



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr T McMahon**

Tel: 01582 708540

Town Clerk: **Clare Evans**

Website: www.houghtonregis.org.uk

10th July 2020

HOUGHTON REGIS TOWN COUNCIL MEETING

To: **All Town Councillors**

Notice of Meeting

You are hereby summoned to a Meeting of the Houghton Regis Town Council to be held virtually on Monday 20th July at 7pm.

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please pre-advise the Head of Democratic Services (louise.senior@houghtonregis.org.uk) by 3pm on the day of the meeting in order for appropriate access to be arranged.

Clare Evans

**THIS MEETING MAY BE
RECORDED ***

**Clare Evans
Town Clerk**

This meeting is being held virtually due to Covid-19. To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance as provided on the Council's website.

AGENDA

- 1 APOLOGIES FOR ABSENCE**
- 2 QUESTIONS FROM THE PUBLIC**

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

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

- 3 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

**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.

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

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

4 MINUTES

Pages 7-14

To approve the Minutes of the meetings held on 20th January and 18th March 2020.

Members are referred to Minute 11207 as attached.

Point 1 - provides delegated authority to the Mayor and the Town Clerk to undertake any measures / make any decisions deemed necessary to provide support to the community and to protect the health and wellbeing of councillors and staff based on government and NALC advice. As the council has now resumed its meeting schedule, albeit virtually, the council may like to consider whether this delegation arrangement remains necessary. The potential removal of this delegation arrangement assumes that both nationally and locally the Covid-19 threat remains in check. As such it is suggested that this delegation remain in place to enable the council to respond should the need arise and it not be possible to hold a council or committee meeting.

Point 3 – provides for existing arrangements to continue. Members are advised that the following arrangements are to continue:

The position of Mayor will continue to be held by Cllr Tracey McMahon

The position of Deputy Town Mayor will continue to be held by Cllr Sue Thorne

The following policies will continue to be in place:

- Committee Functions & Terms of Reference as confirmed on 15th May 2019
- Standing Orders as confirmed on 15th May 2019
- Financial Regulations as confirmed on 15th May 2019
- Scheme of Delegation as confirmed on 15th May 2019

Committee, sub-committee and working group membership including chairs and vice chairs will continue as appointed in May 2019.

Representatives on Outside Organisations are appointed in May 2019 will continue as existing.

Members are advised that Risk assessments have been prepared to enable the council to manage the risk posed by Covid-19 in relation to its services and facilities. These will be updated as time moves on.

Recommendation: To approve the Minutes of the meetings held on 20th January and 18th March 2020.

5 COUNCIL CALENDAR FOR 2020/21

Pages 15 - 24

The draft Council Calendar, including meeting dates, member briefing dates, and council and civic event dates, for 2020/21 is attached. Members are advised that in

relation to council events, details are included but are subject to change as government guidance develops over the year due to the restrictions arising from Covid-19.

The approval of the calendar of council meetings including the time and place of ordinary meetings of the council up to an including the next annual meeting of the council is in accordance with Standing Order 4.j.ix.

Recommendation: To approve the Council Calendar for 2020/21.

6 GENERAL POWER OF COMPETENCE

In order for the Town Council to continue to use the General Power of Competence it needs to resolve that it meets the eligibility criteria (specified below) as contained in Section 1 of the Localism Act 2011:

- At least 2/3 of Members are elected at ordinary elections or at a by-election
- The clerk holds the following recognised qualifications
 - (i) The Certificate of Higher Education in Local Policy;
 - (ii) The CiLCA module on the General Power of Competence

Recommendation: To confirm that Houghton Regis Town Council meets the eligibility criteria for the General Power of Competence as contained in Section 1 of the Localism Act 2011.

7 COMMITTEE AND SUB-COMMITTEE MINUTES

Pages 25 - 116

To receive the minutes of the following committees and consider any recommendations contained therein

Corporate Services Committee	25 th November, 16 th December 2019, 14 th January 2020 <i>11052 Scheme of Delegation</i> <i>11058 Communication Policy & Communication Strategy</i> <i>11067 Officer/Member Protocol</i> <i>11068 Training Statement of Intent</i> <i>11069 Data policy</i>
Community Services Committee	28 th October, 4 th November 2019, 10 th February 2020
Environment & Leisure Committee	18 th November 2019 & 24 th February 2020
Planning Committee	6 th January, 27 th January, 17 th February, 9 th March, 16 th June 2020
Town Partnership Committee	29 th October 2019

Pages 117 - 122

To receive the minutes of the following sub committees and consider any recommendations contained therein

Office Provisions Sub Committee	9 th September 2019
New Cemetery Sub Committee	8 th July 2019

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

- *11052 Scheme of Delegation*
- *11058 Communication Policy & Communication Strategy*
- *11067 Officer/Member Protocol*
- *11068 Training Statement of Intent*
- *11069 Data policy*

8 TOWN MAYOR'S ANNOUNCEMENTS

A verbal report will be provided.

9 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Councillors are requested to provide verbal reports from meetings they have attended of outside organisations or from training courses they have attended on behalf of the Council.

10 HOUGHTON REGIS: OUR 2020 VISION

Pages 123 - 130

To report on the outcomes of the council's corporate plan, Houghton Regis: Our 2020 Vision.

Recommendation: To note the successes arising from the work undertaken in delivering the council's corporate plan, Houghton Regis: Our 2020 Vision.

11 OUR VISION OUR TOWN (2020/2024) HOUGHTON REGIS TOWN COUNCIL'S CORPORATE PLAN

Pages 131 - 148

To present to members the outcomes of the consultation on the council's draft corporate plan, Houghton Regis: Our Vision Our Town (2020/2024) and to confirm final approval.

- Recommendation:**
1. To welcome the support shown through the consultation process for the Houghton Regis: Our Vision Our Town (2020/2024)
 2. To approve the Houghton Regis: Our Vision Our Town (2020/2024)

12 SICKNESS POLICY

Pages 149 - 166

To present to Council the recommendation from Corporate Services Committee (8th June 2020) to approve the Sickness Management Policy.

Recommendation: To approve the Sickness Management Policy.

13 HRN2 COMMUNITY BUILDING

A verbal update will be provided by Cllrs Jones, Farrell and Abbott.

14 REVISED BUDGET 2020/21

Pages 167 - 190

To provide members with a revised budget for 2020/21 reflecting predicted changes in income and expenditure arising from the implications of Covid-19.

Recommendation:

1. To approve the revised budget for 2020/21.
2. To contact Andrew Selous MP to outline the impact of Covid -19 on HRTC and to outline longer term financial concerns arising from Covid-19.

15 YEAR END ACCOUNTS

Pages 191 - 194

Members will find attached a report providing brief outline of the year end accounting process. Members are invited to raise any queries relating to the process.

16 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2019 / 2020 ANNUAL INTERNAL AUDIT REPORT 2019 / 2020

Pages 195 - 202

In accordance with Financial Regulation 2.3, Members are presented with the completed Annual Internal Audit Report and supporting paperwork as part of the Annual Governance & Accountability Return, for the year ended 31st March 2020.

Members are advised that the internal auditor completed the year end internal audit on 18th June 2020.

There are no recommended actions to be considered, therefore no action plan is required.

Recommendation: To receive the Annual Internal Audit Report 2019/20.

17 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2019 / 2020 SECTION 1 - ANNUAL GOVERNANCE STATEMENT

Pages 203 - 204

In accordance with Financial Regulation 2.3, a draft completed version of Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return, for the year ended 31st March 2020 is attached for consideration and approval.

Recommendation: To approve Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return for the year ended 31st March 2020.

**18 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2019 / 2020
SECTION 2 – ACCOUNTING STATEMENTS**

Pages 205 - 222

In accordance with Financial Regulation 2.3, Section 2 – Accounting Statements of the Annual Governance & Accountability Return and the supporting Statement of Accounts for the year ended 31st March 2020 is attached for consideration and approval subject to external audit.

Recommendation: To approve Section 2 – Accounting Statements of the Annual Governance & Accountability Return for the year ended 31st March 2020 subject to external audit.

0-0-0-0-0-0-0-0-0-0-0-0-0-0-0

Town Council
20th January 2020 at 7.00pm

Present: Councillors: T McMahon Town Mayor
D Abbott
J Carroll
C Copleston
D Dixon-Wilkinson
Y Farrell
S Goodchild
D Jones
R Morgan
A Slough
S Thorne
K Wattingham

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 2

Absent: Councillor: M S Kennedy

11112 ELECTION OF MAYOR

As Members were aware Cllr Kennedy had advised that he was unable to fulfil the role of Mayor and had resigned from this position for the remainder of the mayoral term of office 2019/20.

Members were invited to appoint to the position of Town Mayor.

The following process was followed:

- The Deputy Town Mayor invited nominations for a Town Mayor to hold office until the Annual Meeting in 2020.
- Members were to elect a Town Mayor until the Annual Meeting in 2020.
- The newly elected Mayor would receive the Civic Regalia, make and sign the statutory Declaration of Acceptance of Office and would make an acceptance speech.
- A vote of thanks would be proposed to Cllr Kennedy. The Past Mayor's and Past Consort's badges would be presented.
- A reply from Cllr Kennedy was invited.

Nominations for the position of Town Mayor for the period May 2019 to May 2020 were invited.

Nominee:	Cllr McMahon	Nominated by:	Cllr Carroll
		Seconded by:	Cllr Abbott

There were no other nominations.

Those in Favour of electing Cllr McMahon as Town Mayor: 11

On being put to the vote Cllr McMahon was duly elected as the new Town Mayor.

The new Town Mayor read and signed the 'Declaration of Acceptance of Office'. The new Town Mayor retired to receive the Chain of Office.

At this point the new Mayor adopted her role as Chairman and thanked councillors for giving her the opportunity and gave an acceptance speech.

In her speech the Mayor thanked members for their support and made assurances that she would continue to do her best for the town.

A vote of thanks to the past Mayor was given by Cllr Dixon-Wilkinson, in which members were informed of the events that had been attended and the charities that had been chosen.

A reply from the past Town Mayor was read out by Cllr Dixon-Wilkinson, in Cllr Kennedy's absence, in which thanks were offered to members for their support and to the Civic and Events Officer for her work in supporting him during his time as Mayor.

11113 ELECTION OF DEPUTY MAYOR

Members were invited to consider appointing to the position of Deputy Mayor.

The following process was followed:

- The Town Mayor to invite nominations for a Deputy Town Mayor to hold office until the Annual Meeting in 2020.
- Members to elect a Deputy Town Mayor for 2019-20.

Nominee:	Cllr Thorne	Nominated by:	Cllr Jones
		Seconded by:	Cllr Farrell

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

There were no other nominations.

Those in Favour of electing Cllr Thorne as Deputy Town Mayor: 8

Those in Favour of electing Cllr Wattingham as Deputy Town Mayor: 3

On being put to the vote Cllr Thorne was duly elected as the new Deputy Town Mayor.

The new Deputy Mayor read and signed the 'Declaration of Acceptance of Office' and received the Chain of Office from the Town Mayor.

11114 APOLOGIES

No apologies had been received.

Members were advised that Cllr Welch had resigned from his position as Houghton Regis Town Councillor. The vacancy would be advertised in due course.

11115 QUESTIONS FROM THE PUBLIC

None.

11116 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Goodchild declared a non-pecuniary interest in items 13, Central Bedfordshire Council Community Grant Scheme, as the project sits within the Ward of Houghton Hall and item 14, HRN2 Community Building as she is an active member of the Baptist Church.

Cllr Farrell declared a non-pecuniary interest in item 13, Central Bedfordshire Council Community Grant Scheme as the project sits within the Ward of Houghton Hall.

11117 MINUTES

To approve the minutes of the meeting held on 9th December 2019.

Resolved: To approve the minutes of the meeting held on 9th December 2019 and for these to be signed by the Chairman.

11118 COMMITTEE MINUTES

To receive the minutes of the following committees and consider any recommendations contained therein

Corporate Services Committee	None to present
Community Services Committee	None to present
Environment & Leisure Committee	None to present
Planning Committee	2 nd December & 16 th December 2019
Town Partnership Committee	None to present

To receive the minutes of the following sub committee and consider any recommendations contained therein

Office Provisions Sub Committee	None to present
New Cemetery Sub-Committee	8th July 2019

Resolved: To receive the Minutes detailed above.

11119 TOWN MAYOR ANNOUNCEMENTS

Members received a verbal report on events that had been attended by the past Town Mayor. Visits had included Poplars, Sharnbrook Lodge, Santa's Grotto, a pensioners Party. Members were advised that the 'Burns Night' was going ahead as planned and promised to be a successful evening as tickets had sold out.

Members received a verbal report on events that had been attended by the Town Mayor, performed as the Deputy Town Mayor. Events had included a Christmas dinner with the Youth Council and the second anniversary of Minds Together.

11120 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Members advised there were no updates on outside organisations or training sessions.

11121 2020/21 BUDGET AND PRECEPT

Members received the officers draft budget for 2020/21 for consideration and to request that members approve a budget for 2020/21 and a precept.

An amendment to the officer recommendation was proposed to read:

To approve the budget and a precept of £886,822 for 2020/21.

The officer recommendation was:

To approve the budget and a precept of £904,518 for 2020/21.

The amendment was proposed by: Cllr Abbott seconded by: Cllr Carroll

A recorded vote was requested:

Members in favour: Cllrs J Carroll and D Abbott

Members against: Cllrs C Copleston, D Dixon-Wilkinson, Y Farrell, S Goodchild, D Jones, R Morgan, A Slough, S Thorne

Abstentions: Cllrs Wattingham, McMahan

Members voted on the officer recommendation:

To approve the budget and a precept of £904,518 for 2020/21.

The amendment was proposed by: Cllr Jones seconded by: Cllr Dixon-Wilkinson

A recorded vote was requested:

Members in favour: Cllrs C Copleston, D Dixon-Wilkinson, Y Farrell, S Goodchild, D Jones, R Morgan, A Slough, S Thorne, K Wattingham

Members against: Cllrs Carroll, Cllr Abbott.

Abstentions: Cllr McMahan.

Resolved: To approve the budget and a precept of £904,518 for 2020/21.

11122 CENTRAL BEDFORDSHIRE COUNCIL 2020 BUDGET CONSULTATION

Members were formally advised that Central Bedfordshire Council (CBC) had launched their budget consultation exercise and it was open for public consultation until 30th January.

CBC had advised that the headlines from the budget proposals were as follows:

- Next year CBC anticipate spending some £212million on local public services, this was a £16million increase from 2019/20.
- CBC were also continuing to focus on efficiency with £13.6million of efficiency proposals for next year.
- CBC continued to face big increases in demands, particularly in Adult Social Care as people were living longer and with more complex needs. CBC were also seeing an increasing need to provide care and support for younger adults with learning disabilities when their family carers were no longer able to provide this care.
- To bridge the gap between what CBC needed and what CBC anticipated in terms of income, CBC proposed to:
 - apply the Adult Social Care Precept of a 2% increase on council tax to contribute towards funding care services, and
 - increase council tax by 1.95% for funding other services.
- Additionally, the consultation would highlight proposals for almost £142million of capital investments, including road maintenance, new school places and school maintenance, new care homes and new integrated health and care hubs.

A consultation leaflet had been produced to summarise the key elements of both the draft revenue and capital budgets. Additionally, a questionnaire was available for feedback on the savings strategy and the proposals for council tax. These were available on the Central Bedfordshire Council website.

Feedback from the consultation would be collated and presented to the February Executive, in advance of decision making on the finalised budget which would be recommended to Full Council.

Resolved: To note the report.

11123 FUTURE HIGH STREET FUND

To enable members to consider project options for the Future High Street Fund.

Members welcomed the opportunity to bring resources to the town and members agreed that standards and ambitions should be set high. Members acknowledged that there had been previous money available through the market regeneration scheme and Houghton Regis Town Council had declined the awarded funding. Members agreed there was a large amount of scope to improve and develop the High Street.

Resolved: To suggest to CBC a town centre project for a multi-site regeneration scheme comprising:

1. Redevelopment of the town centre offer including the retail, commercial services and residential offer
2. Civic services such as new or refurbished town council offices, health provision and community facility provision
3. Redevelopment of the former Netto's site for retail, commercial and housing uses

11124 CBC COMMUNITY GRANT SCHEME

To enable members to consider options for grant funding from the CBC Community Grants Scheme.

Members were advised that the application would require match funding.

Resolved: To support a grant application being made to the CBC Community Grants Scheme for the refurbishment of Orchard Close pavilion subject to CBC ward councillor endorsement.

11125 HRN2 COMMUNITY BUILDING

Members were advised that CBC had written to the town council outlining their position on the bringing forward of the community building within HRN2. A meeting with the churches group was scheduled for 14th January 2020.

Members were requested to nominate two representatives to meet with the Churches Group to consider a draft Expression of Interest, volunteers were invited.

Cllr Jones, Cllr Farrell and Cllr Abbott volunteered. Members agreed for all three to attend future meetings.

Resolved: To nominate Cllr Jones, Cllr Farrell and Cllr Abbott to meet informally with the Churches Group regarding the proposed community building within HRN2.

The Town Mayor, Cllr McMahon addressed members and thanked them for allowing her to step into the role of Town Mayor.

The Chairman declared the meeting closed at 20.18pm

Dated this 23rd day of March 2020

Chairman

Draft Minutes
Extraordinary Meeting of the Town Council
18th March 2020 at 10am

Present: Councillors: T McMahon Town Mayor
D Abbott
D Dixon-Wilkinson
Y Farrell
S Goodchild
R Morgan
S Thorne
K Wattingham

Officers: Clare Evans Town Clerk
Sarah Gelsthorp Civic and Events Officer

Public: None

Apologies: Councillors: J Carroll
C Copleston,
DJ Jones
A Slough

Absent: M Kennedy

11204 APOLOGIES

Apologies were received from Cllrs Carroll, Copleston, Jones and Slough.

11205 QUESTIONS FROM THE PUBLIC

Councillor Morgan asked members if they knew of anyone who had contracted Covid-19 or had been in contact with someone who had. A show of hands revealed that one member knew of someone who had contracted the virus and another member had been in contact with someone who was unwell. Councillor Morgan passed on his best wishes to all.

11206 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11207 CONTINGENCY PLAN IN RESPONSE TO THE CORONAVIRUS

Members were asked to consider whether the meeting should be conducted in private but were in agreement that the discussion should be continued in public session. This was proposed, seconded and voted on unanimously.

In light of the escalating threat from the coronavirus, a report was presented to enable members to consider the council's position in relation to Town Council services and operations and options for support from the council to the local community.

(10.07am, Cllr Farrell arrived at this point)

The Corporate Services Manager asked if an additional recommendation could be added as follows: *To delegate planning application responses to the Corporate Services Manager and Chair of the Planning Committee, should Planning Committee meetings not be held.* This motion was proposed by Councillor Goodchild, seconded by Councillor Thorne and voted on unanimously.

The following recommendations were discussed, proposed, seconded and vote on unanimously:

Resolved:

1. **To delegate authority to the Clerk and the Chair of the council to undertake any measures / make any decisions deemed necessary to provide support to the community and to protect the health and wellbeing of Councillors and staff based on government and NALC advice;**
2. **To postpone the Annual Town's Meeting until 21st May;**
3. **To seek to hold the Town Council AGM on 13th May as scheduled (pending Government legislation at the time) at the Town Council offices. To note that should the AGM not proceed the current arrangements are to continue, depending on legislation;**
4. **To cancel the Easter Egg Hunt on 4th April and to distribute the eggs to suitable local organisations and local schools;**
5. **To cancel the Civic Service on 26th April;**
6. **For the Chair and the Clerk to determine at the end of March / early April whether the VE Day Celebration planned for 8th May will proceed, (pending Government advice at the time);**
7. **To hold the Mayoral Inauguration later in the year;**
8. **To hold the Eco Event later in the year;**
9. **To liaise with the Youth Council over future meetings;**
10. **To put on hold the provision of the Pop-up café and to re-launch at a more suitable time.**
11. **To delegate planning application responses to the Corporate Services Manager and Chair of the Planning Committee, should Planning Committee meetings not be held.**

The Chairman declared the meeting closed at 10.35am

Dated this day of 2020

Chairman

Date	Month		Day	Committee meeting	Event	Lead Officer	Time
Municipal Year 2020 - 2021							
13th	May	2020	Wednesday <i>Bedford Square Community Centre¹</i>	Town Council (AGM) <i>Cancelled due to Covid 19</i>	Inauguration	Town Clerk	7pm
18th	May	2020	Monday <i>Virtual/Chamber¹</i>	Planning <i>Cancelled due to Covid 19</i>		Corporate Services Manager	7pm
20th	May	2020	Wednesday <i>Virtual/Chamber¹</i>	Combating Crime Working Group <i>Cancelled due to Covid 19</i>		Community Development Officer	11am
25th	May	2020	Monday	Bank holiday			
26th	May	2020	Tuesday <i>Virtual/Council Offices¹</i>	Leaders Briefing <i>Cancelled due to Covid 19</i>		Town Clerk	3.00pm
26th	May	2020	Tuesday <i>Virtual/Chamber¹</i>	Planning		Corporate Services Manager	7.00pm
1st	June	2020	Monday <i>Virtual/Chamber¹</i>	Member Open Session		Town Clerk	6pm
1st	June	2020	Monday <i>Virtual/Chamber¹</i>	Environment & Leisure		Town Clerk	7pm
4th	June	2020	Thursday <i>Virtual/Chamber¹</i>	Events Working Group		Civic & Events Officer	5pm
8th	June	2020	Monday <i>Virtual/Chamber¹</i>	Corporate Services		Corporate Services Manager	7pm
15th	June	2020	Monday <i>Virtual/Chamber¹</i>	Town Council		Town Clerk	7pm
16th	June	2020	Tuesday <i>Virtual/Chamber¹</i>	Planning		Corporate Services Manager	7pm

17th	June	2020	Wednesday <i>Virtual/Chamber^j</i>	Combating Crime Working Group		Community Development Officer	11am
22nd	June	2020	Monday <i>Virtual/Chamber^j</i>	Community Services		Town Clerk	7pm
6th	July	2020	Monday <i>Virtual/Chamber^j</i>	Planning		Corporate Services Manager	7pm
9th	July	2020	Thursday <i>Virtual/Chamber^j</i>	Events Working Group		Civic & Events Officer	5pm
13th	July	2020	Monday <i>Virtual/Chamber^j</i>	Personnel Sub- Committee		Corporate Services Manager	6pm
15th	July	2020	Wednesday <i>Virtual/Chamber^j</i>	Combating Crime Working Group		Community Development Officer	11am
20 th	July	2020	Monday <i>Virtual/Chamber^j</i>	Town Council		Town Clerk	7pm
21st	July	2020	Tuesday <i>Virtual/Chamber^j</i>	Town Partnership		Town Clerk	7pm
27th	July	2020	Monday <i>Virtual/Chamber^j</i>	Planning		Corporate Services Manager	7pm
3rd	Aug	2020	Monday	XXXXXXXXXX			
10th	Aug	2020	Monday	XXXXXXXXXX			
17th	Aug	2020	Monday <i>Virtual/Chamber^j</i>	Planning		Corporate Services Manager	7pm
19th	Aug	2020	Wednesday <i>Virtual/Chamber^j</i>	Combating Crime Working Group		Community Development Officer	11am
27th	Aug	2020	Thursday <i>Virtual/Chamber^j</i>	Events Working Group		Civic & Events Officer	5pm

31st	Aug	2020	Monday	Bank holiday			
1st	Sept	2020	Tuesday <i>Virtual/Council Officesⁱ</i>	Leaders Briefing		Town Clerk	3.00pm
1st	Sept	2020	Tuesday <i>Virtual/Chamberⁱ</i>	Community Services		Town Clerk	7pm
7th	Sept	2020	Monday <i>Virtual/Chamberⁱ</i>	New Office Provisions Sub-Committee		Town Clerk	6pm
7th	Sept	2020	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
TBC	Sept	2020	TBC		Mayoral Event ⁱⁱ	Civic & Events Officer	6pm - 10pm
14th	Sept	2020	Monday <i>Virtual/Chamberⁱ</i>	Member Open Session		Town Clerk	6pm
14th	Sept	2020	Monday <i>Virtual/Chamberⁱ</i>	Corporate Services		Corporate Services Manager	7pm
16th	Sept	2020	Wednesday <i>Virtual/Chamberⁱ</i>	Combating Crime Working Group		Community Development Officer	11am
21st	Sept	2020	Monday <i>Virtual/Chamberⁱ</i>	Environment & Leisure		Town Clerk	7pm
28th	Sept	2020	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
TBC	Oct	2020	TBC		Mayoral Event ⁱⁱ	Civic & Events Officer	6pm - 10pm
5th	Oct	2020	Monday <i>Virtual/Chamberⁱ</i>	Town Council		Town Clerk	7pm
12th	Oct	2020	Monday <i>Virtual/Chamberⁱ</i>	Personnel Sub-Committee		Corporate Services Manager	6pm

TBC	Oct	2020	TBC		Circus Event ⁱⁱ	Civic and Events Officer	6pm
19th	Oct	2020	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
21st	Oct	2020	Wednesday <i>Virtual/Chamber</i>	Combating Crime Working Group		Community Development Officer	11am
26th	Oct	2020	Monday <i>Virtual/Chamberⁱ</i>	Community Services (Grants)		Town Clerk	7pm
27th	Oct	2020	Tuesday <i>Virtual/Chamberⁱ</i>	Town Partnership		Town Clerk	7pm
29th	Oct	2020	Thursday		Family Day Trip ⁱⁱ	Community Development Officer	All Day
29th	Oct	2020	Thursday <i>Virtual/Chamberⁱ</i>	Events Working Group		Civic & Events Officer	5pm
TBC	Nov	2020	TBC		Message in a Bauble ⁱⁱ	Community Development Officer	3 - 5pm
1st	Nov	2020	Sunday		Fireworks Event ⁱⁱ	Civic & Events Officer	6.30 - 8.30pm
2nd	Nov	2020	Monday <i>Virtual/Chamberⁱ</i>	Community Services		Town Clerk	7pm
8th	Nov	2020	Sunday		Remembrance Sunday ⁱⁱ	Civic & Events Officer	11am - 12.30pm
9th	Nov	2020	Monday <i>Virtual/Council Officesⁱ</i>	Leaders Briefing		Town Clerk	3.00pm
9th	Nov	2020	Monday <i>Virtual/Chamberⁱ</i>	New Office Provisions Sub-Committee		Town Clerk	6pm
9th	Nov	2020	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm

11th	Nov	2020	Wednesday		Armistice Day ⁱⁱ	Civic & Events Officer	
16th	Nov	2020	Monday <i>Virtual/Chamberⁱ</i>	Environment & Leisure		Town Clerk	7pm
18th	Nov	2020	Wednesday <i>Virtual/Chamberⁱ</i>	Combating Crime Working Group		Community Development Officer	11am
23rd	Nov	2020	Monday <i>Virtual/Chamberⁱ</i>	Member Open Session		Town Clerk	6pm
23rd	Nov	2020	Monday <i>Virtual/Chamberⁱ</i>	Corporate Services		Corporate Services Manager	7pm
27th	Nov	2020	Friday		TC Attractions - Crafty November ⁱⁱ	Community Development Officer	TBC
30th	Nov	2020	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
3rd	Dec	2020	Thursday <i>Virtual/Chamberⁱ</i>	Events Working Group		Civic & Events Officer	5pm
5th	Dec	2020	Saturday		Houghton Together - Christmas Fair ⁱⁱ	Community Development Officer	3.00pm - 8.00pm
5th	Dec	2020	Saturday		Christmas Carol Service ⁱⁱ	Civic & Events Officer	5 - 6.30pm
11th	Dec	2020	TBC		Youth Council Christmas Meal ⁱⁱ	Community Development Officer	4 - 7pm
12th	Dec	2020	Saturday		Santa's Grotto ⁱⁱ	Civic & Events Officer	10am - 2pm
14th	Dec	2020	Monday <i>Virtual/Chamberⁱ</i>	Town Council		Town Clerk	7pm
16th	Dec	2020	Wednesday <i>Virtual/Chamberⁱ</i>	Combating Crime Working Group		Community Development Officer	11am

21st	Dec	2020	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
28th	Dec	2020	Monday	XXXXXXXXXX			
TBC	Jan	2021	TBC		Mayoral Event ⁱⁱ	Civic & Events Officer	TBC
4th	Jan	2021	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
11th	Jan	2021	Monday <i>Virtual/Chamberⁱ</i>	Personnel Sub-Committee		Corporate Services Manager	6pm
18th	Jan	2021	Monday <i>Virtual/Chamberⁱ</i>	Town Council		Town Clerk	7pm
20th	Jan	2021	Wednesday <i>Virtual/Chamberⁱ</i>	Combating Crime Working Group		Community Development Officer	11am
25th	Jan	2021	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
26th	Jan	2021	Tuesday <i>Virtual/Chamberⁱ</i>	Town Partnership		Town Clerk	7pm
TBC	Feb	2021	TBC		Mayoral Event ⁱⁱ	Civic & Events Officer	TBC
1st	Feb	2021	Monday	XXXXXXXXXX			
4th	Feb	2021	Thursday <i>Virtual/Chamberⁱ</i>	Events Working Group		Civic & Events Officer	5pm
8th	Feb	2021	Monday <i>Virtual/Chamberⁱ</i>	Community Services		Town Clerk	7pm
13th	Feb	2021	Saturday		Pride of Houghton Awards ⁱⁱ	Civic & Events Officer	7 - 10.30pm

15th	Feb	2021	Monday <i>Virtual/Chamberⁱ</i>	New Office Provisions Sub-Committee		Town Clerk	6pm
15th	Feb	2021	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
17th	Feb	2021	Wednesday <i>Virtual/Chamberⁱ</i>	Combating Crime Working Group		Community Development Officer	11am
22nd	Feb	2021	Monday <i>Virtual/Council Officesⁱ</i>	Leaders Briefing		Town Clerk	3.00pm
22nd	Feb	2021	Monday <i>Virtual/Chamberⁱ</i>	Environment & Leisure		Town Clerk	7pm
TBC	Mar	2021	Saturday		Easter Egg Hunt ⁱⁱ	Civic & Events Officer	8.30am - 1pm
1st	Mar	2021	Monday <i>Virtual/Chamberⁱ</i>	Member Open Session		Town Clerk	6pm
1st	Mar	2021	Monday <i>Virtual/Chamberⁱ</i>	Corporate Services		Corporate Services Manager	7pm
4th	Mar	2021	Thursday <i>Virtual/Chamberⁱ</i>	Events Working Group		Civic & Events Officer	5pm
TBC	Mar	2021	TBC		Mayoral Event ⁱⁱ	Civic & Events Officer	TBC
12th	Mar	2021	Friday		TC Attraction - Comic Relief - Red Nose Day ⁱⁱ	Community Development Officer	TBC
8th	Mar	2021	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
15th	Mar	2021	Monday	XXXXXXXXXX			
17th	Mar	2021	Wednesday <i>Virtual/Chamberⁱ</i>	Combating Crime Working Group		Community Development Officer	11am

22nd	Mar	2021	Monday <i>Virtual/Chamberⁱ</i>	Town Council		Town Clerk	7pm
27th	Mar	2021	Saturday		Easter Egg Hunt ⁱⁱ		
29th	Mar	2021	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
1st	April	2021	Thursday <i>Virtual/Chamberⁱ</i>	Events Working Group		Civic & Events Officer	5pm
5th	April	2021	Monday <i>Virtual/Chamberⁱ</i>	Bank holiday			
12th	April	2021	Monday <i>Bedford Square Community Centreⁱ</i>	Annual Town's Meeting		Town Clerk	7pm
13th	April	2021	Tuesday <i>Virtual/Chamberⁱ</i>	Personnel Sub-Committee		Corporate Services Manager	6pm
14th	April	2021	Wednesday <i>Virtual/Chamberⁱ</i>	Combating Crime Working Group		Community Development Officer	11am
19th	April	2021	Monday <i>Virtual/Council Officesⁱ</i>	Leaders Briefing		Town Clerk	3.00pm
19th	April	2021	Monday <i>Virtual/Chamberⁱ</i>	Planning		Corporate Services Manager	7pm
26th	April	2021	Monday	XXXXXXXXXX			
27th	April	2021	Tuesday <i>Virtual/Chamberⁱ</i>	Town Partnership		Town Clerk	7pm
29th	April	2021	Thursday <i>Virtual/Chamberⁱ</i>	Events Working Group		Civic & Events Officer	5pm
3rd	May	2021	Monday	Bank holiday			

4th	May	2021	Tuesday	New Office Provisions Sub-Committee		Town Clerk	6pm
4th	May	2021	Tuesday	Planning		Corporate Services Manager	7pm
10th	May	2021	Monday	XXXXXXXXXX			
12th	May	2021	Wednesday <i>Bedford Square Community Centreⁱ</i>	Town Council (AGM)		Town Clerk	7pm
19th	May	2021	Wednesday <i>Virtual/Chamberⁱ</i>	Combating Crime Working Group		Community Development Officer	11am

ⁱ Meetings will be held virtually until government advice permits meetings to be held in person.

ⁱⁱ All Council events are subject to change in accordance with government guidance relating to Covid-19.

*This page is
intentionally left
blank*

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
25th November 2019 at 7.00pm.

Present: Councillors: D Jones Chairman
D Abbott
C Copleston
M S Kennedy
S Thorne
K Wattingham

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: T Welch

11047 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Welch.

11048 QUESTIONS FROM THE PUBLIC

None.

11049 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11050 MINUTES

To approve the Minutes of the meeting held on 23rd September 2019

Councillor Kennedy stated that he had given his apologies for the last meeting and that the minutes did not reflect this.

Resolved: To approve the Minutes of the meeting held on 23rd September 2019 and for these to be signed by the Chairman.

11051 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Personnel Sub-Committee: 15th July 2019.

Resolved: To receive the Minutes of the Personnel Sub-Committee meetings of the 15th July 2019

11052 SCHEME OF DELEGATION

In accordance with Standing Order 4.j.iii. Council was required to review its Scheme of Delegation.

The Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Council and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.

The approved Scheme of Delegation was reviewed at the Annual Council meeting held on the 15th May 2019.

Subsequent to this meeting further revisions were suggested, shown in bold and italics.

In order to not impede the running of the next Annual Council meeting Members of this committee were requested to consider the revised document and to recommend to Town Council that the Scheme of Delegation be approved.

Resolved: To recommend to Town Council that the Town Councils Scheme of Delegation be approved.

11053 BUDGET REVIEW

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

Members discussed alternative telephone hardware which could prove to be more cost-effective long term with lower running costs. Members requested that alternatives be looked into as the current telephone system contract was coming to an end. In light of this, an amendment to officer recommendation 2 was proposed to read:

To vire £4000 from 190 to 199 to fund the capital purchase of a replacement server and investigate the capital purchase of office telephone hardware and system review subject to current BT lease.

The officer recommendation was:

To vire £4000 from 190 to 199 to fund the capital purchase of a replacement server and the capital purchase of office telephone hardware.

Members agreed the amendment, accordingly, this became the substantive motion.

Resolved:

- 1. To note that a new contract will be entered into for the maintenance of the photocopier;**
- 2. To vire £4000 from 190 to 199 to fund the capital purchase of a replacement server and investigate the capital purchase of office telephone hardware and system review subject to current BT lease.**

11054 DRAFT BUDGET 2020/21

Members received the officer draft budget for 2020/21 along with explanatory notes for the Corporate Services Committee.

The draft budget reflected on ongoing budgetary commitments along with anticipated budgetary commitments arising from the draft Council Vision 2020/24.

Members raised a query regarding the purchase of tablets to enable councillors to access council information, as it was thought that this was not going to be budgeted for, however had been included for 20/21. Members requested that this be looked into and clarified.

