattingham (Chairman)
T McMahon
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

Absent: Councillors: M Kennedy
C Copleston

CC1117 APOLOGIES & SUBSTITUTIONS

None.

CC1118 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1119 MINUTES

To approve the Minutes of the meeting held on the 16th December 2020.

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

CC1120 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 discussed crime hotspots in Houghton Regis.

Members were updated on local crime figures:

November/December 2019

November/December 2020

Violence against person	81	70
Robbery	2	1
Domestic Burglary	14	24
Burglary Business / Other	4	5
Vehicle Crime	32	44
Other Theft	36	30
Criminal Damage	24	25
Drugs Offences	6	5

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 Millers Way.

CC1121 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 three in situ and move camera 2 from Tithe Farm Road to Bedford Road (Roslyn Close junction)

- Hillborough Crescent
- Tithe Farm Road
- Neptune Square

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

CC1122 ENVIRO-CRIME

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

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

Resolved: **To note the report.**

The Chairman closed the meeting at 11.58am

Dated this 19th day of February 2021

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
17th February 2021

Present:	Councillors:	K Wattingham C Copleston M Kennedy Y Farrell T McMahon	(Chairman)
	Co-opted member:	Mrs C Butler	Street Watch
	Police:	Christopher Farmer	Bedfordshire Police
	Officers:	Tara Earnshaw Louise Senior	Community Development Officer Head of Democratic Services
Also Present:		Lisa Scott Julia Hobson	CBC Community Safety Team CBC Community Safety Team

CC1123 APOLOGIES & SUBSTITUTIONS

None.

CC1124 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1125 MINUTES

To approve the Minutes of the meeting held on the 20th January 2021.

Resolved: To approve the Minutes of the meetings held on the 20th January 2021 and for these to be signed by the Chairman.

CC1126 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 and were advised on comparisons based on the last month's figures.

Members discussed the areas for Op Hana to focus on.

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

CC1127 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 move camera three to Northview Road.

- Hillborough Crescent
- Neptune Square
- Northview Road.

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

CC1128 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.

Members were advised that the graffiti removal equipment was out of action, as delivery of a part was awaited from Germany.

CC1129 COMMUNITY SAFETY INITIATIVES

Lisa Scott and Julia Hobson were in attendance at the meeting to advise members of their roles within the community and the duties of their team members.

Members were advised that they had successfully recruited 20 additional team members and had recruited for a further two. The Community Safety team were split in to two teams targeting different areas of concern.

Members were advised of weekly meetings being held with local Town Council's and the Central Bedfordshire Council Safety Team. Members requested further details of these meetings.

Members received a schedule providing an update on current community safety initiatives and data relating to the speed monitoring equipment in Windsor Drive.

Resolved: To note the report.

CC1130 CO-OPTIONS

Members were advised that an application for a co-option had been received. Members were requested to consider the co-option.

Members agreed that the co-option of members of the public could present difficulties when discussing police or community safety matters.

Members requested that to co-options be looked at, and whether co-options were appropriate for this meeting.

The Chairman closed the meeting at 12.22pm

Dated this 17th day of March 2021.

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
17th March 2021 at 11.00am

Present: Councillors: C Copleston
Y Farrell
D Jones
T McMahon

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

Absent: Councillors: M Kennedy

CC1131 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Wattingham (Cllr Jones substituted).

CC1132 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1133 MINUTES

To approve the Minutes of the meeting held on the 17th February 2021.

Resolved: To approve the Minutes of the meetings held on the 17th February 2021 and for these to be signed by the Chairman.

CC1134 POLICE REPORT

Members received a report regarding Operation Hana.

Members were invited to:

- Share local concerns in light of the report
- To discuss any instructions to Bedfordshire Police under Operation Hana.

Members were updated on local crime figures compared with the same two months of the previous year:

	Jan / Feb 2020	Jan / Feb 2021
Violence against person	72	76
Robbery	4	1
Domestic Burglary	20	6
Burglary Business / Other	3	3
Vehicle Crime	27	26
Other Theft	30	25
Criminal Damage	26	22
Drugs Offences	3	2

Members discussed the areas of focus for Op Hana: Bedford Square, Manor Park, White House Close, Neptune Square, Trident Drive, Chelsea gardens, Tithe Farm Road, Hillborough Crescent, Recreation Rd and Millers Way.

