

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr Clare L Copleston** Tel: 01582 708540

Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

24th September 2021

HOUGHTON REGIS TOWN COUNCIL MEETING

To: All Town Councillors

Notice of Meeting

You are hereby summoned to the Meeting of the Houghton Regis Town Council to be held at St Vincent's Social Club, Hammersmith Gardens, Houghton Regis on Monday 4th October 2021 at 7.00pm.

Clare Evans
Town Clerk

**THIS MEETING MAY BE
RECORDED¹**

AGENDA

1. APOLOGIES FOR ABSENCE

Members are advised that Cllr Dixon Wilkinson would like to formally send his apologies to the Council until March 2022 as he is currently unwell.

Should the council be minded to formally accept Cllr Dixon Wilkinson's apologies, the 6 month rule which disqualifies a councillor from their position as a councillor will not apply². The situation will be reviewed as necessary at the March Town Council meeting.

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

¹ Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

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

² Local Government Act 1972, s 85(1) and (2)

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 6 - 11

To approve the minutes of the meeting held on 21st June 2021.

Recommendation: To approve the Minutes of the meeting held on 21st June 2021.

5. COMMITTEE AND SUB-COMMITTEE MINUTES

Pages 12 - 91

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

| | |
|---------------------------------|---|
| Corporate Services Committee | 1 st June and 6 th September 2021 |
| Community Services Committee | 8 th February and 28 th June 2021 |
| Environment & Leisure Committee | 7 th June 2021 |
| Planning Committee | 24 th May, 14 th June, 5 th July, 12 th July, 26 th July, 16 th August and 7 th September 2021 |
| Town Partnership Committee | 27 th April 2021 |

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

| | |
|-------------------------------------|-----------------|
| New Office Provisions Sub-Committee | None to present |
| New Cemetery Sub-Committee | None to present |

Please contact the Head of Democratic Services if you would like a copy of any of these policies re-sent to you.

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

- 11636: To recommend to Town Council the adoption of the Town Councils Fraud and Ethics Policy**
- 11637: To recommend to Town Council that the Late Payments and Bad Debts Policy be approved.**
- 11638: To recommend to Town Council that the Officer/Member Protocol be approved.**
- 11640: To recommend to Town Council the adoption of the Town Councils Marking the Death of a Senior National Figure or Holder of High Office Protocol.**

6. TOWN MAYOR'S ANNOUNCEMENTS

A verbal report will be provided.

7. 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.

8. AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

Pages 91 - 97

The Annual Governance and Accountability Return is attached for consideration.

Members will note that the external auditor has not raised matters under Section 3 of the Return, nor have any matters been raised in the covering letter as minor scope for improvement.

Recommendation: To approve and accept the Annual Return including the external auditor's certificate.

9. REVIEW OF EAR MARKED RESERVES

Pages 98 - 101

To enable Members to review the status of the Council's Ear Marked Reserves part way through the financial year.

Recommendation:

- 1. To note the Schedule of Ear Marked Reserves 2021/22**
- 2. To consider the allocation of Ear Marked Reserves to Town Council and committees during the budget setting process**
- 3. To consider allocating funds from General Reserves into specified Ear Marked Reserves.**

10. COUNCIL MEETING ARRANGEMENTS

Pages 102 - 104

To consider the nature and format of council meetings going forwards from January 2022.

Recommendation:

- 1. To note that meetings of Town Council will be held in larger local venues (no remote access or visual recording possible) until April 2022, after which time they will be held in the council chamber (with remote access and recording possible);**
- 2. Meetings of committees and sub-committees will be held in the council chamber with remote access being available to non members and residents;**

3. **Meetings of individual working groups and other informal meetings will consider how they would like to meet (in person, hybrid or remote)**

11. STAFF WORKING ARRANGEMENTS

Pages 105 - 107

To consider staff working arrangements from January 2022.

Recommendation: For the council to continue to offer hybrid working arrangements to staff from January 2022.

12. REVIEW OF NUMBERS OF COUNCILLORS

Members are advised that CBC have contacted town and parish councils to explore whether there is an interest in carrying out a Community Governance Review (CGR) ahead of the anticipated timeline of 2023. This review can consider the number of town or parish councillors and the parish boundary.

CBC received a request for an early CGR from Arlesey Town Council (at its meeting on 27th May 2021) as this council was interested in reducing the number of parish councillors due to long standing councillor vacancies.

The Democratic Services Manager at Central Bedfordshire Council has suggested that the number of councillors a parish or town council has should be reflective of the case work from residents and of the requirements of each council. There is no standard or guidelines as to the number of electorate each town or parish councillor should or could represent.

The Democratic Services Manager, CBC, also suggested that HRTC may like to consider exploring with Chalton Parish Council the suitability of the parish boundary between the 2 parishes.

Members comments are invited.

13. DIGITALISING DOCUMENTATION

Pages 108 - 110

Following on from the consideration given by the council at its June meeting a further report is attached provided by Houghton Regis Heritage Society (HRHS) suggesting the digitalisation of Minutes and other documentation of the council. David Hill and Roger Turner from the HRHS will be attending the meeting to present the report.

14. CHRISTMAS RECEPTION OPENING

The following Christmas reception opening hours are suggested:

| | |
|--------------------------------------|-----------------|
| Friday 24th December | Open 9am to 1pm |
| Monday 27th December | Closed |
| Tuesday 28th December | Closed |
| *Wednesday 29 th December | Closed |

*Thursday 30th December Closed
 *Friday 31st December Closed
 Monday 3rd January Closed
 Tuesday 4th January Normal reception hours resume
 * *During these times, the Council can be contacted on: 01582 708540 or by email
 info@houghtonregis.org.uk*

Telephone services will remain, the grounds staff will check the play areas and pavilions on 29th December and 31st December and staff will be on call should an emergency situation arise. Members are reminded that the town council does not provided any core front line services such as social services, housing and highways. These are provided by the principal authority.

Recommendation: **To approve the reception opening hours between Christmas and New Year as follows:**

| | |
|--|--------------------------------------|
| Friday 24th December | Open 9am to 1pm |
| Monday 27th December | Closed |
| Tuesday 28th December | Closed |
| *Wednesday 29th December | Closed |
| *Thursday 30th December | Closed |
| *Friday 31st December | Closed |
| Monday 3rd January | Closed |
| Tuesday 4th January | Normal reception hours resume |

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

HOUGHTON REGIS TOWN COUNCIL

Minutes of the Town Council meeting held on 21st June 2021 at 7.00pm

Present: Councillors: J Carroll
E Cooper
C Copleston
Y Farrell
S Goodchild
D Jones
T McMahon
R Morgan
A Slough
C Slough
S Thorne
K Wattingham

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

Public: 2

Apologies: Councillor: M S Kennedy

Absent: Councillor: D Dixon-Wilkinson

11669 APOLOGIES

Apologies were received from Cllr Kennedy.

11670 QUESTIONS FROM THE PUBLIC

An email had been received from a member of the public in support of the recommendations of agenda item 14, Digitalising Documentation.

Members agreed to speak on agenda item 14, Digitalising Documentation before item 5, Committee Minutes.

11671 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Councillors T McMahon, S Goodchild, J Carroll and S Thorne declared an interest in agenda item 14, Digitalising Documentation, as they were all members of the Houghton Regis Heritage Society.

11672 MINUTES

To approve the minutes of the meeting held on 5th May 2021.

Resolved: To approve the minutes of the meeting held on 5th May 2021 and for these to be signed by the Chairman.

11673 DIGITALISING DOCUMENTATION (*Agenda item 14*)

Members received a paper prepared by Houghton Regis Heritage Society (HRHS) suggesting the digitalisation of Minutes and other documentation of the council.

Roger Turner, HRHS, addressed members and highlighted the value of having Houghton Regis Town Council's minutes digitalised, enabling increased accessibility to anyone with an interest in the history of Houghton Regis. Members had been provided with a link to view a sample of how the minutes would look, and be accessed, on the website.

Members were advised that there would be an initial cost to the council with additional ongoing maintenance costs. Members agreed for costs to be investigated and fed back to the council.

Members were in support of this project in principle.

Resolved: The support the project in principle subject to further information being provided.

11674 COMMITTEE MINUTES

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

| | |
|---------------------------------|---|
| Corporate Services Committee | 1 st March and 15 th March 2021 |
| Community Services Committee | None to present |
| Environment & Leisure Committee | 22 nd February 2021 |
| Planning Committee | 19 th April and 4 th May 2021 |
| 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 |
| Proposed New Cemetery Sub-Committee | None to present |

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

- **11532: To recommend to Town Council the adoption of the Town Councils Stress Policy**
- **11535: To recommend to Town Council the adoption of the Town Councils Leave Entitlement Policy**

11675 TOWN MAYOR ANNOUNCEMENTS

Members received a verbal report on events that had been attended by the Town Mayor who had attended a total of 19 events, which included:

- Thanksgiving Service of councillor Maria Lovell, a presentation to students at Central Bedfordshire Council
- Morrisions to draw a raffle
- launch of La Bella restaurant
- appeared on a daytime TV show aired in New York
- Brew with the Crew fire service event
- Marathon start, ambulance service raising money for Samaritans Children
- World environmental day at All Saints Church
- Addressed Year 6 students at Thomas Whitehead School
- Presented a certificate of appreciation to the Fire Station in Dunstable in appreciation of National Frontline workers day
- Students awards day at Central Bedfordshire College
- Mayor of Luton's Bake-a-smile event
- And would be attending Central Bedfordshire Academy to give an assembly.

In appreciation of National Frontline Workers day also visited were doctors' surgeries, dentists, pharmacies, Healthcare Centre, Central Bedfordshire College.

11676 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Members provided verbal reports from meetings they had attended of outside organisations or from training courses they had attended on behalf of the Council.

Cllr Jones advised members that he had attended BATPC meeting with two main points of interest, an appointment to replace Louise Ashmore had been confirmed as Robin Thomas and preparations for the Queens Platinum Jubilee Green Canopy had been brought forward with the availability of additional funding.

Cllr Farrell provided members with an update on the Memorial Hall, grants had been awarded to the Memorial Hall for the new Car Park which had now been completed, with further grant applications completed for a new P.A. system, big screen, railings at the front of the hall and replacement windows in the foyer.

11677 COMMITTEE MEMBERSHIP

Due to the timing of the last meeting and of the by-election it was not possible to complete the membership on Committees, Sub-Committees and Working Groups at the AGM on 5th May 2021.

As such Members were requested to approve membership on the Town Council's Committees, Sub-Committees, Working and other Groups.

It was highlighted that at the Environment & Leisure Committee on 7th June it was agreed to establish an Allotments Working Group. Membership on this has been included in the attached and 5 members had put themselves forward. As this was a Working Group it was suggested that the meetings be scheduled to be held on a 6-week basis at 3pm on a Tuesday: the following list of meeting dates will be inserted into the Council Calendar of Meetings and Events:

6th July 2021 (*changed from 13th July 2021*)
24th August 2021
5th October 2021
16th November 2021
4th January 2022
15th February 2022
29th March 2022
10th May 2022

If meetings were required more frequently, they would be arranged on an as required basis.

Resolved: To approve membership on the Town Council's Committees, Sub Committees, Working and other Groups as attached.

11678 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

Due to the timing of the last meeting and of the by-election it was not possible to complete the nominations of representatives to outside organisations at the AGM on 5th May 2021.

Members were requested to appoint a further representative to the Bedfordshire Association of Town & Parish Councils. Cllr M Kennedy had offered to fill this nomination. Members discussed a member to represent Houghton Regis Town Council on CHEWS as Cllr A Slough had to step down due to meetings being held during the working day, Cllr E Cooper agreed to fill this post.

Resolved:

- **To appoint Cllr M Kennedy as the third representative on the Bedfordshire Association of Town & Parish Councils**
- **To appoint Cllr E Cooper as the representative on CHEWS**

11679 YEAR END ACCOUNTS

Members received a report providing brief outline of the year end accounting process. Members were offered the opportunity to raise any queries relating to the process, however, no queries were raised.

11680 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/2021 ANNUAL INTERNAL AUDIT REPORT 2020/2021

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

Members were advised that the internal auditor completed the year end internal audit on 24th May 2021.

There were no recommended actions to be considered. However, one issue relating to the petty cash records was discussed with the Clerk and it was agreed to reinstate the use of the summary record of petty cash expenditure. The maintenance of this record allows easy

recording of the type of expenditure so it can be coded appropriately. The expenditure of petty cash during 2020/21 was very limited due to home working. As office working was now resuming it was anticipated that petty cash transactions were likely to increase. Members were advised that the recording of petty cash expenditure had been actioned.

Resolved: To receive the Annual Internal Audit Report 2020/2021.

**11681 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/2021
SECTION 1 - ANNUAL GOVERNANCE STATEMENT**

In accordance with Financial Regulation 2.3, members received a draft completed version of Section 1 –the Annual Governance Statement of the Annual Governance & Accountability Return, for the year ended 31st March 2021.

A query was raised regarding an agreed amount to be moved from New Office Provision EMR to General Reserves, members were advised that this matter had previously been brought to Corporate Services Committee meeting as the moving of these funds had no longer been required.

Resolved: To approve Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return for the year ended 31st March 2021.

**11682 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/2021
SECTION 2 – ACCOUNTING STATEMENTS**

In accordance with Financial Regulation 2.3, Section 2 – members received Accounting Statements of the Annual Governance & Accountability Return and the supporting Statement of Accounts for the year ended 31st March 2021.

Resolved: To approve Section 2 – Accounting Statements of the Annual Governance & Accountability Return for the year ended 31st March 2021 subject to external audit.

11683 BANK MANDATE

In order for the bank mandate to be updated, members were advised that NatWest require the council to confirm:

- The Signing Rules in the current mandate, for the accounts detailed in section 1.3, be replaced in accordance with section Account Signing Rules.
- The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories.
- And the current mandate will continue as amended.

Members were reminded that the mandate was set up to be 2 signatories from Group A (members) and 1 signatory from Group B (officers). The following was suggested:
Group A - current serving councillors
Group B – Clerk & RFO, Head of Democratic Services, Head of Grounds Operations, Corporate Services Manager

- Resolved:** **To confirm the above and to approve the bank mandate be set up as follows:**
- **2 signatories from Group A (members) and 1 signatory from Group B (officers);**
 - **Group A to comprise current serving councillors**
 - **Group B to comprise Clerk & RFO, Democratic Services Officer, Head of Grounds Operations, Corporate Services Manager**
- To remove all other signatories.**

The Chairman declared the meeting closed at 8.12pm

Dated this 4th day of October 2021

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
1st June 2021 at 7.00pm.

Present: Councillors: D Jones Chairman
J Carroll
C Copleston (*Virtual attendance*)
S Goodchild
M S Kennedy
K Wattingham

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

Public: 0

Also present Councillors: C Slough

11618 ELECTION OF CHAIR

Members were invited to elect a Chair for Corporate Services Committee for 2021/22.

Nominee: Cllr Jones Nominated by: Cllr Kennedy
Seconded by: Cllr Wattingham

No other nominations were received. On being put to the vote, Councillor Jones was duly appointed as Chair of the Corporate Services Committee for the municipal year 2021 - 2022.

11619 APOLOGIES & SUBSTITUTIONS

None.

11620 QUESTIONS FROM THE PUBLIC

None.

11621 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11622 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice Chair for Corporate Services Committee for 2021/22.

Nominee: Cllr Kennedy Nominated by: Cllr Jones
Seconded by: Cllr Goodchild

No other nominations were received. On being put to the vote, Councillor Kennedy was duly appointed as Vice-Chair of the Corporate Services Committee for the municipal year 2021 - 2022.

11623 MINUTES

To approve the Minutes of the meetings held on 1st March and 15th March 2021.

Members advised of two date errors within the minutes of 15th March; minute number 11552, paragraph one should read 7th May 2021 and paragraph 8 should read Christmas 2021.

Subject to the amendments above, members agreed the approval of the minutes.

Resolved: To approve the Minutes of the meeting held on 1st March and 15th March 2021 and for these to be signed by the Chairman.

