

# *Houghton Regis* Partnership Committee

Town Mayor: Cllr Clare L Copleston Tel: 01582 708540  
Town Clerk: Clare Evans

13<sup>th</sup> July 2021

To: Town Mayor and all Members of the Partnership Committee

Town Councillors: **T McMahon, D Jones, K Wattingham, M Kennedy**

CBC Councillors **A Ryan, Y Farrell, S Goodchild, P Hamill**

CBC Officers **Mrs Hughes, Community Engagement Manager**

Copies, for information, to:

- Cllr Tracey Stock, Executive Member for Health, Wellbeing, Communities and Leisure, CBC
- all Houghton Regis Town Councillors

## **NOTICE OF MEETING**

You are hereby summoned to attend a meeting of the **Partnership Committee** to be held on Tuesday 20<sup>th</sup> July 2021 commencing at **7.00pm hours** at the Council Offices, Peel Street, Houghton Regis.

Due ongoing Covid concerns, members of the public who wish to attend the meeting are encouraged to do so remotely through the meeting link below. Members of the public may also attend in person and, if doing so, are requested to socially distance as much as possible.

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

<b><i>THIS MEETING MAY BE RECORDED *</i></b>
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**Clare Evans**  
**Town Clerk**

## **AGENDA**

### **1. ELECTION OF CHAIRMAN**

Members are invited to elect a Chairman for Houghton Regis Partnership Committee for 2021/22 in accordance with the Terms of Reference attached at pages 12 – 14.

In accordance with the Terms of Reference this can be a member from either authority.

*\*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.*

## 2. ELECTION OF VICE CHAIRMAN

Members are invited to elect a Vice Chairman for Houghton Regis Partnership Committee for 2021/22 in accordance with the Terms of Reference attached at pages 12 - 14.

In accordance with the Terms of Reference this should be a member from the other authority to the Chairman.

## 3. CONFIRMATION OF THE SECRETARIAT

In accordance with the Terms of Reference, the Committee are required to confirm the secretariat for the Partnership Committee for 2021/22.

## 4. PARTNERSHIP COMMITTEE CO-OPTION

The Terms of Reference require the list of Co-opted Members to be reviewed annually, by the Town Joint Committee. Members are advised that David Gibbons was a co-opted member during 2020/21. Mr Gibbons has expressed an interest in continuing in this role.

Members are invited to consider whether they would like to explore the possibility of seeking to co-opt local stakeholders onto the Houghton Regis Partnership Committee. In this regard the Terms of Reference for the Committee state:

### **Co-option**

1. To support engagement with local stakeholders the Town Joint 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 Town Joint Committee. Decision making around removals can either be taken by the whole Town Joint committee or by joint agreement of the Chair and Vice Chair, depending on each Town Joint Committee's preference.

**Recommendation: To confirm David Gibbons as a co-opted member of the Houghton Regis Partnership Committee for 2021-22.**

## 5. APOLOGIES AND SUBSTITUTIONS

## 6. QUESTIONS FROM THE PUBLIC (3 minutes per person; maximum 15 minutes)

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order No.s 1(f) and 1(h).

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

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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.

## 8. MINUTES

*Pages 5 - 11*

To approve the Minutes of the meeting held on 27<sup>th</sup> April 2021.

**Recommendation: To approve the Minutes of the meeting held on 27<sup>th</sup> April 2021.**

## 9. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

*Pages 12 - 14*

Members will find attached the Terms of Reference which relates to this committee.

*This report is provided for information.*

## 10. IMPROVING HEALTH & WELLBEING IN HOUGHTON REGIS: TIME 2 CONNECT

Gina Croxford, Community Engagement Manager, and Bex McBrearty, both from Bedfordshire Rural Communities Charity will attend the meeting to update members and respond to any queries or comments on this project.

## 11. PLACE DELIVERY

Ingrid Hooley, Head of Place Delivery, Place and Communities, Central Bedfordshire Council will attend the meeting to update members on:

- Levelling up fund and Kingsland
- Estate Regeneration

It is hoped to provide a verbal update report on Housing and on the Bedford Square Community Centre.

## 12. BIDWELL WEST

David Skinner will attend the meeting to update members on the Bidwell West community facility.

## 13. TITHE FARM SPORTS PROVISION

*Pages 15 - 33*

Members will find attached the agenda report as presented to the HRTC Environment & Leisure Committee on 7<sup>th</sup> June 2021.

A verbal update will be provided on work completed following on from this meeting.

**14. INFORMAL INFORMATION SHARING**

Members are referred to Minute 898 under agenda item 8. The previously involved CBC members have expressed concerns over the format proposed. However, as individuals the CBC members have advised that they are of course happy to offer any help, support and advice that they can provide.

**15. PARTNERSHIP COMMITTEE WORKPLAN**

*Pages 34 - 35*

Members are invited to consider the Partnership Committee workplan.

**16. CBC UPDATE REPORT**

*Pages 36 - 53*

The CBC update report is attached for information.

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**MINUTES OF THE MEETING OF HOUGHTON REGIS PARTNERSHIP  
COMMITTEE  
HELD VIRTUALLY VIA TEAMS  
ON 27<sup>th</sup> April 2021**

Present: Town Cllrs: D Jones (Vice-Chair), K Wattingham  
CBC Cllrs: A Ryan (Chair), P Hamill, Y Farrell, S Goodchild  
CBC Officers: Sarah Hughes, Community Engagement Manager  
Co-opted Member: David Gibbons  
HRTC Officers: Clare Evans, Town Clerk  
Louise Senior, Head of Democratic Services

Also in Attendance: HRTC Cllrs: T McMahon, J Carroll  
CBC Cllr: T Stock, Executive Member for Health and Wellbeing  
CBC Sam Caldbeck, Place Programme Manager  
CBC Kim Hopercroft, Housing Operations Manager, Social Care,  
Health & Housing Directorate  
CBC Tony Keaveney, Assistant Director Housing Services, Social  
Care, Health & Housing Directorate  
CBC Patricia Coker, Head of Partnerships and Performance  
CBC Jill Dickinson, Head of Leisure  
CAB Gina Croxford, Community Engagement Manager  
CAB Bex McBrearty, Community Connections Advisor

Apologies: None.

Members of the public: None.

**889 APOLOGIES AND SUBSTITUTIONS**

None.

**890 QUESTIONS FROM THE PUBLIC**

None.

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

None.

**892 MINUTES**

To approve the Minutes of the meeting held on 26<sup>th</sup> January 2021.

**Resolved: To approve the Minutes of the meeting held on 26<sup>th</sup> January 2021.**

**893 IMPROVING HEALTH & WELLBEING IN HOUGHTON REGIS:  
TIME 2 CONNECT**

Gina Croxford, Community Engagement Manager, and Bex McBrearty, Community Connections Adviser Community Action Bedfordshire were in attendance at the meeting to update members and respond to any queries or comments on this project.

Members were advised that connections had been maintained with local services and organisations, that the project had been well supported by several local groups and new links with several local service providers had been formed.

Support was invited from local service providers to reach as many residents as possible as recent months had highlighted a digital divide, the option of a call back or texting had been offered to those who were unable to access the service via digital means. Face to face meetings had been held at Houghton Hall Park and had shown some positive outcomes. A venue at Houghton Hall Park, for the 'Time to Connect' project, had been investigated which would provide a cost-effective way of accessing a variety of services, however, online services would still be available for all residents.

**894 PLACE DELIVERY**

Sam Caldbeck, Place Programme Manager, Central Bedfordshire Council was in attendance at the meeting to update members on the Welcome Back Fund and the Levelling Up Fund.

Members were advised the Welcome Back Fund was designed to actively encourage the return of footfall within the town centre in a safe manner. The funding could be used in support of events, promoting local businesses, click and collect services and e-commerce. It could also be used for the purpose of developing action plans for the medium to long term future proofing of the high street.

Members were advised that £255,000 was available for roll out in the current financial year, of those funds £15,000 had been allocated to Houghton Regis. Suggestions from the Town Council were requested by the 28<sup>th</sup> May 2021. Members were advised that these suggestions would then be collated and become part of the Central Bedfordshire wide delivery plan if they were eligible.

Members expressed disappointment regarding the allocation of the funding with the towns of Dunstable received £59,000, Leighton Buzzard received £59,000, Biggleswade received £32,000 and the growing population of Houghton Regis received £15,000. Members requested an explanation of the reasons of the larger allocation to the other towns.

A member brought to the attention of the Central Bedfordshire Council representative, that extensive work had been completed around suggestions for improvements to Houghton Regis, and a report submitted to Central Bedfordshire Council, however, disappointment was expressed as the submission had not been acknowledged, despite several reminders, by Central Bedfordshire Council.

Members queried the calculation as some towns received more funding, however, did not have a larger population, it was questioned why they had received a significantly higher funding allocation.

Members were advised by the Central Bedfordshire Council representative that he would share with the Town Clerk the proportions and how the allocations were calculated.

Members were advised that the calculation for funding allocation was based on the towns' precept and the local plan classification for the Town Centre.

Members raised concerns that previous promises of funding had not come to fruition. Members requested assurances from the Central Bedfordshire Council representative that Houghton Regis would receive the allocated funding. Members were advised that it was felt that Houghton Regis would receive the allocated funding provided the suggested activities were eligible and supported in line with funding requirements.

Members were advised that the Levelling Up Fund amalgamated several funds and had replaced the Future High Street Fund. The Levelling Up Fund was to be used for investment in local infrastructure, local investments, local transport, regeneration and cultural assets. The UK wide scheme involved inter-departmental cohesive working. Central Bedfordshire had been identified as being in category 3 with category 1 being top priority and the lowest being 3. The first bidding round concluded Friday 18<sup>th</sup> June 2021, further bidding rounds would be confirmed.