Members queried the 2% staff salary increase. It was clarified that although an increase of 2% had been budgeted for, precise figures were to yet be confirmed. Any increase would be in line with the NJC scales,

Members requested clarification on the provision of election costs. It was clarified that an amount was set aside each year to allow for elections. Concerns were raised that any by-elections would eat into this EMR.

Members requested clarification on the insurance ad-hoc add-ons. It was clarified that should the council decide to purchase any equipment, an increase in the annual insurance would be expected, additionally, some of the events that had taken place had been covered at no additional charge, this may change and would need to be included in the future.

11055 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to receive the monthly bank and cash reconciliation statements from August to September 2019.

Resolved:

- 1. To approve the monthly Bank and Cash Reconciliation statements from August to September 2019;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

11056 LIST OF CHEQUE PAYMENTS

Following the disbandment of the Accounts Sub-Committee, for information, Members received a list of cheque payments for the period August to November 2019.

Resolved: **To receive and note the list of cheque payments made in the period August to November 2019 approved for payment by the Town Clerk and two bank signatories.**

11057 INVESTMENT REPORT

The Corporate Services Committee were to oversee and manage the financial obligations of the Council, including:

To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

Resolved: To reinvest in both the long term and short-term investment accounts.

11058 COMMUNICATION POLICY & COMMUNICATION STRATEGY

Members were advised that the Town Councils Communication Policy & Communication Strategy was last reviewed on the 12th June 2017.

Whilst this policy was on a 4-year cycle of review, due to some amendments it was thought advisable to present it for review sooner.

Members received a track change version of the Communication Policy & Communication Strategy.

Resolved: To recommend to Town Council that the Communication Policy & Communication Strategy be approved.

11059 COUNCILLORS' ALLOWANCES

Members received the latest information dated August 2019, issued by NALC LTN 33, in regard to Councillors' expenses.

Members were advised that currently the Town Council cover travel and subsistence costs associated with Members undertaking authorised work of the Council such as attended meetings of outside bodies on which they were a nominated representative. Historically Members had decided to not pursue a scheme of councillor allowances. However, the Town Council paid a Chairman's (Mayor's) Allowance to cover civic expenses.

Members discussed the difficulties faced by some councillors.

Members agreed to discuss this further at the upcoming members briefing session with a view to take to Town Council.

11060 CHEQUE CLEARANCE

At the previous meeting of the Corporate Services Committee, Members requested that further information be provided in regard to the length of time a cheque can remain valid, if not presented.

Research had been undertaken by contacting the Cheque and Credit Clearing Company Ltd, who manage the cheque and credit clearing system for England, Scotland and Wales.

A cheque is valid for as long as the debt between the two parties exists. In other words, cheques do not have an expiry date. However, it was common banking practice to reject cheques that were over six months old to protect the person who has written the cheque. This was in case the payment had been made another way or the cheque had been lost or stolen.

The six-month timeframe was at the discretion of the individual banks. It was not assumed that cheques older than six months would automatically be rejected as the only definite way to cancel a cheque was for the person who wrote it to request that a stop be placed on it.

Where there was a dispute, a cheque remains legally valid in order to provide proof of the existence of a debt for a period of six years, which was the Statute of Limitations.

At year end closedown, the Town Councils Financial Consultant and the Finance and Cemetery Officer reviewed outstanding payments. Cheques remained on the list as proof of an existing debt.

In order to mitigate the risk of cheques remaining outstanding, the Finance and Cemetery Officer had now included, on the remittance advice, the following "*Please bank this cheque immediately as valid for 6 months from date of issue. Failure to do so will result in automatic cancellation. This is in accordance with our banker's conditions*".

Whilst there was this reminder, it should be noted that communication takes place with the payee prior to any cheque cancellations, as there was a cost to the Council, associated with cancelling cheques unless they had been lost or stolen.

Resolved: To note the report.

11061 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

Members received an extract from the Houghton Regis: Our 2020 Vision as it related to this committee which updated Members on the current status of the agreed Outcomes.

Members discussed item 5b and agreed that the team listening sessions delivered through Member Open Sessions was working well and that this section needed to be updated to reflect this.

11062 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee was required to annually review the Council's and/or employees' memberships of other bodies.

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription</i>
Society of Local Council Clerks (SLCC)	Annual	£350 approx.
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,101 approx.
Institute of Cemetery and Crematorium Management	Annual April to March	£95
Association of Accounting Technicians (AAT)	Annual	£99
Association of Local Council Clerks	Annual	£30
Information Commissioners Officer (ICO)	Annual	£55

Resolved: **To note the report.**

11063 REVIEW EXISTING CONTRACTS

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee was required to annually review existing contracts.

IT Support & Hosting	9069	Managed Service Support Contract – rolling annual contract. £ 1,944.20 p.a. Office 365 – 9 Licenses @ £ 112.80 each p.a. (Renews 1st Nov 2019) Exchange Online (Email only)- 16 Licenses @ £ 36.00 each p.a. (Renews 1 st Nov 2019) Solarwind Offsite	£4,320.40	3rd October 2017
----------------------	------	---	-----------	------------------

		Backup - £ 600.00 p.a. (Renews 1 st Nov 2019) McAfee Anti-Virus – 10 Licenses @ £ 18.50 each p.a. (Renews 1 st Nov 2019)		
Website hosting		Annual fee.	£150	
DCK Accounting		Annual arrangement.	£1,250	
Operation Hana	10125	Annual arrangement. Current contract to 31 st March 2020 – one month's termination notice. Then, 1 st April 2020 to 31 st March 2021	£33,000	4 th November 2019
Internal Audit	9690	Annual arrangement	£750 based on 3 days	
Human resources advisor	9942	1 st September 2019 for an initial 12-month period	£2,451.60	24 th June 2019
External audit		5 years from 2017/18 until 2021/22	£2,000	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.
Town centre toilets	6846	1st July 2019 – 30th June 2021 Ongoing	£18,360 plus consumables per annum	13 th May 2019
Insurance	9829	Long term agreement until 31st May 2022	£11,907 plus additional premiums relating to any changes in circumstance.	13 th May 2019
Payroll		Ongoing Annual arrangement	£750	
Photocopier lease	9695	2018 to 2023	£396	21 st December 2018

BT telephones		5-year lease to Feb 2020		
Franking Machine		2019-2023	£330	
Accounting Software support		Ongoing Annual arrangement	£1,018 approx.	

11064 REVIEW OF INVENTORY OF TANGIBLE ASSETS

In accordance with Standing Order 2.12 and Financial Regulation 14.5 this committee was required to annually review the Council's inventory of tangible assets including land, buildings and equipment. Members received an extract from the Statement of Accounts for the year 2018/19.

Members advised that the report does not state whether the land had been registered with the land registry. Members were advised that the land had been valued. The forms were yet to be completed and the fee was still to be paid.

Members requested that title numbers were included, next to the land assets, in future.

Resolved: To note the Inventory.

11065 REVIEW OF CHARGES

In accordance with Financial Regulation 9.3 Members received a list of charges for 2019/20 under the control of this Committee. Members were advised that a comparable increase was proposed for the hire of the Council Chamber.

Members were informed that the Subject Access Request Fee had been removed as this information must be given free of charge under GDPR. The exception to this was if the request from a data subject was "manifestly unfounded or excessive" in which case a reasonable fee can be charged. A reasonable fee could also be charged for supplying further copies of the same information (but not for subsequent requests for different information). The fee must be based on the actual administrative cost of providing the information. Administrative cost was not defined but it was anticipated that it would not include staff time.

Resolved: To approve the charges for 2020/21 as attached.

11066 APPOINTMENT OF INTERNAL AUDITOR

In accordance with section 2.5 of the Town Councils Financial Regulations Members were requested to appoint Green Biro as the Council's Internal Auditor for 2019/20. This company was suitably qualified to provide internal audit services and was independent of the Town Council.

Resolved: To appoint Green Biro as the Council's Internal Auditor for 2019/2020.

11067 OFFICER/MEMBER PROTOCOL

Members received the Town Councils Officer/Member Protocol.

Although some slight amendments had been made, shown as track changes, this document remained fit for purpose.

Resolved: To recommend to Town Council that the Officer/Member Protocol be approved.

11068 TRAINING STATEMENT OF INTENT

Members received the Town Councils Training Statement of Intent.

This document remained fit for purpose.

Resolved: To recommend to Town Council that the Training Statement of Intent be approved.

11069 DATA PROTECTION POLICY

The Town Councils Data Protection Policy was approved on the 28th September 2015.

Members received an updated version of this policy following the change in legislation. Members also received the NALC Legal Topic Note 38 which provided information.

Members training would be provided on this policy in accordance with the External Auditors comments on the Annual Return 2018/19.

Resolved: To recommend to Town Council that the Data Protection Policy be approved.

11070 FINANCIAL REGULATIONS

For information Members were advised that NALC had recently issued revised Financial Regulations.

It was proposed that these revisions would be presented to Town Council at the meeting to be held on the 9th December 2019.

Resolved: To note the information

11071 EXCLUSION OF PRESS AND PUBLIC

- Staff issue

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Proposed by: Cllr Wattingham, seconded by: Cllr Kennedy

All in favour.

11072 STAFFING ISSUE

Members received a verbal update at the meeting.

Resolved: To note the information

**The Chairman declared the meeting closed at 8.39pm
Dated this 2nd day of March 2020**

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
16th December 2019 at 4.30pm.

Present: Councillors: D Jones Chairman
D Abbott
M S Kennedy
S Thorne
K Wattingham
T Welch

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: C Copleston

11097 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston.

11098 QUESTIONS FROM THE PUBLIC

None.

11099 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11100 EXCLUSION OF PRESS AND PUBLIC

- Staff issue

Proposed by: Cllr Welch, seconded by: Cllr Wattingham
Members for: 6 Members against: 0 Abstentions: 0

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

11101 STAFFING ISSUE

Members received a report on a staffing issue and were invited to consider a resolution.

Members were advised on HR advice received and discussed the issue at length.

Resolved: To seek to resolve the ongoing staff issue by approving the next steps as outlined.

The Chairman declared the meeting closed at 7.08pm

Dated this 2nd day of March 2020

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
14th January 2020 at 6.00pm.

Present: Councillors: D Jones Chairman
D Abbott
C Copleston
M S Kennedy (arrived 6.04pm)
S Thorne
K Wattingham

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillor: T Welch

11117 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Welch.

11118 QUESTIONS FROM THE PUBLIC

None.

11119 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11110 EXCLUSION OF PRESS AND PUBLIC

- Staff issue

Proposed by: Cllr Abbott seconded by: Cllr Wattingham

Members for: 5 Members against: 0 Abstentions: 0

Resolved: In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Cllr Kennedy arrived.

11111 STAFFING MATTER

Members received a report detailing the ongoing staffing issue.

Members sought clarification whether a prior decision could be reversed and were advised that this was permitted as new evidence had been presented.

Members discussed the recommendation contained within the report.

An amendment to the recommendation was proposed:

Proposed by: Cllr Kennedy seconded by: Cllr Abbott

Members for: 6 Members against: 0 Abstentions: 0

Accordingly, this became the substantive motion.

Proposed by: Cllr Kennedy seconded by: Cllr Abbott

Members voted in favour of supporting the recommendation, as amended, on the report.

The Chairman declared the meeting closed at 6.48pm

Dated this 2nd day of March 2020

Chairman

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
28th October 2019 at 7.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
C Copleston
Y Farrell
S Goodchild
T McMahon
A Slough

Officers: Clare Evans Town Clerk

Public: 9

10103 APOLOGIES & SUBSTITUTIONS

None.

10104 QUESTIONS FROM THE PUBLIC

None.

10105 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Wattingham advised members that he was Chair of the Memorial Hall, Cllr Wattingham left the room during discussion and requested that the Vice Chair, Cllr Copleston, Chair the meeting for the duration of the discussion.

Cllr McMahon advised members that she was on the committee for the Houghton Regis Heritage Society, Cllr McMahon left the room during the discussion.

Cllr Goodchild reminded members that she was the Town Council representative for SORTED, Cllr also advised that she was a member of Houghton Regis Heritage Society and the Singing Café, Cllr Goodchild left the room during those discussions.

10106 MINUTES

To approve the minutes of the meeting held on 2nd September 2019.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 2nd September 2019 and for these to be signed by the Chairman.

10107 KEY PARTNERS - ANNUAL REVIEW OF EXISTING

Budget 2020/21

Members were advised that this meeting was held ahead of the budget setting process. Although at an early officer stage of budget considerations it was thought that the

council may face budget pressures due to the need to meet committed revenue expenses and the aspirations of the council to deliver on the emerging council plan, the Vision. As such it was suggested that members may like to consider, ahead of considering specific grant applications, a desirable budget level to restrict Key Partner grants to. During 2016-2020 Key Partner Grants totalled £25,251. It was suggested that the budget attributable to Key Partner grants be capped at £15,000.

After discussion, it was agreed to award Key Partners 50% of the amount requested.

<i>Key Partner</i>	<i>Amount Requested</i>	<i>Amount of Grant</i>
Dunstable & District CA	£4,000	£2,000
SORTED	£4,000	£2,000
Keech Hospice Care	£5,000	£2,500
Community Action Bedfordshire	£5,000	£2,500
South Beds Dial A Ride	£2,251	£1,125.50
Houghton Regis Memorial Hall	£4,000	£2,000
Full House Theatre	£3,000	£1,500
Houghton Regis Heritage Society	£1,000	£500

- Resolved:**
- To approve Key Partner status at a maximum level of £15,000 in total.
 - To approve the Key Partner Grants as above.

10108 GRANT APPLICATIONS

Large Capital Grant

Members were advised that the following applications had been received for a large capital grant.

Large capital grants were awarded within the financial year in which they were received and were budgeted for the next financial year, as such applicants receive the funding in the April of the following financial year.

<i>Applicant</i>	<i>Amount of grant</i>
Singing Café	£1,000
Magpas Air Ambulance	£962

Small Capital Grants

Members were advised that a small project grant had been awarded:

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Recycled Teenagers	£640.20	£200.00	Day trip to Wrest Park

Members were advised that £2,601 remained in the Small Grant Fund. Members received the following Grant Applications:

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Singing Café	£6,050	£500	Dementia Support through interactive singing
Parkside 50's Club	£1,400	£500	Theatre trip
Networking at Dunstable	£13,400	£500	Promotion for Dunstable and Houghton Regis Business and Community Awards

Resolved: To approve the Small Capital Grant Applications as detailed.

End of Award Report

In accordance with the Grant Scheme Members received an End of Award Report from the following group:

Recycled Teenagers

Resolved: To note the End of Award Report.

The Chairman declared the meeting closed at 8.55pm

Dated this 20th day of February 2020

Chairman

*This page is
intentionally left
blank*

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
4th November 2019 at 7.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
C Copleston
Y Farrell
D Jones Substitute
T McMahon
A Slough

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

Public: 0

Apologies: S Goodchild

10109 APOLOGIES & SUBSTITUTIONS

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

10110 QUESTIONS FROM THE PUBLIC

None.

10111 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

10112 MINUTES

To approve the minutes of the meeting held on 3rd September 2019.

Members were advised that these minutes had been approved at the Community Services meeting held on 28th October 2019.

10113 REPORT FROM GROUNDWORK

Dave Ramsay was present to report on the youth work Groundwork has recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

Members were advised that changes to the sessions would be taking place. Sessions would still run as open an session Tuesdays and Thursdays would become part open session and part 1:1 work in a separate part of the building.

Members were advised that the number of attendees had increased to 25 – 40 young people.

Members were advised there would be a focussed approach to educate the young people on several issues:

Cannabis (a speaker from the Police and Aquarius would be addressing the young people on cannabis use)

Intimidation

Anti-knife

In addition to more the cheerful topics i.e. Christmas.

Members were advised that focus would be teaching young people how Town Partnership Committee interact appropriately with both adults and peers.

Members were advised that as 1:1 sessions would be new, and feedback would be provided on their success at the next meeting.

10114 HRTC YOUTH SERVICES

Dave Ramsay from Groundwork was in attendance to report on the youth work Groundwork had completed on behalf of Houghton Regis Town Council.

Members received an overview report to date.

Members were advised that attendance had been good, with numbers from 26 – 28 while outside space could be used, as the weather had turned wetter, numbers had to be reduced to a maximum of 24 due to the capacity of staffing within the pavilion.

Members were advised that the young people were enjoying the variety of the food they were learning about. Members were advised that several young people who had been attending for a while had grown in confidence.

Resolved: To note the report.

10115 YOUTH SERVICES 2020/21

Members were requested to consider the youth services for 2020/21.

Members received a report detailing available options for continuation, cessation or revision of service delivery.

Members acknowledged the value of services brought to the young people of Houghton Regis.

Members considered the advantages of employing someone in-house to deliver the service and the impact on the young people if service delivery changed.

Members did not support the recommendation as written:

To support the in-house delivery for the continuation of the pop-up cafes in 2020/21 subject to HR advice on arising employment issues.

An alternative motion was proposed to read: For Groundwork to continue in accordance with the proposal from Groundwork subject to suitable budget provision being made for 2020/21.

Proposed by: Cllr Jones seconded by: Cllr McMahon

Members for: all in favour

Resolved: For Groundwork to continue in accordance with the proposal from Groundwork subject to suitable budget provision being made for 2020/21.

10116 YOUTH COUNCIL SUPPORT

Members received a report to enable them to consider support options for the youth council from January 2020.

Members were advised that the support that had been received for the Youth Council was being withdrawn due to contractual changes in the Central Bedfordshire Council contract. Members were invited to discuss the advantages and disadvantages of the available options to enable support continuation.

Members were advised that recruitment of sessional workers could prove difficult, and sickness and annual leave would need to be considered and could affect delivery of the service.

Members were advised if Groundwork were used, the provision of a replacement worker would be supported by Groundwork if sickness or annual leave impaired delivery of service.

Members requested that the recommendations be taken individually.

Recommendation 1 was agreed.

Recommendation 2 as written was not supported.

To seek to appoint a sessional worker on a flexible contract to support the Houghton Regis Youth Council from April 2020.

An alternative motion was proposed to read: to accept Groundwork's proposal to provide a sessional worker in accordance with the proposal from Groundwork subject to suitable budget provision being made for 2020/21.

Resolved:

- 1. To seek to use the services of playscheme sessional workers to support the Houghton Regis Youth Council from January to March inclusive;**
- 2. To accept Groundwork's proposal to provide a sessional worker in accordance with the proposal from Groundwork subject to suitable budget provision being made for 2020/21.**

10117 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group 28th August 2019
Combating Crime Working Group 21st August and 18th September 2019

Resolved: To receive the following Minutes:

Events Working Group 28th August 2019
Combating Crime Working Group 21st August and 18th September 2019

10118 BUDGET REVIEW

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

Resolved: To note the report.

10119 DRAFT BUDGET 2020/21

Members received the officer draft budget for 2020/21 along with explanatory notes for the Community Services Committee.

The draft budget reflected on ongoing budgetary commitments along with anticipated budgetary commitments arising from the draft Council Vision 2020/24.

This was provided for initial consideration and comment.

Members acknowledged the community value of the summer day trip to Southend and agreed for this to continue.

Members suggested that the small grants budget be amended for applicants to supply a higher percentage of the overall cost of the project.

Members discussed the need for consort badges and agreed that these were important to recognise the commitment given by the consort. Members requested a breakdown of the costings involved for clarification.

10120 VISION UPDATE

Members received a review of the initiatives under this committee.

Members were advised that there had been technical issues when attempts were made to collect data from the speed data collection camera. Members were advised it had been suggested that as the data was vast, a 3g dongle be purchased with unlimited data allowance stored on a Network Attached Storage system. Members suggested the use of an android phone be attempted in the first instance.

Members discussed resources available to enable residents to report street issues directly. Members discussed various apps that were available, however members

were advised that Central Bedfordshire Council reporting system does not support these apps, and reporting can only be completed by using their online portal.

Resolved: To note the report.

10121 COMMUNITY SERVICES

Members received a report from the Community Development Officer detailing work completed.

Members requested that their thanks to the Community Development Officer for her hard work and efforts be minuted.

Members requested that the Shop Local Scheme statistics be monitored as uptake figures were lower than previous phases. It was suggested that a revised scheme be considered focusing on selected shops each month or year or include an accreditation scheme for participating shops.

Resolved: To note the report.

10122 COMMUNITY SERVICES FEES

Members were advised that the Events Working Group had considered event fees and sponsorship opportunities for 2020/21 at the meeting on 30th October 2019.

The pitch fees for 2020-2021 were agreed as follows:

- Fairground £100.00 per ride
- Food outlets £135.00 per outlet
- Ice Cream Vans £110.00 per van
- Commercial Stalls £55.00 per stall
- Stall holders (individuals) £15 per stall **
- Registered Charities £10 per stall **
- £60 for stalls at the Fireworks Display
- £220 for fairground at Fireworks Display
- £220 for fairground at Houghton Rocks.

Resolved: To approve the events fees for 2020/21.

10123 COUNCIL EVENTS 2020/21

Members were advised that the Events Working Group considered the calendar of council events for 2020/21 at the meeting on 30th October 2019.

Resolved: To approve the calendar of council events for 2020/21.

10124 CHRISTMAS TREE

Members were advised that there were potential issues sourcing large and good quality Christmas trees this Christmas. The HRTC contract with Lamps and Tubes included the provision of a tree to be located in Bedford Square, however members were

advised that the company Lamps and Tubes usually source from have advised that they were not supplying trees this year. An alternative local company had been sourced but their costs were prohibitive. A further alternative company had been sourced, whose prices were comparable to the original company. Assurances had been provided by the supplier that the quality of the tree was good. Members were requested to note this report.

An alternative for subsequent years would be for the council to consider purchasing a large artificial tree. The cost of a natural looking artificial tree is £5,500 for a 6.7m artificial tree and £6,900 for a 7.4m artificial tree. Artificial trees last more than one season but their life span was weather dependent but typically they last 3-4 years. Please note that this product was made to order abroad, there was insufficient lead time for the 2019 Christmas season.

**Resolved: To note the report for Christmas 2019;
To consider an artificial tree should the quality of the natural tree in 2019 not be considered suitable.**

10125 OPERATION HANA 2020/21

Members were invited to consider Operation Hana for 2020/21.

The current contract ended 31st March 2020 and as such members were invited to consider whether to seek to continue this contract in 2020/21 on the same or a different format.

Members acknowledged the positive feedback from residents regarding the visibility of the police in Houghton Regis.

Resolved: To continue Operation Hana on the same format in 2020 /21 subject to budget provision being made available.

10126 EVENT EVALUATION

To evaluate the impact and community value of Houghton Regis Town Council run events. Members were advised that the initial data collection would be outsourced, once a large event had been evaluated e.g. Carnival, the evaluation principles could then be applied to other events with a focus on a different event each year. Members were advised that the predicted cost for an evaluation of one event would be around £1,000.

Resolved:

- 1. To seek budget provision in 2020/21 for an event evaluation for the carnival in 2020;**
- 2. To subsequently review the process for other council events.**

The Chairman declared the meeting closed at 9.00pm

Dated this 10th day of February 2020.

Chairman

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
10th February 2020 at 7.00pm

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

Officers: Clare Evans Town Clerk
Tara Earnshaw Community Development Officer

Public: 0

Apologies: J Carroll
C Copleston

With members agreement the Chair advised that he would change the order of the agenda

11139 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr J Carroll and C Copleston.

11140 QUESTIONS FROM THE PUBLIC

None.

11141 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Goodchild advised she had been involved with the Youth Club application as part of the CBC grant process.

11142 MINUTES

To approve the minutes of the meetings held on 28th October and 4th November 2019.

Minute 10108 - Grant Applications

Cllrs Wattingham and McMahon advised they had visited Magpas Air Ambulance. It was well worth the visit.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 28th October and 4th November 2019 and for these to be signed by the Chairman.

11143 REPORT FROM GROUNDWORK

Mr D Ramsay from Groundwork was in attendance to report on the youth work Groundwork had recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

Youth Club has continued to be well supported by young people attending. There have been some challenges from certain young people but these were being addressed. Some educational activities around drug and home safety use were being planned over the next few months.

It was advised that there would be a change in personnel at Groundwork in relation to the senior youth worker. The support of the council had been appreciated. The recruitment process was queried. It was advised that the young people had been informed.

It was advised that a young person had expressed an interest in attending the Youth Council, the Youth Club and the Pop Up Café. This would be followed up on.

The council noted their appreciation for the work that Mr Ramsay had completed in the town.

11144 HRTC YOUTH SERVICES

Mr D Ramsay from Groundwork was in attendance to report on the youth work Groundwork had recently completed on behalf of Houghton Regis Town Council.

Members received an overview report to date.

This facility was going from strength to strength, with numbers increasing and positive feedback being received. There have been some challenges over different types of young people attending.

Resolved: To note the report.

11145 GRANT APPLICATIONS

Members were able to inspect supporting information provided by the applicants at the Council Offices.

Members were advised that £1101 remained in the Small Project Grants budget.

Members were advised that the following application had been received for a small project grant.

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Groundwork East	£960	£480	Furniture & resources for Youth Centre

It was advised that the CBC grant towards this project had recently been approved.

Resolved: To approve the Small Capital Grant Applications as detailed.

End of Award Report

In accordance with the Grant Scheme Members received End of Award Reports from the following groups:

- Sorted Counselling Services
- Keech

Members queried the SORTED Impact Report. This would be investigated.

Cllr McMahon advised that she had recently visited Keech and was very impressed by the environment they had created.

Resolved: To note the End of Award Reports.

11146 COMMUNITY SERVICES

Members received a report from the Community Development Officer detailing work completed.

A representative from the Youth Council addressed the meeting. It was advised that the most recent initiative, #KINIFEFREE Houghton, had been well received by the community and Bedfordshire Police. Members of the youth council enjoy being part of an event and engaging with the community. The Youth Council were thanked for all their work and commitment to the town. It was noted that the Youth Council had been put forward for the High Sherriff's Award.

The Community & Youth Officer was thanked for her work.

Resolved: To note the End of Award Reports.

11147 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group	2 nd , 7 th , 30 th October 2019.
Combating Crime Working Group	16 th October, 20 th November, 18 th December 2019.

Resolved: To receive the following Minutes:

Events Working Group	2 nd , 7 th , 30 th October 2019.
Combating Crime Working Group	16 th October, 20 th November, 18 th December 2019.

11149 INCOME & EXPENDITURE REPORT

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

Resolved: To note the report.

11150 COMMUNITY SERVICES BUDGET FOR 2020/21

Members received the approved budget for 2020/21 for the Community Services Committee supported by the budget explanation. The following points were of note:

302-4227 Community Services, agreed budget £3000

Member decision during the budget setting process to remove the funding for the benchmarking survey. The Community Services Committee were invited to consider alternative funding possibilities. It was suggested that the council could consider funding for this report in the subsequent financial year.

303-4059 Other professional fees, agreed budget £350

Member decision during budget setting process to reduce this budget to enable Survey Monkey subscription only (removal of provision for Social media management and Enviro crime reporting ap)

Members discussed ways to attract sponsorship of events. It was requested that staff seek sponsorship in person. It was noted that this was time intensive and the return was not significant. It was agreed that the Shop Local promotion to local businesses would also be used to promote sponsorship packages.

Resolved: To note the report.

11151 TOWN GUIDE

Budget provision had been made in 2020/21 for the production of a new Town Guide. This publication was delivered to every household and additional copies were provided for ad hoc distribution.

Members were requested to consider the contents of the Town Guide. The following suggestions were made:

- Title: Official Town Guide 2020-2023
- Contents page
- Introduction / Foreword from the Town Council
- Welcome
- HRTC contact details
- Town Councillors details, including council responsibilities
- Central Bedfordshire Councillors details, including council responsibilities
- Local History
- HRTC Vision
- Local events, including Shop Local
- Community grants
- Pride of Houghton and Honorary Freeman awards
- Parks, recreational, leisure and sports facilities
- Transport
- Town map
- Strategic projects
- Retail offer
- Local directory

It was advised that sports clubs were included in the guide under the local directory. If a club wanted an advert, they were able to purchase advertising space.

It was requested that costs be investigated for producing the publication on recyclable paper.

Resolved: To note the content of the Town Guide 2020-2023.

11151 EXCLUSION OF PRESS AND PUBLIC

- Youth Services

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

11152 YOUTH SERVICES

Members received a verbal update on the HRTC Youth Services provision for 2020/21.

Resolved: To seek to deliver the pop up cafes and resource the Youth Council on an in-house basis and to refer to Corporate Services Committee to establish a suitable staff resource.

The Chairman declared the meeting closed at 8.43pm

Dated this 22nd day of June 2020

Chairman

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
18th November 2019 at 7.00pm

Present: Councillors: T McMahon Chairman
D Abbott
D Dixon-Wilkinson
Y Farrell
S Goodchild
R Morgan
A Slough

Also Present: Councillors: J Carroll
D Jones

Officers: Clare Evans Town Clerk
Tony Luff Head of Grounds Operations

Public: 0

11035 APOLOGIES

None.

11036 QUESTIONS FROM THE PUBLIC

None.

11037 SPECIFIC DECLARATIONS OF INTEREST

None.

11038 MINUTES

To approve the minutes of the meeting held on 17th September 2019.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 17th September 2019 and for these to be signed by the Chairman.

11039 BUDGET REVIEW

Members received the income and expenditure report for Environment & Leisure Committee to date.

The following was advised:

- The expenditure on the Churchyard Wall would be offset by a transfer in from EMR 320.

Resolved: To note the report.

11040 DRAFT BUDGET 2020/21

Members received the officer draft budget for 2020/21 along with explanatory notes for the Environment & Leisure Committee.

The draft budget reflected on ongoing budgetary commitments along with anticipated budgetary commitments arising from the draft Council Vision 2020/24.

This was provided for initial consideration and comment.

The following was advised:

- The cost of the awning at Moore Crescent pavilion would be partially offset by a contribution from the Bowls Club. Members requested that his contribution be re-affirmed;
- The budget included for the replacement of some of the coping stones at the cemetery. If budget provision was not secured this work would not go ahead. Members commented that this was important to complete to protect the wall from further damage.

11041 VISION UPDATE

Members received a review of the initiatives under this committee.

It was confirmed that there were 10 burial spaces remaining.

Resolved: To note the report.

11042 ENVIRONMENT FEES EXC CEMETERY FEES

To set the hire charges under the control of Environment & Leisure Committee for 2019/20.

Members requested that the sports clubs be contacted to provide advanced notification of the increase in fees.

Resolved: To approve the Environment & Leisure Schedule of Fees for 2020/21.

11043 CEMETERY FEES

Members were requested to consider the cemetery fees which related to the existing area within the cemetery and also to consider associated fees and terms related to the new area within the existing cemetery.

Members requested a subsequent report on the issues and options around the council being able to make burial arrangements directly with families.

Resolved:

- 1. To approve the Houghton Regis Cemetery Fees for 2020/21.**
- 2. To name the new area of the cemetery: Garden of Remembrance:**

3. To apply the following fees and terms to the area:

- **Grant of Exclusive Right of Burial (GERB) £480 (for a 20 year period)**
- **Interment Fee £314**
- **Grant of Exclusive Right of Burial (GERB) renewal £202.50 (for a 20 year period)**
- **Memorial fee – first inscription £55**
- **Memorial fee – second inscription £110**
- **Supply of Woodland Wing plaque (large) - £40**
- **Supply of Woodland Wing plaque (small) - £30**
- **Woodland Wing plaque application - £70 (includes installation) (for a 10 year period)**
- **Woodland Wing plaque renewal - £35 (for a 5 year period)**

In accordance with the current fee structure to triple the above fees for non-parishioners

11044 UPDATE OF TITHE FARM 3G FEASIBILITY PROJECT

A verbal update was provided which confirmed:

A preliminary condition survey had been completed which suggested:

- A rebuild of the pavilion as its condition was poor and the internal spaces did not meet current standards;
- A relocation of the pavilion to a location closer to the play area and skate park.

A further meeting was arranged with the Beds FA and the Football Foundation to progress this project to the next stages.

11045 UPDATE ON S106 FUNDING

HRTC had applied for s106 funding for the following projects and had been awarded the following amounts.

- Energy efficiency in community pavilions £6,651
- Flag pole illumination £5,900
- Community Defibrillators £6,800

Payment would be made retrospectively on project completion.

These projects were being progressed. Specifically the following was advised:

- Energy efficiency in community pavilions – this would exclude Tithe Farm pavilion due to anticipated sports project
- Flag pole illumination – CBC had provided consent to use power from a local street light, a planning application had been submitted, previously sourced quotes were being confirmed.
- Community Defibrillators – these would be sited at Tithe Farm, Moore Crescent, Parkside and Orchard Close recreation grounds.

Members thanked staff for completing the s106 application process and thanked CBC for their support of these projects.

11046 VILLAGE GREEN - FAIR AND CIRCUS VISITS 2020

Members were advised that the following dates for fair and circus visits had been requested:

Fair visit:

Arrive 11th May - Leave 18th May 2020 (open 14th – 17th May 2020)

Arrive 17th August - Leave 24th August 2020 (open 20th – 23rd August 2020)

Circus visit:

Arrive 15th October - Leave 22nd October 2020 (open 16th – 22nd October)

Resolved: To approve the following visits:

Fair visit:

Arrive 11th May - Leave 18th May 2020 (open 14th – 17th May 2020)

Arrive 17th August - Leave 24th August 2020 (open 20th – 23rd August 2020)

Circus visit:

Arrive 15th October - Leave 22nd October 2020 (open 16th – 22nd October)

The Chairman declared the meeting closed at 8.11pm

Dated this 24th day of February 2020

Chairman

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
24th February 2020 at 7.00pm

Present: Councillors: T McMahon Chairman
D Abbott
D Dixon-Wilkinson
Y Farrell
S Goodchild
A Slough
K Wattingham Substitute

Officers: Clare Evans Town Clerk
Tony Luff Head of Grounds Operations
Louise Senior Head of Democratic Services

Public: 1

Apologies: Councillor: R Morgan

Also present: Councillor: J Carroll

11164 APOLOGIES

Apologies were received from Cllr Morgan (Cllr Wattingham substituted).

11165 QUESTIONS FROM THE PUBLIC

A member of the public asked if the cost of the pitch hire was to be doubled.

It was advised that the pitch fees had been agreed for 2020/2021.

11166 SPECIFIC DECLARATIONS OF INTEREST

None.

11167 MINUTES

To approve the minutes of the meeting held on 18th November 2019.

Members requested an update on community defibrillators.

Members were advised that the costings were still being investigated and grant money was being sought as there was a shortfall in funds.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 18th November 2019 and for these to be signed by the Chairman.

11168 INCOME & EXPENDITURE REPORT

Members received the income and expenditure report, highlighted were significant variances for Environment & Leisure Committee to date.

It was noted that the charge for water at the Village Green Pavilion was showing a large increase. Members were advised that the kitchen garden at Houghton Hall Park was using water from the pavilion and Houghton Regis Town Council had been given additional funding for this.

Resolved: To note the report and in particular the additional income to be received in 299-1075, Sale of Assets, and the planned expenditure of grounds safety equipment.

11169 ENVIRONMENT & LEISURE BUDGET FOR 2020/21

Members received the approved budget for 2020/21 for the Environment & Leisure Committee supported by the budget explanation. The following points were of note:

242-4015, Moore Crescent Pavilion, Gas

Reduced by £700. Member decision during budget setting. It was hoped that the remedial measures already taken would enable the council to fund this utility.

271-1084 Income from burial fees

Reduced by £7500. Member decision during budget setting due to uncertainties of take up within the Garden of Remembrance.

291-4008 Grounds training

Reduced by £1000. Member decision during budget setting. Details of training courses with reduced budget to be determined.