11624 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Personnel Sub-Committee: 11th January 2021

Members agreed to defer this item due to an error with the attached minutes.

11625 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv. Council was required to review its delegation arrangements to committees and sub-committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub-Committees and Working Groups of the Council.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

Members received the report for information.

11626 INCOME AND EXPENDITURE REPORT

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

Members requested clarification on 101-1096 (Interest and Dividends received). Members asked as to why the report states no quarterly payments from the Property Fund have been received, however under the attached income and expenditure report it showed a total of £7,277 as being received. Members requested the Corporate Services Manager look into this and report back to members.

It was requested that under salaries, 191-4001, that the figures be broken down into salaries, National Insurance and Pension for future reports.

11627 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to approve the monthly bank and cash reconciliation statements for January, February, March and April 2021.

Members requested specific information regarding £200 Clerks Imprest account and what it related to. Members requested the Corporate Services Manager look into this and report back to members.

Resolved:

- 1. To approve the monthly bank and cash reconciliation statements for January, February, March and April 2021;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

11628 LIST OF CHEQUE PAYMENTS

Members received a list of payments for the period February 2021 to April 2021 (inclusive).

Members received the report for information.

11629 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

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.

Members received the report for information.

11630 PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members were presented with an annual report to provide detail on the council's loans including current value, repayments and early settlement options as they stood at 1st April 2021.

Members queried the report and asked for clarification on whether the settlement figures were as at 2017 or 2021. The Corporate Services Manager suggested these figures were as at 2021, but clarification would be sought and reported back to members.

Members received the report for information.

11631 INSURANCE CLAIMS

Members were advised that there had been no insurance claims from the 1st April 2021 to date.

Members received the report for information.

11632 ELECTRONIC PAYMENTS

Members were requested to consider the use of electronic payments.

Members acknowledged the convenience for residents to be able to pay easily at events, playschemes etc. using the modern technologies available.

Councillor Wattingham advised members that there were electronic payment devices that were free and asked if the Clerk had researched the suitability of these.

Members were advised that the Clerk had undertaken a value for money exercise in order to obtain the most suitable and cost effective way to provide this service.

Resolved: To approve the provision of electronic payments.

11633 BACS PAYMENTS FOR SALARIES

In order for the new payroll provider to be able to make BACS salary payments the council was required to authorise the process. NatWest required this to be minuted and signed in accordance with the bank mandate.

Resolved: To agree points 1-5 on page 6 of the NatWest BACS/BACSTEL-IP Services Application Form Indirect Submitter form and for this to be signed by Clare Evans, Town Clerk, Cllr Ken Wattingham and Cllr Martin Kennedy.

11634 PROPERTY SECTOR REVIEW

Members received an update from CCLA; the management company who manage investment of funds on behalf of the Town Council.

Members received the report for information.

11635 POLICY DOCUMENT REVIEW

Members were requested to consider the Policy Document Review.

Members received the report for information.

11636 FRAUD AND ETHICS POLICY

The Town Councils Fraud and Ethics Policy was last reviewed in 2017.

Members received a revised Town Council's Fraud and Ethics Policy and accompanying report.

Resolved: To recommend to Town Council the adoption of the Town Councils Fraud and Ethics Policy

11637 LATE PAYMENTS & BAD DEBTS POLICY

Members of this Committee were required to annually review the Town Councils Late Payments and Bad Debts Policy and make a recommendation to Town Council for its approval.

There had been no amendments made to this policy and therefore was considered suitable and fit for purpose.

Resolved: To recommend to Town Council that the Late Payments and Bad Debts Policy be approved.

11638 OFFICER/MEMBER PROTOCOL

The Town Councils Officer/Member Protocol was last reviewed, by this committee, on the 25th November 2019.

Although some slight amendments had been made, this document was considered fit for purpose.

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

11639 EXCLUSION OF PRESS AND PUBLIC

- Marking the Death of a Senior National Figure or Local Holder of High Office
- Staffing matter

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.

11640 MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE PROTOCOL

Members were requested to consider revisions to the Town Councils Marking the Death of a Senior National Figure or Holder of High Office Protocol and to make a recommendation to Town Council for its approval.

Resolved: To recommend to Town Council the adoption of the Town Councils Marking the Death of a Senior National Figure or Holder of High Office Protocol.

At the request of the Chair, Cllr. Copleston left the meeting

11641 STAFFING MATTER

Members received a verbal update, from Councillor Kennedy, in regard to the outcome of the Disciplinary, Grievance and Appeals Sub-Committee meeting held on the 20th May 2021.

Members discussed the requirement to support staff in regard to counselling or mediation. Members felt their commitment to support staff was important and fully upheld the suggestion to fund any counselling or mediation costs from budget heading 190-4059.

For information, members were reminded that should there be a need to establish the Disciplinary, Grievance and Appeals Sub-Committee to consider an appeal, the members appointed to this sub-committee were Cllr Morgan, Cllr Copleston and Cllr Y Farrell as agreed at the Corporate Service Committee meeting held on the 1st February 2021, minute number 11491.

Resolved:

- 1) To consider the outcome of the Disciplinary, Grievance and Appeals Sub-Committee meeting held on the 20th May 2021.
- 2) To fund costs for staff counselling or mediation from budget heading 190-4059

**The Chairman declared the meeting closed at 8.17pm
Dated this 21st day of September 2021.**

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
6th September 2021 at 5.30pm

Present: Councillors: D Jones Chairman
J Carroll
C Copleston
S Goodchild
C Slough
K Wattingham

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

Public: 0

Apologies: Councillor: M S Kennedy

Also present: E Cooper

11726 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Kennedy.

11727 QUESTIONS FROM THE PUBLIC

None.

11728 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11729 PRIVATE SESSION

- Staffing 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

Councillor Cooper left the meeting.

11730 STAFFING ISSUE

Members were updated on, and discussed in length, a long-term staffing issue and were requested to seek a way forward.

Resolved: To support the recommendations set out in the conclusion to the report.

The Chairman declared the meeting closed at 6.33pm

Dated this 21st day of September 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
8th February 2021 at 7.00pm

Present: Councillors: K Wattingham Chairman
J Carroll
C Copleston
Y Farrell
S Goodchild
M Kennedy Substitute
T McMahon

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

Public: 6

Apologies: Councillors: A Slough

11492 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Slough (Cllr Kennedy substituted)

11493 QUESTIONS FROM THE PUBLIC

Members of the public were in attendance at the meeting to raise concerns over the possible future development of Windsor Drive under agenda item 12, Community Assets. Queries were raised as to whether members of the public could do anything to support the possible application of the land at Windsor Drive becoming a Community Asset.

It was advised that any application to register a site as a community asset had to be supported by evidence of community use.

11494 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11495 MINUTES

To approve the minutes of the meeting held on 2nd November 2020.

Members were requested to note that the Bulk Waste Subsidy scheme was launched on 1st January 2021. During January a total of 4 collections had been completed under this scheme. Further updates on this initiative would be provided through the Community Safety Initiative report as presented every other month to CCWG.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 2nd November 2020 and for these to be signed by the Chairman.

11496 REPORT FROM GROUNDWORK

Diane Hegley, Groundwork, was in attendance to update members on the work completed on behalf of Central Bedfordshire Council.

Members were advised that due to Covid-19 services had remained limited, but Groundwork were hoping to provide one evening a week at Bedford Square on an invitation only / limited number basis, with a maximum of 15 young people, after the half-term school break. A mentoring evening at Bernados Centre was also planned which would likewise be on an invitation only basis.

Members were advised the Lead Youth Worker for Houghton Regis had left Groundwork's employment, but would remain as an occasional worker to offer continuity for the young people of Houghton Regis.

11497 HRTC YOUTH SERVICES

Members received an update report on work undertaken by the Community Development Officer between November 2020 to January 2021.

Members requested specific updates on Shop Local and the Youth Council.

Members were advised that the Shop Local scheme had encountered difficulties due to Covid-19 restrictions as many shops had been unable to open. Some of the Youth Council members were leaving the council as they were growing older and their priorities were changing. Recruitment for new members would take place when possible.

Resolved: To note the report.

11498 INCOME AND EXPENDITURE REPORT

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

11499 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

| | |
|-------------------------------|---|
| Events Working Group | 29 th October and 3 rd December 2020. |
| Combating Crime Working Group | 21 st October, 18 th November and 16 th December 2020. |

Members were requested to note that Minute EWG604 Additional Budget Requirements:

To request an additional £3500 from Community Services, bringing the total budget request to £42,500 for community events in financial year 2021-2022.

This request had been superseded by the HRTC budget setting process. The budget for Events for 2021/22 had been set at £35,000.

Resolved: To receive the Minutes detailed above.

11500 REVIEW OF TOWN CRIER

After the delivery of the last Town Crier it was requested that a review be completed on the content and style (in terms of the balance of text and pictures).

The following was previously agreed at the Community Services on 25th June 2018, Minute 9482:

Resolved: To provide a biannual newsletter to every household in the parish.

Further consideration was given to the Town Crier on 5th November 2018, where the following was agreed, Minute 9647:

Resolved: To publish the Crier in accordance with the following:

Delivery – door to door

Frequency – bi-annually

Size – 8 pages

Page size – A4

Colour – full colour

Contents –

- *Council contact details*
- *Meeting dates*
- *Mayoral foreword, events attended, events planned*
- *Details on forthcoming council events*
- *Review of events*
- *Notification of publication of Annual report*
- *Notification of precept and budget*
- *Promotion of community events 8/2/21*
- *Town council and committee updates of work completed / undertaken and of forthcoming considerations*
- *Details of HRTC grants scheme*
- *Competition*

List of events to cover the life of the issue

Members were advised of the available budget for the Crier in 2021/22 was £4,400. This budget was sufficient to produce and deliver an 8 page bi-annual publication on recyclable paper.

The report was noted.

11501 TOWN CRIER – SPRING 2021 EDITION

As members were aware the Council produce and distribute a Town Crier newsletter to all residents in March each year. Members were asked to consider the March 2021 edition. The following points were highlighted:

At the time of the meeting, the council could not be confident that it would be possible to distribute an edition due to lock down restrictions. In addition, the content of the Crier had a strong focus on past and future events. As past events had been very different and future events were not confirmed, it was difficult to foresee what the content of a Spring Town Crier would look like.

As an alternative, members considered:

1. Making copies available at key locations, such as town centre retail outlets and neighbourhood retail outlets. However, these opportunities were very limited for various reasons (against company policy, not wanting to handle paper copies, space restrictions etc), although the concerns over content remained.
2. Not to produce a Spring edition but to continue to use social media and the council's website to communicate out.
3. Delay publication until June time when restrictions may be lifted, although the concerns over content remained.
4. Plan for a bumper edition in Autumn (funding from 2020/21 would need to be carried over).
5. Make more use of the council's noticeboards and / or banners. One of the aims of the Town Crier was to reach residents who do not access online sources of information, members could consider this an alternative. Members were provided with a draft example to give an impression of a possible banner.

Resolved: Not to produce a Spring edition but to:

- 1. continue to use social media and the council's website to communicate out.**
- 2. make more extensive use of the Council's noticeboards and install banners in key locations.**

11502 VISION

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee. Members comments were invited.

Members acknowledged that delivery of the Vision had been different to their initial expectations due to Covid-19.

Members were advised that although Houghton Regis Town Council had been limited by Covid-19 restrictions, virtual events had still been offered to residents albeit on a smaller but more regular scale.

Members wanted to assure members of the public that items on the Vision were still being progressed wherever possible.

11503 COMMUNITY ASSETS

In 2015 the Council made a number of applications for Assets of Community Value.23 / 110

The following table summarises the applications:

| <i>Location</i> | <i>Result</i> | <i>Expiry</i> |
|------------------------------------|-------------------------|---------------|
| Bedford Square Community Centre | Accepted | 12/02/21 |
| Dunstablans Rugby Club | Accepted Now expired | 16/02/21 |
| Former Netto Site | Rejected | - |
| HR Leisure Centre | Accepted | 08/02/21 |
| HR Library | Accepted | 12/02/21 |
| Land at Windsor Drivee | Accepted | 12/02/21 |
| Parkside Neighbourhood Centre | Accepted | 02/03/21 |
| St Vincent's Social Club | Accepted Now expired | 16/12/20 |
| The Red House | Rejected | - |

Members had been advised that the listing for Dunstablans Rugby Club and St Vincent's Social Club were due to expire.

The CBC website details all the applications made for properties in Houghton Regis and whether or not they were accepted as an Asset of Community Value. Where an application was rejected the reasons were provided.

Members were invited to consider, reflecting on the supporting guidance, any further applications, either new applications, or renewals.

The guidance detailed the process and outlined the criteria and the benefits of having an asset listed. The evidence required was more stringent than previously applied.

Members were advised that at the Planning Committee on 25th January, members of that committee suggested that it may be suitable to seek to have land at Windsor Drive and HR Leisure Centre listed. Both sites were listed but were nearing their expiry date. It was highlighted to members that should these applications be successful, it would only provide the local community group a chance to make a bid and purchase the asset on the open market. The listing would not protect the site from future development.

Concerns were raised about managing residents' expectations. Concerns were shared that residents may feel that the listing of a site as a Community Asset would protect it from future development. This was not the case.

It was advised that as the land at Windsor Drive was owned by Central Bedfordshire Council it would be unlikely that this site would ever come forward on the open market.

A member suggested that the members of the public could form a 'Friends of Windsor Drive' group which would give them a stakeholder interest.

A member raised concerns over the lack of medical provision within the town. Members were reminded that this was for the Clinical Commissioning Group to provide this facility and this process had been held up due to the re-allocation of staff resources due to the impact of Covid-19.

Members were advised the need for medical facilities had been highlighted at the Town Partnership Committee meeting and would be a standing item within the work programme on future Town Partnership Committee agendas.

Members of the public were given an additional opportunity to speak.

A member of the public requested clarification on the decision-making process on the re-application of Windsor Drive as a community asset. It was advised that the vote at the end of the item would determine the outcome.

A member of the public requested further information regarding photographic evidence which would be limited due to the government restrictions for the year 2020. It was advised that specifically recent evidence of community value was required.

Members of the public requested sight of the original document submitted for the previous Community Asset application for the land at Windsor Drive.

It was advised that the Town Clerk would seek to find the original document, however, if the previous application had been submitted via a web-based submission form, it would not be available through Houghton Regis Town Council and Central Bedfordshire Council would need to be contacted for this information.

A member of the public suggested that government funding may be made available to assist with mental wellbeing and could this land be considered for this funding as it was considered valuable within the community for the health and mental wellbeing of residents.

Members of the public raised concerns that this would set a precedence for other green spaces within Houghton Regis.

A member suggested that the possibility of negotiating a land swap could be considered as there was additional land at the rear of Windsor Drive.

Members were advised that Houghton Regis Town Council would not be in a position to purchase this land without funding through the public work loan board.

Members voted on the recommendation:

To submit applications for Asset of Community value for the following sites:

- *Land at Windsor Drive*
- *HR Leisure Centre*

A recorded vote was requested:

Proposed by: J Carroll Seconded by: T McMahon

Members for: J Carroll, T McMahon, K Wattingham

Members against: M Kennedy, S Goodchild, C Copleston, Y Farrell

Accordingly, the motion was not carried.

The Chairman declared the meeting closed at 8.30pm

Dated this 28th day of June 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
28th June 2021 at 7.00pm

Present: Councillors: K Wattingham Chairman
E Cooper
S Goodchild
T McMahon
A Slough
S Thorne

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

Public: 0

Apologies: Councillors: C Copleston

Also
present:

11684 ELECTION OF CHAIR

Members were invited to elect a Chair for Community Services Committee for 2021/22.

Nominee: Cllr Wattingham Nominated by: Cllr Goodchild
Seconded by: Cllr Thorne

No other nominations were received. On being put to the vote, Councillor Wattingham was duly appointed as Chair of the Community Services Committee for the municipal year 2021 - 2022.

11685 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston.

11686 QUESTIONS FROM THE PUBLIC

None.

11687 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11688 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for Community Services Committee for 2021/22.