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

CC1135 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

Members raised concerns over the new style LED street lamps that Central Bedfordshire Council were installing across the town, which had proven to be incompatible with the redeployable cameras that Houghton Regis Town Council used. Members were advised that Central Bedfordshire Council had been contacted regarding the update of the current cameras, a response was awaited.

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

CC1136 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.

Members queried the graffiti removal equipment and if the repair had been carried out. Members were advised that the required part was still awaited from Germany.

Resolved: To note the report.

CC1137 CENTRAL BEDFORDSHIRE COUNCIL COMMUNITY SAFETY TEAM

To invite a representative from Central Bedfordshire Council's Community Safety Team to the monthly CCWG meetings.

Members were advised that a good working relationship had been built with the Policing team and the Community Safety Team.

Resolved: To invite a representative from Central Bedfordshire Council's Community Safety Team to attend the CCWG meetings.

The Chairman closed the meeting at 11.53am

Dated this 21st day of April 2021

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
21st April 2021 at 11.00am

Present: Councillors: K Wattingham (Chairman)
C Copleston
Y Farrell
T McMahan
M S Kennedy

Police: Sgt. A Paine Bedfordshire Police

Officers: Tara Earnshaw Community Development Officer

CBC Officers: Julia Hobson-Cooper Communities & Partnership Team

Apologies: Co-opted member: Mrs C Butler Street Watch

CC1138 APOLOGIES & SUBSTITUTIONS

Apologies were received from Co-opted member Mrs C Butler.

CC1139 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1140 MINUTES

To approve the Minutes of the meeting held on the 17th March 2021.

Resolved: To approve the Minutes of the meetings held on the 17th March 2021 and for these to be signed by the Chairman.

CC1141 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:

	March 2020	March 2021	
Violence against person	42	37	38 / 65

Robbery	4	0
Domestic Burglary	4	9
Burglary Business / Other	0	0
Vehicle Crime	4	20
Other Theft	5	15
Criminal Damage	10	11
Drugs Offences	2	1

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.

With those highlighted in bold to be a priority of high visibility policing and a police presence in the other areas.

An officer from CBC Community & Partnership Team updated members on ASB.

CC1142 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

Members discussed the possibility of identifying funding to update the current redeployable cameras in order to make them compatible with the new LED street lights for use as a power source.

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

CC1143 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.

Members queried the graffiti removal equipment and whether the repair had been carried out. Members were advised that it had been repaired but had subsequently developed another fault that needed to be looked into.

Resolved **To note the report.**

CC1144 COMMUNITY SAFETY INITIATIVES

Members received a schedule providing an update on current community safety initiatives and data relating to the speed monitoring equipment in Windsor Drive.

Members raised concerns over a tree growing on the grounds of Tithe Farm School with its roots affecting the pavement and street lighting. The Communities & Partnership Team representative agreed to look into possible solutions with regards to finance.

Members raised concerns over the continuation of fly tipping and asked that the waste disposal initiative was publicised on the Town Council's social media sites on a regular basis. Members also requested an update on the up take of the initiative.

Members raised concerns over dog owners not taking responsibility for cleaning up after them. A representative from Community & Partnership Team informed members that various initiatives were being considered to help reduce this problem and would provide an update at the next meeting.

Resolved: **1. To update members on the up take of the waste disposal initiative.**
2. For a representative of the Community & Partnership Team to update members on a possible solution with regards to the tree and initiative on dog owners taking responsibility for their faeces.

CC1145 SPEED WATCH

Members raised concerns with recruiting volunteers to both the Speed Watch and Street Watch initiatives. The HRTC Community Development Officer agreed to share any publicity with these initiatives with the Promotions and Administration Officer to be shared on social media.

Resolved: **To publicise information on volunteering with Speed Watch and Street Watch.**

The Chairman closed the meeting at 12.21pm

Dated this 19th day of May 2021

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
19th May 2021 at 11.00am

Present: Councillors: K Wattingham (Chairman)
C Copleston
Y Farrell
D Jones
M Kennedy
T McMahon

Police: Sgt. A Paine Bedfordshire Police

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

Also present: CBC J Hobson-Cooper Safer Communities & Partnership
Team

HRTC Councillor: Y Farrell

CC1146 ELECTION OF THE CHAIRMAN

Members were requested to appoint a Chair for Events Working Group for 2021/22.

