



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr J W Carroll**  
Town Clerk: **Clare Evans**

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3<sup>rd</sup> April 2024

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

**Cllrs: Y Farrell (Chair), 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 8<sup>th</sup> April 2024 at 7.00pm.**

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

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

Please follow this guidance if attending the meeting remotely: [LINK](#)

**Clare Evans**  
Town Clerk

**THIS MEETING MAY  
BE RECORDED \***

## Agenda

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

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

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

*\*Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

*The use of images or recordings arising from this is not under the Council's control.*

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

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

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

### 4. MINUTES

*Pages 4 - 8*

To approve the minutes of the meeting held on 26<sup>th</sup> February 2024.

**Recommendation:** To confirm the minutes of the Community Services Committee meetings held on 26<sup>th</sup> February 2024 and for these to be signed by the Chairman.

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

*Pages 9 - 24*

Events Working Group	1 <sup>st</sup> February '24
Combating Crime Working Group	20 <sup>th</sup> December '23, 17 <sup>th</sup> January '24 and 21 <sup>st</sup> February '24.

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

### 6. COMMUNITY ENGAGEMENT SUB COMMITTEE

*Page 25*

Members are asked for preliminary feedback on the creation of a new sub committee of Community Services to monitor and review the Council's events and community activities.

Members will find attached a draft Terms of Reference for comment and discussion.

*This report is provided for information purposes.*

### 7. THE MILLION HOURS FUND UNSUCCESSFUL APPLICATION

*Pages 26 - 27*

To provide members with a copy of the unsuccessful outcome of our Million Hours submission to the National Lottery Community Fund.

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*This report is provided for information purposes.*

## **8. COMMITTEE WORKPLAN**

*Page 28*

At the March meeting of the Town Council, members approved allocating the objectives to standing committees to enable more detailed consideration and progression.

Members will find attached the allocation of objectives for delivery by this committee. Members are asked to consider prioritising a number of objectives for future consideration/delivery in the next twelve months.

**Recommendation: Approve the Community Services workplan and select a number of objectives for consideration/delivery in the next twelve months.**

## **9. HOUGHTON REGIS SPORTS HALL**

At the March meeting of the Town Council, it was highlighted to Members that there was concern regarding the lack of indoor sports hall access in Houghton Regis.

Members are asked to consider what we, as a Town Council, can do to support the Houghton Regis Sports Hall users.

**Recommendation: To consider what we, as a Town Council, can do to support the Houghton Regis Sports Hall users.**

## **10. HOUGHTON REGIS TOWN COUNCIL YOUTH SERVICES**

*Pages 29 - 33*

To provide members with an update on recent youth and community work provided by Houghton Regis Town Council.

*This report is provided for information purposes.*

## **11. INCOME AND EXPENDITURE REPORT**

*Pages 34 - 39*

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

*This report is provided for information purposes only.*

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

Present: Councillors: Y Farrell Chairman  
P Burgess  
W Henderson (Sub)  
T McMahon  
C Rollins  
A Slough

Officers: Ian Haynes Head of Environmental &  
Community Services  
Tara Earnshaw Community Development Officer  
Amanda Samuels Administration Officer

Public: 0

Apologies: Councillors: E Billington

Also present: Councillor: J Carroll

**12709 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Billington. Cllr Henderson substituted.

**12710 QUESTIONS FROM THE PUBLIC**

None.

**12711 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**12712 MINUTES**

To approve the minutes of the meeting held on 7<sup>th</sup> November and 13<sup>th</sup> November 2023.

**Resolved: To confirm the minutes of the Community Services Committee meetings held on 7<sup>th</sup> November and 13<sup>th</sup> November 2023 and for these to be signed by the Chairman.**

**12713 CENTRAL BEDFORDSHIRE COUNCIL YOUTH SUPPORT SERVICES**

The current Youth Support Services contract with Groundwork was awarded for five years in September 2019 and was due to end in 2024. The new contract was currently out for tender and Central Bedfordshire Council was looking for an organisation with experience, who could work in partnership with Central Bedfordshire Council, Town Councils and the Voluntary and Community Sector through a prime provider model.

Conversations had been held with suppliers who were interested in tendering for the contract. One organisation had pulled out of the process; however, another submission was expected and the possibility remained of further tenders being submitted.

Members were informed the operation would need to be on a lean delivery model and the value would be across all Central Bedfordshire.

Officers were seeking the authority to talk and engage with possible providers to discuss whether a consortium approach could work. The prime provider would take the lead on tendering and would officially be awarded the contract if they were successful.

**Resolved: To delegate authority to the Head of Environment and Community Services to openly discuss and engage with possible Central Bedfordshire Council – Youth Support Services Contract tenderers.**

#### **12714 HOUGHTON REGIS TOWN COUNCIL YOUTH SERVICES**

Members were provided with an update on youth services in Houghton Regis.

It was confirmed that the Youth Investment Fund project was progressing well with the Sandringham hub being used for Tuesday evenings and the Baptist Church for Thursday evenings.

Discussions had been held with Luton Town Football Club about their Kick programme for young people. If this went ahead, volunteers would be needed and training given as LTFC would limit cover to a 1:10 ratio.

Planning was going ahead for 6 weekly sessions, with a coach, of skateboarding, BMXing and scooters leading up to the Skate Jam event.

The Youth Council was also growing and now had 14 members. The Youth Café continued to be popular with 15-20 people attending most Mondays.

Family Fun Days were being planned for Easter and the summer.

Over 100 people had signed up to the Later Living Group and continued to meet at the All Saints site.

The Community Link project had received funding from the National Lottery to help with the cost of living. Houghton Regis Town Council had been working in partnership with them, organising the preparation of packs for distribution within the community.

Members questioned how many people were attending the Sandringham hub. The figure was estimated at eight people, but this was a new project and figures were anticipated to grow. Approximately 28 young people were thought to attend in total across the Sandringham and Baptist Church sites; however, there were plans for continued promotion of these youth clubs. Central Bedfordshire Council had also agreed to offer support through schools and leaflets would be forwarded to them for this purpose.

#### **12715 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

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Events Working Group	5 th October '23, 26th October '23 and 30th November '23.
Combating Crime Working Group	18th October '23 and 15th November '23

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

#### **12716 CHRISTMAS LIGHTING TENDER**

Members were informed that the current Christmas lighting contract had ended. Based on current spending, a new 5-year contract would exceed the threshold of £30,000 stipulated by financial regulations. As a result, it would be necessary for Houghton Regis Town Council to use both the Contract Finders website and Find-a-Tender to advertise contract opportunities.

Houghton Regis were relatively unique in that the council owned its own lights and, therefore, the contract would be for the storage, testing, installation and removal of the lights only.

With the Town Council's share of the UKSPF, a sum of £10,000 was expected which would contribute towards the town's Christmas lights.

Members were asked to endorse the advertisement for the tender.

**Resolved:** To endorse the advertisement of the Houghton Regis Town Council Christmas Lighting Tender on both the Contract Finders website and Find-a-Tender platforms.

