



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr Yvonne Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

23rd September 2022

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 the Council Offices, Peel Street on Monday 3rd October 2022 at 7.00pm.

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

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

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

Clare Evans
Town Clerk

**THIS MEETING MAY BE
RECORDED¹**

AGENDA

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

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

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

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.

3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

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

4. MINUTES

Pages 8 - 15

To approve the minutes of the meeting held on 20th June 2022.

Recommendation: To approve the Minutes of the meeting held on 20th June 2022.

5. COMMITTEE AND WORKING GROUP MINUTES

Pages 16 - 65

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

Corporate Services Committee

None to present.

Members will find attached the draft minutes of Corporate Services Committee held on 30th May 2022. (*pages 16 – 20*)

At this meeting the following policy was considered and it was requested that this be brought forward to Town Council:

Minute Number: 12047 Code of Conduct

To recommend to Town Council the adoption of the Town Councils Code of Conduct as based on the template provided by the Local Government Association

Community Services Committee

7th February and 4th July 2022

Members are referred to:

Minute 12119 Town Centre Toilet – Appointment of Contractor

To request that Town Council authorise the use of General Reserves up to £2000 to fund this contract in 2022/23.

Environment & Leisure Committee
Planning Committee

13th June 2022.

6th and 27th June, 18th July, 8th and 30th August 2022.

Town Partnership Committee

None to present.

Pages 66 - 71

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	19 th July 2021 and 18 th July 2022.

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

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

- **To approve the use of General Reserves up to £2000 to fund the town centre toilet cleaning contract in 2022/23.**
- **To approve the adoption of the Town Councils Code of Conduct as based on the template provided by the Local Government Association**

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. COUNCIL REPRESENTATIVE FOR FRIENDS OF WINDSOR DRIVE COMMUNITY OPEN SPACE (FOWDCOS)

Members are advised that the FoWDCOS have invited the council to nominate a councillor representative to be part of the Friends Group. The Friends Group have advised:

‘We feel this would add a valuable dimension to the dynamics of the constituted group for the following reasons:

1. A councillor would, hopefully bring knowledge and experience of Council policy, process and procedures which may help the FoWDCOS understand the best approach and protocols we should observe and follow to support our aims and objectives;
2. A councillor could advise on local updates and related matters which may have a bearing on the aims and objectives of the FoWDCOS;
3. A councillor could, via opportunities such as the Council AGM, formally report back to and update the Council on their interaction with the FoWDCOS, keeping them abreast of our work towards achieving our aims and objectives.’

The Group have advised that they meet almost weekly, they do however appreciate that this is likely to be too frequent for a councillor given their other commitments and have suggested that monthly or 6 weekly attendance would be suitable.

Recommendation: **To consider nominating a councillor to act as the councils representative on the Friends of Windsor Drive Community Open Space.**

**9. AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN
2020/21**

Pages 72 – 79

The Covering Letter and the Annual Governance and Accountability Return is attached for consideration.

Members will note that the external auditor has raised the following matter under Section 3 of the Return

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

It came to our attention that the Council had not met the requirements of the Accounts and Audit (England) Regulations 2015 in publishing the 2020/21 AGAR exactly one day before the period of 30 working days to inspect the accounts. This was reported by the Internal Auditor. The Council correctly answered no to the relevant assertion in the 2021/22 Annual Governance Statement and has complied with the Regulations in 2022.’

It is advised that no matters were raised in the covering letter as minor scope for improvement.

Recommendation: **1. To approve and accept the Annual Return including the external auditor’s certificate;**
2. To note the comment in Section 3 of the AGAR and to ensure that the publishing requirements as set out in the Accounts and Audit (England) Regulations 2015 continue to be met in subsequent years.

10. EXTERNAL AUDITOR APPOINTMENT

Under the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments (SAAA) is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1st April 2022.

Members are advised that there is an option for smaller authorities to opt-out of the next round of 5-year audit appointments.

However, all authorities require an appointed external auditor. If the council did decide to opt out, the council would be required to appoint its own external auditor.

Opting out is a significant decision. Detailed information on what it means to opt out and how to opt out can be found at www.saaa.co.uk

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) must appoint an appropriate external auditor;
- the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;

any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30th November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

Recommendation: Not to opt out of the central external auditor appointment arrangements.

11. CLIMATE CHANGE

Pages 80 - 86

To enable members to consider steps to help to address climate change.

Recommendation: To consider declaring a climate emergency.

12. COMMUNITY GOVERNANCE REVIEW UPDATE

Members may recall in October 2021 consideration was given to the desirability of seeking an early community governance review. The council agreed to make representations to CBC to seek an early parish boundary review in particular in relation to the parish boundary with Chalton.

Members were updated that Chalton Parish Council had recommended no change at this current time.

CBC have advised:

- the Central Bedfordshire (Electoral Changes) Order 2021 does not come into effect until May 2023 and therefore it is unlikely that any support from the Local Government Boundary Committee for England (LGBCE) will be given for a period of time;

- the LGBCE review did not include any potential development of the land east of Houghton Regis as the forecast electorate was for only 5 years ahead and whilst that situation might have now changed any extension of the parish boundary would conflict with the revised warding arrangements that will come into force in May.

Accordingly, CBC are unable to carry out an early CGR, however CBC has resolved to carry out a CGR of the whole of the council area in 2023/24 and it may be at that time HRTC's request can be considered

13. HIGHWAY IMPROVEMENT SCHEME FEEDBACK

Members may recall that it was agreed (Town Council 21st March 2022) to make an application to the CBC Rural Match Funding - Integrated Programme 2022/23 and 2023/24 for improved town entrance features.

The application was assessed and CBC decided it could be progressed with further assessment required to determine deliverability, potential improvements and affordability.

The following feedback has been provided:

Bedford Road – In view of the ongoing development in the area, this may be difficult to pick a suitable location at this time, especially as existing signage and speed limits are changing / under review. CBC have suggested that this town entrance feature is put on hold until the development effecting Bedford Road is complete, and there is a clearer picture over where best to site a gateway.

Sundon Road – **CBC have suggested** that the gateway signage would be well placed, from an aesthetic view point, on Sundon Road near its junction with School Road. However, this location is after the entrance to one of the new residential developments (Waterslade Way). CBC are seeking confirmation from HRTC as to whether this would be acceptable. See location plan attached on page 87. Although this suggestion was made by CBC, it is highlighted to members that the resolution in March 2022 did not include a feature in this location. Members had requested that an approach be made to Linnere to discuss options. This approach was duly made. Although receptive to the concept of a gateway feature, it has not been possible to progress this further.

Park Road North – CBC have suggested that the village gateway is moved further south to incorporate Moore Crescent. There is also the potential to extend the 30mph speed limit to start at the location of the new gateway (this would require consultation).

Houghton Road (B5120) – Due to the location, and no clear divide in residential zones on Dunstable and Houghton Regis border, CBC have suggested that the existing sign on a post is the most suitable solution here. CBC have recommended that this remains as is.

Members are reminded that the scheme requires a 50% funding contribution from HRTC. At the Council meeting in March 2022, it was agreed to fund any works out of general reserves.

Recommendation: To consider a response CBC.

14. MARKING THE REIGN OF QUEEN ELIZABETH II

Members are invited to consider if and how the Council may like to mark the reign of HM Queen Elizabeth II. This report is included as, should members desire to see a memorial feature, it would be helpful to have some ideas so that it can be incorporated as part of the budget setting process. Ideas and thoughts are welcomed.

15. CHRISTMAS RECEPTION OPENING

The following Christmas reception opening hours are suggested:

Friday 23 rd December 2022	Open 9am to 1pm
Monday 26 th December 2022	Closed
Tuesday 27 th December 2022	Closed
*Wednesday 28 th December 2022	Closed
*Thursday 29 th December 2022	Closed
*Friday 30 th December 2022	Closed
Monday 2 nd January 2023	Closed
Tuesday 3 rd January 2023	Normal reception hours resume
<i>* During these times, the Council can be contacted on: 01582 708540 or by email info@houghtonregis.org.uk</i>	

Telephone services will remain, the grounds staff will check the play areas and pavilions on 28th December and 30th December and staff will be on call should an emergency situation arise. Members are reminded that the town council does not provide any core front line services such as social services, housing and highways. These are provided by the principal authority.

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

Friday 23rd December 2022	Open 9am to 1pm
Monday 26th December 2022	Closed
Tuesday 27th December 2022	Closed
*Wednesday 28th December 2022	Closed
*Thursday 29th December 2022	Closed
*Friday 30th December 2022	Closed
Monday 2nd January 2023	Closed
Tuesday 3rd January 2023	Normal reception hours resume

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HOUGHTON REGIS TOWN COUNCIL

Minutes of the Town Council meeting held on 20th June 2022 at 7.00pm

Present: Councillors: P Burgess
J Carroll
E Cooper
C Copleston
Y Farrell
S Goodchild
D Jones
M S Kennedy
T McMahon
A Slough
C Slough
S Thorne
K Wattingham

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

Public: 10

Apologies: Councillors: R Morgan

12078 APOLOGIES

Apologies were received from Cllr Morgan.

12079 QUESTIONS FROM THE PUBLIC

Agenda item 14; A member of the public asked whether the council would consider speaking with the younger members of the community regarding climate change and implementable strategies.

Agenda item 19; Friends of Windsor Drive Community Open Space requested an official stance from the Town Council on the proposed development of Windsor Drive. It was requested that the recommendations set out in the agenda were supported by councillors endorsing the status of Windsor Drive Community Open Space as the green community space as it is at the present time.

12080 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Carroll advised members that he was a supporter of the Friends of Windsor Drive group.

12081 MINUTES

To approve the minutes of the meeting held on 18th May 2022.

A clerical error was highlighted on the minutes, with an amendment requested under the Chair of Community Services Committee to read: *On being put to the vote Cllr Wattingham was elected as Chair of Community Services Committee.*

Resolved: To approve the minutes as amended of the meeting held on 18th May 2022 and for these to be signed by the Chairman.

12082 COMMITTEE AND WORKING GROUP MINUTES

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

Corporate Services Committee	28 th February 2022
Community Services Committee	None to present
Environment & Leisure Committee	14 th February and 14 th March 2022
Planning Committee	16 th May 2022
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 Working Group	None to present

Resolved: To receive the Minutes detailed above.

12083 TOWN MAYOR ANNOUNCEMENTS

Members received a verbal report on events that had been attended by the Town Mayor.

Cllr Farrell advised members that she had attended:

Headway Jubilee Event
 Bidwell West Event
 All Saints Church Jubilee Service
 Friends of Windsor Drive Jubilee Event
 Hub Café Jubilee Party
 Houghton Regis Primary School Jubilee Fayre
 Memorial Hall 65th Party
 All Saints Church
 Luton Borough Council Mayoral Investiture
 Harpenden Civic Service

And was looking forward to this Saturday's afternoon Tea with Prosecco and jazz music.

Members were advised the deputy mayor had attended:

Lord Lieutenant Thanksgiving Service
 Mayor of Dunstable Jubilee Coffee Morning

12084 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 Goodchild advised members that she had been unable to attend the meeting at CHEWS due to a diary conflict.

Cllr Goodchild advised members that she had not yet attended a meeting of SORTED.

Cllr Thorne advised members that Dial-a-Ride were to hold their AGM next week and Citizens Advice were to hold their AGM in September.

Cllr Jones advised members that he had attended a meeting of BATPC where new premises had been agreed subject to finalising the tenancy agreement.

Members were also advised that NALC and LGA had been working on a new Code of Conduct, NALC had subsequently withdrawn their version, the LGA version had been presented to Corporate Services Committee for preliminary consideration.

12085 YEAR END ACCOUNTS

Members received a report providing brief outline of the year end accounting process. Members were invited to raise any queries relating to the process.

Members received this report for information.

12086 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2021/2022 ANNUAL INTERNAL AUDIT REPORT 2021/2022

In accordance with Financial Regulation 2.3, Members were presented with the completed Annual Internal Audit Report and supporting paperwork as part of the Annual Governance & Accountability Return, for the year ended 31st March 2022.

Members were advised that the internal auditor completed the year end internal audit on 10th May 2022.

Members highlighted the new Auditor had been more thorough some improvements to be implemented had been highlighted.

