



# 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](mailto:info@houghtonregis-tc.gov.uk)

6<sup>th</sup> November 2024

**To: Members of the Community Services Committee**

**Cllrs: E Costello (Chair), P Burgess, E Cooper, Y Farrell, T McMahon, A Slough, C Slough**

## Notice of Meeting

You are hereby summoned to a Meeting of the **Community Services Committee** to be held at the Council Offices, Peel Street on **Monday 11<sup>th</sup> November 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](#)

**Clare Evans**  
**Town Clerk**

**THIS MEETING MAY  
BE RECORDED \***

## Agenda

- 1. APOLOGIES & SUBSTITUTIONS**
- 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.

- 3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

*\*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.*

---

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. HOUGHTON REGIS SPORTS HALL**

At previous meetings, it was highlighted to Members that there was concern regarding the potential future lack of indoor sports hall access in Houghton Regis.

Members are asked to consider what we, as a Town Council, can do to support the Houghton Regis Sports Hall users.

**Recommendation: To consider what we, as a Town Council, can do to support the Houghton Regis Sports Hall users.**

#### **5. TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

*Pages 5 - 25*

Community Engagement Sub-Committee      25<sup>th</sup> June '24

Combating Crime Working Group              19<sup>th</sup> June '24, 17<sup>th</sup> July '24, 21<sup>st</sup> August '24

**Recommendation: To receive the Minutes detailed above.**

#### **6. CHANGES TO THE PRIDE OF HOUGHTON AWARDS WORKING GROUP**

The Pride of Houghton Awards was set up by the Town Council in 2002 after much discussion and planning. The Council wanted to have a scheme that honoured the work of the town's unsung heroes and the work that goes on behind the scenes and may not always be recognised.

Nominations have been invited for people who go above and beyond the call of duty and who selflessly put others before themselves.

The scheme was amended in 2016 to include new categories and highly commended nominees. The Pride of Houghton Awards categories may include:

- Individual
- Young Person (under 18)
- Carer - (The extra mile award)
- Care Home Workers
- Community Facilitator / Local Hero
- Local Group
- Local Business/organisation in Houghton Regis
- Lifetime achievement/special award

---

Members have expressed concerns about potentially knowing many, or even all, of the nominees, which can create an uncomfortable situation for them. As a result, the officers have reviewed the current shortlisting process. Officers believe in the possibility of removing most of the Members from this process and instead appointing a panel of previous award recipients supported by officers.

Having the town's celebrated unsung heroes select the next recipients would foster a wonderful sense of community.

**Recommendation: To consider the introduction of previous award recipients to the selection panel.**

## 7. ASSETS OF COMMUNITY VALUE

The Localism Act 2011 defines an asset of community value. Parish councils or community groups with a connection to the local area can nominate these assets. If Central Bedfordshire Council accepts the nomination, local groups will be given the opportunity to develop a bid for the asset when it goes up for sale. This process is commonly called the 'community right to bid.'

The right to bid applies only when the asset's owner chooses to sell it. The owner is not obligated to sell, and when they decide to sell the property, they can choose whom to sell it to.

Several assets that were previously listed have expired and have been automatically removed from the listing, which can be found here -

[https://www.centralbedfordshire.gov.uk/directory/61/assets\\_of\\_community\\_value/category/318](https://www.centralbedfordshire.gov.uk/directory/61/assets_of_community_value/category/318)

Members are encouraged to identify suitable assets within the town for review by officers in collaboration with Central Bedfordshire Council. Consideration may be given to the following locations:

- Houghton Regis Day Centre
- Houghton Regis Library
- Bedford Square Community Centre
- St. Thomas Meeting House
- St. Vincent's Centre
- Houghton Regis Sports Hall

**Recommendation: To provide officers with clear guidance on proposed Assets of Community Value.**

## 8. INCOME AND EXPENDITURE REPORT

*Pages 26 - 28*

*Members will find attached the income and expenditure report, for the Community Services Committee to date.*

*This report is provided for information purposes only.*

**9. EXCLUSION OF PRESS AND PUBLIC**

- HRTC-2024-CS-12716

**Recommendation:** 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.

**0-0-0-0-0-0-0-0-0-0-0-0-0-0-0**

**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 Y Farrell T McMahon A Slough	Chairman
		Emma Farrier Amy Garrod Anita Miller Potter	Land Improvement Holdings, Linnere Development Bidwell West Community Association Bidwell West Events Committee
	Officers:	Sarah Gelsthorp Amanda Samuels	Civic and Events Officer 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.



