

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

31st January 2022

To: Members of the Community Services Committee

Cllrs: C Copleston, T McMahon, S Goodchild, A Slough, S Thorne, K Wattingham 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 7th February 2022 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**

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

**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.

not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

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

4. MINUTES

Pages 4 - 7

To approve the minutes of the meetings held on 25th October and 1st November 2021.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 25th October and 1st November 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 8 - 23

Events Working Group 28th October and 2nd December 2021.

Combating Crime Working Group 20th October, 17th November and 15th December 2021.

Recommendation: To receive the Minutes detailed above and to approve the recommendations contained therein as follows;

EWG6381:

- 1. To note the suggested events and dates for 22/23**
- 2. 2) To request a budget of £47, 300 from Community Services.**

6. INCOME AND EXPENDITURE REPORT

Pages 24 - 29

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

7. BUDGET FOR 2022/23

Pages 30 - 43

Members will find attached the approved budget and explanation for 2022/23 for information.

8. REPORT FROM GROUNDWORK

Antony Fuller 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.

9. HRTC COMMUNITY & YOUTH SERVICES

Pages 44 - 47

Members will receive reports on youth work recently completed including

- Pop-up youth café
- Youth Council

10. CHRISTMAS LIGHTS

Pages 48 - 50

To consider options for the towns Christmas Tree and an extension to the Christmas lights display for 2022.

Recommendation: To seek to site a 6-8ft living Christmas Tree on the Village Green in a location agreed with Environment & Leisure Committee, subject to satisfactory investigations being completed on underground services, with the hope that this becomes the town's Christmas tree in 5-10 years time when it should have reached a suitable size.

11. GRANT FUNDING RE QUEEN'S JUBILEE STREET PARTIES

Pages 51 - 55

To enable members to consider the option of providing a grant to residents to hold a street party in aid of the Queen's Jubilee.

Recommendation: To offer a Queen's Jubilee Street Party Grant to residents to be funded from the Small Capital Grants up to the value of £200.

12. VISION UPDATE

Pages 56 - 76

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
1st November 2021 at 7.00pm

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

Officers: Clare Evans Town Clerk
Tara Earnshaw Community Development Officer
David Ramsay Lead Youth Worker

Public: 0

Apologies: Councillors: C Copleston

Also Councillor: C Carroll
present:

11819 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston (Cllr Kennedy substituted).

11820 QUESTIONS FROM THE PUBLIC

None.

11821 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllrs Goodchild, Thorne and McMahon declared an interest in item 11, as they were members of the Houghton Regis Heritage Society.

11822 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group 26th August and 30th September 2021

Combating Crime Working Group 18th August and 15th September 2021

Recommendation: To receive the Minutes detailed above.

11823 INCOME AND EXPENDITURE REPORT

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

It was brought to members attention that under cost centre 302 4227 – the available budget did include money that was hoped to be used on the older peoples project.

11824 REPORT FROM GROUNDWORK

It had been expected that Antony Fuller, Senior Youth Worker, Groundwork East would be in attendance at the meeting to report on the youth work Groundwork had recently completed in Houghton Regis on behalf of Central Bedfordshire Council, unfortunately he was not in attendance.

11825 HRTC YOUTH & COMMUNITY SERVICES

Members received a report on the community and youth work recently completed including

- Pop-up youth café
- Youth Council
- Older people
- Local organisations

At the meeting on 6th September members were advised that CBC Ward Cllr grant funding had been applied for to deliver a youth project around training and development opportunities in catering and hospitality. Unfortunately Ward Cllr grants were only available for the purchase of equipment and as such this project did not meet the criteria.

Members supported a project designed for the older members of the community.

It was requested that thanks be given to the Community Development Officer for her work with the Youth Council and their Halloween event and the forthcoming project for the elderly. It was advised that the Youth Council were considered an asset to the council.

Members expressed their disappointment on the council being unsuccessful in their bid for funding for the training and development opportunities in catering and hospitality.

11826 SUMMER ACTIVITIES

Members received a report on the 2021 summer activities and suggestions for a programme for summer 2022.

Members were advised that the events in the summer months had received a higher number of attendees than the Easter events, however, activities had still attracted 10 – 15 young people. New ideas were being explored utilising the kitchen garden for future enhanced sessions, ‘grow it, cook it, serve it’.

Members were advised that several young people had enjoyed the experience of attending the circus during enhanced sessions.

Members suggested that the Community Development Officer and the Lead Youth Worker link in with the Bidwell West Community Development Worker to enable outreach work in Bidwell West.

Members discussed the success of the 2021 summer family fun days held on the Village Green, members expressed their support for similar to be held in 2022.

Resolved:

- 1. To deliver 4 family fun days over the first 4 weeks of the summer holidays;**
- 2. To deliver 2 family coach trips during 2022, one during the Easter holidays and the second during the summer holidays.**

11827 COMMUNITY SERVICES COMMITTEE DRAFT BUDGET 2022/23

Members received the officer draft budget for 2022/23 along with explanatory notes for the Community Services Committee.

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

Members were advised of budget updates. Community Services Committee (305-4219) agreed a Large Capital Grant for £1,000 for the Singing Café; The Events Working Group Budget (304-4222) initially had requested £47,000 however, after recalculation the request had been amended to £50,800.

399-4804 members were advised that £6,000 would secure a suitable tree as a feature, however the location was yet to be confirmed.

399-4034 cost of the website update had been quoted at £6,000, if members were minded to include this in the budget, competitive quotes would be sought.

Members agreed that the Town Guide would be put on hold for the time being.

It was suggested that sponsorship be sought from new enterprises coming into the town.

11828 VISION UPDATE

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

Members were advised that the Vision be reviewed in January to enable a more substantial review at committees during spring 2022.

11829 KEY PARTNERS - ANNUAL REVIEW OF EXISTING

At the Community Services Committee meeting on 25th October members were asked to consider the annual review of Key Partner grants. This included the grant for the

Houghton Regis Heritage Society. However due to 3 members declaring a non-pecuniary interest in this application the meeting was not quorate. As such this grant application was deferred until this meeting. Members received the Key Partner Renewal application form for consideration.

Houghton Regis Heritage Society £500.00

Resolved: **To approve the release of funding as detailed for the financial year 2021/22.**

The Chairman declared the meeting closed at 8.02pm

Dated this 7th day of February 2022

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
Thursday 28th October 2021 at 5.30pm

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

Co-opted Members: Mrs C Butler
D Hill

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

Also in attendance: Councillor: D Jones

EWG675 APOLOGIES AND SUBSTITUTIONS

None.

EWG676 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG677 MINUTES

To approve the Minutes of the meeting held on 30th September 2021.

Resolved: To confirm the minutes of the Events Working Group meeting held on 30th September 2021.

EWG678 JUBILEE 2022

At the meeting of 30th September 2021, members discussed the possibility of holding a Beacon Lighting Ceremony on Thursday 2nd June at 9.15pm on the Village Green, to fall inline with national celebrations. Members also discussed purchasing badges for the school children and these initiatives were being investigated.

Another national initiative for this celebration was a 'Plant A Tree for the Jubilee' (March 2022). Councillor Jones was in attendance to update members on this initiative. Members were advised that there was not much of an update to provide. Attendees at the meeting were given an overview of the Green Canopy, but not specifics, and to date no information had been received by towns or parishes.

Members discussed potential locations for trees to be planted and the sources of purchase. It was suggested that grant funding be looked into to help towards the cost of the trees, members discussed various tree variants and it was suggested that apple blossom trees would benefit the bee population.

It was suggested that the town's residents feedback could be considered in the council's decision of placement of trees by way of a poll or survey.

