



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr J W Carroll**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

10<sup>th</sup> July 2023

**To: Members of the Community Services Committee**

**Cllrs: Y Farrell (Chair), N Batchelor, E Billington, P Burgess, T McMahon, C Rollins, 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 17<sup>th</sup> July 2023 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.*

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### 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 2023/24.

### 5. MINUTES

*Pages 5 - 8*

To approve the minutes of the meeting held on 6<sup>th</sup> February 2023.

**Recommendation:** To confirm the minutes of the Community Services Committee meetings held on 6<sup>th</sup> February 2023 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. TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

*Pages 10 - 44*

Events Working Group	2 <sup>nd</sup> February, 2 <sup>nd</sup> March, 30 <sup>th</sup> March, 27 <sup>th</sup> April 2023.
Combating Crime Working Group	18 <sup>th</sup> January, 15 <sup>th</sup> February, 15 <sup>th</sup> March, 19 <sup>th</sup> April and 24 <sup>th</sup> May 2023.

**Recommendation:** To receive the Minutes detailed above.

## **9. COMMUNITY SERVICES COMMITTEE FINANCIAL REPORT 2023/24**

*Pages 49 - 57*

In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically.

Members will find attached, for information, the budget report for Community Services Committee alongside the Budget Explanation.

Of note the following projects are anticipated during 2023/24:

- Parkside Recreation Ground Pavilion (Remodelling Feasibility)
- Visitor Publication

*This report is provided for information purposes.*

## **10. INCOME AND EXPENDITURE REPORT**

*Pages 58 - 61*

Members will find attached the income and expenditure report, with appropriate commentary, for Community Services Committee to date.

## **11. YOUTH AND COMMUNITY SERVICES UPDATE (JUNE) 2023**

*Pages 62 - 69*

To update Members on the activities of the youth and community services.

*This report is provided for information.*

## **12. PARKSIDE RECREATION GROUND PAVILION (REMODELLING FEASIBILITY)**

*Pages 70 - 74*

To enable Members to consider options for the potential remodelling of the Parkside Recreation Ground Pavilion.

**Recommendation:** To consider and recommend that expenditure for the

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**delivery of this project is included within 2024/2025  
emerging budget.**

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**HOUGHTON REGIS TOWN COUNCIL**  
**Community Services Committee**  
**Minutes of the meeting held on**  
**6<sup>th</sup> February 2023 at 7.00pm**

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

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

Public: 5

Apologies: Councillors: C Copleston

Also present: Councillor: J Carroll

**12344 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Copleston (C Slough substituted).

**12345 QUESTIONS FROM THE PUBLIC**

None.

**12346 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**12347 MINUTES**

To approve the minutes of the meeting held on 7<sup>th</sup> November and 15<sup>th</sup> November 2022.

**Resolved: To confirm the minutes of the Community Services Committee meetings held on 7<sup>th</sup> November and 15<sup>th</sup> November 2022 and for these to be signed by the Chairman.**

**12348 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Events Working Group 27<sup>th</sup> October & 1<sup>st</sup> December 2022

Combating Crime Working Group 19<sup>th</sup> October, 16<sup>th</sup> November & 21<sup>st</sup> December 2022

**Resolved:**           **To receive the Minutes detailed above.**

#### **12349 INCOME AND EXPENDITURE REPORT**

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

Clarification was sought regarding an overspend on resident Support Packs, it was advised that it was shown as an overspend as income is shown in a different section of the budget report.

It was highlighted that Civic Events was shown as having spent 121% of their budget, it was advised this had been due to the unpredictable increase in prices.

#### **12350 REPORT FROM GROUNDWORK**

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

Members were advised that Anthony was moving on, and the Youth Club provision would be taken over by Charley Ashley.

Members were advised the Safer Neighbourhood Team attended a session and met with young people. Siblings of a victim of a fatal knife crime attended a Knife Crime Workshop, it was hoped to offer further workshops with more collaborative working with agencies with a hope to cover ASB, relationships, sexuality and drugs.

#### **12351 HRTC YOUTH & COMMUNITY SERVICES**

Members received a report for November and December on youth and community work completed.

Members were advised that the Support Packs were very well received by the community, funding for which was received from CBC Ward Councillors. Houghton Regis Town Councillors wished to thank Ward Councillors for their financial contribution to enable the creation of the resident support packs.

Members welcomed the opening of the foodbank in Houghton Regis and requested donations and highlighted that donations could be toiletries, sanitary towels, cleaning items or other items aside from food.

Members were advised the Youth Café had been well attended although a drop in numbers had been seen whilst the weather was particularly bad. Young people see the space as a safe place and a place to learn new skills. Young people who no longer attended the provision have visited and updated staff on their progress.

Members were advised there was some intergenerational work planned with the Youth Council and the Later Living Social Group at the Coronation Event.

*Members received this report for information.*

#### **12352 GRANTS**

Members were advised that the following Small Projects Grants had been awarded under delegated authority:

- Houghton Regis Ladies Group £200
- Houghton Regis Bowls Club £200

#### Small Project Grants

The following applications were received:

Members were advised that £855 remained in the Small Projects grants budget.

Members discussed the applications, it was agreed that Housing 21's request for a defibrillator was to be awarded £500, the remaining balance of £355 be awarded to BRCC for community tea dance events.

<i>Applicant</i>	<i>Amount requested</i>	<i>Amount awarded</i>	<i>Purpose</i>
Housing 21	£500	£500	Community defibrillator
BRCC	£500	£355	3 x community tea dance events

**Resolved:** To consider and determine the Small Project grants detailed.

#### 12353 CORONATION BIG LUNCH - CORONATION GRANTS 2023 24

To enable members to consider the option of providing a grant to residents to enable Coronation Big Lunch events to be held in aid of the Kings Coronation.

Members were advised of the popularity and uptake of the Jubilee Grant. It was felt that a similar scheme for the Coronation should be offered.

Concerns were raised regarding the quantity of applicants and whether this could lead to funding issues. It was agreed that if 100 applicants were reached, the Chair and Vice-Chair of this committee would be consulted.

An addition to the officer recommendation was proposed by Cllr Goodchild seconded by Cllr McMahon to read:

*2. To give delegated authority to the Chair and Vice-Chair and for the scheme to be reviewed when 100 applications were reached.*

This addition was carried and accordingly became part of the substantive recommendations:

**Resolved:** 1. To offer a Coronation Big Lunch Grant to residents to be funded from the Small Capital Grants up to the value of £200.

- 2. To give delegated authority to the Chair and Vice-Chair and for the scheme to be reviewed when 100 applications were reached.**

#### **12354 RENEWAL OF SERVICE LEVEL AGREEMENT WITH BEDFORDSHIRE POLICE**

Members were invited to consider the Service Level Agreement with Bedfordshire Police to deliver high visibility policing in Houghton Regis under Operation Hana for 2023/24.

The current contract would run until 31<sup>st</sup> March 2023.

Members were advised that the officer hourly rates had increased. This had been taken into account during the budget setting process.

**Resolved:** To agree the Service Level Agreement with Bedfordshire Police to deliver high visibility policing in Houghton Regis under Operation Hana for 2023/24 and for this to be signed by the Chair of Community Services Committee.

#### **12355 DETACHED / OUTREACH YOUTH WORK IN HOUGHTON REGIS**

Members were advised £72,060 of funding for a two-year project had been received to support outreach work in Houghton Regis. This funding did not require match funding.

The Community Development Office advised members that the sessions would be open sessions.

It was highlighted to members how this funding would show on the budget report as an overspend as the income would show in a different section of the report.

Members were advised this funding would enable youth provision to be offered every weekday evening.

Members were advised that it was hoped that some funding would be used for a residential visit. The value of such visits was highlighted by several members and it was felt this could prove to be an unrepeatable experience of exceptional value to the participating young people.

**The Chairman declared the meeting closed at 8.26pm**

**Dated this            day of**

**Chairman**



### **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 30<sup>th</sup> 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.

**HOUGHTON REGIS TOWN COUNCIL**  
**Events Working Group**  
**Minutes of the meeting held on**  
**Thursday 2<sup>nd</sup> February 2023 at 5.30pm**

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

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

Apologies: Councillors: A Slough  
M Kennedy

**EWG797 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr A Slough and Cllr Kennedy.

**EWG798 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**EWG799 MINUTES**

To approve the Minutes of the meeting held on 1<sup>st</sup> December 2022.

**Resolved: To confirm the minutes of the Events Working Group meeting held on 1<sup>st</sup> December 2023.**

**EWG800 OVERTIME REPORTS**

Members received an update regarding the overtime costs from the Halloween Film Screaming, Santa Float and the Santa's Grotto.

Members acknowledged there was a staffing need to enable the events to run safely and efficiently.

**Resolved: To note the report**

**EWG801 SANTA FLOAT / SANTA'S GROTTO REVIEWS**

Members were requested to discuss successes of the above events and any elements that required change moving forwards.

*Santa Float*

It was highlighted that there had been disappointment regarding the 2<sup>nd</sup> night of the Santa Float, fewer personnel were in attendance and it was felt people had not come

out of their homes in the same numbers as the previous evening, possibly as there was no bell ringing. It was acknowledged that there has been a more positive turnout on the first evening. Members were reminded of the atrocious weather on the 2<sup>nd</sup> evening, which meant that the personnel with the float travelled in vehicles rather than walking alongside the float, and this could also have been a contributing factor to the lower resident turnout.

It was suggested that a transit be used in place of the regular vehicle that had been used in all previous Santa Float events. It was highlighted to members that all of the council resources for this event had been customised for the regular vehicle that was usually used.

It was suggested that the route be reconsidered to achieve a better resident response and reach a wider area.

### *Santa's Grotto*

Members shared positive feedback and it was felt that the event had been successful and the stalls positioned outside were well placed. It was suggested that consideration be given to the end of the session and how to advertise the last times to join the queue.

Consideration was given to having two Santa Claus' at future events to do a shift each, as it had proved to be a long day for just one person. It would also mean that a break would not be needed in the middle of the event, just a few mins to allow for the changeover.

It was suggested that some of the resources were beginning to look tired and could benefit from being replaced.

## **EWG802 BUDGET 2023/2024**

At the Town Council Meeting of 23<sup>rd</sup> January 2023, the Community Events Budget 304/4222 for 2023/2024 was confirmed as £51,000. The requested amount was £56,000.

Members received a list of events and their projected costs, members were asked to review this list with regard to events that would be financially viable within the revised budget.

If members agreed for the Easter Egg Hunt to go ahead, confirmation was requested as to whether they would like a Craft Fayre, and whether the Open-Air Film Screening would take place.

Members discussed requesting additional funds from Town Council for a Coronation Event.

