



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr K Wattingham**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

23rd April 2019

To: Members of the Town Partnership Committee

Cllrs: Central Beds: J Kane (Chair), Mrs S Goodchild, Miss A Ryan, A Swain

HRTC: Ms L Ellaway, Mrs T McMahon, K Wattingham, D Dixon-Wilkinson.

CBC Officers Mrs Hughes, Community Engagement Manager

(Copies to all Houghton Regis Town Councillors for information.)

Notice of Meeting

You are hereby summoned to a Meeting of the **Houghton Regis Town Partnership Committee** to be held at the Council Offices, Peel Street on **Tuesday 30th April 2019 at 7.00pm.**

**Clare Evans
Town Clerk**

**THIS MEETING MAY BE
RECORDED ***

AGENDA

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

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

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

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

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

3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

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

4. MINUTES

Pages 5-9

- a) To approve the Minutes of the meeting held on 29th January 2019
- b) Matters arising from the Minutes

Recommendation: To approve the Minutes of the meeting held on 29th January 2019.

5. REPORTS FROM MEMBERS OF THE TOWN PARTNERSHIP COMMITTEE

Members of the Town Partnership Committee are invited to provide a verbal report on matters of relevance to Houghton Regis arising in particular from the Committee/s on which they serve.

6. PARTNERSHIP COMMITTEE WORKPLAN

Members are invited to consider the Partnership Committee workplan.

7. CBC UPDATE REPORT

The CBC update report is attached for consideration.

Recommendation: To note the report.

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**Houghton Regis Town Partnership Meeting
29th January 2019 at 7pm**

Present: Central J Kane Chairman
Bedfordshire Ms A Ryan
Councillors:
Houghton Regis D Dixon-
Town Councillors: Wilkinson
Mrs T McMahon
K Wattingham

HRTC Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services
CBC Officers: Mrs S Hughes Community Engagement Manager

T Keaveney Assistant Director Housing
Services

Also in Mr H Hughes
attendance: Houghton Hall Park , Active
Lifestyles Manager

Public: 32

Apologies: CBC Councillors: A Swain
Mrs S Goodchild

Absent: HRTC Councillors: Ms L Ellaway

804 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Mrs Goodchild, Cllr Swain, apologies were also received from Cllr Stock, who had been due to speak on item 6.

805 QUESTIONS FROM THE PUBLIC

Members of the public requested the opportunity to speak on a planning application.

Members of the public were objecting to the planning application CB/18/04641/REG3 on the grounds of:

The size, scale, massing, orientation and the appearance of the proposed development does not complement or harmonise with the local surroundings, in particular to the adjoining buildings; The setting of the proposed development would have an unacceptable adverse effect on the general and residential amenity of the area and on the privacy of the adjoining and surrounding properties; Overdevelopment; Lack of parking provision

Members of the public were advised that the application would be determined at the Central Bedfordshire Council Development Management Committee. This was a public meeting and all members of the public were welcome to attend and put forward their concerns.

806 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

807 MINUTES

To approve the Minutes of the meeting held on 30th October 2018.

Matters arising: Minute number 795, a question from a member of public had been raised, an update was requested.

Members were advised that this had been reported to the Environment & Leisure Committee.

Resolved: To approve the Minutes of the meeting held on 30th October 2018 and for these to be signed by the Chairman.

809 HOUGHTON HALL PARK UPDATE

Mr H Hughes, Active Lifestyles Manager within Leisure, Libraries and Countryside at Central Bedfordshire Council was in attendance at the meeting to update members of the Houghton Hall Park Project.

Members were advised of the many advances made including:

- The kitchen and formal gardens had been re-organised by the new gardener;
- There had been new planting;
- There had been more displays;
- Volunteer opportunities had been made available;
- New bulbs had been planted;
- New plan for the kitchen beds;
- Were looking to extend links and increase activities with local schools;
- Increase activities with special needs schools;

Wider activities included:

- Wider use of centre;
- Tea and cakes;
- Dog festival;
- Halloween events i.e. pumpkin painting;
- Festive heritage walks;
- Pantomime;
- Floral workshops;
- Bedfordshire Police Community Safety Event;
- Buggy exercise;
- Park run & junior park run;

- Youth Ranger programme over the winter by Greensand Trust where young people could complete an award;
- Extend the play offer with additional features;
- Additional raised beds allowing wheelchair access;
- Explorer event around the park

- Pancake race;
- Forest school activities.

Challenges faced:

Dog fouling;

Houghton Hall Park introduced a spraying campaign, which involved spraying the defecation with spray paint to highlight the issue in order that residents awareness of the problem is raised.

Car parking;

Members were advised that as much as possible was being done to combat the parking issue, limited venue bookings were being taken and where possible the use of additional parking was arranged with Whitbread.

810 JOINT COMMITTEE TERMS OF REFERENCE

The CBC Community Engagement Manager presented revised Terms of Reference to members.

Members suggested amendments to the Terms of Reference, which would be suggested to Central Bedfordshire Council for further amendment.

811 REPORTS FROM MEMBERS OF THE TOWN PARTNERSHIP COMMITTEE

Members of the Town Partnership Committee were invited to provide a verbal report on matters of relevance to Houghton Regis arising in particular from the Committee/s on which they serve.