## **895 KINGSLAND**

Cllr Tracey Stock, Executive Member for Health and Wellbeing, Communities and Leisure and Jill Dickinson, Head of Leisure were in attendance to update members on the Kingsland site. Members were advised that early stages of consideration had been given to the use of the Kingsland site to incorporate a leisure facility and a Health Hub, subject to DFE approval for the release of the retired school site.

Members were advised that the proposed new school had incorporated sports facilities in the design which would be available for community use. In the middle term financial plan, £250k had been allocated for the final year of the four-year plan. Further feasibility investigations would need to be completed on the Kingsland site with £75k in this year's capital programme to support this.

Members raised concerns regarding the capacity of current medical facilities to serve the growing number of new residents before the completion of the health hub.

Members were advised that residents' concerns would be fed back to the CCG.

Cllr Stock advised members that consideration would be given to the requirements of the community in relation to leisure, well-being and other local needs to be encompassed within the leisure facilities. Highlighted was the value of constant engagement with ward members, every six months, on this issue. It was suggested that Cllr Stock attend the Partnership Committee meetings going forwards.

## **896 HOUSING PROJECTS**

Kim Hopcroft, Housing Operations Manager, Social Care, Health & Housing Directorate, was in attendance at the meeting to update members and respond to any queries or comments on All Saints View.

Members were advised that the crane had been removed, the hoarding was due to be removed and replaced with Heras fencing. Contractors remained parking off site utilising the retired Netto site and HGV's movements were flow controlled when accessing the site. Phase one consisted of 56 affordable apartments and 55 shared ownership apartments, no ground floor apartments would be completed during phase one.

Red House Court residents were the priority client group, once they were residing in the new building, Red House Court would be demolished.

Members were advised that members of the public were unable to view inside the building due to Health and Safety constraints as it was a live building site, however, members of the public would be able to view virtually via the production of a new website landing page with CGI effects. Social media was being utilised and 6,600 people had signed up to email alerts.

The digital application process would begin in June 2021 and would consist of a digital application form with phase one completion targeted for October 2021 with 111 apartments occupied. Phase two would consist of 57 new apartments with a completion target of May 2023.

Concerns were raised regarding the ratio of car park spaces to the number of apartments within All Saints View.

Members were advised that the expectation of usage covered the available spaces and additional work was being completed on sustainable transport plan.

Tony Keaveney was in attendance to answer members questions on Windsor Drive.

Members were advised that a budget of £20m had been set, the next stage would be engagement with designers and community feedback. This was planned for the summer of 2021.

## **897 TITHE FARM SPORTS PROVISION**

Members received a report as presented to the HRTC Environment & Leisure Committee on 22nd February 2021. It was highlighted that recommendation 3 was not approved as HRTC members requested further consideration of the pavilion design.



Members acknowledged that this was a positive project and suggested promoting this as an exciting and viable project.

Members were advised that a letter with details of the project would be circulated to residents in approximately six weeks.

## **898 INFORMAL INFORMATION SHARING**

Members were previously advised of an informal group comprising Houghton Regis Ward Councillors, 2 CBC Executive Councillors and the Chair and the Clerk Houghton Regis Town Council. This group had met a few times over the last 6 months or so. Some useful discussions had been had and ideas had been discussed for potential strategic projects in Houghton Regis. Members of the group were very aware that this is an informal, non-decision making group with no authority or remit other than to bring ideas forward.

To support the work of the group, members were requested to endorse the membership of this group and its basic remit. At the Partnership meeting on 26th January 2021 members expressed concerns over the membership of this group. Through discussions with the Chair and Vice Chair the following revised membership and remit was put forward:

Chair of Houghton Regis Partnership Committee  
Vice-Chair of Houghton Regis Partnership Committee  
1 other Member from each Council  
2 CBC Executive Members  
Clerk of Houghton Regis Town Council  
An officer representative from Central Bedfordshire Council (if felt appropriate)

### *Remit*

To discuss project ideas for Houghton Regis and for these to be put forward for further consideration.

Members were advised that this group, despite not having a dedicated budget, would be able to monitor ongoing projects. This group would give Houghton Regis a voice, matters would be discussed and items raised to improve quality of life for residents in Houghton Regis.

It was queried which Central Bedfordshire Council members would be included in this group. It was suggested that a fluid approach be considered whereby different members would be invited in relation to the specific topic of discussion.

Members agreed to review memberships after the Houghton Regis Town Council's AGM.

**Resolved:** To support and endorse the informal information sharing group:  
*Membership*

**Chair of Houghton Regis Partnership Committee**

**Vice-Chair of Houghton Regis Partnership Committee**

**1 other Member from each Council**

**2 CBC Executive Members**

**Clerk of Houghton Regis Town Council**

**An officer representative from Central Bedfordshire Council**

*Remit*

**To discuss project ideas for Houghton Regis and for these to be put forward for further consideration.**

#### **899 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.

Members agreed to defer this item to the next meeting.

#### **900 PARTNERSHIP COMMITTEE WORKPLAN**

Members were invited to consider the Partnership Committee workplan.

It was requested by the Community Engagement Manager that an additional item be added to the workplan; the process of Central Bedfordshire Council receiving feedback from joint committees.

Members received an update on housing provision and allocation. Members were advised that at the Adult Social Care meeting members received a briefing on provision and allocations of housing and it was requested this be included on the July agenda.

#### **901 CBC UPDATE REPORT**

Members received the CBC update report for information.

Members expressed disappointment that Parking Enforcement Officers had visited 264 times, however only 4 parking penalties had been issued. Members were advised that this would be looked into and an update would be provided to members.

**Resolved:** To note the report.

#### **902 PARTNERSHIP COMMITTEE CO-OPTION**

It had been requested that potential co-option onto this committee remain on the agenda as a Standing Agenda item.

Members were invited to consider whether they would like to explore the possibility of seeking to co-opt local stakeholders onto the Houghton Regis Partnership Committee. In this regard the Terms of Reference for the Committee state:

### **Co-option**

1. To support engagement with local stakeholders the Town Joint 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 Town Joint Committee. Decision making around removals can either be taken by the whole Town Joint committee or by joint agreement of the Chair and Vice Chair, depending on each Town Joint Committee's preference.

The list of Co-opted Members should be reviewed annually, by the Town Joint Committee

### **903 HOUGHTON REGIS PARTNERSHIP COMMITTEE MEETING DATES FOR 2021-22**

Members were advised that the following meeting dates for 2021/22:

20th July 2021  
19th October 2021  
25th January 2022  
26th April 2022

Thanks went to the Town Clerk for the preparation of this agenda and to Central Bedfordshire Council officers for attending the meeting.

**The Chairman declared the meeting closed at 9.31pm**

**Dated this 20<sup>th</sup> day of July 2021**

**Chairman**

## Houghton Regis Town Partnership Committee <sup>1</sup>

### 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.

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<sup>1</sup> These were considered by the Partnership Committee at its meeting on 30<sup>th</sup> April. The Terms of reference remain to be formally approved by Central Bedfordshire Council.

## **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**

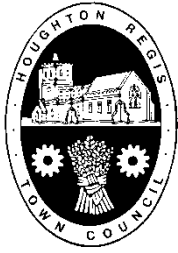
1. Only members of the Committee can vote. Co-opted Members have no voting rights.
2. The Committee will not have any decision-making powers regarding planning applications and will not seek to duplicate or hinder the work of Central Bedfordshire Council as the Local Planning Authority.
3. The Committee 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.



<b>Date:</b>	<b>7<sup>th</sup> June 2021</b>
<b>Title:</b>	<b>TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE</b>
<b>Purpose of the Report:</b>	<b>To update members on the Tithe Farm Recreation Ground Sports Project.</b>
<b>Contact Officer:</b>	<b>Clare Evans, Town Clerk</b>

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**1. RECOMMENDATION**

*To be advised in due course.*

**2. BACKGROUND**

This project comprises an all-weather pitch, new changing rooms and car parking on Tithe Farm recreation ground. The project is being developed and progressed in partnership with Central Bedfordshire Council (CBC) and the Beds Football Association (Beds FA). Funding for the project is likely to come from the Town Council, CBC and the Football Foundation.

The council has appointed a Bid Consultant and a Design Architect to support the project development.

**3. PROJECT SUMMARY**

Members are advised of the following:

**Land Registry**

The application to register the land has been made to the Land Registry (October 2020). The cheque has been cashed so it is hoped that the application is being progressed, although no update has been provided by the Land Registry directly. Advice received suggested that the Land Registry may be taking up to 9 months to progress applications;

**Site layout plan & design**

Following on from feedback from members the site layout and pavilion design has been adjusted. The Football Foundation have provided their support for the design and layout.

At the time of preparing the agenda final tweaks were being made to the internal layout of the pavilion. As such plans will be circulated to members as soon as available.

**Football Foundation (FF) AGP framework**

Members will find attached the FF framework for the development of the pitch (Appendix A). The pitch will be delivered in accordance with this framework which seeks to ensure best value for the level of quality required. Procurement through the Framework will be used rather than procurement through the Council’s Financial Regulations. This is a requirement of the FF.

**Pre Application Advice**

Members are advised that pre application advice (10<sup>th</sup> May 2021) is being sought from CBC. An update will be provided at the meeting if possible.