An amendment to the officer recommendation 1 was proposed by Cllr C Slough seconded by: Cllr Farrell to read:

To confirm the events for 2023/2034 with the budget of £51,000 and to request 4,500 Town Council General Reserves for Coronation Event.

The officer recommendation read:

*1 To confirm the events for 2023/2034 with the budget of £51,000.*

Members were in favour of the amended recommendation, accordingly this became the substantive motion.

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Members agreed to defer consideration of the location for the open-air film screening to the next meeting.

**Resolved:**

- 1) **To confirm the events for 2023/2024 with the budget of £51,000 and to request Town Council transfer £4,500 from General Reserves for Coronation Event.**
- 2) **To confirm a Craft Fayre should take place with the Easter Egg Hunt.**

### **EWG803 PRIDE OF HOUGHTON AWARDS**

The Pride of Houghton Awards was taking place on Saturday 18<sup>th</sup> February 2023, members were updated on the following:

- The event was fully booked
- All supplies had been booked
- £500 had been received from sponsorship
- 112 people were expected to attend

The preparation for the event would start at midday, with the event starting at 7.30pm (arrivals from 7pm). Several members confirmed their attendance with the event set-up and evening event.

**Resolved:**

- 1) **To note the updates**
- 2) **confirm times to assist / attendance in the evening.**

### **EWG804 CORONATION - MAY 2023.**

Members were advised that a grant had been applied for, a response was awaited and would be fed back to the working group once received.

Members were advised that activities had been booked and confirmed.

Consideration was requested for one of the bookings to expand his act and sing as a duo in a 'Victorian Music Hall Style'. Members asked that links to videos be forwarded via email, in order that feedback could be given prior to the next meeting.

**Resolved: To note the update.**

### **EWG805 CARNIVAL THEME**

Members were asked to confirm a theme for the 2023 Carnival.

Suggestions included:

- World of Animation (Cartoon / film animated characters)
- Music Heroes / Pop Culture
- World Carnival
- Party 2023!
- 1980s / 1990s

Members gave consideration to the theme of the carnival, members felt that as it was the 100-year anniversary of Disney, World of Animation (Cartoons, Films and Comics) would be fitting.

It was requested that the Civic and Events Officer investigate availability of the dog show.

#### **EWG806 HOUGHTON ROCKS**

Members were asked to discuss their views on the band 'LEECH', details of which were previously circulated to members.

Feedback from members was positive, and it was requested that the Civic and Events Officer go back to Leech to discuss the package that is offered to bands to see if they would accept. Members also discussed 'The New Pacemakers' and asked similarly that investigations be made as to whether they would accept the usual rate for bands.

**Resolved: To confirm if 'LEECH' should be invited to attend Houghton Rocks 2023.**

#### **EWG807 FUTURE EVENTS / QUESTIONS**

All events taking place until May 6<sup>th</sup> 2023 had been included on this agenda.

Members had no further questions on any the of the events planned for the remainder of the year.

**The Chairman declared the meeting closed at 6.50pm**

**Dated this      day of**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**  
**Events Working Group**  
**Minutes of the meeting held on**  
**Thursday 2<sup>nd</sup> March 2023 at 5.30pm**

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

Officers: Sarah Gelsthorp Civic and Events Officer

Apologies: Councillors: M Kennedy

Absent: Cllr A Slough  
Mr D Hill

**EWG808 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Kennedy.

**EWG809 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**EWG810 MINUTES**

To approve the Minutes of the meeting held on 2<sup>nd</sup> February 2023

**Resolved: To confirm the minutes of the Events Working Group meeting held on 2<sup>nd</sup> February 2023.**

**EWG811 PRIDE OF HOUGHTON AWARDS**

The Pride of Houghton Awards took place on Saturday 18<sup>th</sup> February 2023.

Members were requested to discuss successes of the events and elements that required change moving forwards.

It was felt that the event was a big success and that the ‘giant letters’ used on the stage with the biodegradable balloons looked good and should be used again. The event had run smoothly after a 3 and a half year break and members expressed their thanks and gratitude to all those who had assisted and supported the event.

Future recommendations were to increase promotion and sponsorship, and to look at the format of the awards and the selection process. It was agreed that this would be brought back to the next meeting to allow for changes to be requested to the Pride of Working Group Terms of Reference prior to the Annual Meeting of the Town Council.

**Resolved: To note the report**

#### **EWG812 EASTER EGG HUNT**

Members were informed that to date there would be 10 stalls taking part in the Craft Market at the Bedford Square Atrium.

Vegan/ Freefrom Easter Eggs had been purchased and an order for 700 Easter Eggs had been placed. Additionally posters had been updated to change the age range to 16 years and under, and to state that the last time to collect entry forms was 12.30pm.

Members are asked to consider if Face Painting / Glitter Tattoos should be paid for, to allow these to be provided free of charge to the public. Members were in agreement that this should be investigated and could be paid from 22/23 budget to save on the 23/24 budget.

Councillors Wattingham, McMahon and Farrell confirmed their availability to assist at the event.

**Resolved: 1) To note the report  
2) To pay for the provision of Face Painting/ Glitter Tattoos, in order that these can be provided free of charge to the public.**

#### **EWG813 BUDGET 2023/2024**

At the last meeting of the Events Working Group, Members discussed the budget of £51,000 which had been approved on 23rd January 2023. A budget of £56,000 had originally been requested.

Members had asked that a resolution be taken to Town Council to request £4,500 from General Reserves to host the Coronation Event, which would then alleviate some of the budget for the Fireworks Display. The Town Clerk had confirmed that:

- *Use of General Reserves was to help with unforeseen circumstances or during budget setting for capital spend. The planned events are not unforeseen, the budget has only just been set and funding for events is revenue funding not capital funding.*
- *The budget for 23/24 had only just been set and members had the opportunity to influence the budget in the way they saw fit. In setting the events budget at £51,000 members were aware that they were placing a requirement on the EWG to find ways to deliver the events at a financially affordable way. The council has not directed the EWG as to which events should or should not be run, it is for the EWG to deliver within the resources available.*
- *There was a grant possibility for the Coronation event, so it may be that additional income is sourced which would mitigate the need for additional funding.*
- *The EWG haven't determined whether the fireworks event is feasible, if it is not this releases a substantial amount of funding for other events. This is another possibility that would mitigate the need for the use of general reserves.*

- *To present a request to use GR at this time would be premature. Should it be needed, a request for funding within the financial year it is needed would be more appropriate and timely.*

*In short general reserves are for unforeseen circumstances and should only be considered when all other avenues have been exhausted.*

*The Clerk had suggested that the EWG await the outcome of the Awards for All funding application and determine whether the fireworks is feasible. As a worse case, should the grant application be unsuccessful and the fireworks feasible and the EWG can find not other way of delivering the events they desire, then an approach to Town Council can be made for the use of general reserves. There is also a risk that if a request for use of GR is made now and is declined, then this cannot be reversed for a 6 month period. A timely request for the use of GR is recommended once other issues have been exhausted.*

An approach had been made to local schools to ask about using the playing fields and the Dunstablians' Rugby Club. One school, and the Rugby Club has come forward to express interest, and a suggestion came forward about the use of the new Recreation Ground at Bidwell West. The Town Council's insurers have confirmed that any damages that could be 'reasonably foreseeable' (i.e. damage from footfall, vehicles etc) would not be covered under our policy. The land owners would need to accept that there would be some damage caused to the land from footfall and that it would take some time to recover.

Members were reminded that Parkside Drive Recreation Ground, Moore Crescent and Orchard Close (belonging to the Town Council) and Windsor Drive (belonging to CBC) were assessed last year. All four sites would be suitable for the event in theory, but some would exclude the fairground owing to the size of the ground.

It was suggested that additional time is allowed to await the outcome of the Awards for All funding application and determine whether the fireworks is feasible, before determining whether to request the use of General Reserves to support the events budget. Additionally, it was confirmed the Town Clerk would be asked for an update on the works at Tithe Farm Recreation Ground, in the event that it might be available to hold a laser type Fireworks Display, and that a video of a laser display would be circulated to members.

It was also requested that the school and the Dunstablians' Rugby Club be assessed (with their agreement) for their suitability to hold the Fireworks Display.

*The original recommendation read:* To await the outcome of the Awards for All funding application and determine whether the fireworks is feasible, before determining whether to request the use of General Reserves to support the events budget.

However, it was suggested that the wording be amended to: *To make further investigations and to report back at the next meeting.*

*This was proposed by Councillor Farrell and seconded by Councillor Wattingham and then voted upon.*



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**Resolved:**                    **To make further investigations and to report back at the next meeting.**

#### **EWG814    OPEN AIR FILM SCREENING**

At the last meeting, it was discussed about the possible venue for the Open Air Film Screening and whether the event should be held at a different venue. Members asked that investigations be made with the HHP Visits Centre regarding the use of the toilets, which could save money on hiring in less for the event.

Houghton Hall Park Visitors Centre had confirmed that the toilets could be used, but that we would need to hire in a few (less than normal) so that there would be the required number under Health and Safety requirements.

Members were asked to confirm if they would like to hold the Open Air Cinema once more at Houghton Hall Park (in front of the Visitors Centre) or at a different venue, and after a discussion, it was agreed to request the use of Houghton Hall Park.

**Resolved:**                    **To request the use of Houghton Hall Park to host the Open Air Film Screening.**

#### **EWG815    CORONATION**

Members were advised that there was no official update regarding the televised timings for the day, but that it was hoped to screen the official proceedings on the giant screen and then follow this up with a family friendly movie.

Other confirmed entertainment included Maypole Dancing and music from Last of the Summer Ukuleles. The Town Council had placed a 'shout out' on Social Media, asking for Morris Dancers, and one had been contacted as a result.

The Big Lunch was being advertised as a national event on 7<sup>th</sup> May and it was thought that this could be included as part of the HR Coronation Celebrations. The Later Living Social Group was intending to hold a VIP Area and they had suggested creating packed lunches to coincide with this for the people in their group.

Members were told that quotes had been received for bunting and flags for the area around the Village Green.

**Resolved:**    **To note the update.**

#### **EWG816    CARNIVAL**

Members were informed that the stall booking forms had been sent out and there had been a flurry of bookings within the last week. The First Aid providers and PA System, has been booked and the Police and Fire Service informed about the event. Members were informed that the University of Bedfordshire Pipe Band had been contacted about leading the procession.

Members discussed entertainment and asked that the Dog Show continue to be investigated, and that a tribute artist be looked into for the afternoon entertainment. Members asked that Krisgar be invited to take part again.