299-4862 Cap – Cemetery Provision

Reduced by £10000. Member decision during budget setting. Should additional Vaults be required the EMR would be utilised.

299-4871 Cap – Pavilion Renovations

Reduced by £25000. Member decision during budget setting not to make annual budget provision for Tithe Farm Pavilion renovation.

Members raised concerns over the cost of the gas and electricity at Moore Crescent Pavilion.

Members were advised that monitoring equipment had been installed to determine high energy usage and some remedial works carried out to assist with cost savings.

Members were advised that energy tariffs were reviewed at every renewal, and the best value supplier was sought.

Resolved: To note the report.

11170 VISION UPDATE

Members received a review of the initiatives under this committee.

Resolved: To note the report.

11171 HOUGHTON REGIS CEMTERY INFORMATION & REGULATIONS

Members considered and revised the information and regulations covering Houghton Regis Cemetery.

Members were advised that seven burial spaces remained in the cemetery. Funeral directors had been made aware of the availability and social media had been updated regularly for residents.

It was clarified that this committee would address issues relating to the current cemetery, the New Cemetery Sub-committee was to address issues relating to the new cemetery only.

An amendment was suggested to the Cemetery Information & Regulations to include a statute reference.

Resolved: To approve the Cemetery Information and Regulations subject to the agreed amendment.

11172 TITHE FARM 3G FEASIBILITY PROJECT: UPDATE

Members received updates on the work completed to date and appointed a bid consultant. Members agreed to delegate the authority to appoint an architect to the Chair of the Environment & Leisure Committee and the Town Clerk.

Resolved:

- 1. To note the work completed to date;**
- 2. To approve consultant 1 as the projects Bid Consultant**
- 3. To delegate authority to the Chair of the Environment & Leisure Committee and the Clerk to appoint a Project Architect.**

The Chairman declared the meeting closed at 7.41pm

Dated this 1st day of June 2020

Chairman

*This page is
intentionally left
blank*

Houghton Regis Town Council
Planning Committee
6th January 2020 at 7.00pm

Present: Councillors: D Dixon-Wilkinson Chairman
J Carroll
D Jones
S Thorne
K Wattingham
T Welch

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 9

Apologies: Councillor: M S Kennedy

Also present: Councillors: Y Farrell
T McMahon
S Goodchild Central Bedfordshire Council

11111 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Kennedy.

11112 QUESTIONS FROM THE PUBLIC

CB/19/03578/FULL, 8 Stubbs Close – The applicants addressed the committee in support of their application.

Members of the public addressed the committee and raised concerns regarding the application CB/19/04182/FULL – Land adjacent to 134 High Street.

- The access track was owned by existing residents not Central Bedfordshire Council
- Property was out of keeping with the area
- Access to the proposed building would be only available through conservation land containing trees with TPO's (Tree Preservation Orders)
- Protected species living in greenery (bats)
- The property would be sited on conservation land
- Loss of heritage site due to the possible destruction of tunnels situated on the land
- Loss of privacy to existing properties and lack of privacy of the new build
- Damage to the environment
- Building site would be too close to existing properties
- Plans would involve the removal of tree tops
- Turning circle would be too tight for vehicles which would go across a neighbour's land
- Access road too tight for larger vehicles
- Protected land should not be given over to developers
- Track road was also used for pedestrian access

- The residents were not correctly notified of the application for the proposed property
- Concern that Central Bedfordshire Council have not considered any of the concern's residents have previously put forward.

11113 SPECIFIC DECLARATIONS OF INTEREST

Cllr Welch declared an interest in CB/19/04059/FULL, Land of Sundon Road as a tenant of the Housing Association redeveloping the site.

11114 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 16th December 2019 for consideration.

Resolved To confirm the Minutes of the meeting held on 16th December 2019 and for these to be signed by the Chairman.

11115 PLANNING MATTERS

(a) The following planning applications were considered:

Non - Delegated

CB/19/02130/FULL Demolition of existing residential dwelling and erection of 121 dwelling including the creation of a new vehicular access, recreational open space, parking infrastructure and associated landscaping and ancillary works
The Gates, Land East of Bedford Road, Bidwell
Members received a report from the Town Councils planning consultant.

Application Ref. CB/19/02130/FULL, 121 dwellings at The Gates, East of Bedford Road, Bidwell

Amended Plans

1.1 The amended plans seek to address some of the issues raised with the original submission with the following changes:

- the red line (showing the outline of the application site) plan has been amended along the northern boundary to ensure that the disputed land is not included,
- the footpath/cycleway that extends through the green space along the eastern boundary has been increased to 3m in width,
- the layout has been amended to ensure
 - all back-to-back distances are design guide compliant,
 - the layout around Keepers Cottage has been amended to reduce the number of plots and reduce any perception of overbearing impact,
 - the site access has been widened to 7.3m in width,

- the landscaping along the central avenue/road has been enhanced with the inclusion of more trees,
- soft landscaping details have been amended,
- the house types and flat blocks have been amended to add further design details, adding variation including additional chimneys, addition of bay windows in prominent locations and a review of materials across the site.

Discussions over s.106 are proposed separately.

1.2 Earlier in 2019, the Committee considered the original proposal, raising objections to the scheme for the following reasons:

- The layout of the buildings adjoining the Bedford Road frontage should be changed so that these homes face the road reflecting the layout of the original hamlet and with respect to the setting of the adjoining listed building,
- The dwellings facing Bedford Road should be designed to reflect the materials and scale of the hamlet,
- The children's play area should be relocated elsewhere in the site to avoid placing close to a road and not adjoining a pond for reasons of safety,
- The spine road through the estate should be re-designed to reduce traffic speeds, reduce the lengths of straight carriageway and use the resulting design to introduce more landscaping into the street scene and reduce the appearance of a dense urban setting

1.3 Further the Town Council noted it would review its objections if an amended scheme which addressed these concerns and would look for a s.106 contribution being negotiated towards nearby service, shopping and community facilities and a bus service to connect the site with the facilities in the town centre.

1.4 **Recommendation:** the amended scheme addresses some of the concerns raised previously but not all. Therefore, the Town Council objections as follows:

- The layout of the buildings adjoining the Bedford Road frontage adjoining the listed building should be changed so that these two homes face the road reflecting the layout of the original hamlet,
- The children's play area should be relocated elsewhere in the site to avoid placing close to a road and not adjoining a pond for reasons of safety,
- The spine road through the estate should be designed with speed reduction measures such as pinch points,
- a s.106 contribution should include provision of nearby service, shopping and community facilities and a bus service to connect the site with the facilities in the town centre.

1.5 The safety issues – traffic speeds and a play area adjoining a SUDS pond, and the appearance of the development in relation to the adjoining listed building remain the principle concerns.

Considerations

2.1 Policy: The site, fronting Bedford Road and extending onto land at the rear is not included in the Masterplan Area for Houghton Regis North development and under the current Local Plan (2004) is within a green belt designation. However, the application site will be enveloped by the HRN Masterplan proposals with new development around and a landscape belt carrying the current right of way immediately to the east, with housing beyond.

2.2 On balance, the current green belt designation has little relevance. Ordinarily the green belt designation in the adopted local plan would require a high bar of justification to be demonstrated to enable development, then usually only a limited range of types – infill, required in connection with agriculture etc. The approval of the HRN development since 2012 will in the near future leave it as an ‘island’ and the purposes identified for green belt in the National Planning Policy Framework – to prevent settlements merging, to protect open countryside, have very limited application.

2.3 Design and layout: The key points regarding the amended scheme remain:

- Concern over the elevations and appearance from the Bedford Rd frontage,
- Safety issues over the location of the children’s play area,
- traffic speeds and safety on the estate main access road.

Annex: Report July 2019

1. Description

1.1 Bidwell is a small group of mostly homes and farm buildings either side of the Bedford Road, currently separate from Houghton Regis, located at the foot of the hill north of the town centre. The site is situated on the eastern side of Bedford Road, with a frontage onto the road and includes the paddocks at the rear which extend to the southern edge of the Rugby Club. A footpath / right of way (Chiltern Way) runs north-south along the eastern boundary. There is a small row of terraced houses fronting Bedford Road north of the site and the Red Cow Farm, a grade II listed building to the south.

1.2 The site is not included in the Masterplan Area for Houghton Regis North development and under the current Local Plan (2004) is within a green belt designation. The proposed Local Plan (the Examination period has recently concluded, and the Inspectors’ conclusions are awaited) contains one allocation for development at Bidwell – HAS28 in the Small / Medium Allocations, for 40 homes on the Bidwell Gospel hall site.

1.3 The Design & Access Statement supporting the application illustrates that the HRN Masterplan proposals will see Bidwell including the application site, enveloped by new development; immediately to the east of the site will be a landscape belt carrying the current right of way with housing beyond.

1.4 The site is just over 4ha in size, a gentle slope to the north, currently with a house and various out-buildings. There are trees and hedges on the site mostly along its boundaries and between the house and Bedford Road, otherwise the site comprises rough-grazing / pasture.

1.5 The proposal is wholly residential, demolition of the existing buildings and 121 new homes made up of a mix of houses and flats:

Private Dwellings (Total 85);

7 x 4 Bed Houses; 46 x 3 Bed Houses; 23 x 2 Bed Houses; 9 x 2 Bed Flats.

Affordable Dwellings (Total 36);

1 x 4 Bed House; 6 x 3 Bed Houses; 10 x 2 Bed Houses; 13 x 2 Bed Flats; 6 x 1 Bed Flats.

1.6 The balance between private and affordable dwellings accords with the Central Beds requirements. The affordable dwellings are in two groups: one near the boundary with the rugby club and the other on the southern edge.

1.7 The site would be served by a single road access point from the Bedford Road frontage with pavements either side, leading to a spine road connecting to a number of cul-de-sacs. The scheme includes two areas of open space, one with a play area adjoining an attenuation pond on the Bedford Road frontage next to the access road, the second a ribbon of grass and planting along the eastern boundary retaining the hedgerow and trees plus an access pathway.

1.8 There are 236 car parking spaces shown, a mix of allocated / on-plot spaces and unallocated / visitor parking. A Travel Plan report accompanies the application which highlights the walking / footpath opportunities, cycling and bus stops / routes close to the site. The location of the development means that access to local school(s), community facilities, shops and Houghton Regis centre would be the most important to facilitate to avoid unnecessary car-based journeys. The Design & Access Statement describes the facilities available in Houghton Regis, those which will be provided within the HRN development, and the excellent (car-based) connections northwards to the A5 dual carriageway and southwards to Houghton Regis and Dunstable.

2. Planning Policy

2.1 The Planning Statement supporting the application balances three policy matters: the requirement to determine applications in accordance with the adopted local plan (2004), the anticipated matters which the draft Central Beds Local Plan will need to embrace before that can be adopted, and thirdly the National Planning Policy Framework (NPPF) support for sustainable development.

2.2 The recent Local Plan Hearings have given rise to a considerable number of issues which, it is likely, the Inspectors will require further work by Central Bedfordshire to produce evidence or justification, and which may itself involve a period of further consultation.

2.3 This is unlikely to affect the progress of the Houghton Regis North 1 and 2 developments, where sites are already commenced with levelling and infrastructure being installed.

2.4 The Statement with this application also refers to the HRN Framework (2012) which guides the HRN development, however as stated above Bidwell is not included in the Framework area.

3. Issues

3.1 **Policy:** Ordinarily the current green belt designation in the adopted local plan would require a high bar of justification to be demonstrated to enable development, then usually only a limited range of types – infill, required in connection with agriculture etc. However the approval of the HRN development in 2012 and the subsequent reserved matters approvals for its implementation, around Bidwell, which will in the near future leave it as an ‘island’ between HRN and Houghton Regis means that the purposes identified for green belt in the National Planning Policy Framework – to prevent settlements merging, to protect open countryside, have very limited application.

3.2 It should be noted that other applications for development between Houghton Regis and Bidwell have been approved –

CB/17/02512/OUT

Outline Application: Residential development of up to 1.03ha of the site with formation of two accesses, sustainable urban drainage and associated landscaping
Land South of the bungalow, Bedford Road, Houghton Regis, Dunstable, LU5 6JS

CB/19/00668/OUT

Outline application for the erection of 7 detached dwellings with associated access, turning and parking.
Land East of Bedford Road, Houghton Regis, Dunstable, Beds LU5 5ES

CB/18/00067/OUT

Outline Application: Formation of a new access to serve existing residential development and a residential development of up to 24 dwellings together with an enhanced footpath link and associated landscaping
Highfield Barns, Bedford Road, Houghton Regis, Dunstable, LU5 6JP

3.3 On balance, the current green belt designation has little relevance or justification. However, the development will have little in the way of local community facilities, schools or retail opportunities until the development on HRN progresses, and a S.106 agreement is recommended to contribute towards these and to support public transport into Houghton Regis.

3.4 **Scale and Density:** The design and layout achieve 121 dwellings on a little over 4ha, a density of approximately 30 to the hectare which is in the medium / high range, more akin to an urban setting rather than a village or hamlet. There is no specific policy in the Local Plan in relation to Bidwell and its future development except the site at Gospel Hall, but NPPF paragraph 122. States

Planning policies and decisions should support development that makes efficient use of land, taking into account:

- a) the identified need for different types of housing and other forms of development, and the availability of land suitable for accommodating it;*
- b) local market conditions and viability;*
- c) the availability and capacity of infrastructure and services – both existing and proposed – as well as their potential for further improvement and the scope to promote sustainable travel modes that limit future car use;*
- d) the desirability of maintaining an area's prevailing character and setting (including residential gardens), or of promoting regeneration and change; and*
- e) the importance of securing well-designed, attractive and healthy places.*

3.5 Reference to an area's prevailing character and setting is a consideration but with the exception of the listed building adjoining to the south there is little to justify major changes to the scale or density. However, some issues regarding design and layout may affect the overall number of houses on the site.

3.6 **Layout & Design:** The main concerns are with the southern part of the site fronting Bedford Road. This part of Bidwell still retains characteristics of a small hamlet and the site frontage should reflect this. The dwellings nearest the Bedford Road frontage present the side elevation / gable end to the road and should be re-designed so the front elevations are fore-most and would be more in keeping with older houses nearby. This front elevation should have design features which reflect the simplicity of the local vernacular.

3.7 A major part of the scheme's appearance from Bedford Road is the pond and open space with houses placed around it on two sides and the estate spine road on the third. However, placing the children's play area next to the pond and the spine road raises concerns over safety and the play area should be relocated elsewhere in the site. The pond and open space is the main landscape feature and the rest of the site lacks planting with the houses presenting an 'urban' appearance which would be relieved with more landscaping.

3.8 The purpose of the two footpath connections shown leaving the site on the eastern boundary should be clear, e.g. links to proposed facilities in new development.

3.9 the scheme as it stands makes no mention of traffic calming / speed restrictions on the spine road, and this should be incorporated to help reduce traffic speeds as a safety feature for pedestrians, cyclists and children. The scope for road bends and narrows would also allow more new planting.

3.10 In order to justify being considered 'sustainable' the scheme should show electric charging points for dwellings and parking spaces, with solar panels and water heating panels incorporated in the house designs.

CB/19/04059/FULL Demolition of existing site buildings and proposed residential redevelopment comprising 30 dwellings and associated infrastructure
Land off Sundon Road Houghton Regis
For: Mr. A Slevin

Comments: no objections

- CB/19/03640/FULL New substation and hardstanding
Bidwell Farm Bedford Road LU5 6JQ
For: Bidwell West (Works Ltd)
- Comments: no objections**
- CB/19/03578/FULL Rear and side extension, conversion of garage, raising of
roof and dormer extension
8 Stubbs Close, LU5 5SN
- Comments: no objections**
- CB/19/04237/VOC Variation of Condition 24 to planning permission
CB/15/00297/OUT 1,850 residential (C3) dwellings &
mixed-use changes to approved plans
Land West of Bidwell (HRN2), Houghton Regis
For: Bidwell West (Works Ltd)
- Comments: no objections**
- CB/19/04220/OUT Outline application for Residential Development for up to
100 dwellings will all matters reserved, except access
Bury Spinney, Thorn Road, LU5 6JQ
For: Mr S J Worts

Comments: Objections for the following reasons:

Summary

The Town Council wishes to raise strong objections on grounds of incompatibility with the Houghton Regis North (HRN) Framework, inadequate access, inappropriate development and lack of supporting facilities.

Within the HRN Framework

Although the application uses Framework material in its support, this nonetheless does not override the need for a proper comprehensive planned approach to the area. In the view of the Town Council, piecemeal development of the type proposed would be severely prejudicial to the balanced provision of a range of housing, open space green infrastructure and community facilities.

It is believed that there has been interest in the development of this site for some time; earlier discussions could find no justification for releasing what was part of the Green Belt.

The approved HRN Framework which does not justify piecemeal, premature development potentially prejudicial to an overall approach.

In addition it would be misleading to argue that the public consultation around HRN in some way can be applied to the current proposal. This scheme has not had any public scrutiny or consideration in its own right. The success of HRN overall will include a comprehensive approach to the landscaping, green network and open spaces layout, none of which will be achieved through piecemeal development.

Emerging Neighbourhood Plan

The work to prepare a neighbourhood plan for Houghton Regis embraces the HRN Framework as well as examining a range of other factors. Piecemeal and premature development of the sort envisaged within the current application would be contrary to emerging issues regarding green infrastructure, a range of housing provision (see below), integrating HRN developments with the existing settlement and access pattern, and provision of facilities.

The Town Council views as a priority the integration of HRN developments with the existing settlements of Houghton Regis and Bidwell. Although not directly adjoining these settlements, taking a piecemeal approach as with the current application will not contribute to this priority.

Access

The developments within HRN will be served by highway, pedestrian and cycle access arrangements to modern standards capable of supporting modern traffic including heavy vehicles - removals, refuse, emergency - as well as day-to-day car movements. The application proposes use of the lane through Thorn which is inadequate in terms of width and construction, lacking both footways and suitable cycle access and is therefore contrary to the provisions of the National Planning Policy Framework. The Town Council is also concerned about the proposed access from the site onto the Lane in terms of sight lines and safety accessing and exiting the site.

It is likely that Thorn Road will be part of the HRN2 layout but not as an access road supporting residential development to this degree.

A Range of Housing

The price and types of housing currently available locally strongly suggest that the policies to provide a proportion of affordable housing should be upheld. The current application does not show the required level of affordable housing in accordance the Council's Affordable Housing Guidance Note for Central Bedfordshire (South Area) Adopted April 2016 and paragraphs 50, 72 and 73 of the NPPF and should be refused.

Developments within HRN will need to be part of the mechanism which contributes to the provision of a range of housing as well as education and leisure facilities and services. In isolation the development would have an unmitigated and unacceptable impact on existing local infrastructure.

Conclusion

The proper planned approach to HRN is very important to achieve a balanced expansion of Houghton Regis with a range of residential development within a framework of green and open spaces supported by appropriate community facilities.

CB/19/04254/FULL Erection of double garage plus fencing and walls
Highfield Barns, Bedford Road, LU5 6JP

Comments: No objections

CB/19/04251/FULL Single storey rear extension
3 Milton Way, LU5 5UF
For: Miss R Rideout & Mr D Glenister

Comments: No objections

CB/19/04182/FULL Erection of new dwelling
Land adjacent, 134 High Street
For: Nextgen Properties Ltd

Comments: The Town Council strongly objects to the scheme as proposed, for the following reasons:

- **Inappropriate development in the setting of the Conservation Area;**
- **Overdevelopment, the proposed development appears cramped for the site;**
- **Concerns over the loss of trees that are protected;**
- **Lack of parking provision;**
- **Lack of an adequate Environmental Impact Assessment;**
- **Lack of suitable Archaeological Assessment, desktop study not sufficient;**
- **Lack of Conservation Area application;**
- **Due to the proposed location of refuse collection, this would cause the refuse lorry to stop on a pedestrian crossing which could lead to harm of pedestrians and other road users.**

Whilst not a planning matter, the access road is still not in the ownership of the applicant, therefore there is no access.

CB/19/04114/PADM Demolition of garage block
University Technical College of Central Bedfordshire,
Parkside Drive, Kingsland Skills Centre, LU5 5PY
For: Central Bedfordshire Council

Comments: No objections

CB/19/04208/FULL New works to include 1) removal of existing bungalow roof and construction of new first floor and roof 2) Construction of a 2-storey extension to rear and south elevation 3) Removal of existing garage and construction of new double garage 4) Construction of new single storey porch area to front elevation.
51 Cemetery Road, LU5 5DA
For: Aimee Shepherd

Comments: No objections

(b) The following decision notices were noted:

Permissions / Approvals / Consents

CB/19/00547/FULL Proposed garden fence (retrospective)
46 Bidwell Hill, LU5 5EP

CB/19/01602/FULL (Retrospective) New substation and hardstanding
Land to West of Houghton Regis, Watling Street

Refusals:

None received.

Withdrawals:

- CB/19/02870/RM Reserved Matters: Following Outline CB/15/00297/OUT (1850 dwellings and mixed class use) matters for access, landscaping, layout and scale for 160 dwellings on phase CA2 Upper Thorn Green
Land to West of Houghton Regis, Watling Street
- CB/19/03347/FULL Single Storey Side Extension
29 Dellmont Road, LU5 5HU

11116 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – No substantive update to report.

All Saints View – Members raised concerns regarding damage to the grass verge by the Village Green, caused by contractors parking their HGV's on the verge. It was noted that the Town Clerk was in contact with the Contract Manager to address the issue.

Linnere – Members were advised that a representative from Linnere would be attending the Planning meeting in February.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: **To note the information**

The Chairman declared the meeting closed at 8.32pm

Dated this 27th day of January 2020

Chairman

Houghton Regis Town Council
Planning Committee
27th January 2020 at 7.00pm

Present: Councillors: D Dixon-Wilkinson Chairman
J Carroll
Y Farrell (Substitute)
D Jones
S Thorne

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 2

Also present: Councillors: S Goodchild

Apologies: Councillors: M S Kennedy
K Wattingham

11126 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Kennedy and Cllr Wattingham (Cllr Farrell substituted)

11127 QUESTIONS FROM THE PUBLIC

Representatives from the Memorial Hall addressed the committee in support of their application CB/20/00044/FULL.

11128 SPECIFIC DECLARATIONS OF INTEREST

Cllr Goodchild declared an interest in items 5 and 11. Members were advised that she was a member of the Memorial Hall Committee as a designated representative of Houghton Regis Town Council and a member of the Neighbourhood Plan Steering Group.

Cllr Farrell declared an interest in item 5 as she was a member of the Memorial Hall Committee as a designated representative of Houghton Regis Town Council.

11129 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 6th January 2020 for consideration.

Resolved To confirm the Minutes of the meeting held on 6th January 2020 and for these to be signed by the Chairman.

11130 PLANNING MATTERS

(a) The following planning applications were considered:***Non - Delegated***

CB/20/00018/FULL Single Storey rear extension and two storey rear extension
48 Olma Road, LU5 5AF
For: Mr P Palinskij

Comments: No objections

CB/19/04292/FULL Single storey rear extension
83 Douglas Cres, LU5 5AS
For: Mr T Harwood

Comments: No objections

CB/19/04263/RM Reserved matters for access, appearance, landscaping, layout
and scale (pursuant to Outline planning permission
CB/12/03613/OUT) for provision of up to 125,000m² of
Class B8 storage and distribution use).
For: Lidl GB Ltd

***Members were advised that this application lies in the
Parish of Chalton***

Comments: No objections

CB/20/00044/FULL Resurfacing of existing car park with addition of soakaways
and associated gullies
Memorial Hall, The Green, LU5 5DX

Comments: No objections

(b) The following decision notices were noted:***Permissions / Approvals / Consents***

CB/19/00668/OUT Outline application for the erection of 7 detached dwellings
with associated access, turning and parking
Land East of Bedford Road, LU5 5ES

CB/19/03158/FULL 1.8m high close boarded fence along approx. 3m line to
Sundon Road boundary
Treow House, Parkside Drive, LU5 5QL

CB/19/03750/FULL Relocation and extension of existing car park
Unit 33, Humphrys Road, Dunstable, LU5 4TP

Refusals:

None received.

Withdrawals:

None received.

11131 BUDGET

Members received the Planning budget to date.

Resolved: To note the report.

11132 LAND SOUTH OF THE BUNGALOW, BEDFORD ROAD, LU5 6JS

Jennifer Smith from Smith Jenkins and Helen Davies from Grand Union Housing were in attendance in order to provide Members with an update on the proposed housing allocation for this site.

Members were advised that Grant funding had been received from Homes for England. Permission for 31 units had been granted. 9 homes would be available for social rent and 22 homes would be sold as shared ownership. All properties would be houses, no flats had been included in the plans. 69 car parking spaces had been provided throughout the development. Included in the plans were a cycle path and a public footpath.

Members raised safety concerns regarding properties that would be exiting onto Bedford Road, as the speed limit on Bedford road was 40mph, this presented a hazard.

Members were advised the open spaces would be maintained either directly by Grand Union Housing or by outsourcing to a third party, however, Grand Union Housing would still manage the maintenance.

Members thanked the representatives for attending the meeting.

11133 LINMERE - PHASE 1 PARCEL 3

Joanne Fosbury and Elaine Connolly from Bellway Homes Ltd were in attendance in order to provide Members with an update on the proposed planning application for the site above.

Members were advised that 153 units were being planned, 15 of which would be affordable, 11 would be available for rent and 4 would be sold as shared ownership. Members were advised that there was a focus on design quality, phase 1 would be landscape led.

Members were advised that this particular site had no obligation to provide open space.

Members expressed their preference for having the social housing pepper-potted throughout the development.

Members thanked the representatives for attending the meeting.

11134 PLANNING APPEAL – 24 DUNSTABLE ROAD

Members received a copy of the outcome of a planning appeal at 24 Dunstable Road. 77 / 222

Resolved: To note the report.

11135 LOCAL PLAN

Members received Central Bedfordshire Councils latest response, dated 9th January 2020, to the Inspectors.

Resolved: To note the information.

11136 NEIGHBOURHOOD PLAN

Members received notes from the Neighbourhood Plan Steering Group meetings held on the:

15th August 2018
12th September 2018
10th October 2018
26th June 2019
17th July 2019
5th August 2019
4th September 2019
2nd October 2019

Members were advised that the group had the appointment of a Secretary on the agenda for the meeting to be held on the 19th February 2020.

Members of the Steering Group met on the 15th January 2020 to discuss whether to continue to include proposed housing sites within the plan. The group were informed that the provision of these potential sites had been included as an aspiration of the plan and not from any previous consultation responses and thereby gave the group the opportunity to remove.

Members were informed that should the Steering Group continue to include these sites, then this would mean the group undertaking a call in for sites exercise which in turn could lead to a further 6-month delay in being able to run the Regulation 14 consultation.

The Steering Group discussed the merits of retaining the proposed development sites and decided that as these were only an aspiration (three of the five sites proposed were simply redevelopment of sites that were currently built on) they agreed to remove the policy relating to them from the plan.

The next meeting of the Steering Group was due to be held on the 19th February 2020 at 6.30pm where it was anticipated that dates would be confirmed of the Regulation 14 process.

Resolved: To note the information

11137 STREET NAMING

The Town Council had been informed that further street names/themes were required for the developments at Thorn (Bidwell West). Whilst the 'Flowers' theme was about to be used, there was a concern that these names will also run out and therefore further suggestions were required.

Members were reminded that Central Bedfordshire Council were unable to accept any names/themes that were already in existence in the surrounding area.

Members suggested reference to medieval armour and Coach Road references.

Members agreed that they would provide a list of suggested themes and forward these to the Corporate Services Manager.

Councillor Thorne provided additional flower names which would also be forwarded to Central Bedfordshire Council for consideration.

Resolved: To provide a list of street names/themes for the developments at Thorn (Bidwell West).

11138 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – Members were advised this major road project opened on the 11th May 2017.

All Saints View – Councillor Goodchild informed Members that Bovis Homes had acquired Galliford Try and the company will change its group name to Vistry.

Concerns were raised in regard to the proposed road closure, on Bedford Road in February in order for Anglia Water to undertake their works. Central Bedfordshire Council had been contacted to request that the road closure be times to allow for Anglia Water and for the building out of the new roundabout at the Thorn junction to happen simultaneously. Central Bedfordshire Council confirmed that that had been the intention of both parties but as ECL, the contractors for the roundabout, works had been delayed Anglia Water had no choice but to continue with theirs.

Central Bedfordshire Council also advised that it was their intention to limit works to alleviate inconvenience as much as possible.

Linnere – Members were advised that the Councillor Dixon-Wilkinson and Councillor Carroll met on Monday morning with two representatives from Linnere who presented a list of suitable names for the site. The Estates & Promotions Manger advised that she would be based on site as soon as practicable and provided contact details.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 8.37pm

Dated this 17th day of February 2020.

Chairman

Houghton Regis Town Council
Planning Committee
17th February 2020 at 7.00pm

Present: Councillors: D Dixon-Wilkinson Chairman
J Carroll
Y Farrell Substitute
D Jones
M S Kennedy
S Thorne

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 1

Apologies: Councillor: K Wattingham

Also present: Councillor: S Goodchild

11153 APOLOGIES AND SUBSTITUTIONS

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

11154 QUESTIONS FROM THE PUBLIC

None.

11155 SPECIFIC DECLARATIONS OF INTEREST

Cllr Kennedy declared an interest in planning application CB/20/2001545/FULL as the applicant was known to him personally. Accordingly, Cllr Kennedy left the room during discussion of the application.

11156 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 27th January 2020 for consideration.

Resolved To confirm the Minutes of the meeting held on 27th January 2020 and for these to be signed by the Chairman.

11157 PLANNING MATTERS

(a) The following planning applications were considered:

Non - Delegated

CB/20/00154/FULL Single storey rear extension
29 Dellmont Road, LU5 5HU
For: Mr & Mrs S Dye

Cllr Kennedy left the room for discussion of this application.

Comments: The Town Council has no objection to this application but requests that a condition be placed on the approval which restricts the use of the double gates to pedestrian access only. This proposal is to protect the adjoining amenity land and footpath users from vehicles exiting and entering the site.

CB/20/00261/FULL

Single storey side extension
14 Therfield Walk, LU5 5QB
For: Mr & Mrs Macedo

Comments: Houghton Regis Town Council objects to this application for the following reasons:

The red line drawing shows the footpath in the ownership of the applicant, the Town Council believes this to be incorrect.

The land that adjoins this proposed development was provided as an amenity area as part of the overall original development. Whilst the Town Council feels that this proposed application would conflict with the openness of this amenity site, they did feel that should there have been an explanation as to why the proposed ground floor bedroom was required, they may have been able to support the application.

CB/20/00425/FULL

Single & two storey side extensions
144 Cemetery Road, LU5 5DE
For: Mrs Barford-Drew

Comments: No objections, however the Town Council request that Central Bedfordshire Council ascertain ownership of the land.

CB/20/00341/PADO

Prior notification change of use from Office Class B1 to 5 Dwelling houses Class C3
Bearings House, 22 Queen Street, LU5 5BT
For: Mr M Saluja

Comments: Houghton Regis Town Council strongly objects to this application for the following reason:

Inappropriate development within the existing residential area. Out of keeping with the surrounding area.

CB/19/03578/FULL Rear and side extension, conversion of garage, raising of roof and dormer extension
8 Stubbs Close, LU5 5SN

Comments: No objections

CB/19/02130/FULL The Gates, Land East of Bedford Road, Bidwell
Demolition of existing residential dwelling and erection of 121 dwellings including the creation of a new vehicular access, recreational open space, parking infrastructure and associated landscaping and ancillary works.

Members were advised that the Town Councils planning consultant had provided members with a report in regard to these amendments.

Members requested that Central Bedfordshire Council be contacted to request the reinstatement of the provision of specific amendment details relating to amended applications.

Comments: The Town Council raises no objection to the proposal as amended by the two sets of proposed changes but comments as before that a s.106 contribution should be negotiated towards the provision of community facilities and a bus service to connect the site with the facilities in the town centre.

(b) The following decision notices were noted:

CB/20/00232/LDCP Loft conversion with dormer extension to rear roof slope and roof lights to front roof slope
36 Woodlands Avenue, LU5 5LJ
For: Mr & Mrs Hewitt

CB/20/00179/DOC Discharge of Condition 1 (Details of a refuse collection point located outside of the public highway shall be submitted to and approved by the Local Planning Authority prior to the occupation of any dwelling. The scheme shall be fully implemented prior to occupation of any dwelling and shall be retained thereafter. Reason - In the interest of amenity and in order to minimise danger, obstruction and inconvenience to users of the highway and the premises).

Bearings House, 22 Queen Street, LU5 5BT

Members requested that Central Bedfordshire Council provide evidence that the condition had been fulfilled as none could be found on the website. The Town Council strongly objects to this change of use and therefore seeks assurance that this condition has been met.

CB/00340/GPDE Prior Notification of Householder Extension: Single storey rear extension 6m beyond the rear wall of the original dwelling, maximum height of 4m and 4m to eaves
The Chestnuts, 37 Sundon Road, LU5 5LL
For: Mr M Qasim

Permissions / Approvals / Consents

CB/19/03232/RM Appearance, scale and landscaping for residential development of 336 dwellings on Development Parcels 5a and 5b Bidwell West.
Parcels 5a and 5b Bidwell West

Refusals:

CB/19/00571/FULL Convert existing dwelling to 4-bedroom property and creation of independent studio flat
82 Churchfield Road, LU5 5HW

Withdrawals:

CB/19/03890/FULL Conversion of garage to single bedroom bungalow
Land R/O 58 Hillborough Crescent, LU5 5NX

CB/19/03886/OUT Erection of building for office use and creation of access
Land off Townsend Farm Road, LU5 5BL

11158 LINMERE

Members were advised that representatives from the Linnere development would be attending the next meeting to provide members with an update in relation to an impending Reserved Matters planning application for the Visitor Centre element of the site.

11159 LOCAL PLAN

No substantive update to report.

11160 NEIGHBOURHOOD PLAN

Members were advised that at the Neighbourhood Plan Steering Group meeting to be held on the 19th February, members of the group will consider and approve a revision to Policy 19 of the draft plan.

This revision followed the groups decision to remove development sites previously identified in the draft plan. All reference to these development sites would also be removed from the entire document.

Original wording of Policy 19 was:

• *Redevelopment of the current Town Council offices and GP surgery, Peel Street – see policies 4 and 5* • *Part of the redevelopment of the Thomas Whitehead CE Academy site – see policy 5* • *High Street – see policy 7 - a substantial proportion of residential flats and provision for semi-independent, supported or care homes.* • *on part of the Tithe Farm Recreation Ground, – see policy 23 new road through Tithe Farm Rec with housing on east end including affordable/disabled housing – see Map 1.* • *Rear of Brewers Hill School, Dunstable (see map 1) – see policy 22 - this part of the parish borders the built up area of the adjoining town of Dunstable. In order to create a clear distinction between the open character and setting of both Maiden Bower and Sewell, a site off French's Avenue (in Dunstable) is shown for development identified as ALP 164 in the CBC 'call for sites', only on the basis that its design will incorporate a green buffer against further expansion.*

Development of these sites will enable provision of the following: • *a substantial proportion of residential flats aimed at singles and couples, on the current Town Council offices Peel Street – 6* flats, GP surgery – 10* flats (Tithe Farm Rd opposite Bedford Sq.), part of Thomas Whitehead CE Academy site redevelopment – 25* flats, and High Street – 12* affordable homes to rent on part of the Tithe Farm Recreation Ground with a new road to connect with Houghton Regis North 2 development,* • *Rear of Brewers Hill School, Dunstable – 35* affordable housing units aimed at singles and couples.*

**estimate of site potential*

Residential development in the town centre (see map 3) and adjoining the route of the Busway will be required to provide facilities for cycle and motorcycle parking and car parking in accordance with NPPF guidance and CBC standards, in order to encourage high density developments of flats and apartments suitable for key worker groups (e.g. teachers, care-workers to aid recruitment & retention), one bed dwellings, and supported living.

