

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

27th August 2021

To: Members of the Community Services Committee

**Cllrs: K Wattingham (Chair)
C Copleston, T McMahon, S Goodchild, A Slough (Vice Chair), S Thorne, and E Cooper**

(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 6th September at 7.00pm.**

Due ongoing Covid concerns, members of the public who wish to attend the meeting are encouraged to do so remotely through the meeting link below. Members of the public may also attend in person and, if doing so, are requested to socially distance as much as possible.

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

Clare Evans
Town Clerk

**THIS MEETING MAY
BE RECORDED ***

Agenda

- 1. APOLOGIES & SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

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

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

- 3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

**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.

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. MINUTES

Pages 5 - 9

To approve the minutes of the meeting held on 28th June 2021.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 28th June 2021 and for these to be signed by the Chairman.

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

Pages 10 - 26

Events Working Group 3rd June 2021 and 8th July 2021

Combating Crime Working Group 16th June 2021 and 21st June 2021

Recommendation: To receive the Minutes detailed above.

6. INCOME AND EXPENDITURE REPORT

Pages 27 - 32

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

7. REPORT FROM GROUNDWORK

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

8. HRTC COMMUNITY AND YOUTH SERVICES

Pages 33 - 35

Members will receive reports on youth work recently completed including

- Pop-up youth café
- Youth Council
- Community services

In addition members are also advised that Ward Cllr grant funding has been secured for a youth project to deliver training and development opportunities around catering and hospitality. Specifically the grant would be used as follows:

- Food hygiene level 2 on-site training at the Pavilion for 6-8 young people £300-£350
- Professional Chef session - £300
- Posh nosh for the community- £150 (Young people putting their knowledge into action)
- Trip to take those young people involved to a top or higher end restaurant. Depending on the funding available this could be a local quality restaurant- maybe Chez Jerome in Dunstable (£250), or a Michelin style restaurant (£1000).

This additional funding is very much welcomed and appreciated.

9. BULK WASTE REMOVAL SCHEME

Members are advised that this initiative has been well received within the community with a consistent and at times high takes up rate. CBC officers have been supportive and accommodating in promoting and managing this project.

Although it is relatively early in the financial year Members may receive an additional funding request to increase this budget for 2022/23. This will be put forward during the budget setting process in due course.

10. CHRISTMAS TREE

Members are reminded of previous considerations for the annual town Christmas tree. Issues which were considered related to the difficulty of sourcing a tree on an annual basis, the sustainability of cutting down a tree for a short period and the suitability of the location of the tree.

Officers were tasked with investigating whether there was a more sustainable option of planting a living tree in All Saints View (ASV).

ASV have confirmed a location within the forecourt area at the front of ASV for Christmas 2022. The exact location cannot be advised until the build work is further progressed. Members are requested to consider the suitability of this location.

If agreed Officers will use the 2021 season to promote the forthcoming change in venue and to also consider options to provide a light feature in the current Bedford Square location.

Siting a permanent tree in ASV is a long term, sustainable option, supportive of the Vision. It also provides a suitable and safe area for switch on event. However it may be perceived as being too far off the main road. However this can be mitigated by an additional light feature being provided in the current location.

- Recommendation:**
1. To support the siting of Siting a permanent tree in All Saints View as a long term, sustainable option, supportive of the Vision;
 2. To investigate options for an additional light feature being provided in the current location.

11. VISION UPDATE

Pages 36 - 53

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
28th June 2021 at 7.00pm

Present: Councillors: K Wattingham Chairman
E Cooper
S Goodchild
T McMahon
A Slough
S Thorne

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

Public: 0

Apologies: Councillors: C Copleston

Also
present:

11684 ELECTION OF CHAIR

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

Nominee: Cllr Wattingham Nominated by: Cllr Goodchild
Seconded by: Cllr Thorne

No other nominations were received. On being put to the vote, Councillor Wattingham was duly appointed as Chair of the Community Services Committee for the municipal year 2021 - 2022.

11685 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston.

11686 QUESTIONS FROM THE PUBLIC

None.

11687 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11688 ELECTION OF VICE-CHAIR

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

Nominee: Cllr A Slough Nominated by: Cllr Goodchild
Seconded by: Cllr McMahon

No other nominations were received. On being put to the vote, Councillor A Slough was duly appointed as Vice-Chair of the Community Services Committee for the municipal year 2021 - 2022.

11689 MINUTES

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

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

11690 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

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

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

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

Members received this report for information.

11691 REPORT FROM GROUNDWORK

Diana Hedley, Youth Manager and Anthony Fuller, Senior Youth Worker in attendance at the meeting, a representative from groundwork was in attendance to update members on the work completed on behalf of Houghton Regis Town Council.

Members were advised that two nights of provision was being offered in Houghton Regis.

The Youth Club was based in Bedford Square one night a week. The Ash Room could hold a maximum of 8 young people, however, a group of regular young people had stopped attending due to school and exam commitments, therefore detached sessions had been offered as an alternative to opening the Youth Club.

The other night offered was a mentoring session based at Barnardo's Parkside Family Resource Centre, their open door self-referral service empowered young people to be in control of the support they received.