Nominee: Cllr A Slough Nominated by: Cllr Goodchild
 Seconded by: Cllr McMahan

No other nominations were received. On being put to the vote, Councillor A Slough was duly appointed as Vice-Chair of the Community Services Committee for the municipal year 2021 - 2022.

11689 MINUTES

To approve the minutes of the meeting held on 8th February 2021.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 8th February 2021 and for these to be signed by the Chairman.

11690 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv. Council was required to review its delegation arrangements to committees and sub-committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub-Committees and Working Groups of the Council.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

Members received this report for information.

11691 REPORT FROM GROUNDWORK

Diana Hedley, Youth Manager and Anthony Fuller, Senior Youth Worker in attendance at the meeting, a representative from groundwork was in attendance to update members on the work completed on behalf of Houghton Regis Town Council.

Members were advised that two nights of provision was being offered in Houghton Regis.

The Youth Club was based in Bedford Square one night a week. The Ash Room could hold a maximum of 8 young people, however, a group of regular young people had stopped attending due to school and exam commitments, therefore detached sessions had been offered as an alternative to opening the Youth Club.

The other night offered was a mentoring session based at Barnardo's Parkside Family Resource Centre, their open door self-referral service empowered young people to be in control of the support they received.

Members asked whether they had seen a rise in young people needing support relative to Covid and the society's situation resulting from the restrictions. It was confirmed that many young people had shown a rise in anxieties with restrictions being lifted and returning to school, looking for work and similar related issues.

It was unable to be confirmed whether there would be an ability to extend the Youth Club to enable a larger number of young people to attend in the near future.

11692 HRTC YOUTH SERVICES

Members were introduced to the newly appointed Lead Youth Worker for the Council, Dave Ramsey.

Members received an update on the relaunch of the Pop-Up Café.

Members were advised that the Youth Council would be meeting towards the end of June / early July. Members would be updated on the work of the Youth Council at future Committee meetings.

Members were advised the Youth Pop-up Café had been refurbished, with some new resources for young people to enjoy. The Grand opening of the Pop-up Café was planned for 19th July and was to be opened by the Town Mayor. The opening event would offer the residents of Houghton Regis the opportunity to see the youth provision being offered by Houghton Regis Town Council.

Members were advised that a large proportion of the funding had been received from VERU to enable some of the refurbishment works and the purchase of resources for the Pop-up Café.

Resolved: To note the report.

11693 HRTC COMMUNITY SERVICES

Members were provided with an update on the work of the Community Development Officer.

Members raised concerns that members of the Youth Council would be leaving as they were reaching 18 years of age. Members were advised that from fourteen Youth Council members, eight had attended the recent meeting with three apologies received, two members of the Youth Council were due to attend university, however, both had specified that they wished to remain in place as Youth Council members until they attended university. Two members had left the Youth Council.

Members highlighted their disappointment that 14 activity packs had been returned when 106 packs had been distributed. Members were advised that feedback received had been positive, the activities in the packs had been enjoyed but some recipients of the activity pack had not wanted to enter the competition.

It was requested that it be minuted that thanks were given the Community Development Officer for her efforts during Covid restrictions.

11694 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

| | |
|-------------------------------|--|
| Events Working Group | 4 th February, 4 th March, 1 st April and 29 th April 2021. |
| Combating Crime Working Group | 20 th January, 17 th February, 17 th March, 21 st April and 19 th May 2021. |

Resolved: To receive the following Minutes:

| | |
|--------------------------------------|--|
| Events Working Group | 4 th February, 4 th March, 1 st April and 29 th April 2021. |
| Combating Crime Working Group | 20 th January, 17 th February, 17 th March, 21 st April and 19 th May 2021. |

Members highlighted an error in the Combating Crime minutes 19th May 2021. Minute number CC1146 should read: Members were requested to appoint a Chair for Combating Crime Working Group for 2021/22. Minute number CC1147 should read: ‘Members were requested to appoint a Vice-Chair for Combating Crime Working Group for 2021/22’ Minute number CC1147 should read: ‘No other nominations were received. On being put to the vote, Councillor Copleston was duly appointed as Vice-Chair of the Combating Crime Working Group for the municipal year 2021 – 2022’

11695 INCOME AND EXPENDITURE REPORT

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

Members queried the cost of website updates, members were advised that although many of the changes could be completed in-house, some of the structural changes within the website could not be achieved in-house and had to be changed by the web host.

It was suggested means be put in place to enable residents to be more involved in community decisions.

11696 COMMUNITY ACTION BEDFORDSHIRE – KEY PARTNER GRANT

Members received a paper from Community Action Bedfordshire outlining a significant organisational change.

Members were reminded that Community Action Bedfordshire (CAB) was a Key Partner (Grants). This organisational change and the transfer of services to Bedfordshire Rural Communities Charity (BRCC) has had an impact on the Key partner Status of Community Action Bedfordshire. CAB / BRCC were requesting that the Council consider the transfer of funding from CAB to BRCC to promote, support and enable residents of Houghton Regis to participate in the Chiltern Vale Timebank for the duration of the Key Partner status period. Key Partner Status was awarded to CAB to enable them to provide support to local organisations.

This variation would normally be considered by Community Services Committee at its Grants Meeting in the autumn; however, confirmation was sought earlier to provide certainty of funding to BRCC as soon as possible.

Members were requested to consider this alteration and agree a way forward. There were the following options:

1. Support the alteration for the duration of the key partner status period
2. Defer until the grants meeting in the autumn

3. Decline the alteration at the present time and suggest that BRCC apply to become a key partner themselves such that the timebanking project can be considered on its merits

11697 VISION UPDATE

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee.

The Chairman declared the meeting closed at 8.56pm

Dated this 6th day of September 2021.

Chairman

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
7th June 2021 at 7.00pm

Present: Councillors: T McMahon Chairman
D Dixon-Wilkinson
Y Farrell
M Kennedy Substitute (*attended virtually*)
R Morgan
S Thorne

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

Public: 4

Apologies: Councillor: A Slough

Also present: Councillors: J Carroll
D Jones

11642 ELECTION OF CHAIR

Members were invited to elect a Chair for Environment & Leisure Committee for 2021/22.

Nominee: Cllr McMahon Nominated by: Cllr Farrell
Seconded by: Cllr Dixon-Wilkinson

No other nominations were received. On being put to the vote, Councillor McMahon was duly appointed as Chair of the Environment and Leisure Committee for the municipal year 2021 - 2022.

11643 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr A Slough (Cllr Kennedy substituted).

11644 QUESTIONS FROM THE PUBLIC

A member of the public suggested a community garden including vegetable plots and composting on Parkside Recreation Ground.

11645 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr McMahon declared an interest in agenda item 16, Houghton Hall Park, of Houghton Regis Heritage Society and a member of MAG.
Cllr Thorne declared an interest in agenda item 16, Houghton Hall Park as she was a member of Houghton Regis Heritage Society.

Accordingly, neither councillor took part in discussion relating to this item.

11646 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for Environment & Leisure Committee for 2021/22.

Nominee: Cllr A Slough Nominated by: Cllr Morgan
Seconded by: Cllr Dixon-Wilkinson

No other nominations were received. On being put to the vote, Councillor A Slough was duly appointed as Vice-Chair of the Environment and Leisure Committee for the municipal year 2021 - 2022.

11647 MINUTES

To approve the minutes of the meeting held on 22nd February 2021.

Resolved: To confirm the minutes of the Environment & Leisure Committee meeting held on 22nd February 2021 and for these to be signed by the Chairman.

11648 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv. Council was required to review its delegation arrangements to committees and sub-committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

Members received this report for information.

11649 INCOME AND EXPENDITURE REPORT

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

11650 PARKSIDE FAMILY GAMES AREA

Members were requested to consider a project to deliver a family games area on Parkside Recreation ground.

Members were advised that this project ties a number aspects within the vision together.

Funding had been received from the Police and Crime Commissioner for just under £3500 for this project. There would also be the opportunity to apply for the Central Bedfordshire Council Community Asset Grant funding. It was noted that although funding was limited, this project could be progressed phased over financial years.

Members were advised that the total cost of the project would be around £12,000.

It was suggested that local residents and local groups be contacted, and their ideas shared with the council.

Resolved: To support the establishment of a family games and seating area within Parkside Recreation Ground.

11651 RECYCLING AT PARKS AND OPEN SPACES

Members were advised on waste collection in parks and play areas.

Resolved:

- 1. To conduct an anti-litter campaign over the summer including information on what happens to waste in the parks and play areas;**
- 2. To replace bins should the budget be available in due course.**

11652 WILDFLOWER PLANTING

Members were requested to consider a project to deliver wildflower areas in the town.

It was suggested that signage be placed in the areas of planting to alert residents that the wildflower planting was intentional and not neglected land.

Resolved: To seek to deliver wildflower community bombing events in the following locations (subject to landowner approval):

- The overgrown piece of land behind the fence on Woodlands Avenue**
- Land adjacent to Frogmore Rd**
- Woodside Link Community Orchard**
- The old part of the Cemetery under the trees**

11653 TITHE FARM ALL WEATHER PROJECT UPDATE

Members were updated on the Tithe Farm Recreation Ground Sports Project.

Members were advised that more accurate costing forecast had developed as project ideas had progressed. Phase one would be the development of the 4 changing room pavilion, phase two would comprise of a community room attached to the pavilion. The predicted cost of phase one was £1.4m which left a £50,000 shortfall. If the community room was built at the same time the cost would rise to £1.8m. Members were advised that the design had allowed for phase one to be completed with the option of phase two completion at a later date.

Members were advised that a breakdown of tender costs would be fed back to the committee at a future meeting, however, were requested to consider that the cost of materials could vary significantly if phase two was left for a number of years.

Resolved:

- 1. To support the pavilion layout**
- 2. To confirm required signatories for the Football Foundation application process are the Town Clerk and the Chair of the Environment & Leisure Committee.**

11654 HOUGHTON REGIS CEMETERY

Members were requested to give consideration to the following:

1. Update on the Garden of Remembrance
2. Pre purchase of vaults within the Garden of Remembrance
3. Direct burial bookings
4. Availability of earthen ashes plots

Members were advised that feedback from the community regarding the Garden of Remembrance had been very positive. Requests from residents to reserve plot within the Garden of Remembrance had been received. Members were requested to give this consideration.

Members were advised that there had been an increase in uptake of direct burial bookings, which has had impacted on staff time. Memorial arrangements also took up a large amount of staff time.

Resolved:

- 1. To amend the Cemetery Regulations to enable the pre purchase of vaults within the Garden of Remembrance**
- 2. To amend the Cemetery Fees to include a charge for memorial arrangements of £100**

11655 ALLOTMENTS

Members were requested to consider:

1. Site layout plan for the Bellway site:
2. Establishment of a Working Group to consider all matters relating to the provision and management of allotments

Members queried the location of the proposed allotments and shade from nearby buildings.

Members were advised that improvements had been made to the original plans.

Members agreed to establish an Allotment Working Group.

An amendment to the recommendation 1 was proposed to read: To approve the site layout as detailed on Drawing Ref: SK01/18122020 B subject to the commitments made by Bellway in their email dated 8th April 2021.

The officer recommendation read: To approve the site layout as detailed on Drawing Ref: SK01/18122020 B

Proposed by: Cllr Morgan seconded by: Cllr Farrell

All in favour.

Accordingly, this became the substantive motion.

An amendment to the recommendation 3, terms of reference, was proposed to read:
Terms of Reference

- The Allotment Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- The Allotment Working Group shall consist of up to five Councillors. The quorum shall be half of its members (three)

Proposed by: Cllr Morgan seconded by: Cllr Farrell

All in favour.

Accordingly, this became the substantive motion.

- Resolved:**
- 1. To approve the site layout as detailed on Drawing Ref: SK01/18122020 B subject to the commitments made by Bellway in their email dated 8th April 2021.**
 - 2. To confirm that HRTC is willing to accept the transfer of this site in due course subject to due legal process**
 - 3. To establish an Allotment Working Group as follows:**
 - Functions**
 - To consider all matters relating to the provision and management of allotments in Houghton Regis including:**
 - **New site specification**
 - **Allotment associations**
 - **Allotment tenancies**
 - **Management**
 - **Fees and charges**
 - Terms of Reference**
 - **The Allotment Working Group shall function and operate in accordance with the Council's approved Standing Orders.**
 - **The Allotment Working Group shall consist of up to five Councillors. The quorum shall be half of its members (three)**

11656 MACHINERY RENEWALS PROGRAMME

Members received the anticipated machinery renewals programme for 2021/22.

Members were updated on the sale of an obsolete piece of machinery.

Resolved: To support the Machinery Renewals Programme for 2021/22.

11657 HOUGHTON HALL PARK

As the Chair of the Committee, Cllr McMahon, had declared an interest in this item, the Committee agreed for Cllr Morgan to chair this agenda item.

Members were advised that 2 initiatives had arisen recently in relation to the operational management of the Park. The first was the planting of an oak tree to commemorate Robert Brandreth on the Cedar Lawn and the second was the possibility of creating an orchard on the Cedar Lawn. There had been some uncertainty as to the decision-making process around these projects. This report was provided to clarify the situation.

The management of Houghton Hall Park fell under the Joint Venture Agreement between Central Bedfordshire Council and Houghton Regis Town Council. Members received a copy of the JVA. Members were specifically referred to section 7.

The recent initiatives referred to above would fall under the Management Advisory Group. The Town Council had input into the MAG through its nominated representatives.

It was also understood that the Houghton Regis Heritage Society had a view on these proposals. This group had representation on the MAG and accordingly could comment on projects and initiatives through this forum.

Members received this report for information.

A member of the public asked what was the historical and heritage merit for an orchard on the Cedar Lawn? There were no indicators that as a heritage area there was ever an orchard on the Cedar Lawn, as such wished to object to the planting of an orchard on the Cedar Lawn.

Members were advised that the Oak tree had been planted under the JVA to commemorate Robert Brandreth. It was suggested that queries related to the orchard be referred to the MAG as this would be a management decision.

It was suggested that Houghton Hall Park and the Heritage Society meet with Houghton Regis Town Council to discuss further.

Members agreed for this item to be deferred to discussion at the next Environment and Leisure meeting.

11658 USE OF VILLAGE GREEN

Members were advised that a request to use the Village Green had been received from Full House Theatre to enable them to run their Hullabaloo Event. Basic details were as follows:

Event - Houghton Regis Hullabaloo

Organiser – Full House Theatre

Date - 18th and 19th September 2021

Time - performances were likely to be scheduled to take place at 11:30am and 2pm

A more detailed event application was attached. In support of the application the applicant had also provided the following:

- Event management plan
- Risk assessments
- Covid Risk Assessment
- Public Liability Certificate

Resolved: To approve the use of the Village Green for the Houghton Regis Hullabaloo event on 18th and 19th September 2021.

11659 VISION UPDATE

Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee.

The Chairman declared the meeting closed at 8.45pm

Dated this 20th day of September 2021.

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

24th May 2021 at 7.00pm

Present: Councillors: D Jones Chairman
D Dixon-Wilkinson
J Carroll
Y Farrell
R Morgan

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

Public: 3

Apologies: Councillors: M Kennedy

Also present: Councillors: S Goodchild Central Bedfordshire Council

11609 ELECTION OF CHAIR

Members were requested to appoint a Chair for Planning Committee for 2021/22.

Nominee: Cllr D Jones Nominated by: Cllr Dixon-Wilkinson
Seconded by: Cllr Y Farrell

No other nominations were received. On being put to the vote, Councillor D Jones was duly appointed as Chair of the Planning Committee for the municipal year 2021 - 2022.

11610 ELECTION OF VICE-CHAIR

Members were requested to appoint a Vice Chair for Planning Committee for 2021/22.

Nominee: Cllr M Kennedy Nominated by: Cllr D Jones
Seconded by: Cllr R Morgan

No other nominations were received. On being put to the vote, Councillor M Kennedy was duly appointed as Vice-Chair of the Planning Committee for the municipal year 2021 - 2022.

11611 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Kennedy.