**Resolved:**    **To note the update.**

**EWG817 HOUGHTON ROCKS**

Members were informed that following a 'shout out' on social media, contact had been made with vegan/ vegetarian food retailers for both Carnival and Houghton Rocks. To date a provisional booking had been received for Houghton Rocks.

Members were also informed that 'LEECH' had confirmed that they would perform at Houghton Rocks and had accepted the 3pm. As per earlier discussions, a local resident who plays the guitar, had been asked to start off the event.

It was agreed that Supersonic, The Long Riders, The Roberts Family Band and Tiptoe Apollo should be asked about availability to perform. Enquiries were still being made with regards to The New Pacemakers.

**Resolved: To note the updates.**

**EWG818 FUTURE EVENTS / QUESTIONS**

All events taking place until May 6<sup>th</sup> 2023 had been included on this agenda.

Members had no further questions regarding any the of the events planned for the remainder of the year.

**The Chairman declared the meeting closed at 6.45pm**

**Dated this      day of**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**  
**Events Working Group**  
**Minutes of the meeting held on**  
**Thursday 30th March 2023 at 5.30pm**

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

Officers: Sarah Gelsthorp Civic and Events Officer

Apologies: Councillor: M Kennedy  
Mr D Hill

Absent: Councillors: A Slough  
C Slough

**EWG819 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from David Hill and Cllr Kennedy.

**EWG820 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**EWG821 MINUTES**

*EWG811*

It was reported that the Memorial Hall had raised concerns regarding some marks on the floor beside the small kitchen area, arising from the Pride of Houghton Awards. It was requested that in future, any bar provider be asked to ensure they have the correct trolleys to move in beer barrels, to prevent any future damages.

To approve the Minutes of the meeting held on 2<sup>nd</sup> March 2023.

**Resolved: To confirm the minutes of the Events Working Group meeting held on 2<sup>nd</sup> March 2023.**

*(5.34pm Cllr McMahon joined the meeting at this point)*

**EWG822 PRIDE OF HOUGHTON AWARDS**

At the previous meeting, members discussed changing the Pride of Houghton Awards Working Group, particularly with regard to the award selection process and make-up of the Working Group.

Following a discussion with the Town Clerk, it had been confirmed that the Pride of Houghton Working Group sat under the Community Services Committee, and as such, the Events Working Group did not have any remit to make any changes.

The above item was discussed at Town Council on 20<sup>th</sup> March 2023.

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Members acknowledged that changes would be made to the structure of the Working Group, with the addition of two more members moving forwards, but asked for clarification regarding the changes that would be made to the Working Group make-up and the selection process. It was agreed to that this would be investigated and reported back.

**Resolved: To note the report and feedback the points raised back to members.**

### **EWG823 EASTER EGG HUNT**

Members were provided with the Marshals Information booklet which included a final event overview listing the roles and responsibilities. This was discussed with members.

A Serious Incident Management Plan for the event was also provided along with a Serious Incident Contact Card (SICC). Members were asked to adopt this policy and card in order that they could be used on 1<sup>st</sup> April 2023. The adopted policy would be placed in the Library on the day. There was also a plan for the Craft Stalls. Members were informed about the evacuation point listed in the documentation and that a second one would also be located for stallholders if applicable, outside the Bedford Square Centre, on Tithe Farm Road (grass verge area).

Members were invited to discuss any Health and Safety issues relating to the event and to confirm the hours that they were available on the day. The timings were confirmed by all members present, and timings for staff and other volunteers were also confirmed.

Points raised from the event in 2022 were also discussed and it was demonstrated how these had been addressed.

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

### **EWG824 CORONATION**

Members were advised that the Plan for the Coronation was as follows:

- 11 am – Arrive at the Village Green and watch the Proceedings live on the screen.
- 1 pm and 2 pm – Musical Entertainment from Last of the Summer Ukuleles
- 1.30 pm and 2.30 pm Maypole Dancing Sessions.
- 3 pm – Family Movie (Suggested movie ‘Paddington’).

Refreshments would be served from the Village Green Pavilion, and it was suggested that families bring a picnic.

The Later Living Social Group would have its very own VIP Area to enjoy the event, and the Youth Council would be providing free craft activities for the children, and Facepainting was also confirmed. The Town Council would also provide giant lawn

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games and there would be an area for ‘selfies’ on a Royal theme.

Decorative discs for Lamp Posts had been received, along with a Flag, which would be displayed near the Memorial Stone. It was anticipated that these would be put up in early April, along with bunting on the planters, and by the town sign.

Members were requested to confirm availability for a ‘decorating party’ for bunting around the Village Green area, but it was confirmed that members would be contacted once the bunting had arrived in the office.

**Resolved:**

- 1) **To note the plan for the day**
- 2) **To confirm availability for a decorating party once the bunting had been received.**

## **EWG825 CARNIVAL**

Members were requested to note that a reply was still awaited from the Central Bedfordshire Canine Trust regarding a Dog Show at the Carnival, and the University of Bedfordshire Pipe Band regarding the Procession, but that these are being followed up. Suggestions were made for an alternative Pipe Band to follow up from Luton Irish Forum.

Arena Displays from two dance groups had been confirmed and Krisgar has been booked to provide Children’s Entertainment from 3 pm until 4.30 pm.

A quotation had been received for Carnival Badges as follows:

**Qty 500 @ £1.45p**  
**Qty 550 @ £1.40p**  
Plus Die £65.00, Carriage £12.75 (Net)

It was suggested that 500 badges be ordered, with the artwork presented at the next meeting.

Finally, correspondence had been received from a Vegan/Vegetarian Catering Outlet, to confirm that they were interested in attending; but the stall fee was holding them back. It would be the first time that they had attended the Carnival and a reduced fee would allow them to attend, and to see if there is enough footfall to attend in the future. Members were requested to consider offering the retailer a pitch at a reduced fee of £67.50 (half price) for this year only (Carnival).

Members discussed this and agreed to offer the discount, with the provision that this be kept confidential and that it be stated that this was a ‘one off’.

**Resolved:**

- 1) **To note the updates.**
- 2) **To order 500 Carnival Badges (artwork to be seen at next meeting).**
- 3) **To offer the Vegan/Vegetarian Food Retailer a reduced pitch for the Carnival in 2023.**

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**EWG826 OPEN AIR FILM SCREENING**

The Open-Air Film Screening was confirmed for Thursday 27<sup>th</sup> July 2023 at Houghton Hall Park.

**Resolved:**                    **To note the update.**

**EWG827 HOUGHTON ROCKS**

Members were informed that the following bands were booked:

Supersonic  
Tess and the Durbervilles  
The Roberts Family Band  
Tiptoe Apollo  
Tooth Marks

3pm LEECH  
4pm The Long Riders

Members were asked to consider a headlining band for Houghton Rocks and also an event host. It was agreed to invite 'The New Pacemakers' to perform as the headlining band, and to invite Billy Lee to host the event once more.

Additionally, Diverse FX had asked if there is any possibility of a timeslot, and it was agreed to offer the band an 11am slot.

**Resolved:**            1) **To invite 'The New Pacemakers' to headline the event, and Billy Lee to host the event.**  
                              2) **To offer Diverse FX an 11 am timeslot.**

**EWG828 BUDGET 2023-2024**

At the previous meeting, it was agreed to await the outcome of the Awards for All Grant for the Coronation Celebrations, and members received an update between meetings to let them know that unfortunately, the application had been unsuccessful. Therefore £4,500 would be utilised, as budgeted, to host the event.

Members were invited to meet at Parkside Drive Recreation Ground and Windsor Drive, to assess the feasibility of holding the Fireworks Event at one of these locations. Councillors Wattingham, Carroll, Cooper, Farrell and McMahon attended this viewing, and it was felt that the preference at that stage would be the land at Windsor Drive, with Parkside Drive recreation Ground as a second option. It was suggested not to continue looking at land areas which were outside of CBC / HRTC's ownership.

Accordingly, Members were provided with maps which were created by the Fireworks company at an assessment in 2022. Members were asked to formally confirm their preference for a Fireworks site so that the costings of the event could be investigated in more detail. Details of the advantages and disadvantages of each site were included.

Members agreed that they would like an approach to be made to Central Bedfordshire Council regarding the usage of the land at Windsor Drive for this event, and for further costings for the event to be investigated.

**Resolved:**        **To approach Central Bedfordshire Council to request use of the land at Windsor Drive for the Fireworks Display, and for further costings to be investigated.**

**EWG829    FUTURE EVENTS / QUESTIONS**

All events taking place until May 6<sup>th</sup> 2023 had been included on this agenda.

Members had no further questions regarding any the of the events planned for the remainder of the year.

**The Chairman declared the meeting closed at 6.49pm**

**Dated this        day of**

**Chairman**

**HOUGHTON REGIS TOWN COUNCIL**  
**Events Working Group**  
**Minutes of the meeting held on**  
**Thursday 27<sup>th</sup> April 2023 at 5.30pm**

Present: Councillors: T McMahon  
E Cooper  
Y Farrell  
K Wattingham

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

Apologies: Councillor: M Kennedy

Absent: Councillors: A Slough  
C Slough

**EWG828 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Kennedy.

Members were advised that co-opted member Mr David Hill had resigned from his position of Co-optee on the Events Working Group.

The Civic and Events Manager asked that a sincere thank you be minuted for Mr Hill's support on the Carnival Sub Committee and Events Working Group. He had been an integral part of the team and he would be very much missed at both the events and the meetings.

A letter of thank you has been prepared and was awaiting counter signature from the Town Mayor.

**EWG829 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**EWG830 MINUTES**

To approve the Minutes of the meeting held on 30<sup>th</sup> March 2023.

**Resolved: To confirm the minutes of the Events Working Group meeting held on 30th March 2023 and for these to be signed by the Chairman.**

**EWG831 EASTER EGG HUNT**

The Easter Egg Hunt took place on 1<sup>st</sup> April 2023, and members were requested to discuss the successes of the event and make any suggestions for change moving forwards.

Positive feedback had been received with a good family atmosphere highlighted.



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**Resolved: To note the successes of the event and to make suggestions for change moving forwards.**

#### **EWG832 CORONATION**

Members received the Marshals Information booklet which included a final event overview listing the roles and responsibilities.

Also was received a Serious Incident Management Plan for the event and a Serious Incident Contact Card (SICC). Members were asked to adopt this policy and card for use on 6<sup>th</sup> May 2023. If adopted the policy would be placed in the Control Tent on the day.

Members were invited to discuss any Health and Safety issues relating to the event and to confirm the hours that they were available on the day.

**Resolved: 1) To adopt the Health and Safety policies for the event.  
2) To confirm availability to assist on the day.**

#### **EWG833 CARNIVAL**

Members were advised the Central Bedfordshire Canine trust had been contacted regarding a dog show being held at the Carnival, a reply had not yet been received.

