



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor Y Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

24th June 2022

To: Members of the Community Services Committee

Cllrs: K Wattingham (Chair), P Burgess, C Copleston, Y Farrell, S Goodchild, T McMahon and A Slough

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Community Services Committee** to be held at the Council Offices, Peel Street on **Monday 4th July 2022 at 7.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

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

Please follow this guidance if attending the meeting remotely [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.

**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.

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

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

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

4. **ELECTION OF VICE-CHAIR**

Members are invited to elect a Vice Chair for Community Services Committee for 2022/23.

5. **MINUTES**

Pages 5 - 8

To approve the minutes of the meeting held on 7th February 2022.

Recommendation: **To confirm the minutes of the Community Services Committee meetings held on 7th February 2022 and for these to be signed by the Chairman.**

6. **COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

Page 9

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

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

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

This report is provided for information.

7. **REPORT FROM GROUNDWORK**

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

8. **HRTC YOUTH & COMMUNITY SERVICES**

Pages 10 - 13

Members will find attached a report for June on youth and community work completed.

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

Pages 14 - 46

Events Working Group **3rd February, 3rd March, 31st March and 28th April 2022.**

Combating Crime Working Group 19th January, 16th February. 16th March, 20th April and 18th May 2022.

Recommendation: To receive the Minutes detailed above.

10. COMMUNITY SERVICES COMMITTEE BUDGET 2022/23

Pages 47 - 59

Members will find attached the approved budget for this committee for 2022/23 along with the budget explanation notes.

This report is provided for information purposes.

11. INCOME AND EXPENDITURE REPORT

Pages 60 - 64

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

12. CHRISTMAS LIGHTS EXTENSION

It was agreed under minute number 11928 to purchase a living Christmas tree and to continue to display one in the corner of Bedford Square near All Saints Church until the living tree becomes established in 5-10 years.

Members are advised that there is £6000 in the capital budget for new Christmas lights. Some of this will be used to replace existing street column lights (£3900) which are beyond economical repair.

Members are asked to consider purchasing additional Christmas lights for 2023. Options to include:

- Lighting up the trees in All Saints church.
- To create an avenue of lights attached to the trees fronting East End along the Village Green parallel to the Village Green, or along the lampposts leading toward Houghton Hall House.

Other suggestions are welcomed.

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
7th February 2022 at 7.00pm

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

Officers: Clare Evans Town Clerk
Tara Earnshaw Community Development Officer
Louise Senior Head of Democratic Services
David Ramsay Lead Youth Worker

Public: 0

Also present: Councillor: J Carroll Virtual attendance

11919 APOLOGIES & SUBSTITUTIONS

None.

11920 QUESTIONS FROM THE PUBLIC

None.

11921 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11922 MINUTES

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

Resolved: 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.

11923 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

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

It was clarified that the EWG requested £50,800 and this had been included in the budget for 2022/23.

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

Resolved: 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. To request a budget of £47, 300 from Community Services.

11924 INCOME AND EXPENDITURE REPORT

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

Members were advised that unanticipated income had been received for work delivered by Houghton Regis Town Council on behalf of 4YP.

11925 BUDGET FOR 2022/23

Members received the approved budget and explanation for 2022/23 for information.

11926 REPORT FROM GROUNDWORK

Antony Fuller from Groundwork was in attendance at the meeting to report on the youth work Groundwork had recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

Members were advised that the Youth Club had been well attended on re-opening in October with 20 attendees at sessions between October and Christmas. It was hoped that day trips could be organised along with an international trip. Work was planned to focus on building relationships with young people at school and with parents. Further information would be delivered at the next meeting.

Members expressed concerns over the impact of Covid on the mental health and wellbeing of young people. Members were assured that the ongoing issue of mental health would be addressed in activity workshops and it was hoped to introduce a mentor strategy. Members were advised funding would be sought to enrich the services and activities on offer to young people.

11927 HRTC COMMUNITY & YOUTH SERVICES

Members were advised that in excess of 300 welcome packs had been delivered to new residents of Houghton Regis, with the expectation of delivering a further 300.

A Later Living Social Group had been set up and planned to meet monthly, they had aspirations of planning day trips, and afternoon tea drop-in sessions.

The Youth Council had ten members and had received interest from a further three. Work was planned towards an activity to raise awareness of LGBTQ+.

Members were advised the Youth Café was still going well, numbers attending the Café had dropped during the colder months, however, recruitment had taken place and some new faces were beginning to attend. The Youth Café had continued to provide a sense of community and family feel. Activity plans were under way and would be presented to members at the next meeting. It was hoped that collaborative working could be agreed with the Kitchen Garden to encourage a holistic approach to food.

11928 CHRISTMAS LIGHTS

Members were invited to consider options for the town's Christmas Tree and an extension to the Christmas lights display for 2022.

Members were advised that feedback from a social media survey was in favour of supporting the council having a living tree on the green. Members discussed the best age and size of the tree for the greatest chance of a successful re-planting.

Resolved: 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.

11929 GRANT FUNDING RE QUEEN'S JUBILEE STREET PARTIES

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.

Members were advised that the funding would be granted retrospectively on receiving receipts, the organiser of the event would be responsible for any risk assessments, insurance, road closures and any other peripheries would be needed to run the event.

Resolved: 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.

11930 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 an update on the vision had been included in the Town Crier highlighting the positive achievements Houghton Regis Town Council had completed.

Members highlighted the advantages of installing an electronic noticeboard, members were advised on previous costing investigations it had proved to be cost prohibitive. The Town Clerk would link in with other towns who have successfully integrated the use of an electronic notice board.

Members suggested that grant funding for eco-friendly projects in the town could be applied for. The Town Clerk would look into the criteria for small capital grants and feed back to the committee.

The Chairman declared the meeting closed at 8.24pm

Dated this day of

Chairman

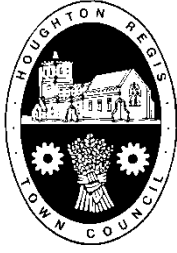
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Community Services Committee

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

Terms of Reference

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



COMMUNITY SERVICES COMMITTEE**Agenda Item 8**

Date:	Monday 4th July 2022
Title:	HRTC YOUTH AND COMMUNITY 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

Houghton Regis Town Council delivers a variety of Youth and Community initiatives including a Youth Council, Youth Café, Later Living Social Group, Town Centre Initiatives, Summer and Easter Family Fun Days and trips as well as a shop local scheme, the delivery of the Welcome Pack to residents moving into the new development, and partnership working with various groups and organisations.

This report sets out the work that has been delivered and plans for future initiatives.

3. 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
- A3 To positively **promote** the town
- A4 To develop a new **cemetery**
- A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

Objective 1: Grow your own

- 1.4 Encourage healthy eating and food awareness

Objective 2: A Greener Cleaner Houghton Regis

- 2.1 To reduce the use of paper by the council
- 2.2 To increase recycling by the council
- 2.3 To encourage sustainable transport including the use of public transport, walking, and cycling

Objective 3: A safe and vibrant town

- 3.1 To reduce the fear of crime, anti-social behaviour, and crime levels
- 3.8 To support local businesses and retailers
- 3.9 To welcome new residents

Objective 4: Our community

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

VISION 2.3 To encourage sustainable transport including the use of public transport, walking, and cycling

The CDO delivered a Community Get Green event over the Easter Holidays, to encourage residents to support the environment on issues such as sustainable products and transport, whilst benefitting from a healthier lifestyle.

VISION 3.8 To support local businesses and retailers.

Due to staff capacity, this initiative has not had the ongoing required attention to include new retailers and develop the scheme further and has been ticking along through online platforms and promotion at events where applicable.

VISION 3.9 To welcome new residents.

300 letterbox packs containing a welcome letter shop local merchandise and information from Houghton Helpers, Bidwell West Community Worker, and CBC Time2Connect have been collated and have been delivered. A further 600 packs are in the process of being collated and should be delivered during July/August 2022, these packs will also include a leaflet from Mind.

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

The Youth Council has met 7 times since the last community services meeting and supported: The welcome back event, Easter Egg Hunt, the get active event, and the Civic Service. They have plans to deliver an initiative that encourages positive mental health and promotes awareness of the LGBTQ+ community as well as fill and bury a time capsule, activities at the Carnival and Houghton Rocks, and continue to support the Town Council's events.

HRLLSG

Since the group was established in January 2022 they have attended 5 meetings. At the meetings, they have set up monthly tea and treat sessions at Jewels for retired residents delivered a trip to Poplars and planned and delivered a VIP ticketed area at the Platinum Jubilee event. They are planning a trip to Southend in September and two other activities later on in the year.

Dementia-friendly town

The Town Council successfully obtained a grant from the Cllr Ward Funding scheme to purchase and put dementia-friendly signs around the parks and pavilions that it is responsible for. Quotes have been obtained and DE Signs have been asked to create and install the signs across the town. Any spare funding will be used to purchase signs to give to households where a member of their family has dementia.

Family Fun Days

The CDO planned a family fun trip to Woburn Safari Park during the Easter school holidays. The coach was fully booked with 67 residents and 10 Youth Café members in attendance. Preparation for the Summer Fun Activities is underway and it is hoped that two initiatives are delivered in the Bidwell West area, these include a magician and a reptile/owl encounter. On the village green, inflatable fun and mobile farm and a coach trip to Southend.

Youth Café

Youth Café has consistently been providing a safe space for young people within the community. It currently has a regular attendance of around 15 young people for each session. Young people continue to enjoy connecting with staff while using the resources and facilities that have been provided. Participation in cooking, arts and simple crafts are a regular occurrence and young people continue to benefit from staff creating a non-judgemental, empathetic supportive provision. Young people have opened up to staff about some of the challenges that they are encountering and support from Aquarius (young people's drug and alcohol agency) has been secured.

#knife free Houghton

Nathan Levy the CEO and Senior Practitioner from Inspired Youth has been delivering his groundbreaking, life-changing, interactive emotive workshops to Houghton Regis Academy, Houghton Learning Hub, and Academy of Central Bedfordshire. All Saints Academy are just waiting for a confirmation of the last delivery date from Nathan. Feedback from all the schools who have received the workshops has been positive and Houghton Learning Hub valued the impact so highly that they have invested privately into Nathan and his organisation for more delivery to their other sites.

Enhanced Activities

The youth café has enjoyed attending the Woburn Safari trip with some of the Houghton Regis community. Tara the Community Development officer graciously allowed the Youth Pop Up café to secure 10 places for deserving young people from the provision to attend.

Future enhanced sessions secured are Bouncy Leisure activities for young people, wildlife experiences up close and personal, Graffiti art and the Circus experience.

HAF Easter Programme

Houghton Regis Town Council continue to partner with Grow Your Potential in providing extra holiday hunger activities for the community. GYP utilised the Pavilion and the outdoor spaces to deliver provision to as much as 20 young people. Some of those attending are accessing free school meals and benefit from the arts, sports, cooking life skills and social experiences that are provided.

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, the new gardener at Houghton Hall Park, Mind, All Saints View, Bidwell West Community Development Officer, Groundwork, CBC Community engagement Officer, Amazon, Houghton Helpers, and Jewels.

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 must 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.

These projects/issues do 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 and plans for future initiatives delivered by the Community Development Officer and the Youth Work Team.

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
Thursday 3rd February 2022 at 5.30pm

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

Co-opted Member: Mrs C Butler

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

Apologies: Councillors: M Kennedy
C Slough

Co-opted Member: D Hill

EWG694 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllrs: M Kennedy and C Slough and Co-opted member Mr D Hill.