Nominee: Cllr K Wattingham Nominated by: Cllr Y Farrell
Seconded by: Cllr T McMahon

No other nominations were received. On being put to the vote, Councillor K Wattingham was duly appointed as Chair of the Combating Crime Working Group for the municipal year 2021 - 2022.

CC1147 ELECTION OF THE VICE CHAIRMAN

Members were requested to appoint a Chair for Events Working Group for 2021/22.

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

No other nominations were received. On being put to the vote, Councillor Copleston was duly appointed as Chair of the Combating Crime Working Group for the municipal year 2021 - 2022.

CC1148 CO-OPTIONS

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

Resolved: To agree to co-opt Street Watch into CCWG

CC1149 APOLOGIES & SUBSTITUTIONS

None.

CC1150 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1151 TERMS OF REFERENCE

Members were asked to note the terms of reference for the Combating Crime Working Group.

Functions

- To monitor the Council's Service Level Agreement with Bedfordshire Police for the provision of additional policing within the parish of Houghton Regis known as Operation Hanna
- To receive bi-monthly written reports and monthly verbal reports from Bedfordshire Police on the work completed under Operation Hanna
- To consider the forthcoming months actions by Bedfordshire Police under Operation Hanna
- To monitor the Council's Service Level Agreement with Central Bedfordshire Council for the management of the re-deployable CCTV cameras.
- To manage the formulation and implementation of the Council's Community Safety Strategy
- To manage action under the Council's enviro crime project
- To report its decisions to Community Services Committee

Terms of Reference

- The Combating Crime Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Combating Crime Working Group shall consist of five councillors. The quorum shall be half its members (three).

CC1152 MINUTES

To approve the minutes of the meeting held on the 21st April 2021.

Resolved: To approve the Minutes of the meetings held on the 21st April 2021 and for these to be signed by the Chairman.

CC1153 POLICE REPORT

Members received a report regarding Operation Hanna for March / April 2021.

Members were invited to:

- Share local concerns in light of the report
- To discuss any instructions to Bedfordshire Police under Operation Hana.

Members were updated on local crime figures compared with the same two months of the previous year:

	March/April 2020	March/April 2021
Violence against person	40	56
Robbery	1	5
Domestic Burglary	11	8
Burglary Business / Other	3	3
Vehicle Crime	26	20
Other Theft	24	24
Criminal Damage	24	28
Drugs Offences	2	3

Members were advised of details of Op Hana patrols, hours on foot patrol and issues dealt with under Operation Hana.

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

Clarification was given on police intervention relating to shoplifting.

Members were updated on the visiting Fair and the issues raised by residents regarding parking and social distancing. Members requested that the Community Development Officer confirm whether parking enforcement had been requested to patrol the areas local to the Fun Fair for the forthcoming weekend.

Members discussed the areas of focus for Op Hana and requested foot patrol include the Village Green for the duration of the Fun Fair visit.

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

With those highlighted in bold to be a priority of high visibility policing and a police presence in the other areas.

CC1154 CBC COMMUNITY & PARTNERSHIP UPDATE

Julia Robson-Cooper, Central Bedfordshire Council's Community & Partnership Team was in attendance to provide members with a verbal update.

Members were advised that communication radios had been given out to some local shops and dog waste bags were to be handed out on 2nd June 2021. Safer Neighbourhood Officers have been out patrolling local areas including Bedford Square.

Police advised that parking enforcement had been made aware of the Fun Fair visit to Houghton Regis which had exacerbated parking issues in the local vicinity.

Resolved: To note the update.

CC1155 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.

CC1156 ENVIRO-CRIME

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

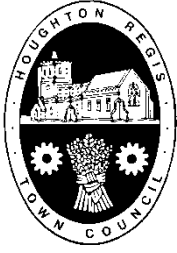
Members were advised that the graffiti machine had been fixed and was available for use by the Grounds Team for reported issues.

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

The Chairman closed the meeting at 12.07pm

Dated this 16th day of June 2021

Chairman



COMMUNITY SERVICES COMMITTEE**Agenda Item 12**

Date:	28th June 2021
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

302-1091 Income Misc

None to date, anticipated to come from summer activities and youth council activities

302-4221 Playscheme & Family Trips

No expenditure incurred to date.