The search for a marching band had been posted on Facebook, however no responses had been received to date. Members were advised that if no response had been received by 2<sup>nd</sup> May, an entertainment company would be contacted and delegated authority used for booking a suitable act.

Members received two designs for the Carnival Badge, however, members requested alternative designs be looked at. Alternative designs would be emailed out to members of the working group once the artwork had been completed.

Members also enquired about a band to perform during the afternoon and it was confirmed that this was being investigated.

**Resolved: To note the updates.**

#### **EWG834 HOUGHTON ROCKS**

Members were advised that all the bands approached for Houghton Rocks had confirmed a timeslot to perform and the event would once again be hosted by 'Billy Lee'. The Headline band was yet to be confirmed.

**Resolved: To note the updates.**

#### **EWG835 FIREWORKS DISPLAY 2023**

Members were informed that a reply to the request of the use of the land at Windsor Drive was still awaited.

Further investigations were required on the land at Windsor Drive, once complete a formal request to Central Bedfordshire Council would be submitted for use of the land.

Meetings had been held with both security and sound / lighting companies regarding the site.

Members were assured that officers were working tirelessly to overcome any barriers to enable the firework display to go ahead.

**Resolved: To note the updates.**

**EWG836 FUTURE EVENTS / QUESTIONS**

All events taking place until May 6<sup>th</sup> 2023 had been included on the agenda.

Members were thanked for their work and support on the Events Working Group and at events held throughout their term of office. Officers were also thanked for their work on ensuring the safe running, and enjoyment of events.

**The Chairman declared the meeting closed at 6.30pm**

**Dated this        day of**

**Chairman**

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**18<sup>th</sup> January 2023**

Present:	Councillors:	K Wattingham C Copleston Y Farrell	(Chairman)
	Police:	PCC Festus Akinbusoye Ch Insp Jim Goldsmith Ch Insp Cray Birch	Bedfordshire Police Bedfordshire Police Bedfordshire Police
	Officers:	Tara Earnshaw Louise Senior	Community Development Officer Head of Democratic Services
Apologies:	Councillors:	M Kennedy T McMahon	
	Also present:	R Morgan J Carroll P Burgess D Jones E Cooper	Virtual attendance Virtual attendance

**CC314 POLICE CRIME COMMISSIONER UPDATE**

Members were advised that this agenda item was to be brought forward to enable non-members of this working group to address the PCC.

The PCC met with HRTC Councillors and to discussed local concerns.

Councillors raised many concerns prevalent in Houghton Regis and highlighted several of the more pressing concerns, the roots of the issues and possible resolutions were discussed.

Once the discussion with the PCC had ended, Cllr Morgan, Cllr Carroll, Cllr Burgess, Cllr Jones and Cllr Cooper left the meeting as there were non-members of this working group.

**CC315 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Kennedy and Cllr McMahon and Sgt. Greenman.

**CC316 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC317 MINUTES**

To approve the Minutes of the meeting held on 21<sup>st</sup> December 2023.

**Resolved:**        **To approve the Minutes of the meetings held on 21<sup>st</sup> December 2023 and for these to be signed by the Chairman.**

## CC318 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:

	November 2021	November 2022
Violence against person	96	101
Robbery	0	2
Domestic Burglary	13	12
Burglary Business / Other	4	3
Vehicle Crime	21	35
Other Theft	31	97
Criminal Damage	34	27
Drugs Offences	8	4

Members were advised that the spike in ‘other theft’ was due to a large number of incidents being reported as one large entry which contained individual incidents.

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 95 hours, with 50 hours of foot patrol for the month of November.

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.

## CC319 CBC COMMUNITY & PARTNERSHIP UPDATE

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An officer from Central Bedfordshire Council's Community & Partnership Team was in attendance at the meeting to provide an update:

- The Post Office had been visited and advice had been given regarding access for improved mobility access
  
- Faulty light in Bedford Square had been reported
- The damage to the speed sign had been reported
- Patrol areas changed on a monthly basis
- Replacement radios to be used by the shops would give a clearer signal
- ShopWatch scheme for Houghton Regis was suggested to be run by the Safer Communities Team and to be co-ordinated with the police
- Community information day 3<sup>rd</sup> March 2023 10am – 2pm
- Pop-up's would be held every quarter
- Neighbourhood policing week was to focus on Skate Park
- Bedford Square engagement had feedback that there had been a reduction in ASB and thefts

## **CC320 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

Members were advised that the three replacement cameras had been delivered, two had been placed with the third one pending. Compensation from the lost camera was still outstanding.

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

- Hillborough Crescent
- Neptune Square
- Parkside, Elm Park - pending

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

## **CC321 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.

**The Chairman closed the meeting at 12.46pm**

**Dated this 15<sup>th</sup> day of February 2023**

**Chairman**

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**15<sup>th</sup> February 2023**

Present:	Councillors:	Y Farrell	
		D Jones	Substitute
		T McMahon	
	Police:	Sgt. L Greenman	Bedfordshire Police
		Tara Earnshaw	Community Development Officer
	Officers:	Louise Senior	Head of Democratic Services
	Apologies:	K Wattingham	
		C Copleston	
		M Kennedy	

**CC322 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Wattingham (Cllr Jones substituted), Cllr Copleston and Cllr Kennedy.

Members were requested to nominate a temporary Chair for this meeting.

Cllr Farrell was nominated by Cllr Jones, Cllr McMahon seconded.

Accordingly, Cllr Farrell Chaired the meeting.

**CC323 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC324 MINUTES**

Members were requested to approve the Minutes of the meeting held on 18<sup>th</sup> January 2023, however, due to the apologies received, it was agreed to defer the approval of the minutes of 18<sup>th</sup> January to the next meeting.

**CC325 POLICE REPORT**

Members received a verbal report on crime and ASB issues since the last meeting.

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:

	YEAR 2022	YEAR 2023
Violence against person	38	32
Robbery	1	2
Domestic Burglary	2	1
Burglary Business / Other	8	3
Vehicle Crime	16	16
Other Theft	20	15
Criminal Damage	14	16
Drugs Offences	1	2

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.

## CC326 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 advised that a weapons sweep had been carried out, and fly-tipping incident was being investigated.

Joint patrols had been carried out in Bedford Square; timing tied in with the end of the school day.

Community groups had been met with, with advice offered on safety with personal alarms given to residents. Members were advised that whilst out in the community, residents have been forthcoming with information relating to issues which were then passed on to the relevant agency.

Members were advised that a Pop-up-Stand had been organised for Saturday 25<sup>th</sup> April 2023 to be held at the Houghton Regis Leisure Centre to offer advice and strategies to aid the combating of crime.

An information day had been planned for 3<sup>rd</sup> March 2023 in the Atrium in Bedford Square with community groups invited to attend.



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**CC327 REDEPLOYABLE CAMERA LOCATIONS & CBC COMMUNITY SERVICES  
CCTV OPERATORS UPDATE**

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.

The new camera was requested to be moved to Parkside Drive (looking toward Johnson Court, Column number 38, due to ongoing ASB. The request to reduce the fear of crime for elderly residents had arisen due to the location having been identified as experiencing increased levels of crime which had been highlighted in both the police report and from the Community Safety Team.

The Community Services team advised that more information was required to deploy the camera to Parkside. Members discussed more detailed information to be passed on to the CCTV Team to enable the movement of the camera.

Members agreed to leave the cameras in situ:

- Hillborough Crescent
- Neptune Square
- Parkside, facing Johnson Court (to be placed)

**Resolved:**

- **To agree, on the advice of the Police or other reliable information, the location of the redeployable cameras.**
- **To provide more information to the Community Services CCTV team to redeploy the camera to Parkside.**

**CC328 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.

**CC329 COMMUNITY SAFETY INITIATIVES**

Members were advised that data from the Speed Data Camera was corrupted and unable to be presented to this working group. February/March data would be downloaded and presented to the March meeting.

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

**Resolved:** **To note the report.**

**The Chairman closed the meeting at 12.16pm**

**Dated this 15<sup>th</sup> day of March 2023**

**Chairman**

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**15<sup>th</sup> March 2023**

Present:	Councillors:	K Wattingham Y Farrell T McMahon	(Chairman)
	Police:	PC Amy Ison Sp Const. Rob Cross	Bedfordshire Police (Substitute) Bedfordshire Police
	CBC Safer Communities & Partnership Team	Stephen Blake	CBC Safer Communities & Partnership Team
	Officers:	Tara Earnshaw Louise Senior	Community Development Officer Head of Democratic Services
Apologies:	Councillors:	C Copleston M Kennedy Sgt. Luke Greenman	Bedfordshire Police

**CC330 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Kennedy, Cllr Copleston, Jacqui Blake (Stephen Blake substituted) and Sgt. Luke Greenman (PC Amy Ison substituted).

**CC331 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC332 MINUTES**

To approve the Minutes of the meeting held on 18<sup>th</sup> January and 15<sup>th</sup> February 2023.

**Resolved: To approve the Minutes of the meetings held on 18<sup>th</sup> January and 15<sup>th</sup> February 2023 and for these to be signed by the Chairman.**

**CC333 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:

	2022	2023
Violence against person	87	75
Robbery	5	4
Domestic Burglary	13	6
Burglary Business / Other	2	5
Vehicle Crime	20	26
Other Theft	43	36
Criminal Damage	23	25
Drugs Offences	6	6

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 85 hours, with 45 hours of foot patrol.

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

It was requested that feedback be provided to Sgt. Greenman via PC. Ison requesting that Dell Road be covered within 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.

#### CC334 CBC COMMUNITY & PARTNERSHIP UPDATE

Members were advised that the Safer Neighbourhood Team had attended Sandingham Hub fortnightly, work had been completed in Bedford Square and it was hoped to branch out into more areas within Houghton Regis. Time2connect had been attended and engagement work in the community had continued.

The team were hoping to tackle the use of Nitrous Oxide, and youth provisions had been attended. Regular patrols in Houghton Regis had continued and it was hoped that youth engagement could be increased.

#### CC335 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

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In light of the police report Members considered whether there was a need to move the redeployable cameras to different locations or whether they should remain where they were. Members agreed to move the camera from Neptune Square to Tithe Farm Road facing the park. The cameras were sited at the locations below:

- Hillborough Crescent
- Tithe Farm Road (facing the park)
- Parkside, Elm Park

**Resolved:**

- **To agree, on the advice of the Police or other reliable information, the location of the redeployable cameras.**
- **To move the camera from Neptune Square to Tithe Farm Road**

### **CC336 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 highlighted that several issues had been reported to the Town Ranger including fly-tipping and graffiti.