Members asked whether they had seen a rise in young people needing support relative to Covid and the society's situation resulting from the restrictions. It was confirmed that many young people had shown a rise in anxieties with restrictions being lifted and returning to school, looking for work and similar related issues.

It was unable to be confirmed whether there would be an ability to extend the Youth Club to enable a larger number of young people to attend in the near future.

11692 HRTC YOUTH SERVICES

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

Members received an update on the relaunch of the Pop-Up Café.

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

Members were advised the Youth Pop-up Café had been refurbished, with some new resources for young people to enjoy. The Grand opening of the Pop-up Café was planned for 19th July and was to be opened by the Town Mayor. The opening event would offer the residents of Houghton Regis the opportunity to see the youth provision being offered by Houghton Regis Town Council.

Members were advised that a large proportion of the funding had been received from VERU to enable some of the refurbishment works and the purchase of resources for the Pop-up Café.

Resolved: To note the report.

11693 HRTC COMMUNITY SERVICES

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

Members raised concerns that members of the Youth Council would be leaving as they were reaching 18 years of age. Members were advised that from fourteen Youth Council members, eight had attended the recent meeting with three apologies received, two members of the Youth Council were due to attend university, however, both had specified that they wished to remain in place as Youth Council members until they attended university. Two members had left the Youth Council.

Members highlighted their disappointment that 14 activity packs had been returned when 106 packs had been distributed. Members were advised that feedback received had been positive, the activities in the packs had been enjoyed but some recipients of the activity pack had not wanted to enter the competition.

It was requested that it be minuted that thanks were given the Community Development Officer for her efforts during Covid restrictions.

11694 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

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.

Resolved: To receive the following Minutes:

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.

Members highlighted an error in the Combating Crime minutes 19th May 2021. Minute number CC1146 should read: Members were requested to appoint a Chair for Combating Crime Working Group for 2021/22.
Minute number CC1147 should read: ‘Members were requested to appoint a Vice-Chair for Combating Crime Working Group for 2021/22’
Minute number CC1147 should read: ‘No other nominations were received. On being put to the vote, Councillor Copleston was duly appointed as Vice-Chair of the Combating Crime Working Group for the municipal year 2021 – 2022’

11695 INCOME AND EXPENDITURE REPORT

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

Members queried the cost of website updates, members were advised that although many of the changes could be completed in-house, some of the structural changes within the website could not be achieved in-house and had to be changed by the web host.

It was suggested means be put in place to enable residents to be more involved in community decisions.

11696 COMMUNITY ACTION BEDFORDSHIRE – KEY PARTNER GRANT

Members received a paper from Community Action Bedfordshire outlining a significant organisational change.

Members were reminded that Community Action Bedfordshire (CAB) was a Key Partner (Grants). This organisational change and the transfer of services to Bedfordshire Rural Communities Charity (BRCC) has had an impact on the Key partner Status of Community Action Bedfordshire. CAB / BRCC were 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 was sought earlier to provide certainty of funding to BRCC as soon as possible.

Members were requested to consider this alteration and agree a way forward. There were 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

11697 VISION UPDATE

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

The Chairman declared the meeting closed at 8.56pm

Dated this 6th day of September 2021.

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
Thursday 3rd June 2021 at 5pm

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

Officers: Louise Senior Head of Democratic Services

Apologies: Councillor: A Slough

Also present: Councillors: E Cooper
C Slough

Members were advised that the Civic and Events Officer would not be in attendance at this evenings meeting.

EWG637 ELECTION OF THE CHAIRMAN

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

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

EWG638 ELECTION OF THE VICE-CHAIRMAN

Nominee: Y Farrell Nominated by: K Wattingham
Seconded by: D Jones

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

EWG639 CO-OPTIONS

Members received applications from Carol Butler and David Hill. Members were requested to consider the co-options.

Resolved: To Co-opt Carol Butler and David Hill on to the Events working Group for the year 2021/2022.

EWG640 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr A Slough.

EWG641 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG642 MINUTES

To approve the Minutes of the meeting held on 29th April 2021.

Resolved: To confirm the minutes of the Events Working Group meeting held on 29th April 2021.

EWG643 COMMITTEE FUNCTIONS AND WORKING GROUP BRIEFING

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

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub Committees and Working Groups of the Council. This was presented to Town Council at the Annual Meeting on 5th May 2021.

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

- | | |
|----------------------------|--|
| • Carnival | This year to be held virtually from 1 st -25 th July |
| • Houghton Rocks | Saturday 4 th September 2021 |
| • Inaugural Reception | This year to be in October 2021 |
| • Fireworks Display | Sunday 7 th November 2021 |
| • Santa's Grotto Saturday | Saturday 11th December 2021 |
| • Pride of Houghton Awards | Saturday 12 th February 2022 |
| • Easter Egg Hunt | Saturday 9 th April 2022 |

There were approx. 10 meetings a year, which took place prior to each event. Feedback for the events was given via feedback forms, circulated to participants, which was then reported back to the Working Group.

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

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

Resolved: To note the report.

EWG644 ARRANGEMENTS FOR FUTURE MEETINGS

Members of the Events Working Group were requested to consider how they would like to meet after national restrictions were lifted, in person or virtually.

Until national restrictions were lifted, all working group meetings were held remotely, however now that restrictions were lifted the group could decide whether to meet in person or to meet remotely.