Resolved: **To receive the Annual Internal Audit Report 2021/2022 and to approve the actions detailed in the annotated Observations report as attached.**

12087 DATES FOR THE EXERCISE OF PUBLIC RIGHTS FOR 2021/2022

Members were requested to approve the dates for the Exercise of Public Rights in relation to the Annual Governance & Accountability Return, for the year ended 31st March 2022.

Members were advised of the following:

1. Date of announcement: 24th June 2022
2. Date of commencement: 27th June 2022
3. End date: 5th August 2022

Members were advised that an issue of the date of announcement coinciding with the date of commencement had arisen, observed by the new Auditor, it had also been recommended that the dates be recommended to Town Council for approval.

Resolved: To approve the dates for the Exercise of Public Rights in relation to the Annual Governance & Accountability Return, for the year ended 31st March 2022 as follows:

- 1. Date of announcement: 24th June 2022**
- 2. Date of commencement: 27th June 2022**
- 3. End date: 5th August 2022**

**12088 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2021/2022
SECTION 1 - ANNUAL GOVERNANCE STATEMENT**

In accordance with Financial Regulation 2.3, a draft completed version of Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return, for the year ended 31st March 2022 was attached for consideration, approval and signature.

Members highlighted the unfortunate nature of having to state ‘no’ on row M of the Annual Internal Audit Report, as it was believed the opportunity to inspect the accounts had been offered correctly.

Resolved: To approve and sign Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return for the year ended 31st March 2022.

**12089 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2021/2022
SECTION 2 – ACCOUNTING STATEMENTS**

In accordance with Financial Regulation 2.3, Section 2 – Accounting Statements of the Annual Governance & Accountability Return and the supporting Statement of Accounts for the year ended 31st March 2022 was received for consideration, approval and signature subject to external audit.

Resolved: To approve and sign Section 2 – Accounting Statements of the Annual Governance & Accountability Return for the year ended 31st March 2022 subject to external audit.

12090 REVIEW OF EARMARKED RESERVE MOVEMENTS 2022/23

Members received a schedule of earmarked reserves for 2022/23 with predicted movements to and from reserves during the course of the financial year.

Members received this report for information as ear marked reserve movements were to be confirmed at year end.

Members acknowledged the expediency of receiving a mid-year report on the status of Earmarked reserves.

Members highlighted an income of £1,197,400 and expenditure of £1,102,933 amounting to a surplus of £94,467 with a net transfer of £36,000 to EMR.

A motion was proposed by Cllr Jones, seconded by: Cllr Kennedy to read:

To Move £50,000 from General Reserves to EMR Reserves for play area refurbishment.

Members voted on the proposed motion, which was carried.

Resolved: To move £50,000 from General Reserves to EMR Reserves for Play Area Refurbishment.

12091 POSSIBLE FUTURE DEVELOPMENT OF LAND AT WINDSOR DRIVE

To seek Councils position on possible future development on land at Windsor Drive.

A recorded vote was requested on officer recommendation 2 which read: *To oppose any future development on Windsor Drive unless very special circumstances are shown in accordance with draft Neighbourhood Plan Policy 12.*

Proposed by: M Kennedy seconded by: C Slough

Members in favour Cllrs: S Goodchild, T McMahon, Y Farrell, S Thorne, D Jones, E Cooper

Members against Cllrs: A Slough, C Slough, M Kennedy, T McMahon, P Burgess, C Copleston, J Carroll.

The recommendation was not carried.

A new motion was proposed to read: Houghton Regis Town Council supports the national planning policy framework and its commitment to brownfield sites rather than greenfield sites in particular in the case of Windsor Drive.

Proposed by: M Kennedy seconded by: C Slough

A recorded vote was requested:

Members in favour Cllrs: P Burgess, T McMahon, J Carroll, M Kennedy, C Slough, A Slough, C Copleston

The amended recommendation 2 was carried and accordingly became the substantive motion.

Resolved:

- 1. To continue to offer support to the Friends of Windsor Drive Group in terms of engaging in democratic processes;**
- 2. Houghton Regis Town Council supports the national planning policy framework and its commitment to brownfield sites rather than greenfield sites in particular in the case of Windsor Drive.**

12092 CLIMATE CHANGE

Members were invited to consider steps to help to address climate change.

Members highlighted concerns regarding the additional administrative pressure for staff if a Cost of Living Crisis was declared, the Town Centre project agreed and the work involved with Climate Change project was agreed as all three were large projects to undertake.

It was suggested to members that a public consultation process be carried out to gauge public support for a Green Task Force, and the findings be presented to the October Town Council meeting.

Members discussed the length of wait time on ordering electric vehicles, concerns were raised that delayed consideration could prove a delay to any positive action the Town Council may wish to take.

An amendment to the officer recommendation 3 was proposed to read:

To report back to Town Council on 3rd of October on community and youth engagement, staff and financial resources as necessary, and the committee functions and terms of reference necessary to support a green taskforce and to consider declaring a climate emergency at that time.

The officer recommendation read:

To report back on the level of community support and if sufficient to consider the staff and resource necessary:

The amendment was proposed by: Cllr A Slough, seconded by: Cllr McMahon

Members voted in favour of the amended recommendation 3, accordingly this became the substantive motion.

- Resolved:**
- 1. To take suitable steps to ensure the current work of the council follows a sustainable ethos. This could cover facilities and services, purchases, and working practices;**
 - 2. To engage with the community to seek to assess the level of community support to set up a Green Task Force whose remit would include investigating the funding sources available to assist in the development and delivery of a Green Action Plan;**
 - 3. To report back to Town Council on 3rd October on community and youth engagement, staff and financial resources as necessary, and the committee functions and terms of reference necessary to support a green taskforce and to consider declaring a climate emergency at that time.**

12093 DUNSTABLE MARKET CHARTER

Members were provided information in regard to Dunstable Town Council's Market Charter and associated implications for Houghton Regis Town Council when holding events with stalls.

Members discussed the confusion over the existence of the Market Charter as it had been established pre the abolition of Dunstable Borough Council in 1972.

It was requested that a letter be sent to Central Bedfordshire Council Monitoring Officer requesting clarification as to what is defined by 'market' as it was considered that this would not apply to the stalls held at Houghton Regis Town Council events and request a copy of the Charter.

Questions were raised by members as to whether other towns were being charged under the Dunstable Market Charter.

12094 BEDFORD SQUARE COMMUNITY CENTRE

Members were requested to consider the current and future use of Bedford Square Community Centre.

Members discussed the benefits of the community centre, it supported Houghton Regis' Town Council vision, the Neighbourhood Plan and Central Bedfordshire Council's Constitution. It was highlighted that several points of the Equality Act had been breached by preventing Houghton Regis residents access to the Community Centre. Members agreed that unavailability of the Community Centre was a huge loss to the community.

Resolved: To contact the CBC Monitoring Officer for advice on how to take the following points forward:

- 1. BSCC has long been an underused asset within HRTC. It has however always held the scope to be a central and integral part of the towns community. For it to achieve this potential it required the proactive administrative and community support. HRTC would urge CBC to engage with its local communities to support community health and development;**
- 2. The partial use of the centre by the college is a significant loss to a number of local groups who have struggled with the loss of an affordable and central facility. HRTC would urge CBC to take necessary steps to ensure that other local venues under its control are affordable and available for such groups;**
- 3. HRTC would urge CBC to take a more proactive role in managing, promoting and supporting previous users of this centre to encourage their growth and development;**
- 4. HRTC would urge CBC to review the booking process to ensure it is robust and clear;**
- 5. HRTC would urge CBC to review existing venues in Houghton Regis to ensure that they are fit for purpose and to explore funding opportunities to improve their accessibility and overall offer.**

12095 COST OF LIVING CRISIS

Members discussed at length how best to support the Houghton Regis community if a Cost of Living Crisis was declared, with support through Family Centres and Schools and the Locality Team suggested.

An amendment to the recommendations was proposed to read: To contact local support organisations to explore opportunities (including the local foodbank, local primary schools / school family workers, organisations supporting vulnerable adults, faith groups, Houghton Regis Children's Centre) to provide a monthly donation of up to £500 per month for a 12 month period to be taken from general reserves.

Proposed by: Cllr Kennedy, seconded by: Cllr Jones
Members voted in favour of the amended recommendation.

The Officer recommendations read:

1. *To contact Andrew Selous MP to press for national help and support to those most in need*
2. *To contact local support organisations to explore opportunities (including the local foodbank, local primary schools / school family workers, organisations supporting vulnerable adults, faith groups, the Houghton Regis Locality team, Houghton Regis Children's Centre)*
3. *To look to provide a weekly donation to the local foodbank up to a value to be confirmed by Members.*

Resolved: To contact local support organisations to explore opportunities (including the local foodbank, local primary schools / school family workers, organisations supporting vulnerable adults, faith groups, Houghton Regis Children's Centre) to provide a monthly donation of up to £500 per month for a 12 month period to be taken from general reserves.

12096 HOUGHTON REGIS TOWN CENTRE ACTION PLAN

Members were requested to consider the Houghton Regis Town Centre Action Plan.

Resolved:

1. **To approve the Houghton Regis Town Centre Action Plan**
2. **To refer the Plan to the Partnership Committee for consideration**
3. **To request that CBC review and update the 2008 Town Centre Masterplan**

The Chairman declared the meeting closed at 9.32pm

Dated this 3rd day of October 2022

Chairman

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
30th May 2022 at 7.00pm.

Present: Councillors: D Jones Chairman
E Cooper
S Goodchild
M S Kennedy
K Wattingham

Officers: Clare Evans Town Clerk
Debbie Marsh Corporate Services Manager

Public: 0

Apologies: Councillor: J Carroll

Also present: Councillor: T McMahon Virtual - part meeting

Absent: Councillor: C Copleston

12038 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Carroll.

12039 QUESTIONS FROM THE PUBLIC

None.

12040 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12041 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice Chair for Corporate Services Committee for 2022/2023.

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

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 2022 - 2023.

12042 MINUTES

To approve the Minutes of the meeting held on 28th February 2022.

Resolved: To approve the Minutes of the meeting held on 28th February 2022 and for these to be signed by the Chairman.

12043 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 17th January 2022.

Resolved: To receive the Minutes of the Personnel Sub-Committee meeting of the 17th January 2022.

12044 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.

12045 INCOME AND EXPENDITURE REPORT

Corporate Services Manager arrived at 7.06pm and clerked the remainder of the meeting. The Clerk retired from the meeting.

Members received the Income & Expenditure report, highlighting significant variances, for Corporate Services Committee.

Members received this report for information.

12046 RENEWAL OF DIRECT DEBIT, STANDING ORDER AND BACS PAYMENTS

Members were advised, under Financial Regulation 6.8, the approval of the use of Direct Debit, Standing Order and BACS would be renewed by resolution every year.

Members received a list of Direct Debits and Standing Orders.

Members were informed that the town council used BACs payment for staff salaries only.

Members requested clarification on why Techies was paid via Standing Order rather than Direct Debit. The Corporate Services Manager confirmed an email response would be sent to members.

- Resolved:**
- 1) **To approve the use of BACS method of payment.**
 - 2) **To approve the use of Direct Debit and Standing Order method of payment.**

12047 CODE OF CONDUCT

By law all councils were required to have a local Councillor Code of Conduct.

Members were advised that the Town Council's Code of Conduct was last reviewed by this committee on the 14th December 2020.

The Local Government Association (LGA) Model Code of Conduct was issued in December 2020. National Association of Local Councils recognised the benefit of a single code and withdrew their version, in its entirety.

Members received the LGA's Code of Conduct.

Members highlighted the importance of ensuring their register of interests were submitted and kept up to date.

Members compared the new document to an older version which members suggested held more weight but felt the updated version lacked empowerment.

The matter on considering formatting this and all Town Councils policies to be gender inclusive, as suggested at the Town Council meeting held on the 18th May 2022, was not discussed.

- Resolved:** **To recommend to Town Council the adoption of the Town Councils Code of Conduct as based on the template provided by the Local Government Association**

12048 HRTC INSURANCE

For information and in accordance with Financial Regulation 15, members were advised that the renewal notice for the council's insurance had been reviewed and was considered fit for purpose.

The current three-year agreement expired on the 31st May 2022 but following the renewal quotation received, which was comparable to previous years, the agreement was extended to the 31st May 2024. This would mean that the long-term agreement would be for 5 years as was the length of the previous agreement.

12049 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to receive the monthly bank and cash reconciliation statements for February and March 2022.