**Resolved:**      **To note the report.**

**The Chairman closed the meeting at 12.03pm**

**Dated this 19<sup>th</sup> day of April 2023**

**Chairman**

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**19<sup>th</sup> April 2023**

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

Police: Sgt. S Konopka Bedfordshire Police

Officers: Tara Earnshaw Community Services Manager

Apologies: C Copleston  
M Kennedy

**CC337 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Kennedy, Cllr Copleston and Jacqui Blake.

**CC338 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC339 MINUTES**

To approve the Minutes of the meeting held on 15<sup>th</sup> March 2023.

**Resolved: To approve the Minutes of the meetings held on 15<sup>th</sup> March 2023 and for these to be signed by the Chairman.**

**CC340 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 Op Meteor, and the use of the link road on Woodside Estate for racing. Members highlighted their disappointment that positive police social media posts seemed to be focussed on other towns and omitted the good work achieved in Houghton Regis.

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

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	March 2022	March 2023
Violence against person	37	44
Robbery	3	2
Domestic Burglary	0	0
Burglary Business / Other	4	6
Vehicle Crime	11	11
Other Theft	8	12
Criminal Damage	10	9
Drugs Offences	8	3

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 95 hours, with 57 hours of foot patrol.

Members raised concerns regarding a specific light being out in Trident Drive, which obscured criminal behaviour. It was requested that this be followed up by a Ward Councillor.

It was suggested by police that the new developments be visited by patrols.

It was suggested that a more precise way of working out the op Hana contract costings be considered to increase efficiency of the service provided. It was highlighted that this would be adjusted at budget setting to allow for the expansion of the town to be incorporated.

It was suggested that alternative youth groups be considered and invited into the town, however, concerns were raised regarding affordability for families when considering uniformed groups as there would be membership costs involved.

Members agreed for Op Hana areas to remain the same, but to incorporate Bidwell West where possible.

**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.

#### **CC341 CBC COMMUNITY & PARTNERSHIP UPDATE**

Apologies were received from Jacqui Blake, Central Bedfordshire Council's Community & Partnership Team as she was unable to attend this meeting.

#### **CC342 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

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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 on the following locations:

- Hillborough Crescent
- Neptune Square
- Parkside, Johnson Court

It was suggested that the SLA be revisited to incorporate data changes that are encompassed with the new style cameras.

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

**CC343 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.**

**CC344 COMMUNITY SAFETY INITIATIVES**

Members received a log for the speed sign data.

**Resolved: To note the report.**

**The Chairman closed the meeting at 12.04pm**

**Dated this 24<sup>th</sup> day of May 2023.**

**Chairman**



**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**24<sup>th</sup> May 2023 at 11.00am**

Present: Councillors: E Cooper  
M Herber  
D Jones Substitution  
T McMahan  
C Slough

Police: Sgt. Slav Konopka Bedfordshire Police  
Insp. Jennifer Hurley Bedfordshire Police

Central Bedfordshire Council: Jacqui Blake Safer Communities Engagement Officer

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

Apologies: Y Farrell

**CC345 ELECTION OF THE CHAIR**

Members were invited to elect a Chair for Combating Crime Working Group for 2023/2024.

Nomination: Cllr Herber Proposed by: Cllr McMahan  
Seconded by: Cllr Herber

Nomination: Cllr Farrell Proposed by: Cllr Jones  
Seconded by: Cllr Cooper

Members in favour of Cllr Herber: 2  
Members in favour of Cllr Farrell: 3

Accordingly, Cllr Farrell was duly appointed as the Chair of the Combating Crime Working Group.

**CC346 ELECTION OF THE VICE-CHAIR**

Members were invited to elect a Vice-Chair for Combating Crime Working Group for 2023/2024.

Nomination: Cllr C Slough Proposed by: Cllr Jones  
Seconded by: Cllr Cooper

Nomination: Cllr Herber Proposed by: Cllr McMahan  
Seconded by: Cllr Herber

Members in favour of Cllr C Slough: 3  
Members in favour of Cllr Herber: 2

Accordingly, Cllr Slough was duly appointed as the Vice-Chair of the Combating Crime Working Group.

#### **CC347 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.

Members were advised that no applications had been received.

**Recommendation: To consider any co-option applications received.**

#### **CC348 APOLOGIES & SUBSTITUTIONS**

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

#### **CC349 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

#### **CC350 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

Due to technical issues, Cllr Slough left the meeting, Cllr Herber chaired the meeting in his absence.

In accordance with Standing Order 4 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 attached the extract from the approved Committee Functions & Terms of Reference which related to this working group.

Members received this report for information.

#### **CC351 MINUTES**

Cllr C Slough re-joined the meeting and resumed the Chair.

To approve the Minutes of the meeting held on 19<sup>th</sup> April 2023.

**Resolved: To approve the Minutes of the meetings held on 19<sup>th</sup> April 2023 and for these to be signed by the Chairman.**

**CC352 POLICE REPORT**

Members received the Operation Hana report.

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 the hours of foot patrol under Operation Hana, members were advised that Op Hana policing had amounted to a total of 92 hours, with 50 hours of foot patrol.

Members were advised that police officers had been visiting the new estates under Op Hana, speaking with residents and ascertaining whether there were any problem areas.

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

Members were advised Op Meteor had appointed a new experienced bike riding Sergeant. Identification of riders was underway with intent to prosecute.

Members were advised that police were adopting a more proactive approach in Linnere rather than reactive, this could sometimes appear as though action could take a longer time to become apparent.

**Resolved: For Operation Hana to focus on: Bedford Square, Manor Park, White House Close, Hillborough Crescent, Recreation Rd and Houghton Hall Park, Cemetery Road and Orchard Close.**

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.

**CC353 CBC COMMUNITY & PARTNERSHIP UPDATE**

Jacqui Blake was in attendance at the meeting to update members on the work of the Safer Neighbourhood team.

Members were advised patrols were continuing throughout Houghton Regis focus of which had been on Bedford Square and the team had continued to support the police.

Shops in the area had been issued their radios, which were all working. A coffee morning was planned for Johnson Court with continuing work carried out in the area. Local coffee mornings had been attended as an opportunity to speak with residents in a comfortable setting.

Safer Neighbourhood Officers had been attending youth clubs to increase youth engagement.

#### **CC354 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

In light of the police report Members considered whether there was a need to move the redeployable cameras to different locations or whether they should remain where they were. Members agreed to move the camera situated in Neptune Square to Cemetery Road. The cameras were in the below locations:

- Tithes Farm Road
- Cemetery Road
- Parkside Drive

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

#### **CC355 REDEPLOYABLE LICENCE FOR MONITORING THREE REDEPLOYABLE CAMERAS**

Members received the redeployable license for monitoring three redeployable cameras between Central Bedfordshire Council and Houghton Regis Town Council 2023-2024 and were requested to consider the terms and conditions set out in the agreement.

The cameras were purchased by DSSL group in November 2022, data and maintenance had been included as part of this contract. Therefore, CBC would not be required to maintain the cameras and the contract would be to monitor and deploy the cameras.

With the exception of maintaining the cameras and section 5.3, the contract had remained the same as in previous years. The changes in section 5.3 included that the feasibility study would now take 14 office working days, (which was previously 10), letters to residents affected by the cameras would take 7 office working days (previously 5), and the deployment completion would take 21 days (previously 5).

Members suggested some amendments were made within the agreement and raised some queries, in light of these queries and amendments it was requested that this would be brought back to the next meeting.

**The Chairman closed the meeting at 12.34pm**

**Dated this 21<sup>st</sup> day of June 2023**

**Chairman**

**Houghton Regis Town Council**  
**Annual Budget - By Committee (Actual YTD Month 2)**

**Note: Budget**

		<u>2022/23</u>		<u>2023/24</u>			Agreed	<u>2024/25</u> EMR	Carried
		Budget	Actual	Total	Actual	Project			
<b><u>Community Services</u></b>									
<b>302</b>	<b>Community Services</b>								
1079	Grant Income C B C	0	4,000	0	0	0	0	0	0
1091	Income Miscellaneous	1,700	4,378	2,500	152	0	0	0	0
	<b>Total Income</b>	1,700	8,378	2,500	152	0	0	0	0
4029	Promotional Material	0	538	0	0	0	0	0	0
4221	SUMMER PLAYScheme	4,500	5,912	5,500	3,439	0	0	0	0
4226	Youth services	4,500	3,506	5,000	106	0	0	0	0
4227	Community Services	6,000	11,511	6,000	1,385	0	0	0	0
4230	Public Toilets	18,800	20,337	21,800	3,450	0	0	0	0
4232	Christmas Lights	13,000	12,935	13,000	0	0	0	0	0
	<b>Overhead Expenditure</b>	46,800	54,738	51,300	8,380	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(45,100)	(46,361)	(48,800)	(8,228)	0	0		
<b>303</b>	<b>Communications</b>								
4029	Promotional Material	2,000	1,233	1,500	0	0	0	0	0
4033	NEWSLETTER	4,600	4,856	6,000	0	0	0	0	0
4034	WEBSITE COSTS	1,000	268	500	0	0	0	0	0
	<b>Overhead Expenditure</b>	7,600	6,357	8,000	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(7,600)	(6,357)	(8,000)	0	0	0		
<b>304</b>	<b>Events</b>								
1094	Income from Sponsors	2,000	1,228	2,000	250	0	0	0	0
1097	Income - Council Events	4,650	5,060	4,000	723	0	0	0	0

Annual Budget - By Committee (Actual YTD Month 2)

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>			Agreed	<u>2024/25</u> EMR	Carried
		Budget	Actual	Total	Actual	Project			
<b>Total Income</b>		6,650	6,288	6,000	973	0	0	0	0
4222	COMMUNITY EVENTS	50,800	49,480	51,000	14,518	0	0	0	0
<b>Overhead Expenditure</b>		50,800	49,480	51,000	14,518	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(44,150)	(43,192)	(45,000)	(13,545)	0	0	0	0
<b>305 Community Grants</b>									
1079	Grant Income C B C	0	500	0	0	0	0	0	0
<b>Total Income</b>		0	500	0	0	0	0	0	0
4203	MAYORS CHRISTMAS APPEAL FUND	3,300	2,259	3,500	0	0	0	0	0
4218	Grants (WB) Small Projects	3,000	3,200	4,000	0	0	0	0	0
4219	Grants (WB) Large Projects	1,000	1,000	0	0	0	0	0	0
4220	Grants (WB) Key Partners	15,000	11,626	11,626	0	0	0	0	0
4235	Cost Of Living Crisis Donation	0	4,684	6,000	400	0	0	0	0
4992	Trs from Earmarked Reserve	0	0	-1,500	0	0	0	0	0
<b>Overhead Expenditure</b>		22,300	22,768	23,626	400	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(22,300)	(22,268)	(23,626)	(400)	0	0	0	0
<b>306 Community Safety</b>									
1079	Grant Income C B C	0	5,500	0	0	0	0	0	0
<b>Total Income</b>		0	5,500	0	0	0	0	0	0
4046	Enviro - Crime	7,900	7,687	8,200	882	0	0	0	0
4059	OTHER PROFESSIONAL FEES	34,990	24,792	38,500	0	0	0	0	0