Factors to consider were:

- Confidence to meet in person by working group members
- Time and efficiency savings through meeting remotely
- Removal of any residual risk of COVID-19 through virtual meetings

If desired, the group could decide to continue to meet virtually for a fixed period of time until members felt confident and secure to meet in person. It was recommended that the Events Working Group continue to meet virtually until January 2022; unless it was necessary to attend in person prior to an event taking place.

It had also been requested that meetings start at 6pm instead of 5pm, to allow for a member of the working group to attend, around working schedules.

Members requested that meetings continue to meet virtually, however event briefing meetings to be held in person in order to enable the inclusion of voluntary organisations.

Resolved: 1) **To continue to hold the meetings virtually until January 2022; unless it is necessary to meet prior to an event**
2) **To start future meetings at 6pm**

EWG645 VIRTUAL CARNIVAL

The Virtual Carnival would be taking place between 1st and 25th July 2021 and was being themed on Regis the Lion's 18th Birthday and 'Keep It Green'.

Suggestions for the programme of events for the Virtual Carnival included:

- Regis the Lion giving gifts to the Children's Centres (for example, gardening or art equipment)
- Carnival 2021 Logo mugs to give as prizes £4-5 each for the competitions
- A Magic show (to be shown online) at a cost of £55
- A suggest the name of the 'Cuddly Lion' competition
- An online cake competition, with Regis the Lion's Birthday Cake as a prize
- Guess the number of flower seeds in the jar competition.

Videos had been requested from local groups and organisations, to wish Regis a Happy Birthday, over the 25 days.

Members requested that reusable eco-friendly mugs be investigated rather than standard mugs. Junk modelling competition was suggested as part of the programme.

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- Resolved:**
- 1) **For Regis the Lion to donate items to the Children's Centre as part of the Birthday Celebrations.**
 - 2) **To purchase Carnival 2021 mugs to give away as prizes**
 - 3) **To proceed with a virtual Magic Show (Cost approx. £55)**
 - 4) **To giveaway Regis the Lion's Birthday cake**
 - 5) **To proceed with a 'name the Lion' competition**
 - 6) **To proceed with guess the number of seeds in the jar**

EWG646 SKATE JAM EVENT

The Skate Jam would be taking place on Friday 23rd July 2021 from 11am – 4pm as a joint event with the Community Development Officer.

Updates were as follows:

- The Safety Advisory Group at Central Beds Council were aware of the event and had requested that COVID Specific Risk Assessments be put in place
- First Aid had been booked
- Photographer had been booked
- A Stunt Team was being looked into for the event
- Response awaited from Perfect Personalised Parties re DJing
- Response awaited from Dominos Pizza re items for participants

Members were requested to note the report.

Resolved: To note the report

EWG647 OPEN AIR CINEMA

The Open Air Cinema would be taking place on Tuesday 27th July 2021 from 5pm – 8.30pm as a joint event with the Community Development Officer.

Members are asked to note the updates as follows:

- The Safety Advisory Group at Central Beds Council were aware of the event and had requested that COVID Specific Risk Assessments be put in place
- First Aid had been booked
- Houghton Hall Park Visitors Centre and Park had agreed for the event
- The Coffee Van would be serving refreshments
- Response awaited from Perfect Personalised Parties re popcorn
- Response awaited from Dominos Pizza
- Responses awaited from Coffee Company
- Meeting and site visit took place on 28th May with film company
- Film choices to be confirmed soon.
- Free Tickets to be distributed with a website such as Eventbrite.

Members acknowledged that Perfect Personalised Parties had been extraordinarily busy. Members requested clarification on:

the permitted amount of people who can attend
how the event would be marshalled if un-ticketed people turn up
would security be employed to support this event?
parking facilities at the event and whether this would need marshalling.
toilet facilities

Resolved: To note the report

EWG648 HOUGHTON ROCKS

Houghton Rocks would be taking place on Saturday 4th September 2021 and members were requested to note the updates as follows:

- Emails had been sent to La Bella Calabria Restaurant (adjoining the Recreation Ground) regarding the event and a response was awaited
- Local band ‘Supersonic’ had confirmed availability to attend
- Members received details of band ‘Little Chino’ and an email had been sent to the band to invite them to attend.
- Enquiries had been made with Biffa re providing recycling Bins
- A water cooler was being looked into for this event instead of issuing bottled water to performers.
- A compere would need to be found for the event
- The hire / borrowing of a drum kit is being investigated for the bands.

Members discussed contacting a known contact to compare the event. Members requested an update from Civic and Events Officer on which bands had confirmed. Members discussed the possibility of charging cars for parking on the area where the car show would have been held.

Members requested that a full update be provided at the next meeting.

Resolved: To note the report.

EWG649 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:

- Mayor’s Inaugural Reception (October 2021)
- Pride of Houghton Awards (12th February 2022)
- Fireworks Display (provisionally booked for 7th November 2021)
- Santa’s Grotto (11th December 2021)
- Santa Float (December 2021)

Members discussed potential dates for the Santa Float 6th, 7th & 8th December 2021.

Cllr Kennedy arrived.

The Chairman declared the meeting closed at 5.55pm

Dated this day of 8th day of July 2021.