The proposed new wording for Policy 19:

Any applications for new housing developments will be considered against the policies in this plan to provide particular types of housing needed locally and to preserve the open spaces, leisure facilities, employment land, and character of the parish. Any development for new housing will be expected to provide a % of affordable housing in accordance with the locally adopted policies. Smaller-scale developments (e.g. up to 30 homes), especially when they involve re-development of sites already built on or add housing to other provisions, will be encouraged, subject to the other policies in this plan.

Resolved: To note the information.

11161 TOTTERNHOE NEIGHBOURHOOD PLAN

Members were advised that Totternhoe Parish Council were undertaking their Regulation 14 consultation in regard to their Neighbourhood Plan.

The Town Council's planning consultant had provided members, at no cost, a report based on their plan and the impact it may have on Houghton Regis.

Recommendations:

The Totternhoe Neighbourhood Plan contains policies which recognise the green belt notation for the parish and seeks to protect the area from development other than infill in accordance with the National Planning Policy Framework, policies to protect and enhance the important open spaces within the parish and where development does take place to ensure it accords with the character of the area.

The Town Council is recommended to

- A) raise no objections to the neighbourhood plan, and
- encourage joint work towards the aims and methods for the protection and enhancement of important countryside and green space where the two parishes adjoin, notably the former railway and area around Maiden Bower,
 - promote use of footpaths where they pass between the two parishes,
 - recognise the importance of footpath connections for residents at Sewell,
 - welcome the provisions in the Plan towards smaller one, two and three bed dwellings,
 - welcome the provisions in the Plan towards a sustainable, energy efficient and low carbon future.
- B) Comment that if the policies regarding development in the village are intended to direct appropriate special circumstances development to suitable infill locations, the approach would be strengthened if the Plan identified such sites – with the accompanying environmental justifications,
- C) Comment that the approach towards the provision of smaller / affordable housing provision within the parish would be strengthened at both application and appeal stages with the evidence from a robust housing needs survey (over and above that provided in section 5 – where the paragraph numbering needs to be reviewed). This would minimise the risk of the developers' 'affordable housing and dwelling mix strategy' simply providing back-up for their preferred proposals.

Resolved: To support the recommendation as contained within the report and to respond accordingly to Totternhoe Parish Council in regard to their Neighbourhood Plan

11162 HRN STAKEHOLDER GROUP

Members received the minutes from the HRN Stakeholder Group meeting held on the 16th December 2019.

Members were requested to appoint a representative from the planning committee to attend the next HRN Stakeholder Group meeting. Date to be confirmed.

Members agreed to appoint Cllr Carroll to attend the HRN Stakeholder Group meeting.

Resolved: To appoint Councillor J Carroll to attend the next HRN Stakeholder Group meeting.

11163 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – No substantive update to report.

All Saints View – Members were advised that an application to change the roofing material for part of this development would be discussed at the next meeting.

Linnere - No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 8.16pm

Dated this 9th day of March 2020

Chairman

*This page is
intentionally left
blank*

Houghton Regis Town Council
Planning Committee
9th March 2020 at 7.00pm

Present: Councillors: D Dixon-Wilkinson Chairman
J Carroll
Y Farrell Substitute
M S Kennedy
S Thorne
K Wattingham

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Public: 2

Also present: Councillor: S Goodchild Central Bedfordshire Council

Apologies: Councillor: D Jones

11194 APOLOGIES AND SUBSTITUTIONS

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

11195 QUESTIONS FROM THE PUBLIC

None.

11196 SPECIFIC DECLARATIONS OF INTEREST

None.

11197 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 17th February 2020 for consideration.

Resolved To confirm the Minutes of the meeting held on 17th February 2020 and for these to be signed by the Chairman.

Members agreed to discuss items 6 and 7 before planning matters.

11198 PLANNING MATTERS

(a) The following planning applications were considered:

Non - Delegated

CB/20/00478/VOC Variation to Condition 2 & 29 to planning permission CB/16/03378/REG3 (phased construction of a new Independent Living Scheme 168 apartments with support facilities etc). Vary roof covering to the main roof phase 1. Former Co-Op supermarket, High Street, LU5 5QT
For: Vistry Partnerships

Comments: The Town Council regrettably objects to the proposed variation. The proposed variation would not complement the existing environment and would have a detrimental effect on the aesthetic appeal of the building. The assurances made by Central Bedfordshire Council, to residents, should remain. Allowing this variation would result in a downgrade of quality, resulting in residents being let down. The original specification should remain. Members notes: This was to be a landmark building in the town centre, and the original aesthetics had been decided in conjunction with resident's opinions and preferences and as such should not be altered.

CB/20/00492/VOC Variation of Condition 7 of planning permission CB/18/03034/FULL (change of use from office to 2 residential dwellings) Reinstatement of a door opening to replace an existing window, creating access to the ground floor flat and internal alterations
104a High Street, LU5 5BJ
Listed Building Grade: Ecclesiastical Two.
For: Mr G Martuccio

Comments: No objection subject to listed buildings consent.

CB/20/00471/FULL Loft conversion with dormer extension to rear roof slopes and rooflights to front roof slope.
36 Woodlands Avenue, LU5 5LJ
For: Mr & Mrs Hewitt

Comments: Houghton Regis Town Council had no objections, however, concerns were raised regarding the following:

- **It is within a conservation area**
- **Not in keeping with the surrounding area**
- **Overdevelopment of the area**
- **Parking availability**

CB/20/00457/FULL First floor side and rear extension and provision of pitched roof over existing single storey flat roof to side and front
118 Houghton Road, LU5 5AE
For: Mr A Parciu

Comments: Houghton Regis Town Council has no objections to this application.

CB/20/00348/RM Resubmission: Reserved Matters: following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8, local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved Matters for access, appearance landscape, layout and scale for 160 dwellings on phase CA2 Upper Thorn Green.
Land to West of Houghton Regis, Watling Street
For: Abbey Developments Ltd

Comments: Houghton Regis Town Council objects to this application as the application does not detail the nature of the revision.

CB/20/00388/RM Reserved Matters; following outline application CB/12/03613/OUT Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. 5,150 dwellings (use class C3) 202,500sqm of additional development in Use Classes A1,A2,A3,A4,A5,B1,B2,B8,C1,C2,D1,D2 all development, works and operations to be in accordance with the Development Parameters Schedule and Plans. Reserves matter for 153 dwellings with access,
Phase 1, Parcel Three Houghton Regis, North Site 1
Houghton Regis
For: Bellway Homes Ltd

Comments: Houghton Regis Town Council has no objections to this application.

CB/20/00579/VOC Variation of Condition 3 of Planning Permission CB/19/02214/FULL (Double storey side extension) to read –
The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers AD 163/FP-200 Rev/C
I Fareham Way, LU5 5RE
For: Mr & Mrs Michalski

Comments: Houghton Regis Town Council has no objections to this application, however, concerns were raised over the proximity of the porch to neighbours front door.

CB/20/00552/FULL Part single/part two storey side and rear extensions
42 Douglas Crescent, LU5 5AT
For: Mr J Saulle

Comments: Houghton Regis Town Council has no objections to this application.

CB/20/00416/REG3 Erection of fence between Puddlehill and Thomas Whitehead
CE Academy School
Puddlehill, Bedford Road, LU5 5DJ
For: Central Bedfordshire Council

Comments: Houghton Regis Town Council has no objections to this application.

CB/20/00449/RM

Reserved Matters: following Outline Application CB/12/03613/OUT Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,510 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans. Reserved matters planning application for 309 new homes, public open space, landscape and associated infrastructure pursuant to Conditions 3 and 4
For: Barratt

Comments: Houghton Regis Town Council has no objections to this application.

CB/20/00245/FULL Change roof covering from profiled steel to interlocking concrete tiles, re positioning of flat entrances to Walkley Road, bricking up entrance doors of double doors in Walkley Road and changes in fenestration
Bearings House, Units 4 and 5, 22 Queen Street, LU5 5BT
For: Mr M Saluja

**Comments: Houghton Regis Town Council objects to this application for the following reasons:
Not in keeping with the local area.**

CB/20/00717/DOC Discharge of Condition 4 against planning permission CB/18/04641/REG3 (The development of a 20 unit, 3-storey transitional housing scheme with associated access, parking and landscaping.)
Land adjacent to St Thomas Meeting House, Windsor Drive
For: Central Bedfordshire Council

Comments: Deferred pending further information.

CB/20/00485/VOC Variation of condition 10 of planning permission CB/16/03379/LB Phased Construction of a new Independent Living Scheme for Older Persons comprising 168 apartments with support facilities, a Restaurant & Bar, Retail Units, Café, 2no Reablement Suites, the conversion and Change of Use of a Grade 2 listed building and the demolition of an existing Sheltered Housing scheme with associated parking and landscaping. Amendment sought to vary roof material.
Former Co-Op Supermarket, High Street, LU5 5QT
For: Vistry Partnerships

Comments: The Town Council regrettably objects to the proposed variation. The proposed variation would not complement the existing environment and would have a detrimental effect on the aesthetic appeal of the building. The assurances made by Central Bedfordshire Council, to residents, should remain. Allowing this variation would result in a downgrade of quality, resulting in residents being let down. The original specification should remain. Members notes: This was to be a landmark building in the town centre, and the original aesthetics had been decided in conjunction with resident's opinions and preferences and as such should not be altered.

CB/20/00674/NMA Non-material amendment to planning permission CB/19/03232/RM (Reserved Matters: Appearance, scale and landscaping for residential development of 336 dwellings on Development Parcels 5a and 5b Bidwell West, Houghton Regis. Outline application 9CB/15/00297/OUT) was supported by a full Environmental Statement (ES)).
Amendment sought to red line boundary
Parcels 5a and 5b Bidwell West, LU5 6JQ
For: Countryside Properties (UK) Ltd

Comments: Houghton Regis Town Council has noted this amendment.

CB/20/00675/VOC Variation of condition 19 of planning permission
 CB/19/03232/RM Reserved matters: Appearance, scale and landscaping for residential development of 336 dwellings on Development Parcels 5a and 5b Bidwell West, Houghton Regis. Outline application (CB/15/0297/OUT) was supported by a full Environmental Statement (ES). Variation to approved plans list (condition 19) to align with amended red line (subject to separate NMA application) Substitute approved plans
 Parcels 5a and 5b Bidwell West, LU5 6JQ
 For: Countryside Properties (UK) Ltd

Comments: Houghton Regis Town Council has noted this amendment.

CB/20/00626/RM Reserved Matters: Following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved matters sought relating to matters of appearance, landscaping, layout and scale for the construction of 109 no. dwellings.
 Parcel 1, Bedford Road
 For: Storey Property Developments (Houghton Regis) Ltd

Comments: Houghton Regis Town Council has no objections to this application.

(b) The following decision notices were noted:

Permissions / Approvals / Consents

Refusals:

CB/19/03396/FULL Garage conversion/extension
 42 Westminster Gardens, LU5 5RT

Withdrawals:

None

Representatives from the Linnere development were in attendance at the meeting and provided members with an update in relation to an impending Reserved Matters planning application for the Visitor Centre element of the site.

Members were advised of the development of The Farmstead which consisted of three key components; café, community hall and commercial space, within the grounds there would be play equipment.

Members were advised that the needs of the community would be determined and the style of equipment installed accordingly.

Members requested sensory and special needs equipment be included within the play area.

Members were assured that sensory elements were included in the designs that were being considered.

11200 RESERVED MATTERS PRESENTATION - LINMERE

Representatives from Barratt Homes were in attendance and presented to members their Reserved Matters proposals for one of the first phases of development within AMP1. Also, in attendance was the architect (CYMK) and Planning Consultant (ACD).

An application had been submitted to Central Bedfordshire Council.

Members were advised there would be 309 homes comprising of a mix of properties, 31 of which would be affordable. All homes would be built, in accordance with Part L of the building regulations with energy efficient boilers and lighting systems and electric charging points for vehicles.

Members raised concerns over the tree planting and whether consideration had been given to the longevity of the trees, their growth and possible long-term impact to surrounding housing. Members were assured that this had been taken into consideration and confirmed the use of suitable trees for an urban environment.

Members were advised that the Lands Trust Charity would manage the play area which would be furnished with good quality, robust equipment. Sensory equipment has been considered for inclusion within the play area.

11201 PLANNING APPLICATION CB/19/04242 - LAND AT SUNDON ROAD, LOWER SUNDON, LU3 3NZ

Members were advised that a planning application for change of use of land and development of new sports facility for the relocation of Luton Rugby Club comprising the formation of three full sized pitches (including two all-weather pitches with floodlighting), four junior pitches, two storey clubhouse (including changing rooms, fitness suite and physio rooms, spectator seating and viewing areas, dining room with kitchen and bar, stewards living accommodation and ancillary storage etc), creation of new access of Sundon Road, parking provision, landscaping and associated works, had been registered with Central Bedfordshire Council.

This proposed development was outside of the Parish however, members were informed that a letter of objection had been received by the Dunstablians Rugby Union Football Club, Bidwell Park.

Members were further advised that the Town Councils Planning Consultant was informally advised of this application who had provided the following feedback.

HRTC may wish to comment that permitting this development might undermine the provision of sporting facilities as part of the HRN developments and the existing club at Bidwell.

- Resolved:**
- 1. To respond to Central Bedfordshire Council to encourage Central Bedfordshire Council to look at their policy framework including the leisure strategy to ensure its conformity.**
 - 2. To respond to the club advising of the Town Council's support to the town club and of the response to Central Bedfordshire Council.**

11202 NEIGHBOURHOOD PLAN

Members were advised that the Neighbourhood Plan Steering Group at its last meeting, held on the 19th February, discussed the need to confirm with Central Bedfordshire Council whether the Neighbourhood Plan was subject to screening. If so, this could lead to a further 6-8-week delay in being able to undertake public consultation.

Resolved: To note the information.

11203 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN- UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – For members information this major road project opened on the 11th May 2017.

All Saints View – No substantive update to report.

Linmere - No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 9.07pm

Dated this 30th day of March 2020

Chairman

*This page is
intentionally left
blank*

Houghton Regis Town Council
Planning Committee
16th June 2020 at 7.00pm

Present: Councillors: D Dixon-Wilkinson Chairman
J Carroll
D Jones
M S Kennedy
R Morgan Substitute
S Thorne

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 2

Apologies: Councillor: K Wattingham

Also present: Councillor: S Goodchild

11235 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Councillor Wattingham (Councillor Morgan substituted)

11236 QUESTIONS FROM THE PUBLIC

A member of the public requested information on the location of medical facilities and if any of the new units being constructed were ear-marked for a GP surgery?

It was advised that there had been an aspiration for a medical centre to be provided in HRN2, however, there had not been any confirmation of this.

11237 SPECIFIC DECLARATIONS OF INTEREST

None.

11238 COMMITTEE ARRANGEMENTS

Members were advised that in accordance with Minute number 11207 taken at the Council meeting held on the 18th March 2020 the following committee arrangements were agreed and would remain in place:

Chair and Vice-Chair of Planning Committee

The Chair and Vice-Chair of the Planning Committee will remain as follows:

Chair – Councillor D Dixon-Wilkinson

Vice-Chair – Councillor D Jones

Committee Functions and Terms of Reference

These will remain as previously agreed.

Resolved: To note the report

11239 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 9th March 2020 for consideration.

Resolved To confirm the Minutes of the meeting held on 9th March 2020 and for these to be signed by the Chairman.

11240 PLANNING MATTERS

(a) The following planning applications were considered:

Non - Delegated

CB/20/01537/FULL
Members received a report from the Town Councils planning consultant

Erection of a mixed-use Local Centre comprising 52 no. apartments, 1 no. day nursery (Use Class D1), 1 no. retail unit (Use Class A1) 5 no. retail units (Use Classes A1/A3/A5) and associated infrastructure works including a haul road, landscaping and public realm.
Land west of Bidwell, Houghton Regis LU5 6JQ
For: HDD Houghton Regis Retail Limited

Comments:

The Town Council welcomes the proposals for the local centre and notes the importance of the connections with the school site opposite and the proposals in the outline application for a bus tops on Main Street serving both.

However, the Town Council objects to the proposals for the inclusion of the 30 apartment block within the scheme (CB/20/01537/FULL) as being over-development of the site and a dominant visual feature. The inclusion of this additional block of apartments adds to the car parking requirements creating a very 'hard' urban landscape of buildings facing onto an area of vehicular access and car parking, the greater density pressures the ground level space reducing the opportunity for landscaping, open space, pedestrian features, public art, and other features which would add character to the local centre.

Overall, the proposals need to show how they relate to the proposed bus stop arrangements, with a safe crossing and speed reduction measures between the local centre and school. As a local centre the pedestrian / cyclist access to the area from adjoining residential areas is very poor, the main access provisions as shown encourage car use.

Overall the scheme is very poor in the design, layout, materials and animation of what will become an important area of open space used by the public. Apart from a small area fronting the highway, the ground level space is predominantly access and car parking with little imagination or space given to features, art and sculptures, murals or similar features which would add visual interest, character and a sense of place. The local centre will be home to many people and visited by many more and requires greater design of the public realm to avoid it being an otherwise functional car park.

Members also felt that the proximity of the care home to the community centre could cause rise to noise disturbance for those residents of the care home when the centre was being used. That the access is lacking in support of delivery vehicles and felt that these vehicles should have their own access.

CB/20/01545/FULL
Members received a report from the Town Councils planning consultant

Erection of a mixed use Local Centre comprising 22 no. apartments, 1 no. day nursery (Use Class D1), 1 no. retail unit (Use Class A1) 5 no. retail units (Use Classes A1/A3/A5) and associated infrastructure works.
Land West of Bidwell, Houghton Regis LU5 6JQ
For: HDD Houghton Regis Retail Limited

Comments:

The Town Council welcomes the proposals for the local centre and notes the importance of the connections with the school site opposite and the proposals in the outline application for a bus tops on Main Street serving both.

However, the Town Council objects to the proposals for the inclusion of the 30 apartment block within the scheme (CB/20/01537/FULL) as being over-development of the site and a dominant visual feature. The inclusion of this additional block of apartments adds to the car parking requirements creating a very 'hard' urban landscape of buildings facing onto an area of vehicular access and car parking, the greater density pressures the ground level space reducing the opportunity for landscaping, open space, pedestrian features, public art, and other features which would add character to the local centre.

Overall, the proposals need to show how they relate to the proposed bus stop arrangements, with a safe crossing and speed reduction measures between the local centre and school. As a local centre the pedestrian / cyclist access to the area from adjoining residential areas is very poor, the main access provisions as shown encourage car use.

Overall the scheme is very poor in the design, layout, materials and animation of what will become an important area of open space used by the public. Apart from a small area fronting the highway, the ground level space is predominantly access and car parking with little imagination or space given to features, art and sculptures, murals or similar features which would add visual interest, character and a sense of place. The local centre will be home to many people and visited by many more and requires greater design of the public realm to avoid it being an otherwise functional car park.

Members also felt that the proximity of the care home to the community centre could cause rise to noise disturbance for those residents of the care home when the centre was being used. That the access is lacking in support of delivery vehicles and felt that these vehicles should have their own access.

CB/20/01538/FULL
Members received a report from the Town Councils planning consultant

Erection of a 3 storey, 66 bed care home for older people with associated access, car parking and landscaping.
 Land west of Bidwell, LU5 6JQ
 For: LNT Care Developments

Comments:

The Town Council welcomes the proposals for the local centre and notes the importance of the connections with the school site opposite and the proposals in the outline application for a bus stop on Main Street serving both.

However, the Town Council objects to the proposals for the inclusion of the 30 apartment block within the scheme (CB/20/01537/FULL) as being over-development of the site and a dominant visual feature. The inclusion of this additional block of apartments adds to the car parking requirements creating a very 'hard' urban landscape of buildings facing onto an area of vehicular access and car parking, the greater density pressures the ground level space reducing the opportunity for landscaping, open space, pedestrian features, public art, and other features which would add character to the local centre.

Overall, the proposals need to show how they relate to the proposed bus stop arrangements, with a safe crossing and speed reduction measures between the local centre and school. As a local centre the pedestrian / cyclist access to the area from adjoining residential areas is very poor, the main access provisions as shown encourage car use.

Overall the scheme is very poor in the design, layout, materials and animation of what will become an important area of open space used by the public. Apart from a small area fronting the highway, the ground level space is predominantly access and car parking with little imagination or space given to features, art and sculptures, murals or similar features which would add visual interest, character and a sense of place. The local centre will be home to many people and visited by many more and requires greater design of the public realm to avoid it being an otherwise functional car park.

Members also felt that the proximity of the care home to the community centre could cause rise to noise disturbance for those residents of the care home when the centre was being used. That the access is lacking in support of delivery vehicles and felt that these vehicles should have their own access.

CB/20/01675/FULL Re-submission of planning permission CB/19/03578/Full (Rear & side extension with garden wall & gate)
8 Stubbs Close, LU5 5SN
For: Mr R Anderson
For information the Town Council raised no objections to the previous application.

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/01678/DOC Discharge of Condition 10 to planning application CB/15/00297/OUT (Outline 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2 FE Primary School (D1), employment land (Use Classes B1[a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1/D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks) Parcels 5a and 5b, Bidwell West, Houghton Regis, Bedfordshire, LU5 6JQ

Comments: Members deferred consideration of this application as documentation was unavailable on Central Bedfordshire Council's website.

CB/20/01661/DOC Discharge of Conditions 8 and 29 against planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans) Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

Comments: Members deferred consideration of this application as documentation was unavailable on Central Bedfordshire Council's website.

CB/20/01664/DOC Discharge of Condition 24 to Planning Permission
CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre.
Houghton Regis North Site 1 Land on the Northern Edge of Houghton Regis

Comments: Members deferred consideration of this application as documentation was unavailable on Central Bedfordshire Council's website.

CB/20/01677/LDCP Lawful Development Certificate Proposed - Single storey rear extension
8 Stubbs Close, LU5 5SN
For: Mr & Mrs R Anderson

Comments: Houghton Regis Town Council had no objections to this application.

CB/20/01662/DOC Discharge of Condition 26, 34 & 35 To Planning Permission
CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.)
Houghton Regis North Site 1, Land on the Northern Edge of Houghton Regis

Comments: Members deferred consideration of this application as documentation was unavailable on Central Bedfordshire Council's website.

CB/20/01651/FULL Change of use of Unit 2, Woodside Industrial Estate, for a flexible range of employment uses within Use Classes B1c, B2 and/or B8 together with external works.
Unit 2, Humphrys Road, LU5 4TP
For: Legal and General UK Property Fund and Legal and General Assurance (Pensions Management) Limited

Comments: Houghton Regis Town Council had no objections to this application and were keen to encourage Classes B1c and B2.

CB/20/01652/FULL Change of Use - For a flexible range of employment uses within Use Classes B1c 'Light Industrial', B2 'General Industrial' and/or B8 'Storage and Distribution', together with external works (recladding and replacement windows)
Unit 16, Humphrys Road, Dunstable, LU5 4TP
For: Legal and General UK Property Fund and Legal and General Assurance (Pensions Management) Limited

Comments: Houghton Regis Town Council had no objections to this application but were keen to see Classes B1c and B2 encouraged .

(b) The following decision notices were noted:

Permissions / Approvals / Consents

None.

Refusals:

CB/19/03578 Rear and side extension
/FULL 8 Stubbs Close, LU5 5SN
The proposed two storey rear extension would, because of its size, siting and unsympathetic design, dominate the existing dwelling and would not appear as a subservient addition. It would appear out of character within the street scene and would therefore result in a detrimental impact on the character and appearance of the street scene and the existing dwelling. Due to its size and bulk, the proposal is also considered to be overdevelopment of the plot and would result in a loss of sufficient usable private garden space. The proposal is therefore contrary to Sections 7.03 and 7.04.13 of the Bedfordshire Design Guide (2014), Policies H8 and BE8 of the South Bedfordshire Local Plan Review and Section 12 of the National Planning Policy Framework.

Withdrawals:

None received.

Members received a report on the Planning Committees budget for 2020/21.

Resolved: To note the report.

11242 NEIGHBOURHOOD PLAN

Members received a SEA Screening Determination Statement and accompanying notification letter in regard to the Houghton Regis Neighbourhood Plan.

Resolved: To note the information

11243 PRE-APPLICATION CONSULTATION – RADIO BASE STATION INSTALLATION AT SBE011 – SUNDON ROAD, HOUGHTON REGIS, LU5 5LN

Members received a pre-application consultation letter and proposed plans regarding the proposed telecoms installation for members information/comment.

Members considered this pre-application and were keen to promote the idea of a public consultation and requested confirmation of a date when this would take place.

Resolved: To request confirmation of a date of public consultation

11244 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report. Members were requested to consider whether this item needs to remain as a fixed agenda item. Members agreed for this to remain on future agendas due to continuing works being carried out in the local area.

A5 M1 Link – Members were advised that the long-awaited traffic audit report had been provided to Central Bedfordshire Council. In order for the road markings/traffic calming to take place, Highways England still needed to transfer ownership of the land to Central Bedfordshire Council. Currently, there was no predicted timescale for when this stage would be completed. Members would be advised accordingly.

All Saints View – Members requested that the Corporate Services Manager find out when the footpath would be open. Residents, those particularly in Red House Court, were struggling to access the Town Centre.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 8.28pm

Dated this 6th day of July 2020

Chairman

**MINUTES OF THE MEETING OF HOUGHTON REGIS PARTNERSHIP
COMMITTEE
HELD AT THE COUNCIL OFFICES, PEEL STREET
ON 29TH OCTOBER 2019**

Present: Town Cllrs: J Carroll (Substitution), D Jones, K Wattingham and T Welch.
CBC Cllrs: Y Farrell, S Goodchild, A Ryan (Chair)
CBC Officers: Sarah Hughes, Community Engagement Manager
HRTC Officers: Clare Evans, Town Clerk
Louise Senior, Head of Democratic Services

In Attendance: Cllr Tracey McMahon, HRTC Councillor
Lisa White Policy Manager, Leisure, Libraries and Countryside, CBC
Martin Westerby, Head of Public Health Programmes, CBC
Jill Dickinson, Assistant Director Leisure, Libraries and Countryside, CBC
Sarah Morgan, School Organisation Officer, CBC
Simon Cotton, Head of School Improvement, CBC
Kate Philpott, Principle Assistant, School Places, CBC

Apologies: Cllr Abbott, HRTC Councillor
Cllr P Hamill, CBC Councillor
Cllr T Stock, CBC Councillor

Members of the public: 2

828 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Hammill, Cllr Stock and Cllr Abbott (Cllr Carroll Substituted)

829 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

830 QUESTIONS FROM THE PUBLIC

None.

831 MINUTES OF PREVIOUS MEETING

To approve the Minutes of the meeting held on 23rd July 2019.

Resolved: To approve the Minutes of the meeting held on 23rd July 2019.

832 PROPOSAL FOR SPORTS FACILITY ENHANCEMENT AT TITHE FARM RECREATION GROUND

Ms L White, Policy Manager, Leisure, Libraries and Countryside, Central Bedfordshire Council attended the meeting to discuss this project with members.

Members were advised that a report was presented to the HRTC Environment & Leisure Committee on 17th September 2019 and to HRTC Town Council on 7th October. The project had been supported by HRTC. This report was shared for information with the Partnership Committee.

Members acknowledged the need for football pitches in Houghton Regis and welcomed the prospect of improved facilities.

Members considered external funding and s106. There are s106 funds held by HRTC and CBC which could provide the 'partner funding' contribution for the Football Foundation grant bid. Detailed appraisal work is required for the grant bid, but subject to results of the scheme feasibility work currently underway, an application could be submitted to the Football Foundation in April 2020. Officers will be reporting back to HRTC Environment and Leisure Committee and Town Council on the results of the feasibility study, providing project costings and requesting authority to proceed if the scheme is viable.

Resolved: To note the report.

833 IMPROVING HEALTH AND WELLBEING IN HOUGHTON REGIS

Martin Westerby, Head of Public Health Programmes, CBC attended the meeting to give members an update on a new approach to improving health and wellbeing in Houghton Regis.

Members received a presentation of how this would be achieved using a commissioned organisation to facilitate community engagement and identify needs in Houghton Regis and the costs involved.

Members acknowledged the December deadline and requested that the service specifications be circulated, along with a case study, to members of the Partnership Committee. Members suggested that a wide range of communication strategies be used in order to communicate with all sectors of the community.

834 HOUGHTON REGIS ACADEMY

Simon Cotton, Central Bedfordshire Council School Improvement Advisor and Late Philpott, attended the meeting to discuss with members the future of Houghton Regis Academy. As background members received a letter from Greenwood Academies Trust.

Members were advised that the closure of Houghton Regis Academy was being considered by the Department for Education and the impact on Houghton Regis would be assessed, it was advised that the closure would not take place before 2020.

Members were advised that a meeting had been arranged with young people of the school and the South Bedfordshire MP, Andrew Selous, where they expressed their disappointment.

Members were advised that interim support had been offered to Houghton Regis Academy by Redbourne Teaching School.

Members raised concerns over the location of the Trust which would take on the new school and suggested that members preferences would be a local trust, as Greenwood Trust was based in Nottingham, and as such, was detached from the needs of the school and the community.

Members were advised for the longer term, a new secondary school would be established, planning permission would need to be granted for the new school and the decision would ultimately fall with the DfE.

835 KINGSLAND FEASIBILITY STUDY

Ms Jill Dickinson, Assistant Director Leisure, Libraries and Countryside, Central Bedfordshire Council attended the meeting to provide a briefing on a feasibility study to look at options for new community assets on the Kingsland campus which would include a secondary school, primary school and leisure centre to accommodate predicted service needs.

Due to the complex and varied service offer currently operating from Kingsland, the feasibility study would consider how these community assets could be accommodated on the available part of the site, along with any legal and site constraints such as access and ecology. It would also consider what role the campus could have beyond education and leisure for the current and new community. An assessment of affordability for the leisure centre will also be undertaken.

Members queried how this would affect the facilities currently on-site. In response members were advised that it was too soon to be able to say but that the priority was to look at accommodating the new facilities on the available part of the site.

Members welcomed the prospect of regeneration work in the 'old' part of Houghton Regis.

836 PARTNERSHIP COMMITTEE WORKPLAN

Members were invited to consider the Partnership Committee workplan.

At the last meeting there was some discussion over the following specific issues, updates were included below:

1. Ownership and management of Tithe Farm Road car park and the possibility of introducing parking controls i.e. free for 3 hours (CBC member request)

Members agreed a written report to be submitted but not to include on the work plan.

Update – CBC are considering the query from the Partnership meeting. A report will be provided in due course.

2. Policing levels in Houghton Regis, specifically consideration of call charges to the 101 number and the 01582 471212 number which may be free under some phone tariffs, police call answering times (CBC member request)
3. Off road bikes and the possibility of a dedicated reporting phone number (CBC member request)

Members agreed an invitation be extended on behalf of the Town Partnership Committee to the PCC or a representative to discuss items 2 & 3.

Update: the PCC is unable to attend a meeting of the Partnership Committee; however, members were advised that the PCC was attending the town council offices in January and HRTC members and CBC ward members were invited to attend.

4. Management and maintenance of the Chalk Pit (resident request via HRTC)
Members agreed to add this item to the work plan.
5. CCTV within recreational areas to act as a deterrent to anti-social behaviour (CBC member request)

Members agreed a written report to be submitted but not to include on the work plan.

Update: CBC advised that the recreational areas in Houghton Regis do not flag up as hot spot areas for crime and anti-social behavior. The CBC control room have advised that they cover very few recreation grounds as Police data does not support it. Reportedly the local policing sergeant advised that they did not consider this provision as a pressing need. When possible, residents should be encouraged to report ASB to 101 so that intelligence was gathered, and resources could be effectively targeted.

6. Leisure and sports facilities including future football provision (officer suggestion and request from resident)
Members agreed to add this item to the work plan.

837 HOUGHTON REGIS PARTNERSHIP – TERMS OF REFERENCE

Members were advised that CBC approved the Town Joint Committee Terms of Reference at Full Council on 26th September following a couple of minor modifications / clarifications requested at General Purposes Committee. Members received a report and the approved Terms of Reference.

The Terms of Reference will also be presented to Town Council in due course.

Resolved: To note the report.

838 HRN2 COMMUNITY BUILDING

Sarah Hughes, Community Engagement Manager, Central Bedfordshire Council, provided members with a verbal update.

Members were advised there was 0.5 ha available and £1m of funding through the S106 Agreement. There had been interest from a group of churches in HRN2 Community Building over some considerable time

It was confirmed that Central Bedfordshire Council would write to the group of churches and Houghton Regis Town Council to invite business proposals detailing how the building could move forward and proposed partnership arrangements.

Members advised that they had found a visit to Finchampstead valuable and had increased their understanding of the building, they advised that the HRN2 building would not be needed on the same scale as the Finchampstead building which had cost in excess of £5m to develop.

839 CBC UPDATE REPORT

Members received the CBC update report for information.

Members were advised that s106 funding had been approved for Houghton Regis Town Council for:

- Energy efficiency measures in recreation facilities
- Flag pole illumination
- Community defibrillators

Members raised concerns over contractors parking by Red House Court and Clarkes Way. Grass had been damaged by the Memorial Stone due to unauthorised parking, it was suggested that the company provide some knee high railings around the Memorial Stone to prevent contractor vehicles parking as concerns were raised that the vehicles were causing an obstruction to the residents of Red House Court, forcing them off the pathway and onto the road.

Members were advised that contractors had been spoken to in order to ensure the safety of residents.

Resolved: To note the report.

The Chairman declared the meeting closed at 9.07pm.

Dated this 28th of January 2020.

Chairman

*This page is
intentionally left
blank*

Houghton Regis Town Council
New Office Provisions Sub Committee
9th September 2019 at 6.00pm

Present:	Cllrs:	T McMahon	Chairman
		D Dixon-Wilkinson	
		R Morgan	Substitute
		S Thorne	
		T Welch	Substitute
	Officers:	Clare Evans	Town Clerk
		Louise Senior	Head of Democratic Services
Apologies:	Cllrs:	D Jones	
		A Slough	

NOP32 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Jones (Cllr Morgan Substituted) and Cllr Slough (Cllr Welch Substituted)

NOP33 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NOP34 QUESTIONS FROM THE PUBLIC

None.

NOP35 MINUTES

To approve the Minutes of the meeting held on 18th June 2019.

Resolved: To approve the minutes of the meeting held on 18th June 2019.

NOP36 FUTURE OFFICE PROVISION APPRAISAL 2 REPORT

Mr Noble was in attendance at the meeting to present the second appraisal report on options for replacement offices and to provide any further guidance or clarification.

Members discussed the options suggested within the report. Members were advised that redevelopment of the current site, whether part development or total redevelopment would involve a temporary move whilst works were carried out, with an estimated timeframe of 9 months.

Members were advised that planning permission would be required to carry out any works to the existing building.

Members raised concerns regarding the disposal of the asbestos contained within the current building and were advised that any work carried out on the current building would involve the specialist disposal of asbestos, additionally, the presence of asbestos would impact the value of the property/land which could reflect the cost of the necessary works involved.

Members were advised that any work carried out on the existing building would not use any materials that were deemed hazardous.

