



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr M.S. Kennedy**

Tel: 01582 708540

Town Clerk: **Clare Evans**

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15<sup>th</sup> July 2019

**To: Members of the Town Partnership Committee**

**Cllrs: Central Beds: Y Farrell, S Goodchild, P Hamill, A Ryan**

**HRTC: D Abbott, D Jones, K Wattingham and T Welch.**

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

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

## Notice of Meeting

You are hereby summoned to a Meeting of the **Houghton Regis Town Partnership Committee** to be held at the Council Offices, Peel Street on **Tuesday 23<sup>rd</sup> July 2019 at 7.00pm.**

**Clare Evans**  
Town Clerk

**THIS MEETING MAY BE  
RECORDED \***

## AGENDA

### 1. ELECTION OF CHAIR

Members are invited to put forward nominations for Chair of the Houghton Regis Town Partnership Committee.

In accordance with the approved Committee Functions & Terms of Reference this position should be filled by a Central Bedfordshire Councillor.

### 2. ELECTION OF VICE CHAIR

Members are invited to put forward nominations for Vice Chair of the Houghton Regis Town Partnership Committee.

*\*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.*

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In accordance with the approved Committee Functions & Terms of Reference this position should be filled by a Houghton Regis Town Councillor.

### 3. APOLOGIES AND SUBSTITUTIONS

### 4. 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.

### 5. 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.

### 6. MINUTES

*Pages 5 - 8*

To approve the Minutes of the meeting held on 30<sup>th</sup> April 2019.

**Recommendation:** To approve the Minutes of the meeting held on 30<sup>th</sup> April 2019.

### 7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

*Pages 9 - 10*

Members will find attached the approved Committee Functions and Terms of Reference for this committee. Members are advised that work has been progressing during 2018/19 to revise Terms of Reference for the Partnership committees across Central Bedfordshire. This Partnership Committee approved the revised Terms of Reference on 30<sup>th</sup> April 2019. However, the revised Terms of Reference are due to go to the CBC General Purposes Committee in August and then the CBC Full Council in September before they are fully approved.

Members are requested to note that it is intended that there will be new branding launched in parallel.

**Recommendation:** To note the information.

### 8. HOUGHTON REGIS ESTATE REGENERATION

An update will be provided by the Ms Alice Arden-Barnatt, Estates Regeneration Programme Manager.

#### **9. ALL SAINTS VIEW**

Tony Keaveney, Assistant Director Housing, Social Care Health & Housing, will attend the meeting to provide an update on All Saints View.

#### **10. HEALTH CARE HUB**

Patricia Coker, Head of Partnerships and Performance, will attend the meeting to provide an update on the Health Care Hub.

#### **11. REPORTS FROM MEMBERS OF THE TOWN PARTNERSHIP COMMITTEE**

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

#### **12. PARTNERSHIP COMMITTEE WORKPLAN**

Members are invited to consider the Partnership Committee workplan for 2019/20.

Carried forward from 2018/19 will be reports on:

- CBC Update report comprising updates from service departments including Houghton Regis Library, Houghton Hall Park, All Saints View
- Joint Committee review
- HRN 2 Community Building
- Estate Regeneration
- Work Plan review

In addition, the Committee have been asked to consider adding to this work plan the following:

1. Ownership and management of Tithe Farm Rd car park and the possibility of introducing parking controls i.e. free for 3 hours (CBC member request)
2. Policing levels in Houghton Regis, specifically consideration of call charges to the 101 number and the 01582 471212 number which may be free under some phone tariffs, police call answering times (CBC member request)
3. Off road bikes and the possibility of a dedicated reporting phone number (CBC member request)
4. Management and maintenance of the Chalk Pit (resident request via HRTC)
5. CCTV within recreational areas to act as a deterrent to anti-social behaviour (CBC member request)
6. Leisure and sports facilities including future football provision (officer suggestion and request from resident)

#### **13. CBC UPDATE REPORT**



**Houghton Regis Town Partnership Meeting  
30<sup>th</sup> April 2019 at 7pm**

Present: Central J Kane Chairman  
Bedfordshire Ms A Ryan  
Councillors:  
  
Houghton Regis D Dixon-Wilkinson  
Town Councillors: K Wattingham  
  
HRTC Officers: Clare Evans Town Clerk  
Louise Senior Head of Democratic Services  
CBC Officers: Mrs S Hughes Community Engagement  
Manager  
  
Public: 0  
  
CBC Councillors: A Swain  
Mrs S Goodchild  
  
Apologies: 0  
  
Absent: Councillors: Mrs T McMahon  
Ms L Ellaway

**807 APOLOGIES AND SUBSTITUTIONS**

No apologies were received.