Chairman

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
Thursday 8th July 2021 at 5.30pm

Present: Councillors: T McMahon Chairman
E Cooper
Y Farrell
C Slough
K Wattingham

Co-opted Members: Mrs C Butler
D Hill

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

Apologies: Councillor: A Slough

EWG650 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr A Slough.

EWG651 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG652 MINUTES

To approve the Minutes of the meeting held on 3rd June 2021.

An anomaly had been highlighted under the election of Vice-Chair, subject to the amendment noted the minutes were agreed.

Resolved: To confirm the minutes of the Events Working Group meeting held on 3rd June 2021.

EWG653 VIRTUAL CARNIVAL

The programme of events started on 1st July and members received the schedule of events planned for each day.

Members were updated on several changes to the schedule and the positive involvement from local partners.

Resolved: To note the report

EWG654 SKATE JAM EVENT

The Skate Jam would be taking place on Friday 23rd July 2021 from 11am – 4pm as a joint event with the Community Development Officer.

Members were asked to note the updates as follows:

- Team3Sixty had been booked to attend
- Perfect Personalised Parties would be in attendance to provide DJing services
- Prizes had been purchased
- Toilets had been booked
- First Aid had been booked
- Music licenses had been applied for
- Recycling bins and eco-friendly water cartons had been purchased
- Discussions were taking place with Dominos Pizza and an Ice Cream provider
- Local organisations had been invited to attend.
- A Covid Risk Assessment had been created and additional H&S Equipment had been purchased.

Members were advised that Domino's Pizza had confirmed their attendance at the event.

Members were advised of additional precautions that were to be put in place due to Covid restrictions.

Members advised of their availability to assist at this event.

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

EWG655 OPEN AIR CINEMA

The Open-Air Cinema would be taking place on Tuesday 27th July 2021 from 3.30pm – 8.30pm as a joint event with the Community Development Officer.

Members are asked to note the updates as follows:

- The two films to be shown were Moana and Trolls
 - Tickets were being sold at the token price of £1 to secure attendance via Eventbrite
 - 400 tickets would be available for each film
 - Really Awesome Coffee and Perfect Personalised Parties would be in attendance to provide refreshments
 - Discussions were taking place with Domino's Pizza and an Ice Cream provider
 - Film. TENS and Music Licenses had been applied for
 - Recycling bins had been ordered
 - Toilets had been ordered

 - First Aid had been booked
 - A Covid Risk Assessment was being created
- Parking would be available at the Visitors Centre, Bowls Club and the west side of the Village Green.

Members were advised of other volunteers for this event from members, and members of the Events Working Group advised of their availability to assist at this event.

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

EWG656 HOUGHTON ROCKS

Houghton Rocks would be taking place on Saturday 4th September 2021 and members were updated as below:

- To date there had been no response from La Bella Calabria
- 7 x bands were taking part and contracts would be issued shortly
- Recycling bins had been ordered
- Toilets had been ordered
- First Aid had been confirmed
- Eco friendly water cartons had been purchased
- A compere would need to be sought for the event

The investigations were ongoing for the hiring / borrowing of a drum kit for the bands.

Members were advised that eco packaged water cartons had been purchased for the event.

Members were advised that a sponsor had come forward to enable the holding of the car show at Houghton Rocks.

Members discussed easier and more user-friendly options for completing forms to enable attendance at events.

Members were advised of members assisting at this event, and members of the Events Working Group advised of their availability to assist.

Members agreed to discourage the use of single use plastic.

Resolved: **To note the report.**

EWG657 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 and early 2022 were:

- Mayor's Inaugural Reception (October 2021)
- Fireworks Display (provisionally booked for 7th November 2021)
- Santa's Grotto (11th December 2021)
- Santa Float (December 2021)
- Pride of Houghton Awards (12th February 2022)

It was requested that it be investigated whether other local Councils were going ahead with their firework display.

Members discussed sponsorship avenues for the Pride of Houghton Awards.

The Chairman declared the meeting closed at 6.30pm

Dated this day of 26th day of August 2021

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
16th June 2021 at 11.00am

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

Co-opted member: Mrs C Butler Street Watch

Police: Insp. C Gurr Substitute
Det Sgt. G Twyford

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

Apologies: Councillors: Sgt. A Paine

CC1157 APOLOGIES & SUBSTITUTIONS

Apologies were received from Sgt. A Paine, Insp. C Gurr substituted.

CC1158 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1159 MINUTES

To approve the Minutes of the meeting held on the 19th May 2021.

Resolved: To approve the Minutes of the meetings held on the 19th May 2021 and for these to be signed by the Chairman.

CC1160 CO-OPTIONS

Members were invited to consider a co-optee application from Thornhill Primary School

Members discussed the application and whether a co-optee who does not hold a data sharing agreement with the police would render the police report information limiting.

Members agreed that clarity should be sought in relation to the viability of co-opting on to the Combating Crime Working Group as sensitive information would be shared during these meetings.

Members requested this item be deferred to the next meeting of the Combating Crime Working Group.

CC1161 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 advised of, and discussed, crime issues and hot spots within the local area.

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

	2020	2021
Violence against person	50	38
Robbery	1	1
Domestic Burglary	0	4
Burglary Business / Other	1	2
Vehicle Crime	18	8

Members discussed the areas of focus for Op Hana.