Cllr Ryan updated members on budget consultation and advised members that money would go into school improvements, the Children's Centre was to increase its age range and consultation for Thorn Hill Primary's expansion ended on 23rd January 2019.

812 PARTNERSHIP COMMITTEE WORKPLAN

Members were invited to consider the Partnership Committee workplan.

Members were advised that the workplan needed updating, it was suggested that items that members wished to be included for discussion for the next meeting be confirmed.

It was requested that once meeting dates for 2019/2020 had been confirmed by Houghton Regis Town Council, items could be identified for the next municipal year.

The next meeting date was to be confirmed, as the next scheduled meeting was in purdah.

813 CBC UPDATE REPORT

Members received the CBC update report.

Resolved: To note the report.

814 HOUGHTON REGIS ESTATE REGENERATION

Members received an update from the CBC Community Engagement Manager.

Members were advised that a new officer would be in place in February and would be introduced to Houghton Regis Town Council. The new officer would attend meetings to supply updates as necessary.

815 CBC BUDGET 2019/20

Members were formally advised that Central Bedfordshire Council had launched their budget consultation exercise and it is open for public consultation until 29th January.

A consultation document had been produced to summarise the key elements of both the draft revenue and capital budgets. Additionally, a questionnaire invited feedback on the savings strategy and the proposed 1% increase in council tax. The questionnaire also tested residents' response to a possible 2% increase.

Members were invited to consider the proposals and, due to the consultation deadline and the date of this meeting, to submit their comments individually prior to 29th January.

It was suggested that CBC be requested to provide an update once the budget has been approved on matters arising of significance to Houghton Regis.

816 HRTC BUDGET 2019/20

Central Bedfordshire Council councillors were advised that Houghton Regis Town Council precept had been agreed, however the budget had not been agreed to date, a further meeting was to be called.

The Chairman declared the meeting closed at 9.07pm.

Dated this 30th day of April 2019

Chairman

**HOUGHTON REGIS PARTNERSHIP COMMITTEE –
WORK PLAN 2018-2019 (INCORPORATING OBJECTIVES 2015-2018)**

Partnership Strategic Objectives for 2018-2019 (from Town Council Plan & Central Bedfordshire Five Year Plan)

Town Council Objectives	Timescale	CBC Objectives
		<p>Enhancing Central Bedfordshire We want to improve Central Bedfordshire as a place to live, by enhancing prosperity with more and better jobs, to improve infrastructure and to provide the quantity and type of housing needed by our residents while maintaining and enhancing the character of Central Bedfordshire.</p> <p>We will nurture housing growth that offers a range of opportunities for people to live in housing that is affordable, sensitive to their needs and of great quality.</p> <p>We will strive to retain the character of Central Bedfordshire that is so cherished by its residents and will address any concerns they may have around safety in their communities.</p> <p>Our development will be facilitated by great infrastructure, such as Broadband, Wi-Fi and transport. Our Market Towns and villages will thrive and prosper, with improved town centres and facilities.</p>
		<p>Improving Education and Skills</p> <p>We will support the academic and social success, and physical wellbeing of our children and young people, working with schools, parents and communities. In addition, because learning is a lifelong activity, opportunities will be available for adults to continue to develop their existing skills and learn new ones.</p> <p>We will have created opportunities for everyone to have the access and incentives to work, either in Central Bedfordshire or in other areas, which they will be able to get to with ease. There will be routes into employment for all ages, such as apprenticeships and schemes for older people which will result in not only in increased income, but improved health and raised self-esteem.</p>
		<p>Creating Stronger Communities</p>

<p>We will work to build stronger local communities, providing a greater sense of place and participation in local affairs and services. This will help create greater resilience and reduce social isolation. People will be supported to help themselves and others. Residents of all ages and organisations, such as Town and Parish Councils will have opportunity to do more – on either a voluntary or a paid basis.</p> <p>We are particularly keen to draw on the skills of our older residents to support their community and build social infrastructure, promoting social inclusion. Community spirit will be high, and the skills of residents will have grown.</p>		
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WARRING

WORK PLAN 2018-2019

Meeting Date	Regular Updates	Work Plan 2018-2019
24 July 2018	CBC Update report Joint Committee review HRN 2 Community Building Estate Regeneration	<ul style="list-style-type: none"> • Work Plan • Houghton Regis Library • Public Transport / Buses
30 October 2018	CBC Update report Joint Committee review HRN 2 Community Building Estate Regeneration	<ul style="list-style-type: none"> • ASB • NEET (Net in Education, Employment or Training) (moved to November) • Town Centre and Estate Parking (moved to November) • Health and Wellbeing (Houghton Central) • Community Football facilities
29 January 2019	CBC Update report Joint Committee review HRN 2 Community Building Estate Regeneration	<ul style="list-style-type: none"> • Educational attainment • Schools places and the fabric of our school buildings • Homes for the Vulnerable • NEET (Net in Education, Employment or Training) • Town Centre and Estate Parking • Public Transport provision (delivered in July) • Houghton Hall Park update • CBC Budget consultation • HRTC Budget consultation
30 April 2019	CBC Update report Joint Committee review HRN 2 Community Building Estate Regeneration	<ul style="list-style-type: none"> • Kingsland / Legacy • S106 secured for Houghton Regis • CBC Update report