EWG695 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG696 MINUTES

To approve the Minutes of the meeting held on 2nd December 2021.

Resolved: To confirm the minutes of the Events Working Group meeting held on 2nd December 2021.

EWG697 BUDGET 2022/2023

Members were advised that the budget request of £50,800 had been agreed at Town Council on 24th January. This would enable the proposed events to take place in full for 2022/2023 (Covid-19 permitting).

Members expressed their delight in being able to hold events for the coming year.

Resolved: To note the report

EWG698 JUBILEE TREE PLANTING

Members were advised The Town Clerk had applied for funding for trees and was hoping to formally plant a tree 12th March, however funding had not been confirmed to date. It was hoped that eight trees would be planted, however this was dependent on funding. Further information would be forwarded to members once received.

Resolved: To note the report.

EWG699 EASTER EGG HUNT

The Easter Egg Hunt was scheduled to take place on Saturday 9th April 2022. It was uncertain whether the Bedford Square Library would be available for use for this event, in light of this, enquiries would be made with retailers in Bedford Square regarding the use of their premises to hold the event.

Members discussed alternative venues and agreed that Jewels should be contacted first as was the best located venue. Members were advised that speciality Easter Eggs had been ordered, for which the company would plant a tree in the forest for their order.

Resolved: To note the report

EWG700 PITCH FEES 2022

Members received a 'Green' Assessment Form, for stallholders to mark themselves based on criteria provided for recycling and the use of single use plastic etc.

The current pitch fees for Town Council events were as follows:

- Fairground £100.00 per ride
(*Except Houghton Rocks and Fireworks where the fee has been £220 per day*)
- Food outlets £135.00 per outlet
(*Except Fireworks where the fee has been £60 per stall*)
- Ice Cream Vans £110.00 per van
- Commercial Stalls £55.00 per stall
- Stall holders (individuals) £15 per stall **
- Registered Charities *and not for profit organisations* £10 per stall **

** 50% discount is given on the cost of a second stall**

The Green Assessment' would give 10% off across the board for 20 points or more, which should be achievable for most stallholders, or 20% discount across the board for a score of 50 or more.

Members confirmed pitch fees for events in 2022.

Members discussed the 'Green Assessment' and how this could positively encourage a more sustainable approach for vendors to consider at Houghton Regis Town Council events.

**Resolved: 1) To approve the use of the 'Green Assessment' as discussed
2) To set the pitch fees for Town Council Events in 2022**

EWG701 CARNIVAL THEME

Members received suggestions for the 2022 Carnival theme, ideas and alternative theme suggestions were welcomed. Members discussed at length various options and various themes. Members agreed the theme for 2022 would be 'Seasons of the year'.

Resolved: To agree a theme for the 2022 Carnival

EWG702 HOUGHTON ROCKS CAR SHOW

Members were requested to confirm whether the Car Show should go ahead at Houghton Rocks in September 2022.

Members agreed that the car show brought additional interest and patrons to the event and as such should go ahead.

Resolved: To confirm if the Car Show should go ahead in September 2022 at Houghton Rocks.

EWG703 FUTURE EVENTS / QUESTIONS

Events up to the Annual General Meeting in May 2022 had been included on the agenda. Members questions were invited regarding events taking place from May 2022 onwards.

It was queried whether a Santa Float could be considered for Christmas 2022 in addition to the Santa's Grotto, in light of the float being a relatively low-cost event and valued by the community.

Members agreed for this to be included on the next agenda for discussion.

The Chairman declared the meeting closed at 6.25pm

Dated this 3rd day of February 2022.

Chairman

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
Thursday 3rd March 2022 at 5.30pm

Present:	Councillors:	T McMahon E Cooper Y Farrell C Slough K Wattingham	Chairman
	Co-opted Members:	Mrs C Butler Mr D Hill	
	Officers:	Sarah Gelsthorp	Civic and Events Officer
Also in attendance:		PC Jack Sharp Bedfordshire Police	
Apologies:	Councillors:	A Slough	

EWG704 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr: A Slough

EWG705 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Councillor T McMahon and Co-opted Members D Hill expressed an interest in any discussions pertaining to Houghton Regis Heritage Society.

EWG706 MINUTES

To approve the Minutes of the meeting held on 3rd February 2022.

Resolved: To confirm the minutes of the Events Working Group meeting held on 3rd February 2022.

EWG707 JUBILEE TREE PLANTING

Members were asked to note the following:

The Tree Planting Ceremony would take place on Saturday 12th March and would begin with a Heritage Walk from Houghton Heritage society at 11.15am on the Village Green. The Tree ‘Unveiling’ would take place at 12 noon and this would be followed by tea and refreshments at Jewels and a photo display from the Heritage Society. It was noted that All Saints also had a Church Faure taking place and guest would be encouraged to visit this as part of the event

In addition, the event would include a Circus Skills Workshop, Live Music from a DJ and Information stands in Bedford Square. In the Library there would be a Treasure Hunt around the shops for a Jubilee Travel Mug and Face Painting and the Library themselves were holding some craft activities. There would also be a free Jubilee Prize Draw for Jubilee / Queen Elizabeth II items. All guests at the Heritage Walk would receive a Jubilee branded travel mug to keep and the refreshments at Jewels would be served in these.

The event was being funded by the Welcome Back Fund.

Resolved: To note the report

EWG708 EASTER EGG HUNT – 9th APRIL 2022

Members were advised that the event would be taking place at Houghton Regis Library and 600 Easter Eggs had been ordered. The advertising would begin after 12th March.

Members enquired about the possibility of inviting some craft stalls and it was confirmed that this would be investigated as part of the event.

Resolved: To note the report.

EWG709 CANIVAL

Members were requested to note that the Carnival stall forms had been sent out and that the First Aid and Stage/ PA Hire had been booked.

In addition, Members were asked to consider the following entertainment for the event:

A dog show during the morning (prior to the procession arriving)
Entertainment such as Punch and Judy, a Magician and Musical Entertainment
A band to lead the procession.

Members agreed that the ideas suggested were in line with previous events and that they welcomed their return. It was also suggested that the University of Bedfordshire Pipe Band be invited back to lead the procession and that Déjà Vu be asked if they could provide the musical entertainment.

Resolved:

- 1. To note the report**
- 2. To investigate the dog show, Punch and Judy Show, a magician, the Pipe Band, Déjà Vu band for the Carnival.**

EWG710 SKATE JAM AND OPEN-AIR FILM SCREENING

Members were advised that bookings had been made for Team3Sixty for the Skate Jam and a film company for the Film Screening. Permission had been granted to hold the latter in Houghton Hall Park. First Aid and Toilets had also been confirmed for both events.

Resolved: To note the report

EWG711 HOUGHTON ROCKS

Members were asked to consider bands for Houghton Rocks and were provided with details of the bands that performed in 2021.

It was suggested that the following bands be invited back to perform in 2022: The Long Riders, Sweeney Todd, The Roberts Family Band, Tess and the Durbervilles and the Trollies to headline.

Members were informed that local group 'Diverse FX Band' had also made contact and links to their YouTube videos had been forwarded. Members agreed to watch the performances.

Members also discussed a host for Houghton Rocks, and it was suggested that 'Billy Lee' be invited back again for 2022 as his hosting had proved to be a big success.

It was requested that the spotlights provided by the Grounds Staff for the Fireworks Event (on the railings) be used again at Houghton Rocks to assist when clearing up.

Resolved: 1) **To invite the bands as suggested above to perform**
 2) **To invite 'Billy Lee' to host the event,**

EWG712 CELEBRATION OF CHRISTMAS AND THE SANTA FLOAT

At the previous meeting of the Events working Group, it was requested that the Santa Float be discussed again for Christmas 2022. It was hoped that the Santa's Grotto would take place on Saturday 10th December, with the Mayor's Christmas Carol Service on 3rd December.

If the Santa Float was to go ahead, the potential dates would be 5th, 6th and 7th December 2022

Additionally, members had previously discussed the Celebration of Christmas Event for 2022 at a Members Open Session, and suggestions had centred around the event being held in a venue such as the Memorial Hall or All Saints Church and bringing back the competition element.

Members were requested to discuss this event, alongside any discussions regarding the Santa Float. The current programme for November 2022, included the Remembrance and Armistice Day Services and the Fireworks Event, and the programme for December includes the Mayor's Christmas Carol Service / Christmas Tree Light Switch On.

Members requested that the schools be contacted in the first instance to ascertain the level of interest in the Celebration of Christmas event and to discuss the findings at a future Events Working Group meeting. Members were also keen for the Santa Float to take place.

Resolved: **To liaise with the schools regarding the Celebration of Christmas event and to report back to the Events Working Group.**

EWG713 FUTURE EVENTS / QUESTIONS

Events up to the Annual General Meeting in May 2022 had been included on the agenda. Members questions were invited regarding events taking place from May 2022 onwards.

Members were informed that the AGM would be taking place on 18th May 2022 but that the Town Clerk would be asking Members to confirm their preference for when the Mayor's Reception would be held at the next Town Council Meeting.

The forthcoming Jubilee Celebrations were discussed, and Members were asked for guidance about the event content. To date a photographer, First Aid, a DJ and small fairground rides had been confirmed for an event to start at 4pm on the Green and conclude at 9.15pm with the Beacon Lighting on 2nd June.

It was requested that ideas be forwarded to Members and that a special meeting be called prior to the next meeting of EWG, to specifically discuss this event.

The Chairman declared the meeting closed at 6.28pm

Dated this 28th day of April 2022.

Chairman

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
Thursday 31st March 2022 at 5.30pm

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

EWG714 APOLOGIES AND SUBSTITUTIONS

None.

EWG715 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG716 MINUTES

To approve the Minutes of the meeting held on 3rd March 2022.

Resolved: To confirm the minutes of the Events Working Group meeting held on 3rd March 2022.

EWG717 EASTER EGG HUNT – 9th APRIL 2022

Members were advised that craft stalls were not being charged, however, not a great deal of interest had been received to date. Members discussed at length whether to allow balloons at the event, owing to the environmental concerns a round this issue and agreed to allow them on this occasion. Members discussed the age range for participants, it was suggested that a survey be completed, and feedback considered.

Members discussed correspondence that had been received from Dunstable Town Council, with regards to the number of craft stalls that could be held at this event, and the Carnival, without a charge being made. The charges related to the (Market Charter), which Dunstable Town Council administers, and members requested that this issue be discussed at full Town Council in order to move forwards with stalls at future events.

Resolved: To note the report

EWG718 MAYOR'S RECEPTION

Members were advised that following the meeting of the Town Council, the Mayor would be invited to hold a reception at a time of their choosing later on in the year.

Resolved: To note the report.

EWG719 JUBILEE EVENT – 2nd JUNE 2022

Members were advised that a quotation had been received to provide a Children's Magic and Puppet show at the event, at a cost of £155.

It was suggested that the Circus Skills Workshop at a cost of £200 be booked (subject to availability) and that a local organisation be invited to provide refreshments from the pavilion and members were invited to suggest organisations to invite. It was further suggested that the event be advertised as a 'bring your own picnic type event' but that an Ice Cream and Fish Van be invited to attend. Information stalls and stands were welcome to attend the event without charge.

Members agreed for the Hub Café and then Jewels to be invited to provide refreshments from the Village Green Pavilion. It was suggested that some reciprocal activities take place in Bedford Square to create some connectivity.