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.

CC1162 CBC COMMUNITY & PARTNERSHIP UPDATE

The representative from Central Bedfordshire Council was not in attendance to give members an update due to an administrative oversight.

CC1163 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.

CC1164 VIRTUAL TEAMS INVITE TO THE OFFICE OF THE POLICE COMMISSIONERS CLUSTER SESSION

Members were advised that The OPCC would now be hosting Town and Parish Council 'Cluster Sessions'. Therefore, Houghton Regis and neighbouring Towns/Parishes all had the opportunity to join the same Microsoft Team Meeting and would have the opportunity to ask the new PCC any questions you may have.

The Cluster Session for Houghton Regis would take place on Tuesday 6th July 2021 at 18:30 via Microsoft Teams.

Houghton Regis Cluster was the 'Blue Cluster' and would include: Caddington Parish Council, Dunstable Town Council, Houghton Regis Town Council, Hyde Parish Council, Kensworth Parish Council, Slip End Parish Council, Studham Parish Council and Whipsnade Parish Council.

Members were provided with a link by the OPCC to attend the Microsoft Teams Meeting:

Members requested that the new OPCC be invited to attend a future meeting of the Combating Crime Working Group.

Resolved: To note the report

CC1165 ENVIRO-CRIME

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

Resolved: To note the report.

CC1166 COMMUNITY SAFETY INITIATIVES

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

Resolved: To note the report.

CC1167 ARRANGEMENTS FOR FUTURE MEETINGS

Members of the Combating Crime Working Group were requested to consider how they would like to meet after national restrictions were lifted, in person or virtually.

Until national restrictions were lifted all working group meetings would be held remotely, however after restrictions were lifted the group could decide whether to meet in person or to meet remotely.

Factors to consider were:

- Confidence to meet in person by working group members
- Time and efficiency savings through meeting remotely
- Removal of any residual risk of Covid through virtual meetings

If desired the Group could decide to continue to meet virtually for a fixed period of time until members felt confident and secure to meet in person.

Resolved: To continue to hold the meeting virtually until January 2022

The Chairman closed the meeting at 12.15am

Dated this 21st day of July 2021.

Chairman

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

Present: Councillors: K Wattingham (Chairman)
C Copleston
Y Farrell
T McMahon

Police: Sgt. A Paine Bedfordshire Police

Officers: Tara Earnshaw Community Development Officer

CBC Safer Communities & Partnership Team Julia Hobson-Cooper

Also present: Councillor: E Cooper

Apologies: Councillors: M Kennedy

CC1168 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Kennedy.

CC1169 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1170 MINUTES

To approve the Minutes of the meeting held on the 16th June 2021.

Resolved: To approve the Minutes of the meetings held on the 16th June 2021 and for these to be signed by the Chairman.

CC1171 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 advised of, and discussed, crime issues and hot spots within the local area.

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

Members discussed the consideration of creating a campaign to encourage local residents to report crime issues and concerns in their local areas.

	May - June 2020	May - June 2021
Violence against person	90	86
Robbery	3	2
Domestic Burglary	9	8
Burglary Business / Other	3	6
Vehicle Crime	34	19
Other Theft	30	26
Criminal Damage	23	26
Drugs Offences	7	8

Members discussed the areas of focus for Op Hana and agreed to keep the patrols in the same areas.

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
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.

Members requested an update on the police stance on whether members of the public could co-opt onto the Combating Crime Working Group due the sensitive nature of the discussions during the meetings. Sgt. Paine advised members that he had not had a response from his managers to date. Members agreed to wait for an official response and advice from the police, and agreed to defer the decision for co-opting members onto the Combating Crime Working Group to a future meeting.

CC1172 CBC COMMUNITY & PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Community & Partnership Team will provide members with a verbal update

Resolved: To note the report

Members were advised that patrols had been visiting Houghton Hall Park and giving out dog poo bags to encourage patrons to clean up after their dogs. Radios had been given to local shops.

CC1173 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

Members were advised that there was an adapter available to enable cameras to be used in conjunction with the newer LED street lamps at a cost of around £70.00.

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 the camera from Tithe Farm Road to Parkside Drive facing towards Elm Park Close.

- Hillborough Crescent
- Neptune Square
- Parkside Drive facing towards Elm Park Close

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

CC1174 ENVIRO-CRIME

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

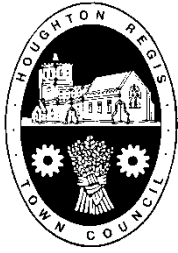
Members were reminded that they were able to report emerging issues at any time. These issues would be added to the schedule.

Members were hopeful that with the employment of the Town Ranger, environmental issues could be addressed swiftly.

The Chairman closed the meeting at 12.11pm

Dated this 18th day of August 2021

Chairman



COMMUNITY SERVICES COMMITTEE

Agenda Item 6

Date:	6th September 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

Unanticipated income received from 4YP to provide additional youth support. Some additional staff costs to HRTC have been experienced to provide this additional youth support.

302-4221 Playscheme & Family Trips

These events are currently underway and invoices are anticipated shortly.

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. Much of this expenditure relates to the VERU funding.