Resolved: To note the report

EWG679 FIREWORKS

The Fireworks Display would take place on Sunday 7th November 2021 at Tithe Farm Recreation Ground.

- Road Closures
- Security / marshalling /ticketing
- Traffic Management

Members received a draft Marshals' Information booklet, however, were advised that there were some vacancies that remained to be filled. Members were requested to confirm which roles they could undertake and were advised that a final document would be forwarded by email once the vacancies had been filled.

Members received a Serious Incident Management Plan, along with a Serious Incident Contact Card (SICC). The health and safety of the event would be discussed at the meeting.

Members were advised that resident letters had been sent regarding road closures, warning signs were in place and further signage would be placed on lamp posts throughout the week. Additional staffing had been hired for the management of the road closures and marshalling. In total 40 staff had been put in place for the event.

Members were advised that at the date of the meeting 3,000 tickets had been issued for the purposes of track and trace, QR codes had been produced and would be positioned on the railings and staff would be taking details of those who were unable to obtain tickets or could not scan the QR code.

Resolved: To note the report and to discuss the health and safety of the event.

EWG680 GIFTS FOR THE SCHOOL CHILDREN

Members were advised that gifts had been purchased for the 6 Primary Schools in Houghton Regis, The Chiltern School and the Children's Centre. They would be distributed in late November / early December.

Resolved: To note the report

EWG681 BUDGET 2022/2023

At the present time, it was suggested that the following events take place in 21/22

- 9th April 2022 Easter Egg Hunt
- 18th May 2022 Inaugural Reception
- 2nd June 2022 Jubilee Celebrations
- 9th July 2022 Carnival
- 22nd July 2022 Skate Park Competition
- 26th July 2022 Film Screening
- 3rd September 2022 Houghton Rocks
- 6th November 2022 Fireworks Display (depending on a suitable location etc)
- 10th December 2021 Santa's Grotto
- 11 February 2023 Pride of Houghton Awards

Members received a Budget breakdown. It was suggested that a Budget of £47,300 be requested from Community Services, to include £1000 for Music Licensing.

The amount requested was queried and members suggested that there had been an error in the calculation, it was requested that this figure be revisited. Also suggested was to seek sponsorship from new companies coming into the area.

- Resolved:**
- 1) **To note the suggested events and dates for 22/23**
 - 2) **To request a budget of £47, 300 from Community Services.**

EWG682 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:

- Santa Float (6th, 7th and 8th Dec 2021)
- Pride of Houghton Awards (12th February 2022)

Volunteers were requested to accompany the Santa Float. Members were advised that a meeting would be called of the Pride of Houghton Awards Working Group.

Concerns were raised over the number of nominations that had been received to date, it was confirmed the closing date for nominations was 15th November 2021.

The Chair of Events Working Group and the Civic and Events Officer would discuss further and feedback to the Events Working Group in due course.

The Chairman declared the meeting closed at 6.30pm

Dated this day of 2nd December 2021.

Chairman

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
Thursday 2nd December 2021 at 5.30pm

Present: Councillors: T McMahon Chairman
E Cooper
M Kennedy
A Slough
C Slough
S Thorne Substitute
K Wattingham

Co-opted Members: Mrs C Butler

Officers: Sarah Gelsthorp Civic and Events Officer

Apologies: Councillors: Y Farrell
D Hill

EWG683 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Farrell (Cllr Thorne substituted).

EWG684 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG685 MINUTES

To approve the Minutes of the meeting held on 28th October 2021.

Resolved: To confirm the minutes of the Events Working Group meeting held on 28th October 2021.

EWG686 FIREWORKS DISPLAY - REVIEW

Members were requested to review the Fireworks Display, which took place on Sunday 7th November 2021.

Members mentioned that in future more walkie talkies should be provided, with ear phones. There had been a concern raised from a stallholder, which had been addressed and it had been felt that the public should be able to enter through the Tithe Farm Road entrance.

However, it was felt that the Fireworks Display went very well and was safe for those who attended; considering that the event was held during a pandemic. There had been a lot of extra precautions that needed to be taken, but the event had been a big success.

Resolved: To note the report

EWG687 SANTA FLOAT

The Santa Float would be visiting the town on the following days, from the following locations:

Monday 6th December 2021 (Departing from the Town Council offices)

Tuesday 7th December 2021 (Departing from the Town Council Offices)

Wednesday 8th December 2021 (Departing from Houghton Hall Park (Car Park))

An online donation service was being investigated (which could be set up immediately), but they were only applicable to registered charities only, and to one organisation at a time.

Members were asked to confirm if they would like to raise funds, and to confirm where the funds should be directed to. However, members were in agreement that the funds should not be collected.

(17.46 Cllr Cooper joined the meeting)

Resolved: Members consider whether to have a collection during the Santa Parade and which organisation to collect for. It was decided not to have a collection.

EWG688 GIFTS FOR THE SCHOOL CHILDREN

The Gifts for the six Primary Schools in Houghton Regis, The Chiltern School and the Children's Centre were distributed on 18th November 2021, to be held by the schools, to be distributed before the Christmas closure.

Resolved: To note the report

EWG689 PRIDE OF HOUGHTON AWARDS

The Chair and Vice Chair met with the Civic and Events Officer to discuss the number of nominations received. It was felt that it would be better to postpone the event for the time being, with all the uncertainties surrounding COVID-19.

Members agreed that the nominations should remain open and that further decisions about the event would be taken around Easter 2022.

Resolved: To note the report.

EWG690 FUTURE MEETINGS

It was agreed that the meetings of the Event Working Group would be held virtually until January 2022 and it was recommended that the meetings continue in this way until the annual Meeting of the Town Council in May 2022.

An amendment to the officer recommendations was proposed to read:

To keep the meetings virtual until the Annual General Meeting in May 2022.

Original officer recommendation:

To note the report.

Members agreed the amended recommendations.

Accordingly, this became the substantive motion.

Members agreed the recommendation.

Resolved: To keep the meetings virtual until the Annual General Meeting in May 2022.

(Cllr Kennedy joined the meeting at 17.56)

EWG691 PITCH FEES

The Pitch Fees for the events in 2022/23 would be presented at the next meeting of the Events Working Group.

It had been suggested that there should be a structure to encourage stalls to be more environmentally aware. It had also been suggested that there should be a 'green risk assessment' which the stallholders could follow to determine if they qualified for the fee reduction.

Points could be added or taken away for the following points:

- Responsible packaging (aimed at food retailers)
- Type of prizes given
- The use of plastic water bottles etc

Members were asked for ideas to contribute to this 'green risk assessment' and ideas included discounts for stallholders not bringing vehicles with them (walking / cycling).

It was discussed that the new price structure should amend the fees so that registered charities and not for profit organisations were charged the same price.

Resolved: To discuss ideas for the 'green risk assessment' to assist with the Pitch Fee Structure in 2022/23.

EWG692 CARNIVAL THEME

Members were requested to consider a theme for the 2022 Carnival.

Suggestions included:

- Queen's Platinum Jubilee
- The Circus
- The Animal Kingdom

Other suggestions were to incorporate the 'Green' theme.

It was agreed that members should email their suggestions to the Civic and Events Officer prior to the next meeting and the decision be taken then regarding the theme.

An amendment to the officer recommendations was proposed to read:

To defer the theme for the 2022 Carnival until the next meeting.

Original officer recommendation:

To decide a theme for the 2022 Carnival.

Members agreed the amended recommendations.

Accordingly, this became the substantive motion.

Members agreed the recommendation.

Resolved: To defer the theme for the 2022 Carnival until the next meeting.