If no suitable entries to the Jubilee Badge Competition were received; it was suggested that badges with the purple and white logo be purchased; but with some personalisation for Houghton Regis.

Other suggestions included large lawn games for families to utilise, craft activities, and a Coconut Shy, and suggestions were welcomed for musical entertainment. It was suggested that Déjà Vu be contacted and Last of the Summer Ukuleles to provide the latter.

Resolved:

- 1) To book the Children's Entertainer and Circus Skills Workshop subject to availability.**
- 2) To confirm if charges should be made for stalls and caterers**
- 3) To purchase Houghton Regis Jubilee Badges if no suitable badge designs come through from the competition.**
- 4) To confirm additional activities for the event.**

EWG720 CARNIVAL – 9th JULY 2022

Members were requested to note that the University of Bedfordshire Pipe Band were not available to lead the procession this year; but investigations were being made with another band that had been suggested.

Quotations for Carnival Badges had been received as follows and it was suggested that 500 badges be ordered at a cost of £612.50 plus VAT.

Qty 450 @ £1.21p each
Qty 500/ 550 @ £1.07p each
Qty 600 @ £1.05p each
Die £65.00
Carriage £12.50 & vat extra

Designs would be shared at the next meeting of the Events Working Group.

Resolved: To order 500 Carnival Badges.

EWG721 HOUGHTON ROCKS

Members were asked to note that the following bands had confirmed:

- The Trollies (Headliners)
- Sweeney Todd
- Roberts Family Band
- Tess and the Durbervilles
- The Long Riders

In addition 'Billy Lee' had confirmed that he was able to host the event.

Members were asked to consider increasing the fee from £40pp (maximum of £160 per band) to £50pp (maximum of £200 per band) to take into account the increase cost of fuel.

Members were advised that Little Chino was unable to attend this year and members were requested to consider 'Supersonic' who performed on previous years and a Rock 'n' Roll band fronted by Billy Lee. Members were also informed that following a meeting with a member of Diverse FX, the group had been offered an early slot at the event. If the music was to begin at 11am, there would be spaces for two additional bands.

It had been suggested that parking be permitted at the top end of the Recreation Ground and that charges be made of £1 per car, However, there were concerns regarding the football pitches and damage that could occur to the field as a result of this and members were asked to discuss these concerns.

Members were advised that concerns had been raised regarding possible damage to the turf if vehicles were driving over the area. Members agreed that damage would be dependent on the weather. Members agreed to discuss this in more detail at a future meeting.

Resolved:

- 1) **To note the bands taking part**
- 2) **To increase the fee for £50 pp for £200 per band**
- 3) **To invite Supersonic and Billy Lee's band to take part.**
- 4) **To discuss the concerns regarding parking on the Rec Ground.**

EWG722 CELEBRATION OF CHRISTMAS AND SANTA'S GROTTO

Members were asked to note that replies had been received from 3 schools expressing interest in taking part in a 'Celebration of Christmas' event.

Members were asked to consider arranging a Christmas Craft Fayre at the Santa's Grotto Event.

Members agreed to hold a Christmas Fayre alongside the Santa's Grotto.

Resolved: To hold a Christmas Craft Fayre alongside the Santa's Grotto.

EWG723 FUTURE EVENTS / QUESTIONS

All events up to the Annual General Meeting in May 2022 had been included on the agenda. However, Members were invited to ask questions regarding events taking place from May 2022 onwards.

Members discussed alternative events and ideas that could be held by Houghton Regis Town Council.

Members received a verbal update on the fireworks display and were advised that several meetings had been held and sites visited to ensure the best option was assured for the firework display to be held in 2022. Members were advised that there would be a price increase this year for the cost of the display. Investigations had been made into a laser show, however, feedback on these shows had not been overly positive.

The Chairman declared the meeting closed at 7.00pm

Dated this 28th day of April 2022

Chairman

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
Thursday 28th April 2022 at 5.30pm

Present:	Councillors:	T McMahon E Cooper Y Farrell M Kennedy C Slough K Wattingham	Chairman
	Co-opted Members:	Mrs C Butler D Hill	
	Officers:	Sarah Gelsthorp Louise Senior	Civic and Events Officer Head of Democratic Services

EWG724 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr A Slough.

EWG725 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG726 MINUTES

To approve the Minutes of the meeting held on 31st March 2022.

Resolved: To confirm the minutes of the Events Working Group meeting held on 31st March 2022 and for these to be signed by the Chairman.

EWG727 EASTER EGG HUNT REVIEW

Members acknowledged that the number of attendees had been higher than in previous years.

Members acknowledged that a few issues had arisen on the day, it was suggested that staff and volunteers had more structure to their role and areas of support at the event with the suggestion of consideration being given to a one-way system operating at future events when using the Concourse.

Members suggested that the event be more widely advertised next year, however it was disputed that with the number of people in attendance at the event, the information had reached much of the community and had been adequately advertised.

Resolved: To discuss the Easter Egg Hunt

EWG728 JUBILEE EVENT – 2nd JUNE 2022

Members were advised that musical entertainment from Last of the Summer Ukuleles had been confirmed, Déjà Vu 2 had confirmed and children's entertainment from Krisgar Entertainments had been arranged.

Large Lawn Games had also been purchased for the Village Green and refreshments would be provided in the pavilion by Jewels. Members were also asked to note that stall booking forms to organisations had been sent.

The Rugby Club had expressed an interest in creating some games at the event and the idea would be progressed further with the club.

LS Entertainments had booked a Face Painting Stall and members were asked to consider paying LS Events to provide Face Painting, so that it can be offered to the families at no cost.

Members were advised that entries to the Badge Competition had been limited. It was advised that entrants would be thanked for their entry, but members agreed to go ahead with an alternative design.

Members were advised the Houghton Regis Town Council Later Living Social Group would have a VIP seating area under a gazebo at the event.

It was suggested that parking be considered, it was suggested that parking be made available for disabled parking only, and to promote and encourage walking for other patrons. Picnics were to be encouraged to be enjoyed at the event.

Resolved:

- 1) To note the entertainment booked**
- 2) To pay LS Events to attend the event for face painting.**

EWG729 CARNIVAL – 9th JULY 2022

Members were requested to note:

Déjà Vu were unavailable to participate, and members were asked to consider booking another band. It was suggested that Billy Lee's Band 'The Guilty Dogs' be asked to take part in the event.

Members received a design for the Carnival Badge, it was suggested that the design be approved.

Members were asked to confirm if Carnival Programmes should be produced and delivered door to door in the town. Approximate costings would be provided at the meeting and it was agreed to go ahead.

Resolved:

- 1) To confirm musical entertainment for the Carnival as discussed**
- 2) To approve the Carnival Badge Design but altering the word fall to autumn**
- 3) To confirm that Programmes should be ordered and distributed door to door.**

EWG730 HOUGHTON ROCKS – 3rd September 2022

Members were advised Guilty Dogs and Supersonic had confirmed for the event.

Members discussed the ‘Dunstable Market Charter’, a report on which had been requested from The Town Clerk, further discussions would be had once the report had been received.

Resolved: To note the report.

EWG731 FIREWORKS DISPLAY – 6th November 2022

Members received a report regarding the sites appraised by Fantastic Fireworks. Whilst the Fireworks Company would be able to create a display at each site; there were many concerns regarding the safety and security of the event.

It was recommended that the Fireworks Display not proceed on any of the given sites and that a different event be planned for October / November. Suggestions for this were welcomed and alternative suggestions would be presented to members at a future meeting.

Members acknowledged the unfeasibility of holding a display at the suggested locations.

An additional motion was proposed by Cllr Kennedy to read:

Do not arrange an alternative event, but use the time to review the practices and expenditure

Proposed by: M Kennedy seconded by: C Slough

Members in favour: 3

Members against: 3

Chair used her casting vote against the motion.

The additional motion was not carried.

Resolved:

- 1) **Not to proceed with the Fireworks Display**
- 2) **To arrange a different type of event for October / November**

EWG732 FUTURE EVENTS / QUESTIONS

Members had no questions regarding events taking place from May 2022 onwards.

The Chairman declared the meeting closed at 7.11pm

Dated this day of 9th June 2022.

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
19th January 2022 at 11.00am

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

Bedfordshire Police PCC. Festus Bedfordshire Police
Crime Commissioner Akinbusoye

Police: Sgt. Luke Greenman Bedfordshire Police
Special Constable Rob Bedfordshire Police
Cross

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

CBC Safer Jacqui Blake
Communities &
Partnership Team

Apologies: Councillors: C Copleston

Also Councillor: E Cooper
present:

CC215 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston and Carol Butler.

CC216 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC217 MINUTES

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

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

CC218 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:

	2021	2022
Violence against person	70	93
Robbery	1	0
Domestic Burglary	24	14
Burglary Business / Other	4	4
Vehicle Crime	43	22
Other Theft	34	23
Criminal Damage	25	23
Drugs Offences	5	5

Members raised concerns that the number of calls logged had increased exponentially. Members were assured by the Police & Crime Commissioner that investment was planned for the control room to increase efficiency and provide more accurate data.

Members discussed placement and effectiveness of the weapons bin and requested data be presented to a future meeting.

Members discussed the areas of focus for Op Hana.

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

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

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

CC219 POLICE & CRIME COMMISSIONER

Bedfordshire's Police & Crime commissioner was in attendance at the meeting to discuss local concerns.

Members raised concerns regarding police numbers, crime figures and discussed strategies moving forward. The discussion highlighted the importance of residents reporting incidents to ensure statistics are accurate as this could impact future funding allocations.

Members were advised on how funding was distributed and an increase in police precept had been agreed.

Resolved: To note the report

CC220 CBC COMMUNITY & PARTNERSHIP UPDATE

Jaqui Blake was in attendance from Central Bedfordshire Council's Community & Partnership Team to provide members with a verbal update.

Members were updated on a staffing change, Jaqui Blake was now in post as Houghton Regis Town Council's point of contact.

Members were advised that an Action Day had been planned, flyers were distributed and Bedfordshire Police would be in attendance at the event where a private room had been arranged for them to speak confidentially to residents.

Resolved: To note the report

CC221 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

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

- Hillborough Crescent
- Neptune Square
- Tithe Farm Road

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

CC222 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 any available data on the remaining availability of collection slots.

Although no data was available, members were advised that a pre-designated number of slots were made available each month and these slots were taken up by residents.

Resolved: To note the report.

CC223 ARRANGEMENTS FOR FUTURE MEETINGS

Members agreed to meet virtually at the CCWG meeting held in June 2021 with a view to review this arrangement at the January 2022 meeting.

It was recommended that the group continued to meet virtually with a view to review the arrangement in May 2022

Factors to consider were:

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

Resolved: For the CCWG To continue to meet virtually and review this arrangement in May 2022

The Chairman closed the meeting at 12.20pm

Dated this 16th day of February 2022.

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
16th February 2022 at 11.00am

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

Co-opted member: Mrs C Butler Street Watch

Police: Sgt. L Greenman Bedfordshire Police
Special Constable. Rob Cross Bedfordshire Police

Officers: Louise Senior Head of Democratic Services

CBC Safer Communities & Partnership Team Jaqui Blake

Apologies: Councillor: C Copleston

CC224 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston.

CC225 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC226 MINUTES

To approve the Minutes of the meeting held on the 19th January 2022.

Resolved: To approve the Minutes of the meetings held on the 19th January 2022 and for these to be signed by the Chairman.

