



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

22nd August 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 5th September 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. MINUTES

Pages 5 - 8

To approve the minutes of the meeting held on 4th July 2022.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 4th July 2022 and for these to be signed by the Chairman.

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

Pages 9 - 24

Events Working Group 9th June and 7th July 2022

Combating Crime Working Group 15th June and 20th July 2022

Recommendation: To receive the Minutes detailed above.

6. INCOME AND EXPENDITURE REPORT

Pages 25 - 29

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

7. REPORT FROM GROUNDWORK

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

8. HRTC COMMUNITY AND YOUTH SERVICES

Pages 30 - 33

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

9. YOUTH DEVELOPMENT GRANT OPPORTUNITY

Members may be aware of a national Youth Investment Fund:

<https://youthinvestmentfund.org.uk/>.

This fund is to create, expand and improve youth facilities and services. It is for large capital projects over £300,000 which are deliverable by 2025. The fund is looking for projects which are a fair way down the line. It was felt that the Tithe Farm Sports Project met the criteria and as such an Expression of Interest form was submitted for £413,000 to cover the anticipated HRTC loan for this project plus £70,000 for revenue funding to support youth development work from this base location but covering Tithe Farm and Parkside wards (the fund does not cover Houghton Hall ward).

The project has now been allocated a Relationship Manager and initial discussions have gone well. The council is being encouraged to prepare a Business / Project Plan for formal submission and consideration at the end of October. This is being worked on currently by the Town Clerk, the Community Development Officer and the Council's Bid Consultant, Castle Consultancy.

Members will be kept updated.

This report is provided for information purposes.

10. CCTV SERVICE BUNDLE RENEWAL

Members are advised that the redeployable cameras require a renewal of their data bundle and warranty as the current package expires in September 2022. A quote has been received. Packages are offered for a 2, 3, 4 and 5 year period.

The cameras are around 7 years old but are fully functioning. The service company have suggested that there is currently no need to replace them. However the council may need to consider doing so in the next 5 years or so.

As members maybe aware the 3G network will cease to be operational in 2023. The renewal includes the upgrade to 4G. The 4G upgrade will require a return of the cameras to the head office (collection from HRTC and courier fees will be subsidised by the company). At this time the cameras will also receive a health test before the kit is returned.

The Service Bundle provides the cameras data allowance, enabling the viewing of live video and downloadable recorded footage. The Bundle also includes a comprehensive dedicated tech support team providing services such as additional training for new team members, remote tech support to resolve small faults and set up assistance whilst redeploying the cameras. If any of the cameras has an unexpected fault that cannot be resolved remotely the camera will be collected, a full engineer assessment will be carried out, necessary repairs made and then it will be returned back. A new replacement camera will be sent if the fault cannot be fixed. This service is included at for the duration of the service bundle.

For a 2 year service bundle for all 3 cameras the cost is £4948 (equating to £824 per year per camera)

For a 3 year service bundle for all 3 cameras the cost is £6834 (equating to £759 per year per camera).

For a 4 year service bundle for all 3 cameras the cost is £8448 (equating to £704 per year per camera).

For a 5 year service bundle for all 3 cameras the cost is £9492 (equating to £632 per year per camera).

The costs are payable in full and upfront. However in the council’s accounts the cost will be shown over the time span of the bundle. Members are advised that here is £2000 allocated in the 2022/23 budget to cover this annual expense.

Members are advised that the cameras were purchased as follows: 2 in 2015 and 1 in 2016. The lifespan of a camera is 7 -10 years.

It is suggested that the 5 year service bundle be purchased as the cost per camera per year is substantially lower than the other service bundles and it fits within the budgeted amount.

It is likely that the council may need to consider replacing all cameras at the end of this period.

Recommendation: To purchase a 5 year service bundle at a cost of £6834.

11. CHRISTMAS LIGHTS EXTENSIONS

At the previous committee meeting members considered options for extending the Christmas lights display for 2022 and onwards.