11612 QUESTIONS FROM THE PUBLIC

None.

11613 SPECIFIC DECLARATIONS OF INTEREST

None.

11614 MINUTES

To approve the Minutes of the meeting held on the 4th May 2021.

Resolved: To approve the Minutes of the meeting held on 4th May 2021 and for these to be signed by the Chairman.

11615 PLANNING MATTERS

(a) The following planning applications were considered:

CB/21/01421/FULL Change of use of amenities land to create parking enough for one car
56 Manor Park, LU5 5BX

Comments: Houghton Regis Town Council had no objections to this application in principle, however, members requested that consideration be given to changing the proposed surface material from tarmac to a more porous alternative.

CB/21/01454/FULL Replacement of existing porch with a larger porch, front extension, and rear extension
10 Recreation Road, LU5 5JW

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

CB/21/01989/FULL Change of use from B8 to B2 unit
Unit 3, Nimbus Park Houghton Hall Park, Porz Avenue,
LU5 5WZ

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

CB/21/02108/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 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3, A4, A5; B1, B2, B8; C1, C2, D1 and D2; 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; All development, works

and operations to be in accordance with the Development Parameters Schedule and Plans): All matters reserved, Erection of 154 dwelling units, with access and parking, landscaping and associated works. The Outline Application was EIA Development and was accompanied by an Environmental Statement.

Phase 1 Parcel 1, Houghton Regis North Site 1
For: Bellway Homes

Elaine Connolly, Senior Planning Manager and Joanne Fosbury, Land Manager from Bellway Homes were in attendance at the meeting to provide members with an overview of the development plans.

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

CB/21/02047/FULL Single storey rear extension
55 Cemetery Road, LU5 5DA
For: Mr & Mrs Battams

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

CB/TCA/21/00197 Works to a tree within a Conservation Area: Remove
Japanese Red
Cedar
East Hill Farm, 31 Sundon Road, LU5 5LL

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

CB/21/02014/GPDE Prior Notification of Householder Extension: Erection of
single storey rear extension
13 Eddiwick Avenue, LU5 5PG

Comments: No documents were available for viewing, thus Houghton Regis Town Council could not comment on this application.

CB/21/01969/ADV Advertisement:- 3 x illuminated 'Lidl' signs (2.5 metres by
2.5 metres) (S1); . 1 x illuminated flagpole sign (5.98 metres
by 2.10 metres) (S2); . 1 x column mounted poster display
unit (2.22 metres by 1.70 metres) (S3); . 2 x small wall
mounted billboards (1.64 metres by 3.245 metres) (S4); . 3 x
large wall mounted billboards (3.25 metres by 6.30 metres)
(S5); and . 1 x directional sign (1.50 metres by 0.825 metres)
(S6).
Land at Chantry Way, Sundon Road, Houghton Regis

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

(b) The following decision notices were noted:

| | |
|------------------|---|
| CB/21/01915/DOC | Discharge of Condition 4 against Planning Permission CB/20/01271/FULL (Appeal Ref: APP/P0240/W/20/3259218) (Erection of one bedroom single storey dwelling) 24 Dunstable Road, LU5 5DB |
| CB/21/01920/DOC | Discharge of Condition 20 against planning permission CB/19/00668/OUT (The application is an outline application for the erection of 7 dwellings and seeks approval of the access and layout only) Land East of Bedford Road, LU5 5ES |
| CB/21/01882/DOC | Discharge of Condition 20 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 (takeaway); 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 |
| CB/21/01895/DOC | Discharge of Condition 3 against Planning Permission CB/19/00883/RM (Reserved matters of appearance, scale and landscaping for residential development of 255 dwellings following outline CB/15/0297/OUT). 1 Bluebell Croft, LU5 6SB |
| CB/21/02099/PADM | Prior Notification of proposed demolition: Unit 15 in order to make the site readily available for redevelopment Unit 15, Humphrys Road, LU5 4TP |
| CB/21/02029/DOC | Discharge of Conditions 9,10, against planning permission CB/20/01538/FULL -Erection of a 3 storey, 66 bed care home for older people with associated access, car parking and landscaping. Land west of Bidwell Houghton Regis LU5 6JQ |

CB/21/02045/DOC Discharge of Conditions 2,6,8,9,15,16,17 & 20 against planning permission CB/20/03300/REG3 (Erection of a three storey secondary school and sports hall providing 6 forms of entry (900) pupils, together with a 220 pupil sixth form, sports pitches including an all-weather pitch, vehicular access, car-parking, coach parking, pedestrian and cycle access from the north and east, landscaping and associated infrastructure)
Kingsland Secondary School Parkside Drive, LU5 5TH

Permissions / Approvals / Consents

CB/20/04406/FULL Infill extension to undercroft
17 Holyrood Drive, LU5 5FW

CB/21/00130/FULL Proposed single storey extension to both sides, alterations to the front elevation with creation of porch and open gallery above.
The Chestnuts, 37 Sundon Road, LU5 5LL

CB/21/00509/FULL Single storey front and side extension
31 Therfield Walk LU5 5QB

CB/21/00681/FULL Single storey front extension
37 Grangeway Footway, LU5 5PR

Refusals:

None received.

Withdrawals:

CB/21/00286/FULL Two storey side extension and new front porch
98 Cemetery Road, LU5 5DE

Not proceeded with:

CB/21/00022/FULL Re-Submission of planning permission CB/20/03095/Full (New dwelling with car parking and new dropped kerb)
1 Leaf Road, LU5 5JG

Members suggested that this could have been built under an alternative planning application, as members advised that the proposed building had already been built and was in situ. Members requested that this application be looked into.

11616 CB/19/04182/FULL LAND ADJACENT, 134 HIGH STREET

Members were advised that the application, detailed above, was recommended for approval, on Central Bedfordshire Councils Development Management Committee agenda for the meeting to be held on the 2nd June 2021.

Members were aware that the Town Council had continued to object to this application and therefore may wish to appoint a representative to attend the meeting on the 2nd June 2021.

Members agreed for Councillor Jones to attend the DMC meeting scheduled for the 2nd June 2021.

Resolved: To appoint Councillor Jones as the representative to attend the Development Management meeting to be held on the 2nd June, to speak on behalf of the Town Council in objecting to the proposed recommendation of approval.

**11617 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 – No substantive update to report.

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 8.01pm

Dated this 14th day of June 2021.

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

14th June 2021 at 7.00pm

(Meeting started at 7.20pm)

| | | | |
|---------------|--------------|---|---|
| Present: | Councillors: | D Jones J Carroll D Dixon-Wilkinson Y Farrell M S Kennedy R Morgan | Chairman <i>(Virtual attendance)</i> |
| | Officers: | Debbie Marsh Louise Senior | Corporate Services Manager Head of Democratic Services |
| | Public: | 16 | |
| Also present: | Councillors: | Tracey McMahon E Cooper | |
| | Councillor: | S Goodchild | Central Bedfordshire Council |

11660 APOLOGIES AND SUBSTITUTIONS

None.

11661 QUESTIONS FROM THE PUBLIC

Members of the public addressed the committee in regard to Central Bedfordshire Councils consultation on Waiting Restrictions, RPZ and an Off-Street Parking Order at Various Locations within Houghton Regis in support of the All Saints View Development. Members of the public advised members that the houses along The Green, facing the village green, park in Park Avenue and as such feel that they should be included in the permit parking scheme. Some residents of Park Avenue had additional vehicles per household as they were parking company vehicles / vans in addition to their personal vehicles. With Central Bedfordshire Council no longer approving applications for dropped kerbs, members of the public raised concerns that if their properties were subject to a permit scheme it would devalue their property value. Further concerns were raised that parking restrictions of this nature would restrict visitors to those residents of Park Avenue, the proposed restrictions would also restrict workmen i.e. plumbers, gas fitters, builders and the like.

Residents also stated that they had been informed, by Tony Keaveney, Assistant Director of Housing, that All Saints View had adequate parking for the needs of the development and there would not be an impact on local parking, as such residents wanted clarification as to why now they were being charged £100 per year if there was to be no parking impact on the local vicinity. Residents highlighted their disappointment in the prioritisation of the needs of residents of All Saints View rather than the long-standing residents of Houghton Regis. Residents asked if Central Bedfordshire Council had considered the bigger picture as with so many parking restrictions, residents of Houghton Regis would not want, or be able, to visit the town centre which would, in their opinion, see the town's demise. Residents felt strongly that all of these proposals were due to the lack of foresight of Central Bedfordshire Council at the beginning of their planning stage, for All Saints View. Residents felt that they were being made to pay, via yearly permits, for this short sightedness. Residents informed members that the parking restrictions would be of no benefit to residents, as the timings (8am to 6pm, Monday to Friday) would mean most residents would not be at home, especially during weekdays. It was suggested that a 24/7 approach would be a more suitable alternative.

A member of the public addressed the committee in regard to the Windsor Drive Traffic Calming and Crossing Proposals. They informed members that the recommendation from the Traffic Management Meeting was that Officers review whether a 20mph speed limit and traffic calming measures would be appropriate in the future, due to the new housing, felt like the decision of development had already been made and that there had been a foregone conclusion. Residents had been repeatedly told, by CBC, that there had been no decision in regard to new housing in this area but on reading this it appeared it there had.

Members of the public raised safety concerns in regard to planning application CB/21/435/FULL (LIDL) update. Safety concerns were raised in relation to the proposed entrance located on Houghton Road. This road already suffered heavy congestion which would be exacerbated by the alterations to encompass an additional lane and being positioned between two sets of traffic lights. Concerns were also raised in respect of the increase in pollution to those residents living opposite the site. Although residents' objections had been raised with Central Bedfordshire Council, they had not been acknowledged.

Members thanked members of the public for attending.

11662 SPECIFIC DECLARATIONS OF INTEREST

None.

11663 MINUTES

To approve the Minutes of the meeting held on the 24th May 2021.

Members were advised that an application at 37 Sundon Road, which had been objected to, had been approved without the garage.

Members were advised that a building had been erected at 1 Leaf Road, members were requested to confirm whether they wished Cllr Jones to report this as a possible breach of planning control. Members agreed for this to be reported.

Resolved To approve the Minutes of the meeting held on 24th May 2021 and for these to be signed by the Chairman.

11664 PLANNING MATTERS

(a) The following planning applications were considered:

CB/21/02184/FULL Single storey rear extension
24 Dalling Drive, LU5 5EF
For: Mr G Meta

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

CB/21/02171/FULL Demolition of the existing single dwelling and one and a half storey detached replacement dwelling with a link to existing Honeysuckle building and associated works including replacements to existing cesspits
2 Cowslip Crescent, Sewell Lane, Sewell, LU6 1RP
For: Mr & Mrs Roberts

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

CB/21/01883/FULL Erection of 60 dwellings including access from Bedford Road and full landscaping details
Land at Bedford Road, LU5 6JS
For: Living Space Housing

Houghton Regis Town Council strongly objects to this application on the grounds of:

- **Overdevelopment**
- **Pedestrian safety**
- **Increase in traffic**

The Town Council is concerned that the number of vehicle entrances and exits has increased exponentially without any consideration for the requirement to consider the overall safety of the road. The footways in the vicinity of this site are narrow or non-existent. Pedestrians will have no safe way to cross from this site to access the pavement on the other side. The footway will not allow for pedestrians to pass each other, in opposite directions, without the need for one or other to step into the road. The increase in accesses will lead to an increase and concentration of pollutants for local residents.

Members strongly request that planning considers the whole of Bedford Road and the infill sites and the impact on the environment these are having. Each site coming forward in piecemeal does not serve the whole of the town, just short-term benefit for the developer.

CB/21/02286/FULL Erection of single storey side/rear extension and erection of detached outbuilding
16 Douglas Crescent, Houghton Regis, LU5 5AT
For: Mr & Mrs Nawara

Comments: Houghton Regis Town Council objects to this application on the grounds of:

- **Overdevelopment**

CB/21/02304/VOC Variation (or removal) of condition number 12 of planning permission 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. A revised point of access is proposed to the north east of the permitted access.
Highfield Barns, Bedford Road, Bidwell, LU5 6JP
For: Mr West

Comments: Houghton Regis Town Council objects to this application:

Members strongly request that planning considers the whole of Bedford Road and the infill sites and the impact on the environment these are having. Each site coming forward in piecemeal does not serve the whole of the town, just short-term benefit for the developer.

Whilst members acknowledge this is a variation, non the less it is important that the whole of this road is considered at the point of officer decision.

CB/21/02105/FULL Two storey side and single storey rear extension.
116 Fensome Drive, LU5 5SH
For: KDP Construction

Comments: Houghton Regis Town Council objects to this application on the grounds of:

- **Overdevelopment**
- **Out of keeping**

CB/21/01911/FULL Rear and side single storey extensions to dwelling
1 School Walk, LU5 5PB
For: Mr D Williams

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

CB/21/02089/FULL Single storey front and side extension, repair the existing retaining wall
2 Roslyn Way, LU5 6JY

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

CB/21/00441/FULL
Members were advised that amendments to this application had been made

Erection of 8no. dwellings with associated works
 Land to the south of The Bungalow, Bedford Road, Bidwell
 Revised Floor Plans and Elevations
 Revised Block Plan
 Revised Design and Access Statement
 Revised Landscaping Scheme
 Revised Proposal
 Revised Site Plan

Complete resubmission which includes:

- Sustainability report
- Flood Risk and Drainage Strategy
- Transport Assessment
- Environmental Impact Assessment

Soft Landscape Management and Maintenance plan

Members were informed that the original application was considered at the planning meeting held on the 8th March 2021. The committee's comments were as follows:

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

- Overdevelopment
- Lack of parking provision – 7 x 3 bed properties and 1 x 2 bed property with 16 residents parking and 2 visitor parking spaces, falls short of parking standards. There is no room on this site for additional on street park thereby, visitors/residents/trade persons will be forced to park inconsiderately. This area will look like a car park and not a development that might blend in with the surrounding Green Belt.
- The proposed development is unsympathetic to the adjacent green corridor and therefore does not accord with the HRN Framework Plan.
- The proposed post and rail boundary fence will give no privacy to affected residents. Should then these be replaced with close board fences, then this would 'shut' the site off.
- No exceptional circumstances to support this outward growth
- This proposal cannot be supported under the guise of limited expansion in the Green Belt, as that has already been afforded to the adjacent site.

Furthermore:

The Town Council challenges that the site no longer serves the purposes of Green Belt land. It is regardless that it is in close proximity to the Bidwell West development site. If anything, this makes this site all the more important. Bidwell is a hamlet, that needs some degree of protection from expansion. The Town Council is not against development, but is committed to preserving, the Bidwell setting.

Comments: Houghton Regis Town Council had no objections to this application however made the following comment:

Members raised concerns over the additional traffic impacting congestion and safety along Bedford Road as there had been many planning applications resulting in increased traffic on Bedford Road.

For noting

- CB/21/02251/NMA Non Material Amendment to planning permission 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) NMA sought: Revised planting plans rev (H)
Parcel 1 Bedford Road, Houghton Regis
- CB/21/02138/DOC Discharge of Condition 1 against planning permission CB/20/03741/RM (Reserved Matters: following Outline application CB/12/03613/OUT up to 5,150 dwellings and open spaces within the development; in accordance with the Development Parameters Schedule and Plans. Provision of adventure playground equipment along with seating, and hard and soft landscaping, on land adjacent to The Farmstead, within AMP2.
Land To The North And East Of Houghton Regis, Sundon Road
- CB/21/02100/DOC Discharge of Conditions 5, 14, 18 and 19 against planning permission CB/20/01537/FULL (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) 4 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
- CB/21/02378/DOC Discharge of Condition 6 against Planning Permission CB/20/04715/FULL (Demolition of existing building and construction of a two storey manufacturing facility (Use Class B2) and associated works)
Unit 1, Foster Avenue, Dunstable, LU5 5TA

- CB/21/02525/DOC Discharge of Condition 2 against planning permission CB/20/03741/RM (Reserved Matters: following Outline application CB/12/03613/OUT up to 5,150 dwellings and open spaces within the development; in accordance with the Development Parameters Schedule and Plans. Provision of adventure playground equipment along with seating, and hard and soft landscaping, on land adjacent to The Farmstead, within AMP2)
Houghton Regis North Site 1 Land on the northern edge of Houghton Regis
- CB/21/02455/NMA Non-material amendment: to planning permission CB/19/03232/RAM (Reserved matters: Appearance, scale and landscaping for residential development of 336 dwellings. Amendment to approved bricks: Proposed amendments as follows: Olde Alton Yellow Multi - to be replaced by Farnham Cream, Weinerberger Olde Cheshire Red Multi - Winterbourne Berry, Weinerberger Warm Golden Buff - Amberley Corn.
Parcels 5a & 5b, Bidwell West, LU5 6JQ
- CB/21/02380/DOC Discharge of Condition 9 against planning permission CB/20/04715/FULL (Demolition of existing building and construction of a two storey manufacturing facility (Use Class B2) and associated works)
Unit 1, Foster Avenue, Dunstable, LU5 5TA

(b) The following decision notices were noted:

Permissions / Approvals / Consents

- CB/21/00382/FULL Construction of 9 residential dwellings and all ancillary works
The Orchard, Bedford Road, LU5 6JJ

Refusals:

None received.