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

Total budget available is £6000. Expenditure incurred to date is for the summer magic show. 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) and pre-release pages

303-4059 Other professional fees

This was to cover a survey monkey subscription, however Microsoft 365 offers an alternative option which is already included in the councils Microsoft subscription. As such this budget is not required and is considered to be available for an alternative use.

304-1094 Income from Sponsors

The Council's Events Officer is working hard to attract sponsorship for events and has had some success.

304-1097 Income from events

As events come forward income will be received.

304-4031 Advertising

To be used in due course.

304-4222 Community Events

Events are now being held and as such expenditure will be incurred.

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. To date an invoice for April has only been received.

307-4101 Mayors Allowance

307-4106 Mayors Civic Events

Events to be organised.

307-4121 Civic Regalia

Purchase of past mayors' badges and past consort badges.

307-4122 Civic Fund expenses

307-4222 Community events

This is a miscode and will be adjusted into 304-4222

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

26/08/2021

Houghton Regis Town Council

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Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

Cost Centre Report

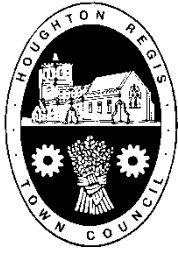
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Community Services								
1091 Income Miscellaneous	0	1,000	1,800	800			55.6%	
Community Services :- Income	0	1,000	1,800	800			55.6%	0
4221 SUMMER PLAYScheme	250	250	4,500	4,250		4,250	5.6%	
4226 Youth services	922	4,827	4,300	(527)	4,538	(5,065)	217.8%	
4227 Community Services	0	245	6,000	5,755		5,755	4.1%	
4230 Public Toilets	1,530	7,547	18,800	11,253		11,253	40.1%	
4232 Christmas Lights	0	0	13,000	13,000		13,000	0.0%	
Community Services :- Indirect Expenditure	2,702	12,869	46,600	33,731	4,538	29,193	37.4%	0
Net Income over Expenditure	(2,702)	(11,869)	(44,800)	(32,931)				
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	826	1,000	174		174	82.6%	
4059 OTHER PROFESSIONAL FEES	0	0	350	350		350	0.0%	
Communications :- Indirect Expenditure	0	826	7,750	6,924	0	6,924	10.7%	0
Net Expenditure	0	(826)	(7,750)	(6,924)				
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	144	5,196	35,000	29,804	300	29,504	15.7%	
Events :- Indirect Expenditure	144	5,196	35,500	30,304	300	30,004	15.5%	0
Net Income over Expenditure	(144)	(5,196)	(26,550)	(21,354)				
305 Community Grants								
4203 MAYORS CHRISTMAS APPEAL FUND	0	0	2,800	2,800		2,800	0.0%	
4218 Grants (WB) Small Projects	0	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	0	200	20,800	20,600	0	20,600	1.0%	0
Net Expenditure	0	(200)	(20,800)	(20,600)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 4

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	10,480	10,480	34,990	24,510		24,510	30.0%	
Community Safety :- Indirect Expenditure	10,480	12,280	42,390	30,110	0	30,110	29.0%	0
Net Expenditure	(10,480)	(12,280)	(42,390)	(30,110)				
307 Civic Services								
4101 MAYORS ALLOWANCE	0	1,176	3,850	2,674		2,674	30.6%	
4106 Mayors Civic Events	0	0	2,900	2,900		2,900	0.0%	
4121 CIVIC REGALIA	0	517	665	148		148	77.8%	
4122 Civic Fund Expenses	0	5	200	195		195	2.5%	
4222 COMMUNITY EVENTS	1,362	1,362	0	(1,362)		(1,362)	0.0%	
Civic Services :- Indirect Expenditure	1,362	3,060	7,615	4,555	0	4,555	40.2%	0
Net Expenditure	(1,362)	(3,060)	(7,615)	(4,555)				
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	1,000	10,750	9,750			9.3%	
Expenditure	14,688	34,431	166,655	132,224	4,838	127,386	23.6%	
Net Income over Expenditure	(14,688)	(33,431)	(155,905)	(122,474)				
Movement to/(from) Gen Reserve	(14,688)	(33,431)						



COMMUNITY SERVICES COMMITTEE**Agenda Item 8**

Date:	6th September 2021
Title:	HRTC COMMUNITY AND YOUTH SERVICES
Purpose of the Report:	To provide members with an update on recent youth and community work
Contact Officer:	Tara Earnshaw, Community Development Officer

1. RECOMMENDATION

This report is provided for information.

2. BACKGROUND

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

Since then, work has focused on 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:

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 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. D&I Butchers and Café & Smoothie Bar have contributed vouchers

towards the scheme. Shop Local will also be promoted at future 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):

- *Family fun activities* that have been delivered during the summer holidays include:
 - *Skate Park Competition*
 - *Outdoor Cinema*
 - *Inflatable fun*
 - *Magic Show*

- Planning is in place to also deliver a family sports day and family picnic party.

- **HRTC Youth Café** launched the opening of the Youth Café on the 19th July.

Since it's launch it has delivered:

- 1 normal session funded by HRTC
- 4 sessions funded by 4YP through a partnership arrangement.
- 2 enhanced sessions including inflatable fun and magic tricks.