The Council’s contractors came and visited the town and considered different ideas. It is hoped that these will be emailed through ahead of the meeting. A verbal update will be provided if possible.

Members are reminded that £2154 remains in the Capital budget for new lights in 2022/23.

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HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
4th July 2022 at 7.00pm

Present: Councillors: K Wattingham Chairman
P Burgess
Y Farrell
S Goodchild
T McMahon
A Slough

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

Public: 1

Apologies: Councillors: C Copleston

Also Councillor: J Carroll
present:

12106 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston.

12107 QUESTIONS FROM THE PUBLIC

None.

12108 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12109 ELECTION OF VICE-CHAIR

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

Nominee: Cllr McMahon Nominated by: Cllr Burgess
Seconded by: Cllr Goodchild

No other nominations were received. On being put to the vote, Cllr McMahon was duly appointed as Vice-Chair of the Community Services Committee for the municipal year 2022 - 2023.

12110 MINUTES

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

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

12111 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

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

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

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

Members received this report for information.

12112 REPORT FROM GROUNDWORK

Anthony Fuller, Senior Youth Worker, representative from Groundwork was in attendance to update members on the work completed on behalf of Central Bedfordshire Council.

Members were advised that a wide age range of young people attended the Youth Club of, 12 – 18 years of age. Pool, table tennis and football (sponge ball) were offered to the young people and all had been enjoyed, with a preference for the pool table. Members were advised that staffing levels had increased.

Five boxing sessions had been booked and had been well attended, and an international trip was still being looked into.

It was suggested that a multi-agency approach could benefit some young individuals who were displaying negative behaviour and causing a disruption during sessions.

12113 HRTC YOUTH & COMMUNITY SERVICES

Members were provided with an update on work undertaken by the Community Development Officer and the Senior Youth Worker.

Members were advised the Family Day Trip to Southend had sold out extremely quickly, an increased capacity was being looked into.

Members were advised that the Pop-up-Café numbers had dropped. A suggestion of a multi-agency approach would benefit young people in attendance at the Pop-up-Café as they had experienced some disruption to sessions due to negative behaviour.

12114 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

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.

Resolved: To receive the following Minutes:

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.

12115 COMMUNITY SERVICES COMMITTEE BUDGET 2022/23

Members received the approved budget for this committee for 2022/23 along with the budget explanation notes.

A member queried why so much funding had been allocated to the carnival. It was highlighted that several aspects of modern day Health and Safety requirements heavily impacted the financial costs to safely run the carnival.

It was suggested that a survey be carried out to investigate whether residents had alternative ideas to some of the events held, to be more inclusive of diversity.

Members received this report for information.

12116 INCOME AND EXPENDITURE REPORT

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

12117 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 became established in 5-10 years.

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

Members were 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 were welcomed.

Members were requested to confirm their preferences and costs would be researched. A report back to the committee would be made.

12118 GRANT SCHEME REVIEW

Members were invited to review the council's grant scheme to ensure it remained fit for purpose.

Members were reminded that previously the Houghton Regis Community Grant scheme had been offered at 20% match funding, however, since the increase of match funding, interest had diminished.

Members agreed to revert from April 2023 to the match funding of 20% to encourage a greater uptake of grant funding and to relaunch the scheme in 2023.

Resolved: 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.**

12119 TOWN CENTRE TOILET – APPOINTMENT OF CONTRACTOR

Members were presented with quotes for the cleaning of the town centre toilets.

Members highlighted the importance and value of having public toilets in the town centre, however reservations had been raised due to Central Bedfordshire Council having taken over the community centre side of the building. It had been suggested that they should pay for the upkeep of the facilities.

After discussion, members agreed that to keep the public facilities available at the high standard Houghton Regis residents had become accustomed to, Houghton Regis Town Council would need to ensure their upkeep.

Members acknowledged their appreciation and thanks to the current team who had done a fantastic job of keeping the facilities to a very high standard and winning Loo of the Year several times.

- Resolved:**
- 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.**

The Chairman declared the meeting closed at 8.33pm

Dated this 5th day of September 2022.