HOUGHTON REGIS PARTNERSHIP COMMITTEE

30 April 2019

Name of report:	Central Bedfordshire Council Update
Purpose of report:	For information

1. COMMUNITY SAFETY

The Community Safety Operations Team have carried out the following work in the Houghton Regis area from the 1st January – 31st March 2019:

There are currently 26 cases open to the Community Safety Operations Team:-

- Animal problems including ASB – 1
- Dog Fouling – 2
- Fly-tipping – 5
- Malicious Communications – 1
- Nuisance Neighbours – 2
- Pollution/Noise – 10
- Pollution/Odour – 3
- Rowdy/Inconsiderate Behaviour – 2

1 Problem Solving Group meeting has been held.

3 files have been passed to our Legal team regarding prosecutions

CCTV Report:

Date	Time	Location	Type of Crime	Arrests
01/01/2019	02:03	Bedford Square	Affray	0
02/01/2019	10:55	Bedford Square	Breach Of CPN	0
03/01/2019	17:49	Bedford Square	Bicycle Theft	0
06/01/2019	00:40	Houghton Road	Domestic	0
09/01/2019	13:05	Bedford Square	Breach Of CPN	0
10/01/2019	11:09	Bedford Square	Breach Of CPN	0
14/01/2019	20:58	Bedford Square	Theft of Vehicle	0
15/01/2019	23:22	Bedford Square	Theft	0
24/01/2019	23:41	Houghton Road	Kidnap	1
25/01/2019	21:40	Bedford Square	Vulnerable Person	0
29/01/2019	17:39	Bedford Square	Drugs	0
31/01/2019	19:28	Bedford Square	Offensive Weapon	0
31/01/2019	20:37	Bedford Square	Drugs	0
03/02/2019	17:31	Bedford Square	Breach Of CPN	0
09/02/2019	22:48	Houghton Road	Police Chase	0

13/02/2019	12:38	Bedford Square	Drugs/4 males smoking drugs above the shops	0
14/02/2019	19:22	Bedford Square	Breach Of CPN	0
16/02/2019	17:27	Bedford Square	Person Of Concern/Licensing	0
20/02/2019	20:13	Bedford Square	OP-METOER	0
20/02/2019	02:43	Houghton Road	Firearms/Person Of Concern	0
22/02/2019	19:48	Bedford Square	Indecent Exposure	0
23/02/2019	18:50	Bedford Square	Drugs/4 Males rolling and smoking drugs	0
23/02/2019	20:40	Bedford Square	Alcohol Related/Licensing	0
27/02/2019	16:03	Bedford Square	Breach Of CPN/licensing	0
28/02/2019	10:54	Bedford Square	Shoplifting	0
04/03/2019	21:49	Bedford Square	Vulnerable Person	0
08/03/2019	08:14	Bedford Square	Breach of CPN	0
11/03/2019	22:27	Bedford Square	Drugs	0
11/03/2019	23:41	Bedford Square	Attempted Theft	0
17/03/2019	16:04	Tithe Farm Road	Robbery	0
19/03/2019	18:03	Tithe Farm Road	Suspicious activity	0
20/03/2019	19:14	Bedford Square	Vulnerable persons	0
20/03/2019	19:32	Bedford Square	Intelligence	0
20/03/2019	20:01	Bedford Square	Intelligence	0
21/03/2019	20:40	Bedford Square	Vulnerable person	0

2. LEISURE, LIBRARIES AND COUNTRYSIDE

ACTIVE LIFESTYLES TEAM January – March 2019

Looking Back:

Xplorer – Houghton Hall Park

* February Half Term – 137 Participants

Active Lifestyle Referrals

* 51 patients referred via their GP into Active Lifestyles Referral Scheme

Seated Exercise & Boccia sessions running in the following settings:

* Red House Court: 7-10 participants attending weekly

Zumba Gold

* Houghton Regis 7-10 participants attending weekly Sandringham Hub Houghton Regis.

HOUGHTON HALL PARK

Looking back

We achieved:

- Increased engagement with the community in the kitchen and formal gardens, with two supported internship students, growing volunteer base, and students from Weatherfield Academy joining Houghton Hall Park Community Gardener to assist in gardening activities.
- Events and activities delivered in the park with partners and other CBC colleagues including a Mindfulness Walk and Coffee Morning sessions for GP referrals through CBC Active Lifestyles team, and heritage walks led by Houghton Regis Heritage Society.

Key highlights:

- Joint working with Houghton Hall Park Community Gardener and the team at Silsoe Horticultural Centre (SHC) - customers at SHC have been assisting Community Gardener to raise seedlings which will be relocated to the park once ready. Longer term aim of 'Silsoe in the South' to mirror activity at SHC at the park for customers living closer to Houghton Regis.

Key issues:

- A number of site security incidents including theft and antisocial behaviour affecting park visitors, CBC officers and/or on site facilities.
- Challenge to ensure continuity of service and delivery of externally funded project objectives while recruiting for a vacant post (Houghton Hall Park Activity Officer) and in the absence of full time post holder from December – April. Post has now been recruited, with new officer Hayley Clear starting on 1st April.