#### **12717 BEDFORD SQUARE PUBLIC TOILETS CLEANING TENDER**

Members were informed that the current public toilet cleaning contract would end on 31st August 2024. Based on current spending, a new 2-year contract would exceed the threshold of £30,00 stipulated by financial regulations. As a result, it would be necessary for Houghton Regis Town Council to use both the Contract Finders website and Find-a-Tender to advertise contract opportunities.

Members were advised that if the contract was not renewed, the ownership would revert to CBC.

At present, Houghton Regis was not liable for the fixtures or fittings; however, it would be necessary to request that Central Bedfordshire Council improve the upkeep and maintenance of the toilets. There was also a need for more of an 'attendant' role to provide increased supervision and report defects.

**Resolved:** To endorse the advertisement of the Houghton Regis Town Council Bedford Square Toilets Cleaning Tender on both the Contract Finders website and Find-a-Tender platforms.

#### **12718 HERITAGE HORIZONS**

There had been a change in approach regarding the delivery of UKSPF cultural projects. A film was planned, using the help and support of children, to look at the history of Houghton Regis, with a possible outdoor premiere to follow.

The Head of Community and Environmental Services had attended an introductory event at the University of Bedfordshire, which had been organised by the Cultural and Community Engagement Team. They had successfully applied to the National Lottery Heritage Fund and could support 12 practitioners to deliver heritage commissions in Bedford, Central Bedfordshire and Luton. Participants would receive capacity-building and network development support to enable them to realise applicable step-changes in their practice. The Heritage Horizons project would be delivered across three commissioning tiers;

- Exchange (£2,000-4,000)
- Develop (£5,000-9,000)
- Transform (£10,000-15,000)

Discussions could be held to establish whether Heritage Horizon projects would fit within one of these tiers.

Heritage Horizons would provide an opportunity for conversations between various creatives who would support the delivery of a professional film highlighting the history of Houghton Regis.

It is believed that a submission would be beneficial in the delivery of the UKSPF Cultural projects.

It was suggested that consideration was given to involving the Heritage Society of Houghton Regis which was involved in similar areas.

**Resolved: To consider and endorse that a suitable application be made to the Heritage Horizons Fund to deliver a heritage commission to enhance the history of Houghton Regis.**

#### **12719 SMALL PROJECT GRANTS**

Members were advised that the following Small Project Grant has been awarded under delegated authority:

- Community Link Project - £200.00

#### **12720 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 2024/25.

The current contract runs until 31st March 2024.

Members were advised that the officer hourly rates have increased. This was taken into account during the budget-setting process.

Members requested copies of the draft SLA from the Community Services Manager.

Members felt that Operation Hana was working and that it was highly beneficial to hold regular discussions with the police about local issues.

**Resolved: To agree to the Service Level Agreement with Bedfordshire Police to deliver high visibility policing in Houghton Regis under Operation Hana for 2024/25 and for this to be signed by the Chair of the Community Services Committee.**

## **12721 INCOME AND EXPENDITURE REPORT**

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

The main point to note was an overspend on the Christmas Lights of £1,285 which needed to be recorded against 399/4804 which had available funds.

The only other item was the civic regalia which would also see an overspend. This was due to repairs carried out to the chain of office as a result of damage incurred over several years. It was suggested that damages should be reported and repaired as they happened.

**The Chairman declared the meeting closed at 7.48pm**

**Dated this 8th day of April 2024**

**Chairman**



**HOUGHTON REGIS TOWN COUNCIL**  
**Events Working Group**  
**Minutes of the meeting held on**  
**Thursday 1<sup>st</sup> February 2024 at 5.30pm**

Present: Councillors: Y Farrell Chair  
T McMahon  
A Slough

Co-opted Member K Wattingham

Officers: Sarah Gelsthorp Civic and Events Manager  
Amanda Samuels Administration Officer

Absent: Cllr C Rollins

**EW895 APOLOGIES AND SUBSTITUTIONS**

None.

**EW896 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**EW897 MINUTES**

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

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

**EW898 CHRISTMAS REVIEW**

Members were requested to discuss the Santa Float and Santa's Grotto events, which were held on 4<sup>th</sup>, 5<sup>th</sup> and 9<sup>th</sup> December 2023, and to suggest elements for change or review moving forwards.

It was felt that both events had been well attended and had proceeded without incident.

Members agreed that the float arrangements had worked well, most notably at Bidwell West and Linnere. There had been some comment regarding travelling to the locations in the cold but generally the response had been very positive.

The Grotto had been well attended and had been an extremely positive experience. It was noted that there had been some vacant space on the concourse which could potentially be utilised at future events.

Councillor McMahon had some additional comments, which she would forward to the Civic and Events Manager, and members after the meeting.

**Resolved: To comment on the success the event and to suggest elements for change or review, moving forwards, once all comments were received.**



**EW899 EASTER EGG HUNT**

The Easter Egg Hunt would be held on Saturday 23<sup>rd</sup> March 2024 at Houghton Regis Library. The event would run from 10am – 1pm and included Easter crafts and craft stalls in the atrium.

A cash and carry account had been set up for purchasing the eggs and there were enough stalls to fill the Bedford Square Atrium.

Members confirmed that they would like facepainting / glitter make-up included at a cost of approx. £250 to the Council, so that this could be provided free of charge for the families.

**Resolved: To agree if facepainting should be included at the event, at an approx. cost of £250 to the Town Council.**

**EW900 HOUGHTON ROCKS**

Members had received videos for Lil Mazy, Wayland Smithy and Martial Dare, as potential bands for Houghton Rocks. In addition, Rikki Brown, who performed as the warm-up for Houghton Rocks 2023, had asked if he could perform again. An enquiry had also been received from The Long Riders.

It was agreed that Lil Mazy, The Long Riders and Wayland Smithy should be booked for the event and that Tiptoe Apollo should be invited back. It was confirmed that LEECH were also booked, which potentially left room for one further booking. Members decided not to book Martial Dare.

Members agreed that Rikki Browne should be booked again as the warm-up and that Billy Lee should be booked as a professional host once again for the 2024 event.

It was confirmed that the 37 vehicles had been booked for the car show and that food, including vegetarian / vegan options, would be investigated.

**Resolved:**

- 1) **To book The Long Riders, Wayland Smithy, Lil Mazy and Rikki Browne to perform at the 2024 event.**
- 2) **To book Billy Lee as a professional host for 2024.**

**EW901 FUTURE EVENTS / QUESTIONS**

Other events planned until the end of the council year in May 2024 were:

- Pride of Houghton Awards (11<sup>th</sup> May 2024)

Sponsorship for this event was yet to be arranged and - while a number of nominations had been received - further nominations were still needed. The awards had been advertised in schools, churches and the sports centre, in addition to The Town Crier and Facebook. It was agreed, however, that further ways to publicise the event should be explored.