302-4226 Youth Services

Includes £2000 for pop up café, this funding has been transferred into a youth-based account for the Senior Lead worker to manage on a day to day basis. £2300 allocated to support the youth council. The committed expenditure relates to the funding to be incurred under the 2020 VERU project and has been carried forward from 2020/21.

302-4227 Community Services (Shop Local £1000 and town centre attractions £2000)

Total budget available is £6000. Members may like to consider projects for the remaining £3000 although any suggestions must support Community based services in accordance with the Vision.

302-4230 Public Toilets

Covers cleaning and consumables for the town centre toilets.

302-4232 Christmas Lights

Annual expenses incurred around the Christmas period

303-4029 Promotional Material

A budget request of £3000 was put forward for £1000 for promotional material for events, £1000 for event promotion outside of the parish, £500 for new resident welcome packs, £500 for quarterly banners for events. However a budget of £2000 was agreed. Due to a reduced event delivery programme arising from Covid it is suggested that this budget be allocated as follows:

£1000 for promotional material for events, £0 for event promotion outside of the parish, £500 for new resident welcome packs, £500 for quarterly banners for events

303-4033 Town Crier

Expenditure incurred relates to the production and delivery of the Crier. Editions are due in Sept / Oct and February / March.

303-4034 Website costs

Website adjustments to be completed to cover reporting of environmental issues to the Ranger (to be offset by CBC Public Realm funding), Councillor area, pre-release pages and possible hybrid meeting functionality. There is some concern that this budget may be insufficient. Members will be advised if necessary.

303-4059 Other professional fees

This would cover a survey monkey subscription, however it is understood that Microsoft 365 may offer an alternative option which is already included in the councils Microsoft subscription. This is being investigated. Any underspend can be used to offset any overspend in 303-4034

304-1094 Income from Sponsors

To be updated in due course.

304-1097 Income from events

To be updated in due course.

304-4031 Advertising

To be updated in due course.

304-4222 Community Events

To be updated in due course.

305-4203 Mayors Christmas Appeal Fund

Annual expenses incurred around the Christmas period

305-4218 Small Projects grants

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

Small grant awarded under delegation to Friends of Windsor Drive Group

305-4220 Key Partner grants

Key Partner grants awarded Oct / Nov.

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. The Bulk Waste Subsidy scheme has been fully utilised to date in 2021, although an invoice from CBC is yet to be received.

306-4059 Other Professional Fess

Covers costs associated with Operation Hana. No invoices have been received to date.

307-4101 Mayors Allowance

307-4106 Mayors Civic Events

Events to be organised once Covid restrictions permit.

307-4121 Civic Regalia

Purchase of past mayors' badges and past consort badges.

307-4122 Civic Fund expenses

399-4804 Christmas Lights

Orders will be placed for new Christmas lights in February / March 2022 in the sale ready for 2022 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

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

24/05/2021

Houghton Regis Town Council

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Detailed Income & Expenditure by Budget Heading 24/05/2021

Month No: 2

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
302 Community Services								
1091 Income Miscellaneous	0	0	1,800	1,800			0.0%	
Community Services :- Income	0	0	1,800	1,800			0.0%	0
4221 SUMMER PLAYScheme	0	0	4,500	4,500		4,500	0.0%	
4226 Youth services	0	1,611	4,300	2,689	4,538	(1,849)	143.0%	
4227 Community Services	0	0	6,000	6,000		6,000	0.0%	
4230 Public Toilets	0	3,060	18,800	15,740		15,740	16.3%	
4232 Christmas Lights	0	0	13,000	13,000		13,000	0.0%	
Community Services :- Indirect Expenditure	0	4,671	46,600	41,929	4,538	37,391	19.8%	0
Net Income over Expenditure	0	(4,671)	(44,800)	(40,129)				
303 Communications								
4029 Promotional Material	0	0	2,000	2,000		2,000	0.0%	
4033 NEWSLETTER	0	0	4,400	4,400		4,400	0.0%	
4034 WEBSITE COSTS	0	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROFESSIONAL FEES	0	0	350	350		350	0.0%	
Communications :- Indirect Expenditure	0	0	7,750	7,750	0	7,750	0.0%	0
Net Expenditure	0	0	(7,750)	(7,750)				
304 Events								
1094 Income from Sponsors	0	0	4,650	4,650			0.0%	
1097 Income - Council Events	0	0	4,300	4,300			0.0%	
Events :- Income	0	0	8,950	8,950			0.0%	0
4031 ADVERTISING	0	0	500	500		500	0.0%	
4222 COMMUNITY EVENTS	0	0	35,000	35,000	300	34,700	0.9%	
Events :- Indirect Expenditure	0	0	35,500	35,500	300	35,200	0.8%	0
Net Income over Expenditure	0	0	(26,550)	(26,550)				
305 Community Grants								
4203 MAYORS CHRISTMAS APPEAL FUND	0	0	2,800	2,800		2,800	0.0%	
4218 Grants (WB) Small Projects	200	200	3,000	2,800		2,800	6.7%	
4220 Grants (WB) Key Partners	0	0	15,000	15,000		15,000	0.0%	
Community Grants :- Indirect Expenditure	200	200	20,800	20,600	0	20,600	1.0%	0
Net Expenditure	(200)	(200)	(20,800)	(20,600)				