Looking forward

We are planning:

- A number of community events including Easter Garland Workshop in April, Heritage Open Day in May and 'Meadowlands' family festival in June delivered by Full House Arts.

- Resurfacing of main breedon gravel footpaths in the park in April to restore condition of paths following high usage since installation.

HOUGHTON REGIS LEISURE CENTRE UPDATE

Looking back

We achieved:

- Centre Usage growth, Average of 16% growth over last 3 month compared to Dec-Feb 18

Dec 17 11200	Jan 18 18380	Feb 18 17265
Dec 19 13584	Jan 19 21763	Feb 19 19004
21%	18%	10%

- Shutters have been put up on all fire Ext, Electrics to be added and then this will add to the security of the facility.
- Support the Dunstable Centre – providing meeting/training room for such tasks as; interviews & training
- A Duty Manager has been employed who was a member of staff at Houghton Leisure Centre.
- Achieved 84% in our external health and safety audit.
- Currently in a global competition Lets Move for a Better World ending at the end of March. We are currently in 79 out of 417 in the country.
- GP testimonials are now on the website

Key issues:

- Experienced Duty Manager left Houghton to be Operation Manager at The Dunstable Centre.

Looking forward

We are planning:

- A Gym challenge boys v girls
- Spin Studio refurb – Quote received, communication between SLL/CBC happening to see where we can go with this
- Wet side shower walls to be retiled – issues have appeared so date push back - Date TBC
- Squash court floors re-surface - Quote received, SLL to organise when this can take place

Key messages:

- Partnership work with The Dunstable Centre to ensure both Houghton and Dunstable has the best support for Health, Fitness & Wellbeing.

HOUGHTON REGIS LIBRARY

Looking back - We achieved:

- 100 years Commemorative displays Adult & Children's Books
- Rock painting craft session – Remembrance Day Poppies
- Due to Dunstable Library the football is steadily increasing month by month
- Weekly Activities – rhyme time and story time sessions have now reached the maximum numbers of 25 children & 20 Adults.
- Meet Santa organised by Houghton Town Council was again a huge success bringing in 982 customers came through the library doors.
- Thornhill School – 2 classes attended for a Library visit all leaving wearing bee headbands.
(Teachers reported back all 60 children left school insisting wearing their bee headbands)
- Mental Health Awareness Display
- #Hooked of Book Display

February Half Term

- Full House Theatre - Hawk dance company from Manchester performed From A to B, 2 performances 11:00am & 2:30pm each performance 30 people attended.
- Held 4 craft sessions 173 children attended accompanied by 134 adults
- Chinese New Year (12th February) craft session & children's book display
- Saturday Lego club 12 children attended.

World Book Day – 7th March (Pant-tastic) theme craft session) – create your own design of pants inspired by: -

Captain Underpants
Queens Nickers
Aliens love underpants
Dinosaurs love underpants

Science Week 8th – 17 March

Book Display / Word search / Colouring

Key issues:

- Liaising with Bedfordshire Police and PCSOs – Regarding Banning orders in Bedford Square.
- Work closely with the Community Physical Activity Team, successfully run weekly Health walks which meets every Tuesday 10.00 -11.45 Thursday afternoon 3.00 - 4.00pm in the library refreshments are served afterwards
- Increased volunteering placements – Duke of Edinburgh

Looking forward

We are planning:

- 2 weeks of crafts & activities in the Library over the Easter holidays
Egg-stravaganza! Easter Egg Trail – successfully found sponsorship for this event: - Morrisons, Benedict Funeral Directors, D & I Family Butcher's, Razors, The Smoothie Bar, Brown & White Opticians.
- Elmer Day – 25th May – craft & activity session
- 4 Craft session planned for May Half Term (28th – 31st May) book related theme.
- Full House Theatre free performance – “Lost Property”
- National Bookstart Week (3rd – 9th June)
- 2nd – 15th June - Make A Noise in Libraries Week
- Liaising with Houghton Hall – Garden & Storytime project
- Houghton Carnival
- Visit all schools in Houghton Regis to promote this years Summer Reading Challenge “Space Chase”.
- 20th July – 7th September Summer Reading Challenge “Space Chase”
- Roald Dahl Day – 13th September
- October – Black History Month

3. HIGHWAYS AND TRANSPORT

Jetpatcher

Following a cold winter where the snow, sleet and ice has caused damage to our roads we have bought back in the Jetpatcher to help get our roads back to a good condition.

We will be taking the Jetpatcher all around the area and it will be visiting Houghton Regis and surround areas throughout the beginning of May.

You can keep up-to-date with the progress of the Jetpatcher by following the highways twitter account @CBC_Highways.

Gully cleaning

The latest gully cleaning programme is available on the council's website. Please visit www.centralbedfordshire.gov.uk/road-drains.

Street Lights

We will be repairing streetlights in the area in the near future so if you would like to report a broken streetlight please do this through our website.

Resurfacing Plan online

The council's resurfacing plan is now online, providing details of which roads will be resurfaced. Dates are still to be confirmed but the roads from Houghton Regis are available on our website, here:

<http://www.centralbedfordshire.gov.uk/transport/service/about.aspx>

Report Issues Online

Our Highways team would like to remind people to report any issues they see on the roads online, via their website.