Withdrawals:

None received.

11665 WINDSOR DRIVE TRAFFIC CALMING AND CROSSING PROPOSALS

Members were informed that following Central Bedfordshire Councils Traffic Management Meeting on 25th May where the Traffic Calming and Tiger Crossing proposals for Windsor Drive were discussed the following decisions were made as follows:

- That the proposal to install a Tiger Crossing be implemented as advertised at the following location in Houghton Regis:
 - Windsor Drive, at a point approximately 18 metres north-west of its junction with Longbrooke.
 - The zig-zag markings on both sides of the road would extend in a southerly direction from the southern edge of the crossing for approximately 20 metres.
 - The zig-zag markings on the northbound lane of Windsor Drive would extend in a northerly direction from the northern edge of the crossing for approximately 7 metres (up to the bus cage).
 - The zig-zag markings on the southbound lane of Windsor Drive would extend in a northerly direction from the northern edge of the crossing for approximately 30 metres
- That Officers reviewed the design and ensure that there was enough space on the footpath at the location of the Tiger Crossing.
- That the proposal to install flat topped raised tables in Windsor Drive, Houghton Regis were not implemented.
- That Officers reviewed whether a 20mph speed limit and traffic calming measures would be appropriate in the future due to the new housing development in this area

11666 TRAFFIC REGULATIONS ORDER (TRO'S) PROPOSALS - VARIOUS LOCATIONS

Central Bedfordshire Council were consulting on Waiting Restrictions, an RPZ and an Off Street Parking Order at Various Locations within Houghton Regis to support the All Saints View Development.

A00107 – Whitehouse Close, Clarkes Way, Redhouse Court, Park Avenue and Drury Lane

A00108 – Park Lane – RPZ

A00114 – All Saints View, Sapphire Place, Off Street Parking

Members received notices and plans with further information.

Although the deadline for the receipt of any comments is the 9th June 2021, the Town Council has been provided with an extension to the 15th June 2021.

Members were advised that letters of objection had been received in regard to A00107 and A00108 local residents.

Members discussed residents' comments and agreed to object to all of the traffic calming measures.

Resolved: Houghton Regis Town Council agreed to object to the traffic calming measures and requested that Central Bedfordshire Council be contacted to seek justification for these proposals.

11667 PLANNING APPLICATION CB/21/435/FULL (LIDL) - UPDATE

Members were advised of an update in regard to the proposed development.

The main points were:

- A ghost right turn had now been proposed along Houghton Road (note HGVs would not enter or exit the site by this route)
- The entrance to the rear along Blackburn Road would be for cars and HGV access
- There were still only 2 car charging points – the response from the agent as below:

Lidl are proposing rapid chargers, rather than fast chargers. They are significantly more effective than fast chargers and can charge compatible cars to 80% charge in half an hour which reflects the average shopping time in store. However, they are considerably more expensive than fast chargers to install and maintain it is therefore not proposed to provide any additional chargers. It should be noted that two rapid chargers are also comparable with recent permissions for Lidl's in the immediate area at Houghton Regis 1 and Biggleswade.

- Additional tree planting had been provided across the site
- A noise and lighting assessment were submitted as part of the application – the proposed opening hours were within this document 7am-10pm Monday-Friday and 10am-5pm Sunday (subject to Sunday Trading)
- The existing advertisement hoarding around the site will be removed – Lidl will want to erect their own advertisements, and this will be subject to a separate application for advertisement consent
- On the technical S.278 drawings the old “access” along Houghton Road opposite to the proposed Lidl access was shown as being removed and replaced with footpath.

Members received site and landscape plans. Members were reminded that a full set of plans were on Central Bedfordshire Council's website.

Members advised that on attending the DMC residents' points will be raised on their behalf by Councillor Morgan who would be attending the DMC.

11668 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 – No substantive update to report.

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 9.25pm

Dated this 5th day of July 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL

**Planning Committee
Minutes of the meeting held on
5th July 2021 at 7.00pm**

| | | | |
|---------------|--------------|--|---|
| Present: | Councillors: | D Jones J Carroll Y Farrell M S Kennedy R Morgan C Slough | Chairman (Part meeting) (Part meeting, virtually) |
| | Officers: | Debbie Marsh Louise Senior | Corporate Services Manager Head of Democratic Services |
| | Public: | 1 | |
| Also present: | Councillor: | S Goodchild | Central Bedfordshire Council |
| Absent: | Councillor: | D Dixon-Wilkinson | |

11698 APOLOGIES AND SUBSTITUTIONS

None.

11699 QUESTIONS FROM THE PUBLIC

None.

11700 SPECIFIC DECLARATIONS OF INTEREST

None.

11701 MINUTES

To approve the Minutes of the meeting held on the 14th June 2021.

Resolved To approve the Minutes of the meeting held on 14th June 2021 and for these to be signed by the Chairman.

11702 PLANNING MATTERS

(a) The following planning applications were considered:

CB/21/02338/FULL Two storey rear extension with pitched roof
96 Douglas Crescent, LU5 5AT
For: Mr S Dawkins

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

Cllr Farrell joined the meeting 7.20pm

CB/21/02519/FULL Proposed single storey side extension
22 Fareham Way, LU5 5RE
Mr D North

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

CB/21/02371/FULL Proposed rear extension and loft conversion.
2 Holyrood Drive, LU5 5FW
For: Mr D Dujczynski

Comments: Houghton Regis Town Council had no objections to this application, however, concerns were raised regarding the parking impact of a 5 bedroom house.

CB/21/02496/FULL Rear single storey extension.
43 Watling Place, LU5 5DP
For: Mr M Etherden

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

CB/21/02640/FULL Removal of existing conservatory, two storey rear, part single and part two storey side extension
63 Churchfield Road, LU5 5HN
For: Mr & Mrs Dunworth

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

Cllr Morgan joined the meeting virtually 7.30pm

CB/21/01242/FULL Development of the site for E(g)(iii), B2 and B8 Uses to include Trade Counter, including details of access, servicing, landscaping, boundary treatment and associated works.
Members were advised there were amendments to this application in respect of landscaping and highways details
Employment Site North of Thorn Road, Thorn Road, Houghton Regis

Comments: Houghton Regis Town Council objects to this application on the grounds:

- **Excessive and antisocial operational/trading hours**
- **The height of Unit 3 is overbearing and would have a detrimental effect by overshadowing on those residential properties adjacent to the site.**
- **Concerns of increase in light pollution, again in particular to those residents who are adjacent to the site.**
- **Whilst the town council acknowledges that the buildings here are to be designed as gateway features, it objects to the design of the buildings. The patchwork design does not fit in with the surrounding area and its setting.**
- **The town council accepts the concept of this development however, what is proposed is over development.**

The town council respectfully request that the distance from the proposed development line to the boundaries of the adjacent properties is increased, to allow for a more distinct separation and to provide further mitigation measures.

The town council understood that the total concept of the development of this area was to make Houghton Regis North and green and pleasant place to live. This developments design and proposed use does not accord with this concept.

The town council would like to see more consideration being given to a more suitable eco-corridor.

The town council has concerns that the orientation of the proposed development could overshadow the adjacent allotments and thereby render them not fit for use.

**CB/21/01883/FULL
Members were
advised there were
amendments to this
application.**

Erection of 60 dwellings including access from Bedford Road and full landscaping details
Land at Bedford Road, Houghton Regis, LU5 6JS
For: Living Space Housing
Amendments are as follows:
Additional supporting information received including Planning Statement, Landscape Visual Impact Assessment, Site Investigation Report and Flood Risk Assessment and Drainage Strategy.

Houghton Regis Town Council strongly objects to this application on the grounds of:

- **Overdevelopment**
- **Pedestrian safety**
- **Increase in traffic**

The Town Council is concerned that the number of vehicle entrances and exits has increased exponentially without any consideration for the requirement to consider the overall safety of the road. The footways in the vicinity of this site are narrow or non-existent. Pedestrians will have no safe way to cross from this site to access the pavement on the other side. The footway will not allow for pedestrians to pass each other, in opposite directions, without the need for one or other to step into the road. The increase in accesses will lead to an increase and concentration of pollutants for local residents.

Members strongly request that planning considers the whole of Bedford Road and the infill sites and the impact on the environment these are having. Each site coming forward in piecemeal does not serve the whole of the town, just short-term benefit for the developer.

For noting

| | |
|-----------------|--|
| CB/21/02537/DOC | Discharge of Condition 3 against planning permission CB/18/02275/FULL (Erection of 12 dwellings with associated access, parking, landscaping and amenity space) Land At Former Church of St Vincent, Tithe Farm Road |
| CB/21/02658/DOC | Discharge of Condition 2 to planning permission CB/20/00687/FULL (Residential development of 31 affordable dwellings with formation of two vehicular accesses, sustainable urban drainage and associated landscaping): Materials Schedule Land to the south of The Bungalow, Bedford Road, LU5 6JS |
| CB/21/02622/DOC | Discharge of Condition 13 against planning permission CB/19/01218/RM (Reserved Matters: Erection of 625 dwellings in parcels 6A & 6B with associated public open spaces following Outline Planning Permission CB/15/0297/OUT) Parcels 6A & 6B, Land West of Bidwell, North Site 2 |

(b) The following decision notices were noted:

Permissions / Approvals / Consents

Refusals:

None received.

Withdrawals:

None received.

11703 TRAFFIC ORDER – REDHOUSE COURT

Members were advised that Central Bedfordshire Council were consulting on Waiting Restrictions at Redhouse Court. The Town Council were informed that double yellow lines were already on the ground and have been for some time, but it became apparent when problem parking occurred during the fair, that Central Bedfordshire Council do not hold a copy of the legal order required to enforce this.

Members received the notice and plan. The deadline for receipt of comments was 7th July 2021.

Members supported this Traffic Order, however, requested further clarification on the road name and signage placement.

11704 HOUGHTON REGIS NORTH (HRN) STAKEHOLDER MEETINGS

Members were advised that Central Bedfordshire Council were trying to arrange a HRN stakeholder meeting and had requested the name of the representative for Houghton Regis Town Council, in order for them to be invited to attend.

Currently, a meeting date of the 14th July 2021 at 5.30pm was being proposed. For information, this meeting would be held remotely via Teams.

Members confirmed that Cllr D Jones had been appointed to the HRN Stakeholder Committee, at the town councils AGM, and would be in attendance at the meeting.

Recommendation: To appoint Cllr Jones of the planning committee to attend HRN stakeholder meetings, as a representative of Houghton Regis Town Council.

**11705 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN–
UPDATE/PROGRESS**

Woodside Link – Members raised concerns that there had been continuous reckless driving along this stretch of road. Members highlighted that there had been a Road Safety Audit promised by Central Bedfordshire Council due to the dangers to pedestrians.

A5 M1 Link – No substantive update to report.

All Saints View – No substantive update to report.

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

Monitoring reports show the details of secured and received Planning Obligation contributions for each Parish.

Within the Parish report there was a planning obligation table detailing the status of the planning obligation contribution which had been secured. The table would be blank when the contribution had not yet been received.

Spend State would show as Uncommitted when a contribution had been received but not allocated.

Secured where the funds had been approved for a project but not fully spent.

Spent when the funds had been fully spent.

The reports were produced in PDF format and also Excel for the parishes that have a large number of contributions, within the Excel version there were pivot tables and a slicer which allowed you to analyse the data. Where there were multiple spend states for a contribution, this would be recorded as a separate record for each element in Excel.

Receipt of contributions and their intended use

Developers and Landowners / applicants of planning permissions were able to submit revised schemes for development on the same piece of land. It was then for the developer to decide which scheme they wish to implement. Each new revision required them to enter into a new agreement or unilateral undertaking. Central Bedfordshire Council only collected contributions secured from the schemes implemented.

When a development had begun the Section 106 monies would not be received until the developer had reached their trigger point.

Each Section 106 Agreement will state how to spend contributions. Where a specific purpose had been written into the agreement, the contribution must legally be used for that purpose only.

To reflect changes in the costs of provisions most contributions secured were index linked. This allowed contributions to remain in line with the economy.

Resolved: To note the information

The Chairman declared the meeting closed at 8.13pm

Dated this 26th day of July 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

12th July 2021 at 7.00pm

| | | | |
|---------------|-----------------|---|---|
| Present: | Councillors: | D Jones J Carroll Y Farrell R Morgan C Slough | Chairman |
| | Officers: | Debbie Marsh Louise Senior | Corporate Services Manager Head of Democratic Services |
| | Public: | 7 | |
| Apologies: | Councillor: | M S Kennedy | |
| Also present: | CBC Councillor: | Susan Goodchild | |
| | CBC Officer | Paul Salmon | Traffic Manager |
| | CBC Officer | Gurminder Singh | Housing Innovations Manager |
| Absent: | | D Dixon-Wilkinson | |

11706 APOLOGIES AND SUBSTITUTIONS

None.

11707 QUESTIONS FROM THE PUBLIC

Gurminder Singh, Housing Innovations Manager and Paul Salmon, Senior Highways Manager from Central Bedfordshire Council were in attendance to update members and answer questions relating to the proposed traffic orders at various locations (Whitehouse Close, Clarkes Way, Redhouse Court, Park Avenue, Drury Lane and Sapphire Place (All Saints View)).

An overview of the All Saints View predicted usage and parking arrangements for residents and visitors to the building was presented. Members were advised that there would be 60 spaces in total for visitors on completion of All Saints View. It was suggested that visitors could utilise local parking facilities, Peel Street carpark and Morrisons carpark, in addition to the spaces available at All Saints View. The spaces at All Saints View would be subjected to an element of free parking, 20 minutes for standard spaces and 40 minutes for disabled spaces, these would then be subjected to parking fees.

A member of the public asked whether Red House Court had yellow lines proposed, this road is used frequently by residents and volunteers to visit the local facilities, and queried why this was subjected to the same traffic restrictions as the residential parking. Yellow lines in this road would restrict the use of the play area, volunteers at Houghton Hall Park and Volunteers clearing the Brook and other users.

A member of the public advised members and Central Bedfordshire Council representatives, of the impact of the proposed parking restrictions had had on the neighbourhood, it had affected goodwill and caused rifts amongst residents. Some homes in Park Avenue had no place to park, they had neither a garage or driveway, the timings of the restrictions of 8am – 6pm Monday – Friday was unworkable for residents as this was part of the day when parking was not an issue. It was stated that residents had been informed that All Saints View would not impact parking locally, so it was queried why residents of Park Avenue should have to pay for a parking permit, citing the impact of All Saints View, when they had been advised that there should be no impact on their road. The yellow lines currently in place were already not managed efficiently due to lack of funding.

Another resident of Park Avenue suggested that parking provision would decline over time and would impact Park Avenue, the proposed hours of 8am – 6pm was felt that this would be insufficient, and had felt it should be at least 6am – 9pm if not 24 hours.