Councillor Goodchild requested clarification in regard to the petty cash figure, as reported for the February period. The Chair confirmed that this was an accounting issue which had been resolved, as could be seen by the figure reported for the March period.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for February and March 2022;**
 - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

12050 LIST OF CHEQUE PAYMENTS

Members received a list of payments for the period February 2022 to March 2022 (inclusive).

It was requested that consideration be given to formalising the designation of specific members to approve payments in order to avoid a conflict of interests. Councillor Kennedy suggested that he would be willing to be a designated signatory.

Members received this report for information.

12051 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, which included:

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 this report for information.

12052 INSURANCE CLAIMS

Members were advised that there had been one insurance claim from the 1st March 2022 to date.

Members received this report for information.

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>
27221391383	Repairs to Ranger	£N/K at present	Outstanding

**The Chairman declared the meeting closed at 7.50pm
Dated this 12th day of September 2022.**

Chairman

DRAFT

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
7th February 2022 at 7.00pm

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

Officers: Clare Evans Town Clerk
Tara Earnshaw Community Development Officer
Louise Senior Head of Democratic Services
David Ramsay Lead Youth Worker

Public: 0

Also present: Councillor: J Carroll Virtual attendance

11919 APOLOGIES & SUBSTITUTIONS

None.

11920 QUESTIONS FROM THE PUBLIC

None.

11921 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11922 MINUTES

To approve the minutes of the meeting held on 25th October and 1st November 2021.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 25th October and 1st November 2021 and for these to be signed by the Chairman.

11923 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group 28th October and 2nd December 2021.

It was clarified that the EWG requested £50,800 and this had been included in the budget for 2022/23.

Combating Crime Working Group 20th October, 17th November and 15th December 2021.

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

EWG6381:

1. To note the suggested events and dates for 22/23
2. To request a budget of £47, 300 from Community Services.

11924 INCOME AND EXPENDITURE REPORT

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

Members were advised that unanticipated income had been received for work delivered by Houghton Regis Town Council on behalf of 4YP.

11925 BUDGET FOR 2022/23

Members received the approved budget and explanation for 2022/23 for information.

11926 REPORT FROM GROUNDWORK

Antony Fuller from Groundwork was in attendance at the meeting to report on the youth work Groundwork had recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

Members were advised that the Youth Club had been well attended on re-opening in October with 20 attendees at sessions between October and Christmas. It was hoped that day trips could be organised along with an international trip. Work was planned to focus on building relationships with young people at school and with parents. Further information would be delivered at the next meeting.

Members expressed concerns over the impact of Covid on the mental health and wellbeing of young people. Members were assured that the ongoing issue of mental health would be addressed in activity workshops and it was hoped to introduce a mentor strategy. Members were advised funding would be sought to enrich the services and activities on offer to young people.

11927 HRTC COMMUNITY & YOUTH SERVICES

Members were advised that in excess of 300 welcome packs had been delivered to new residents of Houghton Regis, with the expectation of delivering a further 300.

A Later Living Social Group had been set up and planned to meet monthly, they had aspirations of planning day trips, and afternoon tea drop-in sessions.

The Youth Council had ten members and had received interest from a further three. Work was planned towards an activity to raise awareness of LGBTQ+.

Members were advised the Youth Café was still going well, numbers attending the Café had dropped during the colder months, however, recruitment had taken place and some new faces were beginning to attend. The Youth Café had continued to provide a sense of community and family feel. Activity plans were under way and would be presented to members at the next meeting. It was hoped that collaborative working could be agreed with the Kitchen Garden to encourage a holistic approach to food.

11928 CHRISTMAS LIGHTS

Members were invited to consider options for the town's Christmas Tree and an extension to the Christmas lights display for 2022.

Members were advised that feedback from a social media survey was in favour of supporting the council having a living tree on the green. Members discussed the best age and size of the tree for the greatest chance of a successful re-planting.

Resolved: **To seek to site a 6-8ft living Christmas Tree on the Village Green in a location agreed with Environment & Leisure Committee, subject to satisfactory investigations being completed on underground services, with the hope that this becomes the town's Christmas tree in 5-10 years time when it should have reached a suitable size.**

11929 GRANT FUNDING RE QUEEN'S JUBILEE STREET PARTIES

To enable members to consider the option of providing a grant to residents to hold a street party in aid of the Queen's Jubilee.

Members were advised that the funding would be granted retrospectively on receiving receipts, the organiser of the event would be responsible for any risk assessments, insurance, road closures and any other peripheries would be needed to run the event.

Resolved: **To offer a Queen's Jubilee Street Party Grant to residents to be funded from the Small Capital Grants up to the value of £200.**

11930 VISION UPDATE

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

Members were advised that an update on the vision had been included in the Town Crier highlighting the positive achievements Houghton Regis Town Council had completed.

Members highlighted the advantages of installing an electronic noticeboard, members were advised on previous costing investigations it had proved to be cost prohibitive. The Town Clerk would link in with other towns who have successfully integrated the use of an electronic notice board.

Members suggested that grant funding for eco-friendly projects in the town could be applied for. The Town Clerk would look into the criteria for small capital grants and feed back to the committee.

The Chairman declared the meeting closed at 8.24pm

Dated this day of

Chairman

HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
4th July 2022 at 7.00pm

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

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

Public: 1

Apologies: Councillors: C Copleston

Also Councillor: J Carroll
present:

12106 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Copleston.

12107 QUESTIONS FROM THE PUBLIC

None.

12108 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12109 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for Community Services Committee for 2022/23.

Nominee: Cllr McMahon Nominated by: Cllr Burgess
Seconded by: Cllr Goodchild

No other nominations were received. On being put to the vote, Cllr McMahon was duly appointed as Vice-Chair of the Community Services Committee for the municipal year 2022 - 2023.

12110 MINUTES

To approve the minutes of the meeting held on 7th February 2022.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 7th February 2022 and for these to be signed by the Chairman.

12111 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.

12112 REPORT FROM GROUNDWORK

Anthony Fuller, Senior Youth Worker, representative from Groundwork was in attendance to update members on the work completed on behalf of Central Bedfordshire Council.

Members were advised that a wide age range of young people attended the Youth Club of, 12 – 18 years of age. Pool, table tennis and football (sponge ball) were offered to the young people and all had been enjoyed, with a preference for the pool table. Members were advised that staffing levels had increased.

Five boxing sessions had been booked and had been well attended, and an international trip was still being looked into.

It was suggested that a multi-agency approach could benefit some young individuals who were displaying negative behaviour and causing a disruption during sessions.

12113 HRTC YOUTH & COMMUNITY SERVICES

Members were provided with an update on work undertaken by the Community Development Officer and the Senior Youth Worker.

Members were advised the Family Day Trip to Southend had sold out extremely quickly, an increased capacity was being looked into.

Members were advised that the Pop-up-Café numbers had dropped. A suggestion of a multi-agency approach would benefit young people in attendance at the Pop-up-Café as they had experienced some disruption to sessions due to negative behaviour.

12114 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group

3rd February, 3rd March, 31st March and 28th April 2022.

Combating Crime Working Group 19th January, 16th February. 16th March, 20th April and 18th May 2022.

Resolved: To receive the following Minutes:

Events Working Group 3rd February, 3rd March, 31st March and 28th April 2022.

Combating Crime Working Group 19th January, 16th February. 16th March, 20th April and 18th May 2022.

12115 COMMUNITY SERVICES COMMITTEE BUDGET 2022/23

Members received the approved budget for this committee for 2022/23 along with the budget explanation notes.

A member queried why so much funding had been allocated to the carnival. It was highlighted that several aspects of modern day Health and Safety requirements heavily impacted the financial costs to safely run the carnival.

It was suggested that a survey be carried out to investigate whether residents had alternative ideas to some of the events held, to be more inclusive of diversity.

Members received this report for information.

12116 INCOME AND EXPENDITURE REPORT

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

12117 CHRISTMAS LIGHTS EXTENSION

It was agreed under minute number 11928 to purchase a living Christmas tree and to continue to display one in the corner of Bedford Square near All Saints Church until the living tree became established in 5-10 years.

Members were advised that there was £6000 in the capital budget for new Christmas lights. Some of this would be used to replace existing street column lights (£3900) which were beyond economical repair.

Members were asked to consider purchasing additional Christmas lights for 2023. Options to include:

- Lighting up the trees in All Saints church.
- To create an avenue of lights attached to the trees fronting East End along the Village Green parallel to the Village Green, or along the lampposts leading toward Houghton Hall House.

Other suggestions were welcomed.

Members were requested to confirm their preferences and costs would be researched. A report back to the committee would be made.

12118 GRANT SCHEME REVIEW

Members were invited to review the council's grant scheme to ensure it remained fit for purpose.

Members were reminded that previously the Houghton Regis Community Grant scheme had been offered at 20% match funding, however, since the increase of match funding, interest had diminished.

Members agreed to revert from April 2023 to the match funding of 20% to encourage a greater uptake of grant funding and to relaunch the scheme in 2023.

Resolved: To relaunch the Houghton Regis Community Grant scheme from April 2023 to include:

- 1. Key Partner Grants – as existing**
- 2. Project Grant Scheme – to offer funding for up to £800 to deliver a capital project or a one-off community initiative. To reduce match funding requirements from 50% to 20%. To look to set a budget of £4,000 in 2023/24.**

12119 TOWN CENTRE TOILET – APPOINTMENT OF CONTRACTOR

Members were presented with quotes for the cleaning of the town centre toilets.

Members highlighted the importance and value of having public toilets in the town centre, however reservations had been raised due to Central Bedfordshire Council having taken over the community centre side of the building. It had been suggested that they should pay for the upkeep of the facilities.

After discussion, members agreed that to keep the public facilities available at the high standard Houghton Regis residents had become accustomed to, Houghton Regis Town Council would need to ensure their upkeep.

Members acknowledged their appreciation and thanks to the current team who had done a fantastic job of keeping the facilities to a very high standard and winning Loo of the Year several times.

- Resolved:**
- 1. To seek to appoint contractor 2 as the contractor to deliver the cleaning of the town centre toilets for the period 1st September 2022 to 31st August 2025 under the cleaning only option;**
 - 2. To request that Town Council authorise the use of General Reserves up to £2000 to fund this contract in 2022/23.**

The Chairman declared the meeting closed at 8.33pm

Dated this 5th day of September 2022.

Chairman

HOUGHTON REGIS TOWN COUNCIL
Environment & Leisure Committee
Minutes of the meeting held on
13th June 2022 at 7.00pm

Present: Councillors: A Slough Chairman
P Burgess
E Cooper
Y Farrell
T McMahon
R Morgan
S Thorne

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

Public: 4

Also present: Councillors: J Carroll
S Goodchild

12065 APOLOGIES

None.

12066 QUESTIONS FROM THE PUBLIC

A member of the public requested that Houghton Regis Town Council mark out a football pitch on Windsor Drive recreation area.

It was highlighted that the need for a marked pitch would need to be quantified to justify the work involved.

A member of the public queried whether all Council members had submitted their Declarations of Interest to Central Bedfordshire Council as some were not showing on the website.

It was advised that it seemed that currently some submissions had taken some time to be processed.

12067 SPECIFIC DECLARATIONS OF INTEREST

None.

12068 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for Environment and Leisure Committee for 2022/2023.

Nomination: Cllr McMahon Nominated by: Cllr Burgess
Seconded by: No seconder

Members queried the monetary support given to the Houghton Hall Park project, it was advised that as the lottery funding was coming to an end, it was predicted that Houghton Regis Town Council's contribution would remain comparable to the current financial support given.

Members were advised the benches for Parkside Recreation Ground were due to be delivered later this month and would be fitted soon after, along with the placement of new litter bins.

12073 INCOME AND EXPENDITURE REPORT

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

12074 MACHINERY RENEWALS PROGRAMME

Members received the anticipated machinery renewals programme for 2022/23.

Members queried the 'hold' on the vehicle and strimmer, it was advised that the priorities and needs of the grounds maintenance had changed and the funding had been redirected, with members agreement, to accommodate.

It was reiterated that consideration be given to the purchase of sustainable vehicles.

It was highlighted to members that electric vehicles were currently cost prohibitive.

Resolved: To support the Machinery Renewals Programme for 2022/23.

12075 TITHE FARM RECREATION GROUND SPORTS PROJECT UPDATE

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

Members were advised of a significant increase in funding which had enabled reconsideration of the use and layout of the pavilion to incorporate storage facilities.