It is anticipated that the following reports will be required by CBC Planning

Highways survey, approx. £1500

Ecology & Bats

Drainage

It is not anticipated that a noise impact assessment will be required due to current use of the site

**Local consultation**

A FAQ sheet is being put together for delivery to local residents and also for electronic circulation.

**Football Foundation (FF)**

The following surveys have been carried out:

- Site Ground Investigation report
- Topographical report

The reports did not raise any significant issues of concern.

The FF will review the reports comprehensively and will now prepare the feasibility report plus surveys to initiate Stage 3 of the Framework (1<sup>st</sup> Stage Tender).

Members are advised that now the surveys are returned the Bid Consultant will need to submit the project outline form to the FF. The form requires two contacts from the Town Council. The Clerk will be the main contact. It is suggested that the Chair of the Committee be the second contact. Both contacts will be required to sign paperwork on behalf of the Council.

**4. PROJECT FUNDING**

The following provides basic financial information which is indicative only as costs are heavily dependent on design, which is yet to be finalised.

Provisional project cost: £1,350,000

To be funded as follows:

£160,000	CBC (s106 contribution)		Confirmed
£230,575	HRTC deferred income		Funding available



£800,000	Football Foundation (TBC)		Grant not secured to date although working closely with FF and Beds FA
£38,020	CBC (s106 contribution) CB/14/03047/OUT - Outdoor sport		Applied for
£121,404	HRTC – EMR 322 Pavilion renovation		Funding available, however transfer form EMR needs to be confirmed through Committee as not included in budget
	Balance	£0	

Further advice from the design architect is anticipated along with the site layout and pavilion design. Members will be updated in due course.

## 5. COUNCIL VISION

### Aspirations

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

### Objective 3: A safe and vibrant town

3.1 To reduce the fear of crime, anti-social behaviour and crime levels

### Objective 4: Our community

- 4.1 To create or enhance community facilities which support community development and cohesion
- 4.2 To enhance existing facilities to enable improved community use and accessibility
- 4.3 To provide activities for young people, families and older people
- 4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality
- 4.7 To support local organisations

## 6. IMPLICATIONS

### Corporate Implications

- There are no corporate implications arising from the recommendations.

### Legal Implications

- There are no legal implications arising from the recommendations

### Financial Implications

- The council needs to give consideration to design requirements to enable cost implications to be more accurately assessed.

### Risk Implications

- The siting of a 3G facility over a sewer and a manhole cover poses a risk. The report details the level of risk and makes suggestions to minimise the risk.

## **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 the recommendations

## **7. CONCLUSION AND NEXT STEPS**

To maintain the scope of the project and to reduce the risk to the council it is suggested that Option 2 be supported. This reduces the risk but the assurance to the FF is still required as the 3G remains over the line of the sewer albeit not over a manhole cover.

## **8. APPENDICES**

### **Appendix A Football Foundation (FF) AGP framework**

# A GUIDE TO THE ARTIFICIAL PITCH FRAMEWORK

2020 - 2024



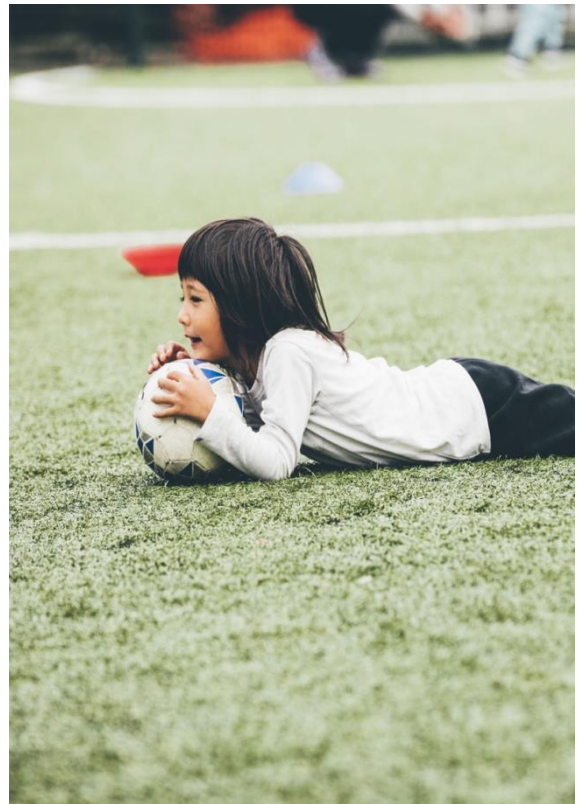
# INTRODUCTION

**The purpose of this guidance is to introduce the Football Foundation Framework for delivering artificial grass pitches (AGP's). This document explains what the Framework is and the process of using it. Further information on the detail of the Framework Alliance Contract itself can be found in our "Guide to the Framework Alliance Contract"**

The Football Foundation has developed the Framework as a 'turn-key' package that ensures best value for the level of quality required of grant funded projects.

The Foundation has procured three frameworks to support the delivery of AGP's:

- management consultant services;
- independent testing services; and
- the supply of 3G pitches.



Each Framework is fully compliant with the Official Journal of the European Union (OJEU) procurement rules.

The Framework will provide a service that includes the design, manufacture, supply and installation of the AGP as well as other construction works in connection with the provision of the facility. It will also provide contract administration, cost management, Health & Safety compliance and independent testing to FIFA Quality standards.

The Framework is in its third iteration, having first been established in 2011, and now adopts Early Contractor Involvement (ECI) to provide you with the best solution, through first class customer support and innovative design. It is a manufacturer-led framework, with one point of responsibility placed with the carpet manufacturer for the delivery of your pitch, including associated items such as, floodlights, fencing and sports and maintenance equipment.

Applicants will also benefit from a robust Manufacturer backed Warranty for the completed pitch.



## Stage 1

Following an initial meeting(s) with The Football Foundation's Engagement Manager (EM), the EM will discuss with you the project brief and determine if your project is suitable to progress to the next step in the application process. They will also provide you with access to a suite of information about the Framework to allow you to make an informed decision that the process is right for you.

The information you can access will include a copy of the Framework Alliance Contract (FAC-1). The FAC-1 is a contract based on collaboration and all parties sign up to it as Alliance Members. It is important to note that within the contract the Football Foundation is referred to as "The Client" and you will join the contract for the duration of the project as an "Additional Client". You will do this by signing a "Joining Agreement (JA)" which will enable you to award a contract to an AGP Supplier.

Once you have signed the JA and entered into the Framework, you will be invited to host an Initial meeting at your site with the Football Foundation's Technical Project Manager (TPM). This is an important meeting as it establishes the project brief and forms the basis of the feasibility report. They will also discuss with you:

- The principal terms and conditions of any funding arrangements.
- The full scope of your requirements and the requirements of a Framework project.
- Potential site constraints.
- The terms of reference for the Framework Managing Consultant (FMC) and the Specialist Testing Consultant (STC) including duties and form of appointment.
- The standard contractual arrangements and processes to be followed.
- An understanding of what makes up the total project costs.
- The high-level programme / likely delivery timescales.

## Stage 2

On completion of Stage 1 and receipt of the Joining Agreement the TPM will instruct a specialist survey company to undertake an initial set of required surveys based on pre-agreed rates. The cost of these will be covered by the Football Foundation. These will typically include:

- Desk top review of the site from readily available records
- Utility searches
- Intrusive Ground Investigation (such as trial pitting or driven tube sampling)
- Drainage capacity survey
- Laboratory testing
- Topographical survey
- Electrical capacity survey
- For refurbishment projects a specialist survey that determines the make-up of the existing pitch and its base construction.

You will be provided with a copy of the Feasibility Report and the survey information for your records.

It is important to note that further surveys may be required dependant on the outcome of the initial surveys or at the request of the Local Planning Authority (LPA) and will form part of the AGP Suppliers Pre-Contract Services Agreement (PCSA) at Stage 4.

## Stage 3

The appointment of the Framework Managing Consultant (FMC) is a very important part of the process as they provide a unique mix of independent services that are consistent, cost effective and removes the need for you to appoint any other consultant.

The fees for the FMC will be paid for directly by the Football Foundation and you will contract with the FMC through a Collateral Warranty. A Collateral Warranty is a contract between the consultant (warrantor) and its client (beneficiary). Essentially they are a 'workaround' to create a direct contractual link which may not otherwise exist.

### **Who is the FMC?**

The FMC is Robinson Low Francis (RLF) - a national construction and property consultant which has a dedicated AGP Framework team based in its offices in Birmingham. RLF has worked on three successive AGP frameworks over an eight year period and was appointed as FMC for the current Framework via a full OJEU tender process. During stage 3 the FMC will:

- Ensure the brief and feasibility is robust
- Produce a budget estimate for your project
- Produce the Employers Requirements document
- Gather and review Health & Safety information
- Issue the 1st Stage tender documents to the suppliers
- Review and report on tender returns
- Formalise the appointment of the Supplier based on the PCSA
- Perform the role of Employer's Agent, Cost manager and CDM Advisor during the Construction phase

### **A "Two Stage Design & Build" Approach**

All awards of work will involve a "Competitive Award" procedure and competition will take place once the FMC has issued the tender pack to the six suppliers. Each supplier shall respond to the "Invitation to Tender" and submit a lump sum as a "Guaranteed Maximum Price" (GMP). The GMP shall consist of a "Fixed Price" for above ground works and a "Maximum Price" for below ground works. Following evaluation of the tender returns the FMC will issue its report and recommendation to you and to the Foundation. Subject to the analysis being acceptable, the FMC will draft a Pre Contract Services Agreement (PCSA) between you as the Employer and the successful supplier to undertake services to develop the design of your pitch.

