



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr J Carroll**
Town Clerk: **Clare Evans**

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17th April 2024

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 Wednesday 24th April 2024 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 4 - 11

To approve the minutes of the meeting held on 18th March 2024

Recommendation: To approve the Minutes of the meeting held on 18th March 2024

5. MOTION RE RED HOUSE

Pages 12 - 18

Following Motion has been received from Cllr Burgess:

This Council notes and shares the widespread public disappointment that Central Bedfordshire Council is neglecting The Red House. Further to the very positive viewing of the Red House organised by the Houghton Regis Heritage Society on Thursday, 4th April '24, with many invited Councillors from Central Bedfordshire and Houghton Regis Town Councils attending. Therefore, I request a recorded vote of Houghton Regis Town Council to agree or disagree on the following points:

1. That Houghton Regis Town Council fully supports the attached Houghton Regis Heritage Society Proposal for The Red House.
2. The Houghton Regis Town Council agrees to work in partnership with the Houghton Regis Heritage Society to secure the Red House for genuine public use.
3. That Houghton Regis Town Council agrees in principle to buy, rent or lease The Red House from Central Bedfordshire Council.
4. That the Houghton Regis Town Council calls on the Town Clerk, as the proper officer, to provide a written update to all Houghton Regis Town Council members, as soon as practically possible, on the progress on our request that the council consider transferring some Houghton Regis-based community assets to the council. We would like to understand what discussions have taken place and with whom on which assets.
5. Houghton Regis Town Council agrees to create a new subcommittee to work with Central Bedfordshire Council to devolve services and assets from Central Bedfordshire Council. We ask that this subcommittee report directly to Houghton Regis Town Council as a standing item at each council meeting.

Members are invited to consider the above Motion.

6. UKSPF DRAFT GRANT FUNDING DEED

Pages 19 - 47

Members will find attached the draft UKSPF Grant Funding Deed for review and consideration.

As background the UKSPF proposal from HRTC has been agreed by CBC, and is attached for reference. The grant funding deed is the formal mechanism for the funding to be transferred.

- Recommendation:**
- 1. To delegate authority to the Head of Environmental & Community Services to finalise the detail of the UKSPF Grant Funding Deed with CBC;**
 - 2. To delegate authority to the Mayor to sign the finalised UKSPF Grant Funding Deed in due course.**

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HOUGHTON REGIS TOWN COUNCIL

Minutes of the Town Council meeting held on 18th March 2024 at 7.00pm

Present:	Councillors:	J Carroll P Burgess E Cooper E Costello Y Farrell M Herber D Jones T McMahon C Rollins A Slough C Slough	Town Mayor
	Officers:	Clare Evans Ian Haynes Amanda Samuels	Town Clerk Head of Environmental & Community Services Administration Officer
Apologies:	Councillors:	W Henderson E Billington	

12748 APOLOGIES

Apologies were received from Cllr Billington and Cllr Henderson

12749 QUESTIONS FROM THE PUBLIC

It was highlighted to Members that there was concern regarding the lack of indoor sports hall access in Houghton Regis. This was a separate issue from the provision of leisure centre facilities.

Even with the proposed use of Houghton School, a shortfall would remain when compared with the recommendations of the CBC leisure strategy, which set out to provide 'equal or better' replacement provision within a reasonable distance of the original site. The report findings documented the provision of a replacement facility 'to the size of 6 badminton courts' and it was felt there was a disparity between what was being offered and what CBC recommendations suggested.

Long term there was the possibility of a sports hall addition to the leisure centre; however, Members were questioned whether, in the short-term, it would be possible to use the existing facility.

Cllr A Slough declared a conflict of interest, being a committee member for the Houghton Regis Badminton Club.

The community currently had approximately 102 operative hours per week access to an indoor sports hall, but this would be significantly reduced since admission to Houstone was unlikely to be granted before 5.30pm. Houstone School would also be subject to block bookings for educational purposes, which would further inhibit access, as would the available space of only 4 badminton courts.

Members were informed of the success stories of former users of the sports hall, which had provided a wide variety of sports activities. Clubs were moving to Dunstable due to the lack of provision within Houghton Regis.

The Town Clerk was requested to gather information on how many days exams were likely to be set up in the sports hall in an academic year, based on when the school was full.

Members felt that the Head of Environmental and Community Services should include this item on the Community Services, and the Environment and Leisure agendas and bring it to the attention of the Town Partnership Committee.

12750 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12751 MINUTES

To approve the minutes of the meeting held on 22nd January 2024. Minor amendments were requested and agreed.

The following amendments were requested and made to the minutes:

Under Minute 12671 2024/25 Budget and Precept

- the text 'the balance on the earmarked reserves showed £244,000 was amended to read 'The earmarked reserves for the pavilion renovation showed £244,000 transferred out.
- Cllr Jones requested that the text 'the draft budget be agreed' was amended to read 'the amended draft budget be agreed'

The amendments were proposed by Cllr C Slough

Seconded by Cllr Costello

Members voted unanimously in favour of the amendments

Resolved: To approve the minutes as amended of the meeting held on 22nd January 2024 and for these to be signed by the Chairman.

12752 COMMITTEE AND SUB-COMMITTEE MINUTES

Members received the minutes of the following committees and considered any recommendations contained therein

Corporate Services Committee	4 th December 2023 <ul style="list-style-type: none"> Minute number 12628 adoption of the Town Councils Staff Expenses Policy. Minute number 12629 Town Councils Domain Name change Minute number 12632 adoption of the Town Councils Sickness Absence Policy.
Community Services Committee	7 th November (grants) and 13 th November 2023
Environment & Leisure Committee	18 th September 2023
Planning Committee	27 th November and 18 th December 2023. 8 th January and 29 th January 2024
Town Partnership Committee	14 th November 2023

Environment & Leisure Committee draft Minutes from 5th February 2024

Members were also presented with the draft Minutes from the Environment & Leisure Committee meeting held on 5th February 2024. Members were referred to Minute 12695 regarding the purchase of land off Cemetery Road and requested to support the resolution. Funding for the purchase would come from General Reserves. The associated legal fees were estimated to be up to £1000, funded through 190-4059.

It was suggested that the use of general reserves for the purchase of the land should form part of the resolution prior to the Town Council meeting. It was proposed that an additional bullet point to this effect be included.

Proposed by Cllr C Slough
 Seconded by Cllr Jones
 Members voted unanimously in favour of this inclusion

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

- Minute number 12628 adoption of the Town Councils Staff Expenses Policy.
- Minute number 12629 Town Councils Domain Name change
- Minute number 12632 adoption of the Town Councils Sickness Absence Policy
- Minute number 12695 Purchase of land off Cemetery Road
- Funding for the purchase of land off Cemetery Road would come from General Reserves

12753 TOWN MAYOR ANNOUNCEMENTS

A verbal update was provided.

The Mayor had attended 29 events covering a broad range from the Holocaust Memorial Day to the Dunstable Food Bank.

The Deputy Mayor had attended: Keech Hospice; Houstone School; the Mayor of Kempston's charity quiz; the National Moment of Remembrance; the Mayor of Dunstable's Civic Service; the Singing Café; The Mayor of Kempston's Charity Bingo Evening and the Mayor of Biggleswade's Civic Service

12754 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

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

Cllr Farrell informed Members that the Memorial Hall was experiencing plumbing problems, which were being investigated. There had also been a competitive quote for an updated kitchen. Cllr Farrell had also attended Beds RCC for the 70th Anniversary and the launch of the Strategic Plan.

Cllr Slough informed Members that Windsor Drive had been nominated for a Pride of Houghton Award. A litter pick had recently been carried out and the CPRE March had taken place. The AGM would be held on 3rd April. The Neighbourhood Plan was offering additional protection to Windsor Drive and would be going to Poll soon.

Cllr McMahon gave an update on staffing at Houghton Hall. There were upcoming bookings from the NHS and Costa for the Lime Room. Houghton Hall was hoping to acquire funding for decorating, and the new play equipment would be arriving soon. The café had offered to help with events free of charge.

Cllr Jones had attended a meeting of the Houghton Regis North stakeholder group. A presentation had been given by Linmere, referencing the inability to progress as quickly as hoped. There had been an update on Bidwell West from CBC, who were questioned about the lack of provision of a primary school and community facility. There had also been questions regarding the impact of these developments on the Bedford Road.