Chairman

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
Thursday 9th June 2022 at 5.30pm

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

Officers: Sarah Gelsthorp Civic and Events Officer

Apologies: Councillor: A Slough

EWG733 ELECTION OF THE CHAIRMAN

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

Nominee: Cllr Kennedy Nominated by: Cllr C Slough
Seconded by: Cllr McMahon

Cllr McMahon advised members that she would be unable to fulfil the role of Chair of the Events Working Group, and requested to withdraw her nomination.

No other nominations were received. On being put to the vote, Councillor Kennedy was duly appointed as Chair of the Events Working Group for the municipal year 2022- 2023.

EWG734 ELECTION OF THE VICE-CHAIRMAN

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

No other nominations were received. On being put to the vote, Councillor Wattingham was duly appointed as Vice-Chair of the Events Working Group for the municipal year 2022 - 2023.

The Civic and Events Officer thanked the previous Chair and Vice-Chair for their continued support throughout the previous year.

EWG735 CO-OPTION

Members were requested to consider a co-optee application from David Hill. Members were requested to consider the application.

Members acknowledged the valuable input David had offered during the past years he had been a member of the working group and welcomed his application for the coming year.

Members were advised that previous years had seen Carol Butler as a co-optee of this working group, however she had made the decision to no longer sit on Houghton Regis

Town Council working groups. Her service was thanked by members and an official letter of thanks would be sent.

It was requested that this agenda item be placed on the next agenda for further discussion around the number of co-optees to ensure the democratic process is assured.

Resolved: To Co-opt David Hill on to the Events Working Group for the year 2022/2023.

EWG736 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr A Slough.

EWG737 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG738 MINUTES

To approve the Minutes of the meeting held on 28th April 2022.

Resolved: To confirm the minutes of the Events Working Group meeting held on 28th April 2022 and for these to be signed by the Chairman.

EWG739 COMMITTEE FUNCTIONS AND WORKING GROUP BRIEFING

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

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

The Events Working Group reported to the Community Services Committee to act as an advisory group. The events that the working group were involved in 2022/2023 were:

- | | |
|----------------------------|---|
| • Carnival | Saturday 9 th July 2022 |
| • Houghton Rocks | Saturday 3 rd September 2022 |
| • Inaugural Reception | This year to be in October 2022 |
| • Santa Float | 5 th , 6 th , 7 th December 2022 |
| • Santa's Grotto | Saturday 10 th December 2022 |
| • Pride of Houghton Awards | TBC |
| • Easter Egg Hunt | Saturday 1 st April 2023 |

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

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

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

Members acknowledged the importance of finalising the details of the Pride of Houghton Awards, however members were advised that not many entries had been received.

Members requested that this item be included on a future agenda for discussion.

Resolved: To note the report.

EWG740 ARRANGEMENTS FOR FUTURE MEETINGS

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

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

It was suggested that the meetings continue to be held remotely unless there was a need to meet in person.

Resolved: To continue to hold the meetings virtually unless it is necessary to meet prior to an event.

EWG741 CARNIVAL

Members received an update on the Carnival progress:

- Stalls – 50+ booked
- Programme – 12 page programme has been produced to be delivered door to door, will go out to print next week.
- Afternoon of entertainment – Circus skills workshop, donnas dancing school performance with singing from a local school, guilty dogs and Krisgar.
- Food stalls – burger van, coffee shack, really awesome catering and Caribbean food, and awaiting response from pizza and WI will be serving refreshments from the pavilion.

Concerns were raised regarding the number of entrants into the procession and members were asked to discuss the feasibility of the procession going ahead. Members acknowledged the importance of the procession, regardless of whether it was on a smaller scale, it was suggested that the procession run with a little more spacing to keep the visual impact.

Members were advised that T Smith had enquired whether they would be able to set up some attractions on the Village Green and it was confirmed to book Water Zorbs. 11 / 33

Members were advised that the 'Green Scheme' recently introduced had caused some confusion with patrons resulting in refunds needed to be issued. Members suggested persevering with the scheme and iron teething issues.