**The Chairman declared the meeting closed at 6.09pm**

**Dated this day of 29<sup>th</sup> February 2024**

  
**Chairman**

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

Present:	Councillors:	Y Farrell E Cooper M Herber C Slough T McMahon	(Chair)
	Police:	PC Elaine Downes	Bedfordshire Police (Sub)
	CBC	Stephen Blake	Safer Communities & Partnership Team
	Officers:	Tara Earnshaw Amanda Samuels	Community Services Manager Administration Officer

**CC398 APOLOGIES & SUBSTITUTIONS**

Apologies were received from PS Ryan Donaldson (PC Downes substituted).

**CC399 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC400 MINUTES**

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

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

**CC401 POLICE REPORT**

Members received a written report dated 30<sup>th</sup> November 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 that incidents of antisocial behaviour had continued to fall since the summer.

The Police had been active in social engagement and had seized several vehicles. Vehicle nuisance remained an issue and there were several operations dedicated to targeting this.

Areas of high demand for shoplifting had been: All Saints View, High Street; Esso Garage, The Green and Morrisons, High Street. Police would look at how best to tackle the problem at the garage and engagement was ongoing at Morrisons.

It was confirmed that there had been operations in place to cover theft and nuisance motorbikes, however, data relating to the previous week, which was requested, would be reported under the next operation.

PC Downes confirmed that officers distributed anti-theft items during engagement but she would follow this up to ascertain if improved items were available.

The police had received information about a location where bikes were being kept, but would need to confirm if this information was correct. If the intelligence proved accurate, the site in question would be targeted.

PC Downes stressed the need to raise awareness of police activity with members of the public. It was felt that it would be beneficial to investigate ways of distributing this information with members of the public in an effort to improve the perception of police response.

It was asked whether the survey relating to vehicle nuisance had been analysed yet. PC Downes confirmed she would check on the most recent survey review and email the information over.

Locations for the focus of Operation Hana were: **Bedford Square, Manor Park, White House Close, Neptune Square, Trident Drive, Chelsea Gardens, Tithe Farm Road, Hillborough Crescent, Recreation Road and Houghton Hall Park.**

Cllr McMahon referred back to the previous meeting where issues relating to crossing points and alleyways along these routes had been highlighted. Stephen Blake confirmed these areas were a priority for officers.

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

**Resolved: To agree instructions to Bedfordshire Police under Operation Hana in relation to patrol locations and issues to be targeted.**

#### CC402 CBC COMMUNITY & PARTNERSHIP UPDATE

The officer from Central Bedfordshire Council's Community & Partnership Team provided an update on recent notable events. These included:



- Drop-in hubs at Houghton Hall Park in conjunction with the Housing Team and Community Safety.
- Resident engagement in Cemetery Road and Bedford Square.
- Lighting issues around Neptune Square, Neptune Close and Dolphin Drive had been investigated and reported. There was a problem with the electric supply in the area, which CBC were aware of and were working towards resolving.
- A visit to Dolphin Drive, Neptune Square and Trident Drive had been made with the Estates Surveyor to inspect trees in the area, and a number of locations that required further inspection were identified. There were plans in place for the current financial year; however, a further number of areas identified for attention would be scheduled for the following financial year.
- Six Ring doorbells had been sourced for vulnerable residents.
- Witness statements had been taken from residents regarding the ongoing issues in Clarkes Way. The issue had been resolved and the occupants had left the area.
- A drop-in hub had been held with Police, Housing, Fire and Wellbeing at Houghton Regis Library.
- Anti-social behaviour in the alleyway adjacent to St Vincent's Academy had been targeted by Community Police and Community Safety on several occasions.
- The switching on of the Christmas lights had been attended, along with Community Police.
- A pop-up event had been arranged by Community Police in Costa for local residents.
- A weapon sweep had been carried out at Bedford Square and the surrounding area, and police had also seized an off-road motorbike as part of the operation.
- Following reports of an issue at Recreation Road, some engagement work was carried out. As a result of information provided during this engagement, Community Police successfully carried out a warrant and an off-road bike had been seized.
- The Post Office in Bedford Square had been provided with a radio following several incidents at the site.

#### **CC403 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

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

- Hillsborough Crescent
- Parkside Drive
- Tithe Farm Road

Members were informed that the proposed camera move at Parkside Drive was still being pursued and a response was awaited.



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

**The Chairman closed the meeting at 11.42am**

**Dated this 17th day of January 2024**

  
**Chairman**

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

Present:	Councillors:	Y Farrell J Carroll E Cooper C Slough T McMahon	(Chairman) (Sub)
	Police:	PS Ryan Donaldson Ch Insp Jim Goldsmith	Bedfordshire Police Bedfordshire Police
	CBC:	Stephen Blake	Safer Communities & Partnership Team
	Officers:	Tara Earnshaw Ian Haynes  Amanda Samuels	Community Services Manager Head of Environmental & Community Services Administration Officer
	Apologies:	Michelle Herber	

**CC404 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Herber (Cllr J Carroll substituted)

**CC405 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC406 MINUTES**

To approve the Minutes of the meeting held on 20<sup>th</sup> December 2023.

**Resolved: To approve the Minutes of the meetings held on 20<sup>th</sup> December 2023 and for these to be signed by the Chairman.**

**CC407 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 updated on local crime figures for the period



	<b>2022</b>	<b>2023</b>
All recorded Crime	Nov - 195 Dec - 123	Nov - 154 Dec - 135
Annual Recorded Crime	1,982	1,386
Serious Acquisitive Crime	Nov - 92 Dec - 75	Nov - 105
Long Term ASB Trend	Nov - 35 Dec - 35	Nov - 34

The long-term trend relating to violence and harassment was 13 per month, which was a decrease on the previous year.

38 vehicles had been stopped but no arrests had been made.

High Demand Locations:	Violence & Theft	<ul style="list-style-type: none"> <li>• Sycamore Road</li> <li>• Parkside Drive</li> <li>• Woodside Industrial Estate</li> </ul>
	ASB	<ul style="list-style-type: none"> <li>• Tithe Farm Road</li> <li>• Parkside Drive</li> <li>• Sycamore Road</li> </ul>

It was highlighted that:

- cameras had been effective in gathering information on vehicle nuisance and aggressive begging.
- Operation Monochrome had been able to shut down one car meet.
- A weapon amnesty had resulted in the retrieval of a number of offensive weapons
- 11 engagements with the community had taken place, in addition to weapon sweeps.
- There was a Coffee with a Copper initiative where members of the public had the opportunity to sit and discuss concerns with officers.
- The police continued to look at ways to deal with the increase in shop theft. The Shopwatch scheme was in place and plain-clothes officers would look to target repeat offenders.
- The police were working with Central Bedfordshire to establish a Public Spaces Protection Order covering the entire area regarding car cruising and car meets.
- A report had been sent to the local MP around changes to Section 59 of the Police Reform Act. This would mean that the presence of an officer to seize and crush bikes would no longer be a requirement and that CCTV footage would be sufficient to capture offenders.