12755 COMMITTEE WORKPLANS

At the December meeting of Town Council members approved the HRTC Corporate Strategy for 2024-2028. The plan included 4 Pillars under which were a number of Objectives along with some suggestions as to how these might be achieved. Members were invited to consider allocating the objectives to one of the council's standing committees for further consideration. The Objectives would be presented as Committee Workplans to the respective committee for more detailed consideration of delivery mechanisms and subsequent monitoring.

Resolved: To approve the Committee work plans

12756 STRATEGIC POLICIES 2024/25

To provide information to members to enable a review of the Town Councils strategic policies prior to them being presented at the Town Council meeting to be held on 15th May 2024.

Members felt unable to accept the proposed changes to the Personnel Sub-committee whereby it would contain a representative from each standing committee since Members of the Independent Group would be excluded. This would also apply to the Town Partnership Committee and these items should, therefore, be removed.

It had been suggested that the Events Working Group be disbanded with the Community Services Committee taking on the strategic direction. This would also give members of the public the opportunity to attend meetings where events were discussed – something which was not currently possible. Members felt that the Events Working Group should not be disbanded as events formed a substantial part of the budget. Members were keen for alternatives to be explored and suggested that meetings could be held less frequently. It was questioned whether Community Services would have the capacity to include Events on the agenda and that making Events a sub-committee would allow members of the public to attend. It was suggested that further consideration be given to the proposal following this feedback.

It was highlighted that the Scheme of Delegation needed further amendments:

- Head of Grounds position no longer exists and should be Head of Environmental & Community Services
- Word ‘of’ used rather than ‘or’ in some places

These changes would be made to the Scheme of Delegation and a draft circulated prior to May.

Going over the recommendation, Members agreed that:

- Changes should not be made to the membership of Personnel and Town Partnership Committees
- Options regarding the Events Working Group needed further consideration
- Wording should state that meetings would be held Monday to Thursday
- Wording should state that Town Council would stand on Monday or Tuesdays
- The Personnel and Proposed New Cemetery Sub-Committees should moved from 6pm to 7pm, since people should not be excluded from committees due to timing

The Membership of the Disciplinary and Grievance Appeals Sub-Committee was discussed. There had been 1 Disciplinary and Grievance Sub-Committee which had caused considerable difficulties and it was felt that available choice should be from the whole council rather than the Corporate Services Committee alone.

The item relating to Committee Functions and Terms of Reference would be delayed and go back for further amendment. This would be shared informally for feedback and then be presented at the AGM without being recommended for approval by the Town Council. The remaining 3 recommendations could be approved.

Resolved: To recommend to the Annual Meeting of Town Council approval of the following:

- **Scheme of Delegation as amended**
- **Standing Orders**
- **Financial Regulations as amended**

12757 COUNCIL CALENDAR 2024/25

Members were provided with a draft calendar of meetings and events for 2024/25.

The presumption was that meetings would take place on Mondays or, if this was not an option, Tuesdays. The following amendments were requested:

- For sub-committees to begin at 7pm
- To schedule Leaders Briefings for days where another committee meeting was being held
- For Leaders Briefings to be held at 11am rather than 3pm
- To avoid two meetings on the same evening and to amend the calendar where the Proposed New Cemetery Sub-Committee was scheduled prior to another meeting
- A Planning Committee meeting to be scheduled for 31st March
- Italics to be checked for consistency
- Combatting Crime Working Group to be shown as a hybrid meeting

It was agreed to make the amendments and distribute a further draft to Members.

It was confirmed that the Events Working Group had been omitted while a decision was made on how to progress with future meetings.

It was agreed to accept the calendar once these amendments had been made.

Proposed by Cllr Jones

Seconded by Cllr A Slough

Members voted unanimously in favour of the proposal

Resolved: To recommend to the Annual Meeting of Town Council approval of the Council Calendar 2024/25 with amendments.

12758 ANNUAL REVIEW OF COUNCIL ASSETS

Members were presented with a list of council assets held on 31st March 2023, as amended by additions and disposals during 2023/24.

At the council meeting in March 2023, it was agreed that a council asset should be defined as a purchase of over £1,000 with a longevity of use of over one year. The review of council assets has been undertaken to apply this definition.

12759 RISK MANAGEMENT STRATEGY AND SCHEDULE

Members were provided with a copy of the Risk Management Strategy and Schedule. Following advice from the Internal Auditor, the Town Councils Risk Management Strategy and Schedule review date had been changed. Whilst this document had been reviewed annually by the Corporate Services committee, it would now be reviewed annually at one of the earlier meetings of Town Council. It was suggested that this be the June meeting. In

order to comply with Internal Arrangements for this year and for next financial year, the document would also be presented at the June Town Council meeting.

Resolved: To approve the HRTC Risk Management Strategy & Schedule.

12760 INSURANCE RENEWAL UPDATE

Members had been advised that the Town Council's insurance provision was due for renewal on 1st June 2024. It had been proposed to present a recommendation directly to Town Council in March; however, timescales meant that insurance quotes had not been obtained. Members were requested to consider delegating the appointment of the Town Council's insurer to the Town Clerk, in conjunction with the Head of Corporate Services, and for the outcome to be reported at the next Corporate Services Committee. Members were advised that this appointment would meet all requirements of the Council's Financial Regulations

Resolved: To authorise the Town Clerk, in conjunction with the Head of Corporate Services, to make the necessary arrangements for the Council's insurance.

12761 TOWNSEND DAY CENTRE CONSULTATION

Members were advised that there was a CBC consultation on the future of the Townsend Day Centre which would run from 8th January 2024 to 1st April 2024. Members comments were invited.

The town council were keen to represent the community and to work with partners to protect and enhance local services and facilities. HRTC had significant concerns over the proposal to relocate services from the Townsend Centre to the new Houghton Regis Community & Leisure Centre. Although the consultation provided some analysis of the options considered for the service and the benefits or otherwise of these options, there was insufficient information on the detail to enable stakeholders and residents to fully appreciate what was being proposed and the impact it would have on the services currently provided from the Townsend Day Centre.

There were concerns that the replacement facilities would not be suitable for the needs of the current users of the Townsend Day Centre. The Day Centre currently offered a safe space in familiar surroundings. The proposed relocation to a public facility with the noise, bustle and changing surroundings would create barriers for participation and engagement. This would be to the detriment of the Townsend Day Centre service users.

It was understood that the plans for the Houghton Regis Community & Leisure Centre included a community room for use by local groups and residents. If it was the intention to use this community room as the replacement space for the Townsend Day Centre, the local community of Houghton Regis had again lost out on accessible community space (the Houghton Regis Day Centre and the Bedford Square Community Centre in particular).

Although refreshments could continue to be provided in the new venue, they would be from a public café. This could cause issues for some service users and residents. Users of the Townsend Centre had complex needs which may not always be compatible with other users.

12762 TITHE FARM SPORTS PROJECT

Members had been made aware of the following four outstanding issues:

UK Power Networks

Section 278

Anglian Water

Car Park Lighting

The issues relating to Anglian Water and car park lighting had been resolved.

UKPN had still not given a date for the terminal to be installed. The local MP had been involved, but it was felt that a formal complaint should not be made.

A Section 278 was required for the entrance change to the Tithe Farm site and the CBC Highways contractor was yet to provide a quotation. This was a planning condition which could potentially cause a completed project to remain vacant until the necessary paperwork was processed.

It was questioned what costs were likely to be incurred as a result of these issues. Members were advised that any UKPN costs could be covered within the contingency. The Section 278 should not incur increased costs; however, HRTC might need to investigate a means of gaining permission to open the facility without discharging all of the planning conditions.

Other issues were raised, including the possibility of reputational damage incurred by a finished project being left vacant. There was also the risk of future income being impacted by these delays.

Members questioned whether Beds FA could apply some pressure. It was also suggested that Houghton Regis Town Council contact CBC councillors to progress the Section 278.

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.

The Chairman declared the meeting closed at 9.10pm

Dated this 24th day of April 2024

Chairman

THE RED HOUSE PROPOSAL

Houghton Regis Heritage Society prepared a proposal for the Red House in April 2016. They felt that the property, the only one of its type in Houghton Regis had the potential to be used by the Society as a base for its Heritage activities together with the idea of use by the community for small meetings.

The proposal was submitted to Central Bedfordshire Council. The key Trustees of the society had at the time several meetings with CBC but no decision was forthcoming. Several years later CBC decided to carry out complete refurbishment of the property using where possible original materials. They had in mind to recover the costs of the project by selling or renting the property out for commercial use. This would have meant that this historic house could not be seen or used by the public.