EWG693 FUTURE EVENTS / QUESTIONS

All proposed events up until the end of February 2022 had been included on the agenda.

Events planned until early 2022 were:

- Easter Egg Hunt

Members asked about where the event would be held and it was confirmed that if it wasn't possible to hold the event in the Library or the Bedford Square Concourse, that the Town Council's Gazebo could be put up in Bedford Square Shopping Centre.

The Chairman declared the meeting closed at 18.15pm

Dated this 3rd day of February 2022.

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
20th October 2021 at 11.00am

Present:	Councillors:	K Wattingham	(Chairman)
		C Copleston	
		D Jones	Substitute
		M Kennedy	
		T McMahon	
	Co-opted member:	Mrs C Butler	Street Watch
	Officers:	Tara Earnshaw	Community Development Officer
		Louise Senior	Head of Democratic Services
Apologies:	Councillors:	Y Farrell	
	Police:	Sgt Luke Greenman	Bedfordshire Police

CC1190 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Farrell (Cllr Jones substituted) and Sgt Luke Greenman.

CC1191 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1192 MINUTES

To approve the Minutes of the meeting held on the 15th September 2021.

Resolved: To approve the Minutes of the meetings held on the 15th September 2021 and for these to be signed by the Chairman.

CC1193 POLICE REPORT

Members discussed crime issues and hot spots within the local area.

Members requested some questions be put forward to the police as members of the policing team were unable to attend.

Members were advised that Sgt Adrian Paine would be in attendance at the next meeting as Sgt Luke Greenman would be unable to attend.

Resolved: To instruct the Bedfordshire Police to proceed with creating a new data sharing agreement.

CC1194 CBC COMMUNITY & PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Community & Partnership Team was not in attendance at the meeting.

Members were advised that Central Bedfordshire Council's Community team members were patrolling some areas however, it was believed Houghton Regis was yet to be patrolled.

CC1195 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
- Parkside Drive
- Tithe Farm Road

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

CC1196 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.

It was requested that feedback be provided from the Town Ranger on an ad-hoc basis to members of the Combating Crime Working Group to ensure that members could ascertain how the role was progressing.

Members confirmed that feedback received from residents remained positive. The Town Ranger had completed 27 jobs during September. Members were supportive of this new role and requested that the Town Ranger be made aware of their support and appreciation for the work he has undertaken.

Members were advised that this feedback would be provided to the Head of Grounds Operations, who in turn, would feedback to the Town Ranger.

CC1197 COMMUNITY SAFETY INITIATIVES

Members received a schedule providing an update on current community safety initiatives and a log for the speed sign data.

A query was raised to the accuracy of the data provided, as it was in the form of a mean average, it was felt that a mode average would give a more realistic overview of the speed of traffic through Windsor Drive.

The positioning of the speed data sign was queried, and suggestions made whether to relocate or turn the sign to face the opposite direction. It was requested that costings be investigated for relocating the sign, meanwhile change the direction of the sign to face the opposite direction.

The Chairman closed the meeting at 11.50am

Dated this 17th Day of November 2021

Chairman

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

Present:	Councillors:	Y Farrell M Kennedy T McMahon S Thorne	Substitute
	Co-opted member:	Mrs C Butler	Street Watch
	Police:	Sgt. A Paine	Bedfordshire Police
	Officers:	Tara Earnshaw Louise Senior	Community Development Officer Head of Democratic Services
Apologies:	Councillors:	K Wattingham C Copleston	
Also present:	Councillor:	J Carroll	

CC198 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllrs: K Wattingham (Cllr S Thorne substituted) and C Copleston, as such members were advised that a temporary Chair needed to be appointed for this meeting.

Cllr Farrell was proposed by: Cllr Thorne and seconded by: Cllr McMahon

CC199 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC200 MINUTES

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

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

CC201 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:

	Sept / Oct 2020	Sept / Oct 2021
Violence against person	82	87
Robbery	4	6
Domestic Burglary	14	13
Burglary Business / Other	8	2
Vehicle Crime	18	24
Other Theft	31	27
Criminal Damage	23	26
Drugs Offences	14	5

Members discussed the areas of focus for Op Hana.

Members queried the policing of the new development sites. Members were advised by the police that a more active role within the newer estates would be taken by patrols.

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.

CC202 CBC COMMUNITY & PARTNERSHIP UPDATE

Apologies had been received from Central Bedfordshire Council's Community & Partnership Team.

Members expressed their disappointment in not having representation from Central Bedfordshire Council Community & Partnership Team at two meetings in a row.

It was requested that the Central Bedfordshire Council's Community & Partnership Team be contacted to request a substitute's attendance if apologies were sent.

CC203 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

Members were advised that cameras could not be placed in areas of the new development until the roads had been adopted by Central Bedfordshire Council.

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
- Parkside, Elm Park

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

CC204 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 requested it be minuted that members were extremely happy with the Ranger Service, positive feedback had been received and wished this to be passed on to the Town Ranger.

Resolved: To note the report.

The Chairman closed the meeting at 12.05pm

Dated this 15th Day of December 2021.

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
15th December 2021 at 11.00am

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

CC205 APOLOGIES & SUBSTITUTIONS

None.

CC207 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC208 MINUTES

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

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

CC209 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	33	53

Robbery	0	0
Domestic Burglary	20	9
Burglary Business / Other	3	3
Vehicle Crime	33	11
Other Theft	16	13
Criminal Damage	16	9
Drugs Offences	3	6

Members were updated on the hours of foot patrol under Operation Hana, members were also updated on the ongoing illegal motorbike issues. Members requested that Houghton Regis specific good news stories regarding policing be shared on social media

Members agreed for the areas of focus for Op Hana to remain the same.

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.

CC210 CBC COMMUNITY & PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Community & Partnership Team had been invited to attend the meeting to provide an update, however was not in attendance.

CC211 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
- Parkside, Elm Park

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

CC212 ENVIRO-CRIME

Members were advised that Central Bedfordshire Council were unable to provide data regarding the uptake of the Houghton Regis bulk waste initiative.

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.

CC213 COMMUNITY SAFETY INITIATIVES

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

Members were advised that an application for VERU funding had been submitted for a school safety initiative targeting primary schools.

Resolved: To note the report.

CC214 OPERATION HANA 2020/21

Members were invited to consider Operation Hana for 2022/23.

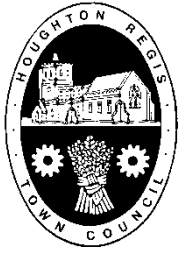
The current contract ended 31st March 2022 and as such members were invited to consider whether to seek to continue this contract in 2022/23 on the same or a different format.

Resolved: To continue Operation Hana on the same format in 2022/23 subject to budget provision being made available.

The Chairman closed the meeting at 11.44am

Dated this 19th day of January 2022

Chairman



COMMUNITY SERVICES COMMITTEE

Agenda Item 6

Date:	7th February 2022
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 have been held, however associated invoices may have been miscoded. This will be rectified.

302-4222 Community Events

This is a mis code (£24.07) and will be rectified to 302-4226

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.

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

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, £500 for new resident welcome packs (exp to date), £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 and accessibility requirements.

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. It is unlikely that this income target will be met. Members will note that this income includes £2500 for sponsorship of Celebration of Christmas. As this event did not go ahead as such there is a corresponding reduction in events expenditure.

304-1097 Income from events

As the carnival did not take place this income target is unlikely to be met.

There is likely to be an overall shortfall in income in 304 of £4500. This excludes the Celebration of Christmas. There is likely to be a corresponding reduction in event expenditure to compensate.

304-4031 Advertising

To be used in due course.