Members were advised that Operation Hana policing had amounted to a total of 170 hours worked within the November/December period, with 102 hours of foot patrol.



It was felt that extra resources were needed at Bidwell West following problems over the Christmas period. Linnere had also experienced an increase in anti-social behaviour and patrols were being carried out in the area. The budget to cover increased resources needed to be reviewed.

It was also announced that funding had been agreed for an additional 6 riders, plus kit, to respond to bike-related problems; therefore, numbers would increase from 5 to 11 in March.

**Resolved: To agree instructions to Bedfordshire Police under Operation Hana in relation to patrol locations and issued to be targeted.**

#### **CC408 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. Notable points were:

- Engagements had been carried out at: Houghton Hall Park; Elm Park Close; Tithe Farm Road; Waterslade Way and Houston School
- Ring doorbells had been sourced.
- Visits had been made to a number of youth clubs.
- A weapons sweep had taken place at the ACB in Houghton Regis.
- A car stolen from London had been recovered from a private car park in Johnson Court
- Stores in Hillborough Crescent and Neptune Square would be provided with Shopwatch radios.

**Resolved: To note the report.**

#### **CC409 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

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

- Hillborough Crescent
- Parkside Drive
- Tithe Farm Road

It was confirmed that the camera move at Parkside Drive was still awaited, but was expected to take place in the coming week following discussions with CBC. It was noted that this had been a longer process than the SLA stipulated.



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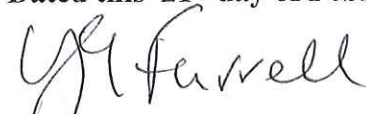
It was suggested that consideration be given to moving the camera on Hillborough Crescent to the junction at Sundon Road.

There had been problems at Neptune Square relating to bikes and fly tipping. It was agreed that CBC and the Nisa store needed to resolve the fly tipping problem and that replacement lights were also necessary in the stairwells.

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

**The Chairman closed the meeting at 11.58am**

**Dated this 21<sup>st</sup> day of February 2024**

  
**Chairman**

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**21<sup>st</sup> February 2024 at 11.00am**

Present:	Councillors:	Y Farrell J Carroll E Cooper C Slough T McMahon	(Chairman) (Sub)
	Police:	Sgt. Ryan Donaldson	Bedfordshire Police
	CBC Safer Communities & Partnership Team	Stephen Blake	
	Officers:	Tara Earnshaw Amanda Samuels	Community Services Manager Administration Officer

**CC410 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Herber. Cllr Carroll substituted.

**CC411 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC412 MINUTES**

To approve the Minutes of the meeting held on 17<sup>th</sup> January 2024

**Resolved:** To approve the Minutes of the meetings held on 17<sup>th</sup> January 2024 and for these to be signed by the Chairman.

**CC413 POLICE REPORT**



Members were informed of the following figures and trends:

- 26 ASB incidents involving bikes had been passed onto the team. Houghton Hall (East and West), Tithe Farm Road and Parkside continued to be the main areas affected by these incidents.
- There was continued monitoring of the two predominant car meet groups, but the PSPO process was still continuing in the background.
- In January and February, the Community Policing Team had 79 engagements, in addition to carrying out a couple of operations relating to car and bike issues in the area.
- Crime was up by just over 1%; however, there had been a 25% increase in the number of crimes solved.
- Serious Acquisitive Crime figures were at 56 for last year but 105 this year; harassment and shop theft were the prime reason for this increase. February had seen a drop in incidents as a result of police targeting prolific shop theft offenders, who were being charged and remanded.
- Total crime figures were:

	2023	2024
Jan	111	122
Feb	130	124

- Long-term trends in Violence Against the Person were just over 30 last year but 69 this year. Parkside Drive was the focus of weapons and violence offences, whilst burglaries and thefts centred around Sycamore Road and Hillside.
- Long-term ASB trends were up from 35 last year to 42 this year. This increase was also due to incidents involving bikes and shop theft.

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

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

**CC414 CBC COMMUNITY & PARTNERSHIP UPDATE**

The officer from Central Bedfordshire Council’s Community & Partnership Team attended the meeting and provided the following update:

- House visit to vulnerable adult in Sundon Road with social worker.
- Dunstable & Houghton Regis shop watch meeting (no attendees from H/R).
- 2 x Door chains sourced for residents in Hillborough Crescent.
- Neptune Square regarding bin issues with EPO.

- 4 X Ring doorbell sourced for resident in Bidwell Hill (PCSO Tuck), Brookfield Avenue (domestic abuse victim) Sundon Road (vulnerable male) & Hillborough Crescent (elderly lady).
- Pop-Up event Nisa, Neptune Square (1 safeguarding submission) (radio link sourced).
- 2 x house visits with CBC housing in Trident Drive following pop-up.
- Housing information hub Bedford Square library.
- Hillborough Crescent pop-up event (1 intel submission) (radio link sourced).
- 2 x Weapon Sweeps in Westminster Gardens & Parkside Drive.
- Attend opening of Bidwell West Tesco & Chip shop (radio link sourced).
- 8 business visits by SNO's (some on multiple occasions).
- Over 13hrs of patrol time in Houghton Regis by SNO's since 1st February.

It was suggested that Shop Watch should be further promoted in the area as there had been no representatives from Houghton Regis at the previous meeting.

**Resolved: To note the report.**

#### **CC415 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

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

- Hillborough Crescent
- Parkside Drive
- Tithe Farm Road

Two camera moves had been requested:

- 1) the camera on Parkside Drive to be moved to column 13. This had been mistakenly moved to Windsor Drive and would need to be moved again to the correct position.
- 2) the camera on Hillborough Crescent to be moved to column No 24 looking towards Hillborough. A response to this request had been received advising there were potential issues with the cherry picker causing traffic obstructions. Houghton Regis Town Council would pursue this request further as it was felt there were times when a cherry picker would cause minimal disruption.

Members voiced frustration regarding the delays and errors surrounding the requested moves.

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

#### **CC416 OPERATION HANA SERVICE LEVEL AGREEMENT**



Members were reminded that the confidential Operation Hana contract was due for renewal and would cover 12 months from, 1st April 2024 through to 31st March 2025.

The allocated budget for the delivery of Operation Hana for 2023-2024 was £38,500 and for 2024-2025 it would be £40,000.

The only change in the contract was the charging schedule

Uniform and CID	Full Economic Cost Hourly Rate: 2023/24	Full Economic Cost Hourly Rate: 2024/25	Abated Cost Hourly Rate: 2023/24	Abated Cost Hourly Rate: 2024/25
Sergeant	£85.25	£89.83	£50.01	£51.82
Constable	£76.68	£72.89	£44.40	£40.74
Special Constable	£36.60	£36.30	£21.10	£20.80
PCSO	£47.95	£52.66	£23.31	£24.94

This had been sent out on the Community Services agenda.