## Stage 4

### **Tender Award**

On award of the PCSA contract, the Supplier shall then work collaboratively with the Project Team to develop its detailed design proposals and prepare and submit a full planning application to the Local Planning Authority (LPA).

During the Design Development stage, the FMC and Supplier shall convert the GMP to the “Contract Sum” through further below ground investigation, design development and potential value engineering opportunities. Further site specific surveys may also be required at this point to either aid the design development or as a requirement of the LPA. Once planning permission is obtained and the design finalised all project costs are therefore identified resulting in an agreed “Contract Sum” which is then fixed for the duration of the Project. (Subject to any agreed provisional sum allowances or client changes).

The Supplier is entitled to a fee for the PCSA works and as the Client, you will be responsible for the payment of this. This is a fixed fee, however should further surveys be required these would attract additional cost. It should be noted that this is an eligible project cost which can be included as part of your partnership funding towards the project.

### **Planning Process**

The Supplier will submit a planning application to the LPA on your behalf. The Supplier will be responsible for responding to any queries from the LPA and for discharging any conditions of award. A LPA usually has up to eight weeks to make a decision on minor applications and up to thirteen weeks for major development (Any pre-construction conditions will be required to be discharged and could potentially add up to a further ten weeks. The process seeks to avoid this where possible).

### **What can I expect from the FMC in this stage?**

During this stage the FMC will complete the following tasks:

- Draft the contract documentation incorporating the PCSA
- Agree the project programme
- Work collaboratively with the Supplier to ensure the project will deliver Best Value and agree the final Contract Sum
- Check and challenge the detailed design process
- Complete duties under Construction (Design and Management) Regulations 2015.

**During this stage you will submit your grant application to the Football Foundation. 24 / 53**



## Stage 5

### **After a Grant Award**

If you receive an offer of a grant from the Football Foundation the project is then in position to move forward and the construction phase can begin once any conditions of grant or planning have been discharged.

At the start of this stage the FMC will prepare an "instruction to proceed" based on the previously agreed JCT Design and Build (2016) contract..

During this stage the Supplier takes responsibility for the successful delivery of your pitch. This stage will begin with a pre-start meeting at your site. The meeting will be chaired by the FMC and you will be invited to attend, along with the Foundation and the Supplier. It is an opportunity to:

- Clarify roles, responsibilities and lines of communication.
- Hand over outstanding documents and issue outstanding information
- Discuss the programme and agree start and completion dates.
- Agree procedures for dealing with queries and issuing instructions.
- Agree site access procedures and issues.
- Agree meeting schedules, meeting structures and attendees.

The Supplier, FMC and STC are all bound by the terms of the Framework agreement which dictates the processes that they must follow and the quality standards that they must meet.

### **Who is the Specialist Testing Consultant?**

Sports Labs are leading international experts in sports surface development and testing. They are fully accredited and certify hundreds of products for FIFA, World Rugby, and Fédération Internationale de Hockey in addition to countless other quality control tests.

During construction the STC will visit your site and complete Key Stage Inspections (KSI) to ensure the construction of your pitch is to a high standard and meets the Framework requirements. The Supplier cannot move on to the next stage of construction until it has successfully passed the KSI. Ultimately the STC will test and certify your pitch to the FIFA Quality standard.

The fees for the STC's services will again be paid directly by the Football Foundation and you will be provided with a Collateral Warranty.

## Stage 6

This is the really exciting stage when your new pitch is handed over to you and play can begin.

At or just prior to the Handover date the STC will undertake the all-important FIFA quality tests and certify that the pitch can be placed on the FIFA register as an approved FIFA standard facility. They will also undertake final checks to ensure that the Floodlight installation meets the required performance standards and they will do their own initial snagging inspection.

On hand-over day the FMC will arrange a site meeting which the Project Team will attend. The FMC and STC will both inspect the pitch and list any 'snagging' items that will need to be rectified under the terms of the contract. You will also be shown how to maintain your pitch using your new maintenance equipment that is provided as part of the Framework.

During the meeting the Operation and Maintenance Manual and Health & Safety File will be provided to you for future reference on all the construction, product and maintenance details.

At the end of the meeting the FMC will ask you for feedback on the framework process so that any lessons learned can be fed back to the Framework Alliance members for the purposes of continuous improvement of the Framework. You will also be asked to provide a score against various success measures which will form part of the Supplier performance management process.

Once all of the tests and checks are complete, the FMC will issue a Practical Completion Certificate which brings the construction phase of the project to an end and possession of the site will pass back into your control and the pitch can then be used

You will then be able to plan your opening event to showcase your fantastic new facility.

## Stage 7

This stage lasts for 12 months following hand-over and is known as the 'Defects Period'. During this time should your new pitch show any defects you should notify the FMC, who will record each issue and create a defects list. If the issue needs early / urgent attention, the FMC will arrange for the Supplier to attend site and correct said defect, otherwise the list of issues will be addressed at the end of the defects period..

While you will be responsible for the daily/weekly maintenance of your pitch, as part of the Framework the Supplier will return to your pitch six times in the first year to undertake more detailed maintenance procedures. After this first year you will be responsible for ensuring your pitch has a robust maintenance programme in place.

You will retain 2.5% of the Contract Sum for this 12 month period to ensure the Supplier returns to remedy any defects promptly. At the end of this stage the STC will return to site and do their final performance test and the FMC will return to site, carry out a final inspection and issue the final making good of defects completion certificate. At this time the FMC will also certify that the retention sum should be released, and you will receive a final supplier invoice for this amount.

The Supplier will continue to visit every six months for a further three years to inspect the pitch and provide written reports on its condition. This advice will make sure you are in the best position to maintain the high quality of your asset and to ensure ongoing compliance with the grant award conditions.

# THE SUPPLIERS

## Who will build your pitch?

The Foundation has procured six specialist synthetic turf manufacturers to partner with on its AGP Framework. These are Suppliers who embody the values of the Foundation and will work as part of an integrated project team to deliver mutual objectives for successful project outcomes. Most of the suppliers on the Framework have a contracting partner to deliver the construction works. Your contract will be with one of the synthetic turf manufacturer. The six suppliers are:

- CC Grass (with The Malcolm Group)
- Field Turf (with S&C Slatter)
- Lano Sports (with Cleveland Land Services)
- Limonta Smith
- Support In Sport
- Tiger Turf (with McArdle Sport-Tec)

Each Supplier is also expected to work collaboratively with each other, in achieving a number of Framework Objectives, those being:

- Environmental Considerations
- Training & Employment
- Local Supply Chain Engagement
- Commitment to Framework Initiatives
- Commitment to Framework Collaboration

The Suppliers are within a “Multiple Provider” framework. The method of awarding works to the AGP Suppliers will be primarily by the use of a “Competitive Award Procedure”.

The award criteria is based on Most Economically Advantageous Tender (MEAT) criteria. The Foundation has determined the appropriate weighting applied on each competitive award procedure with the balance between quality and cost, relative to the nature of the project.

## **Design & Build**

The overall approach to project delivery is “Two-Stage Design & Build”. The articles of Agreement and Conditions of Contract will be the JCT Design and Build Contract (2016) (incorporating Pre-Construction Services).

The main objective of using a two-stage design & build approach to the Framework is to secure the early involvement of the AGP Supplier and to establish relationships between you and the team that will be designing and delivering your project.

By coming on board at an early stage and knowing that they will eventually be appointed to build the new pitch, the Supplier will be more willing and able to commit its resources to the project.

Using the Suppliers' expertise will enable the Project Team to determine the best approach to the individual project in terms of buildability and efficiency to deliver the most optimal technical and economical design solution.

By developing the detailed design and preparing the planning application, the Supplier will gain an early and detailed understanding of your project and any opportunities or constraints that need to be addressed. It will also enable a more proactive approach to dealing with any planning conditions as these can be identified and addressed at a much earlier stage

## **Mitigation of risks**

All forms of procurement have an element of risk but different approaches will place the burden of risk on different parties to the contract. The proposed approach to the Framework through the combination of the Framework Alliance Contract and the two stage D&B contract seeks to share and manage risk within a controlled environment.

## **Before being awarded a grant what is my risk?**

The Foundation requires a good level of certainty that a project can be delivered before it commits to awarding a grant. Each project requires cost certainty and planning approval and there are obviously costs involved in getting to this stage. In order to share the risk of this the Foundation has committed to covering the costs of the base surveys and the consultant services. Your share of the risk is the cost of the Suppliers Pre-Construction Services. The Foundation has negotiated a fixed fee for this work which incorporates the development of the design and the planning application stage. However this stage may require further surveys at the request of the LPA, for example these could include Traffic Impact Assessments, Ecology or Noise Impact surveys and are very much site dependant. The cost for such surveys does not form part of the fixed fee and would be an additional cost to you.

## **What happens if I decide not to continue with the project pre-contract?**

If, through circumstances within your control, you decide not to continue with the project prior to the construction contract having been signed, the Foundation reserves the right to seek payment for any costs it has expended. Should it be for circumstances beyond your control the Foundation will not seek recompense.

## **How do we guarantee Best Value?**

In order to provide you with a facility that represents high quality for the best value, the Framework has been procured via a competitive OJEU compliant process. This means:

- The FMC and STC are single provider frameworks that were procured based on an “all market” compliant tender process and the resulting fee levels are fixed at very competitive levels which are far lower than would be the case if procuring individual consultants for each project;
- The Supplier Framework was also procured via an “all market” competitive tender process and the six suppliers were all selected on a Most Economically Advantageous Tender criteria;
- All projects will go through a first stage competitive mini tender process with all six suppliers invited to tender for each project, so the resulting first stage tenders will be competitive, whilst also covering all known risks;
- During the stage 2 tender process the FMC will work closely with the preferred supplier to identify any potential savings against the ‘GMP’. Savings will be shared 50:50 but in the case the costs increase, these will be borne by the supplier.