Detailed Income & Expenditure by Budget Heading 24/05/2021

Month No: 2

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
306 Community Safety								
4046 Enviro - Crime	0	1,800	7,400	5,600		5,600	24.3%	
4059 OTHER PROFESSIONAL FEES	0	0	34,990	34,990		34,990	0.0%	
Community Safety :- Indirect Expenditure	0	1,800	42,390	40,590	0	40,590	4.2%	0
Net Expenditure	0	(1,800)	(42,390)	(40,590)				
307 Civic Services								
4101 MAYORS ALLOWANCE	140	644	3,850	3,206		3,206	16.7%	
4106 Mayors Civic Events	0	0	2,900	2,900		2,900	0.0%	
4121 CIVIC REGALIA	379	482	665	183		183	72.4%	
4122 Civic Fund Expenses	0	27	200	173		173	13.3%	
Civic Services :- Indirect Expenditure	519	1,152	7,615	6,463	0	6,463	15.1%	0
Net Expenditure	(519)	(1,152)	(7,615)	(6,463)				
399 Community Capital & Projects								
4804 CAP-New Christmas Lights	0	0	6,000	6,000		6,000	0.0%	
Community Capital & Projects :- Indirect Expenditure	0	0	6,000	6,000	0	6,000	0.0%	0
Net Expenditure	0	0	(6,000)	(6,000)				
Grand Totals:- Income	0	0	10,750	10,750			0.0%	
Expenditure	719	7,824	166,655	158,831	4,838	153,994	7.6%	
Net Income over Expenditure	(719)	(7,824)	(155,905)	(148,081)				
Movement to/(from) Gen Reserve	(719)	(7,824)						



PROPOSALS FOR 2021/22 HOUGHTON REGIS TOWN COUNCIL KEY PARTNER GRANT

We recently shared with Officers some key changes affecting Community Action: Bedfordshire as a result of my diagnosis for prostate cancer and, in the light of this, that I will be stepping down from my role as Director of Community Action: Bedfordshire.

The trustees Community Action: Bedfordshire have therefore considered how best they can meet the needs of our beneficiaries, now and in the future, and have concluded that the best way to achieve this will be to transfer services to another service provider. Following discussions with partners and local funders we have concluded that the simplest approach will be to transfer our volunteering services to Community Voluntary Service Bedfordshire (based in Bedford) and our Community Engagement services (including Timebanking) to Bedfordshire Rural Communities Charity (BRCC).

BRCC and staff from Community Action: Bedfordshire wish to retain a close link with Houghton Regis Town Council and in view of the changes to the delivery of infrastructure services, we believe the best way to achieve this would be to utilise the Key Partner Grant to fund the promotion, development and support of the Chiltern Vale Timebank, which covers Houghton Regis, Dunstable and surrounding area.

Timebanking enables people to help their neighbours and those within their community whilst doing something worthwhile. This allows people to share their time, interests and skills, whilst having the opportunity to learn new ones.

Timebanking is the free exchange of time and skills, where people can give their time to support another person, in exchange for a 'time-credit' which can be used when they require help themselves. Exchanges are logged in hours where one hour is equivalent to one time credit, and almost any type of help can be offered. All skills have the same worth regardless of the activity offered, meaning everyone is equal.