Members were advised that the Kitchen Garden at Houghton Hall Park could be open during peak times of the Carnival for the selling of produce. It was suggested that contact be made with Houghton Hall Park and this be requested.

Resolved: 1) **To note the report**
 2) **To confirm if the procession should go ahead.**

EWG742 SKATE JAM EVENT

The Skate Jam would be taking place on Friday 22nd July 2022 from 11am – 4pm as a joint event with the Community Development Officer.

Updates were as follows:

- First Aid - booked
- A Stunt Team - booked
- DJ - booked
- Circus Skills Workshop was being investigated
- Response awaited from Dominos Pizza re: items for participants

Members were advised that the date of the Skate Jam Event needed to be amended to accommodate the school summer holiday dates.

Resolved: **To note the report**

EWG743 OPEN AIR CINEMA

The Open Air Cinema would be taking place on Tuesday 26th July 2022 from 4pm – 8.30pm as a joint event with the Community Development Officer.

Members were asked to note the update below:

- First Aid - booked
- Houghton Hall Park Visitors Centre and Park has agreed for the event
- Film company - booked
- Film choices were Encanto and Sonic the Hedgehog.

Resolved: **To note the report**

EWG744 HOUGHTON ROCKS

Members were advised that everything had been booked and confirmed for Houghton Rocks and

Members were advised that advertising for the stall bookings and the car show would commence 1st July 2022.

Resolved: **To note the report.**

EWG745 EVENT TO REPLACE FIREWORKS

Members discussed at length alternative ideas to replace the Fireworks Event for 2022.

It was suggested that an open air cinema be held in a marquee, in conjunction with fancy dress, held end of October with a Halloween theme to inspire film choices.

Members suggested the Youth Council be approached regarding the Halloween event that they created in the Kitchen Garden in 2021, to investigate if this could take place.

Resolved: To confirm the type of event to replace the Fireworks Event for 2022.

EWG746 FUTURE EVENTS / QUESTIONS

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

Events planned until the end of 2022 were:

- Mayor's Inaugural Reception (October 2022)
- Pride of Houghton Awards (Date TBC)
- Santa Float (5th, 6th and 7th December 2022)
- Santa's Grotto (10th December 2022)

Members were advised that some of the dates remained to be finalised and would be confirmed at a future meeting.

The Chairman declared the meeting closed at 6.39pm

Dated this 7th day of July 2022

Chairman

HOUGHTON REGIS TOWN COUNCIL
Events Working Group
Minutes of the meeting held on
Thursday 7th July 2022 at 5.30pm

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

Co-opted Members: D Hill

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

Apologies: Councillors: A Slough

Absent: M Kennedy

EWG747 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr A Slough.

EWG748 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG749 MINUTES

To approve the Minutes of the meeting held on 9th June 2022.

Resolved: To confirm the minutes of the Events Working Group meeting held on 9th June 2022 and for these to be signed by the Chairman.

EWG750 THE CARNIVAL – HEALTH AND SAFETY

Members received the Marshals Information booklet, which included a final event overview listing the roles and responsibilities. Members were advised that volunteers had confirmed their availability to assist with marking out the Village Green on Friday 8th July 2022, this would take place at 4pm. Members were requested to confirm the hours that they would be in attendance on Carnival Day. A list of phone numbers would be created and forwarded to members prior to the event.

A Serious Incident Management Plan for the Village Green and Procession had been created with the model document along with a Serious Incident Contact Card (SICC). Members were asked to adopt this policy and card to enable their use on 9th July. If adopted, the policy would be placed in the Control Tent.

Members were invited to discuss any Health and Safety issues relating to the event.

Members were advised that several stalls and one of the procession groups had cancelled due to Covid.

It was confirmed that the fire engine would arrive at 10am.

It was confirmed that the Civic and Events Officer would be the Field Manager and The Community Development Officer would be her deputy.