Annual Budget - By Committee (Actual YTD Month 2)

Note: Budget

		<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
		Budget	Actual	Total	Actual	Project	Commit	Agreed	EMR	Carried
	<b>Overhead Expenditure</b>	42,890	32,479	46,700	882	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(42,890)</u>	<u>(26,979)</u>	<u>(46,700)</u>	<u>(882)</u>	<u>0</u>		<u>0</u>		
<b>307</b>	<b>Civic Services</b>									
1097	Income - Council Events	0	20	0	-12	0	0	0	0	0
	<b>Total Income</b>	0	20	0	-12	0	0	0	0	0
4101	MAYORS ALLOWANCE	3,850	3,158	3,850	270	0	0	0	0	0
4106	Mayors Civic Events	2,900	3,483	3,250	708	0	0	0	0	0
4121	CIVIC REGALIA	300	78	300	0	0	0	0	0	0
4122	Civic Fund Expenses	200	80	200	6	0	0	0	0	0
	<b>Overhead Expenditure</b>	7,250	6,797	7,600	984	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(7,250)</u>	<u>(6,777)</u>	<u>(7,600)</u>	<u>(996)</u>	<u>0</u>		<u>0</u>		
<b>399</b>	<b>Community Capital &amp; Projects</b>									
4034	WEBSITE COSTS	6,000	0	0	0	0	0	0	0	0
4804	CAP-New Christmas Lights	6,000	5,882	6,000	0	0	0	0	0	0
5030	Tfr to Website Reserve	0	6,000	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	12,000	11,882	6,000	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(12,000)</u>	<u>(11,882)</u>	<u>(6,000)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
	<b>Community Services - Income</b>	8,350	20,685	8,500	1,113	0	0	0	0	0
	<b>Expenditure</b>	189,64	184,50	194,22	25,164	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(181,29)</u>	<u>(163,81)</u>	<u>(185,72)</u>	<u>(24,051)</u>	<u>0</u>		<u>0</u>		

Annual Budget - By Committee (Actual YTD Month 2)

Note: Budget

	<u>2022/23</u>		<u>2023/24</u>				<u>Agreed</u>	<u>2024/25</u> <u>EMR</u>	<u>Carried</u>
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Project</u>	<u>Commit</u>			
<b>Total Budget Income</b>	8,350	20,685	8,500	1,113	0	0	0	0	
<b>Expenditure</b>	189,64	184,50	194,22	25,164	0	0	0	0	
<b>Movement to/(from) Gen Reserve</b>	<u>(181,29)</u>	<u>(163,81)</u>	<u>(185,72)</u>	<u>(24,051)</u>	<u>0</u>		<u>0</u>		



## Community Services Committee

### 302 - Community Services

Cost centre:	Code:	Title:	
302	1091	Income misc	

2022/23 figure:	2023/24 figure (requested):	Agreed	
1700	2500	2500	

Justification:	
Family fun day & Trip income £2k Youth Council, LLSG & Misc income £500	
Vision: A1, A5	

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

2022/23 figure:	2023/24 figure (requested):	Agreed	
4500	5500	5500	

Justification:	
To cover 2 family day trips in spring and summer (4 Coaches) and 4 family fun days during the school summer holiday. Due to popularity of the Family Fun Trip to Southend a third coach is needed.	
Vision: 4.3	

Cost centre:	Code:	Title:	
302	4226	Youth Services	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£4,500	5000	5000	

Justification:	
£2,200 for Pop Up Cafes sundries (35 sessions @ £20) and enhanced (6 sessions @ £250) sessions. £500 for additional resources such as art and sports equipment. £2,300 Youth Council	
Vision 1.4, 4.3: Youth Café. Vision 4.3: Youth Council	

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>302</b>	<b>4227</b>	<b>Community Services</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
6000	7500	6000	

<b>Justification:</b>			
£2000 Community Activities may include, community action day, eco event, crafty Christmas activities and partnership working.			
£1500 Shop local merchandise for competitions, events and new residents.			
£2500 Older people's group. Continuation of Tea and a treat monthly activity, 3-4 social activities such as Southend, Poplars, Pantomime and pub lunch and light exercise activities such as chair yoga			
Vision 1.2, 1.4, 2.3. 3.8, 4.3			

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>302</b>	<b>4230</b>	<b>Public Toilets</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
18,800	21800	21800	

<b>Justification:</b>			
Cleaning of town centre public toilets, under new contract the costs increased. This is a contractual arrangement and cannot be altered for financial year 2023/24			
Vision 3.5			

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>302</b>	<b>4232</b>	<b>Christmas lights</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£13000	13000	13000	

<b>Justification:</b>			
To cover revenue costs associated with storing, installing and removing the lights plus annual repairs and maintenance. 5 year contract covering 2019-2024 Annual fees £9750 plus repairs and cost of tree This is a contractual arrangement and cannot be altered for financial year 2023/24			
Vision 3.6			

### 303 Communications

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>303</b>	<b>4029</b>	<b>Promotional Material</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
2000	1500	1500	

<b>Justification:</b>			
£1k for Visitor publication – Exploring Houghton – options include walking map / History / Retail and Venues			
£500 promotional material for New Residents Welcome packs			
Vision A3, 3.7, 3.9			

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>303</b>	<b>4033</b>	<b>Newsletter – Town Crier</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£4600	6000	6000	

<b>Justification:</b>			
Bi-annual publication - door to door delivery, 8 pages, colour, 8000 copies – Vision			
Delivery £900 / edition (increased due to new properties)			
Print costs £2000 / edition (recyclable paper, 8500 copies) – rec to support Vision			
Advice has been sought from the printing company on anticipated costs for 23/24. They have however advised that it is difficult to give prices for next year as paper cost increases are happening on a monthly basis at the moment, and the paper companies are saying that due to shortages in stock they don't know when the prices will stabilise again.			
Vision A1, 3.7			

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>303</b>	<b>4034</b>	<b>Website costs</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£1000	500	500	

<b>Justification:</b>			
Used to cover any website alternations needed which cannot be achieved in house and which take over an hour to complete by the website hosting company			
Vision A1, A3, A5, 3.7			

## 304 – Events

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>304</b>	<b>1094</b>	<b>Income from sponsors</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£2000	2000	2000	

Justification:	
This is felt to be a realistic expectation given the range of events and sponsorship opportunities but also reflecting on the economic climate.	
Vision A1, A5	

Possible saving:	

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>304</b>	<b>1097</b>	<b>Income from events</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
4650	4,000	4000	

Justification:	
Income in 21/22 was £3800.	
Vision A1	

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>304</b>	<b>4222</b>	<b>Community events</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
50800	51000	51000	

Justification:							
To cover the annual programme of council events. Additional events being considered. Increase in costs for Fireworks Display, Carnival and Houghton Rocks. Additional licensing costs and larger screen for summer film screening event.							
<table border="1"> <tr> <th>Event</th> <th>Expenditure</th> </tr> <tr> <td>Easter Egg Hunt</td> <td>1000</td> </tr> <tr> <td>Carnival *</td> <td>11,000.00</td> </tr> </table>	Event	Expenditure	Easter Egg Hunt	1000	Carnival *	11,000.00	
Event	Expenditure						
Easter Egg Hunt	1000						
Carnival *	11,000.00						
<table border="1"> <tr> <th>Event</th> <th>Expenditure</th> </tr> <tr> <td>Easter Egg Hunt</td> <td>1500</td> </tr> </table>	Event	Expenditure	Easter Egg Hunt	1500			
Event	Expenditure						
Easter Egg Hunt	1500						

Carnival *	11,500.00		
Film Screening	5,000.00		
Skate Park Contest *	3,500.00		
<i>Music Festival *</i>	<i>7,500.00</i>		
Pride of Houghton	5,000.00		
Coronation	4,500.00		
<i>Santa's Grotto</i>	<i>1,500.00</i>		
<i>Fireworks</i>	<i>13,000.00</i>		
Tables and Gazebo	£0.00		
Licensing	£2,000.00		
Policing at events (£1000 In budget)	£1,000.00		
<b>TOTAL</b>	<b>£56,000.00</b>		
EWG to determine how to allocate the budget available.			
Vision 4.1, 4.3, 4.7			

### **305 – Community Grants**

Cost centre:	Code:	Title:	
<b>305</b>	<b>4203</b>	<b>Mayors Christmas appeal fund</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£3300	3500	3500	

Justification:			
Used to fund the senior citizens mayoral Christmas card and gift voucher and postage. Additional amount requested owing to new care facility Thorn Springs (66 bed unit).			
Vision A3			

Cost centre:	Code:	Title:	
<b>305</b>	<b>4218</b>	<b>Small projects grants – To be changed to Project Grant Scheme</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£3000	4000	4000	

Justification:			
Used to fund grant applications up to £800.			
Vision A1, 4.7			

Cost centre:	Code:	Title:	
<b>305</b>	<b>4220</b>	<b>Grants Key Partners</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
15000	11626	11626	

Justification:	
To meet key partner grant obligations. The amt to be included accommodates CSC on 28/10/19 to award Key Partner Grants. Agreed until March 2024 Contractual obligation to award unless any material change in Key Partner organisation or grant purpose. Grant to one organisation has ceased as that organisation has now ceased.	
Vision A1, 4.7	

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>305</b>	<b>4235</b>	<b>Cost of Living Crisis Donations</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
0	1500	6000	

Justification:	
£1500 included to cover Cost of Living donations as agreed by Town Council in June 2022. It was agreed that this should come from General Reserves so a transfer in from General Reserves is shown in 305 4992. Additional £4500 provided to enable the donation scheme to continue for whole of 2023/24	
Vision A1, 4.7	

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>305</b>	<b>4992</b>	<b>Transfer from EMR</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
0	-1500	-1500	

Justification:	
Provided to off set the contribution shown in 305 4235. In 22/23 a transfer into EMR from General reserves will take place. This will be the transfer in in 23/24	
Vision A1, 4.7	

### **306 – Community Safety**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	<b>Done</b>
<b>306</b>	<b>4046</b>	<b>Enviro Crime</b>	

2022/23 figure:	2023/24 figure	Agreed	
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	(requested):		
7900	8200	8200	