Project staff and volunteers work with local residents and organisations to promote, support and develop the Timebank. The support provided includes (but is not limited to):

- Information, advice and guidance on Timebanking
- Training and support with member inductions and use of the Time Online2 platform
- Facilitating exchanges, group meetings and community projects
- Promotion of Timebanking

We are members of, and work with, Timebanking UK attending regular Broker Catchup meetings on Zoom and linking with other timebanks across the country.

We undertake extensive promotion of Timebanking through website content, publicity leaflets and social media. Our Timebank Facebook page includes short stories about the type of exchanges that have been undertaken by members (anonymised) in order to help show what Timebanking is about. We also utilise other platforms such as Nextdoor and Simply Connect.

When COVID-19 restrictions allow we will work with Timebank members to organise community events designed to promote Timebanking to local residents.

We also promote Timebanking by working in partnership with local organisations that can signpost or refer clients to the Timebank, for example we have good relationships with the local social

prescriber team (who promote Timebanking as part of their 'social prescriptions'), Citizens Advice and good neighbour scheme.

We undertake new member Inductions via email, telephone and online communication (and in person when COVID-19 restrictions allow) to provide support and guidance on how to use the Time Online2 platform.

We will hold regular Get Togethers for new and existing Timebank members to meet each other, discuss any offers/requests, assist with accessing Time Online2 and generally try to build some trust to enable exchanges to take place. People are more inclined to invite others into their home to undertake exchanges if they know them first, so facilitating these relationships and building trust (while also addressing Safeguarding issues) is crucial.

We spend time contacting members by social media, email and/or telephone to tell them about, and invite them to, each Get Together or event; to advise them of arrangements for operating safely and to promote Timebanking activities in the area.

The Timebank will support individuals to achieve the following specific outcomes:

1. People have the confidence to participate in their local community resulting in an improvement in their health and wellbeing.
2. People are able to live as independently as they are able, with an increase in independence from the new skills they learn and interdependence with others through skills exchanges.
3. People feel less isolated or lonely through engagement with others within their community.
4. People feel respected and valued and have an increase in personal satisfaction from sharing skills and knowledge with others.

The Timebank was launched in February 2020 and with the onset of the Coronavirus pandemic we had to adapt the way we managed and promoted the Timebank. There are currently 20 members of the Timebank (seven of whom are residents of Houghton Regis) and we expect to increase total membership to around 100 over the next two years.

We are hoping to be able to effect the transfer by the 1 May 2021, though clearly staff have been delivering the work to promote, support and develop the Timebank since 1 April and will continue to do so once the service is transferred to BRCC. One consequence of this is that the Timebank would be a service of BRCC as it would not be able to take over the name of Community Action Bedfordshire (as originally envisaged) as it will technically still exist while we resolve the governance of the trading company. We have always had separate branding for the Timebank so this should not impact too much (if at all) on the delivery of the service.

We would very much welcome the Council's support for the alternative use of the grant and for the transfer of the service to BRCC. Furthermore, we would also welcome the Council's agreement to transferring the remaining three years' Key Partner Grant to BRCC for use in connection with promoting, supporting and enabling the residents of Houghton Regis to participate in the Chiltern Vale Timebank in the light of the re-structuring described above.

Community Services

Agenda item 14

How	Delivery timeframe	Resource requirement	Comm'	Work to date - Community Services	Update	Project shape
<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) 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	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 and £3500 in 2021/22 for Parkside Family area 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	<ul style="list-style-type: none"> Continued support for Houghton Regis Helpers

				Local businesses / organisations Sponsorship opportunities Event participation Community grants scheme	HR Youth Council & Pop up café to be re-initiated, summer 2021 Family summer activity packs distributed summer 2020	
• To press for the enhancement of services as required	Ongoing	Staff time	As applicable	To be progressed as required	CBC contacted regarding re-opening of community centres	
• 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	links made with HRN2 Community Dev't Officer	• Consideration given to electronic notice boards to enable news and event updates relevant to the town. (this could prove cost prohibiting)
• To respond and participate in consultation processes	Ongoing	Staff time	As applicable	To be progressed as required	Bid approved under Welcome Back Fund. To be implemented summer onwards 2021	