Members highlighted that this alteration could alter the rateable cost and requested that this be investigated.

Clarification was requested on the long term impact of having a 'Good Lease' on the site as it had been disappointing that it could not be registered to the Town Council.

It was advised that this would be looked into and a full response would be circulated.

Resolved:

- 1. To approve the inclusion of works to the existing pavilion to convert its use into an internal and external grounds store area;**
- 2. To note the project funding information and specifically the impact this has on the reduced borrowing requirement from the PWLB.**

12076 DIGNITY GARDEN

Members considered the creation of a garden for residents to remember loved ones lost due to covid.

Members were advised that this idea had been presented to the Community Services Committee in February, discussion had been held around the location of the area. Members were advised that several locations had been considered and had been highlighted in the report.

Members agreed the Old Section of Houghton Regis Cemetery would provide the most fitting space for the garden. Members emphasised the importance of continuing this project respectfully and with care as the project was to be progressed in the Old Section of Houghton Regis Cemetery.

Resolved: To approve the creation of a garden in recognition of the impact of covid in the Old Section of Houghton Regis Cemetery.

12077 FAIR VISITS

To provide members with information in relation to Fair Visits to the town.

Members discussed the parking impact around the town centre during the duration of Fair visits. Members were advised that the Fair employ security staff, however when attempts had been made to move cars on, it had been met with abuse from residents.

It was acknowledged that a holistic, collaborative approach was needed to tackle the parking issue during the Fair visit. It was requested that support be sought from CBC Enforcement Officers during peak times during the Fair's stay.

The Chairman declared the meeting closed at 8.17pm

Dated this 26th day of September 2022

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

6th June 2022 at 7.00pm

Present: Councillors: M S Kennedy Chairman
E Cooper
S Goodchild
D Jones
S Thorne
C Slough

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

Public: 2

Apologies: Councillor: J Carroll

Also present: Councillor: T McMahan

12053 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Carroll.

The Chair highlighted the importance of having a full membership of the committee to ensure quorum.

12054 QUESTIONS FROM THE PUBLIC

Members shared feedback from members of the public. Most recent feedback was whilst attending locally organised Jubilee event. It was highlighted that there were concerns regarding the quantity of development in Houghton Regis, particularly infill sites leading from Bedford Road.

Residents in Parkside were concerned that their open spaces would be built on, and residents close to Windsor Drive wanted feedback on what the council was doing regarding the proposed development on Windsor Drive.

It was highlighted that since the proposed development in the town had begun, Government policies had changed.

Members were advised that the matter in regard to the Town Councils stance on proposed development on Windsor Drive was due to be discussed at the Town Council meeting to be held on the 20th June 2022.

12055 SPECIFIC DECLARATIONS OF INTEREST

None.

12056 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for Planning Committee for 2022/23.

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

No other nominations were received. On being put to the vote, Councillor Jones was duly appointed as Vice-Chair of the Planning Committee for the municipal year 2022 - 2023.

12057 MINUTES

To approve the Minutes of the meeting held on the 16th May 2022.

Resolved: To approve the Minutes of the meeting held on 16th May 2022 and for these to be signed by the Chairman.

12058 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.

12059 CENTRAL BEDFORDSHIRE PLANNING CASE TYPES AND DESCRIPTIONS

Members received a list, provided by Central Bedfordshire Council, of planning case types and descriptions that required Town Council consultation.

Councillor Jones requested clarification on whether the case types that the Town Council would not ordinarily be consulted on could be challenged and commented on. The committee were advised to raise any concerns with the Corporate Services Manager as soon as they were able, so that advice could be sought from the planning officer, prior to the meeting taking place.

Members received this report for information.

12060 PLANNING MATTERS

(a) The following planning applications were considered:

CB/22/01798/FULL Proposed single storey rear and side extension
2 Grangeway, Houghton Regis, Dunstable, LU5 5PR
For: Miss J Carmichael

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

-
- CB/22/01932/FULL Front and rear extensions to existing dormers, front and rear balconies with spiral stairs to rear balcony
The Gables, East End, Houghton Regis, Dunstable, LU5 5LA
For: Mr and Mrs Anoqua
- Comments: Houghton Regis Town Council objected to this application on the grounds of:**
- **The balconies would overlook the adjoining/adjacent properties which would adversely affect the amenity of those residents**
 - **Overdevelopment**
 - **Out of keeping on land adjoining the Conservation Area**
- CB/22/01876/FULL Replacement front garden wall, 2.1m in height and part trellis on wall.
The Gables, East End, Houghton Regis, Dunstable, LU5 5LA
For: Mr and Mrs Anoqua
- Comments: Houghton Regis Town Council objected to this application on the grounds of:**
- **The proposed development is overbearing, dominant and not in keeping with the Conservation Area**
 - **The proposed development conflict with character of the area**
- CB/22/01837/LB Listed Building: Alteration and extension to north west elevation, remodelling of 1970's section and replacement of various windows and doors
Springwell Cottage, Sewell Lane, Sewell, Dunstable, LU6 1RP
For: Mr J Gridley
- Comments: Houghton Regis Town Council had no objections to this application.**
- CB/22/01586/VOC Variation of condition number 4 of planning permission CB/18/03034/FULL (Change of use from offices to 2 residential dwellings). Variation sought to change the type of windows
104 A-B High Street, Houghton Regis, Dunstable, LU5 5BJ
- Comments: Houghton Regis Town Council had no objections to this application.**
- CB/22/01501/FULL Erection of car park valet hand car wash.
WM Morrison Supermarkets Ltd, High Street, LU5 5EX
- Comments: Houghton Regis Town Council had no objections to this application.**

-
- CB/22/01989/FULL Erection of single storey side and rear extension following demolition of existing shed and veranda
9 The Cloisters, Houghton Regis, Dunstable, LU5 5JN
For: Mr A Baranowski
- Comments: Houghton Regis Town Council had no objections to this application.**
- CB/22/01686/FULL Dormer with openable windows, and obscure glazing.
1 Alabaster Avenue, Houghton Regis, Dunstable, LU5 5AZ
For: Mr L Staszak
- Comments: Houghton Regis Town Council had no objections to this application provided the planned obscure window is adhered to.**
- CB/21/05575/REG3
Re-consultation
- Development of a new leisure centre, incorporating landscaping and parking provisions. Demolition of the existing building and the construction of a new facility to include an eight-lane 25 metre community swimming pool, dedicated learner pool, confidence pool, fitness suite, exercise studio and two squash courts. Building to include a café, community space, creche, children's outdoor play zone and an outdoor fitness trail and public area.
Houghton Regis Academy, Parkside Drive, Houghton Regis, Dunstable, LU5 5PX
Re-consultation following the submission of additional documents, listed below:
- Revised landscaping details
 - Lighting details
 - Archaeology report
 - Play area details
 - Flood Risk Assessment
 - Transport Statement Addendum
- Comments: Houghton Regis Town Council had no objections to this application.**
- Noted:**
- CB/22/01776/DOC Discharge of Condition(s) 4 and part 3 of s106 against planning permission CB/18/04471/FULL (48 new residential units)
Land at Oakwell Park, Thorn Road, Houghton Regis, LU5 6JH
- CB/22/01732/DOC Discharge of Conditions 7 and 15 against planning CB/18/04641/REG3 (The development of a 20 unit, 3-storey transitional housing scheme with associated access, parking and landscaping)
Land Adjacent To St Thomas Meeting House Windsor Drive LU5 5SJ

- CB/22/01866/DOC Discharge of Condition 11 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.
Local Centre, Land West of Bidwell, Houghton Regis, LU5 6JQ
- CB/22/01835/DOC Discharge of Condition 2 against planning permission
CB/18/04471/FULL Application Site: Land at Oakwell Park, Thorn Road, Houghton Regis, LU5 6JH Proposed Development: 48 new residential units.
Oakwell Park, Thorn Road, Houghton Regis, Dunstable, LU5 6JH
- CB/22/02012/NMA Non-material amendment to planning permission
CB/19/04220/OUT (Outline Application for Residential Development for up to 100 Dwellings with all matters reserved, except access) amendment sought Variation to wording of condition 13.
Bury Spinney, Thorn Road, Houghton Regis, Dunstable, LU5 6JQ
- Members requested clarification on the reason for the rewording of condition 13.
- CB/22/02029/DOC Discharge of Condition 9 against planning permission
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)
Dunstable Northern Bypass, Chalton, Houghton Regis LU5 6JJ

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

None received.

12061 NEIGHBOURHOOD PLAN UPDATE

The Houghton Regis Neighbourhood Plan Steering Group continued to review each chapter of the plan, with the support of the town councils planning consultant.

The Local Green Space assessment was still ongoing. There were a few pieces of information that the group needed to provide by way of evidence. Efforts were underway in seeking this evidence.

The Government had introduced a First Homes Policy. Central Bedfordshire Council had advised that they would implement this policy when clear guidance was available however, all Neighbourhood Plans, in development, were required to make reference to this policy. This amendment would initiate another 6-week Regulation 14 consultation. What form this consultation would need to be i.e. online only or not, was awaiting confirmation.

Proposed timeline:

Completion of revised policies – August/September

Regulation 14 consultation – October/November

Submission to Central Bedfordshire Council – December/January 2023

Members received this report for information.

12062 CENTRAL BEDFORDSHIRE COUNCIL – TOWN AND PARISH CONFERENCE

Councillor Kennedy and the Corporate Services Manager attended an online Town and Parish Council topic session, hosted by Central Bedfordshire Council, on the 25th May 2022.

The session covered:

Briefing on First Homes

First Homes Policy was a mandatory requirement from Government however, until there was clear guidance from Government, CBC did not need to implement it. Although CBC did not have a policy, reference to this requirement did need to be detailed within all developing and draft Neighbourhood Plans.

Current and future planning policy consultations

Attendees were provided with details of upcoming consultations:

- Electric Vehicle Charging provision in new developments - 13th June 2022 to 25th July 2022.
- Design Guide Supplementary Planning Document – November/December 2022

Update on the Local Plan Review

Central Bedfordshire Council were currently undertaking an evaluation of all the policies. The outcome of this evaluation would be presented to Council in the Autumn. The outcome could be no review required, partial review required, or full review required.

Members received this report for information.

12063 DEVELOPMENT IN THE CHILTERN BEECHWOODS SPECIAL AREA OF CONSERVATION ZONE OF INFLUENCE

Central Bedfordshire Council had information on their website which was being updated.

The following link provided the most up to date information:

[Development in the Chiltern Beechwoods Special Area of Conservation Zone of Influence](#)

Members received this report for information. .

12064 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 8.36pm

Dated this 27th day of June 2022

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

27th June 2022 at 7.00pm

Present: Councillors: J Carroll
E Cooper
Y Farrell (Substitute)
D Jones (Chair)
S Thorne
C Slough

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

Public: 2

Apologies: Councillors: M S Kennedy
S Goodchild

12097 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Kennedy and Cllr Goodchild, (Cllr Farrell substituted)

12098 QUESTIONS FROM THE PUBLIC

Members of Friends of Windsor Drive asked whether the decision of the Town Council meeting held on the 20th June 2022, in regard to the what the Town Councils position was on possible future development on land at Windsor Drive, would be discussed at this meeting.

It was advised that it was a decision of the Town Council, as such it would not be necessary for this committee to discuss further.

12099 SPECIFIC DECLARATIONS OF INTEREST

None.

12100 MINUTES

CB/21/05575/REG3 – Following notification from Central Bedfordshire Council, members considered whether to attend the DMC on 6th July 2022 to represent the council with comments on this application. Members agreed not to have a representative at the meeting.

To approve the Minutes of the meeting held on the 6th June 2022.

Resolved: To approve the Minutes of the meeting held on 6th June 2022 and for these to be signed by the Chairman.

12101 PLANNING MATTERS

(a) The following planning applications were considered:

CB/22/01502/ADV Advertisement: Hoarding panels, cabin fascia signs and double sided banner.
WM Morrison Supermarkets Ltd, High Street, LU5 5EX

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

CB/22/02056/REG3 Installation of vehicular access security gates to Thorn Turn Highways Depot
Highways Depot, Grendall Lane, LU5 6GJ

Comments: Houghton Regis Town Council objected to this application on the grounds of:
The gates would obstruct access to a proposed new cemetery site.