**808 QUESTIONS FROM THE PUBLIC**

None.

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

None.

**810 MINUTES**

To approve the Minutes of the meeting held on 29<sup>th</sup> January 2019.

Matters arising: an update was requested regarding the planning application CB/18/04641/REG3 under question from the last meeting, members were advised that there was no update to date.

**Resolved: To approve the Minutes of the meeting held on 29<sup>th</sup> January 2019 and for these to be signed by the Chairman.**

**811 REPORTS FROM MEMBERS OF THE TOWN PARTNERSHIP COMMITTEE**

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

Councillor Goodchild updated members on the Corporate Parenting Panel: a report had been considered to understand the population of looked after children in Bedfordshire, public can attend and participate. Also considered was a report from the Adoption Agency, specifically regarding the work around personal advisors.

Members were advised that the meeting of Social Care and Housing was held on 18<sup>th</sup> March, which looked at how the social care system considered the winter months. At this meeting, it had been discussed how people waiting for housing would wait for a longer period to gain a home in Houghton Regis rather than Dunstable, and it was encouraging that older people were choosing to live in Houghton Regis.

Councillor Ryan advised members that to date there were no updates on Child Services.

Central Bedfordshire Council had completed work on domestic violence and the numbers had shown a positive impact. 1:4 women would experience domestic violence and Central Bedfordshire Council were working together with police and schools.

Councillor Kane updated members on the MAG meeting, HRN1 and HRN2 development had broken ground, expectation was that there would be a building on each plot by the end of the year, Linden homes were expecting occupation by September 2019. Members discussed that now buildings were being built, s106 monies could be utilised.

Disappointment was expressed that the boundary had not changed to incorporate Chalton Parish.

Councillor Kane requested transparency regarding s106 money to ensure that it was not moved around or gets reallocated to a different council. Members agreed that they were looking forward to seeing the essential infrastructure and were looking to revitalize the Recreation Centre with all parties working together.

## **812 PARTNERSHIP COMMITTEE WORKPLAN**

Members were invited to consider the Partnership Committee workplan.

Members were encouraged to have a forward plan. Concerns were raised regarding doctor provision in Houghton Regis. Clinical Commissioning Groups (part of the NHS) were focusing on medical centres, however, Dunstable and Biggleswade were scheduled before Houghton Regis which indicated that it would be several years before Houghton Regis Medical Centre would be in operation.

It was requested that an update be provided on an interim plan for Houghton Regis in lieu of the Health Hub.

Members were advised that HRN1 had plans in place to provide two medical facilities, and if agreed with NHS, this would be included in 1<sup>st</sup> phase in HRN1.

It was requested that school places be included on future workplans. Members were advised that some residents had requested that the building of schools be brought forward, however, s106 money was not available with the number of houses built. It was suggested that some of the s106 money be spent on the older school buildings as these were looking tired and were in need of repair.

It was requested that parking strategy also be included on future workplans as there had been no change in Town Centre parking.

Members agreed that the order of items on the workplan would be as follows:

1. Health
2. Schools
3. Parking

Members were advised that there was provision in the Terms of Reference to arrange special meetings.

Members requested that estate regeneration be included in the workplan and discussed at each meeting, with details of how the 'new Houghton Regis' would integrate with the 'old Houghton Regis'.

### **813 CBC UPDATE REPORT**

Members received the CBC update report.

Members received an update on the parking at Houghton Hall Park, it had been agreed that Moore Crescent Car Park would be open at larger events for a trial period, marshalled by the event organiser.

Members were advised:

- The Recreation Centre was to refurbish their spinning area and the squash courts.
- Library was to visit schools to promote their services
- The streetlights by the Chequers had been repaired
- The bus shelters had been cleaned
- Café Connect were aiming to commission more sessions as they had received funding until July.

It was requested that the Community Engagement Manager investigate whether the replacement lamps were to be LED's. (light emitting diodes) as these were more cost effective to run.

It was requested that cheering volunteering be mentioned to new members, and tickets for the event being held at the Grove on 4<sup>th</sup> June could be purchased directly from the Grove Theatre.