The Framework contract itself utilises two incentivisation schemes to ensure the suppliers perform to the highest standards and seek the most cost effective design solutions.

Scheme #1 is a process of value engineering with a shared pain/gain mechanism (with incentivisation) to manage the difference between the guaranteed maximum price (GMP) and the contract sum referred to in the particular Project Contract. The GMP shall not be exceeded during the design development stage so that any cost overruns shall be borne completely by the Supplier (save for any changes or agreed "provisional" items). If the actual cost of the Project is less than the GMP, any such cost savings will be shared 50:50 between the Foundation, by way of a reduction of the final grant amount, and the Supplier.

Scheme #2 allows for 3% of the contract sum to be held in an 'Incentive Pot' until completion of the relevant works/services. The Pot will be released on agreement of Final Account and only on satisfactory achievement of the set "Qualifying Success Measures", which are:

- Quality of Completed Facility;
- Time Predictability (Construction Period);
- Cost Predictability (Contract Sum/Final Account); and
- End User Satisfaction

### **What if there is a disagreement with the Supplier?**

In the spirit and ethos of the Framework any contractual matters such as delays, variations or claims will be dealt with via discussion and agreement between the parties and a formal contractual approach will only be taken in the unlikely event that a formal dispute arises.

# GLOSSARY OF TERMS

**3G** - Third generation is the latest artificial pitch technology. 3G surfaces are made up of long pile synthetic grass with a mix of sand and rubber infill. This gives the unique texture of natural grass and provides even play. The “rubber crumb” also has shock absorbent qualities, and helps to keep the synthetic grass upright. It is likely the use of rubber crumb will be phased out in the future as new technology is developed.

**AGP Supplier** – The Supplier is a manufacturer of artificial grass surfaces. With its contracting partner it carries out detailed and technical designs, obtains statutory consents and supplies and installs the pitch, associated works and services.

**Design & Build (D&B)** – This form of procurement works on the basis that the main contractor is responsible for undertaking both the design and construction work on a project, for an agreed lump-sum price.

**Early Contractor Environment (ECI)** - ECI allows the Supplier to be appointed under a two-stage contract before details of what is to be constructed have been fully developed. This enables the Supplier to take part in the design development and construction planning stage of a project. This approach supports improved team working, innovation and planning.

**Employer's Agent** - In construction the term 'employer's agent' is used to describe an agent acting on behalf of the client as the contract administrator for design and build contracts.

**Framework** - A general phrase for agreements with providers that set out terms and conditions under which agreements for specific purchases (known as call-off contracts) can be made throughout the term of the agreement - in particular with regard to price, quality and the quantity envisaged.

**Framework Management Consultant (FMC)** - Acts in the role of Employer's Agent and cost consultant as part of an integrated team with the appointed AGP Supplier to deliver the pitch to standards set-out in the Framework.

**FIFA Quality** - To identify football turf pitches, FIFA awards the FIFA QUALITY mark to pitches that meet the standard for community and amateur pitches. A stringent two-phase testing procedure, which includes testing the product in the laboratory and testing the final installation, ensures that the pitch meets the requirements for playing performance, safety, durability and quality assurance.

**Guaranteed Maximum Price (GMP)** - A guaranteed maximum price contract sets a limit, or maximum price, that the client will have to pay their supplier, regardless of the actual costs incurred. In its simplest form, a guaranteed maximum price contract simply puts a cap on the contract price that can't be exceeded.

**Most Economically Advantageous Tender (MEAT)** - is a method of assessment that can be used as the selection procedure, allowing the client to award the contract based on aspects of the tender submission other than just price. The Framework sets out the MEAT criteria.



# GLOSSARY OF TERMS

**OJEU** - The European Union Procurement Directives establish public procurement rules throughout the European Union and apply to any public purchases above the defined thresholds.

**Pre Contract Services Agreement (PCSA)** - A method for appointing a supplier to carry out pre-construction services under a two-stage tender process. A PCSA enables the contractor to collaborate with the client or their team of consultants to develop detailed designs and buildability as well as preparing for the construction phase, such as the programme.

**Project Brief** - A high-level document that clearly sets out the overarching goals and requirements for the project and any special requirements or constraints that may impact on the design and management of the facility.

**Project Team** - You, the Foundation, FMC, STC and the AGP Supplier make up the Project Team.

**Specialist Testing Consultant (STC)** - Independent organisation that tests the construction of the pitch at key stages throughout the project.



## HOUGHTON REGIS PARTNERSHIP COMMITTEE – WORK PLAN 2020-2021

Meeting Date	Regular Updates	Work Plan 2020-2021	Reports already received / completed
July 2020	CBC Update report Work Plan	<p>The following suggestions are put forward, the timings of these reports / presentations will be confirmed once the content of the work plan has been agreed:</p> <ul style="list-style-type: none"> <li>Community Buildings in Houghton Regis (inc. HRN 2 Community Building, Bedford Square Community Centre)</li> <li>Estate Regeneration</li> <li>Chalk pit</li> <li>Kingsland / HR Leisure Centre</li> <li>Housing Provision and Allocations</li> <li>Tithe Farm sports provision</li> <li>Improving Health &amp; Wellbeing In Houghton Regis</li> <li>New school Trust to attend April 2021</li> </ul>	Community Buildings in Houghton Regis 21 <sup>st</sup> July 2020 10 <sup>th</sup> November 2020
October 2020	CBC Update report Work Plan		Estate Regeneration / Place Delivery 27 <sup>th</sup> April 2021
January 2021	CBC Update report Work Plan		Chalk pit 21 <sup>st</sup> July 2020
April 2021	CBC Update report Work Plan		Kingsland / HR Leisure Centre 10 <sup>th</sup> November 2020 27 <sup>th</sup> April 2021
			Housing Provision and Allocations 10 <sup>th</sup> November 2020 26 <sup>th</sup> January 2021 27 <sup>th</sup> April 2021
			Tithe Farm sports provision 21 <sup>st</sup> July 2020 10 <sup>th</sup> November 2020 26 <sup>th</sup> January 2021 27 <sup>th</sup> April 2021
			Improving Health & Wellbeing In Houghton Regis: Time to Talk 21 <sup>st</sup> July 2020



			10 <sup>th</sup> November 2020 26 <sup>th</sup> January 2021 27 <sup>th</sup> April 2021
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**CENTRAL BEDFORDSHIRE COUNCIL UPDATE**

**Purpose of report: For information**

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## 1. COMMUNITY SAFETY

### CCTV REPORTS

#### APRIL

#### MAY

#### JUNE

During this period there were 42 cases open to the Safer Neighbourhood Team:-

- Fly Tipping – 17
- Nuisance Neighbours – 1
- Pollution – Noise – 19
- Pollution – Odour - 5

2 x Fixed Penalty Notice served for Fly-Tipping

2 x Community Protection Warnings served

### SAFER COMMUNITIES & PARTNERSHIPS TEAM

Safer Communities Involvement Officer undertook a litter pick with CBC Youth Voice and Cllr Goodchild around Houghton Hall Park, Park Road North, Red House Court and High Street.

Safer Business Officer and Safer Communities Involvement Officer carried out visits to numerous businesses in Bedford Square.

General patrols have been carried out by Safer Communities Involvement Officer this has included engaging with residents and dog walkers and giving out free poo bags/poo bag holders and offering advice.

Safer Communities Involvement Officer supported CBC Housing in carrying out community engagement in the Chelsea Gardens area.

Safer Communities Involvement Officer has been assigned as a SPOC for Houghton Regis Town Council, working in partnership with HRTC and partners in creating a Community Safety Plan.

### SAFER NEIGHBOURHOOD OFFICERS

Look out for our Safer Neighbourhood Officers patrolling your towns and villages. They would love to meet you.

They patrol across Central Bedfordshire on foot to provide a visible presence, and engage with residents and businesses, to understand concerns and find resolutions.

Their aim is to provide safety and reassurance to help make Central Bedfordshire a great place to live and work.

The teams day is always varied, from focusing on problem areas or individuals in support of our Anti-Social Behaviour Officers, to advising colleagues of the presence of new fly-tips and graffiti.

They also liaise with our CCTV team, working with the police to strengthen intelligence, and engage young people to promote good behaviour and build relationships.

They respond by investigating complaints and reported offences, and by signposting to relevant services and other partner agencies.

They also have enforcement powers, including issuing Fixed Penalty Notices for offences such as littering and Penalty Charge Notices for some parking restrictions. Where necessary they can serve legal warning and notices under anti-social behaviour legislation, and complete witness statements to support court prosecutions.



You will see them out and about in your area and they would be delighted if you have time to stop to chat to them about your concerns, or just to say hello.

## PARKING ENFORCEMENT

364 visits were conducted in Houghton Regis and 20 PCN's were issued from March 26<sup>th</sup> – 25<sup>th</sup> June 2021.

ROW LABELS	ROAD MARKINGS AND LININGS	SIGNS DAMAGED OR MISSING	GRANT TOTAL
ACTION SCHEDULED	1	0	1
CLOSED	0	2	2
CONFIRMED	1	2	3
INTERNAL REFERRAL	1	1	2
INVESTIGATING	0	1	1
UNABLE TO FIX	1	0	1
GRAND TOTAL	4	6	10

## 2. LEISURE, LIBRARIES & COUNTRYSIDE

### HOUGHTON REGIS LEISURE CENTRE

In line with Government guidelines the Centre re-opened to the public for indoor activities including swimming and the gym (but excluding group exercise classes) on Monday 12<sup>th</sup> April. Further reductions in

restrictions on activities were introduced on Monday 17<sup>th</sup> May when group exercise classes were opened up to the public. All activities are still being managed within a Covid safe environment and restrictions remain in place that limit the number of participants in activities, along with other requirements such as advanced booking for activities.