<b>Justification:</b>	
2300 Redeployable CCTV (Purchase New Cameras, warranty, data and maintenance (£11,500 over a 5-year period) pro rata 2000 Redeployable CCTV monitoring 300 Redeployable CCTV Contingency for call-out charges not covered by warranty and equipment. £3600 from the bulk waste subsidy initiative	
Vision 3.1, 3.3 and Vision 3.4	

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	<b>Done</b>
<b>306</b>	<b>4059</b>	<b>Other professional fees</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
34990	34990	38500	

<b>Justification:</b>	
To cover SLA with Beds police re Operation Hana New SLA to be considered by CCWG Nov / Dec 2022. This is a contractual arrangement and cannot be altered for financial year 2023/24 once agreed No increase applied to cover anticipated increase in costs, so hours may reduce slightly.	
Vision 3.1	

### **307 – Civic Services**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>307</b>	<b>4101</b>	<b>Mayors allowance</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£3850	3850	3850	

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

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>307</b>	<b>4106</b>	<b>Mayors Civic events</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£2900	3250	3250	

Justification:	
Used for inaugural reception, civic service, Remembrance Services, carol service Additional funds towards Remembrance Sunday (outsourcing of refreshments and costs for road closures)	
Vision A3	

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>307</b>	<b>4121</b>	<b>Civic regalia</b>

2022/23 figure:	2023/24 figure (requested):	Agreed
£300	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	

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>307</b>	<b>4122</b>	<b>Civic fund expenses</b>

2022/23 figure:	2023/24 figure (requested):	Agreed
£200	200	200

Justification:	
£200 Misc civic expenses inc Remembrance wreaths.	
Vision A3	

### **399 – Community Capital & Projects**

<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>
<b>399</b>	<b>4034</b>	<b>Cap – New Website</b>

2022/23 figure:	2023/24 figure (requested):	Agreed
6000	0	0

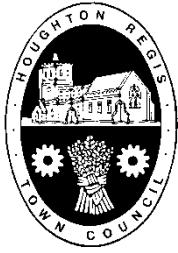
Justification:	
This project will enable the council to have a fresh new website with easier functionality and management	
Vision A2, A5, 3.7	



<b>Cost centre:</b>	<b>Code:</b>	<b>Title:</b>	
<b>399</b>	<b>4804</b>	<b>Cap – New Christmas Lights</b>	

2022/23 figure:	2023/24 figure (requested):	Agreed	
£6000	6000	6000	

<b>Justification:</b>	
Annual replacement of lights which are reaching the end of their useful life. CSC to consider xmas lighting extension, budget figure to be revised in light of committee consideration.	
Vision 3.6	



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**COMMUNITY SERVICES COMMITTEE****Agenda Item 10**

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<b>Date:</b>	<b>17<sup>th</sup> July 2023</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Community Services Committee.</b>
<b>Contact Officer:</b>	<b>Ian Haynes, Head of Environment and Community Services</b>

---

**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 at 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**

*Community Services (302)*

302-1091 Income Miscellaneous - Income received from community services events (London Trip).

302-4221 Playscheme & Family Trips - Expenditure incurred for the summer trip, the Mobile Farm event, the inflatable event and the Magic Show event.

302-4226 Youth Services - Various small items of expenditure incurred to support the Youth Council plus funds used for enhanced activity.

302-4227 Community Services - Various items of expenditure incurred to support the Southend trip.

302-4230 Public Toilets - Covers cleaning and consumables for the town centre toilets. Expenditure covers April to June.

302-4232 Christmas Lights - No expenses incurred to date.

*Communications (303)*

303-4029 Promotional Material - No expenses incurred to date.

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—no expenses incurred to date.

*Events (304)*

304-1094 Income from Sponsors – Income generated from sponsorship of events.

304-1097 Income from events - This is income from Houghton Regis Carnival and Houghton Rocks 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, and Christmas events.

*Community Grants (305)*

305-4203 Mayors Christmas Appeal Fund - Annual expenses incurred around the Christmas period. No expenses have been incurred to date.

305-4218 Small Projects grants - No expenses incurred to date.

305-4220 Key Partner grants - No expenses incurred to date.

305 4235 Cost of Living Crisis donation - Council decided to make up to £500 per month available to local organisations to support local residents during the cost of living crisis.

*Community Services (306)*

306-4046 – Enviro Crime - Includes monitoring from CBC for re-deployable cameras and the bulk waste project. Invoices are yet to be received—no expenses have been incurred to date.

306-4059 Other Professional Fess - No expenses incurred to date.

*Civic Service (307)*

307-4101 Mayors Allowance - Expenses incurred to date.

307-4106 Mayors Civic Events – Civic Service Organist.

307-4121 Civic Regalia – No expenses incurred to date.

307-4122 Civic Fund expenses - Expenses incurred for the poppy wreath and plaque for Council Chamber.

307 4222 Community events - This is a miscode and will be rectified.

*Community Capital & Projects (399)*

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**

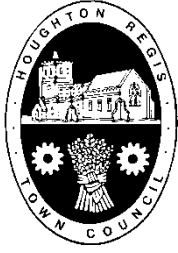
There are no press implications arising from this report.

#### **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 – Dated 30/06/2023 is attached.



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**COMMUNITY SERVICES COMMITTEE****Agenda Item 10**

---

<b>Date:</b>	<b>17<sup>th</sup> July 2023</b>
<b>Title:</b>	<b>Income &amp; Expenditure Report</b>
<b>Purpose of the Report:</b>	<b>To provide members with the Income &amp; Expenditure report to date for the Community Services Committee.</b>
<b>Contact Officer:</b>	<b>Ian Haynes, Head of Environment and Community Services</b>

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**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 at each committee meeting detailing the income and expenditure for the specific committee.

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#### **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**

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This project/issue does not discriminate.

##### **Press Contact**

There are no press implications arising from this report.

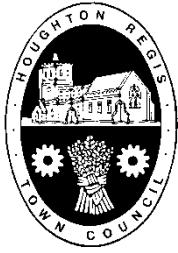
#### **6. CONCLUSION AND NEXT STEPS**



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 – Dated 30/06/2023 is attached.



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## COMMUNITY SERVICES COMMITTEE

Agenda Item 11

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<b>Date:</b>	<b>28<sup>th</sup> June 2023</b>
<b>Title:</b>	<b>YOUTH AND COMMUNITY SERVICES UPDATE</b>
<b>Purpose of the Report:</b>	<b>To provide members with an update on recent youth and community work.</b>
<b>Contact Officer:</b>	<b>Tara Earnshaw, Community Services Manager</b>

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### 1. RECOMMENDATION

To note the report

### 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 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.**

Shop local merchandise has been included in the new resident's packs.

#### **VISION 3.9 To welcome new residents.**

To date, 900 welcome packs have been collated and delivered. Additional packs will be assembled over the next few months.

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

##### **Youth Council**

The Youth Council has met eight times since the last community services meeting and volunteered at the Pride of Houghton Awards, Easter Egg Hunt, Civic Service, and The Kings Coronation. We currently have 15 Youth Council members, and this year they hope to raise awareness of mental health and knife crime. They have successfully obtained funding from Crimebeat to enable them to buy branded merchandise that can be used at events for the #knifefree initiative.

##### **HRLLSG**

Since the last meeting, the group has met four times and has held four tea and treat sessions with around 10-20 people in attendance. The group organised and delivered lunch at Le Bella Calabria and a VIP area at the King's Coronation. An average of 40 retired residents attended each event, including the volunteers.

The group is planning a July trip to Poplars Garden Centre and another to Southend-On-Sea in September.

The group had a stall at the Health and Wellbeing event at The Farmstead, this was well attended, and members have used this opportunity to contact other groups providing them with opportunities for partnership working. They are keen to start a small newsletter that will provide information on other clubs and initiatives in the local area and an update on social activities delivered and those coming up.

##### **Family Fun Days**

The CSM delivered a trip to London during the school holiday in April. This trip was not fully booked, although those in attendance enjoyed their day.

The CSM has been working alongside the C&EM for the delivery of the Skate Jam and Open-Air Cinema event. Additional activities for the summer include Inflatable Fun, Magic Show, Crazy Golf, a mobile Farm, and a trip to Southend on Sea. All activities will be free for families to attend, with the exception of the open-air cinema and the Southend Trip.

### **Community Activities**

The CSM delivered craft activities for children and a VIP area for retired residents at the King Coronation.

### **YIF**

With the success of the YIF grant, the Town Council has been planning a new Youth Provision that will be delivered across Parkside and Tithe Farm. There has been a delay in the recruitment stages as getting the right people for the job has been difficult given the decline in Youth Work over several years. This is a national problem. However, we have recruited a Lead Youth Worker and a Youth Support Worker for this role and will be returning to advertise for two more Youth Support Workers. I anticipate this initiative starting over the next few weeks.

### **Youth Café**

Youth Café continues to provide a safe space for young people within the community. This delivery period has seen increasing numbers attending, with new young people joining the provision every week. Some sessions have risen to 25 in attendance. This has meant that the makeup of attendees has drastically changed, with some older members moving on to allow the younger, more energetic cohort to enjoy and experience the fullness of the provision. They have learned new cooking skills, kitchen etiquette, and simple recipes. Many new attendees are young males eager to learn and try new food experiences.

### **Enhanced Activities**

The Youth Café is preparing to enjoy three enhanced sessions during the summer. Young people who currently attend the provision will have first refusal to an inflatable fun session strictly for young people, crazy golf, and a trip to Orbital trampoline park. Young people have already given their ideas about what other experiences they would want to try out for future enhanced sessions.

### **VISION 4.7: To support local organisations**

The CSM has been in contact with various organisations to continue to develop partnerships.

## **4. 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.

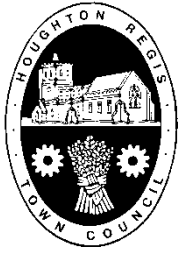
These projects/issues do not discriminate.

**Press Contact**

Deliveries of these projects will continue to be communicated to the press.

**5. CONCLUSION AND NEXT STEPS**

This report summarises the ongoing projects being delivered and plans for future initiatives provided by the Community Services Manager and the Youth Work Team.



## COMMUNITY SERVICES COMMITTEE

## Agenda Item 12

---

<b>Date:</b>	<b>17<sup>th</sup> July 2023</b>
<b>Title:</b>	<b>Parkside Recreation Ground Pavilion (Remodelling Feasibility).</b>
<b>Purpose of the Report:</b>	<b>To provide members with the initial thought on the feasibility of remodelling the Parkside Recreation Ground Pavilion.</b>
<b>Contact Officer:</b>	<b>Ian Haynes, Head of Environment and Community Services</b>

---

### 1. RECOMMENDATION

- 1) To consider that the allocated funds of £5,000 for the feasibility of remodelling the Parkside Recreation Ground Pavilion be used for alternative projects agreed by the appropriate committee.
- 2) To consider and recommend to Council that monies be allocated within the emerging 2024/2025 Budget to hire a stand-alone building temporarily.
- 3) To recommend to the Leisure and Environment Services Committee that they consider the development of a ten-year planned maintenance plan, including an estimated life expectancy and possible replacement costs, to aid in long-term financial planning.