You can report most highways problems online including potholes, faulty streetlights, damaged pavements, faulty traffic lights, drainage problems, damaged signs and much more.

If you report a problem online your report will go straight to an engineer and you will also be given a unique tracking number so that you can keep up-to-date with your report.

You can report issues online by visiting www.centralbedfordshire.gov.uk/reportit

Winter Maintenance nearly over

The winter maintenance has nearly come to end with the council doing over 60 runs throughout this winter period. This has been a slightly milder winter than last year where the highways team had to battle the 'Beast from the East' but the council still, for the most part, kept people moving throughout the colder weather.

Whilst the gritters are unlikely to be back out again until October our winter maintenance team members will be keeping an eye on the conditions should they take an unexpected drop in April

Parking and Enforcement

From 1st January to 3rd March 2019 41 PCN' s were issued from in Houghton Regis and 216 visits made.

Signs and Lines

Looking back

Work is currently being completed to repaint the disabled bay in Trident Drive, Houghton Regis

Looking forward

No further issues to report

4. YOUTH SUPPORT SERVICES

The figures presented below are based on the data stored within the Youth Support Service's CCIS database for young people who are currently not in education, employment or training (NEET) recorded on the 20th March 2019. Since tracking is an on-going process, the numbers will fluctuate throughout the month as information is received and recorded.

1) Update on NEETs within the wider Central Bedfordshire area

Headline Figures for the whole Central Bedfordshire area			
Cohort	Total number of young people	Positive destinations (EET)	NEET destinations
16 year olds / Year 12	2810	2710	80 (2.85%)
17 year olds / Year 13	2857	2672	104 (3.64%)
Combined cohort	5667	5391	184 (3.24%)

2) Overview for the Houghton Regis area compared to other local areas

	Dunstable		Houghton Regis		Leighton Buzzard	
Total YPs in area	799		456		864	
EET	759	95.0%	426	93.43%	830	96.07%
NEET	32	4.01%	24	5.27%	27	3.13%
Unknown/Refused	8	1.01%	6	1.32%	7	0.82%

3) Characteristics of the NEET Group in the Houghton Regis area

a) Summary of the individual Houghton Regis wards

Ward	Total number of YPs in the Year 12-13 cohort	Total number of YPs recorded as NEET	% of NEET within ward
Tithe Farm	134	9	6.72%
Houghton Hall	203	9	4.44%
Parkside	119	6	5.05%
Total	456	24	5.27%

b) Summary of the Houghton Regis NEET cohort by age, time and their current status

Actual Age (Year 12 & 13)	Length of Time NEET	Gender
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16 years old	6	Less than 3 months	11	Male	12
17 years old	11	3 - 6 months	12	Female	12
18 years old	7	6+ months	1	Other/Refused	0

c) Summary status of the Houghton Regis NEET cohort

Status		
Seeking Employment or Training	19	79.17%
Unable to work due to 'Personal Circumstances'	5	20.84%

5. SCHOOLS

School Admissions

Parents of children transferring to secondary school in September 2019 were notified of the outcome of their application on 1 March (national secondary offer day). Across Central Bedfordshire 96% of applicants who requested a Central Bedfordshire secondary school were offered their first preference school.

Parents of children starting school in September 2019 who applied by the closing date will be notified of the outcome of their application on 16 April (national primary offer day).

School Organisation

In response to the current and future significant housing development on land north of Houghton Regis, known as HRN1, we are proposing to expand Thornhill Primary School, Grove Road, Houghton Regis by 60 places in each year group. A consultation regarding this proposal was held during January and, following a high level of support for the proposal, we are due to begin the statutory part of the consultation process on 3 May. Information regarding this, plus an on-line response facility will be available on our website - <http://www.centralbedfordshire.gov.uk/council/public-statutory/notices.aspx> from 3 May. Responses will be required by 7 June.

Central Bedfordshire is on the verge of significant growth over the next 15 -20 years as illustrated in the draft Local Plan. Our School Organisation Plan, which is refreshed and published annually and is available on our website(<http://www.centralbedfordshire.gov.uk/school/organisation/place.aspx>) is already forecasting significant pupil growth over the next five years, so we are seeking to develop a more strategic, long term plan, namely 'Schools for the Future', to map out how we best meet this growth in terms of school expansions, new school requirements or any other changes, to align our educational provision with the growth identified in our local plan. You can read more about the plan and follow its progress on our website <http://www.centralbedfordshire.gov.uk/school/schools-future/overview.aspx>

6. WASTE

Looking back

The bus shelters were cleaned and the roads steam cleaning were completed in January.

As in previous years, the Council is provided assistance for Town & Parish Councils taking part in the Great British Spring Clean 2019. Emails were sent out to in February and March giving details. Once again, our contractor was able to remove any bags of litter collected and bags from Keep Britain Tidy will be available for collection from our offices. If you require further information or wish to arrange collection of any bags please email WasteServices@centralbedfordshire.gov.uk

Key Priorities over the next 3 months:

The garden waste collection has now restarted as per dates below, initial problems with contamination and confusion around collection days are anticipated based on previous years' experience.

The Grounds Maintenance Service also recommenced on Monday 4th March

Initially this will be in the rural areas but moving out to the Towns shortly thereafter. We have negotiated a service improvement in respect of the South Grounds Maintenance Service and, again weather permitting, we anticipate a 14 cut cycle this cutting season.