In 2016 the Society came up with some original ideas for the property, some of these have now been revised as it is now 8 years further on. The society believe that if the property was taken over by the Town Council in partnership with the Heritage Society it could encourage interest in local heritage, become an attraction for visitors to the town and a place where organisations & businesses could hold small meetings at reasonable rates.

As the property overlooks the village green the entranceway to the beautiful Houghton Hall Park it would encourage people to enjoy the full benefit of the Park and its gardens.



A SELECTION OF PICTURES OF THE REFURBISHED ROOMS AT THE RED HOUSE

The Building has many rooms, these could be hired to local groups / businesses. The Heritage Societies ideas shown in this document could be very beneficial to the town.

THE RED HOUSE

HISTORY

Thomas Whitehead lived in a house overlooking the Village Green in Houghton Regis called 'Strangers' the name was changed at a later date to The Red House. He claimed in his Will that he was born there but no baptismal entry can be traced to him.

A relative probably his father had been headmaster at Repton School in Derbyshire, where Thomas became First Usher (Senior Master) from 1642 until he died in 1654. At the age of 43 Thomas became seriously ill. He returned to Houghton Regis, but by the time



he made his Will, he was so weak he could only scratch his mark; however, he was perfectly clear in his mind as to what to do with his family property. 'Strangers' the house which Thomas Whitehead had inherited, faced the village green ; it had various outbuildings and a 1/4 acre of land. He instructed that either it should be converted in to a school house and classroom or be pulled down and the materials used to build a new specially designed school.

In his Will, Thomas Whitehead had stipulated that the school should be made up of 15 boys from poor families in Houghton and 5 boys from poor families in the hamlets (probably Thorn, Calcutt and Sewell).

The house was built in the 17th Century although it might be slightly earlier. Houghton Hall is a short distance away and that too was built in the 17th Century. The Red House is a Grade II listed building overlooking the Village Green the entrance way to Houghton Hall Park and its gardens.

ENGLISH HERITAGE - CURRENT LISTING (2024)

The Red House	Grade II
Houghton Hall	Grade II
Houghton Court	Grade II
Lodge to Houghton Hall	Grade II
Wall & Gate Piers Houghton Hall	Grade II
C17 Range of Buildings	Grade II
21/22/23 East End Houghton Regis	Grade II
The Crown Public House H Regis	Grade II
All Saints Church	Grade I
Dene Hollow	Grade II
Vane Cottage Park Rd North	Grade II
East Hill Farm House	Grade II
Manor Farm House Sewell	Grade II
Bodgers Barn & Barn to Rear Sewell	Grade II
Lane Farm House Sewell	Grade II
Sundial Cottage Sewell	Grade II
Sewell Farm House Sewell	Grade II
The Red Lion Public House Bidwell	Grade II
Springwell Cottage Sewell Lane	Grade II
Barn to North East of Springwell Cottage	Grade II
Oakwell Park Thorn Road	Grade II
Red Cow Farm Cottage	Grade II
Thorn Spring Moated Site	Scheduling
Maiden Bower Hill Fort	Scheduling
Lane Farm House Sewell Lane	Grade II
104-106 High Street H.Regis	Grade II

GRADE 1 BUILDINGS

This is a building of exceptional National architecture or historical importance.

GRADE II BUILDINGS

This is a building of special architectural interest.

ROOM IDEAS

THE BRANDRETH STORY

A room telling the story of the Brandreth Family featuring large size documents and pictures.
The room could also be used by local artists exhibiting their work, changed on a monthly basis.



RESEARCH ROOM



A room in which School pupils and the public could undertake research and look at the amazing picture archive of over 1000 images and take a look at documents, Deeds and maps from the Societies collection.
Included would be selections of recordings from local residents recalling Houghton Regis in its early days.

AN OLD SCHOOL CLASSROOM **

A room set up as an old school classroom where schools could visit and experience.

**This experience would be quite expensive and subject to outside grants.



INFORMATION POINT

INFORMATION

TOWN VISITOR INFORMATION
BUS TIME TABLES
COUNCIL INFORMATION LEAFLETS
VOLUNTARY GROUP LEAFLETS
GENERAL 'WHATS ON' LEAFLETS
TICKET SALES FOR LOCAL EVENTS
HISTORIC TOWN WALKS INFORMATION

INFORMATION POINT HOUSED IN RECEPTION AREA

EXTERIOR GARDEN **



The exterior garden could be turned in to a fragrance garden featuring plants of the 17th Century.

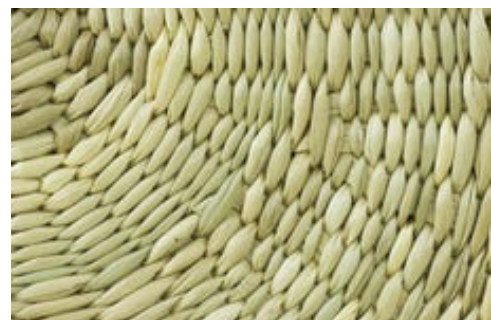
OFFICE AREA FOR THE SOCIETY



The Heritage Society need office and storage space in the upstairs area.
Note. There are no lifts to the upstairs so access would be limited to some disabled users.
The building only has one toilet (upstairs).

DEMONSTRATIONS & CRAFT EVENTS

A room for local craft demonstrations like Straw Plaiting, local field walking Finds etc
Paintings by young children



PROMOTING LOCAL BUSINESS & SOLE TRADERS



Small product displays, workshops, demonstrations etc.
Council promotions for local trades.
Advice Centre

OLD NEWSPAPER ARTICLES

INTRODUCTION

These Old Newspaper articles shown here give an in-site in to the feelings of towns people and Councillors alike about the house and its surround. For the first time we see the words in print of John Freeman the former owner of the Red House and Peter and Walter Pratt who were the Managers of the oldest butchers shop in the town at the time. The articles show that through local people support the Red House has fought off having a compulsory purchase order placed on it and demolition. Now that Central Bedfordshire Council have refurbished it to a high standard the Heritage Society want it to be put to the use of the community allowing today's residents and future generations to admire, after all it is the only building of its type in Houghton Regis.

David Hill Chairman Houghton Regis Heritage Society

DEMOLITION THREAT TO RED HOUSE

One of the oldest and best known houses in Houghton, "the Red House" on the village green, may be pulled down, if a compulsory purchase order placed on it is enforced.

And several other Houghton Regis buildings are likely to come under the hammer if the CPO, authorised by Luton Rural Council, is implemented.

The villages oldest school, Whitehead, on the green will go along with Houghton's oldest shop, Pratt's the butchers, in the high street and other houses including the Red House. But already, local property owners have objected to the moves. Mr George Freeman, of the Red House has written to the Department of the Environment in the hope of saving his home. "If I loose it I also lose my business which I operate from a yard at the back." He said. "I will only move if I am forced to, and that will be very sad day for me." Said Mr Freeman.

At resent the house is listed as a class 3 in the Department of the Environment's historical building section, but he hopes to have his house upgraded to a higher class and to save it from the CPO.

Mr Freeman told me this week that. "the front of the house is Georgian and parts have been added later. Although it is difficult to say how old the house is exactly, I think 300 years would be a fair guess". The ministry has asked for photographs of the house and a sketch plan of the House.

Date, writer and paper not identified.

REPRIEVE FOR THE RED HOUSE

Dunstable Gazette March 2nd 1973

A reprieve for the Red House, threatened by a compulsory purchase order by Luton Rural District Council, could be on the way. The future of the Red House, one of Houghton's oldest buildings has become one of the biggest talking points in the village since the Council placed a CPO on the property after planning a housing estate in that area.

Owner Mr George Freeman has managed to get his home listed as a building of special architectural or historic interest.

OLD NEWSPAPER ARTICLES

Continued

Mr Freeman said that he has received support from South Bedfordshire Preservation Society and the County Society. Designation of the Red House as a protected building now means that any moves to pull it down will be investigated.

A spokesman for the council said: "the building was formally on the supplementary or provisional lists but now that it has been upgraded to thermal list it will afford the property more protection. This does not effect the CPO itself but it does mean there is more protection for the Red House. "The RDC has not yet decided how this site would be developed, just because a CPO is placed on the property does not mean it will be demolished."