304-4222 Community Events

Events are now being held. It is anticipated that event expenditure will be lower than budgeted for.

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. Grant not provided to Community Voluntary Action as organisation no longer exists.

305-4227

This is a mis code (£5.60) and will be rectified to 304-4222

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 invoices to August have been received.

307-4101 Mayors Allowance

307-4106 Mayors Civic Events

Mayors Reception held. Some invoices awaited.

307-4121 Civic Regalia

Purchase of past mayors' badges and past consort badges. Civic robe cleaning completed.

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

24/01/2022

Houghton Regis Town Council

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Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Community Services								
1091 Income Miscellaneous	0	1,056	1,800	744			58.7%	
Community Services :- Income	0	1,056	1,800	744			58.7%	0
4221 SUMMER PLAYScheme	0	1,739	4,500	2,761		2,761	38.7%	
4222 COMMUNITY EVENTS	0	24	0	(24)		(24)	0.0%	
4226 Youth services	0	7,086	4,300	(2,786)		(2,786)	164.8%	
4227 Community Services	0	3,770	6,000	2,230		2,230	62.8%	
4230 Public Toilets	0	13,667	18,800	5,133		5,133	72.7%	
4232 Christmas Lights	0	9,175	13,000	3,825		3,825	70.6%	
Community Services :- Indirect Expenditure	0	35,462	46,600	11,138	0	11,138	76.1%	0
Net Income over Expenditure	0	(34,406)	(44,800)	(10,394)				
303 Communications								
4029 Promotional Material	0	146	2,000	1,854		1,854	7.3%	
4033 NEWSLETTER	0	2,178	4,400	2,222		2,222	49.5%	
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	3,150	7,750	4,600	0	4,600	40.6%	0
Net Expenditure	0	(3,150)	(7,750)	(4,600)				
304 Events								
1094 Income from Sponsors	0	473	4,650	4,178			10.2%	
1097 Income - Council Events	0	2,883	4,300	1,417			67.0%	
Events :- Income	0	3,355	8,950	5,595			37.5%	0
4031 ADVERTISING	0	0	500	500		500	0.0%	
4222 COMMUNITY EVENTS	0	25,421	35,000	9,579		9,579	72.6%	
Events :- Indirect Expenditure	0	25,421	35,500	10,079	0	10,079	71.6%	0
Net Income over Expenditure	0	(22,066)	(26,550)	(4,484)				
305 Community Grants								
4203 MAYORS CHRISTMAS APPEAL FUND	0	2,269	2,800	531		531	81.0%	
4218 Grants (WB) Small Projects	0	200	3,000	2,800		2,800	6.7%	
4220 Grants (WB) Key Partners	0	11,626	15,000	3,375		3,375	77.5%	
4227 Community Services	0	6	0	(6)		(6)	0.0%	
Community Grants :- Indirect Expenditure	0	14,100	20,800	6,700	0	6,700	67.8%	0
Net Expenditure	0	(14,100)	(20,800)	(6,700)				

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Community Safety								
4046 Enviro - Crime	0	4,500	7,400	2,900		2,900	60.8%	
4059 OTHER PROFESSIONAL FEES	0	14,686	34,990	20,304		20,304	42.0%	
Community Safety :- Indirect Expenditure	0	19,186	42,390	23,204	0	23,204	45.3%	0
Net Expenditure	0	(19,186)	(42,390)	(23,204)				
307 Civic Services								
1097 Income - Council Events	0	60	0	(60)			0.0%	
Civic Services :- Income	0	60	0	(60)				0
4101 MAYORS ALLOWANCE	0	2,757	3,850	1,093		1,093	71.6%	
4106 Mayors Civic Events	0	2,144	2,900	756		756	73.9%	
4121 CIVIC REGALIA	0	517	665	148		148	77.8%	
4122 Civic Fund Expenses	0	183	200	17		17	91.3%	
4222 COMMUNITY EVENTS	0	2,611	0	(2,611)		(2,611)	0.0%	
Civic Services :- Indirect Expenditure	0	8,212	7,615	(597)	0	(597)	107.8%	0
Net Income over Expenditure	0	(8,152)	(7,615)	537				
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	4,471	10,750	6,279			41.6%	
Expenditure	0	105,531	166,655	61,124	0	61,124	63.3%	
Net Income over Expenditure	0	(101,060)	(155,905)	(54,845)				
Movement to/(from) Gen Reserve	0	(101,060)						

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>										
302	<u>Community Services</u>									
1078	Grants & Donations Received	3,000	0	0	0	0	0	0	0	0
1091	Income Miscellaneous	500	5,722	1,800	1,056	1,056	0	1,700	0	0
	Total Income	3,500	5,722	1,800	1,056	1,056	0	1,700	0	0
4221	SUMMER PLAYScheme	4,500	937	4,500	1,739	2,000	0	4,500	0	0
4222	COMMUNITY EVENTS	0	0	0	24	0	0	0	0	0
4226	Youth services	4,500	872	4,300	7,086	7,000	0	4,500	0	0
4227	Community Services	3,000	2,540	6,000	3,770	6,000	0	6,000	0	0
4230	Public Toilets	18,800	12,848	18,800	13,667	18,800	0	18,800	0	0
4232	Christmas Lights	13,000	12,452	13,000	9,175	13,000	0	13,000	0	0
	Overhead Expenditure	43,800	29,649	46,600	35,462	46,800	0	46,800	0	0
	Movement to/(from) Gen Reserve	(40,300)	(23,927)	(44,800)	(34,406)	(45,744)		(45,100)		
303	<u>Communications</u>									
4029	Promotional Material	1,000	0	2,000	146	500	0	2,000	0	0
4033	NEWSLETTER	4,000	1,976	4,400	2,178	4,400	0	4,600	0	0
4034	WEBSITE COSTS	1,000	260	1,000	826	826	0	1,000	0	0
4059	OTHER PROFESSIONAL FEES	350	0	350	0	0	0	0	0	0
4225	TOWN GUIDE	2,000	0	0	0	0	0	0	0	0
4992	Trs from Earmarked Reserve	-2,000	-2,000	0	0	0	0	0	0	0
	Overhead Expenditure	6,350	236	7,750	3,150	5,726	0	7,600	0	0

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(6,350)</u>	<u>(236)</u>	<u>(7,750)</u>	<u>(3,150)</u>	<u>(5,726)</u>		<u>(7,600)</u>		
304 Events									
1094 Income from Sponsors	1,200	75	4,650	473	1,500	0	2,000	0	0
1097 Income - Council Events	1,500	480	4,300	2,883	3,500	0	4,650	0	0
Total Income	<u>2,700</u>	<u>555</u>	<u>8,950</u>	<u>3,355</u>	<u>5,000</u>	<u>0</u>	<u>6,650</u>	<u>0</u>	<u>0</u>
4031 ADVERTISING	500	0	500	0	0	0	0	0	0
4036 PROPERTY MAINTENANCE	0	60	0	0	0	0	0	0	0
4222 COMMUNITY EVENTS	16,500	6,609	35,000	25,421	35,000	0	50,800	0	0
Overhead Expenditure	<u>17,000</u>	<u>6,669</u>	<u>35,500</u>	<u>25,421</u>	<u>35,000</u>	<u>0</u>	<u>50,800</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(14,300)</u>	<u>(6,114)</u>	<u>(26,550)</u>	<u>(22,066)</u>	<u>(30,000)</u>		<u>(44,150)</u>		
305 Community Grants									
4203 MAYORS CHRISTMAS APPEAL FUND	2,100	2,228	2,800	2,269	2,800	0	3,300	0	0
4218 Grants (WB) Small Projects	3,000	400	3,000	200	3,000	0	3,000	0	0
4219 Grants (WB) Large Projects	1,962	1,962	0	0	0	0	1,000	0	0
4220 Grants (WB) Key Partners	15,000	22,126	15,000	11,626	15,000	0	15,000	0	0
4227 Community Services	0	0	0	6	0	0	0	0	0
4234 Covid 19 Expenditure	2,600	2,729	0	0	0	0	0	0	0
5014 Tfr from EMR Memorial Hall Gran	0	-8,000	0	0	0	0	0	0	0
Overhead Expenditure	<u>24,662</u>	<u>21,445</u>	<u>20,800</u>	<u>14,100</u>	<u>20,800</u>	<u>0</u>	<u>22,300</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(24,662)</u>	<u>(21,445)</u>	<u>(20,800)</u>	<u>(14,100)</u>	<u>(20,800)</u>		<u>(22,300)</u>		
306 Community Safety									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