CC227 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:

	Dec/Jan 2021	Dec/Jan 2022
Violence against person	46	38
Robbery	0	1
Domestic Burglary	6	10
Burglary Business / Other	3	0
Vehicle Crime	10	16
Other Theft	17	10
Criminal Damage	6	11
Drugs Offences	3	1

Members were advised of the hours police had spent on Op Hana foot patrols. It was suggested that more officers that have in depth knowledge of the local area were being scheduled for Op Hana. It was also suggested by the policing team that a more detailed information breakdown be provided monthly rather than bi-monthly.

Members highlighted the positive work the PCC had been undertaken in Leighton Buzzard, however, disappointment was expressed that there had been no such work undertaken in Houghton Regis. The police advised members they were looking to increase their public engagement.

Members discussed the areas of focus for Op Hana.

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

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

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

CC228 CBC COMMUNITY & PARTNERSHIP UPDATE

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

Members were updated on the Houghton Regis Action Day. Members were advised that it had a steady flow of people through despite the weather. Safer Neighbourhood Officer were patrolling Houghton Regis and members were advised of new staffing. Members were advised that Multi Agency Form training was available to Houghton Regis Town Council staff and councillors.

Members were advised that it was predicted that Houghton Regis would be patrolled at least twice a week.

Members highlighted the need for residents and shop keepers to report any issues to the police.

It was suggested by the policing team that the Safer Neighbourhood Team and Police team join their patrols on occasion and patrol Houghton Regis together.

Resolved: To note the report

CC229 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 Drive

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

CC230 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 acknowledged that positive work that continued to be completed by the Town Ranger.

CC231 COMMUNITY SAFETY INITIATIVES

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

Resolved: To note the report.

CC232 HIGHWAYS IMPROVEMENT

Members received an email with regards to the highway improvement scheme up to the value of £25,000. HRTC would be required to match fund any schemes which were taken forwards.

Cllr Goodchild recommended a highway improvement scheme along Sandringham Drive, with the intent to contact traffic management to see if there was any accident data which provided some support due to various complaints from residents. Another area also suggested was to consider a 'slow down' sign outside Tithe Farm Primary School.

Any recommendations will go to the Town Council meeting in March as the application for this funding needs to be submitted by the 8th April 2022.

Members were advised to note that no budget provision had been made for the 2022/23 budget.

Members acknowledged that without School Crossing Patrol in place outside Tithe Farm Primary School traffic improvements were welcomed, however it was acknowledged that congestion was a larger issue than speed around end of the school day and questioned whether a better option could be utilised.

Members agreed to defer this item for discussion at the Town Council meeting in March.

The Chairman closed the meeting at 12.04pm

Dated this 16th day of March 2022.

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
16th March 2022 at 11.00am

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

Police: Sgt. L Greenman Bedfordshire Police

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

CBC Safer Communities & Partnership Team Julia Hobson-Cooper

Apologies: Councillors: M Kennedy
C Copleston
Co-opted member: Mrs C Butler Street Watch

Also in attendance: Councillor: E Cooper

CC232 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston, Cllr Kennedy, Co-Opted member C Butler and Special Constable R Cross.

CC233 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC234 MINUTES

To approve the Minutes of the meeting held on the 16th February 2022.

Resolved: To approve the Minutes of the meetings held on the 16th February 2022 and for these to be signed by the Chairman.

CC235 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:

	Jan / Feb 2021	Jan / Feb 2022
Violence against person	46	52
Robbery	1	4
Domestic Burglary	7	13
Burglary Business / Other	3	3
Vehicle Crime	26	20
Other Theft	16	16
Criminal Damage	22	18
Drugs Offences	3	6

Members were advised that during lockdown crime figures had reduced as people's movements were limited therefore houses were constantly occupied.

Members were advised of local strategies in place to support members of the public.

Members had received feedback that the new benches installed in Parkside had encouraged motorbikes to congregate in the area, it was advised that Op Meteor had been increased to full time and proven to have had a positive impact on illegal bikes in the area.

Members were advised the scheduling team member for staffing Op Hana, had been focussing on team members who had knowledge of Houghton Regis and had removed staff who were less motivated.

Members were advised that the police intended to have more engagement with the community.

Members discussed the areas of focus for Op Hana.

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

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

CC236 CBC COMMUNITY & PARTNERSHIP UPDATE

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

Members were advised that high visibility patrols had been maintained with a focus on Bedford Square, there had been interaction with members of the community and the local shops, with encouragement to report any crime issues.

Members were advised that there was a wish to engage with Bidwell West and Linnere.

Members raised concerns that Houghton Regis was being excluded from multi-agency meetings and suggested that Houghton Regis Town Council had a representative at future multi-agency meetings.

Resolved: To note the report

CC237 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 Drive (Elm Park)

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

CC238 REDEPLOYABLE CAMERA WARRANTY AND SERVICE BUNDLE

Members were advised that the warranty and service bundle for the 3 redeployable cameras expired in September 2022.

This package included:

- Camera sim card for data transmission
- Network management
- Technical support
- Warranty

For budgeting purposes, bundles were usually purchased on a 5 year basis and budgeted for yearly, a renewal quote had been sought, as follows:

IP Address	Company	Model	Serial No.	Airtime Expiry Date
10.60.3.164	Houghton Regis	Mini Dome	4G MD-421	29/09/2022
10.60.3.165	Houghton Regis	Mini Dome	4G MD-420	29/09/2022
10.60.3.163	Houghton Regis	Mini Dome	4G MD-549	29/09/2022

Code	Item	Price	QTY	Total Excl. VAT
MDRESEBU05	Mini Dome Service Bundle Renewal 05GB - 2 years	£1,500	3	£4,500
MDRESEBU053YR	Mini Dome Service Bundle Renewal 05GB - 3 years	£1,800	3	£5,400
MDRESEBU054YR	Mini Dome Service Bundle Renewal 05GB - 4 years	£2,180	3	£6,540
MDRESEBU055YR	Mini Dome Service Bundle Renewal 05GB - 5 years	£2,421	3	£7,263

Members queried whether payment was to be made as one payment or whether it was split over the contracted five years. This information would be fed back to members after clarifying.

Resolved: To note the report.

CC239 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 acknowledged the positive feedback that had been received on the work of the Town Ranger.

Resolved: To note the report.

The Chairman closed the meeting at 12.28pm

Dated this 20th day of April 2022

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
20th April 2022 at 11.00am

Present: Councillors: Y Farrell
M Kennedy
T McMahon

Co-opted member: Mrs C Butler Street Watch

Police: Sgt. J Sharp Bedfordshire Police

Officers: Tara Earnshaw Community Development Officer

CBC Safer Communities & Partnership Team Jaqui Blake

Absent: Councillors: K Wattingham
C Copleston

Also present: Councillor: E Cooper

CC240 APOLOGIES & SUBSTITUTIONS

None.

CC241 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC242 MINUTES

To approve the Minutes of the meeting held on the 16th March 2022.

Resolved: To approve the Minutes of the meetings held on the 16th March 2022 and for these to be signed by the Chairman.

CC243 POLICE REPORT

Members received a verbal update regarding Operation Hana.

Members were invited to:

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

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

Members were updated on local crime figures compared with the same two months of the previous year. Members were advised of increases and decreases in crime figures and the causes of the change in numbers.

Members were advised that there had been a total of 120 hours of Op Hana, 72 of which were foot patrol with one arrest made.

Members discussed strategies to aid the prevention of bicycle theft.

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.

CC244 CBC COMMUNITY & PARTNERSHIP UPDATE

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

Houghton Regis was being patrolled two to three times a week by the Neighbourhood Safety Team, it was advised that Bedford Square would be receiving new lighting, and there were plans in place for bollards to be installed at the entrance point to prevent unauthorised parking in Bedford Square.

Members were advised that Housing Matters Magazine would be going to homes in Houghton Regis highlighting the consequences of any involvement with illegal motorbikes.

Plans were in place to set up an initiative to engage proactively with local residents and school children using Bedford Square.

Resolved: To note the report

CC245 REDEPLOYABLE CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

Members discussed where illegal bikes were accessing Parkside Recreation area and where they exited.

It was agreed that a site visit would be arranged to assess placing a redeployable camera overlooking the entrance and exit points.

Members were advised that the police were now using ‘What Three Words’ and the benefits of accessing this location app. It was requested that the Town Council promote this on their social media pages.

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:

- Parkside (Elm Park)
- Neptune Square
- Hillbrough Crescent

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

CC246 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 highlighted that there were several abandoned cars in the Elm Park Close area, the process of removal was queried. This would be looked into and fed back, it was suggested that a multiagency approach may be necessary.

Thanks were offered to the Town Ranger for his tireless work in the town.

CC247 COMMUNITY SAFETY INITIATIVES

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

Since members began the community safer initiatives log, many items on the log were reported via agenda items or reports via the CCWG and Community Services meeting. The meetings report on the work the Town Ranger completed, the bulk waste initiative with CBC and speed was monitored on Windsor Drive bi-monthly.

It was recommended that this agenda item be reviewed every 6 months or when funding becomes available to deliver a school highway safety initiative. To continue to monitor the speed sign on Windsor Drive bi-monthly and to receive monthly updates on the Town Ranger jobs.

Members highlighted the importance of collaborative and cohesive working with Central Bedfordshire Council and councillors regarding matters affecting funding. It was suggested that a meeting be held with members of Central Bedfordshire Council and Houghton Regis Town Council to discuss cohesive working.

Members discussed the parking issues around schools in Houghton Regis, it was suggested that the Safer Neighbourhood Team could patrol school zones at peak times periodically, as members of the team had parking enforcement powers.

Resolved: To continue to monitor the speed sign data bi-monthly and the Town Ranger jobs monthly via CCWG. To review the school highway initiative every 6 months or when funding becomes available.

The Chairman closed the meeting at 11.50am

Dated this 18th day of May 2022.

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
18th May 2022 at 11.00am

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

Co-opted member: Mrs C Butler Street Watch

Police: Sgt. Luke Greenman Bedfordshire Police
Sp. Con. Rob Cross Bedfordshire Police

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

Also Councillor: E Cooper
present:

CC248 APOLOGIES & SUBSTITUTIONS

None.

CC249 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC250 MINUTES

To approve the Minutes of the meeting held on the 20th April 2022.

Resolved: To approve the Minutes of the meetings held on the 20th April 2022 and for these to be signed by the Chairman.

CC251 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:

	March – April 2021	March – April 2022
Violence against person	92	58
Robbery	5	3
Domestic Burglary	8	7
Burglary Business / Other	3	2
Vehicle Crime	20	21
Other Theft	17	15
Criminal Damage	28	21
Drugs Offences	3	11

Members were advised that op Hana policing had amounted to a total of 200 hours, with 125 hours of foot patrol.

Members highlighted the new seating in Parkside had encouraged youths to congregate, it was suggested that, when on patrol, police visit the site to engage with the users as part of their community policing strategy.

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.

CC252 CBC COMMUNITY & PARTNERSHIP UPDATE

Members were advised that the representative for CBC Community & Partnership team was on annual leave.

CC253 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

In light of the police report and additional feedback members considered whether there was a need to move the redeployable cameras to different locations or whether they should remain where they were. The cameras were currently located at:

- Parkside (Elm Park)
- Neptune Square
- Hillbrough Crescent

Members agreed to move camera 1 from Parkside (Elm Park) to Windsor Drive. The new locations of the Cameras would be:

- Windsor Drive
- Neptune Square
- Hillbrough Crescent

It was requested that a quarterly update be provided by Central Bedfordshire Council CCTV Team.