Mr Freeman said "I am very pleased e with this latest piece of news, and I am sure it will please the hundreds of people who seem interested in the house's future. If it is demolished it will also mean the end to my welding business at the back of my house.

David Orr - Dunstable Gazette

RED HOUSE FUTURE UNDECIDED

Dunstable Gazette July 23rd 1976

A 17th Century building called the Red House on the green at Houghton Regis will 'stick out like a sore thumb' in a new housing development and should be demolished, a Councillor claimed last week.

But the knock-it down call from Councillor Phillip Jones met with a quick response from fellow Labour Councillor Sidney Clarke who said "I feel we have destroyed far too much in Houghton Regis, and I would like to see this house kept ." Councillor Jones speaking at a meeting of South Beds Council last week said : "I am appalled that we are messing about with this house. It's a planner's dream that we retain listed buildings. When I hear the sum of £20,000 being handed out to turn it in to two flats surely it would be better to demolish it. It will stick out like a sore thumb right in the middle of a new estate when it's built. If it was a building in a pretty village I would be the first to defend it. But when one building is going to be surrounded by new buildings it can have no architectural merit."

But Councillor Angus Brewer disagreed; "it is easy to destroy a building like this but it is impossible to recreate it. Just because it's surrounded by new buildings is not an argument to knock it down, anyway.

The Council voted against Councillor Jones proposal that the matter be referred back to the housing committee to discuss demolition, after Councillor Mrs Ann Lockhart chairman of the committee said that it was felt the house should be converted into two flats at a cost of £16,000 as quickly as possible.

The house she said, was included in the second stage of the Clarke's way housing development and would be used later by wardens employed for the elderly persons accomodation.

COPY OF THE DEEDS FOR THE RED HOUSE (Part 1 only)

*Ric Buckingham of Houghton Regis, now of Chadwell, Essex YEOMAN
Jas Large of Houghton Regis Wheelwright.*

Consider £450

3 bays of building and 2 'Leaneroes' adjoining the same at S.E end and N.E and said 3 bays.

*One other lean-to-called 'Bricksellar' or Drink house, being built up with a brick case standing next to the street of Houghton Regis. extending so far W as the bricksellar or drink house goes adjoining the N of 3 bays of building ... which said 3 bays and lean-tos adjoin the cottage where Mary Hogg now dwells on W, and remaining part of Jenkins Farmhouse where Thos Halsey late did dwell and where Widow Wells now dwells in Houghton Regis
The ground and soil heron the said building stand bit or slip of lan, cont. 1 pole adjoining and belonging to the 3 bays of building and the gatehouse.*

2 yards are now paled, bounded and set out, adjoining and belonging to the 3 bays of building, well yard and ground of Mary Hogg on W, and are remaining parts of the yard belonging to the said messuage called Jenkins parcel of ground cont. 10 poles in Houghton Regis on S of said barns, bounded N. partly by Mary Hogg partly by orchard and grounding occ of John Swannell S. partly by ground belonging to the free school of Houghton Regis in occ. Fra. Pudding. E. by common Ground of Houghton Regis.

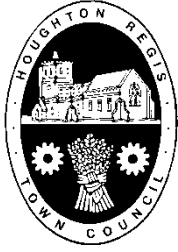
*Liberty to draw, fetch and carry water from well yard of Mary Hogg. Being W. of said yard, and paying a third of all charges towards repairing the well and maintaining the well bucket, rope and chain and 'curb' another things belonging when and so often as need shall require.
Reservation of right of passage for Mary Hogg and William Norman, Labourer, of Houghton Regis, by the usual way through the yards, gateway and gatehouse from the street of Houghton Regis to their cottages at the wellside at there own free will.*

Wit. Dan Hawkins, Hanna Hawkins on the 6th & 7th July 1714.

(Deed copied in the language and spelling of the day.)

These documents have been researched and designed by David Hill the Chairman of Houghton Regis Heritage Society together with Roger Turner and ideas from the Trustees of the Society.

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Date:	24th April '24
Title:	UK SHARED PROSPERITY FUND (UKSPF)
Purpose of the Report:	To provide Members with an update on the UKSPF applications.
Contact Officer:	Ian Haynes, Head of Environmental and Community Services

1. RECOMMENDATION

- 1. To delegate authority to the Head of Environmental and Community Services to work with Central Bedfordshire Council on the agreement's population and project delivery;**
- 2. To endorse the town mayor's signing of the UK Shared Prosperity grant agreement.**

2. BACKGROUND

The UK government has launched the UK Shared Prosperity Fund (UKSPF) nationally.

Central Bedfordshire Council (CBC) has been working on a plan to deliver funding opportunities for the Town and Parish sector through the UKSPF. This includes capital funding of £91,000 for town centre initiatives and £30,000 for cultural activities for Houghton Regis. Other Towns receiving the same funding are Dunstable, Leighton Buzzard, Biggleswade and Flitwick.

Our draft application under the UKSPF has also been submitted. CBC asked for applications to be completed by the end of November 2023 for the UKSPF, with delivery between April 2024 to March 2025.

Officers at both councils have had meetings and corresponded over the last few months to consider possible ideas for proactively using the fund. These ideas have informal support from CBC colleagues. The following material has been reviewed as the basis for the preparation of the UKSPF funding application:

- CBC Local Plan 2015 - 2035
- Central Bedfordshire Design Guide, CBC, 2014

- Local Area Transport Plan (LTP) Baseline Report - Dunstable & Houghton Regis (CBC, 2011)
- CBC Local Plan (2015-2035) – Sustainability Appraisal Scoping Report (Oct. 2016)
- Levelling Up Fund Application Form, CBC, 2021
- CBC Community Plan (July 2017)
- Houghton Regis Conservation Area Statement, CBC, 2008
- Our Vision: Our Town, HRTC, 2020 - 2024
- Draft Houghton Regis Neighbourhood Plan, HRTC, 2020 – 2035, which will shortly be presented to CBC for review and, hopefully, adoption as a statutory document.
- Town Benchmarking Report, People and Places, 2021
- Houghton Regis Town Centre Action Plan, 2022

The results of the Community Plan (2017) and the Town Centre Benchmarking Report (2021), which indicates current market forces, social trends, and, significantly, the aspirations of residents, have been of particular interest.

The Houghton Regis Town Centre Action Plan (2022) sets out the Town Council’s vision. It recognises the need for the town centre to become a ‘heart’ that will unify new and existing communities, ‘attracting people from across the Parish and beyond’.

It also identifies opportunities and supports the Houghton Regis Neighbourhood Plan to provide a particular focus on placemaking in the town centre.

3. ISSUES FOR CONSIDERATION

The UKSPT is a non-competitive funding application and a levelling-up initiative from the UK Government. It is crucial to comprehend that Houghton Regis town centre faces far more significant concerns than the other towns in receipt of similar funding, and therefore, £91,000 will not in any way address these. It will at least inject lots of positivity into the town centre.

4. OPTIONS FOR CONSIDERATION

Timescales for submission of the funding application are tight for the UKSPF and will not allow for a further formal discussion at Council. It is therefore recommended that the Council endorses the Town Mayor sign the grant agreement and the Head of Environmental and Community Services be given delegated authority to work with Central Bedfordshire Council colleagues and the population of the draft grant agreement, based on the attached Town Centre Investment Plan.

5. COUNCIL VISION

Aspirations

- A1 To develop and enhance **partnerships** between HRTC, stakeholders, partners, community groups and residents
- A3 To positively **promote** the town

6. IMPLICATIONS

Corporate Implications

- Staff implications –All elements of the bid will be delivered by the current staffing structure and will be led by the Head of Environmental and Community Services.

Legal Implications

- There are no legal implications arising from the recommendations. However, the Town Council must accept the funding conditions which may be by means of a grant agreement, the details of which will only be known in due course

Financial Implications

- There are no financial implications arising from the recommendations.
- There are revenue implications post award period in terms of maintaining the planters etc

Risk Implications

- There are no risk implications arising from the recommendations

Equalities Implications

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

This project / issue does not discriminate.

Climate Change Implications

- The UKSPF focuses on environmentally friendly solutions and improvements, which will be considered when proposing our proposals.

Press Contact

- There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

Houghton Regis is one of the fastest-growing towns in the country, and the Town Council must take up as many opportunities for funding as possible; working in partnership with CBC, the UKSPF funding will not deal with all of the complications currently faced by our much-loved town centre. However, it will positively affect and meet some of the objectives in the Houghton Regis Town Centre Action Plan (2022) and the emerging Corporate Plan.