Resolved: To note the report.

EWG751 SKATE PARK EVENT – 25th JULY 2022

Members were advised that the following had been booked for the Skate Park Competition at Tithe Farm Recreation Ground, which was now taking place on Monday 25th July 2022 from 12 noon. This would be a joint event with the Community Development Officer.

Events included:

- Bike and Scooter Competitions
- 3Sixty Bicycle Stunt Team Displays and Tricks
- Circus Skills Workshops
- Climbing Wall
- Information stands (details TBC)

Prizes and medals, toilets and first aid cover had been arranged for the event.

It was suggested that personnel arrive on site for 10am to begin setting up the day. Members were requested to confirm their availability to assist on the day.

Resolved:

- 1) To note the report**
- 2) To confirm availability to assist at the event**

EWG752 FILM SCREENING

The Open-Air Cinema would be taking place on Tuesday 26th July 2022 from 4pm as a joint event with the Community Development Officer.

Members were asked to note the updates as follows:

- The two films to be shown were Encanto and Sonic the Hedgehog
- Tickets were being sold at the token price of £1 and would be sold on the door. Wrist Bands had been purchased in red and blue (red for Encanto and Blue for Sonic) to demonstrate who had paid, in case they needed to leave site.
- The Visitors Centre café would be staying open and Perfect Personalised Parties were to be in attendance to provide refreshments
- Discussions were taking place with Dominos Pizza and Ice Cream Van
- Film. TENS and Music Licenses had been applied for and received
- Recycling bins had been ordered
- Toilets had been ordered
- First Aid had been booked
- A Covid Risk Assessment was being created

Members were requested to confirm their availability to support this event.

Members were advised that payment could be made on the day.

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

EWG753 HOUGHTON ROCKS - 3rd SEPTEMBER 2022

Members were advised that Signposts would be in attendance to assist with the marshalling of the event.

Members were advised that a further update would be provided at the next meeting.

Resolved: **To note that an update will be provided at the next meeting.**

EWG754 PRIDE OF HOUGHTON AWARDS

The nominations received for the Pride of Houghton awards area were as follows:

- Carer / extra mile award x 1
- Community Facilitator / Local Hero x 1
- Individual x 4
- Local Business / Organisation x 6 - one was nominated twice
- Local Group x 1
- Young Person x 2

There were no nominations received for the Key Worker (during COVID 19), Lifetime Achievement or Business Innovation during COVID-19.

Members were requested to consider if there were enough nominations to proceed with the Ceremony, suggested for February 2023.

Members agreed for a cut-off to be determined, September or October were suggested.

Resolved: **To consider if there are enough nominations to proceed with the Ceremony, suggested for February 2023.**

EWG755 FUTURE EVENTS / QUESTIONS

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

Events planned until the end of 2022 were:

- Mayor's Inaugural Reception (7th October 2022)
- Halloween Film Screening (October 2022)
- Santa Float (5th, 6th and 7th December 2022)
- Santa's Grotto (10th December 2022)

Members were advised that more focus would be given to these events after the Carnival.

The Chairman declared the meeting closed at 6.13pm

Dated this day of 25th August 2022.

Chairman

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

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

Police: Sgt. L Greenman Bedfordshire Police

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

Apologies: M Kennedy

CC255 ELECTION OF THE CHAIR

Members were invited to elect a Chair for Combating Crime Working Group for 2022/2023.

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

No other nominations were received. On being put to the vote, Councillor Wattingham was duly appointed as Chair of the Combating Crime Working Group for the municipal year 2022 - 2023.

CC256 ELECTION OF THE VICE-CHAIR

Members were invited to elect a Vice-Chair for Combating Crime Working Group for 2022/2023.

Nomination: Cllr Copleston Nominated by: Cllr Farrell
Seconded by: Cllr McMahan

No other nominations were received. On being put to the vote, Councillor Copleston was duly appointed as Vice-Chair of the Combating Crime Working Group for the municipal year 2022 - 2023.