CB/22/02168/FULL Proposed single storey rear extension
18 Vanbrugh Drive, LU5 5SU
For: Mr R Piniuc

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

CB/22/01984/FULL Erection of a single storey side and rear extension
100 Leafields, LU5 5LX
For: Mr J Ajayi

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

CB/22/02135/FULL Alteration and extension to north west elevation, remodelling of 1970's section, and replacement of various windows and doors
Springwell Cottage, Sewell Lane, Sewell, Dunstable, LU6 1RP
For: Mr J Gridley

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

CB/22/01807/FULL Application for the use of unit 4 as Class E Dentist
Unit 4 Local Centre Land West of Bidwell Houghton Regis
LU5 6JQ
For: HDD Houghton Regis

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

CB/22/01953/FULL The creation of a vehicular access ramp to the top deck of the existing multi-storey car park (north eastern elevation) and the Change of use of the top deck from Use Class E to B8 (storage and distribution).
Decked Car Park to the North of Porz Avenue Houghton Hall Park Dunstable LU5 5FT

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

- **The proposed development would contravene the initial criteria which had been agreed for a car park rather than commercial vehicles.**
- **Assurances were required that any vehicles or items stored would not impact the treeline, and would be limited to van height.**
- **Additional concerns were raised over the hours of operation.**
- **The proposed development and removal of trees would have a detrimental visual impact on an area adjacent to the Conservation Area and the setting of Houghton Hall Park.**

CB/TCA/22/00291 Works to trees within a Conservation Area: TG1 Cypress group.
Remove/fell all to near ground level.
Dene Hollow, Sundon Road, Houghton Regis, Dunstable, LU5 5LR

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

Noted:

CB/22/02121/DOC Discharge of Condition 9 against planning permission CB/21/04958/VOC Variation (or removal) of condition number 25, of planning permission CB/16/03378/REG3 (Phased Construction of a new Independent Living Scheme the conversion and Change of Use of a Grade 2 listed building and the demolition of an existing Sheltered Housing scheme with associated parking and landscaping). Change pre-occupation element for public art installation (Public Art Plan)
Former Co Op Supermarket, All Saints View, High Street, LU5 5DT

CB/22/02199/LDCP Lawful Development Certificate Proposed: A single storey rear extension.
159 Sundon Road, LU5 5NN

CB/22/02090/LDCP Lawful Development Certificate Proposed: Single storey rear extension
87 Leafields, Houghton Regis, Dunstable, LU5 5LU

- CB/22/02279/DOC Discharge of Condition 12 against planning permission 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.
Employment Site North of Thorn Road, Thorn Road, Houghton Regis
- CB/22/02280/NMA Non-material amendment to planning permission 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.) -Amendment sought: a minor change in the alignment of the acoustic fence.
Employment Site North of Thorn Road, Thorn Road, Houghton Regis
- CB/22/02370/GPDE Prior Notification of Householder Extension: Single storey conservatory extension with warm roof prefix conservatory roof finish, 4m beyond the rear wall of the original dwelling, maximum height of 3.39m & 2.25m to the eaves
31 Churchfield Road, Houghton Regis, LU5 5HL
- CB/22/02220/DOC Discharge of Condition 3,5,12,19 against planning permission CB/18/04471/FULL Proposed Development: 48 new residential units.
Oakwell Park, Thorn Road, Houghton Regis, Dunstable, LU5 6JH

Permissions / Approvals / Consents

- CB/21/05524/FULL Double storey side and front extension, with additional floor added above the existing garage.
38 Arnald Way, LU5 5UN
- CB/22/00126/FULL Conversion of stable building with residential accommodation to a four-bedroom two storey dwelling house
Whistlebrook Stud, Sewell Lane, Sewell, Dunstable, LU6 1RP

Refusals:

None received.

Withdrawals:

- CB/22/01365/LDCP Lawful Development Certificate Proposed- change of position to boundary fence.
38 Roslyn Way, Houghton Regis, Dunstable, LU5 6JY

Central Bedfordshire Councils Forest of Marston Vale: Design Guidance Supplementary Planning Document (SPD) had been published for public consultation for six weeks from 10am on Wednesday 15th June 2022 to 10am on Thursday 28th July 2022.

Resolved: To note the consultation

12103 CONSULTATION: ELECTRIC VEHICLE CHARGING: GUIDANCE FOR NEW DEVELOPMENTS SUPPLEMENTARY PLANNING DOCUMENT (SPD)

Central Bedfordshire Councils Electric Vehicle Charging: Guidance for New Developments SPD had been published for public consultation for six weeks from 10am on Wednesday 15 June 2022 to 10am on Thursday 28 July 2022.

Resolved: To note the consultation

12104 NEIGHBOURHOOD PLAN UPDATE

Members were informed that a request for non-councillor volunteers to replace two vacancies on the Steering Group had been announced on social media.

Members were advised the closing date for applications was Wednesday 29th June 2022. It was suggested that redacted applications be circulated to members of the Steering Group.

12105 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 8.03pm

Dated this 18th day of July 2022.

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

18th July 2022 at 7.00pm

Present: Councillors: Y Farrell Substitute
S Goodchild
D Jones
S Thorne

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

Public: 4

Apologies: Councillors: M Kennedy
J Carroll
E Cooper
C Slough

Also present: Councillor: T McMahan

12120 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Kennedy, Cllr Carroll, Cllr C Slough, Cllr Cooper (Cllr Farrell substituted for Cllr Cooper). Cllr Jones chaired the meeting.

12121 QUESTIONS FROM THE PUBLIC

A member of the public requested to clarify, and amend, the minutes from the last Planning meeting, to include the recommendations of the Town Council meeting held on 20th June 2022 which related to Windsor Drive and for these to be included in the minutes of the Planning meeting.

It was advised that any decisions of the Town Council applied across all committees. It was confirmed that there was no recommendation from Town Council to planning on this matter.

12122 SPECIFIC DECLARATIONS OF INTEREST

Application CB/22/02676/VOC - Cllr Jones advised members that he was no longer a Governor at Hawthorn Park Lower School.

12123 MINUTES

To approve the Minutes of the meeting held on the 27th June 2022.

Resolved To approve the Minutes of the meeting held on 27th June 2022 and for these to be signed by the Chairman.

12124 PLANNING MATTERS

(a) The following planning applications were considered:

CB/22/02233/DB Development Brief relating to: This new neighbourhood will deliver up to 355 homes
Land to the East of Houghton Park Road, Houghton Regis
For: Homes England

Comments: Houghton Regis Town Council was in general support of the brief, however Houghton Regis Town Council could not support a planning application that had not addressed the need for the main point of access to not come from Conquest Road.

CB/22/02431/ADV Advertisement: New signage to display illuminated and non illuminated signage: six fascia signs, three free standing signs and three flag poles.
Mercedes - Benz, Unit 9, Humphrys Road, Dunstable, LU5 4TP

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

CB/22/02116/FULL Erection of a single storey side extension.
131 Sundon Road, Houghton Regis, Dunstable, LU5 5NL

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

CB/22/02534/FULL Single storey rear extension to replace conservatory
29 Sundon Road, Houghton Regis, Dunstable, LU5 5LL
For: Mr and Mrs Robson

Comments: Houghton Regis Town Council had no objections to this application, however, as this proposed development was located in the conservation area the Town Council wished assurance that suitable materials would be used, that would complement and blend in with the area.

CB/22/01979/FULL Single storey side and rear extension
2 Leaside, Houghton Regis, Dunstable, LU5 5RF
For: Mr V Sabaliauskas

Comments: Houghton Regis Town Council had not objection to the proposed development however, they raised concerns on whether the land was indeed amenity land which was there in order to contribute to the layout of the estate.

CB/22/02493/FULL Proposed Two Storey Front & Side and Single Storey Rear Extensions
10 East Hill Road, Houghton Regis, Dunstable, LU5 5EQ
For: Mr P Rowe

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

CB/22/01874/FULL Garage conversion and swimming pool extension.
The Gables, East End, Houghton Regis, Dunstable, LU5 5LA
For: Mr and Mrs Anoquah

Comments: Houghton Regis Town Council had no objections to this application however, should Central Bedfordshire Council be minded to approve the application, that a condition be placed on the approval requiring this development be used ancillary to the main residence.

CB/22/02473/FULL Single storey front extension and rear extension
8 Peel Street, Houghton Regis, Dunstable, LU5 5EY
For: Mr and Mrs Popescu

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

CB/22/02386/FULL Change of Use: Insertion of eight high-level vents on the N/E & N/W elevations of existing Unit 5 and installation of 2.4m high palisade fencing, 5m wide double access gate and four collapsible bollards.
Unit 5, Aragon Park, Foster Avenue, Dunstable, LU5 5GN
For: City Fibre Holdings Ltd

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

CB/22/02676/VOC Variation of condition number 3 of planning permission CB/13/02090/FULL (Single storey new 4 classroom block)
Variation sought to change position of external windows and two external doors.
Hawthorn Park Lower School, Parkside Drive, Houghton Regis, Dunstable, LU5 5QN

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

CB/22/02591/VOC Variation of condition number 25 of planning permission CB/21/00382/FULL (Construction of 9 residential dwellings and all ancillary works) Replace previous plans with new layout
The Orchard, Bedford Road, Houghton Regis, Dunstable, LU5 6JJ
For: Bilby Properties Ltd

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

Noted:

CB/22/02462/DOC Discharge of Condition 9 against planning permission 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.
Employment Site North of Thorn Road, Thorn Road, Houghton Regis

CB/22/02382/DOC Discharge of Conditions 13, 26 against planning permission CB/18/04471/FULL, Proposed development: of 48 new residential units.
Oakwell Park, Thorn Road, Houghton Regis, Dunstable, LU5 6JH

CB/22/02395/LDCP Lawful Development Certificate Proposed: Single storey rear extension
87 Leafields, Houghton Regis, Dunstable, LU5 5LU

CB/22/02605/DOC Discharge of Condition 5 against planning permission CB/22/00460/REG3, demolish existing single storey alcove rooms with mono-pitched roof to main school building. Construct four new single storey toilet block infill extensions, attached to main building with single storey flat roofs, and masonry walls to match existing. Minor alterations to external walls to suit new layouts. Internal remodelling of classrooms to improve function of rooms.
Hawthorn Park Lower School, Parkside Drive, LU5 5QN

CB/22/02612/GPDE Prior Notification of Householder Extension: Storey single rear extension, 5m beyond the rear wall of the original dwelling, maximum height of 3m & 3m to the eaves.
43 Recreation Road, Houghton Regis, Dunstable, LU5 5JW

CB/22/02545/DOC Discharge of Condition 16 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).
The Gates Land East of Bedford Road Bidwell

- CB/22/02555/LDCP Lawful Development Certificate Proposed: single storey rear extension
14 Northview Road, Houghton Regis, Dunstable, LU5 5AH
- CB/22/02502/DOC Discharge of Condition 20 against planning permission
CB/21/00382/FULL Construction of 9 residential dwellings and all ancillary works
The Orchard, Bedford Road, Houghton Regis, LU5 6JJ
- CB/22/02304/LDCP Lawful Development Certificate Proposed: Stationing of a replacement caravan.
Chews Farm, Sewell Lane, Sewell, Dunstable, LU6 1RP
- CB/22/02722/GPDE Prior Notification of Householder Extension: Single storey rear extension to be 5m depth and 2.8m height
14 Northview Road, Houghton Regis, Dunstable, LU5 5AH
- CB/22/02589/LDCP Lawful Development Certificate Proposed: Single storey rear extension with mono-pitch tiled roof with velux roof lights and front porch.
183 Tithe Farm Road, Houghton Regis, Dunstable, LU5 5JF

Permissions / Approvals / Consents

- CB/21/05575/REG3 Development of a new leisure centre, incorporating landscaping and parking provisions. Demolition of the existing building and the construction of a new facility to include an eight-lane 25 metre community swimming pool, dedicated learner pool, confidence pool, fitness suite, exercise studio and two squash courts. Building to include a café, community space, creche, children's outdoor play zone and an outdoor fitness trail and public area.
Houghton Regis Academy, Parkside Drive, LU5 5PX
- CB/22/01664/TD Prior Notification of Telecommunications Development - Proposed 15.0m Phase 9 super slimline Monopole and associated ancillary works.
Park Road North Woodside Estate LU5 5LE

Refusals:

- CB/22/01132/FULL Change of use to mixed agricultural and equestrian.
Erection of stables, tack room and storage, hardstanding to apron, access and landscaping.
Land off Sewell Lane, Sewell, Dunstable

Withdrawals:

None received.