On average 21 young people attend the Youth Café and 4YP sessions. Activities at each of the sessions have included a variety of cooking experiences where young people had the opportunity to learn how to cook homemade burgers, fajitas, pizzas, spag bol and other tasty treats. Young people also received the opportunity to involve themselves in the creativity of arts and craft and sporting activities such as football and badminton.

Young People took part in the inflatable fun enhanced session and the magic tricks session which had young people experience and enjoy new unique experiences.

Plans are in place to engage young people in a consultation and planning when the Youth Café reopens in September.

- The **Youth Council** have met twice since June at Houghton Hall Kitchen Garden. On average 8 Young people attend both the meetings and at events. An addition 4 Young People have shown an interest in joining the Youth Council.

The Youth Council have supported and been in attendance at all of the summer activities and also supported the Mayoral afternoon tea event.

They plan to have a stall at Houghton Rocks and are planning a Halloween event for October.

- **Older People** the CDO is in its planning stages of identifying a group of volunteers that will represent older people in the community. It is hoped that the

CDO will meet with the group monthly to plan, develop and deliver social events and gentle exercise.

Vision 4.7: To support local organisations.

The CDO has been in contact with various organisation to continue to develop partnership. Some of which have included, Houghton Hall Park, Bidwell West Community Worker, CBC Community Engagement Officer, Community Champion at Morrisons, 4YP and Houghton Helpers.

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.

6. CONCLUSION AND NEXT STEPS

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

Aspiration	How	Delivery timeframe	Resource requirement	Committee	Work to date - Community Services	Update	Project shape
To develop and enhance partnerships between HRTC, stakeholders, partners, community groups and residents	<ul style="list-style-type: none"> To engage with partners to support the enhancement of services within the town 	Ongoing	Staff time	As applicable	<p>Community Services Committee CBC Ward Cllrs grant scheme – support achieved for Family activity packs</p> <p>Youth Services Grant Regular engagement with Groundwork as the CBC youth work contractor Bulk waste subsidy scheme</p> <p>Bedfordshire Police Grants received from VERU funding (PCC) Operation Hana Town Centre Retailers and shoppers – Shop</p>	<p>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</p>	<ul style="list-style-type: none"> Continued support for Houghton Regis Helpers

					<p>Local Town centre events Residents Young people - HR Youth Council, Pop up café Families - Family activity packs, Family events Older people – Mayors Christmas card Local businesses / organisations Sponsorship opportunities Event participation Community grants scheme</p>	<p>revised and implemented – delay due to Covid-19 Town Centre events cancelled due to Covid-19 HR Youth Council & Pop up café re- initiated, summer 2021 Family summer activity packs distributed summer 2020</p>	
	<ul style="list-style-type: none"> To press for the enhancement of services as required 	Ongoing	Staff time	As applicable	To be progressed as required	CBC contacted regarding re-opening of community centres	

	<ul style="list-style-type: none"> To engage in the development of the strategic growth areas and to ensure integration between the existing town and the new areas 	Ongoing	Staff time	As applicable	To be progressed as required	links made with HRN2 Community Devt Officer	<ul style="list-style-type: none"> Consideration given to electronic notice boards to enable news and event updates relevant to the town. (this could prove cost prohibiting)
	<ul style="list-style-type: none"> 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	
To effectively and proactively represent our community	<ul style="list-style-type: none"> To engage with partners on issues extending beyond the scope of the town council notably but not restricted to: town centre, planning and the growth area, transport and car parking, sport, leisure and 	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

	recreational facilities, education and health						the development of a new community sports hall
To positively promote the town	<ul style="list-style-type: none"> • Civic role within and outside of the town 	Ongoing	Staff time	Com Serv	The Mayor and Mayors Secretary welcome all invitations to meetings and events both inside and outside of the town. Covid-19 has impacted on such engagements. Reports on the activities of the Mayor and Deputy Mayor are made to Town Council.	Mayoral events attended: TBC Mayoral events organised: TBC	<ul style="list-style-type: none"> • 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 that 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
To ensure the council is fit for purpose and efficient in its delivery of services	<ul style="list-style-type: none"> Regular review of services (in particular events, communications and software packages) 	Ongoing	Staff time	As applicable	Events are reviewed by the EWG.	EWG have reviewed the virtual 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 opportunities				
1.2 To support appropriate management of the	<ul style="list-style-type: none"> Link in with informal group – may be able to support establishment of 	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

Woodside Link Community Orchard	this group on a more formal basis						needed Initiate a work plan
1.4 Encourage healthy eating and food awareness	<ul style="list-style-type: none"> To work with the HRTC pop up café provision 	Ongoing	Staff time	Com Serv		<p>Pop Up Café has been relaunched. Pop-up Café refurbished. Grand opening event 19th July VERU funding had been received</p>	<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 specific needs of the local food bank i.e. short of tinned goods Offer a food bank drop point at the council offices
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2.2 To increase recycling by the council	<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)
2.3 To encourage sustainable transport including use of public transport, walking and cycling	<ul style="list-style-type: none"> Promotion of possibilities - general and specific 	Ongoing	Staff time	Com Serv		To be progressed	<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 to people using sustainable transport to access 	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 racks for increased safety of centre users

	the town centre / community services / facilities / events						
3.1 To reduce the fear of crime, anti-social behaviour and crime levels	<ul style="list-style-type: none"> Partnership working with Bedfordshire police and CBC Community Safety 	Ongoing	Staff time	Com Serv	Contract in place until 31/03/2021.	Review of contract 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				
3.2 To reduce enviro crime	<ul style="list-style-type: none"> Tackle incidences of graffiti, small scale fly-tipping, broken glass etc 	Ongoing	Staff time	Com Serv	HRTC set up to act on such issues. HRTC cllr reporting system in place. Reports made to CCWG.	Successful Public Realm scheme grant application £50,000. Ranger appointed. Equipment in the	<ul style="list-style-type: none"> Houghton Regis Town Council Ranger appointed three days per week