Garden Waste Suspension

Garden waste collections resumed on Monday 4 March 2019 and all residents should have received a bin hanger giving full details. All garden waste must be contained with the wheelie bin we provide only. All large branches, trunks and plants should be cut down to fit inside.

Full details of what can and cannot go into your garden waste bin can be found on the Council's website.

For more information about changes to your garden waste collection please visit www.centralbedfordshire.gov.uk/garden-waste

7. REGENERATION / BUSINESS

Business, Investment, Employment & Skills

In 2017/18, we received a total of 181 inward investment enquiries across Central Bedfordshire. In Qtr 4 of 2018/19 we have received 20 new inward investment enquiries, making a total of 129 enquiries to-date.

Our interactive property search portal www.becentralbedfordshire.co.uk is a key tool in supporting enquiries.

We continue to work with the developers Baytree at Thorn Turn – who have now completed their first speculative building which we are promoting via our website and through commercial agents. The second unit will be a build to suit opportunity and we are working with them to secure tenants.

Earlier this year the Coca-Cola Company completed its acquisition of Costa Coffee from Whitbread and as part of the Council's account management programme we recently visited Costa Coffee.

During Apprenticeship Week, key local businesses including Amazon and Superdrug were out in force at the national apprenticeship show at the Marshall Arena, Milton Keynes. Amongst other key employers in Central Bedfordshire these Dunstable/Houghton Regis based businesses were there to meet school children and young adults to give an insight of their apprenticeship programmes.

In February Signature Flatbreads the Dunstable based business, were among the winners at Made in Central & East England Awards in the Manufacturer of the Year (over £25m) category. Their commitment to making significant investments to boost productivity over the next 12 months was cited as the reason for beating off stiff competition from others.

Bedfordshire Employment & Skills Service

The Council's Bedfordshire Employment & Skills Service (BESS) continues delivering training courses for adults who are unemployed and seeking work, for those who are employed and wish to progress within their careers or those who wish to change jobs. These are courses which support people with significant barriers move closer to the job market e.g. for those dealing with mild to moderate mental health issues. In the current academic year, 68 Houghton Regis residents enrolled on one or more BESS courses across Central Bedfordshire (only 36 of these undertook courses being held in Houghton Regis, others travelled into Dunstable or across to Leighton Buzzard). Of these learners, 27 were employed, 22 were unemployed looking for work and 19 were unemployed but not yet ready to start looking for employment.

The courses held in Houghton Regis included maths, English, basic ICT and Preparation for Work and were run at the Kingsland Skills and Enterprise Centre, Bedford Square Community Centre and Houghton Regis Library.

Cafe Connect peer support sessions have been taking place at Jewels Café in Bedford Square. The project, running from March 2018 to March 2019, has supported 24 local residents. As well as providing one to one support to

residents, the Connect project has also enabled BESS to find out more about residents learning and skills needs. Moving forwards, BESS will aim to commission further Connect workshops and courses for Houghton Regis to support community engagement and support well-being to meet local needs.

High Street Vacancy Levels

According to Springboard, in collaboration with the BRC, the national town centre vacancy rate in January 2019 was 9.9%. The rate is now at the highest it has been since July 2016. (BRC- Springboard footfall and vacancies monitor, January 2019). The overall vacancy rate for Central Bedfordshire town centres is 5.36%. This is a reduction from the 6.07% reported for November 2018. Reductions in vacant units have been seen in Ampthill, Biggleswade and Dunstable. During that last quarter there has been a notable reduction in the overall number of vacant units within Central Bedfordshire. While traditional shops may be struggling, vacant units have become occupied by food and drink establishments and businesses offering services such as hair and beauty etc.

Town Centre vacancy rates in Central Bedfordshire, November 2017 – February 2019

Town	Nov 17	Feb 18	May 18	Aug18	Nov 18	Feb 19
Ampthill	4.4	4.4	5.6	5.6	6.67	5.56
Arlesey	0	0	0.0	0.0	0.00	0.00
Biggleswade	5.5	8.3	9.7	4.8	3.45	2.68
Dunstable	13.4	13.4	14.6	13.4	12.6	10.66
Flitwick	2.6	0	0.0	5.1	2.56	2.22
Houghton Regis	3.4	3.4	3.4	6.9	0.00	0.00
Leighton Buzzard	3.9	3.4	4.9	4.4	2.96	3.52
Sandy	3	1.5	3.0	4.5	5.97	6.56
Shefford	5	0	2.6	2.6	2.56	2.63
Stotfold	5.6	5.6	0.0	0.0	0.00	0.00
Average rate	4.68%	4.0%	4.37%	4.7%	3.7%	3.4%

Source: Central Bedfordshire Council February 2019

In the interests of clarity across all reporting of retail monitoring, Central Bedfordshire will, in future, focus on reporting the overall vacancy rate rather than the average of the 10 towns.

8. PARTNERSHIPS AND COMMUNITY ENGAGEMENT

8.1 Cheering Volunteering 2019

The **5th Annual Cheering Volunteering Awards and Celebration event** will be held on the evening of **Tuesday 4th June 2019** at the **Grove Theatre in Dunstable**. Refreshments and stalls from 6.30pm, awards and entertainment starts at 7.30pm.