- Resolved:**
- 1. To confirm that Options 4, existing HRTC offices, and Option 5, Bedford Square Community Centre were the preferred options;**
 - 2. To request that a more detailed specification on the scope and cost be provided of a Stage 3 appraisal for these options;**
 - 3. To confirm with CBC that the use of Bedford Square Community Centre for town council offices would be acceptable subject to more detailed negotiation on specific issues in due course.**

The Chairman closed the meeting at 6.55pm

Dated this 17th day of February 2020

Chairman

**Houghton Regis Town Council
New Cemetery Sub-Committee
8th July 2019 at 6.00pm**

Present:	Cllrs:	S Thorne J Carroll Y Farrell M S Kennedy T Welch K Wattingham	Chair Substitution
	Officers:	Clare Evans Louise Senior	Town Clerk Head of Democratic Services
	Public:	0	
Apologies:	Cllrs:	R Morgan	

NC106 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Morgan (Cllr Wattingham substituted).

NC107 QUESTIONS FROM THE PUBLIC

None.

NC108 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NC109 MINUTES

To approve the minutes of the New Cemetery Sub-committee meeting held on the 28th May 2019.

Resolved: To confirm the Minutes of the New Cemetery Sub-committee meeting held on the 28th May 2019 and for these to be signed by the Chairman.

NC110 CEMETERY REQUIREMENTS

At the New Cemetery Sub Committee meeting on 23rd April 2019 the following resolution was passed:

That no further speculative enquiries were to be undertaken until officers have determined the likely size and type of facility required, using data regarding expected mortality rates for the town and types of funerals expected for a period of up to 50 years. And that this data information be reported at the July meeting.

Members were provided with the following advice:

Size

The current electorate of Houghton Regis was approximately 12,500, this equated to a population of approximately 18,700.

By 2030/35 it was anticipated that the population may have doubled.

Ideal cemetery duration

It was requested by the Sub-committee that it was desirable for a new cemetery to offer interment options for at least a 50-year period.

Facilities within a cemetery

These should include: ashes plots, burial plots, internal circulation infrastructure, car parking, water and refuse area.

Ashes / burial ratio

Based on a population of 18,700 there were approximately 50 interments per year. This was broken down into new body grave burials, grave re-openers for a second interment, new ashes and ashes re-openers. Taken as an average over the last 3 years, there were 64 ashes interments and 86 burials. This gave an interment ratio of 2 ashes to 3 burials (approx). Considering the population growth, it was estimated that by 2030/35 there would be the demand for approximately 100 interments per year in Houghton Regis. This would equate to 33 ashes interments and 66 burial interments.

Area

Generally, the geology of Houghton Regis was more favourable in the north of the parish. However, it was likely that any area within the parish would be required to provide environmental mitigation measures due to the geology of the area and the stringent requirements of the Environment Agency.

Land requirements

The first acre of a cemetery could typically offer 700 interment spaces as ancillary facilities also needed to be provided. Subsequent acres could offer approximately 800 interment spaces per acre. Based on a 50-year requirement the council would be looking ideally for a 2.5-acre site. This equated to around 2 full size football pitches or a bit larger than the size of the current cemetery including the old section.

Development costs were approximately £120,000 per acre plus land costs. Development costs could be phased to an extent over the lifespan of the cemetery.

Land costs started at around £26,000 / acre for paddock land with the likelihood of non-commercial development. Land costs increased from this figure depending of the development value of the land.

Members discussed alternative choices the residents of Houghton Regis were choosing, as based on a population of 18700 and a death rate of 1% it would be expected that 187 people passed away in HR, however HRTC were only interring 50 per annum, therefore families were either scattering ashes, keeping ashes in their homes, or interring out of town.

A query was raised regarding the required size of land. The Town Clerk was to clarify and feedback to members.

Members were advised that minor repurposing of a small area within the current cemetery would release space giving several more plots, but this was outside of the remit of this sub-committee.

Members suggested that a press release be made to explain to residents the current situation and ask for any suggestions and ideas.

The Chairman closed the meeting at 6.40pm

Dated this 2nd day of September 2019

Chairman

*This page is
intentionally left
blank*



Date: 22nd July 2020

Title: Houghton Regis: Our 2020 Vision

Purpose of the Report: To report on the outcomes of the council's corporate plan, Houghton Regis: Our 2020 Vision.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To note the successes arising from the work undertaken in delivering the council's corporate plan, Houghton Regis: Our 2020 Vision.

2. BACKGROUND

In 2016 the council developed its corporate plan to cover the period until March 2020. During this time the council has worked to deliver the Objectives of this plan. The report below sets out the outcomes achieved.

3. ISSUES FOR CONSIDERATION

Objective 1 To develop a stronger local economy which promotes local businesses

The council has:

- Worked with a range of local stakeholders to develop a Neighbourhood Plan. This is in its final stages before a local referendum. This Plan will put the council and the town in a much stronger position in terms of shaping and securing funding from new developments;
- Promoted the local retail offer and encouraged town centre footfall through the Town Guide, through town centre community events and through a shop local scheme;
- Worked with Central Bedfordshire Council on highway safety and parking concerns in the town centre and in residential areas;
- Helped with the management and promotion of Bedford Square Community Centre;
- Have worked with partners to protect and enhance historic gems including All Saints, Houghton Hall Park and the Red House.

Objective 2 To face the challenges and maximise the opportunities of growth

The council has:

- Developed effective working relationships with CBC planning officers and developers so the council can help shape future development;
- Worked hard to find land for a new cemetery, looking at a number of sites but disappointedly none of the land was suitable;
- Provided information to residents on the strategic growth issues affecting the town through the website, town crier and Planning Committee agendas.

Objective 3 To develop a safer town with a reduced fear of crime

The council has:

- Developed and progressed a number of anti-crime and anti-social behaviour projects including enviro-crime reporting and street cleaning and school parking projects;
- Purchased 2 more redeployable CCTV cameras to help deter crime and ASB in residential areas;
- Worked with CBC to offer subsidised bulk waste removal for local residents, watch this space over the next couple of months or so;
- Installed a speed activation sign on Windsor Drive to help to reduce traffic speeds along this road.

Objective 4 To develop a more active, engaged and inclusive community

The council has:

- Designed and installed a family games area, including exercise equipment, table tennis, football / basketball wall and family type games on the Green;
- Installed exercise equipment on Orchard Close Recreation Ground funded through Fields in Trust;
- Enhanced the skate park by providing better seating and floodlighting;
- Begun working with the Beds Football Association and the Football Foundation and local clubs to deliver a sporting hub, including an all-weather football facility on Tithe Farm Recreation ground;
- Enhanced community events so they are bigger and better and have launched 2 new events, Houghton Rocks and the Fireworks display;
- Worked with CBC on longer term plans for Windsor Drive Recreation Ground including the provision of enhanced recreational facilities;
- Explored options for Community Transport provision and a Village Agent scheme but having looked at the current provision decided to offer support to other organisations who currently provides these types of services;
- Supported a variety of local organisations through the Community Development Officer and through the provision of community grants including SORTED, Keech, SBDAR, Houghton Regis Memorial Hall, Community Action and Citizens Advice;
- Provided youth services through a weekly youth pop-up café and a summer holiday club. We set up and now support the Houghton Regis Youth Council who help at local events, run their own initiatives and feed into the town and youth services in a positive way.

Objective 5 To build a strong, efficient and proactive Town Council

The council has:

- Reviewed the corporate and democratic structure of the town council and have made some changes to improve ways of working and to ensure the council was in a position to deliver on this Vision;
- Completed a variety of energy efficiency measures, including smart meters and automatic lighting sensors, using developer funding via CBC;
- Developed relationships with key partners through improved liaison and joint working on projects;
- Maintained our current premises whilst exploring options for future Town Council premises to ensure continued fitness for purpose;
- Raised the profile of the Mayor through the securing of Mayoral robes and through the Mayoral Inauguration process;
- Developed apprentice opportunities within the office team and within the grounds team;
- Promoted links to local charities and not for profit groups.

4. COUNCIL VISION

This report supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no arising corporate implications.

Legal Implications

- There are no arising legal implications.

Financial Implications

- There are no arising financial implications.

Risk Implications

- There are no arising risk implications.

Equalities Implications

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

This issue does not discriminate.

Press Contact

The summary of the outcomes of the Vision will be communicated to the press, via the website and social media.

6. CONCLUSION AND NEXT STEPS

Members and officers of the council have worked hard to deliver the outcomes of the Houghton Regis: Our 2020 Vision over the last 4 years. Many improvements to the range of facilities and services on offer to residents have been achieved. As the council looks forward it will no doubt continue to build on these successes.

7. APPENDICES

Appendix A: Houghton Regis: Our 2020 Vision



Houghton Regis: Our 2020 Vision

Houghton Regis is looking onwards and upwards...with large scale changes planned Houghton Regis Town Council is committed to ensuring it is in the best position possible to support and enhance our new and emerging community.

Through local knowledge, understanding and community consultation the Council has developed its Plan for the next 4 years: Houghton Regis: Our 2020 Vision.

The Plan has identified things to improve on, the things we see every day that we would like to change, and new services and facilities that would improve where we live, play and work.

The town council want to see Houghton Regis succeed, thrive and achieve its potential.

This won't happen overnight and we will need the help and support of strategic partners, local organisations and the community but we will work hard to achieve it.

This document represents our aspirations over the coming years, the future is challenging but by working together we will achieve amazing things.

We hope you'll be able to share our Vision and help make it a reality.

The Plan has 5 overarching Objectives, under which sit a number of more specific outcomes.

Our 5 objectives are:

- 1. A stronger local economy which promotes local businesses.**
- 2. Face the challenges & maximise the opportunities of growth.**
- 3. A safer town with a reduced fear of crime.**
- 4. A more active, engaged & inclusive community.**
- 5. A strong, efficient & proactive Town Council.**



Objective 1



The Town Council recognises that local people want a **stronger local economy which promotes local businesses.**

You told us that you want to:

- have more influence over development that happens in the town and specially the town centre
- see a thriving town centre with an improved road layout and better parking
- have improved use of the Bedford Square Community Centre
- protect and enhance the historic gems located in the town centre

So from 2016 to 2020 the Town Council will:

- promote the town's shops, encourage more people to visit the town centre and seek to develop a market
- work to secure improvements in the road layout and parking provision
- improve the ways in which local people can use the Bedford Square Community Centre
- make grant funding available to protect the town's historic gems including All Saints Church and Houghton Hall Park
- work with partners to commission a new feature for the town centre such as a town clock or a band stand



Objective 2

The Town Council knows that it needs to **face the challenges and maximise the opportunities of growth** that are already planned. The Town Council understands that local people want their elected representatives to:

- develop a Neighbourhood Plan which, following a process of community consultation, involvement and support at a referendum, will enable local people to shape the future use of land
- influence the significant growth that is affecting the town
- improve the existing cemetery and identify new cemetery provision
- provide clear community information about growth
- raise the town's profile

So from 2016 to 2020 the Town Council will:

- work proactively to shape and direct local growth
- enhance the existing cemetery provision and consider options for a new site
- provide information about the growth that is planned, take part in consultations and encourage community involvement so that local voices are heard
- publish a Houghton Regis Town Guide, a Welcome Pack for new residents and a plan showing the areas where development is happening





Objective 3



The Town Council understands that local people have a range of concerns about community safety issues affecting their quality of life. We are determined that Houghton Regis will become a **safer town with a reduced fear of crime**. You told us that you want us to find ways to:

- stop nuisance motorbikes
- improve CCTV coverage and lighting
- make local environmental improvements
- secure visible law enforcement
- tackle parking problems, litter, dog waste and graffiti (known as “enviro-crime”)
- stop speeding in Windsor Drive and Park Road North

So from 2016 to 2020 we will:

- work with partners to prepare and implement a town wide Community Safety Strategy which responds to your concerns
- find new ways to tackle “enviro-crime” for example by developing a local ranger type service
- assess the speeding issues in Windsor Drive and Park Road North and, depending on the results, work with partners to introduce speed reduction measures



Objective 4

The Town Council knows that local people want Houghton Regis to be a place where people can continue to enjoy active and fulfilled lifestyles and participate in community life. We will support a **more active, engaged and inclusive community**. You told us to find ways of:

- improving the range of social, recreational and leisure opportunities that are available locally
- bringing the community together through town-wide events
- improving the accessibility of Houghton Regis
- supporting residents associations, community groups and opportunities for young people
- improving facilities at key local venues such as the skate park and the Memorial Hall

So from 2016 to 2020 we will:

- review the town’s social, recreational and leisure assets and facilities to identify what improvements can be made and the available funding
- encourage sports development through training and support for new clubs
- enhance the programme of town-wide events
- consider opportunities at Tithes Farm and Windsor Drive Recreation Grounds
- work with service providers of local community transport
- develop ways to bridge the gap between those in need and statutory and/or voluntary organisations who offer solutions such as a village agent scheme
- consider a series of initiatives which will improve opportunities for local community groups and young people
- install lighting and seating at the skate park
- work with the Memorial Hall on building improvements





Objective 5

The Town Council knows that, as an organisation, it will need to change and adapt so that it can respond to the opportunities and challenges of growth and achieve local priorities.

To do this we will build a **strong, efficient and proactive Town Council**.

So from 2016 to 2020 the Town Council will:

- review the Council's corporate, democratic and managerial structures
- introduce energy efficiency measures
- strengthen relationships with key partner organisations
- achieve the Local Council Award Scheme (a quality standard for Town and Parish Councils)
- explore the options for future town council premises to ensure continued fitness for purpose and also making of-fice improvements
- look at ways in which the Council's civic and ceremonial role / profile can be updated
- develop an apprenticeship scheme
- improve links with local charities
- publicise the Town Plan and the Council's progress in achieving the actions
- keep the Town Plan under review - to make sure it remains accurate and effective in guiding the Council's direction.



What's next?

The aspirations of the Plan will be developed and delivered through the Council's Committees and Sub Committees. These are all public meetings and you are welcome to come along and participate.

* * * * *

If you have any questions about the Town Plan & / or if you would like to get involved in some of the activities; please speak with your local councillor whose details can be found on our website,

<http://www.houghtonregis.org.uk/councillors>

or within your copy of the Town Crier.

Houghton Regis Town Council, Peel Street, Houghton Regis, LU5 5EY
Tel: 01582 708 540 Fax: 01582 861 102
Website: www.houghtonregis.org.uk

Facebook: www.facebook.com/houghtonregistc

Twitter: www.twitter.com/HRCouncil1

Pinterest: www.pinterest.com/houghtonregistc/



Date: 20th July 2020

Title: **Our Vision Our Town (2020/2024)**
Houghton Regis: Town Council's Corporate Plan

Purpose of the Report: **To present to members the outcomes of the consultation on the council's draft corporate plan, Houghton Regis: Our Vision Our Town (2020/2024) and to confirm final approval.**

Contact Officer: **Clare Evans, Town Clerk**

1. RECOMMENDATION

- 1. To welcome the support shown through the consultation process for the Houghton Regis: Our Vision Our Town (2020/2024)**
- 2. To approve the Houghton Regis: Our Vision Our Town (2020/2024)**

2. BACKGROUND

Since the election in May 2019 the council has worked on developing its corporate plan for the next 4 years until March 2024; Houghton Regis: Our Vision Our Town (2020-2024). The draft plan was subject to consultation during early 2020. Consultation was carried out through feedback boxes at the library and town council offices, through the website and social media, through direct emails to local partners and through visits to local school councils.

3. ISSUES FOR CONSIDERATION

Members will find attached a summary of the consultation responses received, Appendix A. Feedback from the local school councils is not incorporated into the Appendix A, however there was strong support for sustainable transport, recycling, grow your own and community safety / enviro-crime measures in particular.

Overall there is considerable support for the aspirations and objectives set out.

Accordingly, members will find attached at Appendix B a copy of the draft Houghton Regis: Our Vision Our Town (2020-2024). Members are requested to consider the consultation responses and to confirm the suitability of the draft plan.

In relation to next steps the aspirations and objectives within Vision will be allocated to appropriate committees so that the delivery work can be undertaken.

A summary of the Vision is to be included in the Town Crier. Work will be completed in-house to produce the Vision as a leaflet / brochure form.

4. COUNCIL VISION

This report presents the Vision for the forthcoming 4 years and is itself supported by Aspirations A1, A2 and A5.

5. IMPLICATIONS

Corporate Implications

- The delivery of the Vision across the council's committee structure will be allocated as shown.

Legal Implications

- There are no arising legal implications.

Financial Implications

- There are no arising financial implications.

Risk Implications

- There are no arising risk implications.

Equalities Implications

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

This issue does not discriminate.

Press Contact

The approved Houghton Regis: Our Vision Our Town (2020/2024)
Vision will be communicated to the press, via the website and social media.

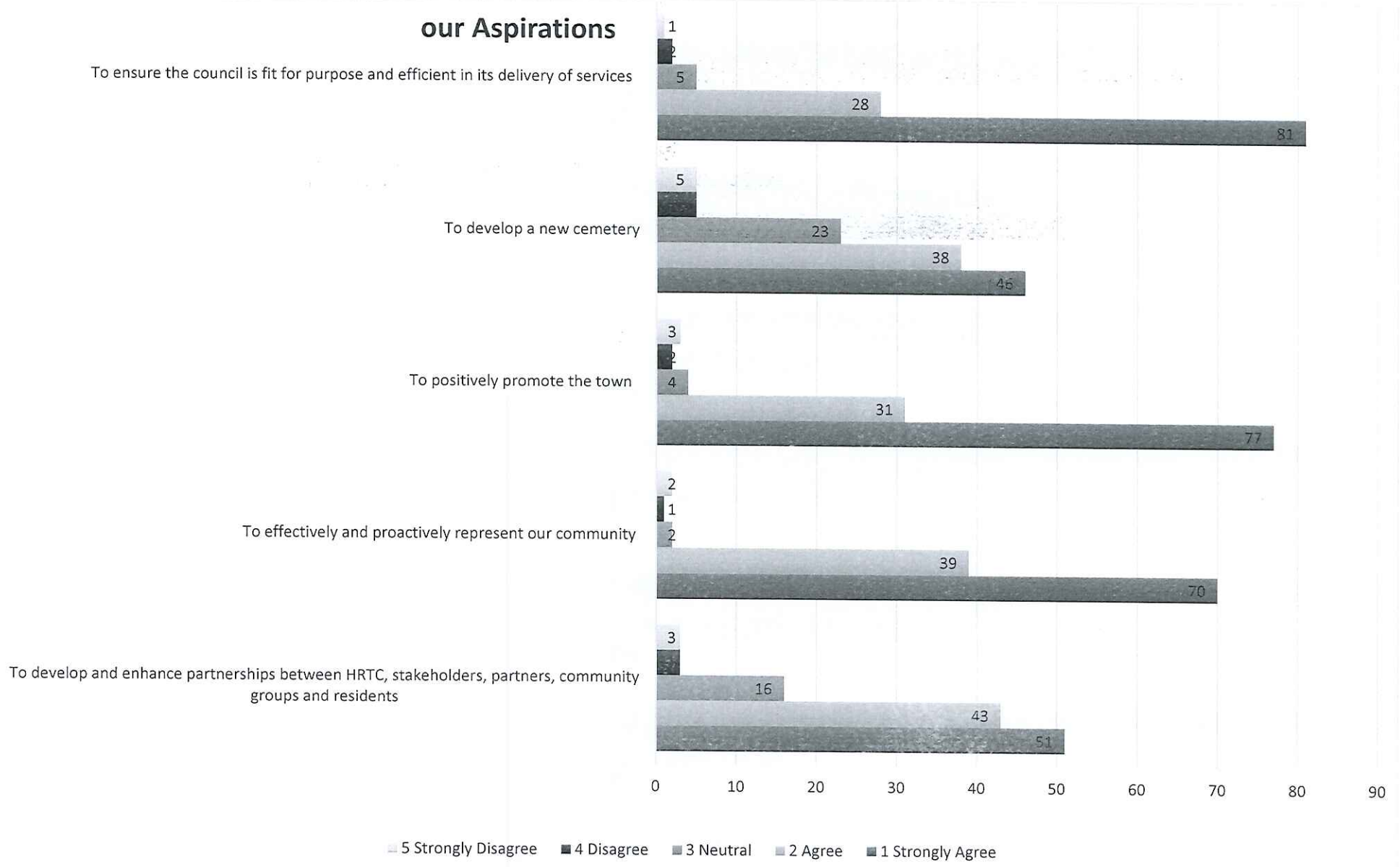
6. CONCLUSION AND NEXT STEPS

Members and officers of the council have worked hard to develop this Vision and the support shown through the consultation process is welcomed. The council will work hard to ensure delivery of the Vision over the next 4 years.

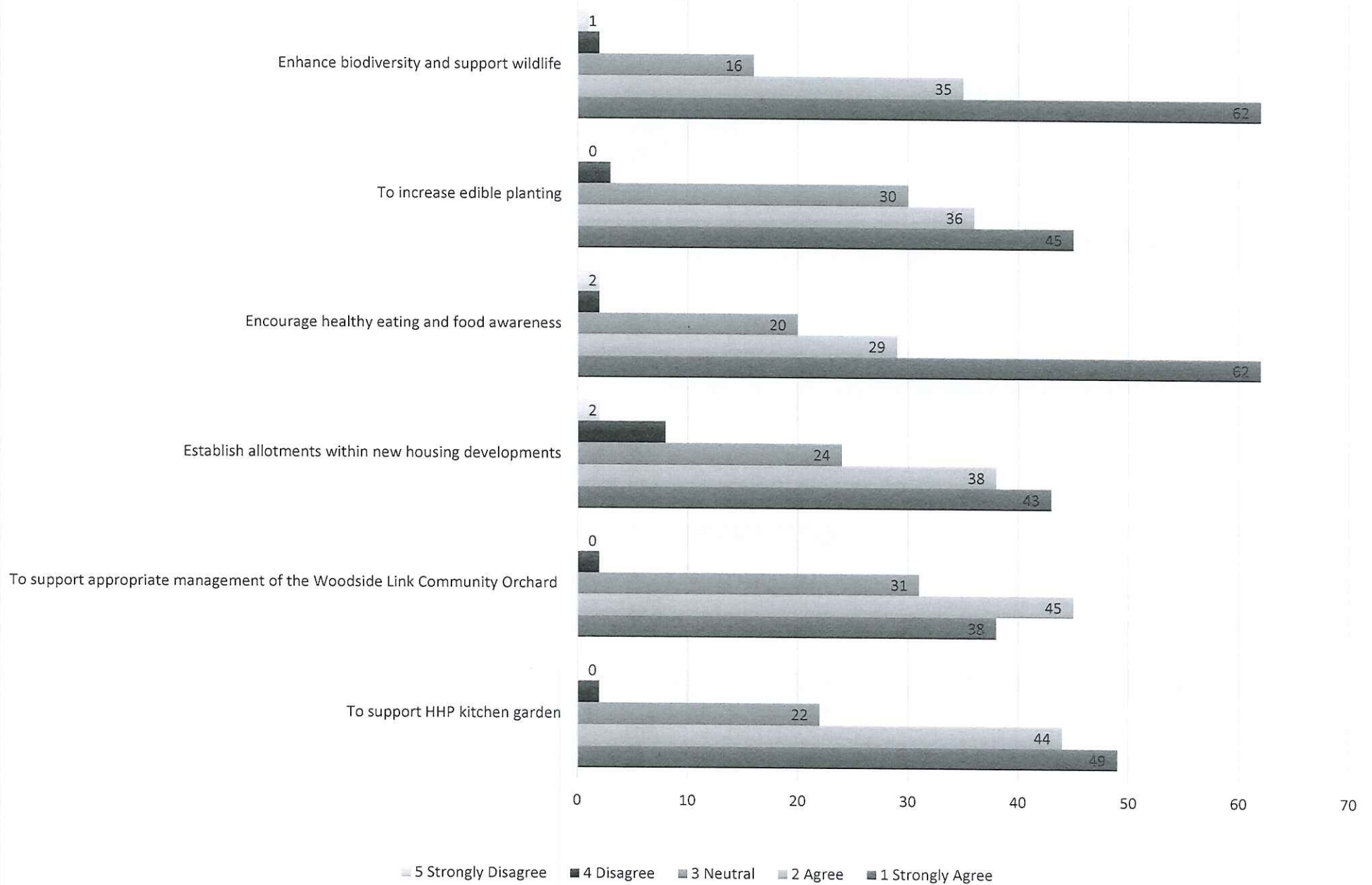
7. APPENDICES

Appendix A: Houghton Regis: Our 2020 Vision – consultation summary
Appendix B: Houghton Regis: Our 2020 Vision