CC257 CO-OPTIONS

Members were requested to consider if they would like to Co-opt Members on to the Combating Crime Working Group until May 2023.

Resolved: To consider any co-option applications received.

CC258 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Kennedy and CBC Safer Communities & Partnership Team Jacqui Blake

CC259 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC260 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

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

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

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

Members received this report for information.

CC261 MINUTES

To approve the Minutes of the meeting held on 18th May 2022.

Resolved: To approve the Minutes of the meetings held on 18th May 2022 and for these to be signed by the Chairman.

CC262 POLICE REPORT

Members received a report regarding Operation Hana.

Members were invited to:

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

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

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

Members were updated on the hours of foot patrol under Operation Hana, members were advised that op Hana policing had amounted to a total of 65 hours.

Members agreed for the areas of focus for Op Hana to be amended to change Parkside Drive and to include Windsor Drive in its place.

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, Windsor Drive 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.

CC263 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:

- Windsor Drive
- Neptune Square
- Hillbrough Crescent

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

CC264 ENVIRO-CRIME

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

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

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

Members were advised that due to staff shortages the capacity for the Town Ranger had been impacted.

CC265 COMMUNITY SAFETY INITIATIVES

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

Members were advised that a meeting had taken place which addressed parking and car crime. Members were disappointed that they had not been made aware of this meeting, and suggested that it may have been beneficial for a member of the Combating Crime Working Group or a council officer to have been in attendance. It was suggested that it could be beneficial to the town for the suggested 20mph to be extended to the whole town.

Members discussed the impact the Fair visit had on the town's parking, and the issues this had caused.

Members requested that the Community Development Officer contact the Enforcement Team 6 weeks prior to the Fair visit to ensure a higher enforcement visibility to deter inconsiderate and illegal parking.

Resolved: To note the report.

CC266 ARRANGEMENTS FOR FUTURE MEETINGS

Members agreed to continue to meet virtually at the CCWG meeting held in January 2022.

It was recommended that the group continues to meet virtually with a view to reviewing the arrangement in January 2023.

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.

Members agreed the current arrangement of virtual meetings worked well and supported members of outside agencies who attended this meeting.

Resolved: For the CCWG to continue to meet virtually and review this arrangement in January 2023.

The Chairman closed the meeting at 11.54am

Dated this 20th day of July 2022.

Chairman

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

Present: Councillors: K Wattingham (Chairman)
E Cooper (Substitution)
M Kennedy
T McMahon

Police: Sp. Const. Rob Cross Bedfordshire Police

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

Apologies: Y Farrell

Absent: C Copleston

CC267 APOLOGIES & SUBSTITUTIONS

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

CC268 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC269 MINUTES

To approve the Minutes of the meeting held on 15th June 2022.

Members requested an update as to whether any applications to co-opt had been received. Members were advised that to date no applications had been received.

It was queried whether a councillor could co-opt onto the working group, it was advised that a member of the council could attend meetings without being a co-optee of the committee, sub-committee or working group.

Resolved: To approve the Minutes of the meetings held on 15th June 2022 and for these to be signed by the Chairman.

CC270 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:

	May – June 2021	May – June 2022
Violence against person	87	115
Robbery	3	5
Domestic Burglary	7	11
Burglary Business / Other	7	10
Vehicle Crime	19	21
Other Theft	24	43
Criminal Damage	25	35
Drugs Offences	8	8

Members expressed their concerns regarding the heavy increase in crime figures compared to the same two months of last year.

In light of Sgt. Luke Greenman unable to attend this meeting, it was requested that members of the working group send any questions they had to the Community Development Officer to pass on to Sgt. Greenman.

Members were updated on the hours of foot patrol under Operation Hana for the months of May and June 2022. Members were advised that Op Hana policing, over the previous two months, had amounted to a total of 150 hours, with 87 hours of foot patrol.

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

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

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

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

CC271 CBC COMMUNITY & PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Community & Partnership Team had been invited to attend the meeting to provide an update.