8. APPENDICES

Appendix A - Draft UKSPF grant agreement

Appendix B – Town Centre Investment Plan

DATED

2024

CENTRAL BEDFORDSHIRE COUNCIL

AND

HOUGHTON REGIS TOWN COUNCIL

GRANT FUNDING DEED

This deed is dated 2024 (the **Deed**)

PARTIES

(1) CENTRAL BEDFORDSHIRE COUNCIL of Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ,
(Funder)

(2) HOUGHTON REGIS TOWN COUNCIL whose principal address is at Peel Street , Houghton Regis, LU5
5EY **(Recipient)**

BACKGROUND

(A) The Funder has agreed to pay the Grant to the Recipient for Funding through the UK Shared Prosperity Fund/Rural England Prosperity Fund* for improvements to town centres and high streets, including capital spend and running costs which is to be used for the Purpose.

(B) This Deed records the basis on which the Grant is made by the Funder to the Recipient.

(C) The Deed is intended to ensure that the Grant is used for the Purpose(s) for which it is awarded.

AGREED TERMS

1. DEFINITIONS

In this Deed the following terms shall have the following meanings:

Authorised Representatives: means the persons nominated by the Funder and the Recipient for the purposes of this Deed.

Commencement Date: 1st April 2024

Governing Body: the governing body of the Recipient including its directors or trustees.

Grant: the sum set out in Schedule 2 to be paid to the Recipient in accordance with this Deed

Grant Period: the period for which the Grant is awarded starting on the Commencement Date and ending on 31 March 2025

Purpose(s): the purpose or purposes for which the Grant may be used by the Recipient as set out in Schedule 1.

UKSPF Funding: means any and all funding provided to the Funder and derived from the UK Shared Prosperity Fund/ Rural England Prosperity Fund*

Working Day: any day other than a Saturday, a Sunday or a public holiday in England.

- 1.1. References to clauses are to the clauses of this Deed. Clause headings shall not affect the interpretation of this Deed.
- 1.2. A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.3. Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular and a reference to one gender shall include a reference to other genders.
- 1.4. A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.5. Any words following the terms **including, include, in particular** or **for example** or any similar phrase shall be construed as illustrative and shall not limit the generality of the related general words.

2. PURPOSE OF GRANT

- 2.1. The Recipient shall use the Grant only for the delivery of or performance of the Purpose(s). The Grant shall not be used for any other purposes without the prior written agreement of the Funder.
- 2.2. The Recipient shall not make any significant change to the Purpose(s) without the Funder's prior written consent.

3. PAYMENT OF GRANT

- 3.1. Subject to Clause 9, the Funder shall pay the Grant to the Recipient in accordance with Schedule 2, subject to the necessary funds being available when payment falls due. The Recipient agrees and accepts that payments of the Grant can only be made to the extent that the Funder has available funds.
- 3.2. No Grant shall be paid unless and until the Funder is satisfied that such payment will be used for proper expenditure in the delivery of the Purpose(s).
- 3.3. The amount of the Grant shall not be increased in the event of any overspend by the Recipient in its delivery of the Purpose(s).
- 3.4. The Recipient shall repay within 21 days, to the Funder any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) (i) situations where either an incorrect sum of money has been paid or (ii) where Grant monies have been paid in error before all conditions attaching to the Grant have been complied with by the Recipient, or (iii) if the Recipient has not complied with the terms of the UKSPF/ Rural England Prosperity Fund* Funding and this non-compliance results in the Funder being required to repay UKSPF/ Rural England Prosperity Fund* Funding.

4. USE OF GRANT

- 4.1. The Grant shall be used by the Recipient for the delivery of the Purpose(s) in accordance with the Specification set out in Schedule 1 and the agreed budget set out in Schedule 2.
- 4.2. The Recipient shall not use the Grant to:
 - 4.2.1. make any payment to members of its Governing Body;
 - 4.2.2. purchase buildings or land; or

- 4.2.3. pay for any expenditure commitments of the Recipient entered into before the Commencement Date, unless this has been approved in writing by the Funder.
- 4.3. The Recipient shall not spend any part of the Grant on the delivery of the Purpose(s) after the Grant Period, unless clause 12.1 applies or where the Funder has provided consent to the Recipient.
- 4.4. The Grant must not
- 4.4.1. be used for paid for lobbying, entertaining, petitioning or challenging decisions, which means using the Fund to lobby (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity including the receipt of UKSPF/Rural England Prosperity Fund* funding; or attempting to influence legislative or regulatory action
 - 4.4.2. payments for activities of a party political or exclusively religious nature
 - 4.4.3. VAT reclaimable from HMRC
 - 4.4.4. gifts, or payments for gifts or donations
 - 4.4.5. statutory fines, criminal fines or penalties
 - 4.4.6. payments for works or activities which the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
 - 4.4.7. contingencies and contingent liabilities
 - 4.4.8. dividends
 - 4.4.9. bad debts, costs resulting from the deferral of payments to creditors, or winding up a company
 - 4.4.10. expenses in respect of litigation, unfair dismissal or other compensation
 - 4.4.11. costs incurred by individuals in setting up and contributing towards private pension scheme.
- 4.5. Should any part of the Grant remain unspent at the end of the Grant Period, the Recipient shall ensure that any unspent monies are returned to the Funder or, if agreed in writing by the Funder, shall be entitled to retain the unspent monies to use for charitable purposes as agreed between the parties.
- 4.6. Any liabilities arising at the end of the Purpose(s) including any redundancy liabilities for staff employed by the Recipient to deliver the Purpose(s) must be managed and paid for by the Recipient using the Grant or other resources of the Recipient. There will be no additional funding available from the Funder for this purpose.
- 4.7. The Recipient acknowledges that the Funder may determine to reduce or withdraw any monies that may be otherwise payable to the Recipient, or to demand immediate repayment of any Grant paid to Recipient, in the event that, as the result of the default of the Recipient under this Deed, the Funder is required to repay any UKSPF/Rural England Prosperity Fund* Funding.

5. ACCOUNTS AND RECORDS

- 5.1. The Funder requests that the Recipient:
- 5.1.1. show the Grant in the Recipient's accounts as a restricted fund and not include it under general funds;
 - 5.1.2. keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the

- Grant monies received by it;
- 5.1.3. keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least six years following receipt of any Grant monies to which they relate;
 - 5.1.4. allow the Funder to review, at the Funder's reasonable request, the Recipient's accounts and records that relate to the expenditure of the Grant and permit the Funder to take copies of such accounts and records;
 - 5.1.5. upon request provide the Funder with a copy of its annual accounts within six months of the end of the relevant financial years in respect of each year in which the Grant is paid;
 - 5.1.6. assist the Funder to comply with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Funder.

6. MONITORING AND REPORTING

6.1. The Funder requests that the Recipient:

- 6.1.1. closely monitor the delivery and success of the Purpose(s) throughout the Grant Period to ensure that the aims and objectives of the Purpose(s) are being met;
- 6.1.2. provide the Funder with a financial report and an operational report on its use of the Grant and delivery of the Purpose(s) every quarter* (to be agreed) and in such formats as the Funder may request. Such report to be provided to the Funder within 3 weeks of the last day of the quarter to which it relates;
- 6.1.3. along with its first quarterly financial report, provide the Funder with a risk register and insurance review in the format provided by the Funder, which addresses, amongst others, the health and safety of its staff in the risk register;
- 6.1.4. on request provide the Funder with such further information, explanations and documents as the Funder may reasonably request in order for it to establish that the Grant has been used properly in accordance with this Deed;
- 6.1.5. permit any person authorised by the Funder such reasonable access to its employees, agents, premises, facilities and records, for the purpose of discussing, monitoring and evaluating the Recipient's fulfilment of the Purpose(s) of this Deed and provide appropriate oral or written explanations;
- 6.1.6. permit any person authorised by the Funder for the purpose to visit or meet with the Recipient at regular intervals and at least every quarter to monitor the delivery of the Purpose(s). Where, in its reasonable opinion, the Funder considers that additional visits are necessary to monitor the Purpose(s), it may authorise any person to make such visits on its behalf;
- 6.1.7. provide the Funder with a final report on completion of the Grant Period which confirms whether the Purpose(s) has been successfully and properly completed.