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

CC254 ENVIRO-CRIME

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

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

Resolved: To note the report

The Chairman closed the meeting at 11.50am

Dated this 15th day of June 2022

Chairman

Annual Budget - By Committee (Actual YTD Month 3)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>										
302	<u>Community Services</u>									
1091	Income Miscellaneous	1,800	1,185	1,700	924	0	0	0	0	0
	Total Income	1,800	1,185	1,700	924	0	0	0	0	0
4221	SUMMER PLAYScheme	4,500	2,399	4,500	1,491	0	0	0	0	0
4226	Youth services	4,300	7,428	4,500	389	0	0	0	0	0
4227	Community Services	6,000	7,784	6,000	480	0	0	0	0	0
4230	Public Toilets	18,800	20,029	18,800	3,271	0	0	0	0	0
4232	Christmas Lights	13,000	16,402	13,000	0	0	0	0	0	0
5022	Tfr from EMR Knife Crime	0	-1,737	0	0	0	0	0	0	0
	Overhead Expenditure	46,600	52,305	46,800	5,631	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(44,800)</u>	<u>(51,120)</u>	<u>(45,100)</u>	<u>(4,707)</u>	<u>0</u>		<u>0</u>		
303	<u>Communications</u>									
4029	Promotional Material	2,000	146	2,000	715	0	0	0	0	0
4033	NEWSLETTER	4,400	5,105	4,600	0	0	0	0	0	0
4034	WEBSITE COSTS	1,000	826	1,000	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	350	0	0	0	0	0	0	0	0
	Overhead Expenditure	7,750	6,077	7,600	715	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(7,750)</u>	<u>(6,077)</u>	<u>(7,600)</u>	<u>(715)</u>	<u>0</u>		<u>0</u>		
304	<u>Events</u>									

Annual Budget - By Committee (Actual YTD Month 3)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1094	Income from Sponsors	4,650	473	2,000	500	0	0	0	0	0
1097	Income - Council Events	4,300	2,984	4,650	913	0	0	0	0	0
	Total Income	8,950	3,456	6,650	1,413	0	0	0	0	0
4031	ADVERTISING	500	0	0	0	0	0	0	0	0
4222	COMMUNITY EVENTS	35,000	28,572	50,800	11,884	0	0	0	0	0
	Overhead Expenditure	35,500	28,572	50,800	11,884	0	0	0	0	0
	Movement to/(from) Gen Reserve	(26,550)	(25,116)	(44,150)	(10,471)	0		0		
305	<u>Community Grants</u>									
4203	MAYORS CHRISTMAS APPEAL FUND	2,800	2,269	3,300	0	0	0	0	0	0
4218	Grants (WB) Small Projects	3,000	3,074	3,000	1,100	0	0	0	0	0
4219	Grants (WB) Large Projects	0	0	1,000	1,000	0	0	0	0	0
4220	Grants (WB) Key Partners	15,000	11,626	15,000	0	0	0	0	0	0
	Overhead Expenditure	20,800	16,969	22,300	2,100	0	0	0	0	0
	Movement to/(from) Gen Reserve	(20,800)	(16,969)	(22,300)	(2,100)	0		0		
306	<u>Community Safety</u>									
4046	Enviro - Crime	7,400	7,210	7,900	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	34,990	40,937	34,990	-1,283	0	0	0	0	0
	Overhead Expenditure	42,390	48,146	42,890	-1,283	0	0	0	0	0
	Movement to/(from) Gen Reserve	(42,390)	(48,146)	(42,890)	1,283	0		0		
307	<u>Civic Services</u>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 3)

Note: Budget

		<u>2021/22</u>		<u>2022/23</u>				<u>2023/24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4101	MAYORS ALLOWANCE	3,850	3,194	3,850	491	0	0	0	0	0
4106	Mayors Civic Events	2,900	2,190	2,900	1,055	0	0	0	0	0
4121	CIVIC REGALIA	665	517	300	0	0	0	0	0	0
4122	Civic Fund Expenses	200	197	200	6	0	0	0	0	0
	Overhead Expenditure	7,615	6,099	7,250	1,552	0	0	0	0	0
	Movement to/(from) Gen Reserve	(7,615)	(6,099)	(7,250)	(1,552)	0		0		
399	<u>Community Capital & Projects</u>									
4034	WEBSITE COSTS	0	0	6,000	0	0	0	0	0	0
4804	CAP-New Christmas Lights	6,000	0	6,000	0	0	0	0	0	0
	Overhead Expenditure	6,000	0	12,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(6,000)	0	(12,000)	0	0		0		
	Community Services - Income	10,750	4,641	8,350	2,337	0	0	0	0	0
	Expenditure	166,655	158,168	189,640	20,600	0	0	0	0	0
	Movement to/(from) Gen Reserve	(155,905)	(153,527)	(181,290)	(18,263)	0		0		
	Total Budget Income	10,750	4,641	8,350	2,337	0	0	0	0	0
	Expenditure	166,655	158,168	189,640	20,600	0	0	0	0	0
	Movement to/(from) Gen Reserve	(155,905)	(153,527)	(181,290)	(18,263)	0		0		

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		

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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	

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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	

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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	

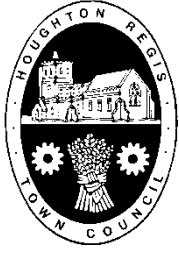
2021/22 figure:	2022/23 figure (requested):	Agreed	
£0	6000	6000	

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 11**

Date:	4th July 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.

Income received from community services events (Woburn trip and the Get Green event).

302-4221 Playscheme & Family Trips

Expenditure incurred for the summer trip.

302-4226 Youth Services

Various small items of expenditure incurred to support the Youth Council.

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

Various small items of expenditure incurred for Get Green event and to support the HRLLG at the Jubilee event.

302-4230 Public Toilets

Covers cleaning and consumables for the town centre toilets. Expenditure covers

April and May.
 302-4232 Christmas Lights
 Annual expenses incurred around the Christmas period
 303-4029 Promotional Material
 Promotional items purchased.
 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
 Budget provided to support website adjustments.
 304-1094 Income from Sponsors
 The Council's Events Officer is working hard to attract sponsorship for events and has had some success.
 304-1097 Income from events
 This is oncome largely from carnival bookings.
 304-4031 Advertising
 To be used in due course.
 304-4222 Community Events
 Expenditure relates to Jubilee and carnival events.
 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.
 The council awarded 6 grants to residents to hold their own Jubilee street parties.
 305-4218 Large Projects grants
 The council awarded the Singing Café a grant of £1000 in 2021/22, payable in 2022/23.
 305-4220 Key Partner grants
 Key Partner grants awarded Oct / Nov.
 306-4046 – Enviro Crime
 Includes monitoring from CBC for redeployable cameras and the bulk waste project.
 306-4059 Other Professional Fess
 Covers costs associated with Operation Hana.
 307-4101 Mayors Allowance
 Expenses incurred to date.
 307-4106 Mayors Civic Events
 Mayors Service held.
 307-4121 Civic Regalia
 No expenses incurred to date.
 307-4122 Civic Fund expenses
 No expenses incurred to date.
 399-4804 Christmas Lights
 No expenses incurred to date.

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

23/06/2022

Houghton Regis Town Council

Page 1

10:40

Detailed Income & Expenditure by Budget Heading 23/06/2022

Month No: 3

Cost Centre Report

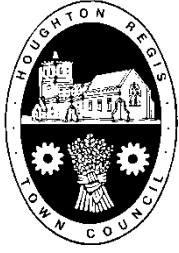
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Community Services								
1091 Income Miscellaneous	0	924	1,700	776			54.4%	
Community Services :- Income	0	924	1,700	776			54.4%	0
4221 SUMMER PLAYScheme	0	1,491	4,500	3,009		3,009	33.1%	
4226 Youth services	0	389	4,500	4,111		4,111	8.7%	
4227 Community Services	0	480	6,000	5,520		5,520	8.0%	
4230 Public Toilets	0	3,271	18,800	15,529		15,529	17.4%	
4232 Christmas Lights	0	0	13,000	13,000		13,000	0.0%	
Community Services :- Indirect Expenditure	0	5,631	46,800	41,169	0	41,169	12.0%	0
Net Income over Expenditure	0	(4,707)	(45,100)	(40,393)				
303 Communications								
4029 Promotional Material	0	715	2,000	1,285		1,285	35.8%	
4033 NEWSLETTER	0	0	4,600	4,600		4,600	0.0%	
4034 WEBSITE COSTS	0	0	1,000	1,000		1,000	0.0%	
Communications :- Indirect Expenditure	0	715	7,600	6,885	0	6,885	9.4%	0
Net Expenditure	0	(715)	(7,600)	(6,885)				
304 Events								
1094 Income from Sponsors	0	500	2,000	1,500			25.0%	
1097 Income - Council Events	0	913	4,650	3,737			19.6%	
Events :- Income	0	1,413	6,650	5,237			21.2%	0
4222 COMMUNITY EVENTS	1,260	11,884	50,800	38,916		38,916	23.4%	
Events :- Indirect Expenditure	1,260	11,884	50,800	38,916	0	38,916	23.4%	0
Net Income over Expenditure	(1,260)	(10,471)	(44,150)	(33,679)				
305 Community Grants								
4203 MAYORS CHRISTMAS APPEAL FUND	0	0	3,300	3,300		3,300	0.0%	
4218 Grants (WB) Small Projects	700	1,100	3,000	1,900		1,900	36.7%	
4219 Grants (WB) Large Projects	0	1,000	1,000	0		0	100.0%	
4220 Grants (WB) Key Partners	0	0	15,000	15,000		15,000	0.0%	
Community Grants :- Indirect Expenditure	700	2,100	22,300	20,200	0	20,200	9.4%	0
Net Expenditure	(700)	(2,100)	(22,300)	(20,200)				

Detailed Income & Expenditure by Budget Heading 23/06/2022

Month No: 3

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	0	7,900	7,900		7,900	0.0%	
4059 OTHER PROFESSIONAL FEES	0	(1,283)	34,990	36,273		36,273	(3.7%)	
Community Safety :- Indirect Expenditure	0	(1,283)	42,890	44,173	0	44,173	(3.0%)	0
Net Expenditure	0	1,283	(42,890)	(44,173)				
307 Civic Services								
4101 MAYORS ALLOWANCE	55	491	3,850	3,359		3,359	12.8%	
4106 Mayors Civic Events	0	1,055	2,900	1,845		1,845	36.4%	
4121 CIVIC REGALIA	0	0	300	300		300	0.0%	
4122 Civic Fund Expenses	0	6	200	194		194	3.0%	
Civic Services :- Indirect Expenditure	55	1,552	7,250	5,698	0	5,698	21.4%	0
Net Expenditure	(55)	(1,552)	(7,250)	(5,698)				
399 Community Capital & Projects								
4034 WEBSITE COSTS	0	0	6,000	6,000		6,000	0.0%	
4804 CAP-New Christmas Lights	0	0	6,000	6,000		6,000	0.0%	
Community Capital & Projects :- Indirect Expenditure	0	0	12,000	12,000	0	12,000	0.0%	0
Net Expenditure	0	0	(12,000)	(12,000)				
Grand Totals:- Income	0	2,337	8,350	6,013			28.0%	
Expenditure	2,015	20,600	189,640	169,040	0	169,040	10.9%	
Net Income over Expenditure	(2,015)	(18,263)	(181,290)	(163,027)				
Movement to/(from) Gen Reserve	(2,015)	(18,263)						



COMMUNITY SERVICES COMMITTEE

Agenda Item 13

Date:	4th July 2022
Title:	HRTC Grants Scheme
Purpose of the Report:	For members to review the council's grant scheme to ensure it is fit for purpose.
Contact Officer:	Tara Earnshaw, Community Development Officer

1. RECOMMENDATION

To relaunch the Houghton Regis Community Grant scheme from April 2023 to include:

1. **Key Partner Grants – as existing**
2. **Project Grant Scheme – to offer funding for up to £800 to deliver a capital project or a one-off community initiative. To reduce match funding requirements from 50% to 20%. To look to set a budget of £4,000 in 2023/24.**

2. BACKGROUND

HRTC grants scheme has been in place for a number of years. The last review was in February 2019, minute number 9783. This report is brought forward due to the relatively low number of small grant applications received and the inherent difficulty to budgeting for the Large Grant Scheme. Members are invited to review the scheme to ensure it is fit for purpose and that it serves the needs of our community.