<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		<ul style="list-style-type: none"> Highlight the continued work by the council in the search for land for allotment use. Highlight the continued work that the council is completing to continue to search for land for a new cemetery provision To promote the development of a new community sports hall
<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"> Use of communication means to promote availability of Town Mayor Use of communications means to promote the achievements of the Town Mayor Record the number of civic events attended

						Record the number of mayoral events held
<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.	Whilst this objective is supported in light of the ongoing threat of Covid-19 it is suggested that for 2021/22 those additional participants at events from outside of the area may not be ideal.	<ul style="list-style-type: none"> Produce promotional flyers targeting local schools sent directly from the Town Mayor Social media use to promote the town's good news stories
<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 events to date	<ul style="list-style-type: none"> Use of social media tools to analyse statistics of visitors to the site to determine popular posts Using data statistics to produce tailored posts of interest Updating and revitalisation of the Town Council website

<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.	<ul style="list-style-type: none"> An increase in sports facility fees An increase in cemetery fees Use of communications to promote and advertise the availability of pavilion hiring Increase the pavilion hiring fees Increase the hirability of pavilions by offering a longer hiring duration
		Income opp's				
<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	<ul style="list-style-type: none"> Investigate who owns the land A physical visit to the land to ascertain work needed Initiate a work plan

<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"> Use of communications to assist in the promotion of Houghton Hall Park grown your own garden projects, and the promotion of the kitchen garden
<ul style="list-style-type: none"> Community kitchen, pantry, fridge 	2021	Staff time	Com Serv	To be considered in 2021	Report to be presented.	<ul style="list-style-type: none"> To consider the feasibility of developing a community kitchen Consideration of how a community kitchen would be run and maintained Consideration of cohesive working within the local community to support this venture i.e. local stores Promote less food waste apps Use of communications to promote the

						<p>specific needs of the local food bank i.e. short of tinned goods</p> <ul style="list-style-type: none"> ● Offer a food bank drop point at the council offices
<ul style="list-style-type: none"> ● Offer recycling at events 	2020	£1,000	Com Serv		The Events Officer will provide recycling bins at events. More eco-friendly products have also been sourced.	<ul style="list-style-type: none"> ● To consider offering recycling bins at large events (this may be cost prohibiting)
<ul style="list-style-type: none"> ● Promotion of possibilities - general and specific 	Ongoing	Staff time	Com Serv		To be progressed	<ul style="list-style-type: none"> ● Approach Arriva to suggest a family ticket ● Use communications to promote local places of interest and beauty spots accessible via bus links, walking or cycling
<ul style="list-style-type: none"> ● Incentives (including ancillary facilities such as cycle racks and seating) provided 	2020	£1,500			Welcome Back Fund bid successful. Used to promote sustainable access to the town centre.	<ul style="list-style-type: none"> ● Approach Halfords and other bicycle stores for provision or sponsorship of bike

to people using sustainable transport to access the town centre / community services / facilities / events						racks for increased safety of centre users
<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 completed for 2021/22	<ul style="list-style-type: none"> Utilise the knowledge of the Community Safety Team and the local policing team for implementable initiatives
<ul style="list-style-type: none"> High visibility policing project (Op Hana) 	Ongoing	£33,000/ annum			Ongoing. Monthly reporting to CCWG	
<ul style="list-style-type: none"> Use of redeployable CCTV cameras 	Ongoing	£5000 / annum			Ongoing. Monthly reporting to CCWG	
<ul style="list-style-type: none"> Encourage Neighbourhood Watch schemes 	2021	Staff time				
<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. Proposal made	Successful Public Realm scheme grant application £50,000. Ranger appointed. Equipment in the process of being	<ul style="list-style-type: none"> To utilise a Dunstable Town Ranger for one day a week to take a proactive approach for any issues that

				to CBC re Public Realm project. Outcome awaited.	sourced. Reporting mechanism being investigated.	are in need of addressing
		£1000 rev				
• To implement a subsidy scheme in partnership with CBC	2020	£2400 / annum	Com Serv	SLA with CBC signed.	Project launched 1/1/21. Fully utilised in 2021	
• Speed assessment	2021	£2000 / school	Com Serv	To be considered in 2021		• Cohesive working with Central Bedfordshire Council
• Consideration of options		Staff time				
• Funding of cleaning of town centre toilets	Ongoing	£20000 / annum	Com Serv	Contract in place.		
• Funding of Christmas lights	Ongoing	£15000 / annum	Com Serv	Annual display. Contract in place.		• To investigate an alternative supplier to source a suitable Christmas tree for December 2021
• Website maintenance	Ongoing	£1000 / annum	Com Serv	Website is maintained and updated.		