		<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4046	Enviro - Crime	6,400	4,500	7,400	4,500	7,400	0	7,900	0	0
4059	OTHER PROFESSIONAL FEES	33,990	34,087	34,990	14,686	34,990	0	34,990	0	0
	Overhead Expenditure	40,390	38,587	42,390	19,186	42,390	0	42,890	0	0
	Movement to/(from) Gen Reserve	(40,390)	(38,587)	(42,390)	(19,186)	(42,390)		(42,890)		
307	<u>Civic Services</u>									
1097	Income - Council Events	0	0	0	60	0	0	0	0	0
	Total Income	0	0	0	60	0	0	0	0	0
4101	MAYORS ALLOWANCE	3,850	2,149	3,850	2,757	3,850	0	3,850	0	0
4106	Mayors Civic Events	2,200	777	2,900	2,144	2,900	0	2,900	0	0
4121	CIVIC REGALIA	550	586	665	517	665	0	300	0	0
4122	Civic Fund Expenses	200	335	200	183	200	0	200	0	0
4222	COMMUNITY EVENTS	0	0	0	2,611	0	0	0	0	0
4992	Trs from Earmarked Reserve	-450	-450	0	0	0	0	0	0	0
	Overhead Expenditure	6,350	3,397	7,615	8,212	7,615	0	7,250	0	0
	Movement to/(from) Gen Reserve	(6,350)	(3,397)	(7,615)	(8,152)	(7,615)		(7,250)		
399	<u>Community Capital & Projects</u>									
4034	WEBSITE COSTS	0	0	0	0	0	0	6,000	0	0
4804	CAP-New Christmas Lights	6,000	3,605	6,000	0	6,000	0	6,000	0	0
4992	Trs from Earmarked Reserve	-6,000	-5,367	0	0	0	0	0	0	0
	Overhead Expenditure	0	-1,762	6,000	0	6,000	0	12,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Budget

	<u>2020/21</u>		<u>2021/22</u>				<u>2022/23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>1,762</u>	<u>(6,000)</u>	<u>0</u>	<u>(6,000)</u>		<u>(12,000)</u>		
Community Services - Income	6,200	6,277	10,750	4,471	6,056	0	8,350	0	0
Expenditure	138,552	98,221	166,655	105,531	164,331	0	189,640	0	0
Movement to/(from) Gen Reserve	<u>(132,352)</u>	<u>(91,944)</u>	<u>(155,905)</u>	<u>(101,060)</u>	<u>(158,275)</u>		<u>(181,290)</u>		
Total Budget Income	6,200	6,277	10,750	4,471	6,056	0	8,350	0	0
Expenditure	138,552	98,221	166,655	105,531	164,331	0	189,640	0	0
Movement to/(from) Gen Reserve	<u>(132,352)</u>	<u>(91,944)</u>	<u>(155,905)</u>	<u>(101,060)</u>	<u>(158,275)</u>		<u>(181,290)</u>		

Community Services Committee

302 - Community Services

Cost centre:	Code:	Title:	
302	1091	Income misc	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£1800	1700	1700	

Justification:			
Family fun day & Trip income £1.5k Yth Council Misc income £200 (slightly reduced)			
Vision: A1, A5			

Cost centre:	Code:	Title:	
302	4221	Playscheme & Family Trips	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£4500	4500	4500	

Justification:			
To cover 2 family day trips in spring and summer and 4 family fun days during the school summer holiday.			
Vision: 4.3			

Cost centre:	Code:	Title:	
302	4226	Youth Services	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£4,300	4500	4500	

Justification:			
£2,200 for Pop Up Cafes sundries (35 sessions @ £20) and enhanced (6 sessions @ £250 sessions £2,300 Youth Council			

Vision 1.4, 4.3: Youth Café. Vision 4.3: Youth Council	
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Cost centre:	Code:	Title:	
302	4227	Community Services	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£6000	6000	6000	

Justification:	
£2000 Community Activities may include, community action day, eco event, town wide treasure hunt (To include the orchard, fruit bushes and trees, recycle locations), on your bike day (Hire Bicycles), reduce your speed initiative around schools. (Vision 1.2 & 2.3)	
£1500 Shop local merchandise for competitions, events and new residents. (Vision 3.8)	
£2500 Older people's group. Core group to decide on social and gentle sport initiatives. (Vision 4.3)	
Vision 1.2, 1.4, 2.3. 3.8, 4.3	

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Cost centre:	Code:	Title:	
302	4230	Public Toilets	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£18,800	18800	18800	

Justification:	
Cleaning of town centre public toilets Cleaning approx. £16.8k plus supplies £2k/ annum	
Vision 3.5	

This is a contractual arrangement and cannot be altered for financial year 2022/23	

Cost centre:	Code:	Title:	
302	4232	Christmas lights	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£13000	13000	13000	

Justification:	
To cover revenue costs associated with storing, installing and removing the lights plus annual repairs and maintenance. 5 year contract covering 2019-2023 Annual fees £9750 plus repairs and cost of tree	
Vision 3.6	

This is a contractual arrangement and cannot be altered for financial year 2022/23	

303 Communications

Cost centre:	Code:	Title:	
303	4029	Promotional Material	

2021/22 figure:	2022/23 figure (requested):	Agreed	
2000	2000	2000	

Justification:	
£1k for event promotion outside of parish £500 promotional material for New Residents Welcome packs £500 Quarterly banners detailing events	
Vision A3, 3.7, 3.9	

Cost centre:	Code:	Title:	
303	4033	Newsletter – Town Crier	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£4400	4600	4600	

Justification:	
Bi-annual publication - door to door delivery, 8 pages, colour, 8000 copies – Vision	

Delivery £700 / edition (increased due to new properties) Print costs £1600 / edition (recyclable paper, 8000 copies) – rec to support Vision	
Increase to print on recyclable paper £350 / edition. Some scope to increase print numbers to 8000	
Vision A1, 3.7	

Cost centre:	Code:	Title:	
303	4034	Website costs	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£1000	1000	1000	

Justification:	
Used to cover any website alternations needed which cannot be achieved in house.	
Vision A1, A3, A5, 3.7	

304 – Events

Cost centre:	Code:	Title:	
304	1094	Income from sponsors	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£4650	£2650	£2650	

Justification:	
If Celebration of Christmas does not gain any sponsorship, this figure would be reduced by £2500.	
Vision A1, A5	

Possible saving:	

Cost centre:	Code:	Title:	

304	1097	Income from events	
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2021/22 figure:	2022/23 figure (requested):	Agreed	
£4300	£4650	£4650	

Justification:	
Income might be lower in the year following COVID-19.	
Vision A1	

Possible saving:	

Cost centre:	Code:	Title:	
304	4222	Community events	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£42500 (later reduced to £35,000)	50800	50800	

Justification:	
To cover the annual programme of council events. Additional events being considered: Jubilee Event Film screening Additional staffing for Fireworks Display also included. Depending on the Tithe Farm All Weather project it may or may not be possible to hold the fireworks display at this site in 2022/23. Other sites in the council's ownership may not be suitable due to the proximity of residential properties.	