3. CURRENT SCHEME DETAILS

The main details of the scheme are as follows ([Community Grants scheme | Houghton Regis Town Council](#)):

Key partner grants:

Applicants apply to become a key partner. This status lasts for a four-year period. Key Partner Grants are typically over £1000 that can be used for both revenue and/or capital costs. Each year the applicant is required to complete a renewal application form. No match funding is required for this grant.

Large Project Grants:

Applicants can apply for funding between £501 - £1,000. This must be matched funded with at least 50% from other funding sources. The funding is not intended for the group start-up projects and cannot be used for running costs. The application is presented to the Committee in October to enable the funds to be budgeted for and then is awarded in April the following financial year.

Small Project Grants:

Applicants can apply for funding up to £500. This must be match funded with at least 50% from other funding sources. The funding can be used for small capital projects or for start projects but cannot be used for running costs.

Budget Provision:

As Key Partner grants are agreed for a 4-year period, the council budgets the exact amount required on an annual basis.

Large project grants are considered and agreed in one financial year but settled in the following financial year. This enables the council to budget an accurate amount but it does require the applying organisation to be quite forward-thinking with their project.

Small project grants are applied for and settled in the same financial year. The council budgets £3000 for all small grants. Funding under £200 can be authorised in consultation with the Town Clerk and the Community Services Committee Chair.

4. ISSUES FOR CONSIDERATION

Over the previous few year's applications for both the small and the large project grant funding has not been as fully utilised by groups as in previous years. This is quite likely due to the pandemic. However, as communities move away from the restrictions of the pandemic groups/organisations will re-emerge undoubtedly. It is also suggested that new groups may emerge from the growth areas of Bidwell West and Linnere. However, times are still difficult albeit in a more financial way. The following suggestions are put forward for consideration in the hope that they may make the grant scheme more accessible to local groups in these new times whilst also keeping budget requirements realistic for the council.

Key Partners – no change suggested

Large & Small Capital Grants - To merge both large and small project grants (possible call it the Houghton Regis Project Grant Scheme) and increase the upper funding limit to £800 for capital costs or one-off community initiatives. To reduce the match funding requirement from 50% to 20% to make the scheme more accessible to organisations. To increase the grant budget from £3000 to £4000.

Applications for funding under £200 would remain determinable by the Clerk and Committee Chair.

5. 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
- A3 To positively **promote** the town

Objective 4: Our community

- 4.3 To provide activities for young people, families, and older people
- 4.7 To support local organisations

6. 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 require an increase from £3,000 to £4,000 to merge both the large and the small project grant funds together from April 2023.

Risk Implications

There is a risk to the reputation of HRTC should its members decide to stop offering a grant scheme.

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

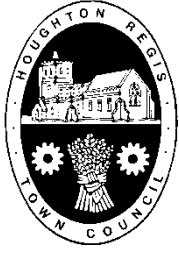
The decision relating to this agenda item will be communicated to the press, via the website and social media.

7. CONCLUSION AND NEXT STEPS

By merging both the small and large project grants together and decreasing the match funding element to 20%, it is anticipated that more community groups will be able to access the funding available.

8. APPENDICES

None.



Date:	4th July 2022
Title:	TOWN CENTRE TOILET – APPOINTMENT OF CONTRACTOR
Purpose of the Report:	To present to members quotes for the cleaning of the town centre toilets.
Contact Officer:	Clare Evans, Town Clerk

1. RECOMMENDATION

- 1. To seek to appoint contractor 2 as the contractor to deliver the cleaning of the town centre toilets for the period 1st September 2022 to 31st August 2025 under the cleaning only option;**
- 2. To request that Town Council authorise the use of General Reserves up to £2000 to fund this contract in 2022/23.**

2. BACKGROUND

For a number of years the council have had a contract with a cleaning company for the cleaning of the town centre toilets. The current contract expired in June 2021. Since this time the contractor has continued to operate under the terms of the contract by agreement.

3. ISSUES FOR CONSIDERATION

Contract specification

Members will find attached at Appendix A the cleaning specification.

The contract period is 1st September 2022 to 31st August 2025.

Tender Process

This specification was placed on Contracts Finder during May. Interested firms were asked to quote for an all inclusive provision (cleaning and consumables) and also for cleaning only with a consumables to be charged as used.

Quotes are provided at Appendix B.

Tender Consideration

It is suggested that Company 1 and 3 be discarded due to a lack of clarification and supporting information.

Company 2 and 4 have provided a suitable level of information and it is felt that they would meet the requirements of the specification.

Budget

In budget code 302 4230 there is £18,800 for 2022/23.

To date £3,271 has been spent on the cleaning for April and May plus some consumables.

There is insufficient budget available to appoint Company 2 or Company 4. However reservations are expressed over Company 1 and 3 based on their communications through the tender process.

It is suggested that members consider viring funds from another budget to fund this contract. One possibility is using funds from 304-4222 Community Events. To appoint the lowest tender (Company 2, cleaning only) it is suggested that £2000 would need to be vired.

In-house employment

Some consideration has been given to this option. However there are concerns over the following aspects of this option:

- Lack of in-house expertise to manage the cleaning of a public facility:
- Cover for planned periods of leave
- Cover for unplanned periods of leave

There are the following options to consider:

1. Appoint Company 2 as the lowest tender submission and look to vire funds or to request use of General Reserves from Town Council
2. Appoint company 1 or 3 and monitor delivery
3. Use in-house / direct employment to deliver the work

4. COUNCIL VISION

Aspirations

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

Objective 3: A safe and vibrant town

3.8 To support local businesses and retailers

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations.

Legal Implications

- In accepting the recommendation the council is entering into a 3 year contract with associated legal obligations.

Financial Implications

- Budget – see above.
- Tenders were sourced through Contracts Finder

Risk Implications

- Service delivery – failure to secure a new contract would result in the toilets having to be closed
- Reputation – the council in partnership with the current contractor has been awarded the Platinum award from the Loo of the Year for a number of years. There is a reputational risk to the council should cleaning services levels not be maintained.

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

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

7. CONCLUSION AND NEXT STEPS

The provision of clean and accessible public toilets in the town centre is valued by visitors to the town centre and helps to support a vibrant town centre.

8. APPENDICES

Appendix A: Cleaning Specification
Appendix B: Tender comparison



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Telephone: 01582 708540 Fax: 01582 861102

Email: info@houghtonregis.org.uk

www.houghtonregis.org.uk

Quotes are invited to provide:

Cleaning of the Houghton Regis Town Centre Toilets

in accordance with the following specification:

Period:	1 st September 2022 to 31 st August 2025
Venue:	Houghton Regis Town Centre Toilets, Bedford Square, Houghton Regis
Opening Hours	<p>All facilities must be open to the public by 8am and not be closed before 6pm daily except for Sunday and Bank Holidays.</p> <p>In normal circumstances they should not be opened before 06.30am or left open after 6.30pm.</p> <p>The Contract Administrator may vary the above opening hours on special occasions an according to local circumstances. Any such variation will be given in writing and the Contractor's payment will be adjusted accordingly.</p>
Summary:	<p>The services to be provided by the Contractor fall into four main categories:</p> <ol style="list-style-type: none"> 1. Opening, Closing and Cleaning <ul style="list-style-type: none"> • To provide suitable qualified cleaning staff. • To operate safe working practices to minimise risk to staff and customers. • To replenish consumable supplies. • Record and report defects and incidents. • To ensure that the facilities are kept clean, tidy and hygienic to a high standard in accordance with the detailed cleaning specification. 2. Provision of Consumable Supplies and Cleaning Materials <p><i>Quote 1</i></p> <ul style="list-style-type: none"> • To supply sufficient levels of consumable supplies and cleaning materials to be available as required within the facilities. • Consumables must be priced into the Tender <p><i>Quote 2</i></p> <ul style="list-style-type: none"> • To supply sufficient levels of cleaning materials as required within the facilities. • A price list for consumables to be provided and agreed at the outset of the contract. The Contractor to invoice the Council for consumable supplies on a monthly basis. 3. Removal and Disposal of Waste (including Sharps) <ul style="list-style-type: none"> • To provide suitably frequent waste collection and disposal services using properly licensed means.

	<p>4. Management</p> <ul style="list-style-type: none"> • To manage the provision of cleaning service. • To recruit and train suitable staff and to plan and supervise their work. • To report and liaise with the Town Clerk or delegated officer of the Council on all matters concerning the provision of the service •
General:	<p>Where they exist, the Contractor will have use of storage/cleaner's facilities. These may be inspected, by appointment only, during the tender period and may be used for the storage of equipment and materials, which must be returned to the relevant storage area after the completion of the cleaning. These areas are only to be used to store items in connection with this Contract. Storage of other equipment or materials is strictly prohibited. These areas are to be kept in a tidy, organised and sanitary condition. All rubbish is to be held in approved containers until it is removed by a licensed operator and taken to a licensed facility.</p> <p>The Contractor shall not carry out any work at the site outside the contracted hours without the prior written approval of the Contract Administrator.</p> <p>The standards set out in this Specification are to be regarded as the minimum the Council will accept and the Contractor is encouraged to implement higher standards wherever these can be economically achieved. It is fundamental principle that the Contractor shall behave pro-actively and in co-operation with the Council to ensure that the highest possible standards of cleanliness and customer service are provided at all times.</p>
Definitions	<p>In this Specification the following definitions apply:</p> <p>“BICSc” means the British Institute of Cleaning Science</p> <p>“Sanitary Areas” means areas pertaining to the promotion of health including toilet areas, baby change and showers.</p> <p>“Microbiological Cleaning Product” means a cleaning product that uses carefully selected microorganisms designed to eliminate the odours caused by urine and other washroom odours.</p> <p>“Contract Administrator” means Houghton Regis Town Council</p>
Procedures for Contractor's Staff	<p>The Contractors staff will visit the site to open. They must then sign the site log in to confirm what they have done and record any findings made to the Contract Administrator.</p> <p>At the end of each day on which the public conveniences have been opened a member of the Contractor's staff will visit each site to check all the facilities and record that they have done so in the site log.</p> <p>The Contractor's staff will record in the log book any defects found whilst undertaking cleaning and bring them to the Contract Administrator attention.</p>
General Cleaning Requirements	<ol style="list-style-type: none"> 1. If any situation merits the closing of a facility to the public the Contractor shall erect temporary signs, record the details and report them to the Contract Administrator as soon as possible. 2. All defects and damages to the public conveniences, whether to the building or its fixtures and fittings, shall be recorded by the Contractor and reported to the Contract Administrator as soon as possible. 3. When floors, steps or ramps are wet, particularly following cleaning, the Contractor shall erect temporary signs in conspicuous positions stating “Danger - Wet Floor”. 4. Where electrical cables to equipment may cause a hazard the Contractor shall erect temporary warning signs in conspicuous positions.

