



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

Tel: 01582 708540  
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9th September 2024

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

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

**Police:** Sgt Hayley Miles

## 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 17<sup>th</sup> September 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  
RECORDED<sup>1</sup>**

## Agenda

- 1. APOLOGIES AND SUBSTITUTIONS**
- 2. 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

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<sup>1</sup> 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.*

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.

### 3. MINUTES

Pages 4 - 8

To approve the minutes of the meeting held on 25<sup>th</sup> June 2024.

**Recommendation: To confirm the minutes of the Events Working Group meeting held on 25<sup>th</sup> June 2024 and for these to be signed by the Chairman.**

### 4. CO-OPTIONS

Members are requested to consider the co-option attached at *Appendix A*.

**Recommendation: To accept the co-option to run until May 2025.**

### 5. LINMERE EVENTS

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

**Recommendation: To note the report**

### 6. BIDWELL WEST EVENTS

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

**Recommendation: To note the report**

### 7. FIREWORKS EVENT

A verbal update will be given regarding the progress of the Fireworks Display 2024

**Recommendation: To note the report**

### 8. CHRISTMAS 2024

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

**Recommendation: To note the report**

### 9. REPORT FROM THE COMMUNITY SERVICES MANAGER

*Pages 13 - 15*



**HOUGHTON REGIS TOWN COUNCIL**  
**Community Engagement Sub-Committee**  
**Minutes of the meeting held on**  
**Tuesday 25<sup>th</sup> June 2024 at 7.00pm**

Present: Councillors: E Cooper Chairman  
Y Farrell  
T McMahon  
A Slough  
Emma Farrier Land Improvement Holdings,  
Linmere Development  
Amy Garrod Bidwell West Community  
Association  
Anita Miller Potter Bidwell West Events  
Committee  
Officers: Sarah Gelsthorp Civic and Events Officer  
Amanda Samuels Administration Officer  
Apologies: Councillor: C Rollins

**CECSC1 ELECTION OF THE CHAIR**

Nominee: Cllr Farrell Proposed by: Cllr Cooper  
Seconded by: Cllr McMahon

There were no other nominations.

On being put to the vote, Cllr Farrell became the Chair of the Community Engagement Sub-Committee for the municipal year of 2024/2025.

**CECSC2 ELECTION OF THE VICE CHAIR**

Nominee: Cllr McMahon Proposed by: Cllr Farrell  
Seconded by: Cllr Slough

There were no other nominations.

On being put to the vote, Cllr McMahon became the Vice-Chair of the Community Engagement Sub-Committee for the municipal year of 2024/2025.

**CECSC3 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr C Rollins.

**CECSC4 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

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**CESC5 COMMITTEE FUNCTIONS AND TERMS OF REFERENCE**

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

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

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

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

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

The dates for the Santa Float were still to be confirmed, as were the Easter events being scheduled by the Community Services Manager. A date in May 2025 was also to be scheduled for the Pride of Houghton Awards.

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

**Resolved: To note the report.**

**CESC6 CO-OPTIONS**

Members were requested to discuss inviting co-options to the Sub Committee.

It was agreed that Co-options would be welcomed on to the committee, and representatives from Linnere, Bidwell West, and the wider community would be welcome to apply for co-option. It was also suggested that reaching out to schools and local businesses was worth consideration; the Civic & Events Manager agreed to investigate these avenues.

It was explained that the process was for people to be invited to apply for co-option and would then go to the Community Engagement Sub-Committee for approval. If the application was successful, the candidate would be invited to attend future meetings.

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

#### **CESC7 LINMERE EVENTS**

A representative from the Linmere gave an update regarding events being held. These included:

- Park Play – a two-hour free play session held every Saturday at 10.00am.
- Two self-guided walking tours to be launched at the end of the month: one for older children, taking in the local architecture and nature using an app; the other would be a Tiny Acorns Walk for younger children. A flier was used to navigate the walk which featured small rubbing plaques with nature images on them. Both walks ended at the café.
- An Odds vs Evens Sports Day would be held at Linmere Park on 6<sup>th</sup> July. House numbers were used to allot people to teams.
- Vojo's Play Bus would make a return. This was a soft play bus offering two hours of free play which was ticketed for thirty-minute slots.
- A pumpkin carving event was planned for October

Any assistance promoting these events would be appreciated. The Civic & Event Manager confirmed that Houghton Regis Town Council would be happy to include events on their social media.

Residents of Linmere had queried whether Santa's Float would be visiting Linmere again this year. It was requested if confirmation could be provided once details of the event had been decided.

**Resolved: To note the report.**

#### **CESC8 BIDWELL WEST EVENTS**

A representative from the Bidwell West Community Association gave an update regarding events being held. These included:

- The sports and summer day which had been held the previous weekend. This was for all age groups and included a bouncy castle and soft play.
- A yard sale was being planned for September.
- A Spooky Trail would take place on Halloween. This was a treasure hunt with items hidden around the estate for children to find and ended with pumpkin carving at the care home.
- A Christmas market was planned for the first or second week in December.