Members were advised of an email received in relation to the proposed Traffic provisions, stating that the sender lived on The Green, and felt strongly that they should be included in the parking permit scheme of Park Avenue should the scheme be approved.

Paul Salmon, Senior Highways Manager assured members and members of the public that this was a consultation had not been agreed at this stage. The decision would be made on 27th July 2021.

Members were advised that the times of the RPZ was to protect parking during the day weekdays only, to enable the visiting of residents at the weekend without restrictions.

The double yellow lines proposed for Red House Court had been proposed due to access concerns raised by the emergency services.

The comments made regarding the 8 houses along The Green, had been noted.

Paul Salmon, Senior Highways Manager reiterated that this was a consultation, and advised that the parking orders would be brought before the TMC where residents can register to speak, the overwhelming objections would be noted in the report prepared by Paul Salmon.

A member of the public highlighted the contradiction of being told by Tony Keaveney, Assistant Director Housing, Central Bedfordshire Council that All Saints View would not affect resident parking in Clarkes Way, therefore yellow lines would not aid parking. Also highlighted was the need to encourage visitors to the town centre rather than discourage footfall, additional concerns were raised regarding the monopolisation of local carparks by a single owner and that fees could be set at a higher rate.

11708 SPECIFIC DECLARATIONS OF INTEREST

None.

11709 TRAFFIC REGULATIONS ORDER (TRO'S) PROPOSALS - VARIOUS LOCATIONS

Central Bedfordshire Council had undergone a consultation on Waiting Restrictions, an RPZ and an Off-Street Parking Order at Various Locations within Houghton Regis to support the All Saints View Development.

This committee considered this consultation at their meeting held on the 14th June 2021. At this meeting, members felt that they could not support all of the proposals as they wished to better understand the background and justification for raising them.

Central Bedfordshire Council had approached the town council and suggested they attend a meeting with members of the planning committee, to provide information and to also listen to the town councils and residents' views.

Members received the notices and plans for these proposals.
A00107 – Whitehouse Close, Clarkes Way, Redhouse Court, Park Avenue and Drury Lane
A00108 – Park Lane – RPZ
A00114 – All Saints View, Sapphire Place, Off Street Parking

Members raised concerns regarding the impact on residents who lack mobility and felt this could affect their mental health by an increase in social isolation.

Members were advised Central Bedfordshire Council work closely with an advisor regarding mobility issues with a proactive approach to mitigate any issues that could arise.

Members discussed the traffic management orders individually.

TRAFFIC REGULATION ORDER A107

Whitehouse Close; extension of yellow lines

Members agreed that there had been no justification to extend the yellow lines in Whitehouse Close. Members advised that the construction of All Saints View had impacted local street parking despite provision being provided for site workers.

Members objected to this proposed Traffic Order.

Clarkes Way; Junction of Red House Court, extension of yellow lines

Members confirmed that yellow lines were in place but had been un-enforceable.

Members objected to this proposed Traffic Order.

Red House Court; double yellow lines the length of the road

Members raised concerns that yellow lines along this road would restrict the Town Council parking and managing their own events.

Members highlighted that parking patrons already self-restricted along this stretch of the road by parking on just one side to enable vehicular access.

Members objected to this proposed Traffic Order.

Park Avenue; double yellow lines from junction to footpath

Members acknowledged that parking availability is eclectic along this road with some houses having a driveway and some not. It was suggested that there would be insufficient parking spaces to meet the demand for parking permits. It was suggested that this was limited to the 10m suggested by the Highway Code.

Members objected to this proposed Traffic Regulation Order, however, suggested that consideration be given to the yellow lines being limited to 10m from The Green.

Drury Lane; yellow lines at the entrance of the road for 31m

Members suggested that as Drury Lane was a narrow road, the restriction of parking at the entrance of the road was a sensible solution.

Houghton Regis Town Council had no objections to this Traffic Regulation Order

TRAFFIC REGULATION ORDER A108

Park Avenue permit Zone

Residents' comments were acknowledged and noted regarding the timings of the TRO and the requirement of the houses along The Green to be included in the permit scheme. Members agreed in principle to this proposal however, requested further and more detailed information before full consideration could be given to this TRO.

TRAFFIC REGULATION ORDER A114

Members were advised by Gurminder Singh that there would be the encouragement and promotion of car-free living for residents at All Saints View.

Houghton Regis Town Council had no objections to this Traffic Regulation Order

Resolved: To respond, as above, to various Traffic Regulation Orders (TRO's) at various locations in Houghton Regis

The Chairman declared the meeting closed at 8.45pm

Dated this 16th day of August 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

26th July 2021 at 7.00pm

| | | | |
|---------------|--------------|---|---|
| Present: | Councillors: | D Jones J Carroll Y Farrell S Goodchild M S Kennedy C Slough | Chairman Substitute |
| | Officers: | Debbie Marsh Louise Senior | Corporate Services Manager Head of Democratic Services |
| | Public: | 1 | |
| Apologies: | Councillor: | R Morgan | |
| Also present: | Councillors: | T McMahon E Cooper | Virtual Virtual |
| Absent: | | D Dixon-Wilkinson | |

11710 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Councillor Morgan (Councillor Goodchild substituted)

11711 QUESTIONS FROM THE PUBLIC

None.

11712 SPECIFIC DECLARATIONS OF INTEREST

Application CB/21/03153/FULL - Councillor Jones advised members that he had been a Governor at Hawthorn Park Lower School but had since resigned. This was yet to be reflected on his register of interests.

11713 MINUTES

To approve the Minutes of the meeting held on the 5th July 2021.

Resolved To approve the Minutes of the meeting held on 5th July 2021 and for these to be signed by the Chairman.

11714 PLANNING MATTERS

(a) The following planning applications were considered:

CB/21/02969/VOC Variation of Condition 13 of planning permission CB/19/01218/RM (Reserved Matters: Erection of 625 dwellings in parcels 6A & 6B with associated public open spaces following Outline Planning Permission CB/15/0297/OUT) Change of play area design and equipment specification
Parcels 6A & 6B Land West of Bidwell Houghton Regis, North site 2

Comments: Houghton Regis Town Council advised that more information was required to gain an effective comparison of the original and variation plans.

CB/21/02662/RM Reserved Matters: following Outline Application CB/19/00668/OUT (Outline application for the erection of 7 detached dwellings with associated access, turning and parking) Reason: approval of appearance, landscaping and scale.
Land East of Bedford Road, LU5 5ES
For: TrioSquare Ltd

Comments: Houghton Regis Town Council objected to this application on the grounds of:

- **Overdevelopment**
- **Ecological impact**
- **Excess traffic impact on Bedford Road**

CB/21/03039/FULL Single storey front extension and conversion of garage to habitable room
46 Northview Road, LU5 5HB
For: Mrs A England

Comments: Houghton Regis Town Council had no objections to this application, however concerns were raised regarding traffic visibility at the roundabout due to the protrusion of the property.

CB/21/03022/FULL Single storey side and rear extensions.
11 Orchard Close, LU5 5DG
For: Mr R Toms

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

CB/21/03153/FULL Replacement of existing concrete tiled pitched roofs with new flame free bitumen felt roof covering. Also replacement of existing black plastic gutters, rainwater pipes, white fascias and soffits.
Hawthorn Park Lower School, Parkside Drive, LU5 5QN
For: Hawthorn Park Lower School

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

CB/TRE/21/00313 Works to trees protected by a Tree Preservation Order:
SB/62/00002/W2 Fell Pine (T1) to ground level. Fell
Sycamore (T2) to ground level.
16 Moore Crescent, LU5 5GZ

Comments: Houghton Regis Town Council objected to this application on the grounds of:

The loss of the trees would be detrimental to the setting and the surrounding area, the Planning Committee does not feel a justifiable reason has been given for the felling of the trees.

CB/21/03163/FULL Remove existing front porch and replace with new single storey front extension
5 Cemetery Road, LU5 5BZ
For: Mr R Sarmple

Houghton Regis Town Council had no objections to this application.

For noting:

CB/21/03047/DOC Discharge of condition 4 of planning permission
CB/19/03820/RM (Reserved Matters: New Primary School amendments to the existing Thornhill Primary School site pursuant to outline permission CB/12/03613/OUT)
Thornhill Primary School, Grove Road, LU5 5PE

CB/21/02976/DOC Discharge of Conditions 3,14,15,18 & 22 against planning permission 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, LU5 5ES

CB/21/03116/DOC Discharge of conditions 4, 5, 6 and 16 to planning permission CB/20/01538/FULL (Erection of a 3 storey, 66 bed care home for older people with associated access, car parking and landscaping.)
Land west of Bidwell Houghton Regis LU5 6JQ

CB/21/03102/DOC Discharge of Condition 23 to planning permission
CB/19/02130/FULL (Demolition of existing residential dwelling and erection of 119 dwellings 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, Houghton Regis

- CB/21/03144/DOC Discharge of conditions 16 & 17 against 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)) Parcels 5a & 5b, Bidwell West, LU5 6JQ
- CB/21/03221/LDCP Lawful Development Certificate: Hip to gable loft conversion including a front facing rooflight and rear facing dormer window with Juliet balcony
34 St Michaels Avenue, LU5 5DN

(b) The following decision notices were noted:

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

**11715 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 – No substantive update to report.

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 7.57pm

Dated this 16th day of August 2021.

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

16th August 2021 at 7.00pm

| | | | |
|---------------|--------------|--|---|
| Present: | Councillors: | D Jones J Carroll Y Farrell M S Kennedy C Slough S Thorne | Chairman Substitute |
| | Officers: | Debbie Marsh Louise Senior | Corporate Services Manager Head of Democratic Services |
| | Invitees: | Peter Jarman Jennie Hainsworth Lyndon Gill Jimmy Coles | MD, Wrenbridge Barton Wilmore Barton Wilmore Connect |
| | Public: | 5 | |
| Apologies: | | D Dixon-Wilkinson R Morgan | |
| Also present: | Councillors: | E Cooper T McMahon S Goodchild | Virtual Virtual Central Bedfordshire Council |

11716 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson and Cllr Morgan (Cllr Thorne substituted).

11717 QUESTIONS FROM THE PUBLIC

CB/21/01242/FULL Employment Site North of Thorn Road, Thorn Road, Houghton Regis: A member of the public, acknowledged that some of the previous issues had been addressed, however they queried whether the proposal for 24-hour use had changed. Concerns were raised regarding the size and height of the buildings closest to residential homes and the impact of noise and disturbance to those residents adjacent to the site. Concern was also raised as to whether the ecological aspirations for this site had been met.

A representative, working on behalf of the applicant, assured the resident that the applicant had worked with Central Bedfordshire Councils Environmental Officer in supporting alterations to mitigate the impact of noise and to improve the look of the site. Two changes had been made, one being the increase of the height of the fence from 5 metres to 6 ½ metres. This increase ensures noise cannot be heard. The other mitigation measure was that there was now to be a 2 ½ metre gap, from the building closest to residents, to the boundary, which will be planted with 2 rows of substantial trees to provide screening. The plan for 24-hour use of the buildings had not changed.

11718 SPECIFIC DECLARATIONS OF INTEREST

None.

11719 MINUTES

To approve the Minutes of the meeting held on the 12th July and 26th July 2021.

Resolved: To approve the Minutes of the meeting held on 12th July and 26th July 2021 and for these to be signed by the Chairman.

11720 PLANNING MATTERS

(a) The following planning applications were considered:

CB/21/01242/FULL Employment Site North of Thorn Road, Thorn Road, Houghton Regis
Development of the site for E(g)(iii), B2 and B8 Uses to include Trade Counter, including details of access, servicing, landscaping, boundary treatment and associated works.
Members were advised that there had been amendments to this application in respect to landscaping and highways details

- Acoustic fence increased to 6.5 metres in height
- Fence has been moved into the site from the site boundary
- Relocate two car parking spaces within the site.

Members were provided with updated information from the applicant who was present at the meeting.
The Chair reminded members that an offer to attend Central Bedfordshire Councils DMC meeting, where this application would be discussed, had been received. Members agreed that the Chair should attend the meeting to put across the Town Councils objections.

Comments: Houghton Regis Town Council acknowledges the improvements that have been made to the proposed application however, the town council still objects to this application on the grounds of:

- **Overdevelopment**
- **Overbearing to the neighbouring residential housing**
- **Impact on residents amenity in regard to the antisocial noise coming from a 24-hour operation.**

CB/21/02108/RM

Phase 1 Parcel 1, Houghton Regis North Site 1, Houghton Regis,
Bedfordshire

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 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3, A4, A5; B1, B2, B8; C1, C2, D1 and D2; 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; All development, works and operations to be in accordance with the Development Parameters Schedule and Plans): All matters reserved, Erection of 154 dwelling units, with access and parking, landscaping and associated works. The Outline Application was EIA Development and was accompanied by an Environmental Statement.

Members were advised that there had been amendments to this application in respect to the following:

- Updated layouts, housetype plans, and illustrative streetscenes;
- Detailed landscaping plans (both hard and soft landscaping)
- An updated Soft Landscape Management and Maintenance Plan,
- Updated Tracking Plans (fire tender, refuse vehicle and large car)

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

-
- CB/21/02467/VOC Variation of condition 17 of planning permission CB/20/03300/REG3 (Erection of a three storey secondary school and sports hall providing 6 forms of entry (900) pupils, together with a 220 pupil sixth form, sports pitches including an all-weather pitch, Change condition from an Above Ground Level condition to a Pre-Occupation Condition.
Kingsland Secondary School, Parkside Drive, LU5 5TH
- Comments: Houghton Regis Town Council had no objections to this application.**
- CB/21/03446/ADV Advertisement: 4 x non-illuminated wordmark signs on each elevation of the property and non-illuminated signs across the site
Land at Thorn Turn, Thorn Road, LU6 1RT
For: Amazon UK Services Ltd
- Comments: Houghton Regis Town Council had no objections to this application.**
- CB/21/03399/VOC Variation (or removal) of condition number(s) 10,12 and 28 of planning permission CB/19/02130/FULL - (Demolition of existing residential dwelling and erection of 119 dwellings including the creation of a new vehicular access, recreational open space, parking infrastructure and associated landscaping and ancillary works.) Condition 10 and 12 - Change of wording. Condition 28 - Substitute drawings.
The Gates Land East of Bedford Road Bidwell Houghton Regis
- Comments: Houghton Regis Town Council had no objections to this application.**
- CB/21/03369/FULL Residential development of 59 affordable dwellings with associated works including the re-configuration of the roundabout to create a fourth arm and form the vehicular access
Hand Post Field north of Thorn Road Houghton Regis
FSG Estates Ltd

Comments: Houghton Regis Town Council strongly objected to this application on the grounds of:

- **Lack of allocated green space**
- **Lack of play area within the development**
- **Highway safety in regard to amendments to the existing roundabout**
- **Lack of financial contribution to central services**
- **Provision of recreational areas reliant on neighbouring developments**
- **This development had not been included in the original master plan rendering the addition of two primary schools inadequate**
- **Lack of Travel Plan**

CB/21/03416/ADV Advertisement: 2no. internally illuminated fascia signs, 1no. internally illuminated totem sign and 1no. non-illuminated totem sign.
Unit 1, Baytree Park, Grendall Lane, LU5 6GJ

Comments: Houghton Regis Town Council Planning Committee were unable to comment on this application as there were documents missing from the website detailing essential information.

CB/21/03353/FULL Change of use from a storage & distribution warehouse (Class B8) to commercial bean sprout growing facility and wholesaler (Sui Generis), including external works to the building and yard
Unit 33, Humphrys Road, Dunstable, LU5 4TP
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.