### 2. BACKGROUND

It has been suggested that the council could consider remodelling of Parkside Recreation Ground Pavilion to enable a community space / café to be provided. Included within the 2023/2024 budget is £5,000.00, which would allow for the engagement of professional services to support utilising the current store area, some community consultation and preliminary plans to be drawn up.

The store area houses the infrastructure used to run the pavilion. Officers could explore grant opportunities to assist with this project, although options may be limited as it is exploratory work.

### 3. ISSUES FOR CONSIDERATION

The size of the space within the storeroom/garage areas is 15ft wide x 16ft long = 240 sq. ft (4.57m x 4.88m = 22.30 m<sup>2</sup>).

The current utilities, i.e., Gas, Electric, and Water, would need to be relocated within the building to maximise the available space Officers believe that the costs of this would be in the region of £15,000 - £20,000 (estimated), and the installation of a false wall around these but would require access to all of them at all times in case of any emergencies, this would also make the space in the room smaller. There is no loft space. See the pictures attached in Appendix A of the Fuse Board, Gas Boiler, and Water Tank.

Consideration could be given to extending the existing building. However, the building is a circa 1970s constructed from a double-breeze blocked walled single-story structure with zero insulation. Concern for the life expectancy of the building has been raised, and a long-term approach (Circa ten years) should be given for replacing the current structure with the possibility of increased community use incorporated into a future design. The costs for demolishing the existing building and creating a new modern building would be in the region of £1.1-1.2m.

Therefore, Officers believe that spending £5,000.00 on a professional feasibility report for this project are not required, as the space is not fit for purpose and will not meet the need of the local community.

As a possible alternative, Officers have asked for a budget quote for the long-term hire of a 23 m x 7 m temporary structure comprising a community room, storage, small kitchen, office space and toilets, as per the attached drawing.

Estimated costings for the potential temporary structure are as follows:

- 260 weeks: approximately £550-600 per week
- Delivery of Buildings £7,700
- Installation £24,500 (Excluding Principal contractor)
- Groundworks TBC

For optional Building services, please consider the following estimated percentage on top of the £550-600 weekly hire rate.

10% Access (steps & ramps)

20% Protecta (fire alarm, fire extinguishers, intruder alarm, emergency lights)

25% AirCare (heat and cooling system, acoustic panels, heat recovery ventilation)

Please note: building comes with Heaters throughout the building as standard

With this budget quote, costs are estimated. If the committee agrees, the next step will be to arrange a site visit with the supplier's project team to provide a full quote. If Members are minded to support this project, consideration should be given to including circa £50,000 in the emerging 2024/2025 budget going forward.

#### **4. COUNCIL VISION**

##### **Aspirations**

A1 To develop and enhance partnerships between HRTC, stakeholders, partners, community groups and residents.

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

- Planning permission will be required if this proceeds.

### Financial Implications

- This project is not fully costed, and the associated expenditure isn't included in the budget. If Members are minded to proceed with this project expenditure, it should be included in the emerging 2024/2025 budget.

### Risk Implications

- There are no risk implications arising from this report

### 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.

This project/issue does not discriminate.

### Press Contact

There are no press implications arising from this report.

## 6. CONCLUSION AND NEXT STEPS

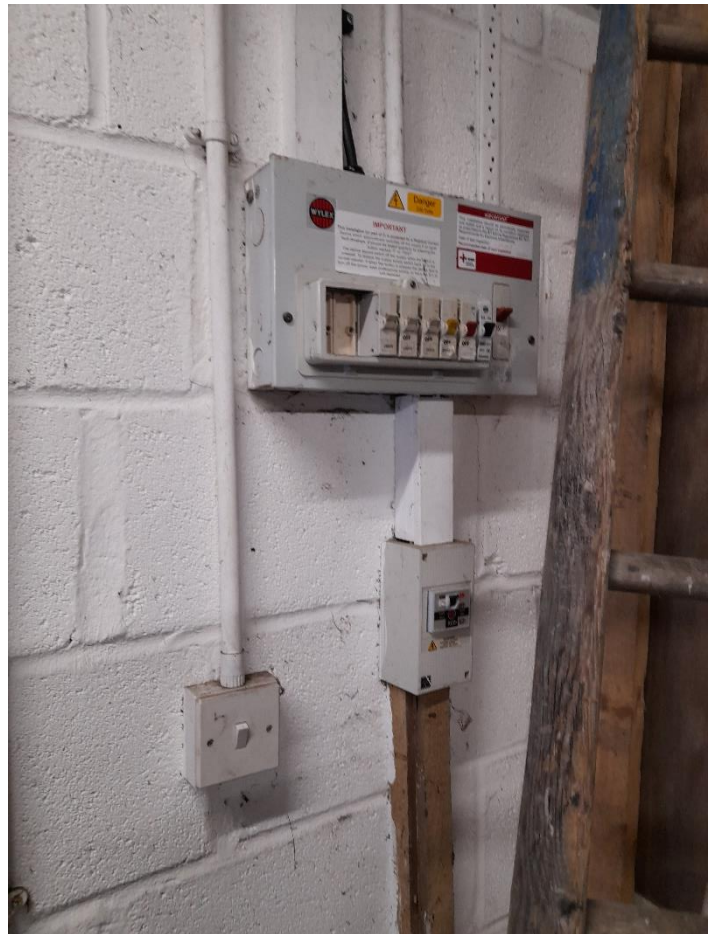
If Members are minded to agree that the £5,000.00 allocated for a professional feasibility report for this project is not required, as the space is not fit for purpose, and Officers give consideration to the alternative proposal.

## 7. APPENDICES

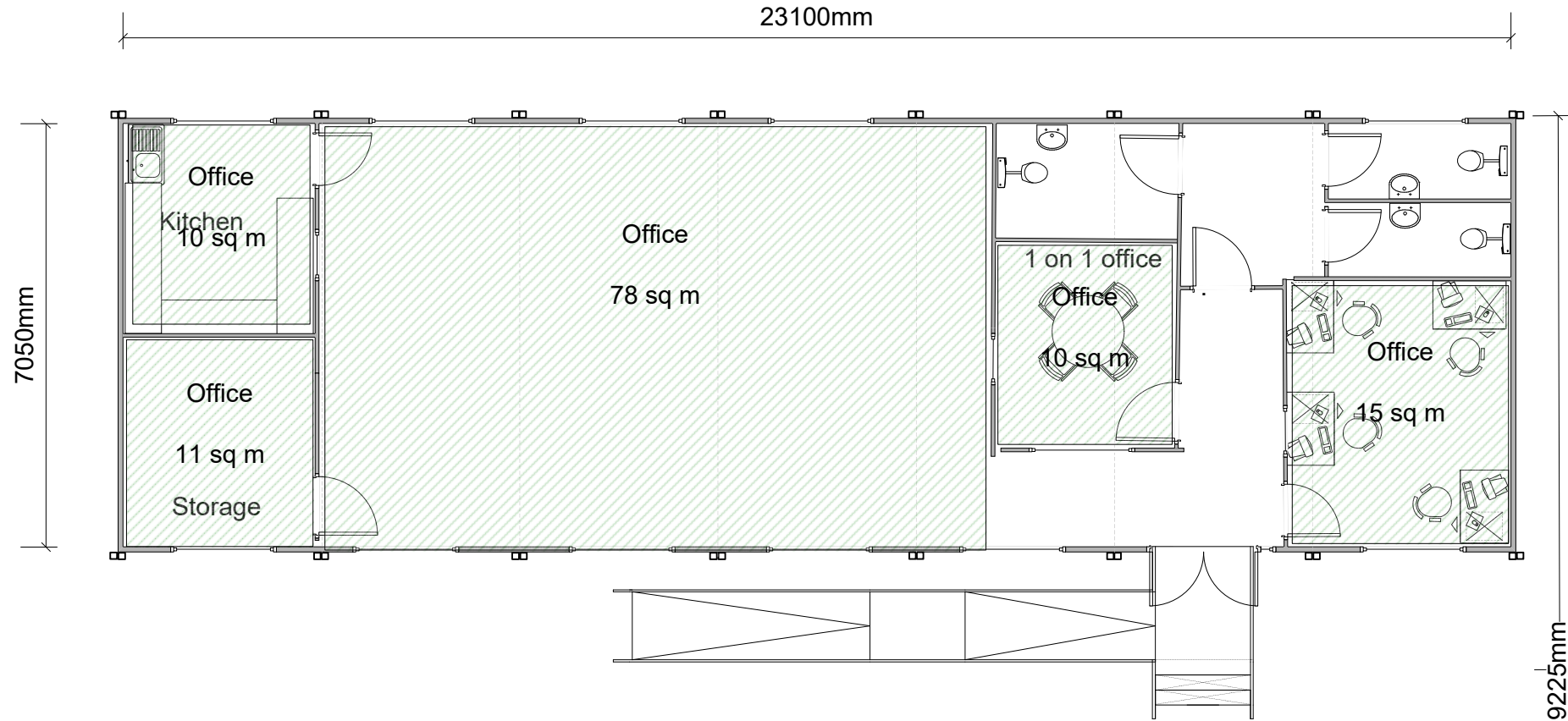
**Appendix A:** Parkside Recreation Ground Pavilion (Utilities) Photos  
**Appendix B:** Potential Community Space




**Appendix A – Parkside Recreation Ground Pavilion (Utilities)**



**7 x UK073 Ultima Modules**  
**Scale 1:100 @ A4**  
 (Scale is for Design Purposes Only)



Title:- <b>Community Centre</b>		Client:- <b>Houghton Regis Town Council</b>		Drawing Provided By :- <b>St Albans Hire and Visitors Centre</b>		 <p><small>© Portakabin Limited This document and the information it contains is the property of Portakabin Limited. Its contents are confidential and must not be copied, reproduced or divulged to anyone without the written permission of Portakabin Limited.</small></p>
Date:- <b>26/06/23</b>	Scale:- <b>NTS</b>	Drawn By:- <b>Fernando Fest</b>		<b>DO NOT SCALE OFF THIS DRAWING</b>		
Revision:- <b>1</b>	Drawing Number:- <b>XXXXXXXX</b>	Unit Number:- <b>123456789</b>				