There were also monthly clubs, as follows:

- Sunday Stroll Club – a pub was chosen by the group to walk to.
- Litter picking

An Easter Egg trail was also held with donated Easter eggs being handed out at the end of the trail.

Once again, the Civic & Events Manager confirmed that Houghton Regis Town Council would be happy to promote any events being held and requested details to be sent through.

**Resolved: To note the report.**

#### **CESC9 CARNIVAL 2024**

A verbal update was given regarding the progress of the Carnival 2024.

The Carnival was being held on Saturday 13<sup>th</sup> July and a programme of events was scheduled to begin at 10.00am. There were two arenas: one for the dog show, plus a main arena featuring children's entertainment from Krisgar! The main event would be QE2, a Queen tribute band.

There were more than 40 stalls confirmed but enquiries for these were still being received. There were five or six food vendors confirmed, but it was hoped this number would increase. There was some uncertainty whether the vegan food option would go ahead but this was being investigated further. Refreshments would be available from the Pavilion. There were several groups taking part in the procession; however, it was suggested that invitations were extended to Linnere and Bidwell West groups to join the procession. The only stipulations for participating groups were the inclusion of two adult supervisors, along with provision of a risk assessment and a copy of Public Liability Insurance.

The matter of configuration was raised by Members who were keen to avoid too much space between the arenas and stalls. The Civic and Events Manager informed Members that the stall layout was being mapped out, and the Head of Environmental and Community Services would be consulted to discuss possible measures to prevent stallholders setting up where they wanted. The site would be marked out on Friday 12<sup>th</sup> July and Members were invited to assist with this and on the day of the carnival.

Volunteers had come forward for the signposts and the Army Cadets were also providing support. It was stated that any assistance promoting the event via social media would be welcomed, as would notification of road closures. Security had been arranged to manage the road closures and a traffic management company had been hired to provide a rolling roadblock.

**Resolved: To note the report.**

#### **CESC10 HOUGHTON ROCKS 2024**

A verbal update was given regarding the progress of Houghton Rocks 2024.

This event would take place on 7<sup>th</sup> September and would feature local bands playing between 11:00am and 7.30pm at Parkside Recreation Ground. In addition, a classic car show had been organised and there would also be food stalls, a beer tent, fairground rides and stalls. Billy Lee, a Tom Jones impersonator, would host the event.

It was confirmed that all the completed contracts bar one had been received. PRS forms would be sent out to the bands, and it was hoped these would be completed electronically.

Representatives of Bidwell West noted the event date and confirmed they would avoid this date for their proposed yard sale.

**Resolved: To note the report.**

## **CESC11 REPORT FROM THE COMMUNITY SERVICES MANAGER**

Members were provided with a report from the Community Services Manager regarding the following Summer Fun Activities.

- Skate Jam – 22<sup>nd</sup> July
- Inflatable Fun – 30<sup>th</sup> July
- Wild Science and Animal Facts – 1<sup>st</sup> August
- Laser Tag and inflatable obstacle course – 6<sup>th</sup> August
- Birds of Prey and garden games – 8<sup>th</sup> August
- Southend day trip – 15<sup>th</sup> August

There were a couple of potential changes to these activities but this would be confirmed at a later date.

On 23<sup>rd</sup> July there would be a movie afternoon featuring ‘Elemental’ and ‘Wonka’. Tickets for this event were available from Eventbrite and would be £1.00 for an advance booking or £2.00 on the day.

Most of the events were free and people could turn up on the day; however trips like the one to Southend needed to be booked and paid for, although this was subsidised.

Cllr McMahon expressed thanks to the Community Services Manager for the work that had gone into this programme of events and informed the Committee that councillor colleagues from Parkside were especially happy with the arrangements.

The report highlighted that events were being arranged and held at different locations in Houghton Regis to meet the aims of the Corporate Plan. These aims included: unifying different areas of the community, fostering civic pride and enhancing the quality of life for residents.

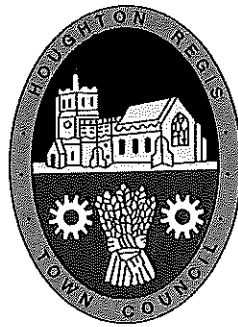
**Resolved: To note the report**

**The Chairman declared the meeting closed at 7.52pm**

**Dated this 17<sup>th</sup> day of September 2024**

**Chairman**





## **Houghton Regis Town Council**

### **APPLICATION & AGREEMENT FOR CO-OPTEEES**

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The Town Council operates with council staff and a team of elected councillors, however in relation to certain business of the Town Council there are advantages for the Council to formally appoint Co-Optees to Committees, Sub Committees and Working Groups for the skills and experience they are able to offer that group.

Applications for co-optees may be by invitation from the Town Council or by application from an individual. Either way Co-Optees of the Council are required to work under the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol and other relevant policy of the Council. This can be found on our website and by following this link: <http://www.houghtonregis.org.uk/council-policies-procedures>

Of particular note is the requirement of Co-Optees to follow the principals of the Councils Code of Conduct, as attached, so as to maintain the standards of the Council in the work undertaken.