		Total	
Event	Expenditure		
Easter Egg Hunt	2,000.00		
Jubilee Celebrations	3,500.00		
Carnival	9,000.00		
Film Screening	3,500.00		
Skate Park Contest	2,500.00		
Music Festival	6,500.00		
Pride of Houghton	5,000.00		
Santa's Grotto	800.00		
Fireworks Display	12,000.00		
Celebration of Christmas	3,000.00		
Licensing	£1,000		
Policing at events	£2,000.00		

TOTAL	£47,300	
Vision 4.1, 4.3, 4.7		

305 – Community Grants

Cost centre:	Code:	Title:	
305	4203	Mayors Christmas appeal fund	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£2800	£3300	£3300	

Justification:	
Used to fund the senior citizens mayoral Christmas card and gift voucher and postage. Additional amount requested as 10% discount previously applied to vouchers now longer possible due to a change in supplier.	
Vision A3	

Cost centre:	Code:	Title:	
305	4218	Small projects grants	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£3000	3000	3000	

Justification:	
Used to fund grant applications up to £500.	
Vision A1, 4.7	

Cost centre:	Code:	Title:	
305	4219	Large project grants	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£0	1000	1000	

Justification:	
large capital grants awarded for 2022/23 for Singing Café	
Vision A1, 4.7	

Cost centre:	Code:	Title:	
305	4220	Grants Key Partners	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£15000	£15000	£15000	

Justification:	
To meet key partner grant obligations. The amt to be included accommodates CSC on 28/10/19 to award Key Partner Grants	
Vision A1, 4.7	

Contractual obligation to award unless any material change in Key Partner organisation or grant purpose.	

306 – Community Safety

Cost centre:	Code:	Title:	Done
306	4046	Enviro Crime	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£10400	7900	7900	

Justification:	
2000 Redeployable CCTV sim and warranty pro rata 2000 Redeployable CCTV monitoring 300 Redeployable CCTV lamppost adaptors £3600 from bulk waste subsidy initiative (increase suggested to enable £300 per month subsidy)	
Vision 3.1, 3.3 and Vision 3.4	

Cost	Code:	Title:	Done
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centre:			
306	4059	Other professional fees	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£ 34990	34990	34990	

Justification:	
To cover SLA with Beds police re Operation Hana as existing New SLA to be considered by CCWG Nov / Dec. would expire March 2023	
Vision 3.1	

This is a contractual arrangement and cannot be altered for financial year 2022/23	

307 – Civic Services

Cost centre:	Code:	Title:	
307	4101	Mayors allowance	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£3850	£3850	£3850	

Justification:	
Used by the mayor to offset mayoral / civic expenses	
Vision A3	

Cost centre:	Code:	Title:	
307	4106	Mayors Civic events	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£2900	£2900	£2900	

Justification:	
Used for inaugural reception, civic service, Remembrance Services, carol service	
Vision A3	

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Cost centre:	Code:	Title:	
307	4121	Civic regalia	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£665	£300	£300	

Justification: for dry cleaning of Robes £155 plus postage, Photo frames for the Mayor's Picture, £25.00 Chain engraving £15 and Photo £60.	
Vision A3	

Cost centre:	Code:	Title:	
307	4122	Civic fund expenses	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£200	£200	£200	

Justification:	
Misc civic expenses inc Remembrance wreaths.	
Vision A3	

399 – Community Capital & Projects

Cost centre:	Code:	Title:	
399	4034	Cap – New Website	

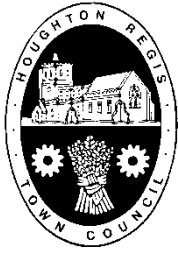
2021/22 figure:	2022/23 figure (requested):	Agreed	
£0	6000	6000	

Justification:	
This project will enable the council to have a fresh new website with easier functionality and management	
Vision A2, A5, 3.7	

Cost centre:	Code:	Title:	
399	4804	Cap – New Christmas Lights	

2021/22 figure:	2022/23 figure (requested):	Agreed	
£6000	6000	6000	

Justification:	
Annual replacement of lights which are reaching the end of their useful life and possibly installing a new light feature in Bedford Square should the Committee decide to relocate the Christmas tree to All Saints View.	
Vision 3.6	



COMMUNITY SERVICES COMMITTEE**Agenda Item 9**

Date:	7th February 2022
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 continues to be promoted at events and using our online platform as a tool where businesses and retailers can advertise and promote offers.

VISION 3.9 To welcome new residents

300 letter box packs containing a welcome letter shop local merchandise and information from Houghton Helpers, Bidwell West Community Worker and CBC Time2Connect have been collated and are due to be distributed at the end of February 2022.

VISION 4.3: To provide activities for young people, families and older people.
Young people (Youth Café, Summer Playscheme, Youth Council, preventative projects (Anti-knife crime campaign):

Youth Café: Since the previous community services meeting the Youth Workers have delivered:

- 8 normal sessions funded by HRTC
- 4 sessions funded by 4YP and delivered by GYP through a partnership arrangement.

The provision has continued to enjoy the ongoing support and attendance from a thriving community of young people ranging from year 7 to year 12's attending the first year of college. Many of the young people who consistently commit to the sessions have a previous connection to the workers via projects or youth project initiatives. The relationships that staff have managed to build up with the young people have enabled them to share sensitive parts of their lives that they are struggling with. The team have endeavoured to be attentive to all participants who come through the doors and receive them with dignity, warmth and consideration always keeping a high level of empathy to allow a safe supportive space to be fostered. Support with anxiety, conflict in friendships and relationships at home and self-restrictive eating behaviour have been given. The staff team have also noticed the need for awareness and learning to be increased in cannabis and alcohol, vapes and energy drinks and will be delivering some interventions throughout the immediate quarter.

Young people continue to be involved in the planning of activities and have enjoyed the week-to-week spontaneity of the sessions allowing them to be impulsive and responsive to the desires and moods of the group. The sessions have allowed the young people to experience and enjoy favourites like Bangers and Mash, Spag Bol, Jacket Potatoes and unique moments like exotic fruit tasting. As with all the sessions young people are invited to participate in the preparation and presentation of the food.

4YP/GYP despite a show of interest from young people within the Houghton community the delivery of the 4 sessions over the festive season was not as well received as the summer sessions. This was most likely to do with them wanting to spend time with their friends and family rather than attend provision-based activities.

The **Youth Council** have met 6 times since the last community services meeting, 1 of these meetings was an additional meeting for planning and preparing the upcoming Halloween Event and another meeting was the Youth Council's Christmas meal. We currently have 10 youth council members with an average of 8 young people in attendance at the meetings.

The Youth Council planned and delivered a Halloween event over 2 days at Houghton Hall Park. The event was very successful, and participants gave good feedback on social media platforms.

They have also supported the following events: Fireworks, Remembrance Sunday, Santa Float, and the Christmas light switch on.

Older People - the CDO held its first meeting with its core group of retired residents. The group seem very keen to get started and have established a Logo and group name which is the Houghton Regis Later Living Social Group or HRLLSG for short, they have used some of their funding to purchase promotional freebies, identification T shirts and fleece jumpers.

It is hoped that the group will plan and agree on social and light sporting initiatives that they can roll out over the next year.