CB/21/03164/FULL New parking area to the front garden and dropped kerb
6 Townsend Terrace, LU5 5BB
For: Miss N Perring

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

CB/21/03522/FULL Erection of a new agricultural building
Thorn Farm, Thorn Road, Houghton Regis, Dunstable, LU5 6JH

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

CB/TCA/21/00375 Works to trees in a conservation area.
Meadowbank, Sewell Lane, Sewell

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

The following applications were noted

CB/21/03338/GPDE Prior Notification of Householder Extension: Proposed rear conservatory
6 Pintail Croft, LU5 6GB

CB/21/03508/DOC Discharge of Condition 8 of planning permission
CB/19/02130/FULL (Demolition of existing residential dwelling and erection of 119 dwellings 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, Houghton Regis

CB/21/03505/NMA Non-material amendment to planning permission
CB/19/01218/RM (Reserved Matters: Erection of 625 dwellings in parcels 6A & 6B with associated public open spaces following outline permission CB/15/0297/OUT).
Amendment sought - To change Worcestershire red brick on plots not started and replace with Kimbolton red and Takeley red bricks
Parcels 6A & 6B Land West of Bidwell, North site 2

CB/21/03397/DOC Discharge of Condition 2 against planning permission
CB/18/02275/FULL- (Erection of 12 dwellings with associated access, parking, landscaping and amenity space)
Samples of Materials
Land at Former Church of St Vincent, Tithe Farm Road, Houghton Regis

CB/21/03385/DOC Discharge of Condition 14 against planning permission
CB/19/02130/FULL (Demolition of existing residential dwelling and erection of 119 dwellings including the creation of a new vehicular access, recreational open space, parking infrastructure and associated landscaping and ancillary works) Materials
The Gates, Land East of Bedford Road, Bidwell, Houghton Regis

- CB/21/03506/NMA Non-material Amendment to planning permission CB/20/03087/RM (Reserved Matters: following Outline Application CB/15/04918/REG3 (Erection of up to 61,336m² employment development floor space with associated infrastructure and ancillary works. All matters reserved except means of access from Thorn Road) Appearance, Landscaping, Layout and Scale to Plot B.) In summary the layout of the parking spaces within the Multi Storey Van Storage Structure are being adjusted in line with the requirements of the occupier. No additional parking spaces will be created.
Land at Thorn Turn, Thorn Road, Houghton Regis LU6 1RT
- CB/21/03461/DOC Discharge of Conditions 4,5,6,9,10,11,12,13,14,15,16, against planning permission CB/18/02275/FULL (Erection of 12 dwellings with associated access, parking, landscaping and amenity space)
Land at Former Church of St Vincent, Tithe Farm Road

(b) Decision Notices

Permissions / Approvals / Consents

Refusals:

None received.

Withdrawals:

None received.

11721 CB/21/01883/FULL – LAND AT BEDFORD ROAD, LU5 6JS

Members were informed that a representative from Living Space Housing, the applicant, had been unable to attend the meeting to present to the committee their proposed plans for this site.

Members agreed to defer this item to a future agenda.

11722 WAITING RESTRICTION – PARKSIDE DRIVE

Members were advised that Central Bedfordshire Council proposed to introduce a no waiting at any time restriction on Parkside Drive, Houghton Regis.

Comments were being sought and need to be with Central Bedfordshire Council by the 18th August 2021.

Members agreed that there were no objections to this application.

Resolved: To consider the Town Councils response, to Central Bedfordshire Council, in regard to the proposed waiting restriction on Parkside Drive of no objections to this application.

11723 PROPOSED PUBLIC BRIDLEWAY DIVERSION – GROVE FARM

Members were advised that Central Bedfordshire Council had received an application proposing to divert part of public bridleways 22 and 46.

Comments were being sought and needed to be with Central Bedfordshire Council by the 26th August 2021.

Members agreed that there were no objections and to support this application.

Resolved: To consider the Town Councils response to the proposed diversion of part of public bridleways 22 and 46 of no objections and to support this application.

11724 NEIGHBOURHOOD PLAN UPDATE

For information Members were advised that the Houghton Regis Neighbourhood Plan had now reached its final draft state.

The next stage was to commence the formal public consultation of the draft plan (known as Regulation 14, as in accordance with the Neighbourhood Planning Regulations 2012).

The public consultation would start on Monday, 9th August and would last for just over 6 weeks, closing on Friday, 24th September. This should give enough time to allow the Plan to be brought to the attention of people living, working, undertaking business or services in Houghton Regis and in the neighbouring areas.

Following the consultation responses and any amendments to the draft Plan, it was hoped that the draft Plan would be submitted to Central Bedfordshire Council, in the autumn of 2021, for them to check that all procedures had been followed correctly and that all required documents had been submitted. Central Bedfordshire Council would then arrange for an independent examiner to check that the plan met the basis conditions. Finally, if the plan passed those tests, Central Bedfordshire Council would arrange to hold a public referendum, so that everyone who lives in the neighbourhood plan area could decide whether they support it – this was likely to be early in 2022.

If more than 50% of the voters were in favour of the plan, Central Bedfordshire Council must bring the plan into force.

**11725 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN–
UPDATE/PROGRESS**

Woodside Link – No substantive update to report.

A5 M1 Link – Members were advised that Highways England had been contacted and confirmed they were awaiting responses from two questions before a date could be given for the new markings.

All Saints View – Members were advised that photographs would be available on social media soon.

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 8.59pm

Dated this 7th day of September 2021

Chairman

HOUGHTON REGIS TOWN COUNCIL

**Planning Committee
Minutes of the meeting held on
7th September at 7.00pm**

Present: Councillors: D Jones Chairman
Y Farrell
R Morgan
C Slough

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

Public: 5

Apologies: Councillors: D Dixon-Wilkinson
M S Kennedy

Also present: Councillor: S Goodchild

Absent: Councillor: J Carroll

11742 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson and Cllr Kennedy.

11743 QUESTIONS FROM THE PUBLIC

Safety concerns of Redhouse Court in its current state were raised by a member of the public relating to agenda item 6. The concerns were that children, dogs and adults step or run out from between parked cars without checking for moving vehicles, the danger being that there were no traffic calming measures in place, therefore cars were travelling at dangerous speeds. During evenings, when the road was clear of parked cars, the road would be used for racing vehicles. The member of public requested members consider alternative traffic calming measures in place of the proposed yellow lines.

11744 SPECIFIC DECLARATIONS OF INTEREST

None.

11745 MINUTES

To approve the Minutes of the meeting held on the 16th August 2021.

Resolved: To approve the Minutes of the meeting held on 16th August 2021 and for these to be signed by the Chairman.

11746 PLANNING MATTERS

(a) The following planning applications were considered:

Non – Delegated

- CB/21/03416/ADV
Members were reminded that an extension had been granted, for comments, due to the lack of plans being available at the previous meeting.
- Advertisement: 2no. internally illuminated fascia signs, 1no. internally illuminated totem sign and 1no. non-illuminated totem sign.
Unit 1, Baytree Park, Grendall Lane, LU5 6GJ
- Members expressed their disappointment that the relevant plans were still unavailable to view on the Central Bedfordshire Council website. Houghton Regis Town Council Planning Committee were unable to comment on this application as there were documents missing from the website detailing essential information.**
- CB/20/04135/FULL
- Change of use of part of upper floor from Use Class E to use as a 2 bedroom flat to include small kitchen area, along with amenity space and parking.
Whistlebrook Stud, Sewell Lane, Sewell, LU6 1RP
For: Mrs D Cook
- Members were advised that this application had been withdrawn, therefore did not require consideration.**
- CB/21/03643/FULL
- Single storey side extension and garage conversion
195 Cemetery Road, LU5 5DF
For: M Bilenkyj & D Shepherd
- Comments: Houghton Regis Town Council had no objections to this application.**
- CB/21/03531/FULL
- Merge two units into one with new shop front, change of use to mixed use restaurant /take-away with extraction flue to the rear.
4 Hillborough Crescent, LU5 5NS
- Comments: Houghton Regis Town Council had no objections to this application, however concerns were raised whether compliance had been met with the Construction Products Regulations and environmental standards relating to the flue.**
- CB/TCA/21/00376
Members were advised that an extension had been granted for receipt of comments.
- Works to trees in a Conservation Area: Raise the canopy of 6 Beech trees and 1 Lime tree to reduce the weight.
Meadowbank, Sewell Lane, Sewell, LU6 1RP
Members will find notification attached.

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

CB/21/01883/FULL

Erection of 60 dwellings including access from Bedford Road and full landscaping details
Land at Bedford Road, LU5 6JS
For: Living Space Housing
The CBC website lists some additional documents and revised documents.

Houghton Regis Town Council strongly objects to this application on the grounds of:

- **Overdevelopment**
- **Pedestrian safety**
- **Increase in traffic**

Comments: The Town Council is concerned that the number of vehicle entrances and exits has increased exponentially without any consideration for the requirement to consider the overall safety of the road. The footways in the vicinity of this site are narrow or non-existent. Pedestrians will have no safe way to cross from this site to access the pavement on the other side. The footway will not allow for pedestrians to pass each other, in opposite directions, without the need for one or other to step into the road. The increase in accesses will lead to an increase and concentration of pollutants for local residents.

Members strongly request that planning considers the whole of Bedford Road and the infill sites and the impact on the environment these are having. Each site coming forward in piecemeal does not serve the whole of the town, just short-term benefit for the developer. However, Houghton Regis Town Council would like to acknowledge the improvements made to the scheme but maintains their previous objections.

CB/21/03851/FULL

Change of use: Compound to additional jet wash bay and screens
Esso Houghton Green Service Station, 7 The Green,
LU55LB
For: Motor Fuel Group Ltd

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

The following applications were noted:

| | |
|------------------|--|
| CB/21/03618/DOC | Discharge of Conditions 4, 5, 6, 7, 8, 9, 10, 12, 13, 19 against planning permission CB/21/00382/FULL (Construction of 9 residential dwellings and all ancillary works) The Orchard, Bedford Road, LU5 6JJ |
| CB/21/03590/LDCP | Lawful Development Certificate Proposed: Construction of detached Garden Room Dalziel, Chalk Hill, LU6 1RS |
| CB/21/03714/DOC | Discharge of Condition 17 against Planning Permission CB/20/01538/FULL (Erection of a 3 storey, 66 bed care home for older people with associated access, car parking and landscaping) Land west of Bidwell, Houghton Regis, LU5 6JQ |
| CB/21/03700/DOC | Discharge of Condition 21 of planning permission CB/19/02130/FULL (Demolition of existing residential dwelling and erection of 119 dwellings 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 Houghton Regis |
| CB/21/03876/LDCP | Lawful Development Certificate Proposed: Single storey rear extension 88 Tithe Farm Road, Houghton Regis, Dunstable, LU5 5JB |
| CB/21/03832/DOC | Discharge of Condition 14 against planning permission CB/15/04918/REG3 (Regulation 3 - Outline application: Erection of up to 61,336m of B1, B2 and/or B8 employment development floorspace with associated infrastructure and ancillary works. All matters reserved except means of access from Thorn Road.) Land at Thorn Turn, Thorn Road, Houghton Regis, LU6 1RT |

(b) The following decision notices were noted:

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

Members were advised that a resident had been in touch with Central Bedfordshire Council to request speed humps in this road, now that yellow lines were not going to be implemented.

The resident was concerned for childrens' safety, as they had been running out into the road.

Central Bedfordshire Council had explained that there needed to be the support of the local council, before it could be brought to them.

A motion was proposed by: Cllr Morgan, seconded by: Cllr Farrell

Resolved: To request a speed check be carried out and consult with Central Bedfordshire Council on the findings.

11748 PLANNING CONSULTATIONS

CBC had provided a list of planning applications that were received and any subsequent amendments which required re-consultation. There were many different types of applications, the list provided the case types which the town council would be consulted on.

Members acknowledged that this information was for noting, however it was requested that enquiries were made to discover what had prompted the changes listed.

11749 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 – 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 8.25pm

Dated this 27th day of September 2021

Chairman

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

| | | |
|------------------------|------------------|--|
| Present: | Town Cllrs: | D Jones (Vice-Chair), K Wattingham |
| | CBC Cllrs: | A Ryan (Chair), P Hamill, Y Farrell, S Goodchild |
| | CBC Officers: | Sarah Hughes, Community Engagement Manager |
| | Co-opted Member: | David Gibbons |
| | HRTC Officers: | Clare Evans, Town Clerk Louise Senior, Head of Democratic Services |
| Also in Attendance: | HRTC Cllrs: | T McMahon, J Carroll |
| | CBC Cllr: | T Stock, Executive Member for Health and Wellbeing |
| | CBC | Sam Caldbeck, Place Programme Manager |
| | CBC | Kim Hopcroft, Housing Operations Manager, Social Care, Health & Housing Directorate |
| | CBC | Tony Keaveney, Assistant Director Housing Services, Social Care, Health & Housing Directorate |
| | CBC | Patricia Coker, Head of Partnerships and Performance |
| | CBC | Jill Dickinson, Assistant Director Communities |
| | CAB | Gina Croxford, Community Engagement Manager |
| | CAB | Bex McBrearty, Community Connections Advisor |

Apologies: None.

Members of the public: None.

889 APOLOGIES AND SUBSTITUTIONS

None.

890 QUESTIONS FROM THE PUBLIC

None.

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

None.

892 MINUTES

To approve the Minutes of the meeting held on 26th January 2021.

Resolved: To approve the Minutes of the meeting held on 26th January 2021.

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

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

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

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

894 PLACE DELIVERY

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

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

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

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

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

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

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

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

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

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

895 KINGSLAND

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

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

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

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

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

896 HOUSING PROJECTS

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

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

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

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

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

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

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

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

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

897 TITHE FARM SPORTS PROVISION

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

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

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

898 INFORMAL INFORMATION SHARING

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

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

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

Remit

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

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

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

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

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

Chair of Houghton Regis Partnership Committee

Vice-Chair of Houghton Regis Partnership Committee

1 other Member from each Council

2 CBC Executive Members

Clerk of Houghton Regis Town Council

An officer representative from Central Bedfordshire Council

Remit

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

899 REPORTS FROM MEMBERS OF THE TOWN PARTNERSHIP COMMITTEE

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

Members agreed to defer this item to the next meeting.

900 PARTNERSHIP COMMITTEE WORKPLAN

Members were invited to consider the Partnership Committee workplan.

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

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

901 CBC UPDATE REPORT

Members received the CBC update report for information.

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

Resolved: **To note the report.**

902 PARTNERSHIP COMMITTEE CO-OPTION

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

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

Co-option

1. To support engagement with local stakeholders the Town Joint Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the Town Joint Committee. Decision making around removals can either be taken by the whole Town Joint committee or by joint agreement of the Chair and Vice Chair, depending on each Town Joint Committee's preference.

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

903 HOUGHTON REGIS PARTNERSHIP COMMITTEE MEETING DATES FOR 2021-22

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

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

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

The Chairman declared the meeting closed at 9.31pm

Dated this 20th day of July 2021

Chairman

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | ✓ | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | ✓ | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | ✓ | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | ✓ | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | ✓ | |
| | Has an explanation of significant variations from last year to this year been published? | ✓ | |
| | Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8? | ✓ | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | ✓ | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | ✓ | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

HOUGHTON REGIS TOWN COUNCIL

www.houghtonregis.org.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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 | 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 in 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 bank account reconciliations were properly carried out during the year. | ✓ | | |
| 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick 'not covered') | | | ✓ |
| L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities. | | | ✓ |
| M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (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

24/5/21

Name of person who carried out the internal audit

ROSANNE NULTY

Signature of person who carried out the internal audit

Rosanne Nulty

Date

24/5/21

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). **K & L DO NOT APPLY AS COUNCIL NOT EXEMPT**

**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).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Houghton Regis 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 2021, 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. | ✓ | | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 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. | ✓ | | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 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. | ✓ | | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 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. | ✓ | | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | | 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. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | | responded to matters brought to its attention by internal and external audit. |
| 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. | ✓ | | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 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 | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |
| | | | ✓ | |

*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:

21/06/2021

and recorded as minute reference:

11681

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.houghtonregis.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Houghton Regis Town Council

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|--|
| | 31 March 2020 £ | 31 March 2021 £ | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> |
| 1. Balances brought forward | 667,047 | 588,594 | <i>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.</i> |
| 2. (+) Precept or Rates and Levies | 861,916 | 904,518 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 123,747 | 108,584 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | -501,971 | -470,267 | <i>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.</i> |
| 5. (-) Loan interest/capital repayments | -41,062 | -24,069 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | -531,083 | -455,548 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 588,594 | 651,812 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 569,458 | 668,873 | <i>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.</i> |
| 9. Total fixed assets plus long term investments and assets | 3,588,407 | 3,734,865 | <i>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.</i> |
| 10. Total borrowings | 245,393 | 231,596 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | ✓ | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 2021 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

11/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

21/06/2021

as recorded in minute reference:

11682

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Houghton Regis Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

Not applicable.