### **814 JOINT COMMITTEES TERMS OF REFERENCE**

Members received a report on the joint Committee Terms of Reference for consideration.

Members were advised that this was the final draft of the Terms of Reference and no further amendments would be made, it was requested that this committee formally recommend to Town Council that this be adopted.

Members reminded the Community Engagement Manager that at the last meeting it was requested that it stated within the Terms of Reference that the Chair and Vice-Chair would alternate between Houghton Regis Town Council and Central Bedfordshire Council year on year, however this had not been included in the Terms of Reference.

It was agreed that during the first meeting members would agree that Chair and Vice-Chair would alternate between Houghton Regis Town Council and Central Bedfordshire Council year on year and would be included in the minutes.

Members agreed this in principle.

**Resolved: To note the report.**

Councillor Goodchild wished to thank members for the 4 years she had been a member of this Partnership Committee, thanked staff and wished everyone best wishes going forward.

**The Chairman declared the meeting closed at 8.25pm.**

**Dated this day 23<sup>rd</sup> July 2019.**

**Chairman**



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## Houghton Regis Town Partnership Committee

### Terms of reference:

#### 1. Purpose

- 1.1 To serve as a partnership committee that sets the broad direction for all those involved in initiatives impacting on the town (e.g. the town centre's customers, employees, residents, visitors, traders, property owners, service providers and developers), and to co-ordinate their activities so as to realise our aspirations for the town and the town centre.
- 1.2 To inform and advise the relevant committees of the local authorities on all aspects of their responsibilities for the town centre and its environs.

#### 2. Objectives

- 2.1 Work towards improving the economic, social, environmental and cultural vitality of Houghton Regis.
- 2.2 Encourage appropriate town centre and town development, for approval by the Town Council and Central Bedfordshire Council (CBC).
- 2.3 Recognise and deliver the context of the Local Development Framework and related planning processes including:
  - informing and advising the relevant committees of the local authorities on all aspects of their responsibilities for the town centre and its environs;
  - consulting, co-ordinating and communicating the infrastructure needs of Houghton Regis to the relevant local authorities; and
  - working in partnership with relevant bodies to achieve the delivery of new infrastructure.
- 2.4 Co-ordinate the activities of the various town centre service providers and those responsible for meeting the needs of the town centre including:
  - identifying appropriate funding opportunities for the furtherance of town initiatives; and
  - undertaking and co-ordinating marketing and promotional work for the town centre.
- 2.5 Establish task and finish groups to progress/deliver specific proposals in town development strategies where applicable.
- 2.6 Encourage the regeneration of deprived areas of Houghton Regis through effective neighbourhood improvement strategies.

#### 3. Membership

- 3.1 The core membership to comprise:
  - 4 Central Bedfordshire Council appointed Councillors; and
  - 4 Houghton Regis Town Council appointed Councillors.
- 3.2 Representatives of the local community, local interest groups etc will be invited to attend its meetings as non-voting members where applicable.
- 3.3 CBC Councillors should be from wards within Houghton Regis.
- 3.4 All Councillors should have the interests of the town as a priority, not their own wards.

#### **4. Chairman**

- 4.1 The Chairman (CBC Councillor) and Vice-Chairman (HRTC Councillor) shall be elected from and by the partnership committee's core membership.
- 4.2 The elected Chairman and Vice-Chairman will hold the post for a period of one year, after which they can stand for re-election

#### **5. Secretariat**

- 5.1 Houghton Regis Town Council administers the Partnership committee, which is governed by the Town Council's Standing Orders. A copy of the Standing Orders can be viewed at Houghton Regis Town Council (HRTC) offices at Council Offices, Peel Street, Houghton Regis, Beds. LU5 5EY Tel: 01582 708540. They are also available online at <http://www.houghtonregis.org.uk/infopage.asp?infoid=1182>

#### **6. Decision-making arrangements**

- 6.1 The partnership committee will make decisions at its meetings. Decisions will be made by consensus whenever possible. However, if no consensus can be reached, a majority vote, based on one vote per core member, will carry the decision, with the Chair having the casting vote if the vote is equal.
- 6.2 The partnership committee will delegate operational decision-making to smaller working groups as necessary and appropriate.

#### **7. Frequency of meetings**

- 7.1 The partnership committee will meet a minimum of four times a year.

#### **8. Quorum**

- 8.1 In order for the partnership committee to operate, a quorum of 50% of the membership of the committee must be present (4).