Usage at the centre is picking up as activities are re-introduced:

<b>Pre covid monthly average based on 2019 usage:</b>	18,847
<b>April 2021:</b>	7,118
<b>May 2021:</b>	13,027
<b>June 2021 swim, gym and classes only to 20.6.21:</b>	5,715

The AquaEd learn to swim programme is re-establishing itself within the community and the site and teachers are working hard to ensure that parents have the confidence to bring their children back to this potentially lifesaving activity.

<b>01.03.20</b>	<b>AquaEd swimmers on the programme</b>	833
<b>01.12.20</b>	<b>Post lockdown 2020 swimmers</b>	669
<b>31.05.21</b>	<b>Post re-opening</b>	745

The scheme is continuing to recover and the site hopes to be back to pre covid numbers by the end of 2021

To date only 3 out of a usual 8 schools have recommenced school swimming lessons, and this is of concern given the national picture of reduced activity levels in children of all ages through the pandemic lockdown. It is hoped that the remaining schools will return to their bookings from September onwards.

Fitness membership recovery is slower than the AquaEd scheme recovery:

<b>01.03.20</b>	<b>Total fitness members</b>	1784
<b>01.12.20</b>	<b>Post lockdown 2020 swimmers</b>	1134
<b>21.06.21</b>	<b>Post re-opening</b>	1250

Many people have reduced their exercise levels during the pandemic and research has shown that those who are overweight or obese have suffered more readily from Covid, so the site is working hard to get previous members back into their activity regimes.

Rehabilitation programmes such as the exercise referral scheme and falls prevention sessions are running as previously, and as with the swim team, the fitness team are working to inspire confidence in all users and members who have yet to return.

The site has been carrying out some special re-opening offers for customers and has been running a refer a friend offer throughout June.

## **ACTIVE LIFESTYLES**

### **ACTIVE LIFESTYLES REFERRALS PROGRAMME**

Our referral programme is continuing to run with current 89 referrals from the Chiltern Vale area. The service was adapted and support was given to those who were currently on the programme including more individual calls to support personal wellbeing. Our referrals are also now back in leisure centres using their facilities and assisting them in the referral journey.

For more information please visit [www.centralbedfordshire.gov.uk/active-lifestyles](http://www.centralbedfordshire.gov.uk/active-lifestyles). We work in partnership with a number of organisations, to provide the residents with opportunities to promote physical and mental wellbeing.

### HEALTH & WELLBEING KIOSKS

Our Health and Wellbeing Kiosks have been in use now since the opening of the leisure centres free of charge from April 12<sup>th</sup> Houghton Regis Leisure Centre have had 112 people sign up to use the facility, with them scanning 307 times from (12<sup>th</sup> April to 21<sup>st</sup> June).

These have been installed across all 6 of our leisure centres and are accessible to the public. You do not have to be a member and when leisure centres re-open there will be an opportunity to use the kiosks for a period of time free of charge.

For more information please visit [www.centralbedfordshire.gov.uk/health-kiosks](http://www.centralbedfordshire.gov.uk/health-kiosks)

The health kiosks offer a secure and medically approved body analysis and use personal profiles with specific links to commissioned services in Central Bedfordshire including mental health support, weight management, physical activity and stop smoking services. Clinically validated, the kiosks them to self-monitor and continue to improve their healthy lifestyle choices.



### ONLINE ACTIVITY PROGRAMME

We are continuing to provide our online classes as the feedback of these have been great during the pandemic and people wanted them to continue. We are always adding classes to our You Tube library. For more information see [www.facebook.com/GetActiveWith/](http://www.facebook.com/GetActiveWith/) and [Central Bedfordshire Active Lifestyles You Tube Channel](http://Central Bedfordshire Active Lifestyles You Tube Channel).

### OUTDOOR COMMUNITY PROGRAMME

All activities comply with current COVID guidelines. Activities include: Buggy fitness, walking football, outdoor bootcamps. We have started a new

Outdoor Bootcamp at Moore Crescent in Houghton Regis this has been a great success which an amazing uptake. This is currently running FREE all residents book on via our booking page.

[www.bookwhen.com/activelifestyles](http://www.bookwhen.com/activelifestyles)

### FALLS PREVENTION

We have re-launched our Falls Prevention Pilot at Houghton Regis Leisure Centre since re-opening. The course is a free 12 week programme designed to help improve strength and balance for people over 65 who are at risk of falling or have already had any falls.

We have also started an online 6 week Falls pilot which is in place to offer a similar programme for those people who are unable to attend the programme at the Leisure Centre for any reason.

Both programmes are proving successful, and we are hoping to keep building numbers of attendance.



**PLAY**

We have experienced reports of Anti-social behaviour at Elm Park Close play area.

**HOUGHTON REGIS LIBRARY**

Over the past three months, the staff at Houghton Regis Library have been working toward making sure we are compliant with Central Bedfordshire Councils expectations on Covid safety. We opened, with limited access, on the 15<sup>th</sup> of June. We have a limit on the number of people that can come in at one time. Browsing, computer usage & printing and photocopying facilities are available. Our expectations of library users are that social distance is adhered to, wear a face mask covering the mouth and nose at all times. Users are invited to comply with track and trace, make use of the handwash stations and spend as little time as possible inside the library.

We are currently working out how we'll be running the Summer Reading Challenge this year, details will be decided and shared with schools and on social media over the next couple of weeks. The challenge will be running from Saturday the 23<sup>rd</sup> July to 11<sup>th</sup> September with the theme being wildlife and habitat. We'll be giving out craft packs each week from the 27<sup>th</sup> of July and each week throughout the Summer holidays.

**HOUGHTON HALL PARK**

The visitor centre and café reopened to the public on 31st May and it's been fantastic to welcome the community back into the centre. There was a burglary of the facility which was disheartening after being closed for so long due to Covid-19 and then internal delays in securing permission to open.

A very successful half term with a dinosaur trail enjoyed by many families, and high footfall to the park. The car park capacity has now doubled as the existing lease to Whitbread has ended, this will assist in event delivery and as the park is generally much busier due to the developments.

Community Ranger has commenced monthly volunteer tasks in the park which are being well attended with good feedback from volunteers.

### **3. BUSINESS, INVESTMENT, EMPLOYMENT & SKILLS**

**BUSINESS, INVESTMENT, EMPLOYMENT & SKILLS**

Central Bedfordshire Council has paid close to £8.4m in Additional Restrictions Grant (ARG) payments to local businesses. The top-up payments have been made to over 850 businesses who previously received an Additional Restrictions Grant (ARG) 1, 2 or 3.

To date, Central Bedfordshire has paid out over £80 million in grants in over 11,000 separate grant payments to more than 5,000 businesses since March 2020 when the pandemic began.

Now that all funding has been distributed, the Council can access further business support funding from the Government in the coming months.

As we move into the re-opening of the tourism sector we are working with Experience Bedfordshire who are the Destination Management Organisation for the county where the initial offer was free membership to 65 businesses. Given the huge interest and all the businesses signing up we're extending the support to another 52. This will give much needed boost for the tourism sector in line with the Government's roadmap.

There were a total of 54 new property enquiries across Central Bedfordshire, 16 of which were interested in Houghton Regis/Dunstable – please see table below. We are aware of serious interest in the Panattoni unit (next door to Vauxhall) that if successful, will result in significant employment opportunities by the end of this calendar year. The existing Baytree unit at Thorn Turn has been taken up by United Parcels Services (UPS) and its sister unit across the road has been secured for a custom build for Amazon. We are hoping both units to be operational before end of this calendar year. These do not appear within the list of enquiries below but have been added to our database as unassisted enquiries.

DATE TAKEN	REQUIREMENT MAX SIZE	REQUIREMENT UNIT TYPE	REASON	STATUS	ORIGINAL LOCATION
19-Apr-21	70 Sq M	Industrial	My business is relocating	Live - Active	Dunstable
19-Apr-21	1500 Sq Ft	Industrial	My business is relocating	Live - Active	Luton
28-Apr-21	3000 Sq Ft	Industrial	Growth	Live - Active	Dunstable
28-Apr-21	10000 Sq Ft	Industrial	My business is relocating	Live - Active	Luton
28-Apr-21	3650000 Sq Ft	Industrial	Expansion	Live - Active	London
04-May-21	20000 Sq Ft	Industrial	Expansion	Live - Active	Leighton Buzzard
10-May-21	500000 Sq Ft	All	Early Stage Research	Live - Active	London
10-May-21	2000 Sq Ft	Restaurant	Business start up	Live - Active	Houghton Regis
11-May-21	2970 Sq Ft	Retail	Business start up	Live - Active	London
13-May-21	1500 Sq Ft	Restaurant	Expansion	Live - Active	Milton Keynes
13-May-21	5000 Sq Ft	All	Researching availability	Live - Active	Dunstable
15-May-21	1500 Sq Ft	All	Business start up	Live - Active	Dunstable
24-May-21	40 Sq M	Retail	Early Stage Research	Live - Active	Dunstable
08-Jun-21	2000 Sq Ft	Retail	Business start up	Live - Active	Dunstable
10-Jun-21	10000 Sq Ft	Retail	Business start up	Live - Active	Leighton Buzzard
22-Jun-21	981 Sq Ft	Retail	Additional Site Required	Live - Active	Dunstable

### BEDFORDSHIRE EMPLOYMENT & SKILLS SERVICE (BESS)

The Council's Employment and Skills Service (BESS) has continued delivery of educational courses via its in-house delivery teams and a range of external training providers working as part of the BESS partnership throughout the Covid-19 pandemic period.