<ul style="list-style-type: none"> Website refresh / redesign 	2021	£5,000			Budget not provided in 2021/22	<ul style="list-style-type: none"> Investigate the provision of a designer to refresh and update the website
<ul style="list-style-type: none"> Social media – multi-media management options 	2020	£300				<ul style="list-style-type: none"> To investigate social media management systems for cross media uploads
<ul style="list-style-type: none"> Town Crier 	Ongoing	£2700 / annum			Report on CS agenda 8/2/21	<ul style="list-style-type: none"> Consider cost effective options to increase the frequency of the Town Crier i.e. smaller pamphlet
<ul style="list-style-type: none"> Town Crier – increase pages, recyclable paper 	2020	£5000/ annum			Budget not provided in 2021/22	
<ul style="list-style-type: none"> Notice boards maintenance 	Ongoing	Staff time			Electronic notice boards approx. £10,000 - cost prohibitive.	<ul style="list-style-type: none"> To investigate the cost feasibility of an electronic media notice board located at the council offices To investigate the ease of management of an electronic notice board

<ul style="list-style-type: none"> Noticeboards change to electronic notice board similar to bus stops 	2021	N/K				Budget not provided in 2021/22	
<ul style="list-style-type: none"> Quarterly banners detailing events for the season 	2020	£500				Delayed due to Covid-19 and events not taking place as anticipated. To be completed for autumn and winter events 2021	
<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 once Covid-19 restrictions eased.	
<ul style="list-style-type: none"> Sponsorship opportunities 	Ongoing	Staff time					
<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 prepared. Some delivered. HRN2 Community Worker will assist with delivery.	<ul style="list-style-type: none"> Welcome packs have been developed for delivery to new residents in the town
<ul style="list-style-type: none"> Provide to house builders 	2020	Staff / member time				This is not an option to get packs to new residents	<ul style="list-style-type: none"> Request information of occupancy (House numbers) from developers to

						ensure new residents receive their welcome pack
• Provide to estate agents	2020	Staff / member time			This is not an option to get packs to new residents	
• Provide to new residents ad hoc	2020	Member time			Packs prepared. Some delivered. HRN2 Community Worker may assist with delivery	
• 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.	Agenda report 7th June 2021 to E&L	
		Staff time				
• Work with partners on the delivery of community facilities with the strategic growth area	2020	N/K		Working with Churches Together re HRN2 Community Building	HRN2 Allotment site	

<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		<ul style="list-style-type: none"> To install eye level signage to utilise as much natural light as possible, consider flooring choices (non-shiny) Provide a dedicated parking space for dementia sufferers continue work to seek dementia friendly strategies
		Staff time				
<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 completed with funding from Beds Police. Outreach work to taking place. Youth Council - engagement, events being planned.	<ul style="list-style-type: none"> Offer a maintenance and repair workshop with tools and equipment for the use of the young people
<ul style="list-style-type: none"> Families (day trips, events, music in the park, re-use / recycling / repair) 	Ongoing	£40,000			Budget not provided in 2021/22	<ul style="list-style-type: none"> Consider a music in the park event Use of communication to

						promote the music in the park event
	2021	£12,000				
• Older people (gentle sports, social events)	2021	£10,000			Budget not provided in 2021/22	<ul style="list-style-type: none"> Developing targeted exercise sessions i.e. armchair workouts, walking football Use communications to promote and advertise these events To promote transport availability
		Staff time	Com Serv			
• All Saints Church	Ongoing	Staff time	As applicable			
• HHP	Ongoing	Staff time				
• Red House	Ongoing	Staff time				
• Provision of a grant scheme	Ongoing	Staff time	Com Serv	Grant scheme established. Reviewed 2019.	Promotion of availability of the scheme ongoing.	
• Advice	Ongoing	Staff time				
• Promotion	Ongoing	Staff time				