Members questioned how the amounts were calculated since the figure had not increased dramatically and there were an additional 6,000 people following recent developments. The ratio of cost to residents before the increase in population needed to be examined and establish how this would equate in modern terms. It was thought that the matter should have been raised when the budget was being agreed; however, Cllr McMahan advised Members that she had raised this several times before the budget being discussed. While it was not possible to address the problem in the current financial year, Members felt that a budget for Operation Hana should be agreed upon and presented to the Community Services Committee. The process ought to be started soon and attention is drawn to the implications of the extra housing.

Cllr McMahan suggested the recommendation be amended to reflect these views and a discussion followed debating the appropriate wording. Members agreed that 'To review the allocation of funds to Operation Hana in the light of increased population' would be appropriate.

The inclusion of the suggested additional text was voted for as follows.

Proposed: Cllr Slough

Seconded: Cllr McMahan

Members voted unanimously in favour of the addition.

Members voted for the amended recommendation as follows:

Proposed: Cllr Slough

Seconded: Cllr McMahan

Members voted unanimously in favour of the amended recommendation.

**Resolved: To agree for the Operation Hana Service Level Agreement to be sent to Community Services for approval and to be signed by the chair and to review the allocation of funds to Operation Hana in the light of the increased population.**

**The Chairman closed the meeting at 11.56am**

**Dated this 20th day of March 2024**



**Chairman**



## Community Engagement Sub Committee (reporting to Community Services Committee)

### *Functions*

- To consider any matters referred to it by the Council or other Committees.
- To consider and submit to the Community Services Committee the scope, nature and form of the Council's community activities and council events (Programme of Events) for the following council year no later than 30th November each year.
- To assemble and submit to the Community Services Committee estimates of income and expenditure for each financial year in respect of all the services of this Sub Committee no later than 30th November each year.
- To monitor periodically the income and expenditure relevant to the Sub Committee.
- To consider and refer to the Community Services Committee any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To recommend the level of charges for facilities in respect of all the services of this Sub Committee to the Community Services Committee.
- To monitor and review the Council's events.
- To monitor and review the Council's community activities.
- To advise Environment & Leisure Committee of events using land / buildings.
- To monitor and review each event and activity to ensure all areas of the town are covered by the annual programme of events.
- Delegate all operational decision-making and activities to the Head of Environmental and Community Services, Civic & Events Manager and Community Services Manager to take decisions on the arrangements for council events. The Community Engagement Sub Committee is to take a strategic view, and actings as a criteria friend to ensure the Council's activities and Events get better.
- To support and promote town wide events and activities to promote the town.
- To report to the Community Services Committee on the outcome of its deliberations.

### *Terms of Reference*

- The Community Engagement Sub Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Community Engagement Sub Committee shall consist *of up to* 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.

### *Co-option*

- To support engagement with local stakeholders the sub committee can co-opt members from local representative groups, as appropriate up to a maximum of 5. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the sub committee by joint agreement of the Chairman and Vice Chairman.
- The list of Co-opted Members should be reviewed annually.

**Ian Haynes**

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**From:** MillionHoursFund@tnlcommunityfund.org.uk  
**Sent:** 29 February 2024 16:02  
**To:** Ian Haynes; Yvonne Farrell  
**Subject:** ineligible

**CAUTION:** This email originated outside the Houghton Regis Town Council network. Do NOT click on links, open attachments or respond unless you are sure that the email is legitimate. If you believe this to be a spam email, report it to the Office on 01582 708540 or email [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)



**Funded  
UK Govern**

**Funding request ID: 20261279**

29/02/2024

Hello Ian Haynes and Yvonne Farrell

**Thank you for sending your application to Million Hours Fund. We cannot take your application any further, and we'd like to help you understand why.**

#### **Lots of organisations are applying for funding**

We have received nearly double the expected number of applications but we only have a certain amount of funding to award, and therefore are only able to fund around one in five applications. This means that we have had to make some tough decisions around which ones to take forward.

#### **Why we cannot fund your proposal**

We've decided not to take your proposal further because Other projects have provided us with stronger evidence showing how their project aligns with the aims of the Million Hours Fund.

**Please also note that we are unable to provide individual feedback on this occasion.**

**You can only apply once to Million Hours Fund, but we might have other funding opportunities that are a better fit for your activity.**

You can find lots of helpful advice and tips .

**If you want to talk about a new application to a different funding programme**

Call 034 54 10 20 30 (from Monday to Friday, 9 AM to 5 PM) or email [general.enquiries@tnlcommunityfund.org.uk](mailto:general.enquiries@tnlcommunityfund.org.uk).

You can also contact us using:

- Text relay, on 18001 plus 034 54 10 20 30
- BSL, using SignVideo.

**Thank you for taking the time to apply to Million Hours Fund. We know it takes a lot of effort to write an application to help your community.**

Regards,  
Zoufshan



**IMPORTANT PLEASE READ:** This e-mail and its contents are confidential, and intended solely for the use of the individual to whom it is addressed, and protected by law . The contents of this message will not be in any way binding upon The Big Lottery Fund, now operating as The National Lottery Community Fund. Opinions, conclusions, contractual obligations and other information in this message, in so far as they relate to the official business of the Big Lottery Fund, must be specifically confirmed in writing by The National Lottery Community Fund. If you are not the intended recipient, please notify the sender immediately, be advised that you have received this email in error and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited.

Additionally, the information contained in this email may be subject to public disclosure under the Freedom of Information Act 2000. We take our responsibility to protect your data seriously. You can find our privacy policy by visiting our website :

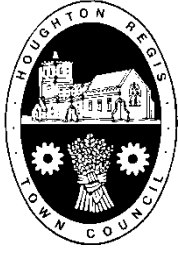
<https://www.tnlcommunityfund.org.uk/about/customer-service/data-protection>.

Houghton Regis TC Corporate Plan 2024 - 2028

Last updated IGH  
By Community Services Workplan

**Mission Statement:** We will endeavour to unify all areas of the Parish as one community and foster civic pride in our town, improve local services and facilities, enhance the quality of life of our residents and improve the efficiency and effectiveness of the Town Council  
**Vision:** Houghton Regis: A growing town with a rich history and a strong sense of community.