External Auditor Name

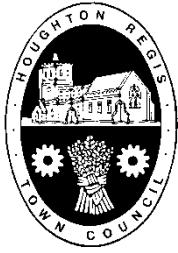
Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature

Mazars LLP

Date

7 September 2021



| | |
|-------------------------------|---|
| Date: | 4th October 2021 |
| Title: | REVIEW OF EAR MARKED RESERVES |
| Purpose of the Report: | To enable Members to review the status of the Council's Ear Marked Reserves part way through the financial year. |
| Contact Officer: | Clare Evans, Town Clerk |

1. RECOMMENDATION

- 1. To note the Schedule of Ear Marked Reserves 2021/22**
- 2. To consider the allocation of Ear Marked Reserves to Town Council and committees during the budget setting process**
- 3. To consider allocating funds from General Reserves into specified Ear Marked Reserves.**

2. BACKGROUND

At the budget setting meeting in January 2021, members requested that a review of ear marked reserves be carried out part way through the financial year.

3. ISSUES FOR CONSIDERATION

Members will find attached a schedule of ear marked reserves movements completed and anticipated for 2021/22. The Opening balances and level of general reserves are as per the audited year end accounts for 2020/21.

It is suggested that members may like to consider formally allocating specific ear marked reserves to an appropriate committee. This would enable committees to have greater clarity on the financial resources available to them. A suggestion on this allocation is made within Appendix A. Members may consider that whilst this is a sensible way forward it maybe more suitable to wait until the Tithe Farm Recreation Ground project is further advanced.

As members can see the level of General Reserves is healthy and there is scope to allocate some general reserves into ear marked reserves. Members may like to consider this option.

Members are reminded that the schedule of EMR for 2021/22 and for 2022/23 will be reviewed again during the budget setting process. Members may recall that there was some consideration given to including in the budget anticipated transfers into and out of EMR. Up until 2021/22 these anticipated transfers had been shown, however for this financial year they have been removed. Members are requested to confirm if they would like EMR transfers included in the budget for 2022/23. Advice has been sought on this, which confirmed it that the budget usually only includes finances coming into the council and not transfers in or out of ear marked reserves. However, there is nothing preventing this happening within the budget if members felt it gave greater clarity and certainty to on expenditure to committees.

4. COUNCIL VISION

Aspirations

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

6. IMPLICATIONS

Corporate Implications

- Implications for other committees – allocation of specific EMR to individual committees

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This project / issue does not discriminate.

Press Contact

There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

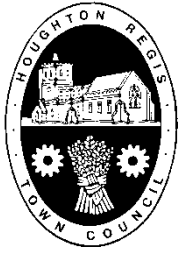
It is helpful for the Council to review EMR movement part way through a financial year. It will also assist Committees going forward of the resource available to them

when considering larger scale projects and initiatives.

8. APPENDICES

Appendix A: Schedule of Ear Marked Reserves 2021/22

| 2021/22 | | | | | | | |
|--------------|--------------------------------|---------------------------------|-----------------|-------------|---------------|---------------------------|--|
| Committee | Schedule of Earmarked Reserves | | Opening Balance | Transfer In | Transfer Out | Predicted Closing Balance | Notes |
| | | | 01.04.21 | | | 31.03.22 | |
| | | | £ | £ | £ | £ | |
| Town Council | 310 | General Reserves - Predicted | 251,527 | | | | |
| E&L | 320 | All Saints Churchyard Wall | 2,374 | 0 | 0 | 2,374 | To be used to fund repairs as required. |
| E&L | 322 | Pavilion Renovation | 146,389 | 0 | 0 | 146,389 | It is anticipated that this EMR will be used to help fund Tithe Farm Sports project. The timing of the requirement is not known at present. |
| E&L | 327 | Play Areas | 81,732 | | 0 | 81,732 | No anticipated spend in 2021/22. Typically this fund gets built up over time to fund major improvements to play areas. |
| Comm Serv | 330 | Community Development | 20,000 | | 20,000 | 0 | To be used to fund the Neighbourhood Plan process and production. |
| Corp Serv | 332 | Elections | 1,940 | 0 | 0 | 1,940 | No anticipated spend in 2021/22. Typically this fund gets built up over time to fund any by election or main election. |
| E&L | 348 | Cemetery | 74,208 | 0 | 8,000 | 66,208 | To be used to fund the environmental assessment of the land at Grendall Lane. |
| E&L | 351 | Allotments | 64,560 | 0 | 15,000 | 49,560 | To be used to fund enhancement to the Chalkfields Leisure Garden site (additional shed bases and pitch deliniation, machinery and noticeboard) |
| E&L | 352 | Former Railway Line | 31,789 | 0 | 3,000 | 28,789 | This is an annual transfer out to help fund the ongoing maintenance of this land in accordance with the s106 agreement. |
| Town Council | 355 | New Office Provision | 200,000 | 0 | 0 | 200,000 | No anticipated spend in 2021/22. |
| | | Knife Crime | 1,737 | 0 | 0 | 1,737 | |
| | | TOTAL EARMARKED RESERVES | 624,729 | 0 | 46,000 | 578,729 | |
| E&L | S106 | Deferred Income | 260,575 | 0 | 30,000 | 230,575 | To be used to help fund Tithe Farm Sports project |



| | |
|-------------------------------|--|
| Date: | 4th October 2021 |
| Title: | Council Meetings |
| Purpose of the Report: | To consider the nature and format of council meetings going forwards from January 2022. |
| Contact Officer: | Clare Evans, Town Clerk |

1. RECOMMENDATION

- 1. To note that meetings of Town Council will be held in larger local venues (no remote access or visual recording possible) until April 2022, after which time they will be held in the council chamber (with remote access possible);**
- 2. Meetings of committees and subcommittees will be held in the council chamber with remote access being available to non-members and residents;**
- 3. Meetings of individual working groups and other informal meetings will consider how they would like to meet (in person, hybrid or remote)**

2. BACKGROUND

From 7th May the provision under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the council to be able to meet remotely was removed.

Since this time the Council have met in person with social distancing in place and the opportunity for non-members of a committee or sub-committee and residents to join remotely. Working groups and other informal meetings (including Leaders Briefings and Member Open Sessions) have been held remotely.

3. ISSUES FOR CONSIDERATION

Meetings of Town Council

There are 2 further scheduled meetings of town council during this council year. It is suggested that these be held at a suitable local venue to enable social distancing to

continue as the Chamber does not have the capacity. Should this be agreed it will not be possible to offer remote access to residents as the council's technology is not transportable between venues.

It is suggested that from April 2022 that council meetings revert to the Council Chamber.

Meetings of Committees and Sub Committees

It is suggested that these continue as existing with remote access being offered to non-members and residents.

Remote access to meetings has encouraged participation in the democratic process and it is felt that this should be continued.

Meetings of working groups and other informal meetings (including Leaders Briefings and Member Open Sessions)

It is suggested that individual *meetings of working groups and other informal meetings* as there are unique factors to consider, such as accessibility for attendees, time savings etc. members are requested to note that should remote working continue for staff that it may be that the supporting officers attend remotely.

4. COUNCIL VISION

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

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications arising from the recommendations

Legal Implications

- There are no legal implications arising from the recommendations.

Financial Implications

- A hire charge would be applied for meetings held outside of the Council Chamber

Risk Implications

- Hybrid meetings have offered greater opportunity for residents to be involved in the council's democratic processes and decision making. This should be continued and supported.

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

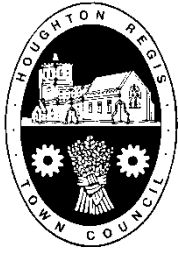
The decision relating to this agenda item will be communicated to the press, via the website and social media.

6. CONCLUSION AND NEXT STEPS

To enable the council to conduct its business, it is suggested that Option 3, meetings in person with public access in person restricted, be agreed. These meetings would be held in accordance with the guidance attached which would minimise the risk from Covid.

7. APPENDICES

None.



Date: 4th October 2021

Title: STAFF WORKING ARRANGEMENTS

Purpose of the Report: To consider staff working arrangements from January 2022.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

For the council to continue to offer hybrid working arrangements to staff from January 2022

2. BACKGROUND

During the pandemic staff worked in accordance with national restrictions. As these lifted a return to the office was organised. Currently the office is staffed by 3 members of staff daily, to enable reception to be open 9am to 5pm. This was agreed to be in place until January 2022.

Staff complete their contracted hours through hybrid working arrangements.

3. ISSUES FOR CONSIDERATION

Hybrid working offers a number of benefits to both the employee and to the council as the employer. ACAS have provided information on such working arrangements, [Why you might consider hybrid working: Considering hybrid working for your organisation - Acas](#)

For the employee these include:

1. Improved work life balance
2. Improved job satisfaction
3. Periods of more focused time with fewer interruptions
4. Reduced travel time and costs

For the employer these include:

1. Improved staff moral
2. Improved productivity

3. Attract and retain a more diverse workforce
4. Improved trust and working relationships

In addition to these points the following are also advised:

- The council has invested in improved IT and telecommunications to enable remote working;
- Staff remain contactable by email and telephone during their working day regardless of their location of work.

Feedback from staff supports continued hybrid working. Staff have indicated varying preferences for how they personally wish to work, some preferring to be in the office more than at home and vis versa.

It is suggested that the council continues to offer hybrid working. To ensure that the reception remains open for in person visits a rota for office-based working will continue to be produced. This will seek to ensure that 3 members of staff, at least, are in the office each day.

During consultation with staff over hybrid working an emerging issue was the requirement to keep reception open until 5pm each day. This conflicts with the ability of staff to finish from 4pm in accordance with the Flexi Time Policy. Before this is considered further by members it is suggested that a log of in-person visits to reception be kept for a 2 month period between 4-5pm.

4. COUNCIL VISION

Aspirations

A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

5. IMPLICATIONS

Corporate Implications

- Acas recommend that organisations develop a Hybrid Working Arrangements policy. This will be prepared for consideration if required.
- Contracts of employment refer to office based working. HR will be liaised with on the need to revise contracts in this respect.

Legal Implications

- There are no legal implications arising from this recommendation

Financial Implications

- There are no financial implications arising from this recommendation.

Risk Implications

- A system of hybrid working has been in place for a number of months. HR advice is that it would be difficult to defend a removal of hybrid working arrangements if challenged by a member of staff as it has been proven to be

operationally viable.

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 recommendation.

6. CONCLUSION AND NEXT STEPS

Hybrid working offers benefits to both the employee and the employer and has been working effectively within HRTC for a number of months. It is felt that a system of hybrid working arrangements should be formally established through a Hybrid working policy and a variation to employee contracts of employment.

7. APPENDICES

None



Archiving of Houghton Regis Town Council Minutes

At its meeting in June, the Town Council agreed in principle to progress a project to scan the archive of Houghton Regis Town Council Minutes and make them available on an online archive.

The Houghton Regis Heritage Society (HRHS) presented a paper to the meeting and had scanned a sample of Minutes from 1990, 1991 and 1992 to illustrate to the Members the structure of the online archive ([HRTC Minutes - Houghton Regis Heritage Society \(hrhsarchive.org.uk\)](http://hrhsarchive.org.uk))

HRHS agreed to present a further paper giving details of the process of scanning, organising and uploading the Minutes, together with a quotation for the cost of scanning, ongoing maintenance costs and any other issues.

1. Processing the Minutes

1.1 Historical Record

David Hill has assessed the number of pages of Minutes to be scanned in those held in the Town Council Offices. They amount to approximately 6,400 pages spread through 19 loose leaf books and 4 hard cover bound books, with possibly the same again for Minutes stored in Bedford (see below). There are also several other documents, leases etc and it is proposed that the scanning of these be deferred until the Minutes are completed.

The process will probably consist of scanning each page to a jpg and performing an Optical Character Recognition (OCR) process to enable searching of the Minutes. The number of pages for each set of Minutes will be uploaded to the Archive in a page turner format (see the link above for examples). Various attributes will be set for each to make the search quicker and easier for the user.

A pdf version of each set of Minutes can be provided for giving to members of the public on request. The process for providing the Minutes and charging will have to be agreed. The minutes will be available to the public once uploaded to the archive.

The Minutes stored in the Council Offices are from 1950 onwards. Minutes prior to 1950 are held in the Bedford Archive and an assessment will be made of the number of these documents to be scanned. Since many people will be interested in the historical record, it will be sensible to scan all available Minutes. We estimate that there will be a similar number of pages to those stored in the Council Offices. However, as many of these pages may be hand written, they will not be amenable to OCR, so more work on inputting attributes and tags etc for search ability will be required. We will discuss how these might be managed with the Bedford Archive Staff and make a further report to the Council.

1.2 Current and Ongoing Record

Minutes from meetings going forward should be easy to upload to the archive. Once typed and cleared by the Clerk and/or relevant Councillors a pdf can be printed from the word document and this can be converted to a jpg using a free app, for example pdf2jpg.net. The jpg files can be uploaded to the archive following a written process.

The main issue will be who will process these Minutes to the archive? There are possibly three options:

- a. We can give a member of the Town Council Staff permission to log in to the PastView software and process them. We are looking at the possibility of allowing a person access to the software with permission to add/delete/edit files etc in the HRTC archive section of the HRHS Archive.
- b. A contract can be entered into with Townsweb Archiving for them to upload the Minutes, provided in a digital form, to the archive. This would be for the Council to negotiate. HRHS will give the necessary permission to upload to the HRHS Archive.
- c. A member of HRHS could provide this service at an agreed fee to the Society, although this is the least viable option.

It is presumed that uploading of Minutes would be done once per cycle after the Full Council has considered them, when the Minutes and other associated documents would be public documents.

Once the Council is happy with the process, then other documents can be considered for uploading to the archive, there is already a photo gallery of past Parish Chairmen and Town Mayors (06 Town Council Chairmen of the Parish Council and Town Mayors - [06 Town Council Chairmen of the Parish Council and Town Mayors, Chairmen Luton Rural District Council - Houghton Regis Heritage Society \(hrhsarchive.org.uk\)](http://06.Town.Council.Chairmen.of.the.Parish.Council.and.Town.Mayors,Chairmen.Luton.Rural.District.Council-Houghton.Regis.Heritage.Society.hrhsarchive.org.uk))

2. Costs of Providing the Archive

The costs are divided into two sections:

First, scanning and uploading the historical record. Townsweb Archiving has quoted a figure of £1,440 (plus VAT) for this.

To develop the optimum site for Council Minutes search - £720 (plus VAT) – a one off payment.

Second, there is an ongoing cost for storage of the Minutes and any other documents subsequently loaded, which is estimated at £600 (plus VAT) per year. The actual cost to be finalised once the storage requirement is determined.

For further additions of Minutes to the archive, there is a cost of approximately £0.10p per page for OCR, which is required for adequate search of the Minutes.

HRHS pay an annual fee of £850, increasing annually, for the PastView software license and support. The Society will be seeking agreement with the Town Council to provide an Annual Grant to support this project.

The issue of confidential items, such as commercial contracts, some legal matters, personal issues from named individuals/employees etc normally taken in Part 2 in the Minutes, was raised at the June meeting. For the historical records held in the Town Council Offices and at Bedford, the documents are already in the public domain. Any document provided at a Council or Committee meeting in the Part 1 section is deemed to be a public document. Part 2 documents are not public but are subject to Freedom of Information Requests, which are handled by the Town Clerk. It will be for the Council, with advice from the Clerk, to determine what is or is not confidential before the Minutes are circulated to Members for Council Meetings and subsequently made available to the public. Copyright will always be held by the Town Council.

28th July 2021

Roger Turner and David Hill
Trustees
Houghton Regis Heritage Society
Charity Registered in England No 1174720