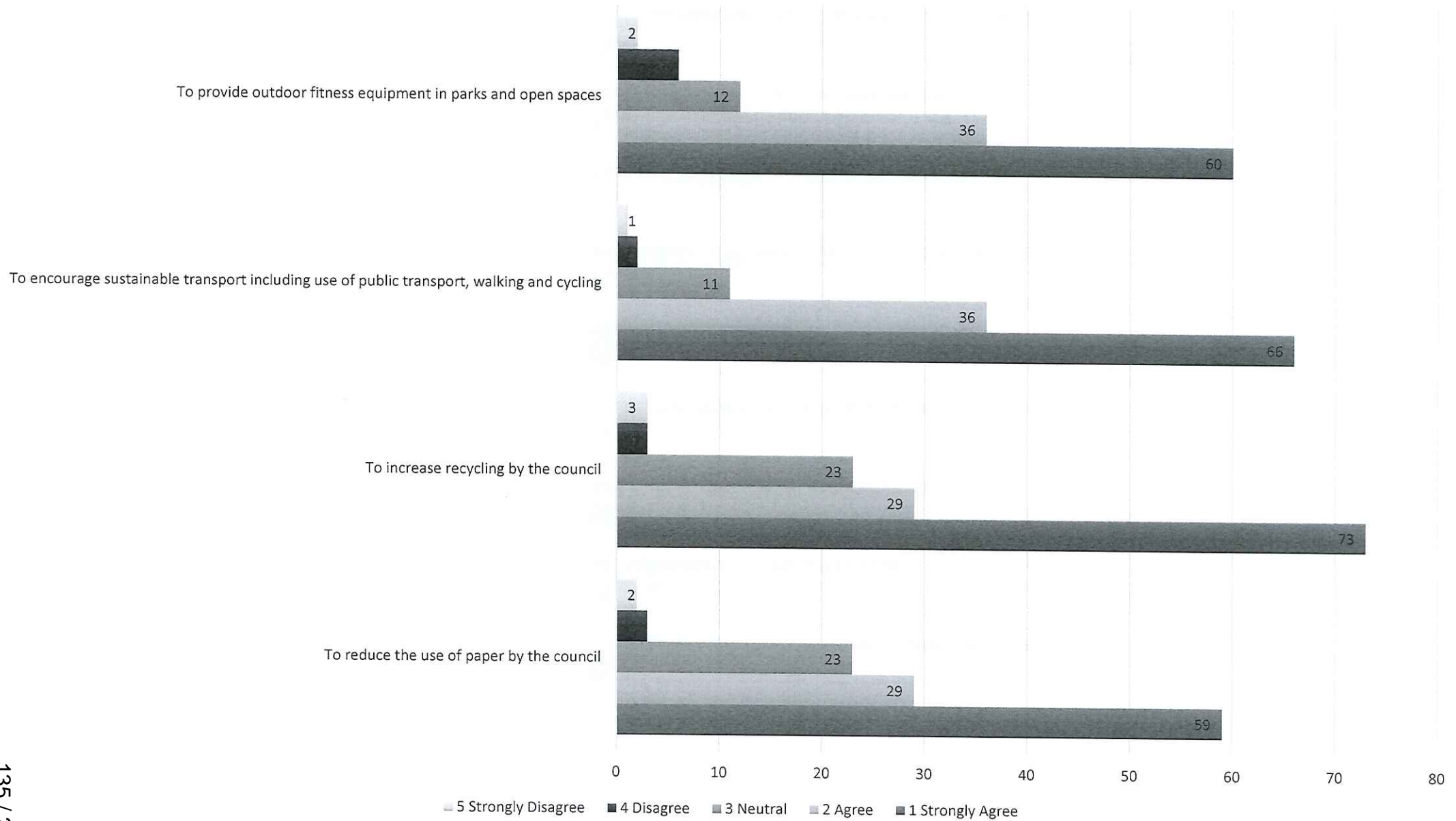
our Aspirations



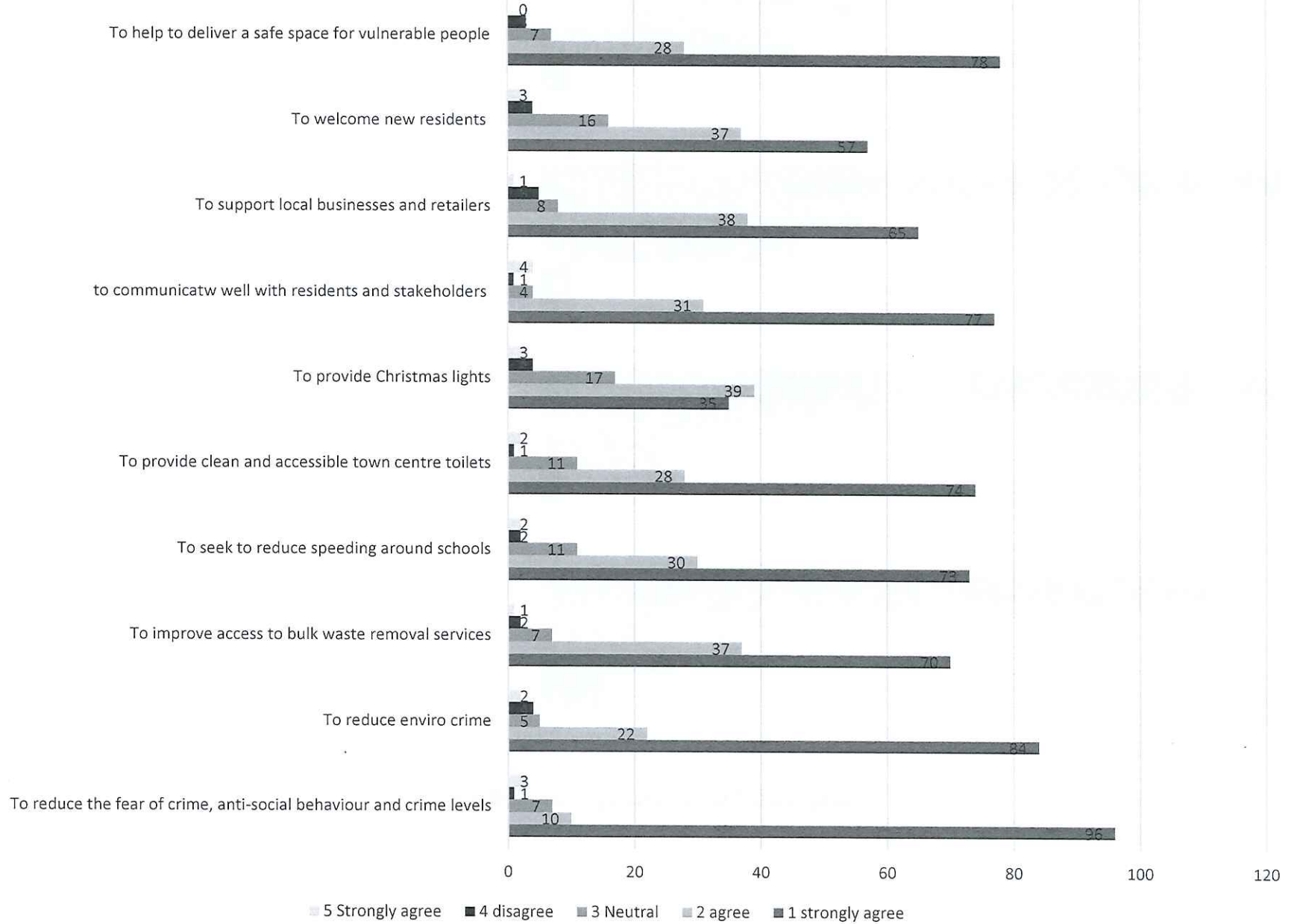
Grow your own



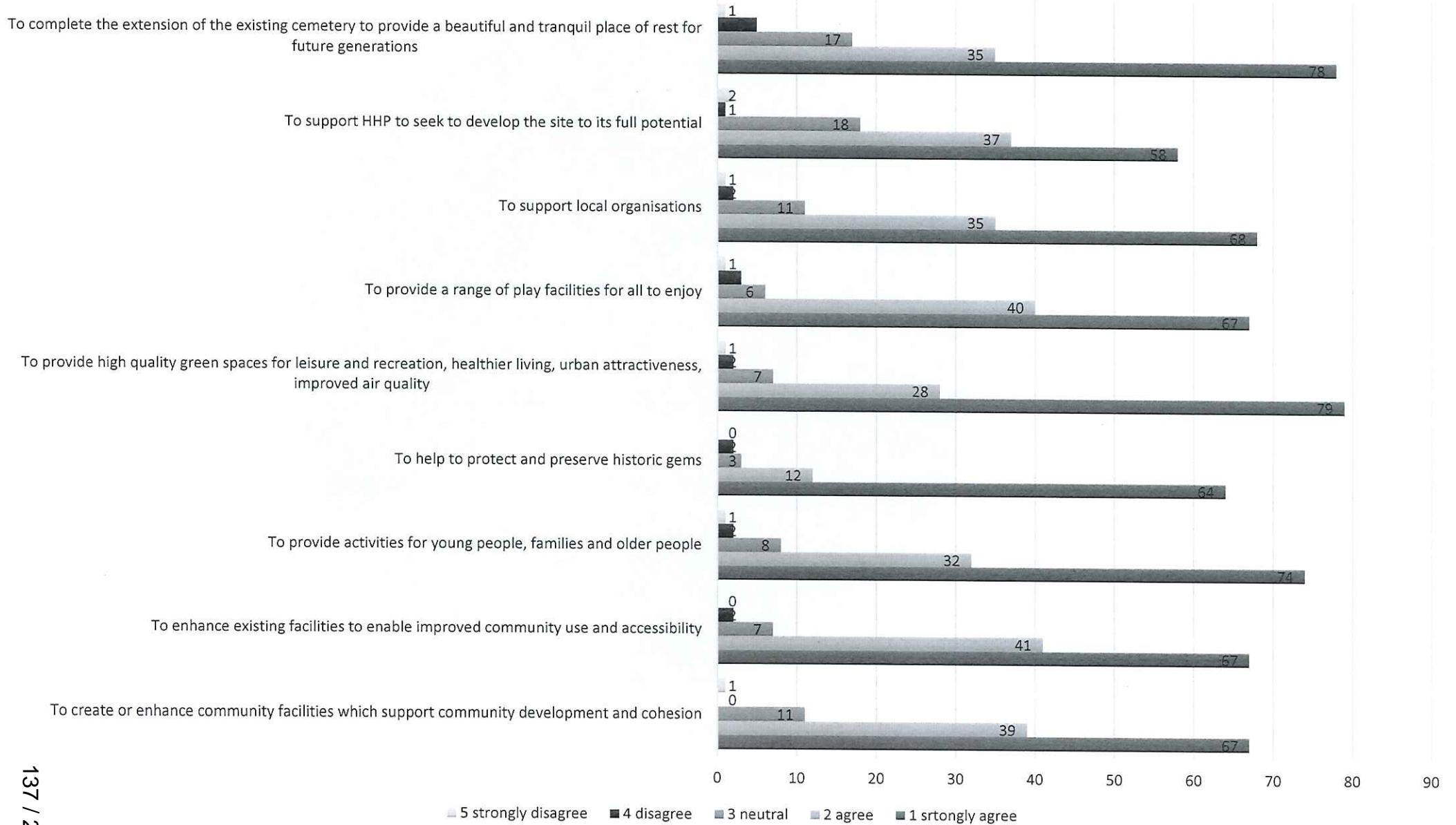
Objective2; Houghton goes green



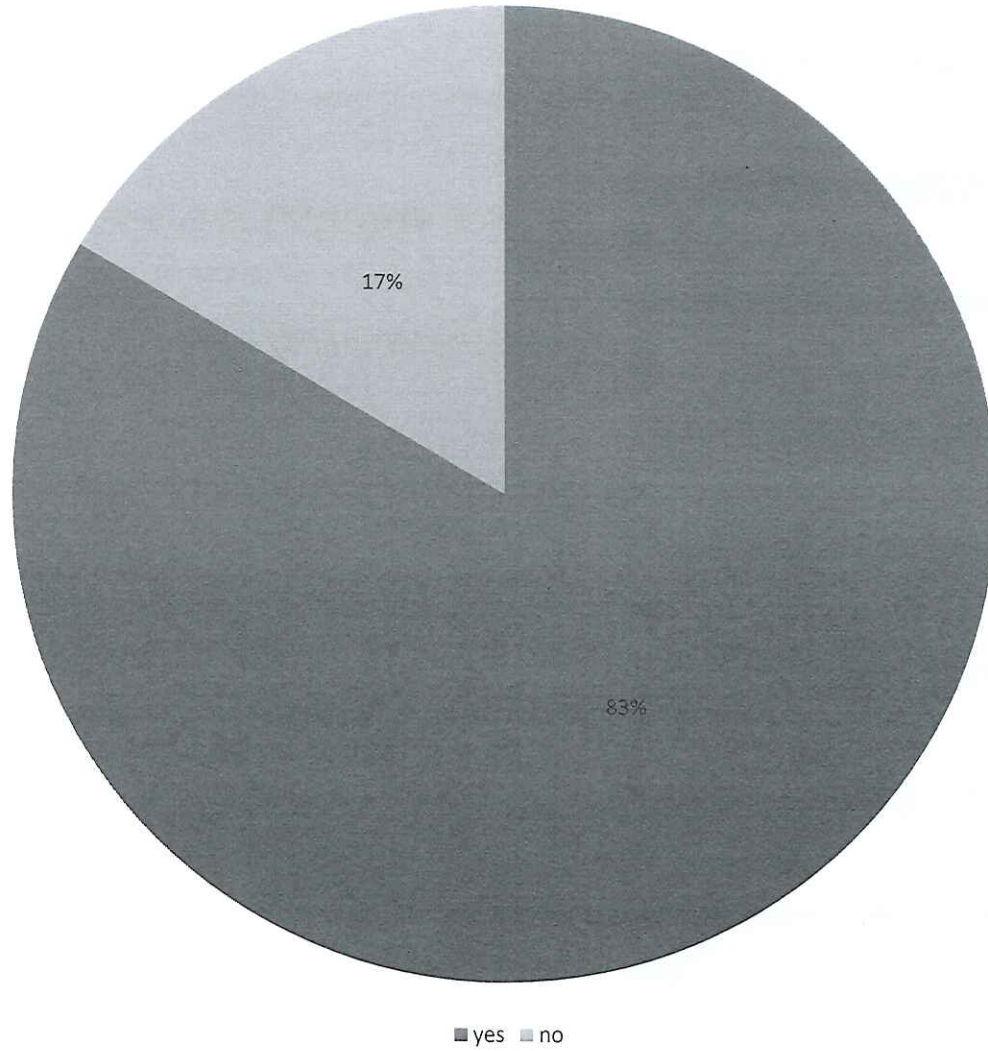
Objective 3: A safe and vibrant Town



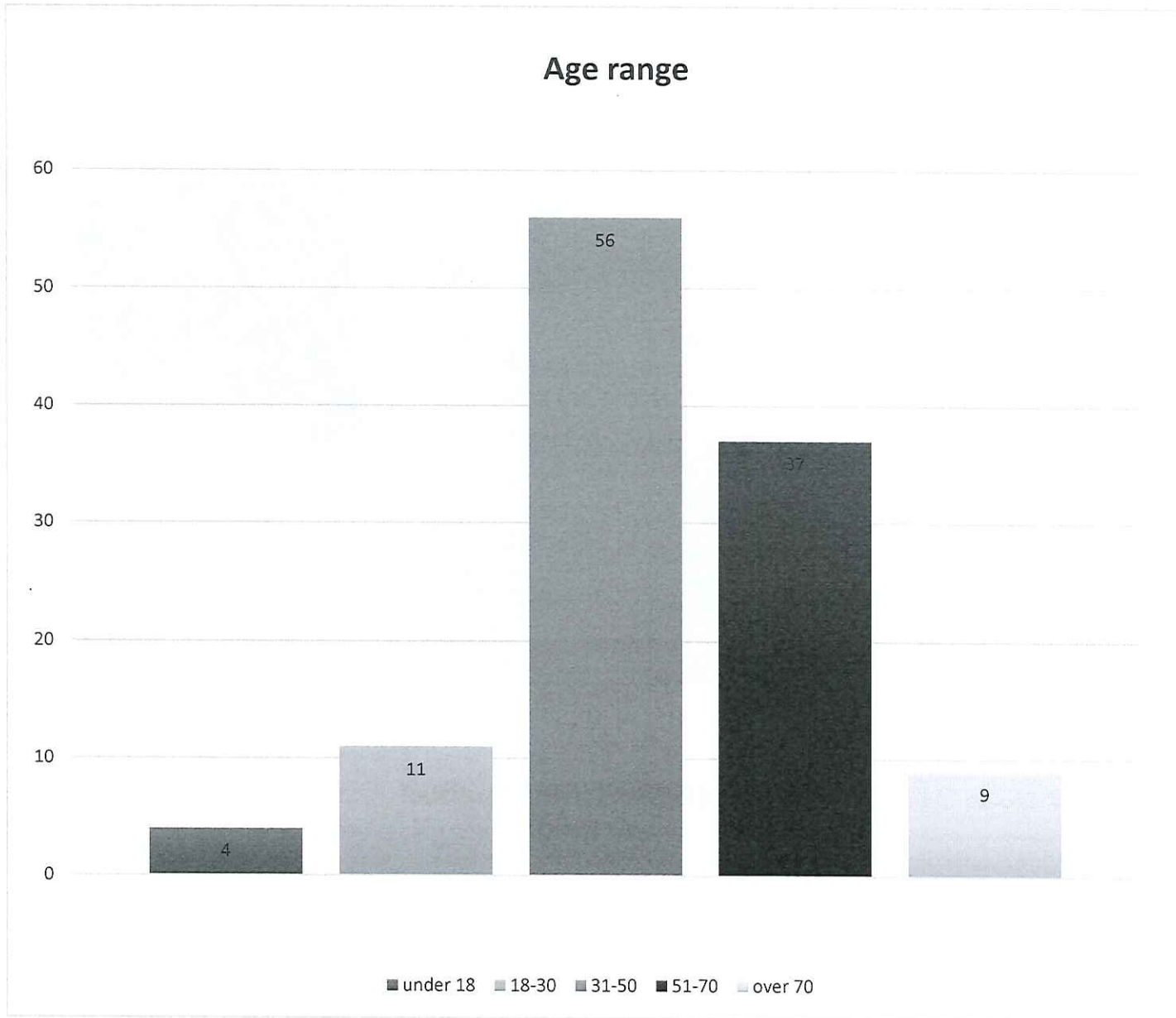
Our Community



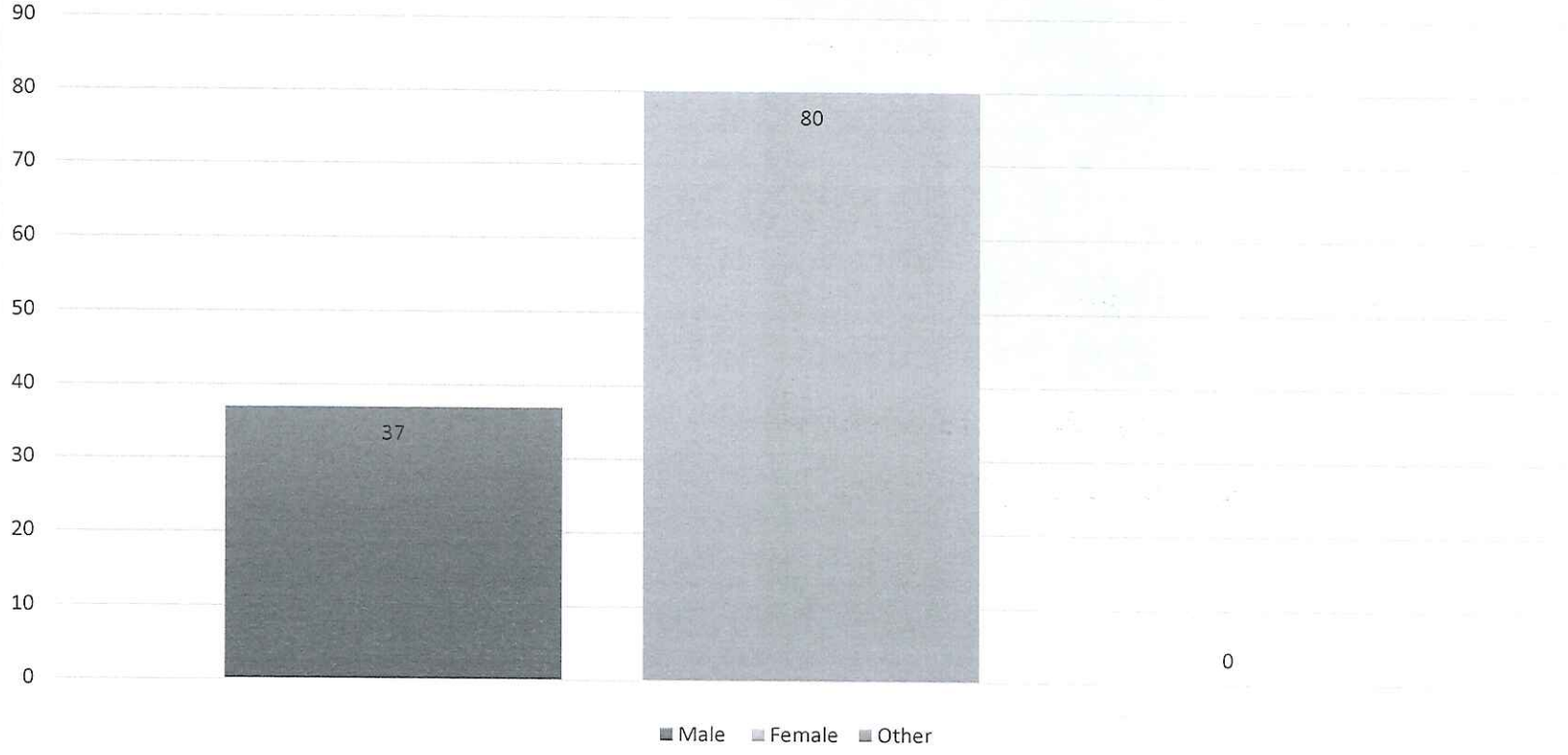
Are you a Houghton Regis resident?



Age range



What is your gender?



HRTC Corporate Plan

Version 5 – June 2020

Houghton Regis: Our Vision Our Town (2020-2024)

Our Aspirations

	Aspiration	How	Committee ¹
A1	To develop and enhance partnerships between HRTC, stakeholders, partners, community groups and residents	<ul style="list-style-type: none"> To engage with partners to support the enhancement of services within the town 	As applicable
		<ul style="list-style-type: none"> To press for the enhancement of services as required 	As applicable
		<ul style="list-style-type: none"> To engage in the development of the strategic growth areas and to ensure integration between the existing town and the new areas 	As applicable
		<ul style="list-style-type: none"> To respond and participate in consultation processes 	As applicable
A2	To effectively and proactively represent our community	<ul style="list-style-type: none"> To engage with partners on issues extending beyond the scope of the town council notably but not restricted to: town centre, planning and the growth area, transport and car parking, sport, leisure and recreational facilities, education and health 	As applicable
A3	To positively promote the town	<ul style="list-style-type: none"> Civic role within and outside of the town 	Com Serv
		<ul style="list-style-type: none"> Promotion of events outside of the town 	Com Serv

¹ Key: Com Serv (Community Services Committee), TC (Town Council), PNCSC (Proposed New Cemetery Sub Committee), Corp Serv (Corporate Services Committee), E&L (Environment & Leisure Committee), CCWG (Combating Crime Working Group)

A4	To develop a new cemetery	<ul style="list-style-type: none"> To identify and investigate any emerging land possibilities 	TC/PNCSC
A5	To ensure the council is fit for purpose and efficient in its delivery of services	<ul style="list-style-type: none"> Regular review of services (in particular events, communications and software packages) 	Com Serv Corp Serv
		<ul style="list-style-type: none"> Regular review of facilities and premises 	E&L
		<ul style="list-style-type: none"> Development of new council offices 	TC/OPSC
		<ul style="list-style-type: none"> Maximise income opportunities (investments, chargeable services, hire charges / fees, sponsorship) 	Corp Serv E&L
		<ul style="list-style-type: none"> Review staff structure in particular additional staff support required for events, cemetery, finance and ad hoc support required for sessional work re playscheme, family trips, youth council 	As applicable
		<ul style="list-style-type: none"> To support councillor and staff development & training 	Corp Serv
		<ul style="list-style-type: none"> Introduce electronic payments system (links to staff resource) 	Corp Serv
		<ul style="list-style-type: none"> Increased use of online forms 	Corp Serv
<ul style="list-style-type: none"> To stay informed and up to date and to communicate this out 	Corp Serv		

Our Delivery Plan

Objective 1: Grow your own		
Delivery	Actions	Committee
1.1 To support HHP kitchen garden	• Staff support – grounds	E&L
	• Promotion	
	• Finance	
1.2 To support appropriate management of the Woodside Link Community Orchard	• Link in with informal group – may be able to support establishment of this group on a more formal basis	Com Serv
	• Staff support – grounds	E&L
1.3 Establish allotments within new housing developments	• To work with promoters of development sites	E&L
	• Promotion	
1.4 Encourage healthy eating and food awareness	• To work with the HRTC pop up café provision	Com Serv
	• Partnership project with HHP	E&L
	• Community kitchen, pantry, fridge	Com Serv
1.5 To increase edible planting	• Provide fruit bushes and fruit trees	E&L
1.6 Enhance biodiversity and support wildlife	• Wildflower planting	E&L
	• Enhance biodiversity within current assets (old section of cemetery, HHP, DKD, hedgerows)	E&L

Objective 2: A Greener Cleaner Houghton Regis		
Delivery	Actions	Committee
2.1 To reduce the use of paper by the council	<ul style="list-style-type: none"> • Electronic mailing to members • increased use of IT 	Corp Serv
	<ul style="list-style-type: none"> • Electronic mailing for community events and civic events 	
2.2 To increase recycling by the council	<ul style="list-style-type: none"> • Offer recycling at events 	Com Serv
	<ul style="list-style-type: none"> • Improve recycling within the office 	Corp Serv
	<ul style="list-style-type: none"> • Offer recycling within open spaces 	E&L
2.3 To encourage sustainable transport including use of public transport, walking and cycling	<ul style="list-style-type: none"> • Promotion of possibilities - general and specific 	Com Serv
	<ul style="list-style-type: none"> • Provision of ancillary facilities such as cycle racks, seating 	E&L
	<ul style="list-style-type: none"> • Incentives provided to people using sustainable transport to access the town centre / community services / events 	Com Serv
2.4 To provide outdoor fitness equipment in parks and open spaces	<ul style="list-style-type: none"> • Parkside, Tithe Farm recreation grounds 	E&L

Objective 3: A safe and vibrant town		
Delivery	Actions	Committee
3.1 To reduce the fear of crime, anti-social behaviour and crime levels	• Partnership working with Bedfordshire police and CBC Community Safety	Com Serv / CCWG
	• High visibility policing project (Op Hana)	
	• Use of redeployable CCTV cameras	
	• Encourage Neighbourhood Watch schemes	
3.2 To reduce enviro crime	• Tackle incidences of graffiti, small scale fly-tipping, broken glass etc	Com Serv / CCWG
3.3 To improve access to bulk waste removal services	• To implement a subsidy scheme in partnership with CBC	Com Serv / CCWG
3.4 To seek to reduce speeding around schools	• Speed assessment • Consideration of options	Com Serv / CCWG
3.5 To provide clean and accessible town centre toilets	• Funding of cleaning of town centre toilets	Com Serv
3.6 To provide Christmas lights	• Funding of Christmas lights	Com Serv
3.7 To communicate well with residents and stakeholders	• Website maintenance	Com Serv
	• Website refresh / redesign	Com Serv
	• Social media – multi media management options	Com Serv
	• Town Crier	Com Serv
	• Town Crier – increase pages, recyclable paper	Com Serv
	• Noticeboards maintenance	Com Serv
	• Noticeboards change to electronic notice board similar to bus stops	Com Serv
	• Quarterly banners detailing events for the season	Com Serv
3.8 To support local businesses and retailers	• Shop Local	Com Serv
	• Sponsorship opportunities	

3.9 To welcome new residents	<ul style="list-style-type: none"> • New residents 'Welcome Pack' 	Com Serv
	<ul style="list-style-type: none"> • Provide to house builders 	
	<ul style="list-style-type: none"> • Provide to estate agents 	
	<ul style="list-style-type: none"> • Provide to new residents ad hoc 	

Objective 4: Our community		
Delivery	Actions	Committee
4.1 To create or enhance community facilities which support community development and cohesion	<ul style="list-style-type: none"> • Development of a sporting hub and all-weather pitch • Work with partners on the delivery of community facilities with the strategic growth area 	As applicable
4.2 To enhance existing facilities to enable improved community use and accessibility	<ul style="list-style-type: none"> • Village green pavilion refurbishment 	E&L
	<ul style="list-style-type: none"> • To create a dementia friendly town with supportive services, signs, assistance, aids 	Com Serv
4.3 To provide activities for young people, families and older people	<ul style="list-style-type: none"> • Young people (Pop up café, Summer playscheme, Youth Council, Preventative projects (Anti-knife crime campaign)) 	Com Serv
	<ul style="list-style-type: none"> • Families (day trips, events, music in the park, re-use, recycling, repair) 	
	<ul style="list-style-type: none"> • Older people (gentle sports, social events) 	
4.4 To help to protect and preserve historic gems	<ul style="list-style-type: none"> • All Saints Church 	As applicable
	<ul style="list-style-type: none"> • HHP 	
	<ul style="list-style-type: none"> • Red House 	
4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality	<ul style="list-style-type: none"> • Ongoing grounds maintenance 	E&L
4.6 To provide a range of play facilities for all to enjoy	<ul style="list-style-type: none"> • Ongoing maintenance 	E&L
4.7 To support local organisations	<ul style="list-style-type: none"> • Provision of a grant scheme 	Com Serv
	<ul style="list-style-type: none"> • Advice 	
	<ul style="list-style-type: none"> • Promotion 	
4.8 To support HHP to seek to develop the site to its full potential	<ul style="list-style-type: none"> • Grounds care 	E&L
	<ul style="list-style-type: none"> • Financial 	
	<ul style="list-style-type: none"> • Accepted project partner 	
	<ul style="list-style-type: none"> • Physical implementation 	E&L

4.9 To complete the extension of the existing cemetery to provide a beautiful and tranquil place of rest for future generations

- Delivery of service



Date: 20th July 2020

Title: Sickness Management Policy

Purpose of the Report: To present to Council the recommendation from Corporate Services Committee (8th June 2020) to approve the Sickness Management Policy.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To approve the Sickness Management Policy.

2. BACKGROUND

At Corporate Services Committee on 8th June, members considered revisions to the councils Sickness Management Policy. It was agreed that the revised policy would be recommended to Town Council for approval.

This would normally happen when the approved minutes of Corporate Services Committee are presented to Town Council. However, the revision to this policy was first presented to Corporate Services in February 2020 but was deferred for clarification. If normal proceedings were followed it would mean that this policy would not get approved by Town Council until 5th October. Given that this policy is a staff management tool, it is being presented to this meeting to enable the policy to be updated in a timely manner.

Members are referred to the agenda for Corporate Services Committee 8th June for further background:

Corporate Services 8th June 2020: Agenda and Draft Minutes

3. ISSUES FOR CONSIDERATION

This Policy includes the following sections:

1. Policy statement
2. Who is covered by the policy?

- 3. Disabilities
- 4. Absence during working hours
- 54. Sickness absence reporting procedure
- 65. Evidence of incapacity
- 76. Unauthorised absence
- 87. Sick pay
- 98. Keeping in contact during sickness absence
- 109. Medical examination
- 1140. Return-to-work interviews
- 1244. Returning to work from long-term sickness absence
- 13. Excessive Absenteeism
- 14. Long term illness or health conditions
- 1542. Sickness absence meetings procedure
- 13. Right to be accompanied at meetings Error! Bookmark not defined.
- 1644. Stage 1: first sickness absence meeting&
- 1745. Stage 2: further sickness absence meeting(s)
- 1846. Stage 3: final sickness absence meeting
- 1947. Appeals
- 2048. Monitoring and review of the policy

The agenda and associated reports for Corporate Services Committee 8th June provides a tracked changed policy.

4. COUNCIL VISION

The proposed action supports the Aspiration of Council's Vision;
 To ensure the **council** is fit for purpose and efficient in its delivery of services

5. IMPLICATIONS

Corporate Implications

- The updated policy will be shared with staff and an opportunity will be provided for staff to discuss the revised policy with their line manager.

Legal Implications

- There are no Legal Implications arising from this report.

Financial Implications

- There are no Financial Implications arising from this report.

Risk Implications

- The approval of an up to date and effective Sickness Management Policy enables the council to be proactive and supportive of staff during periods of sickness.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in

respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Press Contact

- There are no Press Implications arising from this report.

6. CONCLUSION AND NEXT STEPS

The revised and up dated Sickness Management Policy is based on good practice, has been developed with support from the Council's HR support and has been developed through Corporate Services Committee. It is presented for approval to Town Council.

7. APPENDICES

Appendix A: Draft Sickness Management Policy

*This page is
intentionally left
blank*



HOUGHTON REGIS TOWN COUNCIL

Sickness Absence Policy

Date of approval:	20 th January 2014
Dates of review:	20 th March 2017; 8 th June 2020
Dates of re-approval:	18 th July 2017; 20 th July 2020

Contents

1.	Policy statement	2
2.	Who is covered by the policy?	2
3.	Disabilities	2
4.	Absence during working hours	2
5.	Sickness absence reporting procedure.....	3
6.	Evidence of incapacity	4
7.	Unauthorised absence.....	4
8.	Sick pay.....	5
9.	Keeping in contact during sickness absence	5
10.	Medical examinations	5
11.	Return-to-work interviews	6
12.	Returning to work from long-term sickness absence	6
13.	Excessive Absenteeism	6
14.	Long term illness or health conditions	8
15.	Sickness absence meetings procedure.....	9
16.	Stage 1: first sickness absence meeting.....	10
17.	Stage 2: further sickness absence meeting(s)	10
18.	Stage 3: final sickness absence meeting.....	11
19.	Appeals.....	11
20.	Monitoring and review of the policy	13

1. POLICY STATEMENT

- 1.1 This Sickness Absence Policy sets out the Council's procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way.
- 1.2 Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and have a number of different causes (for example, injuries, recurring conditions, or a serious illness requiring lengthy treatment).
- 1.3 The Council wishes to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent by reason of sickness to return to work.
- 1.4 This policy does not form part of any employee's contract of employment and it may be amended at any time. The Council may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.

2. WHO IS COVERED BY THE POLICY?

This policy covers all employees at all levels and grades, including senior managers, officers, directors, employees, trainees, homeworkers, part-time and fixed-term employees.

3. DISABILITIES

- 3.1 The Council is aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedure (set out in paragraph 15 of this policy), particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work.
- 3.2 An employee who considers they are affected by a disability or any medical condition which affects their ability to undertake their work, should inform the Town Clerk.

4. ABSENCE DURING WORKING HOURS

- 4.1 Wherever possible, and in order to minimise disruption, employees are asked to arrange medical, dental, optical, hospital or other test appointments etc. either outside of normal working hours, or at the beginning and end of the working day or on a day of the week when their workload tends to be quieter or when they are scheduled not to work. However, the Council realises that this may not always be possible, particularly with hospital appointments.

- 4.2 Employees who need to take time off for such appointments should agree them in advance with their manager, giving as much notice as possible. They may be required to produce an appointment card or letter.
- 4.3 Such time off will be paid but the Council may request that the time is made up and the appointment may be recorded as absence.
- 4.4 Wherever possible the Council will be as flexible as they can in accommodating appointments, however they reserve the right to ask an employee to reschedule a routine appointment if its timing would cause disruption to the organisation, the running of the particular department, or the completion of vital or urgent work.
- 4.5 Employees who have an appointment which is not at the end of the working day will normally be expected to return to work following the appointment.
- 4.6 Any employee who requests or takes time off work for a medical or similar appointment when such an appointment has not in fact been made; who deliberately arranges appointments at times that are clearly inconvenient for the Council to accommodate; or who fails to give reasonable notice of a pre-scheduled appointment, may be subject to disciplinary action.
- 4.7 Please note that different rules apply to time off for such appointments related to maternity, adoption, paternity and shared parental leave.

5. SICKNESS ABSENCE REPORTING PROCEDURE

- 5.1 If an employee is taken ill or injured while at work, they should report or be taken to the Town Clerk (Office Staff) or Grounds Foreman (Grounds Staff). Managers should make arrangements for employees who are unwell to be accompanied home and / or to receive medical treatment where necessary.

If an employee cannot attend work because they are ill or injured, they should normally telephone their line manager as early as possible and no later than 30 minutes after the time when they would normally be expected to start work. The following details should be provided:

- (a) The nature of the illness or injury.
 - (b) The expected length of absence from work.
 - (c) Contact details.
 - (d) Any outstanding or urgent work that requires attention.
- 5.2 Managers should ensure that:
 - (a) Any sickness absence that is notified to them is recorded and reported to the Town Clerk.

- (b) Arrangements are made, where necessary, to cover work and to inform colleagues and clients (while maintaining confidentiality).

5.3 Employees should expect to be contacted during their absence by their line manager who will want to enquire after their health and be advised, if possible, as to an expected return date.

5.4 If employees are ill or injured during a period of pre-arranged annual leave, they may elect to treat the days of incapacity as sickness absence instead of annual leave. If this is the case they must inform their manager of the incapacity and the likely duration as soon as possible even if an employee is abroad. The usual requirements for self-certification and medical certificates in this policy will apply.

6. EVIDENCE OF INCAPACITY

6.1 For any sickness absence employees must complete a self-certification form which is available from the Town Clerk.

6.2 For absence of more than a week an employee must obtain a certificate from their doctor (a "Statement of Fitness for Work") stating that they are not fit for work and the reason(s) why. This should be forwarded to the Town Clerk as soon as possible. If an absence continues, further medical certificates must be provided to cover the whole period of absence.

6.3 If a doctor provides a certificate stating that an employee "may be fit for work" the employee should inform the Town Clerk immediately, who will discuss with them any additional measures that may be needed to facilitate their return to work, taking account of the doctor's advice. This may take place at a return to work interview (see paragraph 11). If appropriate measures cannot be taken, an employee will remain on sick leave and a date will be set to review the situation.

6.4 Where the Council is concerned about the reason for absence, or frequent short-term absence, a medical certificate for each absence regardless of duration may be required. In such circumstances, the Council will cover any costs incurred in obtaining such medical certificates, for absences of a week or less, on production of a doctor's invoice.

7. UNAUTHORISED ABSENCE

7.1 Cases of unauthorised absence will be dealt with under the Council's Disciplinary Procedure.

7.2 Absence that has not been notified according to the sickness absence reporting procedure will be treated as unauthorised absence.

- 7.3 Employees who do not report for work and have not telephoned their line manager to explain the reason for their absence, their line manager will try to contact the employee, by telephone and in writing if necessary. This should not be treated as a substitute for reporting sickness absence.

8. SICK PAY

- 8.1 Employees should refer to their contract for details of the sick pay to which they are entitled.
- 8.2 If a period of sickness absence is or appears to be occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party, in respect of which damages are or may be recoverable, the employee must immediately notify the Town Clerk of that fact and of any claim, compromise, settlement or judgment made or awarded in connection with it and all relevant particulars that may be reasonably required. If the Council requires it, an employee must cooperate in any related legal proceedings and refund to the Council that part of any damages or compensation an employee recover that relate to lost earnings for the period of sickness absence as may be reasonably determined, less any costs an employee incurs in connection with the recovery of such damages or compensation, provided that the amount to be refunded to the Council shall not exceed the total amount the Council paid to an employee in respect of the period of sickness absence.

9. KEEPING IN CONTACT DURING SICKNESS ABSENCE

- 9.1 Employees who are absent on sick leave should expect to be contacted from time to time by their line manager in order to discuss their wellbeing, expected length of continued absence from work and any of their work that requires attention. Such contact is intended to provide reassurance and will be kept to a reasonable minimum.
- 9.2 Employees who have any concerns while absent on sick leave, whether about the reason for their absence or their ability to return to work, they should feel free to contact their line manager at any time.

10. MEDICAL EXAMINATIONS

- 10.1 The Council may, at any time in operating this policy, ask an employee to consent to a medical examination by the Council's Occupational Health Department at the Council's expense.
- 10.2 Employees will be asked to agree that any report produced in connection with any such examination may be disclosed to the Council and that the Council may discuss the contents of the report with the relevant practitioner.

11. RETURN-TO-WORK INTERVIEWS

- 11.1 Employees who have been absent on sick leave will have a return-to-work interview with their line manager or Town Clerk.
- 11.2 A return-to-work interview enables the Council to confirm the details of an employee's absence. It also gives the employee the opportunity to raise any concerns or questions they may have, and to bring any relevant matters to the Council's attention.
- 11.3 Where a doctor has provided a certificate stating that an employee "may be fit for work" the employees line manager will usually hold a return-to-work interview to discuss any additional measures that may be needed to facilitate their return to work, taking account of the doctor's advice.

12. RETURNING TO WORK FROM LONG-TERM SICKNESS ABSENCE

- 12.1 The Council are committed to helping employees return to work from long-term sickness absence. As part of the sickness absence meetings procedure (see paragraph 15), the Council will, where appropriate and possible, support returns to work by:
- (a) Obtaining medical advice;
 - (b) Making reasonable adjustments to the workplace, working practices and working hours;
 - (c) Considering redeployment; and/or
 - (d) Agreeing a return to work programme with everyone affected.
- 12.2 Employees who are unable to return to work in the longer term, the Council will consider whether they are entitled to any benefits under their contract.

13. EXCESSIVE ABSENTEEISM

- 13.1 Employees who have a number of short-term absences that together comprise an "unacceptable" overall level of absence will be seen by their line manager to discuss frequency and reasons for these absences. This will apply irrespective of whether the absences are believed to be genuine.
- 13.2 The line manager will explain what is considered as an "acceptable" level of attendance is. What is "acceptable" may be different depending on the nature of the work, the ability of colleagues to provide cover, an employee's length of service, previous absence history, the reasons given for the absences and the treatment of other employees in similar situations.
- 13.3 Further meetings may then be held in accordance with the Councils capability policy on grounds of unsatisfactory attendance, and if, despite warnings, attendance remains unsatisfactory, this may result in dismissal. Prior to any warning or dismissal, an

employee will be invited to attend a formal disciplinary meeting to discuss their attendance. They may be accompanied at this meeting by a colleague or a trade union representative. The reasons for the absence, and their overall level of attendance, will be fully discussed. If a decision is taken to give a warning or to dismiss, this will be confirmed in writing together with details of any right of appeal and the Councils appeals procedure.

- 13.4 To monitor short term absence fairly and consistently, the Council operates a scheme known as the “Bradford Factor”. This measures the duration and frequency of absences as follows:

$S \times S \times D = \text{Bradford Factor Score}$

S is the number of spells of absence in the reference period; D = the number of days of absence in the reference period.

Some examples of calculation are below:

1 spell of absence of 5 days ($1 \times 1 \times 5 = 5$)

3 spells of absence with a total number of 6 days absence ($3 \times 3 \times 6 = 54$)

4 spells of absence with a total number of 8 days absence ($4 \times 4 \times 8 = 128$)

- 13.5 The Councils reference period is a rolling 12-month period, calculated from the first day sickness.

- 13.6 The Councils “trigger points” for action and review are:

- 0-49 - no action or counselling
- 50-124 - potentially counselling or a verbal warning
- 125-399 - potentially a first written warning
- 400-649 - potentially a final written warning
- 650 or more - potentially dismissal (with notice)

- 13.7 These may be changed from time to time. Individual circumstances will be considered and exceptions to these trigger points will be made where appropriate.

14. LONG TERM ILLNESS OR HEALTH CONDITIONS

14.1 For absences of longer than four weeks, the Council will write to arrange a meeting with an employee. This will either be at the Councils offices or at the employees' home and its purpose will be to establish the current situation and what support can be offered. The Council may request permission to obtain a medical report to establish the likely length of the absence and the long-term effect on the employee's capability in relation to job performance and attendance at work. The Council may also consider whether an independent medical examination is necessary.

Please note, referrals to occupation health may be made at any stage.

14.2 Once a report is received, the Council can then:

- Establish the likelihood of an early return to work
- Consider offering suitable, alternative employment or whether a period of alteration to hours of work etc. would help reintegration into the workplace
- Consider any reasonable changes that may be considered
- Discuss the implications of continued absence in the longer term, bearing in mind the needs of the business

14.3 If a Statement of Fitness for Work (or alternatively, a Return to Work plan) indicates that an employee is unable to undertake the full duties of their normal job, but may be able to do some work (either reduced or amended hours, or reduced duties), this will be discussed with the employee and consideration will be given to any recommendations or suggestions which may facilitate an earlier return to work.

14.4 The above applies not only whether ill-health results in an employee being unable to attend work for long periods due to ill-health but also where a long-term health condition results in unreliable attendance, or alternatively where an employee may be able to attend work but where the ill-health has a fundamental impact on their ability to undertake the job/tasks and achieve the standards required.

14.5 If concerns relating to performance and/or attendance arise and these are caused through deterioration in health, an illness or a disability the Town Clerk, will work with the employee to offer support and try and achieve the most positive outcome.

14.6 The Council will regularly review all absences, and the circumstances, on an on-going basis. This will involve appropriate investigations and consultations and the taking of appropriate action where necessary.

14.7 If an employee is incapable of returning to work, or of fulfilling the requirements of their role and the Council have considered any alternative options, it may be that there is no alternative course of action other than to end the employment. Prior to taking a decision to dismiss for ill-health the Council will aim to ensure that everything has been thoroughly considered to try to prevent this.

14.8 In considering the most appropriate course of action the Council will always seek to take advantage of any available benefits or ill health retirement.

- 14.9 Before inviting an employee to a formal dismissal discussion, the Town Clerk will collate relevant evidence to ensure that the discussion is as useful as possible. The Disciplinary and Grievance Sub-Committee will review any notes taken at previous informal discussions in order to provide them with all information relating to actions that had already taken place along with any up to date evidence of any failure to meet the required standards. At all stages, employees will be reminded of any employment benefits that are appropriate and available (e.g. counselling, employee assistance programme).
- 14.10 In addition, and if appropriate, the Council will seek to find alternative employment within their business which is suited to an employee's skills and abilities. The Council will always ensure that any potential re-deployment opportunities have been explored prior to taking a decision to dismiss.
- 14.11 If there is no suitable alternative employment or an alternative course of action that is appropriate, then the employee will be given notice in accordance with the terms of their contract of employment. Dismissal on the grounds of capability would be the last resort.