7. ACKNOWLEDGMENT AND PUBLICITY

7.1. The Funder requests that the Recipient:

- 7.1.1. acknowledge the Grant in its annual report and accounts, including an acknowledgement of the Funder as the source of the Grant;
 - 7.1.2. not publish any material referring to the Purpose(s) or the Funder without the prior written agreement of the Funder;
 - 7.1.3. acknowledge the support of the Funder in any materials that refer to the Purpose(s) and in any written or spoken public presentations about the Purpose(s). Such acknowledgements (where appropriate or as requested by the Funder) include the Funder's name and logo (or any future name or logo adopted by the Funder) using the templates provided by the Funder from time to time;
 - 7.1.4. in using the Funder's name and logo, comply with all reasonable branding guidelines issued by the Funder from time to time;
 - 7.1.5. agrees to participate in and co-operate with promotional activities relating to the Purpose(s) that may be instigated and/or organised by the Funder;
- 7.2. The Funder may acknowledge the Recipient's involvement in the Purpose(s) as appropriate without prior notice.

8. FREEDOM OF INFORMATION

- 8.1. The Recipient acknowledges that the Funder is subject to the requirements of the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 (**EIRs**).
- 8.2. The Funder requests that the Recipient:
- 8.2.1. provide all necessary assistance and cooperation as reasonably requested by the Funder to enable the Funder to comply with its obligations under the FOIA and EIRs;
 - 8.2.2. transfer to the Funder all requests for information relating to this agreement that it receives as soon as practicable and in any event within 2 Working Days of receipt;
 - 8.2.3. provide the Funder with a copy of all information belonging to the Funder requested in the request for information which is in its possession or control in the form that the Funder requires within 5 Working Days (or such other period as the Funder may reasonably specify) of the Funder's request for such information; and
 - 8.2.4. not respond directly to a request for information unless authorised in writing to do so by the Funder.
- 8.3. The Recipient acknowledges that the Funder may be required under the FOIA and EIRs to disclose information without consulting or obtaining consent from the Recipient. The Funder will take reasonable steps to notify the Recipient of a request for information (in accordance with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practicable for it to do so but (notwithstanding any other provision in this agreement) the Funder shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

9. WITHHOLDING, SUSPENDING AND REPAYMENT OF GRANT

- 9.1. The Funder's intention is that the Grant will be paid to the Recipient in full. However, without prejudice to the Funder's other rights and remedies, the Funder may at its discretion withhold or suspend payment of

the Grant and/or require repayment of all or part of the Grant if:

- 9.1.1. the Recipient uses the Grant for purposes other than the Purpose(s) for which it has been awarded;
 - 9.1.2. the delivery of the Purpose(s) does not start within [1 month] of the Commencement Date and the Recipient has failed to provide the Funder with a reasonable explanation for the delay;
 - 9.1.3. the Funder considers that the Recipient has not made satisfactory progress with the delivery of the Purpose(s);
 - 9.1.4. the Recipient is, in the reasonable opinion of the Funder, delivering the Purpose(s) in a negligent manner;
 - 9.1.5. the Recipient obtains duplicate funding from a third party for the Purpose(s);
 - 9.1.6. the Recipient obtains funding from a third party which, in the reasonable opinion of the Funder, undertakes activities that are likely to bring the reputation of the Purpose(s) or the Funder into disrepute;
 - 9.1.7. the Recipient provides the Funder with any materially misleading or inaccurate information;
 - 9.1.8. any member of the Governing Body, employee or volunteer of the Recipient has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Purpose(s) or (b) taken any actions which, in the reasonable opinion of the Funder, bring or are likely to bring the Funder's name or reputation into disrepute;
 - 9.1.9. the Recipient ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
 - 9.1.10. the Recipient becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due;
 - 9.1.11. there is any change to the Purpose(s) which the Funder has not previously approved in writing;
 - 9.1.12. there has been an overpayment of the Grant;
 - 9.1.13. the Funder is required to repay funding from which the Grant was allocated;
 - 9.1.14. the Funder reasonably believes that not all relevant laws (including but not limited to subsidy control) have been complied with in the performance of the Purpose(s); or
 - 9.1.15. we are required to do so by the UK Government following the decision to leave the European Union.
- 9.2. The Funder may retain or set off any sums owed to it by the Recipient which have fallen due and payable against any sums due to the Recipient under this agreement or any other agreement pursuant to which the Recipient provides goods or services to the Funder.
- 9.3. The Recipient shall make any payments due to the Funder without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.

10. CLAWBACK

- 10.1. The Funder may in certain circumstances require the Grant to be repaid. This is known as **clawback**.
- 10.2. Clawback may be enforced where you fail to comply with this Deed (in particular if one of the circumstances

in Clause 9 occurs).

- 10.3. If the Funder requires repayment of the whole or part of the Grant you must repay to the Funder the whole or part of the Grant, as appropriate within twenty (20) Working Days of demand being made for such repayment.

11. SUBSIDY CONTROL

- 11.1. The Recipient shall ensure that where any awards to third parties are made from this Deed, those awards are compatible with subsidy control law, if applicable, including requesting such documentation from the award recipients as is necessary to ensure compliance with subsidy control law.
- 11.2. The Recipient shall complete and return to Funder the Subsidy Control form attached at Schedule 3 if required. No Grant will be paid prior to Funder's receipt of this form. In addition, Recipient shall not pay any Grant monies to third parties until it has received an equivalent Subsidy Control form from such third party.

12. DURATION

- 12.1. Except where otherwise specified, the terms of this Deed shall apply from the date of this Deed until the anniversary of expiry of the Grant Period or for so long as any Grant monies remain unspent by the Recipient, whichever is longer.
- 12.2. Any obligations under this Deed that remain unfulfilled following the expiry or termination of the Deed shall survive such expiry or termination and continue in full force and effect until they have been fulfilled.

13. TERMINATION

- 13.1. The Funder may terminate this Deed and any Grant payments on giving the Recipient one months' written notice should it be required to do so by financial restraints or for any other reason.
- 13.2. The Recipient may terminate this Deed on giving the Funder one months' written notice.

14. NOTICES

All notices and other communications in relation to this Deed shall be in writing and shall be deemed to have been duly given if personally delivered, or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered all such communications shall be deemed to have been given when received (except that if received on a non-Working Day or after 5.00 pm on any Working Day they shall be deemed received on the next Working Day) and if mailed all such communications shall be deemed to have been given and received on the second Working Day following such mailing.

15. NO PARTNERSHIP OR AGENCY

This Deed shall not create any partnership or joint venture between the Funder and the Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

16. GOVERNING LAW

The law of England and Wales governs this trust and the courts of England and Wales have exclusive jurisdiction in matters relating to it.

17. SCHEDULES

The Schedules form part of this Deed and any reference to this Deed includes the Schedules.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

EXECUTED as a DEED

by the affixing of the COMMON SEAL of

Central Bedfordshire Council

in the presence of:

.....

Authorised Signatory

EXECUTED as a DEED

by the affixing of the COMMON SEAL of

Houghton Regis Town Council

in the presence of:

.....

Authorised Signatory

SCHEDULE 1
THE SPECIFICATION/PLAN

**SCHEDULE 2
PAYMENT SCHEDULE AND AGREED BUDGET**

AMOUNT OF GRANT PAYABLE	DATE OF PAYMENT

Schedule 3

UK Subsidy Control Declaration

You are being offered assistance in compliance with UK subsidy control guidelines. This allows an organisation to receive up to £315,000 of public funding over a rolling three-year period. The following requested information is a mandatory requirement to enable you to receive the support offered.

To be completed by recipient			
Name of Organisation			
Address			
Main Contact			
Position			
E-mail Address		Tel. No	

To confirm that you are able to receive this assistance you must declare the full amount of public subsidy you have already received over the last three fiscal years.

The following is not a definitive list of the possible forms of subsidy that you may have received. Potentially any assistance from a public body might be considered a subsidy - should you have any doubt as to whether a particular form of assistance qualifies, please raise the matter with the business support provider.

- Grants from public bodies
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Differential tax benefits
- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from a part publicly funded venture capital fund
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
- Monopoly licences or guarantees of market share
- Advertising via a public channel such as a tourist board or state-owned television
- Consultancy advice provided either free or at a reduced rate
- Training provided either free or at a reduced rate
- Aid for investment in environmental projects
- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Purchase of public land or property at a less than market rate
- Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary.