Currently in this 2020/21 academic year, we have engaged with 54 Houghton Regis residents, 17 of whom were unemployed when starting their learning with us. Of those 17, eight had been unemployed for less than six months, three between 24/35 months, two for 12/23 months and four learners had been unemployed for 36 months or more. The most popular courses have been Getting Started with English and Maths, ICT and Early Years, and Supporting Teaching and Learning. The figures also include five individuals undertaking apprenticeships in Early Years Educator and Business Administration, four of whom are aged 17-18 years.

Enrolments will continue throughout the rest of the academic year which finishes on 31 July. The new academic year will bring with it a new curriculum and whilst many of the courses will be the same or similar to the ones that are currently running, there will be some new programmes. Unless there are further Covid-19 restrictions, delivery will continue via both online means and, increasingly, face to face in the classroom.

A number of the programmes we offer are accredited, so residents can work towards qualifications which will help them gain employment, support a career change or help residents progress in their specific sectors. Other courses are non-accredited which means that whilst successful learners won't get a recognised qualification, their appetite for learning may have been wetted or they have learned how to progress on a particular career path and are better informed as to the direction they wish to go in.

The BESS curriculum includes courses for the following:

- English
- ESOL (English for Speakers of Other Languages)
- Maths
- IT and digital skills
- Support with wellbeing and mental health
- Preparing for employment
- Working with and supporting children and young people
- Apprenticeships

A list of workshops and courses with information and how to enrol can be seen by looking at our [upcoming course list](#), with an overview of the workshops and courses currently available on the [curriculum map](#). This will be updated as soon as the next academic year's curriculum has been set.

If residents would like someone to help them get started on the right course they should [contact us](#) with their details or use the comments box in the online form to let the BESS team know what learning they are interested in. An adviser or the relevant training provider will then get in touch to help them get started.

#### **TOWN CENTRE VACANCY RATES IN CENTRAL BEDFORDSHIRE, FEBRUARY 2020 – MAY 2021**

TOWN	FEB-20	NOV-20	MAY-21
Amphill	4.4	3.3	3.3
Arlesey	18.8	18.8	12.5
Biggleswade	8.2	7.6	7.6
Dunstable	9.2	12.9	10.8
Flitwick	6.4	4.3	2.1
<b>Houghton Regis</b>	<b>0.0</b>	<b>0.0</b>	<b>3.8</b>
Leighton Buzzard	2.7	4.8	3.9
Potton	4.0	4.0	4.0
Sandy	7.7	9.2	9.1
Shefford	4.8	2.4	2.4
Stotfold	0.0	0.0	0.0
<b>Total</b>	<b>6.2%</b>	<b>7.3%</b>	<b>6.5%</b>

Before the Covid 19 restrictions affecting retail in February 2020 the vacancy rate for all units within towns surveyed was 6.2, there were a total of 959 units of which 62 were vacant. After the Covid restrictions were lifted in May 2021 the rate fell to 6.5. Overall, the towns seem to have weathered the storm and many remain stable or have decreased vacancy rates. Slight increases in vacant units have been seen in Dunstable, Houghton Regis and Leighton Buzzard and Sandy. Decreases have can be seen in Arlesey, Flitwick and Shefford.

## 4. PLACE

### WELCOME BACK FUND

The Council has been working with 18 Town and Parish Councils of varying size across Central Bedfordshire to develop and deliver projects, funded from the Government's Welcome Back Fund (WBF). The purpose of the WBF is to help encourage footfall back to town centres, following the gradual lifting of restrictions relating to the Covid pandemic. The Council was pleased to be informed that its WBF Delivery Plan, has been regarded by the Ministry of Housing, Communities and Local Government (MHCLG) as one of highest quality Delivery Plans to be approved. The Council was also one of only a handful of local authorities to work with Town and Parish Councils to develop its plan.

Houghton Regis Town Council's individual delivery plan comprises the following activities:

- Development of an action plan to help future proof the town centre (reflecting on outcomes of the Town Centre survey completed in 2019) to encourage safe access into the town centre, focusing on sustainable transport options specifically walking and cycling.
- To Install and refresh signage and floor markings to encourage footfall into the town centre from local residential areas and local facilities.
- To modernise cycle parking provision in the town centre to provide an attractive and fit for purpose facility.

The total WBF funding allocated to the above projects is £15,000. All activities will be delivered within the current financial year, ending March 2022.

## 5. YOUTH SUPPORT SERVICES

### 1) UPDATE ON NEETS WITHIN THE WIDER CENTRAL BEDFORDSHIRE AREA

The figures presented below are those reported to NCCIS / DfE at the end of April 2021

HEADLINE FIGURES FOR THE WHOLE CENTRAL BEDFORDSHIRE AREA (30 NOVEMBER 2020)			
Cohort	Total number of young people	Positive destinations (EET)	NEET destinations
16 year olds/ Year 12	3029	2914	95
17year olds / Year 13	3028	2846	138
<b>Combined cohort</b>	<b>6057</b>	<b>5760 (95.1%)</b>	<b>233 (3.8%)</b>

### 2) OVERVIEW OF THE HOUGHTON REGIS AREA COMPARED TO OTHER LOCAL AREAS

The figures presented below are based on the data stored within the Youth Support Service's CCIS database for young people as of 21<sup>st</sup> June 2021.

	Dunstable		Houghton Regis		Leighton Buzzard	
<b>Total YPs in area</b>	825		490		905	
<b>EET</b>	779	(94.4%)	452	(92.2%)	860	(95.0%)
<b>NEET</b>	37	(4.5%)	31	(6.3%)	39	(6.3%)
<b>Unknown/Refused</b>	9	(1.1%)	7	(1.4%)	7	(1.4%)

### 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	139	9	6.5%
Houghton Hall	212	14	6.6%
Parkside	139	8	5.8%
<b>Total</b>	<b>490</b>	<b>31</b>	<b>6.3%</b>

**b. Summary of the Houghton Regis NEET cohort by age, time and gender**

Actual Age (Year 12 & 13)		Length of time NEET		Gender	
16 years old	0	Less than 3 months	7	Male	21
17 years old	13	3-6 months	9	Female	10
18 years old	18	6+ months	15	Other/Refused	0

**c. Summary status of the Houghton Regis NEET cohort**

Status		
Seeking Employment or Training	29	(93.5%)
Unable to work due to 'Personal Circumstances'	2	(6.5%)

Where NEET young people can't be supported virtually, the Youth Support Service will offer guidance interviews from Grove Corner, in line with Public Health England and Government Guidelines.

## 6. SCHOOLS

### SCHOOL ORGANISATION

Construction has now begun on the Kingsland Campus site (Kingsland Campus is on Parkside Drive, in the northern part of Houghton Regis). The Kingsland Secondary School will be a new 6FE secondary school, with capacity for 900 pupils aged 11 to 16 and 220 sixth form pupils aged 16 to 18 (1,120 in total), at the Kingsland Campus. The school is to be delivered for the 2022/23 academic year.

The anticipated benefits for the Kingsland Secondary School include;

- An additional 1,120 pupil places.
- Sufficient school places for pupils at their local school
- Fit for purpose teaching accommodation in permanent buildings
- Provision of an all through secondary school on one site
- Purpose built teaching accommodation in permanent buildings
- Suitable SEND provision on site

Officers continue to meet regularly with staff from Advantage Schools Trust, the multi academy trust chosen to run the new secondary school to be built on the Kingsland Campus. Please see more information regarding the school development [here](#)

A name is currently being considered and will be decided by Advantage Schools. To engage with the local community and help guide the thinking on what the school could be named, a survey was held on three possible options. This survey closed on July 2, 2021.

As part of Advantage Schools' research into of the area, we asked your views on two potential names which link to the history of Houghton Regis, as well as one that looks to the future. These are:

- Houghton School (pronounced “How-stone”) – This is an historic name for the town which dates back to the Domesday Book
- Phoenix School - symbolising rebirth, strength and renewal
- Buckwood School – This is in recognition of the location as a parcel of land gifted to Houghton Regis by King Henry I as compensation for the formation of Dunstable

An update will be provided [here](#) when a decision has been made.

Expansion of Thornhill Primary School is well underway. The expansion will allow the school to admit an additional 2 forms of entry to accommodate both local children plus additional children from the Linmere area development. This equates to an additional 60 school places in each year group (420 pupils), plus 60 additional full time early years (nursery) places.

### **SCHOOL ADMISSIONS**

Schools across the Central Bedfordshire are coming to the end of term and starting their summer breaks.

### **NEW SCHOOL ADMISSIONS CODE**

The Government has consulted on and has put before Parliament (May 2021) the revisions to the School Admissions Code which will come into effect from the 1 September 2021.

There are a number of changes which admission authorities must implement from that time onwards.

The new School Admissions Code 2021 and related amendments fall into the following categories:

1. In year **(IY)** admissions for 2021/22
2. Amendments to determined admission arrangements – 2021/22 and 2022/23
3. LAC and Previously LAC children priority revision
4. Children of Staff – definition
5. Children of Service Personnel and crown servants
6. Fair Access Protocol

### **TERM TIME CALENDAR – 2021/22**

In relation to the Queen’s Jubilee, the [2021/22 calendar](#) has been amended. This will be circulated to schools before the end of term.