Members were advised that Central Bedfordshire Council were consulting on proposals to introduce No Waiting at Any Time restrictions on Parkside Drive. Members received a notice attached.

Members agreed it would not be necessary to submit any comments on this consultation.

Resolved: To consider the Town Councils response to the proposals to introduce No Waiting at Any Time restrictions on Parkside Drive

12126 PARKSIDE DRIVE 20MPH SPEED ZONE – CONSULTATION A00223

Members were advised that Central Bedfordshire Council were consulting on proposals to introduce a 20mph speed zone on Parkside Drive. Members received a notice and plan.

Members agreed it would not be necessary to submit any comments on this consultation.

Resolved: To consider the Town Councils response to the proposals to introduce 20mph speed zone on Parkside Drive

12127 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN– UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – Members were advised that improvement work to the road markings would take place between Monday 11th July - 16th September. These works were planned to be completed in 5 phases.

All Saints View – No substantive update to report.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – Members were advised a planning application had been approved for a new leisure centre.

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 8.12pm

Dated this 8th day of August 2022.

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

8th August 2022 at 7.00pm

Present: Councillors: M S Kennedy Chairman
J Carroll
E Cooper
S Goodchild
D Jones
S Thorne
C Slough

Officers: Debbie Marsh Corporate Services Manager

Apologies: Public: 0

Also present: Councillor: T McMahon

12128 APOLOGIES AND SUBSTITUTIONS

None.

12129 QUESTIONS FROM THE PUBLIC

None.

12130 SPECIFIC DECLARATIONS OF INTEREST

None.

12131 MINUTES

To approve the Minutes of the meeting held on the 8th August 2022.

Resolved To approve the Minutes of the meeting held on 8th August 2022 and for these to be signed by the Chairman.

12132 PLANNING MATTERS

(a) The following planning applications were considered:

CB/22/02733/FULL Single storey rear extension to 23 & 25 Arnald Way and garage conversion to 25 Arnald Way
23 and 25 Arnald Way, Houghton Regis, Dunstable, LU5 5UN
Mr M Young and Mrs S Dovey

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

CB/22/01503/FULL Drop Kerb front of property to access electric vehicle charging point
2 Farriers Way, Houghton Regis, Dunstable, LU5 5FG
For: Mr R Machado

Comments: Houghton Regis Town Council had no objections, in principle, to this proposal however, it is requested that land ownership be determined prior to occupation of the land.

CB/22/02783/FULL Part two storey, part single storey rear extension and dormer to front elevation
11 Woodlands Avenue, Houghton Regis, LU5 5LJ
For: Mr L Priolo

Comments: Houghton Regis Town Council had no objections to this proposal however, it is requested that materials which are sympathetic and in keeping on a development within a Conservation Area, be used.

CB/22/02841/VOC Variation of Condition number 2 of planning permission CB/22/01423/FULL: Change of Use: Retail unit to Tanning Salon (Business viability operational needs require longer hours)
Unit 4, All Saints View, High Street, Houghton Regis, LU5 5LQ
For: Ms A Kabacinska

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

CB/22/02569/FULL Erection of warehouse unit to create additional storage space. Miniclipper Logistics 10 Portland Close Townsend Industrial Estate Houghton Regis Dunstable LU5 5AW
For: Mr J Lynock (Smart Space)

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

Noted:

CB/22/02777/DOC Discharge of Condition 11 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 ClassesA1/A3/A5) and associated infrastructure works including a haul road, landscaping and public realm)
Local Centre, Land West of Bidwell, Houghton Regis, LU5 6JQ

-
- CB/22/02778/DOC Discharge of Condition 15 against planning permission 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).
Employment Site North of Thorn Road Thorn Road Houghton Regis
- CB/22/02788/GPDE Prior Notification of Householder Extension: Single storey rear extension, 6m beyond the rear wall of the original dwelling, maximum height of 2.85m & 2.74m to the eaves.
86 Houghton Road, Dunstable, LU5 5AD
- CB/22/02768/NMA Non-material amendment to 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.)
Amendments sought: Change the material of the sleeping policemen across the site from flagstone paving to block pavers.
Land west of Bidwell, Houghton Regis LU5 6JQ
- CB/22/02671/DOC Discharge of Conditions 6,28 against planning permission CB/18/04471/FULL Proposed Development: 48 new residential units.
Oakwell Park, Thorn Road, Houghton Regis, Dunstable, LU5 6JH
- CB/22/02883/DOC Discharge of Condition 9 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 5150 dwellings (Use Class C3); up to 202500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial, and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

CB/22/02864/DOC Discharge of Conditions 8,9 against planning permission CB/20/00687/FULL, residential development of 31 affordable dwellings, with formation of two vehicular accesses, sustainable urban drainage and associated landscaping.
Land to the south of The Bungalow, Bedford Road, LU5 6JS

(b) Decision Notices

Permissions / Approvals / Consents

CB/22/01932/FULL Front and rear extensions to existing dormers, front and rear balconies with spiral stairs to rear balcony
The Gables, East End, Houghton Regis, Dunstable, LU5 5LA

Refusals:

None received.

Withdrawals:

None received.

12133 4 TOWNSEND TERRACE – APPEAL NOTICE

Members received a notice of appeal for 4 Townsend Terrace.

Members were advised that the committee considered this application at the meeting held on the 29th November 2021 and made no objection.

Resolved: To note the information

12134 AMP 3 LINMERE – BARRATT HOMES NEWSLETTER

Members received a newsletter from Barratt Homes advising of plans for development on land known as AMP3, within the Linnere site. This newsletter was prior to any planning applications being submitted to Central Bedfordshire Council and was provided for information.

**12135 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 7.45pm

Dated this 30th day of August 2022

Chairman

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

**Minutes of the meeting held on
30th August 2022 at 7.00pm**

Present: Councillors: M S Kennedy Chairman
J Carroll
E Cooper
S Goodchild
D Jones
S Thorne

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

Apologies: Public: 1

Also present: Councillor: T McMahon

Absent: C Slough

12141 APOLOGIES AND SUBSTITUTIONS

None.

12142 QUESTIONS FROM THE PUBLIC

None.

12143 SPECIFIC DECLARATIONS OF INTEREST

None.

12144 MINUTES

To approve the Minutes of the meeting held on the 8th August 2022.

Resolved To approve the Minutes of the meeting held on 8th August 2022 and for these to be signed by the Chairman.

12145 PLANNING MATTERS

(a) The following planning applications were considered:

CB/22/03021/FULL Creation of alternative access from Bedford Road (to serve permission CB/18/00067/OUT)
Highfield Barns, Bedford Road, Houghton Regis, LU5 6JP

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

CB/22/03026/VOC Variation 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. Amendment sought to enable amended access. Highfield Barns, Bedford Road, Houghton Regis, LU5 6JP

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

CB/22/01234/FULL Construction and relocation of fence to abut pathway 67 Grangeway, Houghton Regis, Dunstable, LU5 5PR

Comments: Houghton Regis Town Council objected to this application on the grounds of loss of amenity land. Even though the proposed land that is to be enclosed is small in size, it still goes some way in enhancing the area and provides amenity to local residents.

CB/22/02958/FULL Erection of new front porch 183 Tithe Farm Road, Houghton Regis, Dunstable, LU5 5JF For: Mr & Mrs Brace

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

CB/22/02975/FULL Erection of two semi-detached dwellings Driveside Cottage, Bedford Road, Houghton Regis, LU5 6JS For: Mr Mead

Comments: Houghton Regis Town Council had no objections to this application however, concerns were raised regarding potential overpopulation of the property if the study were ever to be utilised as a bedroom. If so this would create the need for additional parking provision, that is not accounted for under the current proposal and thereby would conflict with Central Bedfordshire Council parking standards.

CB/22/02180/FULL New signage, welcome arch and additional landscaping. Land To The North And East Of Houghton Regis, Sundon Road, Houghton Regis

Comments: Houghton Regis Town Council had no objections to this application, however, it was suggested that this could be seen as a division of the town by way of creating a barrier between the town and the new development, with the new development being seen as its own entity.

- CB/22/03223/FULL Erection of first floor rear extension.
5 Dell Road, Houghton Regis, LU5 5HT
For: Mrs L Midson
- Comments: Houghton Regis Town Council had no objections to this application.**
- CB/TCA/22/00353 Works to trees within a Conservation Area: Maintenance works to G1
7 Silver Birch, T4007 – English Oak, T4008 – Ash, G3 – Ash & Oak,
G4075, G4 & G7 – Mixed Species groups. To clear back overhanging trees to carpark boundaries and crown lift to 2.5m over the parking bays to provide clearance to street lights
6 Houghton Hall Business Park, Houghton Regis, LU5 5UZ
- Comments: Houghton Regis Town Council objected to this application on the grounds of: lack of clarity whether the works are necessary or who will be completing the works. More information was requested as to why the work was needed.**
- Noted:**
- CB/22/03116/LDCP Lawful Development Certificate Proposed - Single storey rear extension
61 Milton Way, Houghton Regis, Dunstable, LU5 5UE
- CB/22/03106/DOC Discharge of Condition 5 against planning permission CB/19/03232/RM (Reserved matters: Appearance, scale and landscaping for residential development of 336 dwellings on Development Parcels 5a & 5b Bidwell West, Houghton Regis. Outline application (CB/15/0297/OUT) was supported by a full Environmental Statement (ES) Parcels 5a and 5b of Bidwell West Houghton Regis Bedfordshire
- CB/22/03089/NMA Non-material amendment to planning permission CB/20/03903/DOC (Discharge of Condition 9 against planning permission CB/12/03613/OUT) amendment sought to amend tree survey report, arboricultural impact assessment & method statement report.
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis
- CB/22/03055/DOC Discharge of Condition(s) 4 against planning permission CB/21/03860/FULL, (Community sports facility, enhancements/improvements including upgrading of an existing grass pitch to a floodlit FTP, a new additional pavilion building and additional car parking).
Tithe Farm Recreation Ground, Tithe Farm Road, LU5 5JF

- CB/22/03056/DOC Discharge of Condition 11 against planning permission CB/21/03860/FULL (Community sports facility enhancements/improvements including upgrading of an existing grass pitch to a floodlit FTP, a new additional pavilion building and additional car parking)
Tithe Farm Recreation Ground, Tithe Farm Road, Houghton Regis
- CB/22/03242/NMA Non-material amendment to planning permission CB/21/04839/DOC (Discharge of Conditions 1 and 2 against planning permission 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)). Amendment sought - The window surround for plot 291 and 292 to be changed from metal cladding to 8mm thick smooth, iron grey hardie panel or similar
Phase 1 Parcel 1, Houghton Regis North Site 1, Houghton Regis
- CB/22/03227/DOC Discharge of Condition(s) 31 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 5150 dwellings (Use Class C3); up to 202500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial, and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks;

engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans).

Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

- CB/22/03330/NMA Non-material amendment to planning permission CB/20/00348/RM (Resubmission: Reserved Matters : following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved Matters for access, appearance landscape, layout and scale for 160 dwelling on phase CA2 Upper Thorn Green) Amendment sought, revision to the original tenure plan that has been submitted. A revised tenure plan to be submitted as part of this which illustrates the revised tenure mix. Plots 145-150 to be shared ownership / Plots 142-144 to be Rented.
Land to the West of Houghton Regis Watling Street Houghton Regis
- CB/22/03302/NMA Non-material amendment 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). Amendment sought, change of position of meter house, and amendment to boundary treatment.
Land west of Bidwell, Houghton Regis. LU5 6JQ
- CB/22/03243/NMA Non-material amendment to planning permission CB/21/04839/DOC (Discharge of Conditions 1 and 2 against planning permission 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) Amendment sought - Brick type changed from Ibstock Bexhill Red to Ibstock Reigate Medium for Plots: 204, 205 and garage (206).
Phase 1 Parcel 1, Houghton Regis North Site 1, Bedfordshire

CB/22/03073/LDCP Lawful Development Certificate Proposed: Conversion of loft into habitable space, with rear dormer.
104 Leafields, Houghton Regis, Dunstable, LU5 5LX

Permissions / Approvals / Consents

None received.

Refusals:

None received.