Members were updated on specific crimes and outcomes that occurred within the local area. A drive highlighting the importance of reporting issues was held at Bidwell West, with a further session planned.

Members discussed crime hotspots and strategies implemented to assist in the support of police.

CC272 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 were advised that an issue had arisen with the camera at Neptune Square had been removed. Members were advised the camera's current whereabouts was unknown. Members agreed to leave the cameras in situ:

- Hillborough Crescent
- *Neptune Square – removed*
- Parkside, Elm Park

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

CC273 ENVIRO-CRIME

Members received a schedule listing reported issues and jobs completed by the Town Ranger.

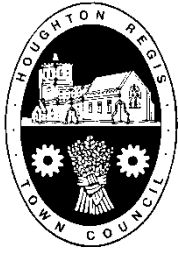
Members were reminded that they were able to report emerging issues at any time. These issues would be added to the schedule.

Members were advised that due to staff shortages that it had been necessary for the Town Ranger to assist the Grounds Team for an interim period. The Grounds Team was now fully staffed and the Town Ranger was able to commence his duties.

The Chairman closed the meeting at 11.50am

Dated this 17th day of August 2022.

Chairman



COMMUNITY SERVICES COMMITTEE

Agenda Item 6

Date:	5th September 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, the Mobile Farm event and Magic Show event

302-4226 Youth Services

Various small items of expenditure incurred to support the Youth Council plus funds used for an enhanced activity, rainbow banners and a graffiti workshop.

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

Various items of expenditure incurred for Get Green event, to support the HRLLG at the Jubilee event, the Southend trip, a hedgehog project.

302-4230 Public Toilets

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

303-421 Summer Playscheme

This is a mis-code and will be reallocated to 302-4227

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, Carnival, Skate Park, Houghton Rocks, outdoor cinema, 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 7 grants to residents to hold their own Jubilee street parties and a grant of £200 to the Parkside 50+ Club for a summer trip..

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. This is a mis-code and will be rectified

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

18/08/2022

Houghton Regis Town Council

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Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 4

Cost Centre Report

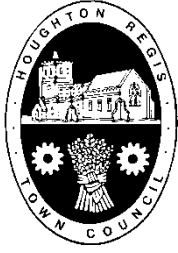
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Community Services								
1091 Income Miscellaneous	0	995	1,700	705			58.5%	
Community Services :- Income	0	995	1,700	705			58.5%	0
4221 SUMMER PLAYScheme	0	2,176	4,500	2,324		2,324	48.4%	
4226 Youth services	350	1,624	4,500	2,876		2,876	36.1%	
4227 Community Services	1,018	1,835	6,000	4,165		4,165	30.6%	
4230 Public Toilets	1,600	6,471	18,800	12,329		12,329	34.4%	
4232 Christmas Lights	0	0	13,000	13,000		13,000	0.0%	
Community Services :- Indirect Expenditure	2,968	12,107	46,800	34,693	0	34,693	25.9%	0
Net Income over Expenditure	(2,968)	(11,112)	(45,100)	(33,988)				
303 Communications								
4029 Promotional Material	0	758	2,000	1,242		1,242	37.9%	
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%	
4221 SUMMER PLAYScheme	0	1,300	0	(1,300)		(1,300)	0.0%	
Communications :- Indirect Expenditure	0	2,058	7,600	5,542	0	5,542	27.1%	0
Net Expenditure	0	(2,058)	(7,600)	(5,542)				
304 Events								
1094 Income from Sponsors	250	1,378	2,000	622			68.9%	
1097 Income - Council Events	(2)	955	4,650	3,695			20.5%	
Events :- Income	249	2,333	6,650	4,317			35.1%	0
4222 COMMUNITY EVENTS	3,793	22,454	50,800	28,346		28,346	44.2%	
Events :- Indirect Expenditure	3,793	22,454	50,800	28,346	0	28,346	44.2%	0
Net Income over Expenditure	(3,544)	(20,121)	(44,150)	(24,029)				
305 Community Grants								
4203 MAYORS CHRISTMAS APPEAL FUND	0	0	3,300	3,300		3,300	0.0%	
4218 Grants (WB) Small Projects	200	1,500	3,000	1,500		1,500	50.0%	
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	200	2,500	22,300	19,800	0	19,800	11.2%	0
Net Expenditure	(200)	(2,500)	(22,300)	(19,800)				