Pillar	Objective	Mechanism/ initiative	Type	Status	Delivery Year	Possible funding	Committee Workplan	Notes
Town and community	Improve integration between existing and new communities.	Continue to provide 'Welcome Packs' for new residents at Linnere, Thorn and Bidwell.	Initiative	In progress	2024	Revenue	Community Services	
Town and community	Support the sense of arrival and identity.	New, 'Welcome to Houghton Regis – historic market town' signage at important gateways into the Parish. In particular, at Sunton Road (immediately after the roundabout), Poynters Road, Houghton Road, Wating Street and all A5 intersections. Coordination with CBC to establish the style and placement of new signage (potential use of CBC's Rural Match Funding Scheme in the expansion area/ HRN1&2).	Intervention		2025		Community Services	
Town and community	Create a stronger, more robust and engaging town centre offer.	Work with partners to extend town centre activities along the historic High Street.	Engagement		2025		Community Services	
Town and community	Create a stronger, more robust and engaging town centre offer.	Temporary seasonal installations at prominent civic spaces, such as the shopping centre, All Saints car park and The Green. Installations might include a summer beach, a winter ice rink and a harvest festival.	Event		2026		Community Services	
Town and community	Create a stronger, more robust and engaging town centre offer.	Engage street performers (local musicians and independent entertainers) to stimulate life, activity and footfall at weekends.	Initiative		2026	UKSPF Culture	Community Services	
Town and community	Create a stronger, more robust and engaging town centre offer.	Continue to provide town centre wardens at peak shopping times.	Initiative				Community Services	
Town and community	Create a stronger, more robust and engaging town centre offer.	Promotion of outside hospitality areas to further stimulate life and activity.	Engagement				Community Services	
Town and community	Create a stronger, more robust and engaging town centre offer.	Continue to investigate solutions with CBC and stakeholders to provide a regular or specialist market and explore alternatives such as external food stalls, 'pop-up' space and local produce/ craft fairs.	Engagement		2025		Community Services	
Town and community	Create a stronger, more robust and engaging town centre offer.	Provision of bi-annual fair/ market-style events - possibly, a Christmas Wonderland and a Summer Fair.	Event		2025		Community Services	
Town and community	Create a stronger, more robust and engaging town centre offer.	Mapping of local facilities for visitors and residents, such as retail, recreation and leisure activities, foot and cycle routes, post boxes, schools, GP and health services, recycling and waste disposal facilities, bus stops and regional transport connections.	Initiative				Community Services	
Town and community	Create a stronger, more robust and engaging town centre offer.	Continue to promote a 'Shop Local' campaign.	Programme	In progress	2024		Community Services	
Town and community	Improve the visual appearance of the town centre - open space and planting.	Engagement with regional and national organisations, such as the RHS and English Heritage, to hold events at Houghton Hill Park.	Engagement				Community Services	
Town and community	Improve the visual appearance of the town centre - general.	Tourist/ heritage information banners on posts at key gateways and/ or along the High Street.	Intervention				Community Services	
Town and community	Protection and promotion of cultural and heritage assets.	Assemble an itinerary of the type and condition of key heritage assets and review their signage and branding.	Study	Part-Complete	2024	From within existing budgets	Community Services	
Town and community	Protection and promotion of cultural and heritage assets.	Prepare physical and interactive maps of heritage assets.	Initiative	In progress	2024		Community Services	
Town and community	Protection and promotion of cultural and heritage assets.	Blue plaque schemes: review the interest in applying for Historic England plaques on listed buildings or, a similar local scheme using typical Houghton colours.	Initiative				Community Services	
Town and community	Protection and promotion of cultural and heritage assets.	Continue discussions with owners and operators to provide a series of open days and guided tours of protected areas and listed buildings.	Engagement				Community Services	
Town and community	Protection and promotion of cultural and heritage assets.	Guided (physical or virtual) tours and trails across the Parish taking in multiple sights and attractions.	Initiative				Community Services	
Town and community	Protection and promotion of cultural and heritage assets.	Promote the Honorary Freeman and Freewoman award and the Pride of Houghton awards.	Programme	In progress	2024		Community Services	
Town and community	Develop an annual programme of community events across the Parish.	Develop a diverse programme of regular events and activities that would be delivered across the town as a whole to achieve community cohesion and the promotion of local heritage and identity. Suggested themes include: farmer's market, flower show, urban farm, Houghton's Got Talent, Houghton Rocks, ghost tours, medieval event, harvest festival, garden scarecrow festival, silent disco, messy play, uniform swap, park runs and walks.	Event	In progress	Every year	UKSPF Culture	Community Services	
Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Continue to work with Bedfordshire police to deliver Operation Hana as a high visibility policing initiative.	Engagement	In progress	Every year		Community Services	
Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Continue to work with CBC to deliver a bulk waste subsidy initiative to reduce incidences of fly tipping.	Engagement	In progress	Every year		Community Services	
Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Continue to work with CBC to manage mobile CCTV coverage.	Engagement	In progress	Every year		Community Services	
Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Continue to work with CBC to review static CCTV provision.	Engagement	In progress	Every year		Community Services	
Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Continue to work with CBC/ Groundwork in delivering youth activities.	Engagement	In progress	Every year		Community Services	
Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Extend the public realm/ Town Ranger scheme to a 5-day per week operation.	Programme	Growth Item	2025	Increased Revenue Funding	Community Services	
Local services and facilities	Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.	Identify potential sites for a community and services hub at a prominent location in the town centre. This could also provide tourist information and a mixed-use space for events and exhibitions. Initial suggestions include, the Red House, ASV, the cricket pavilion on The Green, All Saints Church/ Bedford Square Centre.	Study				Community Services	Consultation about the Town Council Corporate Plan 2024-2028 is currently live and included in the Spring/Summer Town Crier.
Local services and facilities	Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.	Determine the space planning requirements and establish connections with potential partners to explore viability.	Study				Community Services	Consultation about the Town Council Corporate Plan 2024-2028 is currently live and included in the Spring/Summer Town Crier.
Local services and facilities	Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.	Identify a potential timeline for delivery and potential funding streams.	Study				Community Services	
Local services and facilities	Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.	Develop preliminary plans and a schedule of costs.	Study				Community Services	



## COMMUNITY SERVICES COMMITTEE

Agenda item 10

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<b>Date:</b>	<b>28<sup>th</sup> March 2024</b>
<b>Title:</b>	<b>Houghton Regis Town Council 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 Youth Services, Later Living Social Group, Town Centre Initiatives, Summer and Easter Family Fun Days and trips, as well as promoting 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. ISSUES FOR CONSIDERATION

#### YOUTH SERVICES

**Youth Council—We currently have 14 youth council members. The Youth Council has met three times since the last community services meeting and has volunteered at the Easter Egg Hunt event. Two Youth Council members met with a representative from the Corporate Peer Challenge and are currently planning the delivery of the # knife-free Houghton event, which will include a gaming bus and graffiti artist.**

**Youth Café** - The Youth Council has worked alongside the Youth Café to launch the #Knifefree initiative. They have arranged for a gaming bus, graffiti artist and refreshments to be in attendance to enhance this initiative. This is taking place on Wednesday 3<sup>rd</sup> April during the Easter Holidays.

Youth Café continues to provide a safe space for young people within the community. This delivery period has seen attendance consistently stay around 15, with sporadic peaks of 20 participants. Young people attending appreciate the opportunity to connect with others while learning new cooking skills and enjoying a variety of different tastes and textures from a rich diversity of cultures.

The fun-loving, respectful, inclusive culture that staff and young members have created has enabled new younger members to sign up and get involved without fear of being bullied or intimidated. The current attendees are kind and open to others coming into their space. This helps young people feel safe and allows that provision to remain fresh and new.