I declare that the amount of subsidy received by the organisation over the last three years is as follows:

Name of organisation that provided the subsidy*	Date approved** (DD/MM/YY)	Estimated Value (£)

* Add or delete rows as necessary

**This should be the date the subsidy was approved, not the date the subsidy was received

Data Protection

The data contained in this Declaration is a mandatory requirement to enable support to be provided by this funded project. As well as being a record of the support provided, the data may be used to for reporting purposes by BEIS and also for subsequent evaluation of the project (e.g. to contact beneficiaries to understand their views on how they have benefited from the project).

Signatory of beneficiary, confirming the details contained in this Subsidy Control Declaration are true and accurate, and agreement that the data can be used as per the Data Protection statement.	
Name:	
Signature:	
Position:	
Date:	

UKSPF Houghton Regis Town Centre Investment Plan Template

19th October 2023, V1

**LEVELLING
— UP —**

A great place to live and work.

Find us online  www.centralbedfordshire.gov.uk  www.facebook.com/letstalkcentral  [@letstalkcentral](https://twitter.com/letstalkcentral)

1. Introduction

The aim of this project is to work with Houghton Regis Town Council to develop a **Town Centre Investment Plan** for circa £91,000 capital investment in the town centre.

The **Town Centre Investment Plan** will also include the cultural strategy intervention of making circa £30k revenue grant available to Town Councils for cultural events, engagement and town promotion.

This document should be read in conjunction with the **UK Shared Prosperity and Rural England Prosperity Funds (UKSPF & REPF) Town Centre Improvements Framework**.

This forms part of the UKSPF Communities and Place Objective:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.

These funds must be spent and delivered by **31 March 2025**

2. Background

Please identify the key local challenges you face within your town centre – this should include the built environment, green spaces and the economic, health, wellbeing issues.

(500 words)

At present, it is too easy to pass through the town centre without realising. The view from The Village Green to the High Street and the tower of All Saints Church was a characteristic of historic Houghton. Unfortunately, this view is now occupied by the back of the shopping centre and a landscape of commercial bins, roller shutters, blank facades and parking. These present a series of 'red flags' for visitors and a negative impression of Houghton Regis from the outset.

Houghton Regis has the highest proportion of deprivation within Central Bedfordshire with Tithe Farm and Parkside wards having the highest concentrated areas. Houghton Regis Town Council recognises the need to work more extensively to support emotional, social and physical wellbeing.

Over the next ten-year period, Houghton's population will grow by a whopping 62% - or 6.1% per year. Making Houghton Regis one of the fastest-growing towns in the UK!

A number of actions have been identified across the town centre to strategically improve prominent intersections and focal points, which are hoped to increase footfall and the positive visual impact of our much-loved town.



During the 1950s and 1970s, Houghton Regis was tasked with accommodating significant growth and expansion. According to the Conservation Area Statement (2008), the extent of this 'threatened its position and identity as a rural village'. This undoubtedly had an impact on the social and physical fabric of Houghton Regis.

<p>Please set out the strategic background and evidence need/demand</p>	<p>The following material has been reviewed as the basis for the preparation of this funding application:</p>
<p>Do include what plans/appraisals already exist for town centre improvements</p>	<ul style="list-style-type: none"> • CBC Local Plan 2015 - 2035 • Central Bedfordshire Design Guide, CBC, 2014 • Local Area Transport Plan (LTP) Baseline Report - Dunstable & Houghton Regis (CBC, 2011)
<p>Do summarise existing plans/data/surveys and benchmarking reports (500 words)</p>	<ul style="list-style-type: none"> • CBC Local Plan (2015-2035) – Sustainability Appraisal Scoping Report (Oct. 2016) • Levelling Up Fund Application Form, CBC, 2021 • CBC Community Plan (July 2017) • Houghton Regis Conservation Area Statement, CBC, 2008 • Our Vision: Our Town, HRTC, 2020 - 2024 • Draft Houghton Regis Neighbourhood Plan, HRTC, 2020 – 2035, which will shortly be presented to CBC for review and hopefully, adoption as a statutory document. • Town Benchmarking Report, People and Places, 2021 • Houghton Regis Town Centre Action Plan, 2022 <p>Of particular interest have been the results of the Community Plan (2017) and the Town Centre Benchmarking Report (2021), which provide an indication of current market forces, social trends and significantly, the aspirations of local residents.</p> <p>The Houghton Regis Town Centre Action Plan(2022), sets out the Town Council’s vision and recognises the need for the town centre to become a ‘heart’ that will unify new and existing communities, ‘attracting people from across the Parish and beyond’. It identifies opportunities and supports the Houghton Regis Neighbourhood Plan to provide a particular focus on placemaking in the town centre.</p>

3. Proposal for capital funding of £91,000 from Central Bedfordshire Council in 2024/25 from UKSPF/REPF

<p>Please identify the key problems/issues to be addressed that would be addressed with</p>	<p>The Town Council wishes to promote and enhance the town centre to ensure that the urban extension looks to the town centre for its services and needs. And will draw all sectors of the community into delivering health and wellbeing outcomes. This project will be used to support both</p>
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<p>your proposal(s). This may be one key project or several projects. If there is match funding this project may be larger than £91,000.</p>	<p>the young and older people in Houghton Regis by providing a bright and colourful space which will enhance mental, social and physical wellbeing and increase levels of physical activity through volunteering.</p> <p>The creation of Houghton Regis in Bloom will have the following positive impacts:</p> <ul style="list-style-type: none"> • Increased visitor numbers and a stronger local economy • A stronger sense of pride of place, contributing to reductions in crime and anti-social behaviour • A cleaner and greener place to live and visit, with higher environmental awareness • New partnerships between local authorities, businesses and community groups • More funding opportunities to support specific activities • Higher volunteer numbers, enabling groups to have a bigger impact • It will create a sense of pride in our beautiful town and make such a difference in our quality of life.
<p>What are the options considered to address this issue? How could this change be made? Have you considered different ways of tackling this? Does this demonstrate the best value of public money.</p>	<p>The Houghton Regis Town Centre Action Plan (2022) intends to support the aspirations of the Houghton Regis Neighbourhood Plan and provide a particular focus on placemaking in the town centre. Or conversely, how the overall offer can be improved by harnessing the value of Houghton's assets, maximising opportunities and minimising constraints.</p> <p>Houghton's past is brimming with significant events and occurrences that provide an impression of daily life throughout the history of Britain.</p> <p>The Benchmarking Report (People and Places, 2021) provides a good health check of the current retail and commercial offer. From this, the town centre would appear to be under-performing in relation to the scale of opportunity that exists. For instance, although 70% of town centre users shop locally (26% higher than the national average) and 67% visit regularly, only 34% of all visitors stay for longer than an hour. Also, although over half of all shops are independently owned, there are no 'key attractors'.</p> <p>Combined, these statistics indicate a demand for a more diverse, stimulating and engaging offer while there appears to be something that is currently deterring attractor outlets from investing in Houghton. According to the report, this could be owing to the perception of safety and visual</p>

	<p>appearance, which are both considered to be particular concerns for residents. Worryingly, 68% of residents would not currently recommend a visit to the town centre – 40% higher than the national average.</p>
<p>What is the preferred option(s)?</p>	<p>Houghton Regis Town Council would like to self-deliver the programme of improvements. We have a strong supply chain and skilled and experienced officers who will deliver the programme within budget and within the timescales provided.</p>
<p>What is the cost of this proposal(s)? Please include the prices and any background information.</p>	<p>We propose to spend the £91,000 capital funding on the following:</p> <ul style="list-style-type: none"> <p>12x Giant Precinct Planter in three different colours (Cotswold, Dark Sandstone and Millstone grit) - https://amberol.co.uk/planters/large-floor-standing-planters/giant-precinct-planter (Unit price £585.90 + VAT Total price £7,030.80 + VAT) – To be placed around All Saints View/library.</p>  <p>60 x Full Barrier Basket in three different colours (Cotswold, Dark Sandstone and Millstone grit) - https://amberol.co.uk/planters/barrier-baskets-and-window-boxes/full-barrier-basket (Unit price £132.30 + VAT Total price £7,938.00 + VAT) - To be placed on railings around Bedford Square and Chequers Roundabout.</p>  <p>100 x Cup & Saucer Hanging Basket in three different colours (Cotswold, Dark Sandstone and Millstone grit) - https://amberol.co.uk/planters/hanging-baskets/cup-saucer-hanging-basket (Unit price £51.45 + VAT Total price £5,145.00) – To be placed within the town centre.</p>



- 3 x Low level, high kerbside planting pits 4m x 2m (Unit price £10,000.00+ VAT Total price £30,000.00 + VAT) - To be installed in front of All Saints View.