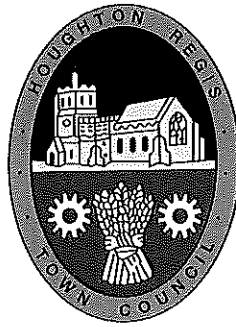
Upon appointment training will be provided by the Clerk covering Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol.

The term of office for a Co-Optee is ideally May to April each year, although invitations and applications can be considered part way through a year.

The Council will keep you informed of the progress of your application.

If you would like to become a Co-Optee please provide the following information and sign the agreement:

Co-Optee Application	
Name	Jeanette Batchelor
Address	Information removed
Contact number	Information removed
Contact email address	Information removed
Name of Committee, Sub Committee or Working Group to which you would like to be co-opted:	Community Engagement Sub Committee
Why you would like to become a co-optee? To be involved in council events and to help where needed.	
What skills and experience do you feel you can bring to the Council? 'Gift of the Gab' - Enthusiastic, Keen to help.	
Agreement	
<b>Co-optees are required to agree to the following:</b>	
<ul style="list-style-type: none"> <li>• To abide by the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer &amp; Member Protocol. These can be found at: <a href="http://www.houghtonregis-tc.gov.uk/council-policies-procedures">http://www.houghtonregis-tc.gov.uk/council-policies-procedures</a></li> <li>• To attend meetings as required or to offer apologies if you are not available.</li> <li>• To attend and support events (if appropriate) as required.</li> <li>• To work with the Council to secure the best outcomes for the community.</li> </ul>	
<b>*the Council reserves the right to remove this position should the agreement not be upheld.</b>	
<b>* the Co-optee may at any time withdraw from their position.</b>	
Name	Information removed
Date	9-9-2024
Signature	Information removed



**Houghton Regis Town Council**  
**APPLICATION & AGREEMENT FOR CO-OPTees**

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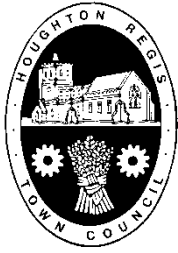
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The Council will keep you informed of the progress of your application.

If you would like to become a Co-Optee please provide the following information and sign the agreement:

<b>Co-Optee Application</b>	
<b>Name</b> Ken Wattingham	
Information removed	
<b>Contact number</b> Information removed	
<b>Contact email address</b> Information removed	
<b>Name of Committee, Sub Committee or Working Group to which you would like to be co-opted:</b> Events	Community Engagement Sub Committee
<p><b>Why you would like to become a co-optee?</b> I have been a Councillor for 9 Years and was Vice -Chair of the Committee as well as being co-opted last Year I enjoy being part of &amp; getting involved with the Community in all other projects that I do and I feel I still have a lot to give.</p>	
<p><b>What skills and experience do you feel you can bring to the Council?</b> Been on Events Committee 9 Years as a Councillor and was Vice -Chair aswell as being co-opted last Year</p>	
<b>Agreement</b>	
<b>Co-optees are required to agree to the following:</b>	
<ul style="list-style-type: none"> <li>• To abide by the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer &amp; Member Protocol. These can be found at: <a href="http://www.houghtonregis-tc.gov.uk/council-policies-procedures">http://www.houghtonregis-tc.gov.uk/council-policies-procedures</a></li> <li>• To attend meetings as required or to offer apologies if you are not available.</li> <li>• To attend and support events (if appropriate) as required.</li> <li>• To work with the Council to secure the best outcomes for the community.</li> </ul>	
<b>*the Council reserves the right to remove this position should the agreement not be upheld.</b>	
<b>* the Co-optee may at any time withdraw from their position.</b>	
<b>Name</b> Ken Wattingham	
<b>Date</b> 3 <sup>rd</sup> August 2024	
<b>Signature</b> Ken Wattingham	



## COMMUNITY ENGAGEMENT SUB COMMITTEE

Agenda Item 9

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<b>Date:</b>	<b>5<sup>th</sup> September 2024</b>
<b>Title:</b>	<b>Houghton Regis Town Council Community Services Update</b>
<b>Purpose of the Report:</b>	<b>To provide Members with an update on recent community work.</b>
<b>Contact Officer:</b>	<b>Tara Earnshaw, Community Services Manager</b>

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### 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

The planned summer fun activities were delivered across Houghton Regis during the summer holidays:

Activity	Date	Time	Location	Additional Information
Skate Jam	22 <sup>nd</sup> 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 <sup>th</sup> 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 <sup>st</sup> 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 <sup>th</sup> August	13.00-16.00	Parkside Recreation Grounds	Delivered by A6 Fun and will include garden games.
Birds of Prey and garden games	8 <sup>th</sup> August	13.00-15.00	Village Green Pavilion	Delivered by Herring Green Activities.
Southend	15 <sup>th</sup> August	9.00-17.00	Coach Trip	Three Star Coaches will manage the booking for this.

All the activities were well received by the residents. Participation appeared lower for the activities held at Parkside, which might be due to the change in location, and the laser tag activity was affected by rain.

#### 4. OPTIONS FOR CONSIDERATION

To maintain the delivery of summer fun activities throughout the 2025/2026 financial year in the same format across various locations in Houghton Regis. There are no alternative options presented 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.