The provisions' core continues to be built on community, and young people are always invited to learn new cooking skills, kitchen etiquette, and simple recipes. There is still a good balance of male and female members attending. The even balance seems to work well, ensuring that ideas for future enhanced activities are fair and representative of gender preferences within the community.

Recently, 12 young people from the Youth Café were able to have an enhanced experience where they could explore different foods from around the world by attending a world buffet adventure. Some attendees were challenged to try new foods and seasonings, allowing their palates to develop and appreciate a culinary frame of reference that they were unaccustomed to. There were things that they enjoyed and some that they did not. Still, it allowed deep conversations around diversity and culture, understanding what and why certain food items are considered 'normal'. Self-awareness from shared discovery increased from this activity.

**Youth Investment Fund (YIF)** - Since the last meeting, staff have continued to deliver youth sessions at the Baptist Church and Sandringham Hub. We are waiting for the Tithe Farm Recreation Ground 3G AFP to be completed.

The YIF provision has been based in the Baptist Church on Tuesday evenings since September 2023 and at Sandringham Hub since February 2024. The team has engaged with 43 young people, in total, 27 young people in attendance at the youth club and 16 via detached since the start of this initiative. Attendance in the last month has increased; an average of 12-15 young people are now attending the sessions. The young people in attendance tend to go to both provisions, and the ward breakdown is as follows: 8 young people are from Parkside, 12 young people are from Tithe Farm, and 5 Young people are from Houghton Hall. The other two young people are from surrounding areas.

Staff have consulted with young people on equipment and activities they want to participate in, and they have been involved in various activities that include arts, crafts, cooking, etc. The sessions have also enabled a safe space for young people to debate and discuss topics that concern them.

Using YIF funding and a bursary The Cirdan Sailing Trust provided, a 3-day sailing residential has been organised for 12 young people attending the YIF provision. The group will be involved in all aspects of sailing the vessel, from map reading to tying knots and putting sails up and down. They will also work together to complete living on-board chores such as cooking and cleaning. The voyage will leave Ipswich Beacon Marina with an afternoon stop at Harwich. It is an ideal opportunity for all young people to gain an accredited award in RYA Start Yachting that they can add to their CV, and a chance to increase personal development skills such as confidence, self-esteem, teamwork, leadership, decision-making and a sense of achievement.

A scooter, skateboarding, and BMX coach has been arranged for six weekly sessions leading up to the skate jam event. In addition to this, the team are planning weekly boxing sessions at Sandringham Hub. Contact has been made with the schools, and increasing the activity offer is hoped to increase participation.

**Family Fun Days—Staff are in the planning stages of preparing the Easter and Summer fun events. Given the previous year's success, the delivery method will be the same:** a coach trip during the Easter and Summer holidays and activities delivered weekly for the first four weeks.

**Community Activities** - The staff team delivered crafty November activities, including wreath-making for adults and Christmas craft activities for children. The team are currently working towards the delivery of the annual skate jam and, in the next month, will be planning for 2024/25 community activities.

**Houghton Regis Later Living Social Group** - Since the last meeting, the group has met three times and has held two tea and treat sessions with around 42 people in attendance. The group is holding the Tea and Treat sessions at All Saints View.

For the next Tea and Treat at All Saints, the group has invited CBC for a seated exercise.

The group plans for residents to explore the Kitchen Gardens in Houghton Regis, followed by a Tea with cakes. Since it was formed two years ago, the group has produced a newsletter and engaged with over 100 retired residents. The number of residents in the group is increasing every month.

The group is also planning a trip where residents can explore the canal in Hemel Hempstead on a canal boat.

**To welcome new residents** - Staff continue to assemble welcome packs in preparation for delivery to new residents.

**Shop Local—To encourage new residents to shop local, Shop local merchandise has been given out at events and used as giveaways in welcome packs.**

**Partnership working with the Community Link Project** - The Community Link Project has successfully secured funding to deliver a project to help residents with the cost of living. The Town Council has supported this initiative through the planning, preparation, and delivery.

The initiative aims to put together packs that can be distributed to those who need them via groups and organisations in the community. Packs will be themed around the following headings: household, hygiene, keeping warm, and adding water. In addition to these packs' items for period poverty, babies, the hidden homeless and ad hoc items will also be purchased and distributed.

### **Family Days and Trips**

Staff are planning the delivery of summer activities across the first four weeks of the summer holiday.

The proposed delivery is shown in the table, although this is a draft, and as such, some of the details could change.

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Activity</b>
Monday	22nd July	11.00-15.00	Tithe Farm Skate Park	Skate Jam
Tuesday	23rd July		Houghton Hall Park	Outdoor Cinema
Tuesday	30th July	13.00-16.00	Parkside Recreation Grounds	Inflatable Fun
Thursday	1st August	13.00-15.00	Village Green	Wild Science & Garden Games
Tuesday	6th August	13.00-16.00	Parkside Recreation Grounds	Laser Tag and Inflatable obstacle course
Thursday	8th August	13.00-16.00	Village Green	Birds of pray
Thursday	15th August	All Day	Southend	Coach Trip

## **5. HRTC CORPORATE PLAN**

### **1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town**

- 1.1 Improve integration between existing and new communities.
- 1.4 Develop an annual programme of community events across the Parish.

### **2 Local Services and Facilities: To provide a broad range of high-quality services and facilities for our residents, visitors and businesses**

- 2.2 Continue to work with key partners to address crime and anti-social behaviour.
- 2.3 Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.



- 2.7 Promote awareness of our town, its assets and opportunities for businesses and investment.

### **3 Quality of Life: To enhance the quality of life of our residents**

- 3.3 Improve access to services and support through the provision of a network of Parish-wide community hubs.
- 3.4 Improve existing and develop new opportunities for young people across the parish.

## **6. IMPLICATIONS**

**Corporate Implications** - There are no corporate implications arising from the recommendations.

**Legal Implications** - There are no legal implications.

**Financial Implications**—Some funding opportunities will naturally end during the new financial year. Therefore, during the 2025/26 budget-setting process, consideration needs to be given to whether these activities will continue.

**Risk Implications** - There are no risk implications.

**Equalities Implications** - Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

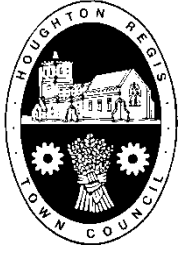
These projects/issues do not discriminate.

**Climate Change Implications** - There are no climate change implications.

**Press Contact** - Deliveries of these projects will continue to be communicated to the press.

## **7. 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 11

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<b>Date:</b>	<b>8<sup>th</sup> April 2024</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 committee's income and expenditures 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 - The amount received from community service events exceeded its budget.

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 were incurred to support the Youth Council, plus funds were used for enhanced activity.

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

302-4230 Public Toilets - Covers cleaning and consumables for the town centre toilets.

302-4232 Christmas Lights - £1,285 needs to be recorded to 399/4804

*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—Expenses incurred to date in line with purpose.