Withdrawals:

CB/22/00178/FULL New Dwelling House
8 Farriers Way, Houghton Regis, Dunstable, LU5 5FG

12146 DRAFT ON-STREET PARKING MANAGEMENT STRATEGY

Members were informed that Central Bedfordshire Council had begun a six-week consultation on their Draft On-street Parking Management Strategy. The consultation began on Friday 12th August 2022, with the deadline for comments being 10am on Monday 26th September 2022.

The On-street Parking Management Strategy was one of the strategy documents that would form part of Local Transport Plan 4 (LTP4) for Central Bedfordshire. The Local Transport Plan sets out the overarching strategy for managing transport in Central Bedfordshire. It identified local transport priorities and set out a framework for directing future investment. The On-street Parking Management Strategy was the first of a suite of sub-documents of LTP4 that would be developed to replace the Car Parking Strategy (2011) and the Interim Parking Management Strategy (2018).

Members agreed to defer this item to the next meeting to allow the collation of resident feedback to assist members in formulating a response to Central Bedfordshire Council.

Resolved: To defer consideration of Central Bedfordshire Councils Draft On-street Parking Management Strategy to the next meeting of the planning committee.

**12147 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.

For information, a letter had been received from Central Bedfordshire Council, dated 16th August 2022, advising that Central Bedfordshire Council would not be progressing any further works on the proposed development of affordable housing at Windsor Drive, in Houghton Regis at this time. The decision to pause this proposal had been made because the construction sector was exceptionally volatile currently and costs were rising rapidly. Instead, the Council will proceed with the delivery of other affordable housing schemes that are further along in the design stage.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 8.01pm

Dated this 27th day of September 2022.

Chairman

HOUGHTON REGIS TOWN COUNCIL

**Personnel Sub-Committee
Minutes of the meeting held on
19th April 2022 at 6.00pm**

Present: Councillors: K Wattingham Chairman
J Carroll
D Jones
M Kennedy

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

Public: 0

PE207 APOLOGIES AND SUBSTITUTIONS

None.

PE208 QUESTIONS FROM THE PUBLIC

None.

PE209 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

PE210 MINUTES

The Committee received the minutes of the Personnel Sub-Committee meeting held on 17th January 2022 for consideration.

Resolved: That the minutes of the Personnel Sub-Committee meeting held on 17th January 2022 be approved as a correct record and signed accordingly.

PE211 FREEDOM OF INFORMATION REQUESTS

Members were advised for the period January to March no Freedom of Information requests had been received.

PE212 TOWN CLERK'S ANNUAL LEAVE, OVERTIME WORKING AND SICKNESS

Annual leave
From January to March the Clerk has had 3 day's leave.

The following leave requests were made:

-
- 13th – 14th April (requested by email dated 21st March)
 - 21st April (requested by email dated 21st March)
 - 20th-21st June

Overtime

Members were advised the Clerk had attended 10 meetings or events outside of the normal working day within the period January to March (compared with 9 meetings in the previous quarter).

Resolved: To approve the Town Clerks annual leave request.

PE213 2021/22 NATIONAL PAY AWARD

Members were informed that the 1.75% pay increase (as agreed by the National Joint Council for local government services) was paid to staff in their March salary, backdated to April 2021, as per staff contracts of employment.

Members discussed the budget implications of the 2021 pay award and allowances for future pay awards. Members queried how the pay increase would affect employees who had left the employment of the council during the 2021 – 2022 financial year. The Corporate Services Manager would make enquires and advise members accordingly.

PE214 EXCLUSION OF PRESS AND PUBLIC

- Staff sickness
- Staffing matters

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.

PE215 STAFF SICKNESS

Members received a rolling twelve-month record of sickness absence for all members of staff.

Resolved: To note the information.

PE216 STAFFING MATTERS

Members were advised that a recruitment process was underway to fill two vacant positions within the grounds team.

Members were advised that interviews had now taken place and it was hoped that offers of employment would be issued shortly which if accepted, would bring the number of ground staff up to its full compliment.

The Chairman declared the meeting closed at 6.32pm

Dated this 11th day of July 2022

Chairman

**Houghton Regis Town Council
New Cemetery Sub Committee
Minutes of the meeting held on
19th July 2021 at 6.00pm**

Present: Cllrs: S Thorne Chairman
J Carroll
Y Farrell
R Morgan (Remote attendance)
A Slough

Officers: Clare Evans Town Clerk

Apologies: Cllr: M Kennedy

Also present: Cllr: E Cooper
S Goodchild
D Jones
T McMahan
P Hamill (CBC)

NC132 ELECTION OF CHAIRMAN

Members were invited to elect a Chairman for the New Cemetery Sub-Committee for 2021/22.

Nominee: Cllr S Thorne Proposed by Cllr Y Farrell
Seconded by Cllr J Carroll

No other nominations were received. On being put to the vote, Councillor Thorne was duly appointed as Chair of the New Cemetery Sub Committee for the municipal year 2021 - 2022.

NC133 ELECTION OF VICE CHAIRMAN

Members were invited to elect a Vice Chairman for the New Cemetery Sub-Committee for 2021/22.

Nominee: Cllr J Carroll Proposed by Cllr Y Farrell
Seconded by Cllr S Thorne

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

NC134 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Kennedy.

CLlr Morgan attended the meeting remotely. Accordingly, he took part in the discussion but did not vote.

NC135 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NC136 QUESTIONS FROM THE PUBLIC

None.

NC137 MINUTES

To approve the Minutes of the meeting held on 1st February 2021.

Resolved: To approve the minutes of the meeting held on 1st February 2021.

NC138 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Members noted the Terms of Reference which relates to this committee.

NC139 OPTION FOR A SHARED SITE WITH DUNSTABLE TOWN COUNCIL (DTC)

Members were advised of a possibility for a joint facility in Dunstable (Cottage Bottom) which had arisen from discussions with CBC and DTC.

Members give this option consideration. Some concerns were expressed relating to:

- Site location in Caddington
- Site some distance from Houghton Regis
- Accessibility of the site by public transport from Houghton Regis
- Localist highway concerns
- Combined predicted burial numbers may put this site into a high risk category for the Environment Agency (EA)
- It was disappointing that a site did not come through during the planning process for the strategic growth areas

Members were advised that no officer consideration had been given as to how a joint facility would work as this was considered premature at this stage.

Members expressed a keenness to be kept up to date with progress on the Cottage Bottom site but felt that due to the reasons stated that this was not a suitable site for a joint facility between HRTC and DTC.

NC140 FEEDBACK FROM THE ENVIRONMENT AGENCY (EA)

Members were advised that feedback from the EA on the land at Grendall Lane had been received.

CDS had advised that the EA has agreed with the proposed monitoring plan, thoughts on zoning of burials and cutting off / rerouting of land drains. Their feedback highlighted that the site would require significant works to make it suitable.

It was confirmed that the T2 on this site had been completed and that the next step would be for a T3 monitoring study to be completed. This would involve onsite boreholes which would be monitored over a 12 month period. The cost of this would be £13,750 - £16,750, dependent on the depth of the boreholes required.

It was confirmed that this decision would be communicated out to residents.

It was felt that this Sub Committee did not need to meet again until the T3 work had been completed unless any other issue arose in the meantime.

Resolved: To proceed with the T3 investigation into the land at Grendall Lane and to fund this from EMR 348, Cemetery.

The Chairman closed the meeting at 6.40pm

Dated this day of

Chairman

Houghton Regis Town Council
New Cemetery Sub-Committee
Minutes of the meeting held on
18th July 2022 at 6.00pm

Present:	Cllrs:	S Thorne J Carroll Y Farrell D Jones A Slough	Chairman Substitute
	Officers:	Clare Evans Louise Senior	Town Clerk Head of Democratic Services
Apologies:	Cllrs:	M Kennedy R Morgan	
Also present:	Cllrs:	S Goodchild T McMahan	

NC141 ELECTION OF CHAIRMAN

Members were invited to elect a Chairman for the New Cemetery Sub-Committee for 2022/23.

Nomination:	S Thorne	Nominated by:	J Carroll
		Seconded by:	D Jones

No other nominations were received. On being put to the vote, Councillor Thorne was duly appointed as Chair of the New Cemetery Sub-Committee for the municipal year 2022 - 2023.

NC142 ELECTION OF VICE-CHAIRMAN

Members were invited to elect a Vice-Chairman for the New Cemetery Sub-Committee for 2022/23.

Nomination:	J Carroll	Nominated by:	S Thorne
		Seconded by:	D Jones

No other nominations were received. On being put to the vote, Councillor Carroll was duly appointed as Vice-Chair of the New Cemetery Sub-Committee for the municipal year 2022 - 2023.

NC143 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Kennedy and Cllr Morgan (Cllr Jones substituted for Cllr Morgan).

NC144 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NC145 QUESTIONS FROM THE PUBLIC

None.

NC146 MINUTES

To approve the Minutes of the meeting held on 19th July 2021.

Resolved: To approve the minutes of the meeting held on 19th July 2021.

NC147 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Members received the Terms of Reference which related to this committee.

Members received this report for information.

NC148 GRENDALL LANE - UPDATE

Mr Darryl Kelly, CDS, was in attendance at the meeting to present his findings to members and to respond to any queries made.

Members received data evidencing the interim results of the 12-month groundwater monitoring and a report from CDS explaining the data and its implications.

Members were advised of different options available to enable the land to be used as a cemetery in response to the results of the groundwater monitoring:

- De-watering
- Land raising
- Retaining walls over the site
- Alternative land

Members were advised de-watering, the artificial lowering of the water table, could prove costly and would remain subject to planning approval, without any guarantee of permission being granted. Consent would be needed to discharge the water away from the site, several levels of water treatments would be necessary to remove the water from the site due to the water being deemed as contaminated. A Permit would be required for each of the water treatments. The potential cost of this process could be £1 – 1.5m.

Members were advised that land raising would need to use soil that was guaranteed to be clean and contamination free in line with CL:AIRE protocols. Members were advised that soil could be obtained via several avenues, the most cost effective of which would be from developers needing to remove soil from their construction site. It was also suggested that the CL:AIRE website had donor sites which offered soil, otherwise clean soil would need to be bought in. Members were advised CL:AIRE clean soil could be moved without a permit. It was suggested that this option would also cost around £1m to deliver and may be less favourable in planning terms.

Members were advised that using retaining walls would limit the use of parts of the land as the site could not be used in its entirety. The land would be cut in and benched forming burial space, this would need further topographical assessment and structural design at a cost of around £4,225 in addition to Environmental Agency fees.

Members were advised that archives could be searched for parcels of land which could be acquired, however, the cost of purchasing such land could prove cost prohibitive as development in the area was extensive, thus, the value expectation of the landowner would be at a premium, in line with developers affordability.

An alternative motion was proposed by: Cllr Slough seconded by: Cllr Carroll to read:

In the absence of alternative land availability, progress with the topographical survey and structural design work. Once completed, present the findings to Central Bedfordshire Council and the Environmental agency for their feedback.

Members in favour: 2

Members against: 2

Abstentions: 1

The casting vote was against the motion, accordingly the motion was not carried.

The officer recommendation was proposed by: Cllr Carroll seconded by: Cllr Jones

A recorded vote was requested:

Members in favour: Cllrs: J Carroll, D Jones, Y Farrell, S Thorne.

Members against: Cllrs: A Slough

Accordingly, the officer recommendations were carried.

- Resolved:**
- 1. To recognise the significant works that are likely to be required to enable Grendall Lane to be brought into use as a cemetery and to determine at this time that these works are financially inhibitive for the Council and as such further investigations into this site will cease;**
 - 2. To notify Central Bedfordshire Council, as landowner, of this position;**
 - 3. To continue to search for alternative sites and to present any options to CDS for a preliminary assessment to enable initial consideration by the council.**

Cllr Carroll informed members of the New Cemetery Sub-Committee that he resigned from this sub-committee with immediate effect.