The CDO successfully obtained Cllr funding to purchase dementia friendly signs that can be placed around HRTC's parks and within its buildings to support those with dementia. It is hoped that this initiative will be completed by June 2022.

Vision 4.7: To support local organisations.

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

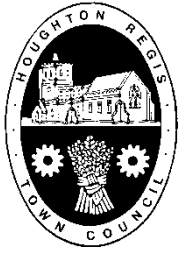
6. CONCLUSION AND NEXT STEPS

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

The CDO will continue to support the Youth Council and HRLLSG with regular meetings and is currently planning events and activities for 2022/23 that will include:

- Easter and Summer family trips and activities.
- 4 Community Activities
- 4 HRLLSG Activities
- Speed Awareness initiative at local schools (funding permitted)
- Collate and distribute welcome packs.

The Lead Youth Worker will continue to develop the Youth Café during term time, deliver 6 enhanced sessions, engage young people in the development of the Parkside family area initiative by making and distributing seed bombs and plan the delivery of knife crime workshops in schools.



COMMUNITY SERVICES COMMITTEE**Agenda Item 10**

Date: 7th February 2022

Title: CHRISTMAS LIGHTS

Purpose of the Report: To consider options for the towns Christmas Tree and an extension to the Christmas lights display for 2022.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To seek to site a 6-8ft living Christmas Tree on the Village Green in a location agreed with Environment & Leisure Committee, subject to satisfactory investigations being completed on underground services, with the hope that this becomes the town's Christmas tree in 5-10 years time when it should have reached a suitable size.

2. BACKGROUND

At Community Services Committee on 6th September 2021 it was requested that the community be consulted on the idea of a more sustainable Christmas tree option and the relocation of the Christmas Tree to All Saints View. The findings of the consultation are now reported back.

3. ISSUES FOR CONSIDERATION*Christmas Tree Location*

As requested (Minute 11740) feedback was sought via social media on the location of the towns Christmas tree and specifically the possible location outside of All Saints View (ASV). In general there was strong support for a living tree but not directly outside ASV, but in a location on the Village Green.

Should members be minded to support this location the following additional work needs to be completed:

- Identify exact location – this would need to be completed in conjunction with the Environment & Leisure Committee. A possible suitable location would be where the current middle planting bed is
- check for underground services – dependent on size of tree to be purchased,
- installation of power to the tree (possibly from streetlight column) – this work could happen further down the line when the tree was large enough to use as the towns Christmas tree

The Head of Grounds has suggested that the council would need to purchase 6-8ft high tree, this would grow at approximately 1-2ft per annum as this size tree has a higher chance of surviving the relocation compared to larger more established trees. If this was followed the living tree would become the towns Christmas tree in 5-10 years time. In the meantime the council would continue to source a cut tree and install in Bedford Square.

As members are aware the council holds a Christmas lights switch on event. In the current location of Bedford Square this event can happen very safely. Should the tree move to the Village Green, consideration would have to be given as to how this event could continue to run safely.

Christmas lights extension

Once the street column lights are removed they are checked over for defects and required repairs. A report with costings is then presented to the Clerk for consideration. In some cases it is not economically viable to repair a light and when this is the case a new light is purchased. It is hoped that this year there may be sufficient budget to consider extending the Christmas lights scheme and as such members views and suggestions are invited. One suggestion is that tree lights could be installed in the trees located in the churchyard but fronting the All Saints car park. This has not been costed. Members views are invited.

4. COUNCIL VISION

Aspirations

- A3 To positively **promote** the town
- A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

Objective 3: A safe and vibrant town

- 3.6 To provide Christmas lights
- 3.8 To support local businesses and retailers

5. IMPLICATIONS

Corporate Implications

- Implications for other committees – refer to Environment & Leisure Committee re possible Village Green location

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

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

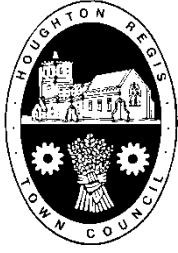
There are no press implications arising from the recommendations

6. CONCLUSION AND NEXT STEPS

The progressive move towards a living tree as the town's Christmas Tree is supported by the Vision and would be a long lasting, environmentally sound solution to provide this service.

7. APPENDICES

None



COMMUNITY SERVICES COMMITTEE

Agenda Item 11

Date: 7th February 2022

Title: GRANT FUNDING RE QUEEN JUBILEE STREET PARTIES

Purpose of the Report: To enable members to consider the option of providing a grant to residents to hold a street party in aid of the Queen's Jubilee.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To offer a Queen's Jubilee Street Party Grant to residents to be funded from the Small Capital Grants up to the value of £200.

2. BACKGROUND

It was suggested during the budget setting process that HRTC may like to make grant budget provision for grants for residents to organise and host street parties in aid of the Queen's Jubilee.

This report sets out some considerations.

3. ISSUES FOR CONSIDERATION

Budget Provision

As no separate budget provision was agreed Members may like to consider offering a small grant of up to £200 out of the Small Capital Grants fund to residents who are organising a street party.

Application Process

It is a duty of the council to ensure that grant funds are spent in accordance with criteria under which they were awarded. As such it is suggested that should members be minded to establish this grant fund the following be applied:

1. Funding will be made retrospectively upon receipt of evidence of spend
2. Application form completed and returned

3. The model risk assessment form completed and returned

Members will find attached a draft application form.

4. COUNCIL VISION

Aspirations

- A1 To develop and enhance **partnerships** between HRTC, stakeholders, partners, community groups and residents
- A2 To effectively and proactively **represent** our community

Objective 4: Our community

- 4.1 To create or enhance community facilities which support community development and cohesion
- 4.3 To provide activities for young people, families and older people

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- This project would be carried out under the General Power of Competence.

Financial Implications

- Budget – this project would utilise the Small Capital Grants budget. This may limit the funding available to support local groups and organisations

Risk Implications

- The retrospective nature of this award provides assurances to the council that the funds have been spent on the purpose to which they were awarded.

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

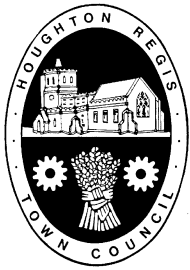
If agreed, the decision relating to this agenda item will be communicated to the press, via the website and social media.

6. CONCLUSION AND NEXT STEPS

This is a positive project to consider to mark this national celebration.

7. APPENDICES

Appendix A: Jubilee Grant Application Form



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

QUEEN'S PLATINUM JUBILEE STREET PARTY GRANT – up to £200 APPLICATION FORM 2022

**** ALL QUESTIONS MUST BE ANSWERED IN FULL ****

Contact Details

(person with whom this application can be discussed)

Name

Address

Telephone Number

Email Address:

Post Code:

About Your Queen's Jubilee Street Party

What area will your street party cover, please provide the name/s of the roads who will be invited

Please tell us where your party will be held. Please note the event cannot be held on a public road without a formal road closure in place. Please contact Central Bedfordshire Council if you would like to arrange this XXXXX – *contact details to be added.*

When will your party be held?

Date

Please specify.....

Time

Please specify.....

How many people do you anticipate will attend? Please specify

What would the grant be used for? What will you be buying with the grant?
Please specify with as much detail as possible.....

Party Costs

Total cost of party	£
How much assistance are you requesting from Houghton Regis Town Council? (Max 50% of total project cost)	
	£

How do you intend to fund the rest of the project?	
<ul style="list-style-type: none"> • Contributions from guests • Grants from other sources? Please specify sources and amount..... 	£.....