15. SICKNESS ABSENCE MEETINGS PROCEDURE

- 15.1 The Council may apply this procedure whenever considered necessary, including, for example:
- (a) Frequent and persistent short periods of sickness absences;
 - (b) Having discussed matters at a return to work interview that require investigation; and/or
 - (c) . Being absent consecutively for 5 working days or more
- 15.2 Unless it is impractical to do so, you will receive 2 working days written notice of the date, time and place of a sickness absence meeting. The Council will put any concerns about your sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called. A reasonable opportunity for you to consider this information before a meeting will be provided.
- 15.3 The meeting will be conducted by the Town Clerk and / or the employees line manager. An employee may wish to be accompanied to sickness meetings however, these arrangements are limited to a work colleague.
- 15.4 The employee must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If an employee or their companion are unable to attend at the time specified, the employee should immediately inform their line manager who will seek to agree an alternative time.
- 15.5 A meeting may be adjourned if an employee's line manager is awaiting receipt of information, needs to gather any further information or give consideration to matters discussed at a previous meeting. The employee

will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.

- 15.6 Confirmation of any decision made at a meeting and the reasons for it will be given to the employee in writing within 10 working days of a sickness absence meeting (unless this time scale is not practicable, in which case it will be provided as soon as is practicable).
- 15.7 If, at any time, the line manager considers the employee has taken or are taking sickness absence when the employee is not unwell, the line manager may refer matters to be dealt with under the Council's Disciplinary Procedure.

16. STAGE 1: FIRST SICKNESS ABSENCE MEETING

- 16.1 The purposes of a first sickness absence meeting may include:
- (a) Discussing the reasons for absence.
 - (b) Where an employee is on long-term sickness absence, determining how long the absence is likely to last.
 - (c) Where an employee has been absent on a number of occasions, determining the likelihood of further absences.
 - (d) Considering whether medical advice is required.
 - (e) Considering what, if any, measures might improve an employee's health and/or attendance.
 - (f) Agreeing a way forward, action that will be taken and a timescale for review and/or a further meeting under the sickness absence procedure.

17. STAGE 2: FURTHER SICKNESS ABSENCE MEETING(S)

- 17.1 Depending on the matters discussed at the first stage of the sickness absence procedure, a further meeting or meetings may be necessary.
- 17.2 The purposes of further meeting(s) may include:
- (a) Discussing the reasons for and impact of the employees ongoing absence(s).
 - (b) Where an employee is on long-term sickness absence, discussing how long that absence is likely to last.
 - (c) Where an employee has been absent on a number of occasions, discussing the likelihood of further absences.
 - (d) If it has not been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required.

- (e) Considering an employee's ability to return/remain in their job in view of their capabilities and the Councils business needs and any adjustments that can reasonably be made to the job to enable the employee to do so.
- (f) Considering possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeploying the employee.
- (g) Where an employee is able to return from long-term sick leave, whether to their job or a redeployed job, agreeing a return to work programme.
- (h) If it is considered that an employee is unlikely to be able to return to work from long-term absence, whether there are any benefits for which the employee should be considered.
- (i) Agreeing a way forward, action that will be taken and a time-scale for review and/or a further meeting(s). This may, depending on steps that have already been taken, include warning an employee that they are at risk of dismissal.

18. STAGE 3: FINAL SICKNESS ABSENCE MEETING

18.1 Where an employee has been warned that they are at risk of dismissal, the Council may invite them to a meeting under the third stage of the sickness absence procedure. Arrangements for this meeting will follow the procedure set out above.

18.2 The purposes of the meeting will be:

- (a) To review the meetings that have taken place and matters discussed with the employee.
- (b) Where the employee remains on long-term sickness absence, to consider whether there have been any changes since the last meeting under stage two of the procedure, either as regards to their possible return to work or opportunities for return or redeployment.
- (c) To consider any further matters that the employee may wish to raise.
- (d) To consider whether there is a reasonable likelihood of the employee returning to work or achieving the desired level of attendance in a reasonable time.
- (e) To consider the possible termination of employment.

18.3 Termination will normally be with full notice or payment in lieu of notice.

19. APPEALS

19.1 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the

Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

- i. a failure by the Council to follow its disciplinary policy
- ii. the sub-committee's decision was not supported by the evidence
- iii. the disciplinary action was too severe in the circumstances of the case
- iv. new evidence has come to light since the disciplinary meeting.

- 19.2 Unless it is not practicable, an employee will be given, in writing, within 10 working days of receipt of the notice of the appeal of the time, date and place of the appeal meeting. He/she will be advised that they may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official. In cases of dismissal the appeal will be held as soon as possible. Any new matters raised in an appeal may delay an appeal meeting if further investigation is required.
- 19.3 An employee will be provided with written details of any new information which comes to light before an appeal meeting. An employee will also be given a reasonable opportunity to consider this information before the meeting.
- 19.4 Where practicable, an appeal meeting will be conducted by a manager senior to the individual who conducted the sickness absence meeting.
- 19.5 Should this not be possible then the Appeal will be heard by a panel of three members of the Appeals sub- committee who have not previously been involved in the case. There may be insufficient members of the sub-committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the sub-committee. The appeal panel will appoint a Chairman from one of its members.
- 19.6 Depending on the grounds of appeal, an appeal meeting may be a complete rehearing of the matter or a review of the original decision.
- 19.7 Following an appeal, the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible, within 10 working days of the appeal meeting. There will be no further right of appeal.
- 19.8 The date that any dismissal takes effect will not be delayed pending the outcome of an appeal. However, if the appeal is successful, the decision to dismiss will be revoked with no loss of continuity.

20. MONITORING AND REVIEW OF THE POLICY

- 20.1 This policy is reviewed at least every 4 years or as required by Corporate Services Committee.
- 20.2 The Council will monitor the development and dissemination of good practice to ensure that this policy and the sickness absence meetings procedure are achieving their stated objectives.

*This page is
intentionally left
blank*



TOWN COUNCIL

Agenda Item 14

Date: 20th July 2020

Title: Revised Budget 2020/21

Purpose of the Report: To provide members with a revised budget for 2020/21 reflecting predicted changes in income and expenditure arising from the implications of Covid-19.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To approve the revised budget for 2020/21.

2. BACKGROUND

In March 2020 the government imposed restrictive measures on a national basis in response to the threat of Covid-19. This had many implications for Houghton Regis Town Council including:

- Remote working for staff and remote council meetings
- Closing of the Council office including reception
- Cessation of sports facilities, and youth and community services
- Cancellation of events and civic functions
- Closure of town centre toilets, play areas and the cemetery

All restrictive measures were undertaken to accord with government requirements and advice.

In response to the national pandemic the council looked to support the local community through:

- Donation of essential supplies to care homes and housing schemes
- Donation of a Nisa food voucher to elderly people on the Mayors Christmas Card list
- Care home activity packs
- Grant to Houghton Regis Helpers to assist in additional expenses being incurred
- Distribution of 600 Easter Eggs to local schools

- Offered help and assistance to existing local support groups including Houghton Regis Helpers and local Churches
- Staff and councillors have signed up as Houghton Regis Helpers volunteers and are currently helping with shopping, prescription collection and befriending
- Distributed advice leaflets to vulnerable people
- Councillors have signposted residents to find help and support regarding debt advice, rent / mortgage / utility payments, Universal Credit
- The grounds team have also ensured areas of open space have been maintained and interments in the Cemetery have continued.
- Health and safety equipment
- It is also planned to provide Summer Activity packs to support local families

The provision of these additional services were agreed by the Mayor and Clerk under powers delegated to them from Minute 11027

3. ISSUES FOR CONSIDERATION

There have been actual financial implications arising from the impact of Covid-19. As the pandemic is not over it is also predicted that there may be further financial implications for the council.

The council has experienced actual loss of income from:

- Sports booking fees from 2019/20 (E&L Minute 11215)
- Sports booking fees from 2020/21 (E&L Minute 11216)
- Ad hoc lettings including fair and circus visits
- Event sponsorship
- Event income

There is further predicted loss of income from:

- Investments / interest
- Sports bookings
- Ad hoc lettings

The council has incurred actual additional expenditure to deliver the projects outlined in Section 2 above.

It is predicted that there may be additional expenditure incurred in relation to:

- Health and safety measures
- Refuse disposal

It is predicted that the council may benefit from some expenditure savings in relation to:

- Staff salaries and overtime
- Staff and member travel

- Conference costs
- Utilities
- Promotional material
- Events – community and civic
- Youth services
- Town centre toilet cleaning contract
- By election cost

Members will find attached a copy of the approved budget for 2020/21. Included within this document is a column titled 'Projected', this shows the projected spend against each code centre and code and takes into account the above variations.

In summary Members are requested to note:

	Approved Budget 2020/21	Projected Budget 2020/21	Change
Total Budget Income	1,063,174	1,042,894	20,280
Expenditure	1,063,174	1,040,699	22,475
Movement to/(from) Gen Reserve	0	2,195	

It is predicted that due to Covid-19 the council will lose £20,280 in income but will achieve cost savings of £22,475 enabling a contribution towards general reserves of £2,195.

Members have been circulated a detailed explanation to support this budget, however the following significant points are highlighted:

- There is a significant movement from Youth Services 302-4226 to Salaries, NI and Pensions. This is to support the resolution of Community Services Committee to deliver the pop-up café in-house;
- There is a significant saving in Community Events, 304-4222, as many of the council's community events are not being delivered. The Events Working Group did make a request for any surplus funds to be ring fenced for events in 2021/22. If members were minded to do this, expenditure in 2020/21 would increase by £25,500, thereby showing a movement from General Reserves into the budget this year of £23,305. As members are aware General Reserves are not at a level to support this drain. If members are minded to enhance events in 2021/22 a suitable case will need to be made during the budget setting process for next financial year.
- Additional resource has also been put into Computer Costs, 199-4026 to enable the council to purchase suitable IT to support members. The need, which is ongoing, for members to be able to carry out their duties using IT has been highlighted during this period. A particular difficulty has been the lack of consistency of what IT members have available and as such it is difficult to provide the right support. However, members are still expected to engage with the council

and to carry out their duties as a cllr. As such it is suggested that the council source an appropriate option to supply all cllrs with a laptop/ tablet. This will ensure consistency of IT provision, that suitable support can be provided and that members will be able to engage with the council and to carry out their duties. This may be through purchase or leasing. This proposal is intended to support councillors in carrying out their duties and responsibilities, it is a necessary spend of resources.

4. COUNCIL VISION

The proposed action supports the Council's Vision as follows:

Aspirations

- A2 To effectively and proactively **represent** our community
- A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

Objective 2: A Greener Cleaner Houghton Regis

- 2.1 To reduce the use of paper by the council

5. IMPLICATIONS

Corporate Implications

- Implications for other committees
Revised committee budgets will be circulated to committee members for information.
Each committee will be required to monitor it's spend and income against the revised budget
- Staff implications
Staff will be circulated relevant extracts from the revised budget

Legal Implications

- There are no Legal Implications arising from this report.

Financial Implications

- Financial Implications have been detailed within the report.

Risk Implications

- There are no Risk Implications arising from this report.

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

- The revised budget will be communicated to the press, via the councils website and social media.

6. CONCLUSION AND NEXT STEPS

It is a prudent action to identify and respond to changes in the income and expenditure of the Council due to the Covid-19 pandemic. The revised budget reflects on actual and predicted changes to income and expenditure and seeks to assist the council in managing its finances for the remainder of 2020/21.

7. APPENDICES

Appendix A: Approved Budget 2020/21 inc Predicted Income & Expenditure due to Covid-19

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Corporate Services										
101	<u>Corporate Management</u>									
1076	Precept received	861,916	861,916	904,518	452,259	904,518	0	901,145	0	0
1096	Interest & Dividends Received	34,000	37,969	34,000	605	30,400	0	35,000	0	0
	Total Income	895,916	899,885	938,518	452,864	934,918	0	936,145	0	0
4051	BANK & LOAN CHARGES	60	20	60	0	60	0	120	0	0
4056	AUDIT FEES	2,750	3,074	2,750	-2,750	2,750	0	3,067	0	0
4057	ACCOUNTANCY & SOFTWARE	1,700	2,895	2,600	-690	2,600	0	2,081	0	0
4061	CCLA Management Fees	4,000	3,955	4,000	0	4,000	0	4,930	0	0
	Overhead Expenditure	8,510	9,944	9,410	-3,440	9,410	0	10,198	0	0
	Movement to/(from) Gen Reserve	887,406	889,942	929,108	456,304	925,508		925,947		
102	<u>Democratic Rep'n & Mgmt</u>									
4007	CONFERENCE COSTS	1,000	211	450	0	250	0	356	0	0
4008	TRAINING/COURSES	1,400	60	700	0	700	0	700	0	0
4009	TRAVEL	350	441	350	0	200	0	383	0	0
4020	MISC. ESTABLISH.COST	400	242	400	0	200	0	200	0	0
4024	SUBSCRIPTIONS	2,800	2,635	3,200	2,617	3,200	0	2,848	0	0
4104	HOSPITALITY ALLNCE	200	115	200	0	200	0	300	0	0
4131	ELECTION COSTS	15,000	14,549	5,000	0	5,000	0	0	0	0
4991	Trs to Earmarked Reserve	0	0	0	0	0	0	3,500	0	0
4992	Trs from Earmarked Reserve	-2,889	-2,889	0	0	0	0	0	0	0

Continued on next page

**Houghton Regis Town Council
Annual Budget - By Committee
Note: Approved Budget 2020/21**

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	18,261	15,363	10,300	2,617	9,750	0	8,287	0	0
Movement to/(from) Gen Reserve	<u>(18,261)</u>	<u>(15,363)</u>	<u>(10,300)</u>	<u>(2,617)</u>	<u>(9,750)</u>		<u>(8,287)</u>		
190 Central Services									
1082 INC-LETTINGS	150	15	30	0	0	0	150	0	0
1091 Income Miscellaneous	100	176	100	0	100	0	0	0	0
Total Income	<u>250</u>	<u>191</u>	<u>130</u>	<u>0</u>	<u>100</u>	<u>0</u>	<u>150</u>	<u>0</u>	<u>0</u>
4007 CONFERENCE COSTS	800	170	800	260	300	0	328	0	0
4008 TRAINING/COURSES	2,000	1,234	2,000	60	2,000	0	2,739	0	0
4009 TRAVEL	350	671	500	0	375	0	300	0	0
4011 RATES	7,200	6,997	7,200	0	7,200	0	8,217	0	0
4012 WATER RATES	350	314	600	102	600	0	328	0	0
4014 ELECTRICITY	1,400	1,297	1,500	122	1,400	0	1,424	0	0
4015 GAS	1,300	1,469	1,600	167	1,400	0	1,643	0	0
4017 HEALTH & SAFETY	300	507	300	0	300	0	400	0	0
4020 MISC. ESTABLISH.COST	150	262	200	85	200	0	200	0	0
4021 COMMUNICATIONS COSTS	2,452	3,926	2,600	303	2,600	0	2,739	0	0
4022 POSTAGE	2,800	1,351	1,800	50	1,800	0	3,067	0	0
4023 STATIONERY	1,200	641	1,200	0	1,200	0	800	0	0
4025 INSURANCE	18,000	11,907	14,000	12,518	14,000	0	18,078	0	0
4026 COMPUTER COSTS	3,340	5,929	5,000	1,386	5,000	0	3,700	0	0
4027 PHOTOCOPIER CHARGES	1,700	1,300	2,000	375	2,000	0	2,500	0	0
4031 ADVERTISING	0	0	1,400	0	1,400	0	1,643	0	0

Continued on next page

**Houghton Regis Town Council
Annual Budget - By Committee
Note: Approved Budget 2020/21**

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036 PROPERTY MAINTENANCE	5,000	5,481	5,000	0	5,000	0	4,000	0	0
4038 MAINTENANCE CONTRACTS	600	697	600	405	600	0	400	0	0
4042 Equipment Repairs &Maintenance	1,000	268	1,500	0	1,500	0	2,191	0	0
4059 OTHER PROFESSIONAL FEES	10,000	6,642	14,000	0	14,000	0	1,500	0	0
4900 BUDGET TRANSFER	-4,000	0	0	0	0	0	0	0	0
4991 Trs to Earmarked Reserve	0	0	0	0	0	0	20,000	0	0
4992 Trs from Earmarked Reserve	-22,816	-22,816	0	0	0	0	0	0	0
Overhead Expenditure	33,126	28,248	63,800	15,833	62,875	0	76,197	0	0
Movement to/(from) Gen Reserve	(32,876)	(28,057)	(63,670)	(15,833)	(62,775)		(76,047)		
191 Personnel/Staff Costs									
4001 STAFF SALARIES	389,256	377,482	408,525	59,384	419,525	0	356,096	0	0
4002 EMPLOYERS N.I	39,900	33,430	39,852	5,037	41,852	0	32,870	0	0
4003 EMPLOYERS SUPERANN.	94,900	80,758	99,037	13,057	104,037	0	67,932	0	0
4005 STAFF OVERTIME	6,493	10,302	7,000	300	5,000	0	9,861	0	0
4042 Equipment Repairs &Maintenance	0	257	0	0	0	0	0	0	0
4059 OTHER PROFESSIONAL FEES	6,000	7,438	3,500	1,393	3,500	1,838	3,287	0	0
4992 Trs from Earmarked Reserve	-30,000	-30,000	-35,000	0	-35,000	0	0	0	0
Overhead Expenditure	506,549	479,666	522,914	79,170	538,914	1,838	470,046	0	0
Movement to/(from) Gen Reserve	(506,549)	(479,666)	(522,914)	(79,170)	(538,914)		(470,046)		
199 P&R Capital and Projects									
4026 COMPUTER COSTS	6,000	5,483	5,500	1,450	11,500	0	0	0	0
4992 Trs from Earmarked Reserve	-2,000	-2,000	0	0	0	0	0	0	0

Continued on next page

Houghton Regis Town Council

Annual Budget - By Committee

Note: Approved Budget 2020/21

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	4,000	3,483	5,500	1,450	11,500	0	0	0	0
Movement to/(from) Gen Reserve	(4,000)	(3,483)	(5,500)	(1,450)	(11,500)		0		
Corporate Services - Income	896,166	900,077	938,648	452,864	935,018	0	936,295	0	0
Expenditure	570,446	536,705	611,924	95,630	632,449	1,838	564,728	0	0
Movement to/(from) Gen Reserve	325,720	363,371	326,724	357,233	302,569		371,567		

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee
Note: Approved Budget 2020/21

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment and Leisure</u>										
201	<u>Village Green Rec Gd</u>									
1082	INC-LETTINGS	2,700	3,841	3,315	0	0	0	2,958	0	0
	Total Income	2,700	3,841	3,315	0	0	0	2,958	0	0
4037	GROUNDS MAINTENANCE	500	267	500	0	500	0	1,000	0	0
	Overhead Expenditure	500	267	500	0	500	0	1,000	0	0
	Movement to/(from) Gen Reserve	2,200	3,574	2,815	0	(500)		1,958		
202	<u>Village Green Pavilion</u>									
1082	INC-LETTINGS	400	232	200	0	0	0	400	0	0
	Total Income	400	232	200	0	0	0	400	0	0
4011	RATES	2,448	2,504	2,600	0	2,600	0	2,738	0	0
4012	WATER RATES	500	1,190	400	70	1,000	0	438	0	0
4014	ELECTRICITY	1,000	1,619	1,000	145	800	0	986	0	0
4036	PROPERTY MAINTENANCE	1,000	1,147	1,900	1,899	1,900	0	1,000	0	0
4038	MAINTENANCE CONTRACTS	100	174	200	0	200	0	105	0	0
4042	Equipment Repairs & Maintenance	0	90	0	0	0	0	0	0	0
4059	OTHER PROFESSIONAL FEES	0	-3,128	0	0	0	3,475	0	0	0
	Overhead Expenditure	5,048	3,596	6,100	2,115	6,500	3,475	5,267	0	0
	Movement to/(from) Gen Reserve	(4,648)	(3,364)	(5,900)	(2,115)	(6,500)		(4,867)		
211	<u>Parkside Rec Gd</u>									

Continued on next page

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1082 INC-LETTINGS	4,000	1,953	2,615	0	1,800	0	1,927	0	0
Total Income	4,000	1,953	2,615	0	1,800	0	1,927	0	0
4013 RENT	50	50	50	0	50	0	50	0	0
4036 PROPERTY MAINTENANCE	0	0	0	137	0	0	0	0	0
4037 GROUNDS MAINTENANCE	1,400	1,175	1,400	0	1,400	0	1,533	0	0
Overhead Expenditure	1,450	1,225	1,450	137	1,450	0	1,583	0	0
Movement to/(from) Gen Reserve	2,550	728	1,165	(136)	350		344		
212 Parkside Pavilion									
4012 WATER RATES	100	108	100	0	100	0	72	0	0
4014 ELECTRICITY	400	372	400	80	400	0	428	0	0
4015 GAS	150	98	150	21	150	0	109	0	0
4036 PROPERTY MAINTENANCE	1,000	1,966	1,000	0	1,000	0	1,500	0	0
Overhead Expenditure	1,650	2,543	1,650	101	1,650	0	2,109	0	0
Movement to/(from) Gen Reserve	(1,650)	(2,543)	(1,650)	(100)	(1,650)		(2,109)		
221 Tithe Farm Rec Gd									
1082 INC-LETTINGS	2,500	2,039	3,000	0	2,000	0	4,382	0	0
Total Income	2,500	2,039	3,000	0	2,000	0	4,382	0	0
4013 RENT	5	5	5	0	5	0	5	0	0
4036 PROPERTY MAINTENANCE	0	0	0	137	0	0	0	0	0
4037 GROUNDS MAINTENANCE	1,500	1,175	1,700	0	1,700	0	1,643	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee
Note: Approved Budget 2020/21

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	1,505	1,180	1,705	137	1,705	0	1,648	0	0
Movement to/(from) Gen Reserve	995	859	1,295	(136)	295		2,734		
222 Tithe Farm Pavilion									
1091 Income Miscellaneous	0	1,500	0	0	0	0	0	0	0
Total Income	0	1,500	0	0	0	0	0	0	0
4012 WATER RATES	450	363	450	97	450	0	437	0	0
4014 ELECTRICITY	700	557	700	110	700	0	493	0	0
4015 GAS	150	98	150	21	150	0	164	0	0
4036 PROPERTY MAINTENANCE	1,200	1,031	1,200	0	1,200	0	1,200	0	0
Overhead Expenditure	2,500	2,049	2,500	228	2,500	0	2,294	0	0
Movement to/(from) Gen Reserve	(2,500)	(549)	(2,500)	(228)	(2,500)		(2,294)		
231 Orchard Close Rec Gd									
1082 INC-LETTINGS	1,171	1,955	2,320	0	440	0	732	0	0
Total Income	1,171	1,955	2,320	0	440	0	732	0	0
4036 PROPERTY MAINTENANCE	0	0	0	137	0	0	0	0	0
4037 GROUNDS MAINTENANCE	1,000	2,123	1,500	0	1,500	0	1,500	0	0
Overhead Expenditure	1,000	2,123	1,500	137	1,500	0	1,500	0	0
Movement to/(from) Gen Reserve	171	(168)	820	(136)	(1,060)		(768)		
232 Orchard Close Pavilion									

Continued on next page

Houghton Regis Town Council

Annual Budget - By Committee

Note: Approved Budget 2020/21

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012 WATER RATES	350	96	350	61	350	0	383	0	0
4014 ELECTRICITY	270	177	270	77	270	0	295	0	0
4036 PROPERTY MAINTENANCE	600	570	600	0	600	0	800	0	0
Overhead Expenditure	1,220	843	1,220	137	1,220	0	1,478	0	0
Movement to/(from) Gen Reserve	(1,220)	(843)	(1,220)	(137)	(1,220)		(1,478)		
241 Moore Crescent Rec Gd									
1082 INC-LETTINGS	1,400	1,653	2,125	0	1,400	0	3,031	0	0
Total Income	1,400	1,653	2,125	0	1,400	0	3,031	0	0
4036 PROPERTY MAINTENANCE	0	0	0	137	0	0	0	0	0
4037 GROUNDS MAINTENANCE	800	1,109	1,000	0	1,000	0	1,000	0	0
Overhead Expenditure	800	1,109	1,000	137	1,000	0	1,000	0	0
Movement to/(from) Gen Reserve	600	544	1,125	(136)	400		2,031		
242 Moore Crescent Pavilion									
1082 INC-LETTINGS	400	98	200	0	200	0	232	0	0
Total Income	400	98	200	0	200	0	232	0	0
4011 RATES	4,275	4,370	4,400	0	4,400	0	4,684	0	0
4012 WATER RATES	2,000	2,896	2,500	125	2,500	0	1,314	0	0
4014 ELECTRICITY	1,400	1,311	1,600	167	1,400	0	1,043	0	0
4015 GAS	800	2,484	2,500	256	2,500	0	876	0	0
4036 PROPERTY MAINTENANCE	1,500	2,272	2,000	0	2,000	0	1,500	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee
Note: Approved Budget 2020/21

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4038 MAINTENANCE CONTRACTS	545	531	545	454	545	0	564	0	0
Overhead Expenditure	10,520	13,864	13,545	1,002	13,345	0	9,981	0	0
Movement to/(from) Gen Reserve	(10,120)	(13,766)	(13,345)	(1,002)	(13,145)		(9,749)		
243 Moore Crescent Bowling Gn									
1082 INC-LETTINGS	7,000	4,299	5,000	0	4,285	0	8,000	0	0
Total Income	7,000	4,299	5,000	0	4,285	0	8,000	0	0
4037 GROUNDS MAINTENANCE	5,000	3,938	5,500	213	5,500	0	7,000	0	0
Overhead Expenditure	5,000	3,938	5,500	213	5,500	0	7,000	0	0
Movement to/(from) Gen Reserve	2,000	361	(500)	(213)	(1,215)		1,000		
271 Houghton Regis Cemetery									
1078 Grants & Donations Received	0	810	0	0	0	0	0	0	0
1084 Income Burial Fees	15,000	17,811	7,500	1,610	7,500	0	20,000	0	0
Total Income	15,000	18,621	7,500	1,610	7,500	0	20,000	0	0
4011 RATES	900	985	1,100	0	1,100	0	892	0	0
4012 WATER RATES	200	155	200	0	200	0	109	0	0
4020 MISC. ESTABLISH.COST	500	615	2,500	2,672	2,500	0	16,400	0	0
Overhead Expenditure	1,600	1,755	3,800	2,672	3,800	0	17,401	0	0
Movement to/(from) Gen Reserve	13,400	16,865	3,700	(1,062)	3,700		2,599		
272 All Saints Churchyard									

Continued on next page

Annual Budget - By Committee

Note: Approved Budget 2020/21

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4028 Bedford Road Wall	500	20,018	2,500	0	2,500	0	0	0	0
4992 Trs from Earmarked Reserve	0	-15,107	0	0	0	0	0	0	0
4998 Trs to EMR All Saints Wall	0	0	0	0	0	0	2,000	0	0
Overhead Expenditure	500	4,911	2,500	0	2,500	0	2,000	0	0
Movement to/(from) Gen Reserve	(500)	(4,911)	(2,500)	0	(2,500)		(2,000)		
281 Public Open Spaces									
4037 GROUNDS MAINTENANCE	500	519	500	0	500	0	1,000	0	0
4217 HHP Project Contribution	3,334	3,334	3,334	0	3,334	0	3,334	0	0
4992 Trs from Earmarked Reserve	0	0	0	0	0	0	-3,000	0	0
5002 Tr from EMR Former Railway LIn	-3,000	-3,000	-3,000	0	-3,000	0	0	0	0
Overhead Expenditure	834	853	834	0	834	0	1,334	0	0
Movement to/(from) Gen Reserve	(834)	(853)	(834)	0	(834)		(1,334)		
282 Play Areas (all)									
4017 HEALTH & SAFETY	500	420	500	0	500	0	500	0	0
4037 GROUNDS MAINTENANCE	0	0	1,500	0	1,500	0	1,000	0	0
4042 Equipment Repairs & Maintenance	4,500	96	4,500	0	4,500	0	5,000	0	0
4992 Trs from Earmarked Reserve	-2,500	-2,500	-2,500	0	-2,500	0	-2,500	0	0
4999 Trs to EMR Play Areas	2,500	2,500	2,500	0	2,500	0	2,500	0	0
Overhead Expenditure	5,000	516	6,500	0	6,500	0	6,500	0	0
Movement to/(from) Gen Reserve	(5,000)	(516)	(6,500)	0	(6,500)		(6,500)		
283 Street Furniture (Formerly Bus									

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee
Note: Approved Budget 2020/21

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036 PROPERTY MAINTENANCE	200	0	500	0	500	0	1,000	0	0
Overhead Expenditure	200	0	500	0	500	0	1,000	0	0
Movement to/(from) Gen Reserve	(200)	0	(500)	0	(500)		(1,000)		
291 Outside Services									
1075 Sale of Assets	0	4,433	0	0	0	0	0	0	0
1091 Income Miscellaneous	5,000	15,824	11,651	-700	11,351	0	5,000	0	0
Total Income	5,000	20,257	11,651	-700	11,351	0	5,000	0	0
4006 PROTECTIVE CLOTHING	1,000	851	1,250	91	1,250	0	1,643	0	0
4008 TRAINING/COURSES	2,000	612	3,000	0	3,000	0	2,000	0	0
4011 RATES	8,400	8,593	8,800	0	8,800	0	9,256	0	0
4012 WATER RATES	600	775	900	306	900	0	428	0	0
4013 RENT	15,500	15,500	15,500	3,875	15,500	0	15,500	0	0
4014 ELECTRICITY	1,800	1,914	1,800	220	1,800	0	1,424	0	0
4015 GAS	100	109	100	0	100	0	547	0	0
4017 HEALTH & SAFETY	200	146	500	0	1,500	0	500	0	0
4018 REFUSE DISPOSAL	12,000	15,536	18,000	2,782	21,000	0	9,861	0	0
4020 MISC. ESTABLISH.COST	0	30	200	0	200	0	1,000	0	0
4021 COMMUNICATIONS COSTS	424	234	100	20	100	0	876	0	0
4025 INSURANCE	200	0	200	0	200	0	225	0	0
4036 PROPERTY MAINTENANCE	1,000	1,117	9,000	0	9,000	0	1,000	0	0
4038 MAINTENANCE CONTRACTS	525	298	600	281	600	0	290	0	0
4039 HORTICULTURAL SUPPLIES	2,100	1,828	2,000	0	2,000	0	1,972	0	0

Continued on next page

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4040 Tree maintenance	8,000	8,745	10,000	0	10,000	0	2,191	0	0
4041 Tree Survey	2,575	2,125	575	0	575	0	1,500	0	0
4042 Equipment Repairs & Maintenance	10,000	8,871	8,000	77	8,000	235	15,339	0	0
4044 VEHICLE FUEL	6,000	8,228	9,000	143	9,000	0	4,382	0	0
4045 VEHICLE TAX & INSURANCE	800	1,041	900	0	900	0	814	0	0
4059 OTHER PROFESSIONAL FEES	1,900	3,343	2,000	0	2,000	0	1,000	0	0
Overhead Expenditure	75,124	79,896	92,425	7,795	96,425	235	71,748	0	0
Movement to/(from) Gen Reserve	(70,124)	(59,638)	(80,774)	(8,495)	(85,074)		(66,748)		
299 Env Capital & Projects									
1074 External Grant	0	5,000	30,000	0	30,000	0	0	0	0
1075 Sale of Assets	0	6,750	0	0	0	0	0	0	0
1077 Grant income CBC Section 106	0	0	12,700	0	12,700	0	0	0	0
1205 S106 Contrib for sport / rec	0	0	30,000	0	30,000	0	0	0	0
Total Income	0	11,750	72,700	0	72,700	0	0	0	0
4049 Loan payments - Play Areas	3,777	7,440	0	0	0	0	7,555	0	0
4053 Loan payments- Moore Cres. Pav	24,069	30,497	24,069	0	24,069	0	24,069	0	0
4054 Loan payments - Skate park	0	3,125	0	0	0	0	6,338	0	0
4851 CAP-Machinery Renewals	20,000	18,124	20,000	0	20,000	0	20,000	0	0
4856 CAP - Street Furniture	7,500	0	15,700	0	15,700	0	3,000	0	0
4858 CAP - PLAY AREAS & EQPT	0	0	10,000	0	10,000	0	0	0	0
4862 CAP - Cemetery Provision	30,000	90,584	0	0	0	6,000	10,000	0	0
4871 CAP - Pavilion Renovations	0	2,324	50,000	0	50,000	0	0	0	0

Continued on next page

Houghton Regis Town Council

Annual Budget - By Committee

Note: Approved Budget 2020/21

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4872 CAP - Sport & Recreation	0	4,200	0	1,155	0	0	0	0	0
4873 CAP - Flagpole Lighting	0	4,340	0	0	0	0	0	0	0
4980 Tr to EMR Pavillion Renovation	10,000	10,000	0	0	0	0	0	0	0
4992 Trs from Earmarked Reserve	-9,048	-86,234	0	0	0	0	0	0	0
4993 Trs to EMR for Cemetery	0	0	0	0	0	0	10,000	0	0
4995 Trs to EMR for Allotments	0	0	0	0	0	0	10,000	0	0
4999 Trs to EMR Play Areas	0	0	0	0	0	0	10,000	0	0
Overhead Expenditure	86,298	84,400	119,769	1,155	119,769	6,000	100,962	0	0
Movement to/(from) Gen Reserve	(86,298)	(72,650)	(47,069)	(1,155)	(47,069)		(100,962)		
Environment and Leisure - Income	39,571	68,198	110,626	910	101,676	0	46,662	0	0
Expenditure	200,749	205,068	262,998	15,964	267,198	9,710	235,805	0	0
Movement to/(from) Gen Reserve	(161,178)	(136,871)	(152,372)	(15,054)	(165,522)		(189,143)		

Continued on next page

		<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>										
302	<u>Community Services</u>									
1078	Grants & Donations Received	0	2,035	2,000	0	3,000	0	0	0	0
1091	Income Miscellaneous	2,800	7,896	1,800	0	500	0	2,000	0	0
1097	Income - Council Events	0	0	0	480	0	0	0	0	0
	Total Income	2,800	9,931	3,800	480	3,500	0	2,000	0	0
4221	SUMMER PLAYScheme	3,750	3,716	4,500	0	4,500	0	3,287	0	0
4226	Youth services	20,000	22,844	26,800	0	4,500	4,538	24,105	0	0
4227	Community Services	3,500	3,348	3,000	0	3,000	0	4,382	0	0
4228	Community Facilities	2,000	0	0	0	0	0	0	0	0
4230	Public Toilets	18,800	18,393	18,800	278	18,800	0	19,381	0	0
4232	Christmas Lights	13,000	13,220	13,000	0	13,000	0	14,000	0	0
4982	Tfr to EMR Knife Crime	0	1,737	0	0	0	0	0	0	0
	Overhead Expenditure	61,050	63,257	66,100	278	43,800	4,538	65,155	0	0
	Movement to/(from) Gen Reserve	(58,250)	(53,326)	(62,300)	202	(40,300)		(63,155)		
303	<u>Communications</u>									
1091	Income Miscellaneous	0	0	0	0	0	0	1,000	0	0
	Total Income	0	0	0	0	0	0	1,000	0	0
4029	Promotional Material	1,000	850	2,000	0	1,000	0	1,000	0	0
4033	NEWSLETTER	3,700	4,742	4,000	0	4,000	0	10,408	0	0
4034	WEBSITE COSTS	1,160	738	1,000	0	1,000	0	500	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee
Note: Approved Budget 2020/21