## **7. PUBLIC HEALTH**

### **COVID-19**

Public Health continues to lead on outbreak management and control in relation to the Pandemic, in partnership with lots of other CBC Teams.

Because of the arrival of the Delta Variant, which is more easily transmitted than previous COVID variants, it is important that we continue to follow the COVID guidelines, ensuring social distancing, hand hygiene,

wearing face coverings and maintaining good air flow/ventilation through internal spaces where possible, as well as following the other rules, as they change. See below for further details:

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

**Community Lateral Flow Device (LFD) or “Rapid” testing** is now available for individuals who are asymptomatic to test regularly. Find out more about local LFD testing here:

[https://www.centralbedfordshire.gov.uk/info/135/coronavirus/919/rapid\\_tests](https://www.centralbedfordshire.gov.uk/info/135/coronavirus/919/rapid_tests)

Tests are also available from local pharmacies or order a pack of 7 tests for home delivery from the UK government website.

**More information:**

Find a pharmacy where you can collect rapid tests: <https://maps.test-and-trace.nhs.uk> –

Order rapid lateral flow home test kits on GOV.UK: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

**Vaccination information** including FAQ’s and where you can get a vaccine is available [here](#)

**STOP SMOKING**

The delivery of Stop Smoking Services through GP Surgeries continues to have been severely impacted by the Coronavirus Pandemic and the latest data, as reported previously, from Q3 20/21 (Q4 data has been delayed until mid-July, prior to the production of this report) shows that, consistent with the whole Chiltern Vale Titan Primary Care Network locality, both Houghton Regis practices are performing under target.

Overall, performance by the Titan Primary Care Network of Practices in Chiltern Vale has fallen to 35% against target for the period up to the end of Q3 20/21 (25 actual quits compared to a target of 71).

COVID 19 continues to have a significant impact on the resources available to deliver stop smoking support in Primary Care and the data reflects the reduced levels of activity:

LOCATION	2020/21 SMOKING QUITTERS @ Q2
Houghton Regis Medical Centre	11 (target 32): 34% of target for period
Wheatfield Surgery	13 (target 29): 45% of target for period

The Stop Smoking Service delivers flexible support options, including telephone support, plus a new app, which continues to support local residents throughout the pandemic.



A Service Review is underway to look at how the Service can increase and improve its offer for local residents, whilst acknowledging the fact that most smokers, as identified by recent customer insights work, still see Primary Care as the main route into Stop Smoking Services.

Extended treatment programmes are available to some residents who would benefit most from them, for example those 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](mailto:stop.smoking@centralbedfordshire.gov.uk)

Web: <http://www.smokefreebedfordshire.org/>

### **NHS HEALTH CHECKS**

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 data, collected for April-May 2021-22, shows that in all Primary Care settings, including Chiltern Vale, the Coronavirus Pandemic continues to have significant impact on delivery of NHS Health Checks, due to them needing to be delivered face-to-face, with no option for virtual delivery. Only 181 Health Checks were delivered against a target of 540 for the period (33.5% of period target). They have invited 359 patients for a Health Check (target 2,710) so are performing at 13.2% for that indicator.

The local Practices are performing as follows:

Houghton Regis Medical Centre is performing at 80.0% for Health Checks delivered (16 against a target of 20) and 0% for Health Checks offered (yet to make a formal offer out of 104 target).

Wheatfield Road has yet to offer or deliver any Health Checks during 2021-22.

Data quality Houghton Regis Medical Centre has fallen from 98.1% in 2020-21 to 88.7%, under the 90% quality threshold.

COVID continues to present significant disruption to the delivery of Public Health services in Primary Care and will continue to do so as Primary Care Networks are increasingly involved in the organisation and

delivery of COVID vaccination programmes. We will continue to work with Practices to identify how we can support them looking to deliver Stop Smoking and Health Check services to their patients.

### TIME2CONNECT

Time2connect, continues to engage with local residents and stakeholders.



Due to internal re-organisational issues Time2Connect has been transferred from Community Action Beds. to Bedfordshire Rural Communities Charity (BRCC) with effect from 1 May. Project activities continue to develop and build connections across the existing and new communities of Houghton Regis. As COVID restrictions ease they will be able to undertake further face-to-face work across the area to increase profile and connect more assets across the area.

For more information, visit the time2connect website: <https://www.cabeds.org.uk/community-engagement/time-2-connect-houghton-regis>

## 8. PUBLIC PROTECTION

### COMMERCIAL TEAM UPDATE

For period 1 April to 25 June 2021

- 5 food inspections
- 0 complaints (food team)
- 6 new registrations
- 4 pollution team complaints

## 9. ENVIRONMENTAL SERVICES

### LOOKING BACK

As reported in the previous report, Refuse, Recycling and Street Cleansing services have continued throughout lockdown and beyond. It was necessary to prioritise some service areas due to resource

availability during the initial stages of the pandemic, however where service provision was suspended or reduced every effort was made to re-instate these at the earliest opportunity.

Grass cutting continues, there has been accelerated growth due to a prolonged period of rain followed by warm weather. It is hoped in July the situation has improved and as another cycle of cutting is undertaken.

Services have been under greater pressures during the lockdown and continue as residents continue to work from home (where possible) and change social habits/exercise regimes to include use of public spaces more frequently. Accumulation of waste remains increased in areas, these are identified, inspected and are dealt with as soon as possible.

With the third lockdown service provision will be continually reviewed with our Contractor and should staffing levels begin to be affected by the new variant strain of Covid 19, services may have to be prioritised to reflect this.

The bottle banks have been moved so that they are accessible at the entrance to the Leisure Centre at Parkside Drive.

All kerbside garden waste collections restarted from 1<sup>st</sup> March.

Dog patrols have been carried out in Bromley Gardens, Hillborough Crescent, Leafields, Watling Place, Dog Kennel Walk and Tithe Farm Road including the play area within it.

#### **HWRC'S**

Household Waste Recycling Centres remain on a booking system which is a simple process of residents booking a slot here:

[https://www.centralbedfordshire.gov.uk/info/2/waste\\_and\\_recycling/612/household\\_waste\\_recycling\\_centres\\_tidy\\_tips](https://www.centralbedfordshire.gov.uk/info/2/waste_and_recycling/612/household_waste_recycling_centres_tidy_tips) and taking along proof of booking and CBC residency. This is to ensure safe throughput of visitors on site and to control queuing.

## **10. TRANSFORMATION**

### **COMMUNITY ENGAGEMENT**

#### **COMMUNITY ASSETS GRANT SCHEME**

The third Community Assets Grant Scheme bidding round closed on Thursday 1 July. This bidding round has £200,000 capital funding available to allocate and the scheme is designed to help organisations to access matched funded grant funding, for local infrastructure projects that benefit their local community. The scoring process is currently being completed and applicants will be informed of the outcome of the bidding round at the beginning of August.



#### **HOUGHTON REGIS TOGETHER GROUP**

Houghton Regis together Group met for their first meeting on 17<sup>th</sup> June and was attended by 13 Officers from various organisations ( including the Town Council) and CBC service areas who are all linked to Houghton Regis.

This group agreed that they wished to meet on a monthly basis and will be a collaborative working group whereby we share information about current ongoing projects and local community intelligence.

The next meeting is on 20<sup>th</sup> July, to discuss in particular, how groups engage with the local community within Houghton Regis and how we together can build confidence back to people who may be anxious with restrictions ended after a long period of restrictions/isolation.

### CONSULTATIONS

#### CURRENT AND UPCOMING CONSULTATIONS

Details of current and upcoming consultation activity undertaken by the Council are provided by the Community Intelligence Team. For more information about this update please contact Clare Harding, tel: 0300 300 6109 (ext. 76109).

CURRENT CONSULTATIONS AND SURVEYS				
Subject	Description	Start	End	Lead officer
Schools for the Future - SEND	Consultation on the proposals for the SEND cluster	15 Apr 2021	8 Jul 2021	Jackie Edwards 0300 300 4795
Potton Green Wheel	Consultation on the proposed Green Wheel for Potton and Sutton	24 May 2021	5 Jul 2021	Caroline Romans 0300 300 6112
Schools for the Future – Biggleswade and the surrounding area	Consultation on the proposals for schools in Biggleswade and the surrounding area	23 June 2021	28 Sept 2021	Sarah Ferguson 0300 300 5978

UPCOMING CONSULTATIONS AND SURVEYS				
Subject	Description	Start	End	Lead officer
Sandy Leisure Offer	Consultation on the leisure offer at Sandy Sports Centre (Jenkins pavilion)	29 June 2021	24 Aug 2021	Lisa White 0300 300 4489

### 11. UPCOMING MEETINGS

DATE	MEETING	TIME
Thursday 22 July	Council	6:30pm
Monday 26 July	Corporate Parenting Panel	10:00am
Tuesday 27 July	Traffic Management Meeting	10:00am
Wednesday 28 July	Development Management Committee	9:30am
Thursday 29 July	Audit Committee	10:00am
Friday 30 July	Health and Wellbeing Board	10:00am
Tuesday 3 August	Executive	9:30am
Wednesday 25 August	Development Management Committee	9:30am
Thursday 26 August	General Purposes Committee	10:00am

**KEY:**

CPP – Corporate Parenting Panel

CR OSC – Corporate Resources OSC

CS OSC – Children’s Services OSC

DMC - Development Management Committee

HWB – Health & Wellbeing Board

SCHH OSC – Social Care, Health & Housing OSC

SC OSC – Sustainable Communities OSC