This is a fantastic opportunity to come together with other voluntary organisations and their volunteers across Central Bedfordshire to celebrate all the achievements that their contributions make.

Although nominations and grant applications are now closed there are other ways to be involved :

- You can book a stand at the Cheering Volunteering Event to showcase the work of your organisation and the amazing things your volunteers have achieved by contacting us at volunteer@cabeds.org.uk.
- You can book tickets to celebrate with us - this is a great way to show your volunteers how much they are valued and the tickets are free with both entertainment and a buffet supper provided to all those attending. Tickets will be available on the [Central Bedfordshire Council website](#) or direct from the Grove Theatre website in due course.
- You can send us your photos of volunteers in action which we will showcase at Cheering Volunteering as part of the opening screenshow. Please send to
Partnerships Community & Engagement Team
Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk

Look forward to seeing you at the Grove theatre on 4th June

8.2 Payphones

Details of the consultation are awaited from BT and once received we will consult with towns and parishes on payphones that BT proposes to remove.

9. SOCIAL CARE, HEALTH AND HOUSING

Social Care Health & Housing **Houghton Regis Integrated Health Hub**

Work on the strategic outline case and an overarching estates review to inform the Hub and Spoke approach is due to be finalised in March. The estates review document will help to identify key areas where there is

insufficient capacity and what would be needed to meet the demands of the growing population.

Development of the strategic outline case for Houghton Regis will also take account of the emerging service model for the Hub in Dunstable.

Developing the Day Offer for Central Bedfordshire

The new Dunstable Leisure Centre will offer day services a space for adults with disabilities and this has been identified as a venue that may benefit some customers using the Townsend Day Centre. The leisure centre would offer customers of the Townsend Learning Disability Service the opportunity to access leisure and library facilities as well as the wider community. A pilot for customers and staff will be organised to start once the Dunstable Leisure Centre has opened. You can read more about Central Bedfordshire Council's Day Offer programme online here www.centralbedfordshire.gov.uk/day-offer.

Employment Support

Currently running an Inspire, employment support course at Houghton Regis community centre. This 8 module training has previously seen attendees who are our tenants successfully find work. We will also hold a recruitment or jobs event in Houghton Regis later this year.

10. PUBLIC HEALTH

Stop Smoking

Stop Smoking Services are delivered across all GP Surgeries in the Chiltern Vale sub Cluster B locality with both Houghton Regis practices continuing to perform near or at smoking quitters target for the period up to December 2018.

Overall Chiltern Vale currently sits at 103% against target for the year to date (173 actual quits).

	2018/19 Smoking Quitters
Houghton Regis Medical Centre	34 (target 31): 109% of target for year to date
Wheatfield Surgery	27 (target 31): 87% of target for year to date

The Stop Smoking Service is being re-modelled with effect from April, to offer more flexible support options, including telephone support and a new app.

Extended treatment programmes are available to residents with a Mental Health diagnosis or COPD (Chronic Obstructive Pulmonary Disorder). The Smokefree Baby and Me programme is also available for pregnant smokers.

Call one of our advisors free on 0800 013 0553
Email: stop.smoking@centralbedfordshire.gov.uk
<http://www.smokefreebedfordshire.org/>

NHS Health Check

The NHS Health Check is a national risk assessment and management programme for those aged 40 to 74 living in England, who do not have an existing vascular disease, and who are not currently being treated for certain risk factors.

It is aimed at preventing heart disease, stroke, diabetes and kidney disease and raising awareness of dementia for those aged 65-74 and includes an alcohol risk assessment. Everyone receiving an NHS Health Check will have a risk assessment which will look at individual risk factors as well as their risk of having, or developing, vascular disease in the next ten years. An NHS Health Check should be offered every five years.

GP practices continue to be the sole provider of the NHS Health Check programme; however, performance varies. As patients are entitled to one Health Check every five years, Practices have a target to invite 20% of their eligible population each year.

The latest provisional data shows that Chiltern Vale locality is at 65.1% of target for Health Checks offered and 76.2% of target for delivered.

Both local Practices are doing relatively well.

Houghton Regis Medical Centre is currently performing well, being at 91.7% of target for Health Checks offered and 107.3% for delivered.

Wheatfield Road are performing at 95.2% and 61.2% for these 2 targets.

Data quality is very good for both Practices; 97.3% and 96.8% respectively.

Building Resilience Programme

Service provider 4YP are running a targeted Building Resilience programme in Houghton Regis schools for pupils in years 6 to 10. Pupils are identified in school by completing a vulnerability matrix. Group programmes are run in school to build self-esteem, confidence and resilience. The aim of the programme is to reduce risk taking behaviours and protect children and young people from multiple vulnerabilities. For further information, please contact Wendy Millgate <WendyMillgate@4ypuk.com>



Report to **Houghton Regis Partnership Committee**

Subject **Joint Committees Terms of Reference**

Date **30 April 2019**

1. Recommendation

- a) The Partnership Committee is asked to consider the Terms of reference attached in Appendix 1 for approval

2. Introduction

The final version of the Terms of Reference are attached in Appendix 1 to this report and are presented for approval by the Partnership Committee.