The Chairman closed the meeting at 7.03pm

Dated this day of

Chairman



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Bank Chambers
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NE1 1DF

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Peel Street
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Bedfordshire
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Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 16 September 2022

Dear Mrs Evans

Completion of the audit for the year ended 31 March 2022

We have completed our audit for the year ended 31 March 2022 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2021*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

Mazars LLP

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861. VAT number: GB 839 8356 73

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Minor scope for improvement in 2022/23

No minor issues identified.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Cameron Waddell

Partner

For and on behalf of Mazars LLP

Annual Governance and Accountability Return 2021/22 Form 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 Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 2022**.
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 2022**. 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 2022
 - 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 2021/22

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 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- 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 2022.
- 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

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 been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 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 2021/22

Houghton Regis Town Council

<https://www.houghtonregis.org.uk/> ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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 to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic 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 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .		✓	
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

24/05/2021

DD/MM/YYYY

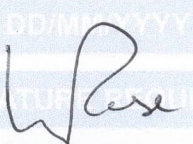
DD/MM/YYYY

Name of person who carried out the internal audit

Mr Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED



Date

13/06/2022

*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).

**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 2021/22

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 2022, 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:

20-06-2022

and recorded as minute reference:

M12088 REFERENCE

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

Chairman

J. Farrell SIGNATURE REQUIRED

Clerk

[Signature] SIGNATURE REQUIRED

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

Section 2 – Accounting Statements 2021/22 for

Houghton Regis Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	588,594	651,812	<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	904,518	969,231	<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	108,584	228,169	<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	-470,267	-528,469	<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	-24,069	-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	-455,548	-550,395	<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	651,812	746,279	<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	668,873	755,015	<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	3,734,865	3,862,735	<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	231,596	217,208	<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	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2022 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

10/06/2022

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

20-06-2022

as recorded in minute reference:

M12089 REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

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 2022; 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 2021/22

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:

It came to our attention that the Council had not met the requirements of the Accounts and Audit (England) Regulations 2015 in publishing the 2020/21 AGAR exactly one day before the period of 30 working days to inspect the accounts. This was reported by the internal auditor. The Council correctly answered no to the relevant assertion in the 2021/22 Annual Governance Statement and has complied with the regulations in 2022.

3 External auditor certificate 2021/22

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 2022.

*We do not certify completion because:

Not applicable.

External Auditor Name

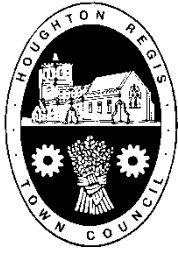
Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature

Mazars LLP

Date

16 September 2022



Date: 3rd October 2022

Title: CLIMATE CHANGE

Purpose of the Report: To enable members to consider steps to help to address climate change.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To consider declaring a climate emergency.

2. BACKGROUND

A request for the council to consider declaring a climate change emergency was made at the Annual Town's Meeting in April. This was considered at the Town Council meeting in June where the following was Resolved:

- 1. To take suitable steps to ensure the current work of the council follows a sustainable ethos. This could cover facilities and services, purchases, and working practices;*
- 2. To engage with the community to seek to assess the level of community support to set up a Green Task Force whose remit would include investigating the funding sources available to assist in the development and delivery of a Green Action Plan;*
- 3. To report back to Town Council on 3rd October on community and youth engagement, staff and financial resources as necessary, and the committee functions and terms of reference necessary to support a green taskforce and to consider declaring a climate emergency at that time.*

3. ISSUES FOR CONSIDERATION

Since the June meeting the following has taken place:

Resolution 1:

Staff have been advised of the preliminary consideration given to this issue and have been asked to factor sustainability into their working practices. Some specific details

have been circulated to members. A section has been added to agenda reports specifically enabling consideration of the impact on the climate of the decision being made.

Resolution 2:

Social media posts and a website article have been created and shared. This has provided feedback from 4 residents who are interested in getting involved. They have provided some preliminary ideas and thoughts. In addition 4 members of the youth council have also expressed an interest in being involved. A draft remit for a Green task Force is attached at Appendix A.

Resolution 3:

This is a broad scoping project and to achieve meaningful results additional staff resource is required. The Personnel Committee have, and the Corporate Services Committee will, consider how this can be achieved. Support will be required through the budget setting process. It is estimated that the cost of the staff resource to support this project would be in the region of £15,000 - £20,000 depending on the hours allocated and the pay scale the post would require.

It is felt that the level of community support shown is encouraging and should a group be established it is hoped that it will gain momentum and attract further interested parties.

In addition, contact has been made with Central Bedfordshire Council, Dunstable Town Council and Leighton Linlade Town Council to collaboratively discuss matters surrounding the climate emergency. A joint meeting is scheduled for early October. Part of the discussion will include the opportunity to undertake an exercise to a carbon footprint baseline.

Until the staff resource is available to successfully deliver on this work it is suggested that the council continue to work within current staff and financial resources to deliver on reducing the carbon footprint of the council. In addition, communications can be made out to residents to encourage them to make lifestyle choices to reduce their personal carbon footprint. Contact will be made with those who have expressed an interest in this project to update them on progress.

4. COUNCIL VISION

Aspirations

- A1 To develop and enhance **partnerships** between HRTC, stakeholders, partners, community groups and residents
- A5 To ensure the **council** is fit for purpose and efficient in its delivery of services

Objective 1: Grow your own

- 1.1 To support HHP kitchen garden
- 1.2 To support appropriate management of the Woodside Link Community Orchard
- 1.3 Establish allotments within new housing developments
- 1.4 Encourage healthy eating and food awareness
- 1.5 To increase edible planting

For guidance on climate change:

National Association of Local Councils (NALC): [Climate change \(nalc.gov.uk\)](https://www.nalc.gov.uk)

Central Bedfordshire Council: [Climate change - tackling it and our strategy | Central Bedfordshire Council](#)

1.6 Enhance biodiversity and support wildlife

Objective 2: A Greener Cleaner Houghton Regis

2.1 To reduce the use of paper by the council

2.2 To increase recycling by the council

2.3 To encourage sustainable transport including use of public transport, walking and cycling

2.4 To provide outdoor fitness equipment in parks and open spaces

Objective 4: Our community

4.1 To create or enhance community facilities which support community development and cohesion

4.4 To help to protect and preserve historic gems

4.5 To provide high quality green spaces for leisure and recreation, healthier living, urban attractiveness, improved air quality

5. IMPLICATIONS

Corporate Implications

- Policy implications – should an Action Plan be developed this would need to be embedded in Council policy & practices. It would place a requirement on the Council from May 2023
- Staff implications – there is no staff resource available within the current staff team to develop this initiative. The council would need to provide the staff resource necessary
- Training implications for staff and cllrs (Ext Auditors report 2018/19) – officers and staff would benefit from relevant and specific training

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- There are no financial implications arising from the recommendations

Risk Implications

- Capacity – there is no staff capacity to take this forward beyond the recommendations provided
- Reducing the carbon footprint is a national drive there is a reputational risk should the council not support this

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.

For guidance on climate change:

National Association of Local Councils (NALC): [Climate change \(nalc.gov.uk\)](https://www.nalc.gov.uk)

Central Bedfordshire Council: [Climate change - tackling it and our strategy | Central Bedfordshire Council](#)

Climate Change Implications

- Although there are no direct climate change implications arising from this report, work on reducing the carbon footprint is supportive

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

It is right that the council should take all possible steps to reduce its own carbon impact and also support the local community in taking what steps they can as well. However, there are concerns over staff capacity to deliver on this work and this must be addressed should members decide to proceed. There are also concerns over committing the new Council in May 2023 to a significant piece of work and of placing additional financial burden on the council and its community. It may transpire that external funding becomes available to support such work and this would be very welcomed.

7. APPENDICES

Appendix A Committee Functions & Terms of Reference - Green Taskforce

For guidance on climate change:

National Association of Local Councils (NALC): [Climate change \(nalc.gov.uk\)](https://www.nalc.gov.uk)

Central Bedfordshire Council: [Climate change - tackling it and our strategy | Central Bedfordshire Council](#)

Committee Functions & Terms of Reference

Steering Group (reporting to TBC)

HOUGHTON REGIS TOWN COUNCIL GREEN TASKFORCE STEERING GROUP TERMS OF REFERENCE	
1.	Background
	<p>Houghton Regis Town Council has resolved to establish a Green Taskforce to work with the council, local organisations and businesses and local residents to implement measures to reduce the carbon footprint of Houghton Regis.</p> <p>The Town Council recognises that the work of the taskforce must be driven by the community.</p> <p>A Green Taskforce Steering Group will lead the project.</p>
2.	Name
	<p>The name of the group will be Houghton Regis Green Taskforce Steering Group (HRGTSG).</p>
3.	Purpose
	<p>The main purpose of the Group is to develop an action plan to assist and encourage the council, local organisations and businesses and local residents to implement measures to reduce the carbon footprint of Houghton Regis.</p> <p>The Group will:</p> <ul style="list-style-type: none"> • Establish baseline data for the carbon footprint of Houghton Regis • Engage stakeholders to develop an Action Plan that is representative of the ambitions of Houghton Regis and which has meaningful outcomes • Ensure the Plan is supported by effective on-going communication and consultation • Identify sources of funding for all aspects including, but not limited to, establishing baseline data, developing a Plan, community engagement, and outcome delivery • Develop a local resilience policy to mitigate the impact of climate change • Develop and promote green transport plans, including safe routes to school • Encourage and promote measures for building energy-efficiency • Encourage and promote green energy sources and environmentally friendly products • Engage in consultations to ensure the green agenda is incorporated into policy and land use planning • Encourage the reduction of waste • Protect and enhance open spaces • Report back regularly to the Town Council on progress, significant issues and budgetary implications. • Present recommendations for the implementation of The Plan.

4.	Membership and Conduct
	<ul style="list-style-type: none"> • The HRGTSG will be formed from current Town Councillors, Houghton Regis CBC Councillors, local organisations and businesses and local residents. The Group will be comprised of up to XX members, the composition of which to be XX Town Councillors, (appointed by the full Town Council), plus XX other representatives. • An officer of the Town Council, will be present in an <i>ex-officio</i>, non-voting capacity at all meetings. • The Group will only be quorate when 50% of its members are present. • The HRGTSG may co-opt additional support to carry out specific tasks for as short or long a period as necessary. • All members of the HRGTSG must abide by the Code of Conduct of Houghton Regis Town Council. • A person will cease to be a member of the HRGTSG upon notification to the Chairman in writing of their wish to resign.
5.	Meetings
	<ul style="list-style-type: none"> • The HRGTSG will elect a Chairman, Vice-Chair, Secretary and Treasurer from its membership. If these positions should become vacant, the Group will elect an alternative. • In the absence of the Chairman and Vice-Chairman, the HRGTSG will elect a Chairman from its members present at the meeting, for that meeting. • The HRGTSG will arrange its own meeting schedule and will meet as required. • At least 7 days clear notice of meetings will be sent to members via email. • The Secretary will keep a record of meetings and circulate the Minutes to HRGTSG members and the Town Council no more than 14 days after each meeting. • Decisions made by HRGTSG will be by consensus at Group meetings. Where a vote is required, each member will have one vote. A simple majority vote will be required to support any motion. The Chairman will have one casting vote.
6.	Working Groups
	<ul style="list-style-type: none"> • HRGTSG may establish working groups for dealing with specific issues, made up of Members of the Steering Group and volunteers from the community, to aid them in any related work. • Each working group will have a lead person from the HRGTSG.
7.	Affiliations, Interests and Contributions.
	<ul style="list-style-type: none"> • The HRGTSG will not itself be affiliated to any particular political party. It is recognised that Councillors and community members may have such affiliations, which will be declared where relevant. • The Localism Act and Houghton Regis Town Council's Code of Conduct will apply to all members of the HRGTSG. All members of the HRGTSG must declare any pecuniary interest that may be perceived as being relevant to a decision of the HRGTSG. This may include membership of an organisation, ownership of land or a

	<p>business, or any other matter that may be considered to be relevant. Such declarations must be recorded and publicly available.</p> <ul style="list-style-type: none"> • Having declared an interest, that member will not take part in a discussion or vote on the related issue. In event of disagreement, the Chairman’s decision will be binding
8.	Finance
	<ul style="list-style-type: none"> • Funding, including grants, will be applied for and held by the Town Council, who will ring-fence the funds for the Green Taskforce Action Plan development work. • HRGTSG will notify the Town Council of any planned expenditure before it is incurred
9	Changes to the Terms of Reference
	<ul style="list-style-type: none"> • This document may be amended with the support of at least two-thirds of the current membership at a HRGTSG meeting and with the approval of the Town Council.
10	Dissolution of the HRGTSG
	<ul style="list-style-type: none"> • The HRGTSG will continue to operate until XXXX • Upon dissolution of the HRGTSG, any remaining resources will be passed to the Town Council.

DRAFT