	<ol style="list-style-type: none"> 5. The Contractor shall attempt to deal with blockages of WC pans, waste pipes, basins, flushing system, outlets, overflows and the like by plunging, use of a microbiological unblocking product or by other means. If this proves ineffective the Contractor shall record the details in the site log book and report them to the Contract Administrator as soon as possible. 6. The Contractor shall ensure that all doorways and accesses are free from obstruction during the performance of and upon completion of the cleaning service. 7. Spray and liquid polishes for furniture, fixtures and fittings must not be over-sprayed or spill onto the walls and floor. 8. Graffiti shall be removed as part of each cleaning cycles, using approved cleaning materials and methods. If graffiti is proving difficult to remove using normal methods, this shall be recorded in the site log and reported to the Contract Administrator as soon as possible. 9. If Contractor's personnel are on site outside normal opening hours they shall, before leaving site, ensure that nobody else is on the premises and, where appropriate, ensure that lights are turned off and the doors and security shutters are closed and locked. 10. The cleaning service is to be carried out following BICSc cleaning Operators Proficiency Certificate. 11. Colour coded cloths must be used as an aid to ensure that, in the interest of hygiene, a cloth used for one task is not used for another task. 12. Cloths used for the application of any spirit based formula shall be disposed of immediately after they are finished with as they are liable to spontaneous combustion if stored. 13. All cleaning materials and supplies are to be stored, handles, transported and used in accordance with manufacturers instructions and any regulations set out under the terms of any legislation current or arising during the Contract Period and all warning strictly observed. 14. All containers of cleaning materials are to be clearly and correctly labelled denoting their contents and poison labels displayed where appropriate. 15. All cleaning materials shall be securely locked away when not in use. 16. The Contractor must submit a list of materials and suppliers to be used for the approval of the Contract Administrator at least 14 days prior to the commencement of the contract.
<p>Daily Cleaning – to be carried out on each cleaning visit to the site</p>	<p>Each site to be cleaned on two occasions during each day, at times to be agreed with the Contract Administrator. The final cleaning visit of the day may be combined with locking up for the night.</p> <p>a) Waste Removal</p> <p>The Contractor shall empty all receptacles and rubbish bins, which shall be removed daily by the Contractor. Broken glass, glass bottles, syringes, razor blades and the like shall be places in a sharps container to prevent subsequent handling. The Contractor shall be responsible for the collection and disposal of sharps or syringes found on the premises to a registered clinical waste disposal site. The Contractor shall ensure that all staff are adequately trained in the prevention of blood borne diseases and for the disposal of sharps. The Contractor shall be responsible for the supply of personal protective clothing, equipment, collection devices and sharps bins for the duration of the Contract. Remove all organic matter, rubbish, waste food, paper, chewing gum and the like adhered to the inside and outside surfaces of receptacles and rubbish bins after emptying. Treat all inside and outside surfaces of receptacles and rubbish bins and outside only of soap,</p>

towel, toilet roll, condom and sanitary towel dispensers and the like with an approved solution of microbiological cleaning product. Allow recommended contact time prior to being removed with a cloth and clean water to remove all traces of organic matter and rubbish.

Quality Standard

All receptacles and bins to be emptied on each visit and left in a safe and hygienic condition

b) Floor Surfaces

Remove from the complete floor surfaces by using a broom, acrylic or nylon fibre mop, disposable muslin type cloth and/or by using mechanical vacuum equipment, all dust, dirt, organic matter, paper, rubbish, chewing gum, glass, sharps and the like. Particular attention shall be paid to areas around equipment, skirting, doorways, cubicles, WC pans, urinals, corners of the toilet area etc. broken glass, glass bottles, syringes, razor blades and the like shall be placed in a sharps container. Treat the complete floor surface with a correct dilution of an approved microbiological cleaning product or stain removal agents. Allow recommended contact time. Agitate the cleaning product on the floor surfaces with a cotton or sponge-yarn mop or edging tool, prior to swilling with clean water to remove all excess traces of organic matter, ingrained dirt, rubbish and the like. Remove excess water with a squeegee and leave floor surface to dry, clean and tidy. Dirt left on walls, skirting, door bottoms, cubicle walls, WC pans and the like shall be removed with a cloth and clean water. Separate colour coded mops to be used in sanitary area as recommended by BICSc. Remove grates from drainage channels and the outlets and set aside. Remove all dirt, organic matter, paper, rubbish, glass, sharps and the like from the drainage channels and outlets. Glass, syringes, razor blades, sharps etc shall be placed in a sharps container. Treat the drainage channel and outlets with a correct dilution of an approved microbiological cleaning product. Allow recommended contact time prior to swilling to remove all traces of microbiological cleaning product and residue. Replace grates to drainage channels and outlets.

Quality Standard

Floor to be as dry as possible and free from dust, debris, streaks, marks, organic matter and have a uniform appearance. Skirting boards to be free from dust, debris, streaks, organic matter and splash marks. Drainage channels to be free from debris, organic matter and unpleasant odours.

c) Walls, Partitions Including Toilet Cubicle Partitions, Back Walls and Doors

Spot clean wall and partition surfaces to the full height with a correct dilution of approved microbiological cleaning product and approved stain remover where applicable, ensuring the stain remover is cleaned away. Absorbent surfaces to be checked for colour fastness and staining before use of stain remover. Allow recommended contact time for cleaning product prior to wiping or scrubbing where necessary with a colour coded cloth in sanitary area or brush and clean water to remove all dirt, finger marks, stains, spots and spillages including chewing gum and graffiti. Wall and partition surfaces shall be left clean, dry and tidy. Separate colour coded cloths to be used in sanitary areas as recommended by BICSc.

Quality Standard

Surfaces to be free from visible marks and stains and have a uniform appearance

d) Fixtures and Fittings

Remove all dust, dirt, organic matter, chewing gum, graffiti, cobwebs and the like from window ledges, entrance and exit doors, door handles, handrails, light switches, electrical sockets, heating vents, warm air hand dryers with integral bins, toilet roll holders, skirting, kick plates, door push plates, disabled fittings, vending machines, sanitary/nappy bins etc. Treat the complete surfaces of window ledges, entrance and exit doors, door handles, handrails, light switches, electrical sockets, warm air hand dryers, WC cubicle partitions (including back walls and cubicle doors), skirting, kick plates, push plates, disabled fittings, vending machines, sanitary bins and the like with a correct dilution of approved microbiological cleaning product and approved stain remover where applicable, ensuring the stain remover is cleaned away. Absorbent surfaces to be checked for colour fastness and staining before use of stain remover. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of organic matter, dirt, chewing gum, graffiti etc. Stainless steel surfaces to be treated with manufacturers recommended detergent only or client approves. Surface shall be left dry, clean and tidy. Metal surfaces to be wiped with an approved polish, applied with a clean cloth and buffed to a shine. Separate colour coded cloths to be used in sanitary areas as recommended by BICSc

Quality Standard

Surfaces to be free from visible marks, cobwebs and stains and have a uniform appearance. Stains to be removed as soon as possible without undue damage to surfaces.

e) Baby Change Tables

Fold down baby change tables and remove all dust, dirt, organic matter, chewing gum, graffiti and the like. Treat the complete surfaces of baby change tables with a correct dilution of approved microbiological cleaning product and approved stain remover where applicable, ensuring the stain remover is cleaned away. Absorbent surfaces to be checked for colour fastness and staining before use of stain remover. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of organic matter, dirt, chewing gum, graffiti etc. Separate colour coded cloths to be used in sanitary areas as recommended by BICSc

Quality Standard

Surfaces to be free from visible marks, cobwebs and stains and have a uniform appearance. Stains to be removed as soon as possible without undue damage to surfaces.

f) WC's

Remove all dust, dirt, organic material, paper, rubbish, chewing gum, graffiti and the like from WC pans (inside and outside), seats (tops and undersides), flushing systems and all associated pipe work, flushing handles and chains, traps and outlets, overflows and all surrounding surfaces. Treat the complete surfaces of WC pans (including inside, outside and under flushing rims), seats (tops and undersides), cisterns and all associated pipe work, flushing handles and chains, traps and outlets, overflows and all surrounding surfaces with a correct dilution of approved microbiological cleaning product. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of organic matter, dirt and the like with a colour coded cloth and clean water, excluding the inside surfaces of the WC pan, which shall be removed with a toilet brush and clean water.

Flush cistern and allow surfaces to dry thoroughly prior to polishing with a dry cloth to remove streaks and bloom, excluding inside surfaces of WC pans. Treat inside surfaces of pans with an approved lime scale remover as appropriate to prevent deposit build up. Separate colour coded cloths to be used in sanitary areas as recommended by BICSc

Quality Standard

All surfaces and fitting to be clear of organic matter, debris, film and smears and free from lime scale build up and encrusted deposits and unpleasant odours.

g) Urinals

Remove all dust, dirt, organic material, paper, rubbish, chewing gum and the like from urinal slabs, stalls, treads, urinal bowls (including undersides), troughs (including undersides), channels, outlets, domical gratings, sparge pipes, spreaders, flushing cisterns and associated pipe work, bottle traps, u-bends, wall hangers and surrounding surfaces. Treat all surfaces with a correct dilution of approved microbiological cleaning product. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of organic matter, dirt and the like with a colour coded cloth and clean water. The inside of the urinal bowls, end slabs, back slabs, stalls, channels, domical gratings, which shall be cleaned using a toilet brush and clean water. Allow surfaces to dry thoroughly prior to polishing with a dry cloth to remove streaks and bloom, excluding inside surfaces of urinal bowls, end slabs, back slabs, stalls, channels and domical gratings. Pay attention to channels and outlets which must be kept free of urea salts and solids.