The terms of reference have been through extensive consultation with each of the Joint Committees to arrive at this final version.

3. Process and Timetable to adoption

The approval and adoption process of the terms of reference will be as follows:

- Joint Committees formally consider the terms of reference for approval.
- Consideration by CBC General Purposes Committee (GP) with recommendation to full Council.
- Full council to formally approve them for incorporation into Part 3D of the Constitution
- The Town Councils should ideally formally adopt them just prior to or just after full Council approves them.

Comments can be reported to GP and/or officers can make further amendments before GP consider them.

Joint Committee / Meeting	Date 2019
LLPC	11 April
HRPC	30 April
BJC	22 May
DJC	13 June
CBC General Purposes	20 June
CBC Council	18 July
Town Council meetings	July



Joint Committees : Terms of Reference Final version

Purpose

1. To influence decisions and help shape initiatives and their delivery for the benefit of the whole town taking into account the needs of the town, customers, employees, residents, visitors, traders, property owners and developers.
2. To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Committee

Objectives

1. Help improve the economic, social, environmental and cultural vitality of the town
2. Ensure a partnership and collaborative approach to achieve the delivery of town regeneration, including influencing Section 106 funding received for town improvements and community facilities.
3. Opportunities to delegate funding decisions to the Committees should be explored, such as Section 106 received to spend on community facilities.
4. The Committee will make decisions on any joint funding allocated to it.
5. Influence and help shape strategies / plans that impact on the future viability of the town.
6. Provide a forum for briefing Members of the Joint Committee on all key issues affecting the town, at the discretion of the Chairman and Vice Chairman.
7. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.
8. Develop and maintain joint branding of communication, agendas and minutes.
9. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered
10. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.
11. Promote resilience by encouraging communities to do more for themselves and champion local solutions.
12. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.

Membership

1. Four Councillors from Central Bedfordshire Council and four Councillors from Biggleswade Town Council (Biggleswade Joint Committee).
2. Four Councillors from Central Bedfordshire Council and four Councillors from Houghton Regis Town Council (Houghton Regis Partnership Committee).
3. Five Councillors from Central Bedfordshire Council and five Councillors from Leighton-Linslade Town Council (Leighton-Linslade Partnership Committee).
4. Five Councillors from Central Bedfordshire Council and five Councillors from Dunstable Town Council (Dunstable Joint Committee).

Who must be elected representatives of the wards.

5. Two substitutes from each Council will be permitted to attend meetings as full Committee representatives. A Councillor who sits on both CBC and the Town Council can substitute. Central Bedfordshire Council Councillors shall not substitute a Town Councillor on the Committee and vice versa.
6. Substitutes for Central Bedfordshire Council Members on the Joint Committee must be a ward councillor in the town in the first instance or if not available a substitute must be an Executive Member. Substitutes for the Town Council Members of the Joint Committee will be a ward town councillor
7. Members are appointed annually.
8. All Members of the Committee should have the interests of the town as a priority, not their own wards.

Meetings and Quorum

1. At least 3 Members from each Council must be in attendance for the meeting to be quorate.
2. Meetings will be held a minimum of once per year and up to 4 per year and take place at venues in the area
3. The Committee may also organise extra ordinary meetings at the discretion of the Chairman and Vice Chairman.
4. In addition to the Committee meetings, the Committee can organise other forms of engagement to take place such as themed discussions / task and finish groups and community conferences, including joint meetings or events with other Joint Committees in Central Bedfordshire.
5. All meetings will be open to the public unless exempt items are discussed

Chairman and Vice Chairman

1. The Chairman and Vice-Chairman shall be appointed from and by the Joint Committee's core membership; each Council must be represented in either role.

2. The appointed Chairman and Vice-Chairman will hold their post for a period of one year , after which they may stand for re-election.
3. The Vice Chairman will preside in the absence of the Chairman. If neither is present, the Committee members in attendance will appoint a Chairman from amongst them for the duration of that meeting.
4. The Chairman and Vice Chairman will be responsible for the content of the Committee agendas and will allow committee members and other stakeholders to submit agenda topics which will be included unless the proposed agenda item is not relevant to the Purpose and/or Objectives of the Joint Committee.

Secretariat

1. Either Council can administer the Joint Committee, according to their own Standing Orders. The Committee will decide annually which Council is to administer the Committee.
2. Agendas, minutes and press releases will be issued under joint branding.
3. The secretariat will prepare, monitor and keep up to date an annual work plan to set the broad direction and priorities for the Committee.

Decision making arrangements

1. Only members of the Committee can vote. Co-opted Members have no voting rights.
2. The Committee will not have any decision-making powers regarding planning applications and will not seek to duplicate or hinder the work of Central Bedfordshire Council as the Local Planning Authority.
3. The Committee will reach decisions by a simple majority. The Chairman will have the casting vote in the case of a tie.

Co-option

1. To support engagement with local stakeholders the Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. 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 Committee by joint agreement of the Chairman and Vice Chairman.
2. The list of Co-opted Members should be reviewed annually.

Governance

1. The Minutes and action log for the Joint Committee will be presented to Central Bedfordshire Council. The detail of where this will be presented will be determined by Central Bedfordshire Council and reported back to the Joint Committee.