The example shown is from Dunstable Town Centre.

- Enhancement of the Chequers Roundabout and creation of a drought garden at the junction of Parkside Drive and Park Road North (Project price £10,000.00 +VAT)
- Expansion of the annual Christmas Lights display with the addition of 20 new Christmas lights and the installation of 20 new ip44 16 amp sockets (Unit price £500 per light plus £350.00 per ip44 socket. Total Price £17,000 + VAT)
- 1 x Water Bowser <https://www.directwatertanks.co.uk/2000-litres-highway-flower-watering-bowser> (Unit price £5,054.60)
- The remaining £8,831.60 is planned to be spent on sundries such as the brackets needed to support the barrier and hanging baskets and soil, trees and plants if these can be classed as capital items.


Total £91,000

4. Proposal for revenue funding of £30,000 from Central Bedfordshire Council in 2024/25 from UKSPF/REPF

<p>Please identify the key problems/issues to be addressed. These may be addressed one key project or several projects. If there is match funding this project may be larger than £30,000.</p>	<p>Houghton Regis is currently a medium-sized town of approximately 17,280 residents and around 7,300 properties. The town is divided into two CBC wards: Houghton Regis East and Houghton Regis West. Houghton Regis includes the hamlets of Bidwell, Thorn, and Sewell. In the 1960s and 1970s, when the housing estates of Tithe Farm and Parkside were built, the town changed beyond recognition going from a rural village into a small town in a short space of time.</p> <p>The town faces a similar challenge as we are again on the brink of a period of extensive growth as the Town is set to double in size by 2030. The development will be widespread across the northern boundary and will incorporate housing, employment, retail, industry, education, community facilities and open space and recreation provision. Under the Framework Plan, the Houghton Regis Development Consortium is planning for 5,150 homes, employment, retail, infrastructure, community, facilities and leisure on cultivated farmland north of Tithe Farm estate and to the east of Parkside estate. This larger site is known as Linmere and reaches from Toddington Rd to the M1.</p> <p>The Bidwell West Consortium Group plan includes an urban extension of Houghton Regis known as Bidwell West, situated north of Houghton Regis Chalk Quarry, west of Bedford Road, east of the A5, and south of the A5-M1 link road. It will provide up to 1850 new homes, a primary school, employment land and a local centre.</p> <p>In the last couple of years, some of this development has come forward on the north and north-western side of the town centre. As a result, the town has the distinct possibility of losing its rich history and semi-rural character.</p> <p>The town council endeavours to unify all areas of the Parish as one community and foster civic pride in our town, improve local services and facilities, and enhance the quality of life of our residents.</p>
<p>What are the options considered to address this issue? How could this change be made? Have you considered different ways of tackling this? Does this demonstrate the best value of public money.</p>	<p>The Benchmarking Report (People and Places, 2021) identifies concerns regarding footfall, which has dropped by 1/3 on pre-pandemic levels and a potential surplus of parking provision. Conversely, 60-70% of visitors wish to see better public spaces and more community events.</p> <p>The town centre presents a number of exciting opportunities to improve and extend the current offer.</p>
<p>What is the preferred option(s)?</p>	<p>Houghton Regis Town Council would like to self-deliver the programme of improvements. We have a strong supply chain and skilled and experienced</p>

	officers who will deliver the programme within budget and within the timescales provided.
What is the cost of this proposal(s)? Please include the prices and any background information.	<p>We propose to spend the £30,000 revenue funding on the following:</p> <ul style="list-style-type: none"> Enhanced community events programme - £10,000.00 Develop a project that involves the community (maybe schools and children) investigating the heritage and history of Houghton Regis to create a video/film about Houghton Regis. There are a couple of local organisations that could help/be contracted to do this work: Bedford Creative Arts and, University of Bedfordshire - £20,000 <p>We are confident that a creative producer can be found to carry out this work and we think that a project of this type would engage the community and would help foster a sense of place and help inform residents that are new to the area.</p> <p style="text-align: center;"><u>Total £30,000</u></p>
Please set out a clear timeline for delivery and key risks for the delivery.	<p>The project tracker in section 4 will be developed upon feedback received from CBC about our draft plans.</p> <p>This is to be considered a live document.</p> <p>There are limited risks to the delivery of these projects. As most of the proposals are physical, the only notable risk would be a failure in the supply chain. However, the town Council is proposing that they use well-established UK based companies.</p>

4. Deliverability for capital project(s)

Please outline the proposed project plan	 <p>HRTC (UKSPF) Project-Tracking-Ter</p> <p>It is our intention to populate and use this tracker.</p>
What are the key risks identified?	There are limited risks to the delivery of these projects. As most of the proposals are physical, the only notable risk would be a failure in the supply chain.
What is the budget for each element?	It should be emphasised that after decades of contraction, the regeneration of the town centre will require long-term commitment. Houghton Regis Town Council will continue to maintain all of the green

Please set out any match funding required and in place	infrastructure for many years to come. Leaving a true legacy of the funding.
Please indicate proposals to commission projects with relevant CBC services if required and any conversations about this.	<p>Our proposals are both physical and spatial in nature and are likely to involve collaboration with multiple stakeholders to deliver. In particular, this will involve engagement with the various technical teams at Central Bedfordshire Council, the two main:</p> <ul style="list-style-type: none"> • CBC Highways • CBC Housing • CBC Assets <p>Early conversations with colleagues at CBC have taken place with all parties happy with the projects highlighted.</p>

5. Monitoring

<p>CBC will be reporting to government on a range of outputs and outcomes achieved from the funding- see table below. Please set out how your capital and revenue projects set out above will contribute to these output and outcome numbers.</p> <p>Please set out how you will be monitoring delivery of capital infrastructure?</p>	<p>Houghton Regis Town Council will take a pragmatic and proportionate approach to determining the appropriate outputs and outcomes for the funding. Creating a colourful and vibrant town centre will increase the footfall.</p> <p>Houghton Regis Town Council will work with CBC on the potential for using mobile phone data to achieve proof of footfall increases.</p>
<p>What are your proposals for evaluation of the impact of the project?</p>	<p>Houghton Regis being awarded a Gold in Anglia in Bloom. Anglia in Bloom forms part of the RHS (Royal Horticultural Society's) Britain in Bloom competition.</p> <p>This is a campaign set up to help get the best out of the village, town or city in which we all live, both environmentally and florally.</p> <p>The Britain in Bloom campaign is organised by The Royal Horticultural. The aim of the competition is to encourage the improvement of our surroundings through the imaginative use of trees, shrubs, flowers and landscaping.</p>

It also aims to achieve a litter-free and sustainable environment. This links directly to the four key aims of the Royal Horticultural Society which are:

- Horticultural Excellence
- Community Involvement
- Environmental Friendliness
- Sustainability

2024 will be the first year Houghton Regis Town Council enters Anglia in Bloom and we believe that the improvements provided by this funding will mean we will achieve a gold award within three years.

UKSPF Outputs and Outcomes

Each proposal should aim to achieve one or more outcome and one or more output.

	Levels before funding	Target after funding
Increase in footfall (number of people)	Average 2021 (%) Busy Day – 57 Quiet Day – 41	Average Post 2025 (%) – Predicted Busy Day – 70 Quiet Dat - 53
Number of vacant units filled	2%	1%
Improved perceived/experienced accessibility	Average 2021 Physical Appearance 3 Cleanliness 12 Retail Offer 20 Customer Service 14 Cafes/Restaurants 10 Access to Services 47 Leisure Facilities 3	Average Post 2025 (%) Physical Appearance 20 Cleanliness 20 Retail Offer 20 Customer Service 16 Cafes/Restaurants 20 Access to Services 51 Leisure Facilities 7

	Cultural Activities/Events 10	Cultural Activities/Events 14
	Pubs/Bars/Nightclubs 3	Pubs/Bars/Nightclubs 3
	Public Toilets 32	Public Toilets 32
	Transport Links 8	Transport Links 8
	Ease of walking around the Town Centre 36	Ease of walking around the Town Centre 45
	Convenience 61	Convenience 69
	Safety 7	Safety 14
	Car Parking 24	Car Parking 26
	Levels before funding	Target after funding
Commercial buildings created or improved	-	N/A
Amount of public realm created or improved (M2)	-	1500m2

**Central
Bedfordshire
in contact**