



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr E Cooper**
Town Clerk: **Clare Evans**

Tel: 01582 708540
e-mail: info@houghtonregis-tc.gov.uk

17th June 2024

To: **Members of the Community Engagement Sub-Committee**

Cllrs: E Cooper, Y Farrell, T McMahon, C Rollins, A Slough

Police:

Notice of Meeting

You are hereby summoned to a Meeting of the **Community Engagement Sub Committee** to be held at the Council Offices, Peel Street, on **Tuesday 25th June 2024 at 7.00 pm.**

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](#)

Sarah Gelsthorp
Civic and Events Manager

**THIS MEETING MAY BE
RECORDED¹**

Agenda

1. ELECTION OF THE CHAIR

Members are invited to elect a Community Engagement Sub Committee Chair for 24/25.

2. ELECTION OF THE VICE-CHAIR

Members are invited to elect a Community Engagement Sub Committee Vice-Chair for 24/25.

¹ This meeting may be filmed by the Council for subsequent broadcast online and can be viewed at <http://www.houghtonregis.org.uk/minutes>

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. APOLOGIES AND SUBSTITUTIONS

4. 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.

5. COMMITTEE FUNCTIONS AND TERMS OF REFERENCE

In accordance with Standing Order 4, j.v., the council is required to review its delegation arrangements to committees and sub committees.

These arrangements are set out in the Committee Functions & Terms of Reference. This document sets out the system of delegation to the Committees, Sub Committees and Working Groups of the Council. This was presented to the Town Council at the Annual Meeting on 15th May 2024.

The Community Engagement Sub Committee reports to the Community Services Committee and supports the strategic development of Town Council events as follows:

- | | |
|----------------------------|---|
| • Carnival | Saturday 13 th July 2024 |
| • Summer Fun Activities | July-August 2024 |
| • Houghton Rocks | Saturday 7 th September 2024 |
| • Inaugural Reception | This year to be in September 2024 |
| • Santa Float | TBC |
| • Santa's Grotto | Saturday 14 th December 2024 |
| • Easter Egg Hunt | Saturday 12 th April 2025 |
| • Easter events | April 2025 |
| • Pride of Houghton Awards | May 2025 |

The Town Council is also keen to work with the wider community, and representatives from the Bidwell West Community Association, Linnere, and other local community groups will be invited to share their forthcoming events at the meetings.

Recommendation: To note the report

6. CO-OPTIONS

Members are requested to discuss inviting co-options from residents to the Sub Committee.

Recommendation: To invite co-options from residents to the Sub Committee to serve until May 2025

7. LINMERE EVENTS

A representative from the Linnere will give an update regarding events being held.

Recommendation: To note the report

8. BIDWELL WEST EVENTS

A representative from the Bidwell West Community Association will give an update regarding events being held.

Recommendation: To note the report

9. CARNIVAL 2024

A verbal update will be given regarding the progress of the Carnival 2024.

Recommendation: To note the report

10. HOUGHTON ROCKS 2024

A verbal update will be given regarding the progress of the Carnival 2024

Recommendation: To note the report

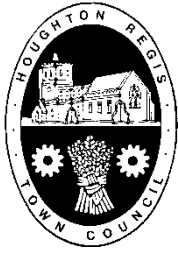
11. REPORT FROM THE COMMUNITY SERVICES MANAGER

Pages 4 - 6

Members will find attached a report from the Community Services Manager regarding the Summer Fun Activities.

Recommendation: To note the report

0-0



COMMUNITY ENGAGEMENT SUB COMMITTEE

Agenda Item 11

Date:	14th June 2024
Title:	Houghton Regis Town Council Community Services Update
Purpose of the Report:	To provide members with an update on recent community work.
Contact Officer:	Tara Earnshaw, Community Services Manager

1. RECOMMENDATION

To note the report

2. BACKGROUND

Houghton Regis Town Council delivers a variety of community initiatives, including Town Centre Initiatives, Summer and Easter Family Fun Days and trips, promoting the delivery of the Welcome Pack to residents moving into the new development, and partnering with various groups and organisations.

This report sets out the work delivered and plans for future initiatives.

3. ISSUES FOR CONSIDERATION

Family Fun Days

Planned family fun activities over the summer holidays include:

Activity	Date	Time	Location	Additional Information
Skate Jam	22 nd July	11.00-15.00	Tithe Farm Recreation Grounds	Youth Services have been delivering scooter and BMX sessions with a trained coach as part of the YIF provision in the lead-up to this event.
Inflatable Fun	30 th July	13.00-16.00	Parkside Recreation Grounds	Perfect Personalised Parties delivered six inflatables, including a slide and garden games. One inflatable will be

				allocated for children and young people with SEN.
Wild Science and Animal Facts	1 st August	13.00-15.00	Village Green Pavilion.	2 x 45-minute sessions delivered by Wild Science. Garden games will also be available.
Laser tag and inflatable obstacle course	6 th August	13.00-16.00	Parkside Recreation Grounds	Delivered by A6 Fun and will include garden games.
Birds of Prey and garden games	8 th August	13.00-15.00	Village Green Pavilion	Delivered by Herring Green Activities.
Southend	15 th August	9.00-17.00	Coach Trip	Three Star Coaches will manage the booking for this.

4. OPTIONS FOR CONSIDERATION

There are no options for consideration in this report.

5. HRTC CORPORATE PLAN

1 Town and Community: To unify all areas of the parish as one community and foster civic pride in our town

- 1.1 Improve integration between existing and new communities.
- 1.4 Develop an annual programme of community events across the Parish.

3 Quality of Life: To enhance the quality of life of our residents

- 3.3 Improve access to services and support through the provision of a network of Parish-wide community hubs.
- 3.4 Improve existing and develop new opportunities for young people across the parish.

6. IMPLICATIONS

Corporate Implications - There are no corporate implications arising from the recommendations.

Legal Implications - There are no legal implications.

Financial Implications—Some funding opportunities will naturally end during the new financial year. Therefore, during the 2025/26 budget-setting process, consideration must be given to whether these activities will continue.

Risk Implications - There are no risk implications.

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

These projects/issues do not discriminate.

Climate Change Implications - There are no climate change implications.

Press Contact - Deliveries of these projects will continue to be communicated to the press.

7. CONCLUSION AND NEXT STEPS

This report summarises the ongoing projects being delivered and plans for future initiatives provided by the Community Services Manager.