*Events (304)*

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

304-1097 Income from events - This is from Houghton Regis Carnival and Houghton Rocks bookings.

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.

305-4218 Small Projects grants - £2,392 incurred to date, with £1,608 available.

305-4220 Key Partner grants - £12,016 incurred to date.

305 4235 Cost of Living Crisis donation - The Council decided to make up to £500 per month available to local organisations to support 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 - Expenses incurred to date in line Op Hana

*Civic Service (307)*

307-4101 Mayors Allowance - Expenses incurred in line with Mayor's allowance.

307-4106 Mayors Civic Events – Civic Service Organist.

307-4121 Civic Regalia – This will be overspent at year's end due to urgent repairs required.

307-4122 Civic Fund expenses - No expenses incurred to date.

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. However, £1,285 needs to be recorded from 302-4232 Christmas Lights.

## **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 put the council in good stead going forward and help 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:**  
attached.

Income & Expenditure Report – Dated 31<sup>st</sup> March 2024 is

03/04/2024

## Houghton Regis Town Council Current Year

Page 1

09:30

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Appendix A - Income and Expenditure Report (dated 31st March '24)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Community Services</b>								
<u>302 Community Services</u>								
1078 Grants & Donations Received	0	137	0	(137)			0.0%	
1091 Income Miscellaneous	0	2,935	2,500	(435)			117.4%	
Community Services :- Income	<b>0</b>	<b>3,072</b>	<b>2,500</b>	<b>(572)</b>			<b>122.9%</b>	<b>0</b>
4221 SUMMER PLAYScheme	0	5,354	5,500	146		146	97.3%	
4226 Youth services	104	6,857	5,000	(1,857)		(1,857)	137.1%	
4227 Community Services	(543)	4,429	6,000	1,571		1,571	73.8%	
4230 Public Toilets	2,350	20,600	21,800	1,200		1,200	94.5%	
4232 Christmas Lights	0	14,285	13,000	(1,285)		(1,285)	109.9%	
Community Services :- Indirect Expenditure	<b>1,911</b>	<b>51,526</b>	<b>51,300</b>	<b>(225)</b>	<b>0</b>	<b>(225)</b>	<b>100.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,911)</b>	<b>(48,454)</b>	<b>(48,800)</b>	<b>(347)</b>				
<u>303 Communications</u>								
4029 Promotional Material	0	0	1,500	1,500		1,500	0.0%	
4033 NEWSLETTER	3,225	5,958	6,000	42		42	99.3%	
4034 WEBSITE COSTS	0	315	500	185		185	63.0%	
Communications :- Indirect Expenditure	<b>3,225</b>	<b>6,273</b>	<b>8,000</b>	<b>1,727</b>	<b>0</b>	<b>1,727</b>	<b>78.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,225)</b>	<b>(6,273)</b>	<b>(8,000)</b>	<b>(1,727)</b>				
<u>304 Events</u>								
1094 Income from Sponsors	0	500	2,000	1,500			25.0%	
1097 Income - Council Events	0	3,446	4,000	554			86.2%	
Events :- Income	<b>0</b>	<b>3,946</b>	<b>6,000</b>	<b>2,054</b>			<b>65.8%</b>	<b>0</b>
4222 COMMUNITY EVENTS	1,138	49,924	51,000	1,076		1,076	97.9%	
Events :- Indirect Expenditure	<b>1,138</b>	<b>49,924</b>	<b>51,000</b>	<b>1,076</b>	<b>0</b>	<b>1,076</b>	<b>97.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,138)</b>	<b>(45,977)</b>	<b>(45,000)</b>	<b>977</b>				
<u>305 Community Grants</u>								
4203 MAYORS CHRISTMAS APPEAL FUND	0	3,089	3,500	411		411	88.3%	
4218 Grants (WB) Project Scheme	0	2,392	4,000	1,608		1,608	59.8%	
4220 Grants (WB) Key Partners	0	12,016	11,626	(390)		(390)	103.4%	
4235 Cost Of Living Crisis Donation	500	4,850	6,000	1,150		1,150	80.8%	
4992 Trs from Earmarked Reserve	0	0	(1,500)	(1,500)		(1,500)	0.0%	
Community Grants :- Indirect Expenditure	<b>500</b>	<b>22,346</b>	<b>23,626</b>	<b>1,280</b>	<b>0</b>	<b>1,280</b>	<b>94.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(500)</b>	<b>(22,346)</b>	<b>(23,626)</b>	<b>(1,280)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Appendix A - Income and Expenditure Report (dated 31st March '24)

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>306 Community Safety</u>								
4046 Enviro - Crime	0	4,122	8,200	4,078		4,078	50.3%	
4059 OTHER PROFESSIONAL FEES	11,527	35,570	38,500	2,930		2,930	92.4%	
Community Safety :- Indirect Expenditure	<u>11,527</u>	<u>39,693</u>	<u>46,700</u>	<u>7,007</u>	<u>0</u>	<u>7,007</u>	<u>85.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(11,527)</u></b>	<b><u>(39,693)</u></b>	<b><u>(46,700)</u></b>	<b><u>(7,007)</u></b>				
<u>307 Civic Services</u>								
4101 MAYORS ALLOWANCE	81	2,133	3,850	1,717		1,717	55.4%	
4106 Mayors Civic Events	0	3,190	3,250	60		60	98.2%	
4121 CIVIC REGALIA	0	880	300	(580)		(580)	293.2%	
4122 Civic Fund Expenses	38	38	200	162		162	19.1%	
4222 COMMUNITY EVENTS	0	25	0	(25)		(25)	0.0%	
Civic Services :- Indirect Expenditure	<u>119</u>	<u>6,266</u>	<u>7,600</u>	<u>1,334</u>	<u>0</u>	<u>1,334</u>	<u>82.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(119)</u></b>	<b><u>(6,266)</u></b>	<b><u>(7,600)</u></b>	<b><u>(1,334)</u></b>				
<u>399 Community Capital &amp; Projects</u>								
4804 CAP-New Christmas Lights	0	0	6,000	6,000		6,000	0.0%	
Community Capital & Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>6,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(6,000)</u></b>	<b><u>(6,000)</u></b>				
Community Services :- Income	0	7,018	8,500	1,482			82.6%	
Expenditure	18,420	176,027	194,226	18,199	0	18,199	90.6%	
<b>Movement to/(from) Gen Reserve</b>	<b><u>(18,420)</u></b>	<b><u>(169,009)</u></b>						
Grand Totals:- Income	0	7,018	8,500	1,482			82.6%	
Expenditure	18,420	176,027	194,226	18,199	0	18,199	90.6%	
<b>Net Income over Expenditure</b>	<b><u>(18,420)</u></b>	<b><u>(169,009)</u></b>	<b><u>(185,726)</u></b>	<b><u>(16,717)</u></b>				
<b>Movement to/(from) Gen Reserve</b>	<b><u>(18,420)</u></b>	<b><u>(169,009)</u></b>						