					To consider online reporting mechanism. Proposal made to CBC re Public Realm project. Outcome awaited.	process of being sourced. Reporting mechanism being investigated.	
			£1000 rev				
3.3 To improve access to bulk waste removal services	<ul style="list-style-type: none"> To implement a subsidy scheme in partnership with CBC 	2020	£2400 / annum	Com Serv	SLA with CBC signed.	Project launched 1/1/21. Fully utilised in 2021	
3.4 To seek to reduce speeding around schools	<ul style="list-style-type: none"> Speed assessment 	2021	£2000 / school	Com Serv	To be considered in 2021		<ul style="list-style-type: none"> Cohesive working with Central Bedfordshire Council
	<ul style="list-style-type: none"> Consideration of options 		Staff time				
3.5 To provide clean and accessible town centre toilets	<ul style="list-style-type: none"> Funding of cleaning of town centre toilets 	Ongoing	£20000 / annum	Com Serv	Contract in place.		

3.6 To provide Christmas lights	<ul style="list-style-type: none"> Funding of Christmas lights 	Ongoing	£15000 / annum	Com Serv	Annual display. Contract in place.		<ul style="list-style-type: none"> To investigate an alternative supplier to source a suitable Christmas tree for December 2021
3.7 To communicate well with residents and stakeholders	<ul style="list-style-type: none"> Website maintenance 	Ongoing	£1000 / annum	Com Serv	Website is maintained and updated.		
	<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"> Noticeboards maintenance 	Ongoing	Staff time			Electronic noticeboards 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	
3.8 To support local businesses and retailers	<ul style="list-style-type: none"> Shop Local 	Ongoing	Staff time	Com Serv	A number of Shop Local schemes have been run. A refresh of the scheme is underway.	To be progressed once Covid-19 restrictions eased.	
	<ul style="list-style-type: none"> Sponsorship opportunities 	Ongoing	Staff time				
3.9 To welcome new residents	<ul style="list-style-type: none"> New residents 'Welcome Pack' 	Ongoing	Staff time	Com Serv	Letter and goody bag to be distributed by cllrs.	Packs 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
	<ul style="list-style-type: none"> Provide to estate agents 	2020	Staff / member time			This is not an option to get packs to new residents	
	<ul style="list-style-type: none"> Provide to new residents ad hoc 	2020	Member time			Packs prepared. Some delivered. HRN2 Community Worker may assist with delivery	
4.1 To create or enhance community facilities which support community development and cohesion	<ul style="list-style-type: none"> Development of a sporting hub and all-weather pitch 	2020	£1.5m, HRTC contrib £300-500k	As applicable	All weather pitch, changing facilities and car park project being progressed through E&L.	Agenda report 7th June 2021 to E&L	
			Staff time				
	<ul style="list-style-type: none"> Work with partners on the delivery of community facilities 	2020	N/K		Working with Churches Together re HRN2	HRN2 Allotment site	

	with the strategic growth area				Community Building		
	<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				
4.3 To provide activities for young people, families and older people	<ul style="list-style-type: none"> Young people (Pop up café, Summer playscheme, Youth Council, Preventative projects (Anti-knife crime campaign) 	Ongoing	£29,000 Staff time	Com Serv	To comprise Pop Up Café, Youth Council and preventative projects. Knife Crime project completed.	Pop Up Café - facility improvement works completed with funding from Beds Police. Outreach work to taking place. Youth Council -	<ul style="list-style-type: none"> Offer a maintenance and repair workshop with tools and equipment for the use of the young people

						engagement, events being planned. Pop-up Café refurbished. Grand opening event 19th July VERU funding had been received	
	<ul style="list-style-type: none"> Families (day trips, events, music in the park, re-use / recycling / repair) 	Ongoing	£40,000				<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				
	<ul style="list-style-type: none"> 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			
4.4 To help to protect and preserve historic gems	<ul style="list-style-type: none"> All Saints Church 	Ongoing	Staff time	As applicable			
	<ul style="list-style-type: none"> HHP 	Ongoing	Staff time				
	<ul style="list-style-type: none"> Red House 	Ongoing	Staff time				
4.7 To support local organisations	<ul style="list-style-type: none"> Provision of a grant scheme 	Ongoing	Staff time	Com Serv	Grant scheme established. Reviewed 2019.	Promotion of availability of the scheme ongoing.	
	<ul style="list-style-type: none"> Advice 	Ongoing	Staff time				
	<ul style="list-style-type: none"> Promotion 	Ongoing	Staff time				