Detailed Income & Expenditure by Budget Heading 01/11/2021

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306 Community Safety								
4046 Enviro - Crime	0	0	7,900	7,900		7,900	0.0%	
4059 OTHER PROFESSIONAL FEES	0	(1,640)	34,990	36,630		36,630	(4.7%)	
Community Safety :- Indirect Expenditure	0	(1,640)	42,890	44,530	0	44,530	(3.8%)	0
Net Expenditure	0	1,640	(42,890)	(44,530)				
307 Civic Services								
1094 Income from Sponsors	42	51	0	(51)			0.0%	
Civic Services :- Income	42	51	0	(51)				0
4101 MAYORS ALLOWANCE	91	751	3,850	3,099		3,099	19.5%	
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%	
4222 COMMUNITY EVENTS	0	320	0	(320)		(320)	0.0%	
Civic Services :- Indirect Expenditure	91	2,132	7,250	5,118	0	5,118	29.4%	0
Net Income over Expenditure	(49)	(2,081)	(7,250)	(5,169)				
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	290	3,379	8,350	4,971			40.5%	
Expenditure	7,052	39,611	189,640	150,029	0	150,029	20.9%	
Net Income over Expenditure	(6,761)	(36,232)	(181,290)	(145,058)				
Movement to/(from) Gen Reserve	(6,761)	(36,232)						



COMMUNITY SERVICES COMMITTEE

Agenda Item 8

Date:	Monday 22nd August 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 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.

600 welcome packs are in the process of being collated and should be delivered during September 2022.

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

Youth Council

The Youth Council has met twice since the last community services meeting, one meeting was held at the kitchen garden where they met with the Head Gardener. They supported: The Carnival, Skate Jam, Cinema, Magician, Inflatable Fun, Mobile Farm and Teaching Talons activities. In addition to this they encouraged positive mental health through rock painting at the Skate Jam Event, raised awareness on LGBTQ+ with the Follow the Rainbow Treasure Hunt and raised over £120 at the Carnival with Lucky Dip, Tombola, Guess the Teddy's Name and number of sweets in a jar. We currently have 14 Youth Council members.

HRLLSG

Since the last meeting the group have met once as a meeting had to be cancelled due to extremely hot weather. They have held two tea and treat sessions with around 10-14 people in attendance. The Southend trip planned for September is now fully booked.

Dementia-friendly town

DE Signs have been asked to create and install signs across the town. It is anticipated that the signs will be in place from September 2022. 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 has worked in partnership with the Civic and Events officer to deliver the Skate Jam and Cinema to residents in the community. Additional family fun activities have included: Magician, Inflatable Fun, Mobile Farm and Teaching Talons all activities have been well attended throughout the summer holidays. Due to the popularity of the seaside trip to Southend an additional coach has been booked, all three coaches are fully booked.

Youth Café

Youth Café continues to provide a safe space for young people within the community. Twelve to Fifteen young people regularly attend each session and members 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 continue to open up to staff about some of the challenges that they are encountering and support from supportive agencies are being sought.

#knife free Houghton

Nathan Levy the CEO and Senior Practitioner from Inspired Youth has one more session to be delivered in All Saints Academy. Date to be agreed with the school when the new term begins.

Enhanced Activities

The Youth Café have enjoyed attending Bouncy Leisure activities for young people, wildlife experiences up close and personal and Graffiti art. All of the enhanced activities have been well attended and have been utilised as a tool to engage with a new cohort of young people from within the community.

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 head gardener at Houghton Hall Park, Mind, Bidwell West Community Development Officer, Groundwork, CBC Community engagement Officer, 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.