Payment Details – Please provide so that payments can be made as soon as you have submitted your evidence of spend.	
Name on the Account
Account number
Sort code

Declaration	
Please sign this form to confirm that:	
<ul style="list-style-type: none"> • The information supplied is full and correct to the best of your knowledge; • The funding will be used for the purposes of hosting a Street Party in honour of the Queen’s Platinum Jubilee • Invitations will be restricted to those living within the roads specified and no one will be excluded from attending due to their age, disability, gender, race, religion or sex • I understand that funding will be awarded on receipt of evidence of spend (funding is not available upfront) • I have supplied a risk assessment to support this event • I understand that this event will not be covered by HRTC’s Public Liability insurance and if I deem public liability insurance to be necessary I will ensure I arrange suitable cover. • I will recognise the contribution from HRTC in any publicity about the event. 	
Signed
Name
Position
Date

Aspiration	How	Delivery timeframe	Resource req'ment	Comm	Work to date - Community Services	Update	Project shape
To develop and enhance partnerships between HRTC, stakeholders, partners, community groups and residents	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	01/02/2020 Support achieved for Family activity packs £1000 Groundwork engagement achieved Shop Local continues to be promoted at events 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	Continued support for Houghton Regis Helpers

					<p>Christmas card Local businesses / organisations Sponsorship opportunities Event participation Community grants scheme</p>	<p>to be 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 2021 Contact has been made with: Houghton Hall Park, CBC Community Engagement Officer, Community Champion at Morrisons and 4YP re; partnership working Bulk Waste Scheme - well received, consideration given</p>	
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						to increase in 2022/23 budget	
	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 CBC consultation re: Bedford Square community Centre usage	
	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	

<p>To effectively and proactively represent our community</p>	<p>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</p>	<p>Ongoing</p>	<p>Staff time</p>	<p>As applicable</p>	<p>To be progressed as required</p>		<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
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<p>To positively promote the town</p>	<p>Civic role within and outside of the town</p>	<p>Ongoing</p>	<p>Staff time</p>	<p>Com Serv</p>	<p>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.</p>	<p>Mayoral events attended: TBC Mayoral events organised: TBC The Town Mayor continues to attend and organise events with positive representation of the Town Council</p>	<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
	<p>Promotion of events outside of the town</p>	<p>Annual</p>	<p>£1,000</p>	<p>Com Serv</p>	<p>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</p>	<p>Whilst this objective is supported in light of the ongoing threat of Covid-19 it is suggested that for 2021/22 additional participants at events from outside</p>	<ul style="list-style-type: none"> ● Produce promotional flyers targeting local schools sent directly from the Town Mayor ● Social media use

					promoted outside of the town.	of the area may not be ideal.	promote the town's good news stories
To ensure the council is fit for purpose and efficient in its delivery of services	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 In person events are being re-introduced, a successful Houghton Rocks being the first to be held, the Fireworks display has been planned and is to be held Nov 7th with measures incorporated to support track and trace at events. promotion on Social Media, Website and posters.	<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

	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 opps				
Delivery	Actions	Delivery timeframe	Budget req'ment	Committee			

Objective 1: Grow your own							
1.2 To support appropriate management of the Woodside Link Community Orchard	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
1.4 Encourage healthy eating and food awareness	To work with the HRTC pop up café provision	Ongoing	Staff time	Com Serv		To be progressed when Pop Up Café has been relaunched. Pop-up Café refurbished. Grand opening event 19th July VERU funding had been received: Food hygiene level 2 training at VG Pavilion Posh nosh Trip to a high-end restaurant New members had	<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

						joined the Pop-Up Café	
	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 <ul style="list-style-type: none"> ● Offer a food bank drop point at the council offices
Objective 2: A Greener Cleaner Houghton Regis							
2.2 To increase recycling by the council	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	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
	Incentives (including ancillary facilities such as cycle racks and seating) provided to people using sustainable transport to access the town centre / community services / facilities / events	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
Objective 3: A safe and vibrant town							
3.1 To reduce the fear of crime, anti-social behaviour and crime levels	Partnership working with Bedfordshire police and CBC	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^{66 / 76}

	Community Safety						policing team for implementable initiatives
	High visibility policing project (Op Hana)	Ongoing	£33,000/ annum			Ongoing. Monthly reporting to CCWG	
	Use of redeployable CCTV cameras	Ongoing	£5000 / annum			Ongoing. Monthly reporting to CCWG	
	Encourage Neighbourhood Watch schemes	2021	Staff time				
3.2 To reduce enviro crime	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 to CBC re Public Realm project. Outcome awaited.	HRTC Town Ranger employed for three days per week.	<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 are in need of addressing
3.3 To improve access to bulk waste removal services	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 has been well	

						utilised consideration given to increase funding 2022/23	
3.4 To seek to reduce speeding around schools	Speed assessment	2021	£2000 / school	Com Serv	To be considered in 2021		<ul style="list-style-type: none"> ● Cohesive working with Central Bedfordshire Council
	Consideration of options		Staff time				
3.5 To provide clean and accessible town centre toilets	Funding of cleaning of town centre toilets	Ongoing	£20000 / annum	Com Serv	Contract in place.		
3.6 To provide Christmas lights	Funding of Christmas lights	Ongoing	£15000 / annum	Com Serv	Annual display. Contract in place.	Preliminary discussions re: location of Christmas Tree	<ul style="list-style-type: none"> ● To investigate an alternative supplier to source a suitable Christmas tree
3.7 To communicate well with residents and stakeholders	Website maintenance	Ongoing	£1000 / annum	Com Serv	Website is maintained and updated.		

	Website refresh / redesign	2021	£5,000			Budget not provided in 2021/22 a preliminary quote of £6,000 had been received for website update , it was undecided whether this would be included in the budget	<ul style="list-style-type: none"> ● Investigate the provision of a designer to refresh and update the website
	Social media – multi media management options	2020	£300				<ul style="list-style-type: none"> ● To investigate social media management systems for cross media uploads
	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
	Town Crier – increase pages, recyclable paper	2020	£5000/ annum			Budget not provided in 2021/22	

	Noticeboards 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
	Noticeboards change to electronic notice board similar to bus stops	2021	N/K			Budget not provided in 2021/22	
	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 upcoming events	
3.8 To support local businesses and retailers	Shop Local	Ongoing	Staff time	Com Serv	A number of Shop Local schemes have been run.	To be progressed once Covid-19 restrictions eased.	70 / 76

					A refresh of the scheme is underway.		
	Sponsorship opportunities	Ongoing	Staff time				
			Income opps				
3.9 To welcome new residents	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
	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	
Objective 4: Our Community							
4.1 To create or enhance community facilities which support community development and cohesion	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	

	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
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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))	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. Pop-up Café refurbished. Grand opening event 19th July VERU funding had been received new members had attended Pop-Up Cafe	<ul style="list-style-type: none"> ● Offer a maintenance and repair workshop with tools and equipment for the use of the young people
	Families (day trips, events, music in the park, re-use / recycling / repair)	Ongoing	£40,000			Plans in place to deliver 4 family fun days over the first 4 weeks of the summer holidays and 2 family coach trips during 2022	<ul style="list-style-type: none"> ● Consider a music in the park event ● Use of communication to promote the

		2021	£12,000				music in the park event
	Older people (gentle sports, social events)	2021	£10,000 Staff time	Com Serv		Budget not provided in 2021/22 A group of volunteers has been formed to represent older people in the community, Meetings began November 2021	<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
4.4 To help to protect and preserve historic gems	All Saints Church	Ongoing	Staff time	As applicable			
	HHP	Ongoing	Staff time				
	Red House	Ongoing	Staff time				

4.7 To support local organisations	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				