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059 OTHER PROFESSIONAL FEES	300	320	350	0	350	0	300	0	0
4225 TOWN GUIDE	0	0	2,000	0	2,000	0	1,000	0	0
4992 Trs from Earmarked Reserve	0	0	-2,000	0	-2,000	0	0	0	0
Overhead Expenditure	6,160	6,650	7,350	0	6,350	0	13,208	0	0
Movement to/(from) Gen Reserve	(6,160)	(6,650)	(7,350)	0	(6,350)		(12,208)		
304 Events									
1094 Income from Sponsors	5,000	2,720	5,000	0	1,200	0	5,000	0	0
1097 Income - Council Events	7,000	4,738	5,100	180	1,500	0	8,000	0	0
Total Income	12,000	7,458	10,100	180	2,700	0	13,000	0	0
4031 ADVERTISING	500	0	500	0	500	0	500	0	0
4222 COMMUNITY EVENTS	40,000	32,116	42,000	2,949	16,500	300	42,731	0	0
4992 Trs from Earmarked Reserve	-2,537	-2,537	0	0	0	0	0	0	0
Overhead Expenditure	37,963	29,579	42,500	2,949	17,000	300	43,231	0	0
Movement to/(from) Gen Reserve	(25,963)	(22,120)	(32,400)	(2,769)	(14,300)		(30,231)		
305 Community Grants									
4203 MAYORS CHRISTMAS APPEAL FUND	2,500	1,613	2,100	0	2,100	0	2,300	0	0
4218 Grants (WB) Small Projects	3,000	2,479	3,000	0	3,000	0	3,000	0	0
4219 Grants (WB) Large Projects	2,500	2,500	1,962	1,962	1,962	0	3,000	0	0
4220 Grants (WB) Key Partners	25,251	21,251	15,000	0	15,000	0	22,251	0	0
4234 Covid 19 Expenditure	0	25	0	1,774	2,600	0	0	0	0
4991 Trs to Earmarked Reserve	0	4,000	0	0	0	0	0	0	0

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee
Note: Approved Budget 2020/21

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	33,251	31,868	22,062	3,736	24,662	0	30,551	0	0
Movement to/(from) Gen Reserve	(33,251)	(31,868)	(22,062)	(3,736)	(24,662)		(30,551)		
306 Community Safety									
4046 Enviro - Crime	14,000	4,500	7,400	3,600	6,400	0	7,200	0	0
4059 OTHER PROFESSIONAL FEES	33,990	32,508	33,990	-2,800	33,990	0	33,990	0	0
4992 Trs from Earmarked Reserve	-8,755	-8,755	0	0	0	0	-2,191	0	0
Overhead Expenditure	39,235	28,253	41,390	800	40,390	0	38,999	0	0
Movement to/(from) Gen Reserve	(39,235)	(28,253)	(41,390)	(800)	(40,390)		(38,999)		
307 Civic Services									
4101 MAYORS ALLOWANCE	3,850	3,036	3,850	0	3,850	0	3,850	0	0
4106 Mayors Civic Events	2,200	2,129	2,200	0	2,200	0	2,200	0	0
4121 CIVIC REGALIA	100	100	550	0	550	0	100	0	0
4122 Civic Fund Expenses	150	21	200	727	200	0	150	0	0
4992 Trs from Earmarked Reserve	0	0	-450	0	-450	0	0	0	0
Overhead Expenditure	6,300	5,286	6,350	727	6,350	0	6,300	0	0
Movement to/(from) Gen Reserve	(6,300)	(5,286)	(6,350)	(727)	(6,350)		(6,300)		
399 Community Capital & Projects									
4804 CAP-New Christmas Lights	6,000	5,800	6,000	0	6,000	0	4,000	0	0
4992 Trs from Earmarked Reserve	-6,000	-6,000	-6,000	0	-6,000	0	0	0	0
Overhead Expenditure	0	-200	0	0	0	0	4,000	0	0

Continued on next page

**Houghton Regis Town Council
Annual Budget - By Committee
Note: Approved Budget 2020/21**

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>200</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(4,000)</u>		
Community Services - Income	14,800	17,390	13,900	660	6,200	0	16,000	0	0
Expenditure	183,959	164,694	185,752	8,489	138,552	4,838	201,444	0	0
Movement to/(from) Gen Reserve	<u>(169,159)</u>	<u>(147,304)</u>	<u>(171,852)</u>	<u>(7,829)</u>	<u>(132,352)</u>		<u>(185,444)</u>		

Continued on next page

Houghton Regis Town Council
Annual Budget - By Committee
Note: Approved Budget 2020/21

	<u>2019/20</u>		<u>2020/21</u>				<u>2021/22 - Draft</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<u>Planning and Licensing</u>										
401	<u>Growth Area</u>									
4059	OTHER PROFESSIONAL FEES	2,500	1,782	2,500	379	2,500	0	2,500	0	0
4062	Neighbourhood Plan	20,000	2,265	20,000	0	20,000	0	0	0	0
4992	Trs from Earmarked Reserve	-20,000	-2,265	-20,000	0	-20,000	0	0	0	0
	Overhead Expenditure	2,500	1,782	2,500	379	2,500	0	2,500	0	0
	Movement to/(from) Gen Reserve	(2,500)	(1,782)	(2,500)	(379)	(2,500)		(2,500)		
	Planning and Licensing - Income	0	0	0	0	0	0	0	0	0
	Expenditure	2,500	1,782	2,500	379	2,500	0	2,500	0	0
	Movement to/(from) Gen Reserve	(2,500)	(1,782)	(2,500)	(379)	(2,500)		(2,500)		
	Total Budget Income	950,537	985,664	1,063,174	454,434	1,042,894	0	998,957	0	0
	Expenditure	957,654	908,249	1,063,174	120,463	1,040,699	16,386	1,004,477	0	0
	Movement to/(from) Gen Reserve	(7,117)	77,415	0	333,971	2,195		(5,520)		



Date: 20th July 2020

Title: YEAR END ACCOUNTS PROCESS

Purpose of the Report: To advise members of the year end accounting processes.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

The report is provided for information only.

2. BACKGROUND

This report is provided to advise members of the year end accounting processes.

There are 3 elements to the Council's accounts:

1. Day to day accounts administration
2. Year end close down
3. Preparation of the Annual Governance & Accountability Return

The report provides guidance on each of these elements.

3. DAY TO DAY ACCOUNTS ADMINISTRATION

The administration of the council's accounts is undertaken by the Accounts Officer and overseen by the Town Clerk / RFO.

4. YEAR END CLOSE DOWN

The RFO specifies a date for year end close down to DCK Beavers for mid May. This is to enable March invoices to be received and processed and for journals of corrections, adjustments, accruals and prepayments to be completed.

DCK Beavers then undertake the following:

1. Check prepayment, accrual and adjustments journals
2. Complete any outstanding journals over which there was a query

3. Make recommendations as appropriate to RFO & Accounts Officer
4. Check the proposed EMR transfers, make necessary amendments and input the appropriate journal entries
5. Print journal report for HRTC officer to check
6. Close down for the month of March and complete back-up
7. Closed the year and complete year end back-up.
8. Open new live company for the subsequent year's accounts.

Members are requested to note:

1. Last year members were advised that as the council has become busier the delay experienced between year end (31st March) and the date of close down (mid May) was causing financial administration issues. It was intended for 2019/20 to intend to instruct DCK to complete a year end 'health check' (late March) so that the close down can be brought forward to mid / late April with the receipt of the financial statements by end of May. Due to Covid-19 this did not happen. It is however intended to follow this for 2020/21;
2. Members may be requested to consider putting in place financial measures to begin the transition from a medium sized council to a larger council.

5. PREPARATION OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

The Annual Governance & Accountability Return comprises:

- Completion of the Annual Governance & Accountability Return form;
- Bank Reconciliation Statement for year end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Statement of Accounts the Year;
- Completion of Intermediate Audit Questionnaire supported by evidence specified by the external auditors.

DCK Beavers assist in the completion of the Annual Return. In preparation they require a Questionnaire to be completed in January which provides them with information on the Council's pension scheme, recruitment, advertising, publicity, asset purchases and disposals to date, leases and tenancies, and agency work. This information is provided to assist with the preparation of the Notes to the Statement of Accounts. In addition the RFO specifies a date for the completion of the Statement of Accounts to DCK Beavers for early June dependent on the date of the Town Council meeting. (This date would be brought forward with the completion of the year end health check.)

DCK Beavers provide a draft of Section 2 Statement of Accounts Notes to the Accounts by the date specified. Officers check information provided.

DCK Beavers do not prepare the following for submission with the Annual Return:

- Bank Reconciliation Statement for year end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Completion of Intermediate Audit Questionnaire with evidence required

These are completed by the RFO.

6. COUNCIL VISION

The proposed action supports the Council's Vision as follows:

Aspirations

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

7. IMPLICATIONS

Corporate Implications

- This process is supported by the following council policies:
 - Standing Orders
 - Financial Regulations
 - Internal Audit, Planning & Review

Legal Implications

Smaller authorities must:

- Approve and publish the unaudited AGAR by 31st August 2020 (extended deadline due to Covid-19)
- Must commence the period of public rights on or before 1st September 2020 (extended deadline due to Covid-19)
- Submit the AGAR to the external auditor by 31st August 2020 (extended deadline due to Covid-19)
- Publish the audited AGAR and notice of completion by 30th November (extended deadline due to Covid-19)

Financial Implications

- There are no budget implications.

Risk Implications

- Failure to submit the Annual Governance & Accountability Return by 31st August would result in the external auditor issuing Qualified Accounts. This may result in reputational damage to the council.

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 report does not discriminate.

Press Contact

The decision relating to this agenda item will be communicated to the press, via the councils website and social media.

8. CONCLUSION AND NEXT STEPS

This is an annual process. The report provides background guidance for members information.

9. APPENDICES

None.

Annual Internal Audit Report 2019/20

HOUGHTON REGIS TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/11/2019 18/06/2020

Name of person who carried out the internal audit

ROSANNE NULTY

Signature of person who carried out the internal audit



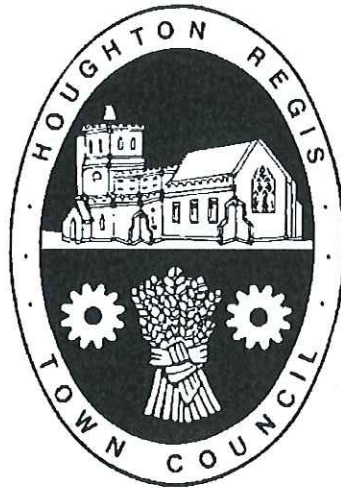
Date

30/06/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

*This page is
intentionally left
blank*



Houghton Regis Town Council

Internal Audit Report

Annual Report

Version	1
Date	18 th June 2020
Issued to	Town Clerk
By	Rosanne Nulty CPFA; CMIIA

1. Introduction

- 1.1 Greenbiro Limited was re-appointed as the internal auditors for the Council for the Municipal Year 2019-20 having delivered the service for previous six years. Good governance would be to review the internal audit appointment to ensure value for money and objectivity is still being achieved through continued use of Greenbiro Limited.
- 1.2 The Council has a statutory duty to complete an Annual Return each year. Within the Annual Return there is an annual internal audit report that provides assurance on a range of prescribed control objectives.
- 1.3 The internal audit testing programme is designed to focus on the areas where assurance is required for completion of the Annual Return.
- 1.4 An interim visit was undertaken on 6th November 2019 to undertake some sample review of documents, procedures and processes.
- 1.5 The purpose of this report is to provide the Town Clerk and its Councillors with an interim update on the outcomes of the visit and identify any areas of concern. It does not guarantee that records or activities are free from fraud or error.

2. Overview

- 2.1 No issues were reported at the interim visit on November 2019, and the recommendations made in the previous year had been appropriately addressed as reported in November 2019.
- 2.2 The prescribed internal control objectives to be reviewed as part of the Annual Internal Audit Report are described in Table 1 below. Alongside each objective, a brief summary of the findings at the interim visit are included.
- 2.3 General comments are that financial records are well maintained, clearly labelled so are easy to find and follow, filed in an appropriate manner and appeared to be complete and fit for purpose.
- 2.4 Following the external audit of the accounts for 2018/19, an unqualified opinion was provided.

Table 1 – Internal Control Objectives (derived from the Annual Return form)

	Control Objective	Findings	Action Ref.
A	Appropriate books of account have been properly kept throughout the year.	Accounting records were reviewed and were in the expected format. Some arithmetic checks were performed to detect system errors. None were found. The Council uses appropriate accounting software (RBS) to record all its financial transactions.	
B	The Council's Financial Regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<p>The Council's Financial Regulations are reviewed annually. They were most recently reviewed on 15th May 2019.</p> <p>A sample of payments was examined. All purchases examined had been processed in accordance with the described procedure and the Council's Financial Regulations were met.</p> <p>Accounting for VAT was examined on the invoices paid, no errors were detected. The latest VAT return was examined and had been submitted in full and on time.</p> <p>The Finance & Cemeteries Officer is making preparations for the Council to participate in HMRC's 'making tax digital' scheme, and will comply with the requirements in accordance with HMRC's timetable.</p> <p>The Council was selected in August 2019 for a compliance check by HMRC (as is usual for organisations who claim VAT reimbursement rather than paying over VAT to HMRC). They have responded with the requested information, and received confirmation from HMRC that they met the compliance requirements.</p>	
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	The risk register and risk strategy were examined and were adequate for the needs of the Council. It had most recently been reviewed by the Corporate Services Committee on 23 rd September 2019 [minute 10065 refers] and was recommended for approval by the Town Council.	
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<p>During November and December 2018, the RFO sent a draft budget for 2019/20 to Members inviting comments. The Council considered a draft budget on 28th January 2019, but, after much discussion, did not reach an agreement. They did however, set a precept at the meeting of 28th January 2019, taking the decision to defer the budget setting. A budget for 2019/20 was agreed by Council on 19th February 2019 after lengthy discussions over the use of reserves to fill the gap between precept and other income, and the expenditure of the council. Note that in 2018/19, around £160k was used from general and earmarked reserves to balance the budget. As planned, £165k was used from ear-marked reserves during 2019/20.</p> <p>The budget and precept for 2020/21 was agreed at the Town Council meeting on 20th January 2020. The precept of £904,518 was agreed alongside the budget. Minute 11121 refers.</p> <p>Appropriate budget monitoring is regularly undertaken.</p> <p>Reserve balances were reviewed fully in 2018/19 year-end audit, and the council has a reserves policy in place. There has been appropriate use of earmarked reserves during 2019/20 to support planned projects. The general reserves balance has been increased to £251k, in line with the reserves policy.</p>	

	Control Objective	Findings	Action Ref.
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Income collected is recorded in full and appropriately recognised in the accounts. Detailed examination through sampling was not undertaken in 2020 as it was not possible to access the office buildings at the time of the audit due to Covid-19 restrictions. Analytical review of the income records confirmed that the levels of income were comparative to the previous year, with the exception of grant income, which was lower in 2019/20 than in 2018/19. The Council's fees for room hire and other income are available on their website.	
F	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	Petty cash records were examined at the interim visit. Records were appropriately kept, with records of types of purchases and the corresponding receipts. Access to the petty cash was limited to three officers. As a result of a previous internal audit recommendation to try to reduce the use of petty cash for regular purchases and payments, the overall petty cash balance was reduced from £250 to £50. There has been some reduction in use, but it has been regularly necessary to replenish the petty cash every fortnight. It would make sense for the balance to be £100 to reduce the administrative burden of replenishing the cash, whilst still discouraging the use or reliance on petty cash where alternative payment arrangements can be used.	
G	Salaries to employees and allowances to Members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Bedford Borough Council provides payroll services to the Council. Salary records were reviewed at the interim visit to check for reasonableness from month to month (analytical review). Payment amounts and deductions were as expected.	
H	Asset and investments registers were complete and accurate and properly carried out.	Asset registers exist and are adequate for financial reporting. There was evidence that the register is updated with purchases and disposals as they arise during the year, which provides adequate records. The Council has one large cash investment with CCLA property fund. Records are maintained appropriately.	
I	Periodic and year-end bank account reconciliations were properly carried out.	The file of bank reconciliations was reviewed and it was confirmed that bank reconciliations are being performed regularly and were properly completed. There was evidence of supervisory sign off of the bank reconciliation by the Town Clerk and monthly review by Members.	
J	Year-end accounts were prepared on the correct accounting basis (receipts & payments/income & expenditure), agreed with cashbook, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.	The year-end accounts are prepared with assistance from an external firm of accountants who specialise in town and parish council accounts. There is adequate audit trail from the Council's own accounting records to the financial statements and debtors and creditors were properly recorded. The statements had been prepared on the income and expenditure basis as in previous years.	
K	Limited assurance review exemption	Not covered as this is not applicable. The Council does not meet the criteria for exemption from the limited assurance review.	
L	Exercising public rights of access	Accounts and other statutory documents were made available for inspection as per the requirements. Documents are also available on the Council's website.	
M	The Council has met its responsibilities as a trustee.	Not applicable. The Council does not act as a trustee.	

3. Actions for consideration

- 3.1 There are no recommended actions to be considered by the Clerk and members.
- 3.2 The recommendations are rated in three categories – High, Medium and Low. Examples of the risks of not making recommended changes are listed below. The list for each is not exhaustive.
- **High** – Where failure to make changes is likely to give rise to a risk of breach of legislation or breach of Financial Regulations; risk of significant loss (financial, reputational) due to undetected fraud or error; or danger to life. The risk is likely to materialise within 3 to 6 months.
 - **Medium** – where failure to make changes may give rise to a breach of approved procedures or Financial Regulations; risk of loss (financial, reputational) due to undetected fraud or error; or risk of injury. The risk is likely to materialise within 6 to 12 months.
 - **Low** – Where failure to make changes may result in weaker controls leading to risk of undetected fraud or error, or where good value for money is not being routinely achieved.
- 3.3 Any future recommended actions will be discussed with the Clerk and comments or agreed responses will be recorded in the Annual Internal Audit Report.

4. Acknowledgements

- 4.1 The assistance and cooperation of the Clerk, the Finance & Cemeteries Officer and other members of staff was greatly appreciated by the auditor.

5. Follow up of previous recommendations

- 5.1 The following table records the recommendations made following previous internal audit work, and any subsequent response or actions undertaken. These recommendations are from the annual report for 2018/19. There were no issues identified during 2019/20, either at the interim visit or the year-end review.

5.2

Risk	Recommended action	Response
The Council agrees its Financial Regulations to ensure the appropriate procedures are in place to safeguard public funds and demonstrate good governance through transparency and accuracy. Members are not permitted to purchase goods or services	All Members and Officers of the Council should be reminded of their responsibilities to (both individually, and collectively) comply with the Council's Financial Regulations.	The recommendations were considered by the Town Council on 17 th June 2019 and it was resolved to recirculate to members the details of the finance training offered and to provide a copy of the Financial regulations to all.

	Risk	Recommended action	Response
	<p>themselves without the proper authorisation process or without gaining agreement from the RFO. Failure to comply with the Financial Regulations could potentially expose the Council to fraud, error and challenge over the legality of decisions made</p>		
	<p>Without a measured approach to setting the budget prior to agreeing the annual precept, there is a risk that the objectives of the Council will not be met, as the precept may be insufficient to support those service objectives. The Council may also be subject to challenge by its stakeholders if it has not properly considered the costs of service delivery, and may be unable to meet its statutory functions if money has been spent on non-statutory events and services that do not have budgets assigned to them.</p>	<p>The budget process is instigated as early as practical (November at the latest), and appropriate time is given to consider the needs of the Council and its stakeholders, and the related costs of statutory and non-statutory services and events. Furthermore, the budget is agreed before the precept is approved so that any increase (or decrease) can be properly justified to stakeholders.</p>	<p>The budget setting policy was approved and precept setting timetable has been established. The precept for 2020/21 was set in January 2020.</p>
	<p>Using reserves to fill the gap between income generated and expenditure incurred will lead to financial difficulties as use of reserves in one-off and not sustainable in the long term</p>	<p>The Council should consider maintaining a reserves policy where general reserves is kept at a minimum of one quarter of the annual revenue expenditure budget (approximately £230k based on 2018/19 expenditure). Note that although current general reserves are below this level, the Council does have significant earmarked reserves that it can draw on. The precept should be set to cover the expected expenditure as identified in the budget, reserves should not be relied upon as a solution to deficient budgeting. (Refer to the demise of Northamptonshire County Council through over-reliance on reserves and inadequate short and medium term budgeting).</p>	<p>The reserves policy was agreed and it was resolved to ensure the impact of the use of reserves is factored into the budget setting process.</p>

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

HOUGHTON RGIS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

<https://www.houghtonregis.org.uk> THORITY WEBSITE ADDRESS

*This page is
intentionally left
blank*


Section 2 – Accounting Statements 2019/20 for

HOUGHTON RGIS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	575,880	416,472	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	834,904	861,916	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	193,627	123,747	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-486,087	-501,971	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-37,501	-41,062	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-664,351	-531,083	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	416,472	328,019	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	705,431	569,458	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,457,201	3,588,407	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	275,539	242,393	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date

09/07/2020

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

*This page is
intentionally left
blank*

Houghton Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2020

Houghton Regis Town Council

Table of Contents

31 March 2020

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Accounting Policies.....	4
Income and Expenditure Account.....	6
Balance Sheet.....	7
Notes to the Accounts.....	8
1 Interest and Investment Income.....	8
2 Publicity.....	8
3 General Power of Competence.....	8
4 Tenancies.....	8
5 Pensions.....	8
6 Fixed Assets - Additions and Disposals.....	9
7 Fixed Assets.....	9
7 Fixed Assets (cont'd).....	10
7 Fixed Assets (cont'd).....	11
8 Investments.....	12
9 Current Asset Investments.....	12
10 Stocks.....	12
11 Debtors.....	13
12 Creditors and Accrued Expenses.....	13
13 Agency Work.....	13
14 Hire Purchase and Lease Obligations.....	14
15 Loans.....	14
16 Earmarked Reserves.....	14
17 Capital Commitments.....	14
18 Contingent Liabilities.....	14

Houghton Regis Town Council

Council Information

31 March 2020

(Information current at 20th July 2020)

Mayor

Cllr T. McMahon

Councillors

Cllr D. Abbott
Cllr J. Carroll
Cllr C. Copleston
Cllr D. Dixon-Wilkinson
Cllr Mrs Y. Farrell
Cllr S. Goodchild
Cllr D. Jones
Cllr M. Kennedy
Cllr R. Morgan
Cllr A. Slough
Cllr Ms S. Thorne
Cllr K. Wattingham

Town Clerk

Mrs Clare Evans

Auditors

Mazars LLP
Salvus House
Aykley Heads
Durham
DH1 5TS

Internal Auditors

Greenbiro Ltd
4 Below
The Basement
4 Heene Terrace
Worthing
West Sussex
BN1 3NP

Houghton Regis Town Council
Statement of Accounting Policies
31 March 2020

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts at cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values).

certain community assets are the subject of restrictive covenants as to their; use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at notes 8 and 9.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Houghton Regis Town Council

Statement of Accounting Policies

31 March 2020

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 15.

Leases

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 14.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 16.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Houghton Regis Town Council
Income and Expenditure Account
31 March 2020

	Notes	2020 £	2019 £
INCOME			
Precept on Principal Authority		861,916	834,904
Agency Services	13	15,504	20,639
Capital Receipts, Grants and Loan Proceeds		7,035	64,866
Interest and Investment Income	1	37,969	37,256
Leisure and Recreation		17,890	15,404
Cemetery & Churchyard		18,621	20,154
Christmas Lights Contribution		7,896	551
Miscellaneous		191	1,301
Community Development		7,458	11,079
Sale of Assets		11,183	20,875
Community Services		-	1,502
		985,663	1,028,531
EXPENDITURE			
Establishment/General Administration		577,684	592,758
Agency Costs	13	3,716	-
Election Expenses		14,549	8,760
Capital Expenditure incl Capital Grants	6	152,581	222,182
Loan Interest and Capital Repayments		41,062	37,501
Operational Expenditure:			
Leisure and Recreation inc. Pavilions		118,284	153,841
Cemetery & Churchyard		1,755	2,623
Planning and Development		4,047	3,996
Democratic Representation and Management		8,989	13,653
Town Security		37,008	34,667
Public Toilets		18,393	18,438
Community Development		68,205	72,302
Grants Under Specific Powers		27,843	27,174
Community Services		-	44
		1,074,116	1,187,939
General Fund			
Balance at 01 April 2019		174,113	513,362
Add: Total Income		985,663	1,028,531
		1,159,776	1,541,893
Deduct: Total Expenditure		1,074,116	1,187,939
		85,660	353,954
Transfer from/(to) Earmarked Reserves	16	165,867	(179,841)
General Reserve Balance at 31 March 2020		251,527	174,113

The notes on pages 8 to 14 form part of these unaudited statements.

Houghton Regis Town Council

Balance Sheet

31 March 2020

	Notes	2020 £	2020 £	2019 £
Long Term Assets				
Investments Other Than Loans	8		600,000	600,000
Current Assets				
Stock	10	528		528
Debtors and prepayments	11	40,115		62,738
Investments	9	554,000		663,000
Cash at bank and in hand		<u>15,458</u>		<u>42,431</u>
		610,101		768,697
Current Liabilities				
Creditors and income in advance	12	<u>(282,082)</u>		<u>(352,225)</u>
Net Current Assets			328,019	416,472
Total Assets Less Current Liabilities			928,019	1,016,472
Total Assets Less Liabilities			<u>928,019</u>	<u>1,016,472</u>
Capital and Reserves				
Earmarked Reserves	16		676,492	842,359
General Reserve			<u>251,527</u>	<u>174,113</u>
			<u>928,019</u>	<u>1,016,472</u>

Signed:

Cllr T. McMahon

Mayor

.....

Mrs Clare Evans

Responsible Financial Officer

Date:

.....

The notes on pages 8 to 14 form part of these unaudited statements.

Houghton Regis Town Council

Notes to the Accounts

31 March 2020

1 Interest and Investment Income

	2020	2019
	£	£
Interest Income - General Funds	37,969	37,256
	<u>37,969</u>	<u>37,256</u>

2 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2020	2019
	£	£
Publicity	850	1,080
Other Advertising	3,348	9,898
Councils Website	738	270
Newsletter	4,742	4,837
	<u>9,678</u>	<u>16,085</u>

3 General Power of Competence

With effect from 28th September 2015 Houghton Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 28th September 2015 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

4 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
NONE			

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Central Bedfordshire Council	Workshop	15,500	Non-Repairing
Central Bedfordshire Council	Parkside Recreation Ground	50	N/A
Central Bedfordshire Council	Tithe Farm Recreation Ground	5	N/A

5 Pensions

For the year of account the council's contributions equal 22.80% of employees' pensionable pay. These contributions will increase to 24.80%, in future years, in order to provide adequately for future liabilities.

Houghton Regis Town Council

Notes to the Accounts

31 March 2020

6 Fixed Assets - Additions and Disposals

	2020	2019
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	2,324	54,584
Vehicles and Equipment	35,315	143,424
Infrastructure Assets	24,358	22,450
Community Assets	90,584	-
	<u>152,581</u>	<u>220,458</u>
	Proceeds	Proceeds
During the year the following assets were disposed of:		
Vehicles and Equipment	3,983	20,875
	<u>3,983</u>	<u>20,875</u>

7 Fixed Assets

	2020	2019
	£	£
	Value	Value
At 31 March the following assets were held:		
<u>Land and Buildings</u>		
Bowls Green Shed	2,800	2,800
Houghton Regis Memorial Hall	293,000	293,000
Council Offices and Land	260,400	260,400
Sports Pavilion Moore Crescent	336,765	336,765
Leasehold-Tithe Farm Pavilion	138,900	138,900
Leasehold-Parkside Pavilion	154,784	154,784
Leasehold - Orchard Close Pavilion	52,100	52,100
Leasehold-Village Green Pavilion	459,836	457,512
	<u>1,698,585</u>	<u>1,696,261</u>

Houghton Regis Town Council

Notes to the Accounts

31 March 2020

	2020	2019
7 Fixed Assets (cont'd)		
<u>Vehicles and Equipment</u>		
Recreation Ground Equipment	67,481	67,481
Office Equipment	28,281	22,798
Office Boiler	2,990	-
Office Furniture	100,226	100,226
Pavilion Furniture & Equipment	7,446	7,446
Play and Sports Equipment & Safety Surfaces	268,713	268,713
Skate Park	90,306	90,306
M U G A	30,062	30,062
Christmas Decorations	53,582	47,782
Kubota Tractor M9540 - LK09 EPL	35,000	35,000
Ford Transit Tipper MK 18 WYJ	22,620	22,620
Ford Ranger - LT 09 RUJ	-	10,875
Ford Ranger EX67 KKW	16,942	-
P7E Trailer	795	795
LT106G Trailer	2,465	2,465
Kubota G26 Mower LK 11 EJU	-	10,500
Ifor Williams Trailer	800	800
Work Platform (f/lift)	650	650
Dennis Mower	1,500	1,500
Verticut Mower	1,200	1,200
Ransomes Cylinder Mower	850	850
Hayter Mower	2,137	2,137
Hayter Mower (2018)	535	535
Trimax Snake Mower	19,950	19,950
Verti-Cutter	1,329	1,329
Harrier Grass Cutter x 2	1,400	1,400
Shibara CM274 Grass Cutter	3,000	3,000
Spearhead Flail arm and Cab guard	10,835	10,835
Mitsubishi truck KY64BGK	15,000	15,000
Exac Post Hole Borer	1,500	1,500
Dump Trailer 12' x 6'	4,650	4,650
JCB Mini Excavator	18,076	18,076
Kubota K15 DXU	14,116	14,116
Kubota F3890 (KX68 BDZ)	18,368	18,368
Kubota F3890 (KX68 BEJ)	18,368	18,368
Rotowash	7,176	7,176
CCTV Equipment	18,028	18,028
Anti-Ram Bollards	5,592	5,592
Gazebos	905	905
Cemetery Earth Augur	670	670
Hot Water Pressure Cleaner	18,219	18,219
Shibarua Tractor LK 17 KTD	19,755	19,755
Sports Equipment (Village Green)	69,999	69,999
Outdoor Gym	4,100	-
	<hr/>	<hr/>
	1,005,617	991,677

Houghton Regis Town Council

Notes to the Accounts

31 March 2020

	2020	2019
7 Fixed Assets (cont'd)		
<u>Infrastructure Assets</u>		
Gates and Fencing	92,569	92,569
Bowls Irrigation System	7,290	7,290
Speed Activated Signs	9,226	9,226
Town Signs & Noticeboards	10,685	10,685
Litter Bins	5,941	5,941
Bollards - Village Green Grnd	7,192	7,192
Benches	2,618	2,618
Flame Beacon	2,204	2,204
Flag Poles	5,875	1,535
Floodlights (Tithe Farm Skate Park)	15,844	15,844
Bedford Rd Wall (All Saints Gate)	20,018	-
	<u>179,462</u>	<u>155,104</u>
<u>Community Assets</u>		
Civic Regalia	4,779	4,779
War Memorial	9,363	9,363
Village Green	1	1
Tithe Farm Recreation Ground	1	1
Land rear of Orchard Close	1	1
Houghton Regis Cemetery	90,585	1
Orchard Close Recreation Ground	1	1
Land rear of Houghton Court	1	1
Land rear of Village Green Pavilion	1	1
Land Adj Chapel Path	1	1
Land off Townsend Farm Road	1	1
All Saints Churchyard	1	1
Land at Moore Crescent	1	1
Land at The Baulk	1	1
Land at Orchard Close	1	1
Parcels within Dog Kennel Down Area	1	1
Parkside Recreation Ground	1	1
Part of The Paddocks	1	1
Former Railway Line	1	1
	<u>104,743</u>	<u>14,159</u>
	<u>2,988,407</u>	<u>2,857,201</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

Houghton Regis Town Council

Notes to the Accounts

31 March 2020

8 Investments

	Investments Other Than Loans £
Cost	
At 01 April 2019	600,000
At 31 March 2020	<u>600,000</u>
Amounts Written Off	
At 31 March 2020	<u>-</u>
Net Book Value	
At 31 March 2020	<u>600,000</u>
	<u>600,000</u>
At 01 April 2019	<u>600,000</u>
	<u>600,000</u>

9 Current Asset Investments

	2020 £	2019 £
L A Deposit Fund Account	554,000	663,000
	<u>554,000</u>	<u>663,000</u>

10 Stocks

	2020 £	2019 £
Groundsmans Materials	528	528
	<u>528</u>	<u>528</u>

Houghton Regis Town Council

Notes to the Accounts

31 March 2020

11 Debtors

	2020	2019
	£	£
Trade Debtors	6,808	16,984
Prov for S/Ledger Credit Notes	(1,292)	-
Trade Debtors	5,516	16,984
VAT Recoverable	12,376	20,472
Other Debtors	950	250
Prepayments	13,361	16,532
Accrued Income	7,912	8,500
	40,115	62,738

12 Creditors and Accrued Expenses

	2020	2019
	£	£
Trade Creditors	9,685	51,993
Other Creditors	1,613	1,673
Payroll Taxes and Social Security	-	49
Accruals	9,909	37,635
Income in Advance	300	300
Capital Receipts in Advance	260,575	260,575
	282,082	352,225

13 Agency Work

During the year the Council undertook the following agency work on behalf of other authorities:

Commissioning Authority and Nature of Work

	2020	2019
	£	£
St Vincents School - Grounds Maintenance	3,708	3,636
Central Bedfordshire Council - Dog Bin Emptying	700	700
Central Bedfordshire Council - Ground Works	11,096	16,303
	15,504	20,639

A final claim for reimbursement to 31 March 2020 has been made.

During the year the Council commissioned the following agency work to be performed by other authorities:

Performing Authority and Nature of Work

	2020	2019
	£	£
Summer Playscheme	3,716	-
	3,716	-

A final claim to 31 March 2020 has been made.

Houghton Regis Town Council

Notes to the Accounts

31 March 2020

14 Hire Purchase and Lease Obligations

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

Hire/Lessor	Purpose	Annual Lease/Hire	Year of Expiry
		Payable £	
Shires Leasing	BT Cloud Hardware	324	2020
Grenke Leasing Ltd	Photocopier (5 Years Lease)	2,079	2024

15 Loans

At the close of business on 31 March 2020 the following loans to the council were outstanding:

Lender	Loan Period	Amount £	Years Remaining
Public Works Loan Board	24 Years from 19 th October 2009	111,764	14
Public Works Loan Board	24 Years from 5 th February 2010	130,629	14

16 Earmarked Reserves

	Balance at 01/04/2019 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2020 £
Capital Projects Reserves	-	-	-	-
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	842,359	8,237	(174,104)	676,492
Total Earmarked Reserves	842,359	8,237	(174,104)	676,492

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2020 are set out in detail at Appendix A.

17 Capital Commitments

The council had no other capital commitments at 31 March 2020 not otherwise provided for in these accounts.

18 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Houghton Regis Town CouncilNotes to the Accounts31st March 2020Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2019</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2020</u> £
All Saints Churchyard Wall	15,107	-	15,107	-
Pavilion Renovation	126,838	-	1,449	125,389
Street Furniture	9,048	-	9,048	-
Grounds Machinery Renewal	0	-	-	0
Play Areas	124,732	2,500	-	127,232
Trees	260	-	260	-
Community Development	51,208	-	23,781	27,427
CCTV Extension	8,755	-	8,755	-
Elections	3,500	-	3,500	-
Office Equipment Renewals	2,824	-	2,824	-
Tithe Farm Play Area Maintenance	5,000	-	2,500	2,500
Youth Projects	-	-	-	-
Mayors Civic Regalia & Chain	6,055	-	5,605	450
Community Events	2,537	-	2,537	-
Loan Capital	13,198	-	13,198	0
Pop Up Café	-	-	-	-
Cemetery Provision	141,448	-	62,540	78,908
Allotments	80,060	-	10,000	70,060
Former Railway Line	37,789	-	3,000	34,789
Memorial Hall Trust Grant	4,000	4,000	-	8,000
Office Provision	210,000	-	10,000	200,000
Knife Crime	-	1,737	-	1,737
TOTAL EARMARKED RESERVES	842,359	8,237	- 174,104	676,492

*This page is
intentionally left
blank*