Quality Standard

All surfaces and fitting to be clear of organic matter, debris, film and smears, ceramic and stainless steel surfaces should be free from lime scale build up and encrusted deposits and unpleasant odours.

h) Wash Basins and Drinking Fountains

Remove all dust, dirt, organic material, paper, rubbish, chewing gum, soap and the like from the wash/hand basins and sinks (including undersides), drinking fountain, pedestals, support brackets and frames, vanity units (including tops, sides, fronts, doors etc), splash backs, associated pipe work and channels, taps, waste outlets, overflows and all surrounding surfaces. Using the appropriate colour coded cloths, treat the complete surfaces of the wash/hand basins, sinks and drinking fountains with a correct dilution of approved microbiological cleaning product. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of organic matter, dirt and the like with a colour coded cloth and clean water. Remove stubborn stains, marks, body fats and the like from wash/hand basins, sinks and drinking fountain surfaces with appropriate colour coded cloth and approved stain remover. Allow surfaces to dry thoroughly prior to polishing with a colour coded dry cloth to remove streaks and bloom

Quality Standard

All surfaces, fitting, overflow traps and drainage to be clear of debris, film, smears and soap deposits. Taps to be polished dry. Ceramic and stainless steel surfaces dried off and free from lime scale build up and encrusted deposits.

i) Glass (including mirrors)

Internal glass (including mirrors) is to be damp wiped with an appropriate

	<p>colour coded cloth and a correct dilution of approved microbiological cleaning product and glass cleaning agent and polished dry.</p> <p><i>Quality Standard</i> <i>Glass to be clean and free from smears, film, streaks and marks. Corners and edges free from build-up of grime.</i></p>
<p>Weekly Cleaning</p>	<p>a) Descale WC bowls Remove all dust, dirt, organic matter, paper, rubbish, chewing gum and the like from the insides of the bowls. Particular attention shall be given to the flushing rims and outlets. Flush cisterns and reduce water level with a toilet brush. Treat the inside surface of WC bowls with an acid based descaler. Particular attention shall be given to the undersides of flushing rims. The descaler shall have a minimum contact time of 30 minutes, unless manufacturer recommendations state otherwise, prior to flushing with clean water to remove all descaler residue, calcium carbonate, ferric oxide stains and the like with a toilet brush and clean water. Care shall be taken not to spill or splash acid based descaler onto toilet seats, outside surfaces of WC bowls, walls and floor surfaces. Any spillages and splashes shall be removed with clean water immediately</p> <p><i>Quality Standard</i> <i>Bowls to be free from lime scale build up and encrusted deposits.</i></p> <p>b) Descale Urinals Remove all dust, dirt, organic matter, paper, rubbish, chewing gum and the like from urinal back slabs, end slabs, stalls, treads, urinal bowls, troughs, channels, outlets and domical gratings. Treat the complete surface of back slabs, stalls and urinal bowls below sparge pipes and spreaders, troughs and channels. The descaler shall have a minimum contact time of 30 minutes, unless manufacturer recommendations state otherwise, prior to flushing with clean water to remove all descaler residue, calcium carbonate, ferric oxide stains and the like with a toilet brush and clean water. Urinal systems shall then be flushed. Care shall be taken not to damage or corrode outlets and domical gratings with the acid based descaler. Any spillages and splashes onto the floor and wall surfaces shall be removed with clean water immediately.</p> <p><i>Quality Standard</i> <i>Urinals to be free from lime scale build up and encrusted deposits.</i></p> <p>c) Descale Sinks & Basins Remove all dust, dirt, organic matter, paper, rubbish, chewing gum and the like from sinks and basins. Treat the complete surface of sinks, basins and taps. The descaler shall have a minimum contact time of 30 minutes, unless manufacturer recommendations state otherwise, prior to removing all traces of descaler, calcium carbonate, ferric oxide stains and with a colour coded cloth and clean water. All spillages and splashes onto the floor and wall surfaces shall be removed with clean water immediately.</p> <p><i>Quality Standard</i> <i>Sinks and basins to be free from lime scale build up and encrusted deposits.</i></p> <p>d) Cleaners Storage Area Remove from the complete floor surfaces by using a broom and/or by using mechanical vacuum equipment, all dust, dirt, organic matter, paper, rubbish, chewing gum, glass, sharps and the like. Particular attention shall be paid to areas around equipment, skirting, doorways etc. Broken glass, glass bottles, syringes, razor blades and the like shall be placed in a sharps container. Treat</p>

the complete floor surface with a correct dilution of an approved alkaline disinfectant detergent or stain removal agents. Allow a minimum contact time of 5 minutes. Agitate the approved alkaline disinfectant detergent on the floor surface with a cotton or sponge-yarn mop or edging tool, prior to swilling with clean water to remove all traces of organic matter, ingrained dirt, rubbish and the like. Remove excess water with a squeegee and leave floor surface to dry, clean and tidy. Dirt left on walls, skirting, door bottoms and the like shall be removed with a cloth and clean water.

Quality Standard

Floor to be as dry as possible and free from dust, debris, streaks, marks, organic matter, unpleasant odours and have a uniform appearance. Skirting boards to be free from dust, debris, streaks, organic matter and splash marks.

e) Walls, Doors, Steps, Ramps and Associated Handrails

Remove all dust, dirt, organic matter, paper, rubbish, chewing gum and the like from steps, stairwells, landings, ramps and associated handrails, adjacent walls and security gates. Broken glass, glass bottles, syringes, razor blades and the like shall be placed in a sharps container to prevent subsequent handling. Treat the complete surfaces of steps, stairwells (including steps, nosings and risers), landings, ramps and walkways with a correct dilution of an approved alkaline disinfectant detergent. Agitate the disinfectant detergent on the floor surface with a mop or cleaning pad, prior to swilling with clean water to remove all traces of the detergent, dirt and residue. Dry as much as possible and remove standing water. In freezing weather conditions, external steps, ramps and walkways shall be salted to prevent ice forming. Damp wipe handrails, newel posts, balustrades fixings, spindles and strings, security gates and the like with a cloth dampened with a correct dilution of an approved alkaline disinfectant detergent. Allow a minimum contact time of 5 minutes prior to removing all traces of the detergent, organic matter, dirt and residue with a soft cloth and clean water. Allow the surfaces to dry thoroughly and rub with a dry cloth to remove streaks.

Quality Standard

Surfaces to be clean and dry and free from dirt, organic matter, dust, marks and removable substances.

f) Around Premises

In the immediate area outside the public convenience facilities to a distance of 3m from the boundary, all litter, weeds, stones, glass, organic matter, dog fouling etc shall be removed. Areas affected by the organic matter, dog fouling etc shall be treated with a correct solution of 20 parts clean water to one part alkaline disinfectant detergent or similar approved. Allow a minimum contact time of 5 minutes prior to swilling with clean water to remove residue. In freezing weather conditions, the area that has been swilled shall be salted to prevent ice forming.

Quality Standard

Surfaces to be clean and dry and free from litter, weeds, dirt, glass, organic matter, unpleasant odours, dust and removable substances and marks.

g) Light Fittings

All light fittings to be dusted to remove all surface dust, dirt, cobwebs and debris.

Quality Standard

Surfaces to be free from dust, marks, cobwebs and debris.

h) Floor Surfaces

Machine scrub or deck scrub the complete floor surface with a Rotowash scrubbing machine and microbiological cleaning product diluted to the manufacturers recommendations to remove organic matter, stains, ingrained dirt, scuff marks and the like. Remove the residue with a vacuum cleaner or squeegee, prior to moping with clean water to remove all traces of dirt. Dirt left on skirting, door bottoms, cubicle partitions, WC pans, pedestals and corners of the toilet area and the like by machine splashing, deck scrubbing and over mopping shall be removed with a cloth and clean water. Abrasive pads, brushes, creams, powders and steel wool shall not be used on floor surfaces.

Quality Standard

Floors should be free from residual dirt, dust, organic matter and soil and have a high gloss uniform appearance. Skirting boards free from dirt, dust, marks, debris, organic matter and splash marks.

i) Surface Water Drains

Remove all dirt, organic matter, rubbish and the like from grates and swill with clean water prior to treating grates and gullies with a correct dilution of microbiological cleaning agent.

Quality Standard

Drainage channels to be free from debris, organic matter and unpleasant odours.

j) Walls

The Contractor shall vacuum clean or brush walls from floor to ceiling and partitions (to full height), skirting, flushing cisterns and associated pipe work and the like to remove dust, dirt, cobwebs etc. Care should be taken not to damage wall finishes, paintwork or the fabric of the building with vacuum cleaner tools or brushes. The complete wall surfaces (floor to ceiling), partitions (to full height), skirting, flushing cisterns and associated pipe work and the like shall be washed with a correct dilution of microbiological cleaning product to remove organic matter, dirt cobwebs, graffiti, chewing gum etc. all dirt and residue shall be removed with an appropriate colour coded cloth and clean water to leave surfaces clean and tidy.

Quality Standard

Surfaces to be clean and dry and free from dirt, organic matter, dust, cobwebs and all removable substances and marks.

k) Ceilings

The Contractor shall vacuum clean or brush the complete surface of ceilings (including roof supports and ducting) like to remove dust, dirt, cobwebs etc. Care should be taken not to damage ceiling finishes, paintwork, light fittings or the fabric of the building with vacuum cleaner tools or brushes. Wash the complete ceilings (including roof supports and ducting), with a correct dilution of microbiological cleaning product to remove organic matter, dirt cobwebs, graffiti, chewing gum and the like. All dirt and residue shall be removed with an appropriate clean colour coded cloth and clean water to leave surfaces clean and tidy. Care should be taken not to wet light fittings when washing ceilings. Dirt left on partitions, doors, WC cisterns etc by splashing shall be removed with an appropriate colour coded cloth and clean water.

Quality Standard

Ceilings to be clean and dry and free from dirt, organic matter, dust, cobwebs and all removable substances and marks.

	<p>i) Light Fittings Switch off electricity supply: remove light bulbs, lampshades, diffusers and fluorescent tubes from light fittings. Damp wipe light fittings, light bulbs and fluorescent tubes with a correct dilution of approved microbiological cleaning product to remove all dust, dirt, organic matter and the like. Treat lamp shades, diffusers etc with a correct dilution of approved microbiological cleaning product and scrub with a soft brush prior to rinsing with clean water to remove all dust, dirt, organic matter and the like. Allow the surfaces to dry thoroughly and rub with a duster to remove streaks and bloom. Replace remove light bulbs, fluorescent tubes, lampshades, diffusers etc and switch on electricity supply <i>Quality Standard</i> <i>Light fittings to be clean and free from smears, film, streaks and marks. Corners and edges free from build-up.</i></p> <p>j) Windows/Window Frames Remove all dust, dirt, organic matter, graffiti, chewing gum and the like from windows and window frames. Wash both inside and out with a correct dilution of approved of microbiological cleaning product. Allow recommended contact time for cleaning product prior to removing with a cloth and clean water to remove all traces of cleaning product, dirt and residue. Allow glass to dry and rub with a duster to remove all streaks and bloom. <i>Quality Standard</i> <i>Windows and frames to be clean and free from smears, film, streaks and marks. Corners and edges free from build-up.</i></p> <p>k) Waste Pipe Traps Clean using a microbiological cleaning product and descale with an acid based descaler. Remove, clean and replace all traps bowls/bends. Renew seals and washers. <i>Quality Standard</i> <i>Fittings to be clear of organic matter and debris including lime scale build up and encrusted deposits.</i></p> <p>l) Stainless Steel Clean down all stainless steel with an approved specialised stain remover. <i>Quality Standard</i> <i>Stainless steel to be free from visible marks, smears and highly polished.</i></p> <p>m) Floors High pressure clean to remove accumulations of soil, dirt, organic matter, graffiti, chewing gum, removable marks etc by the use of high pressure water and approved equipment and microbiological cleaning products. To be preceded by a suction clean. Care to be taken to ensure surrounding wall coverings are not damaged by water. <i>Quality Standard</i> <i>Surfaces to be clean and dry and free from dirt, organic matter, dust, cobwebs and removable substances and marks and unpleasant odours.</i></p>
Payment	<p>The contractor is to provide monthly invoices in retrospect for the work completed. Invoices will be paid within 21 days of receipt by BACS transfer.</p>

TUPE	This contract may be subject to TUPE
Submission date:	Please provide your quote by 5pm on Tuesday 31st May 2022
How to apply:	Please provide your quote by email to clare.evans@houghtonregis.org.uk

Town Centre Toilet Cleaning – Quote comparison

Company Ref:	Price – cleaning & consumables	Price – cleaning only	Additional Information
Company 1	£15,000		The company did not clarify if this quote would include consumables or not.
Company 2	£22,200	£19,600	A price list for consumables was shared but it was advised that the price list would be reviewed every 6 months.
Company 3	£14,950		The company did not clarify if this quote would include consumables or not.
Company 4	25,200	-	