## CEC5 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.

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.**

## CEC6 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 Linnere 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 Linnere 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 Linnere had queried whether Santa's Float would be visiting Linnere 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.**

#### **CEESC9 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.**

#### **CEESC10 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**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**19<sup>th</sup> June 2024 at 11.00am**

Present:	Councillors:	M Herber E Cooper Y Farrell T McMahon C Slough	(Chair)
	Police:	Sgt Amy Ison	Bedfordshire Police
	CBC Safer Communities & Partnership Team	Stephen Blake	Safer Community Officer
	Officers:	Tara Earnshaw Amanda Samuels	Community Services Manager Administration Officer

**CC436 ELECTION OF THE CHAIR**

Members were invited to elect a Chair for Combating Crime Working Group for 2023/2024.

Nominee:	Cllr M Herber	Nominated by:	Cllr T McMahon
		Seconded by:	Cllr E Cooper
Nominee:	Cllr Y Farrell	Nominated by:	Cllr C Slough
		Seconded by:	Not seconded

Those in Favour of electing Cllr Herber as Chair: 3.

Accordingly, Cllr Herber was duly appointed as the Chair of the Combating Crime Working Group.

**CC437** Members were invited to elect a Vice-Chair for Combating Crime Working Group for 2024/2025.

Nominee:	Cllr Y Farrell	Nominated by:	Cllr C Slough
		Seconded by:	Cllr T McMahon

Members in favour of Cllr Y Farrell: 4?

Accordingly, Cllr Farrell was duly appointed as the Vice-Chair of the Combating Crime Working Group.



## CO-OPTIONS

Members were requested to consider if they would like to co-opt members on to the Combating Crime Working Group until May 2025.

Members were advised that no applications had been received.

**Resolved: To consider any co-option applications received.**

## CC438 APOLOGIES & SUBSTITUTIONS

Apologies were received from Sgt R Donaldson. Sgt A Ison substituted as the representative from Bedfordshire Police.

## CC439 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

## CC440 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4, Council was required to review its delegation arrangements to committees and sub-committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

Members received an extract from the approved Committee Functions & Terms of Reference which related to this working group.

Members received this report for information.

The confidentiality of the CCWG Minutes was questioned and it was confirmed that while these were not publicly circulated, they were presented to the Corporate Services Committee.

## CC441 MINUTES

Members were asked to approve the Minutes of the meeting held on 15<sup>th</sup> May 2024; however, it was felt that the name of a local school should be removed from the Minutes as the reports were unverified. Members agreed to amend the minutes to anonymise the school and generalise the claims, and to defer signing the Minutes until the next meeting.

**Resolved: To defer signing the minutes until the requested amendments were made.**



**CC442 POLICE REPORT**

A verbal report was provided by the Police on crime and ASB issues since the last meeting.

Members were invited to:

- Share local concerns in light of the report
- To discuss any instructions to Bedfordshire Police under Operation Hana.

Members were updated on local crime figures compared with the same two months of the previous year:

The number of logged calls showed a small increase from 187 last year to 197 this year.

Serious and Acquisitive Crime showed a similar average of incidents for the same period last year. The main repeat areas were:

- Townsend Court
- Trident drive
- Westminster Gardens

Anti-social behaviour was down from 54 last year to 49 this year within the same period.

82 calls had been received regarding off-road bikes. Incidents were concentrated around;

- Tithe Farm Road
- Aylesbury Drive
- Cemetery Road
- Houghton Hall Park.

72 hours were worked under Op Hana, 36 hours of which were footbeat

Projections for June were: 120 hours, 60 projected footbeat hours

In June so far –

- 5 vehicles seized or stopped
- 1 stop search
- 1 out of court disposal (community resolution) relating to cannabis

Sgt Donaldson had been requested to put together a business plan for the purchase of two electric bikes and this was being progressed. Cllr Hamill had also been approached to discuss the possibility of S106 funding.

Members agreed for the areas of focus for Op Hana to remain the same.

A handwritten signature in black ink, appearing to be 'NLP', is located at the bottom right of the page.

**Resolved:** For Operation Hana to focus on: **Bedford Square**, Manor Park, White House Close, **Neptune Square**, Trident Drive, Chelsea gardens, Tithe Farm Road, **Hillborough Crescent**, Recreation Rd and **Houghton Hall Park**.

**With those highlighted in bold to be a priority of high visibility policing and a police presence in the other areas.**

#### CC443 CBC COMMUNITY & PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Community & Partnership Team provided the following update.

- 19hrs of walking patrols carried out by Safer Neighbourhood Officers (including 5 areas of targeted patrols).
- 20 separate business visits by Safer Neighbourhood Officers.
- 2 weapon sweeps carried out by Safer Neighbourhood Officers.
- Joint engagement with Dunstable/Houghton Community Police in Eddiwick Avenue following concerns raised with Police.
- Sandringham Hub pop-up engagement with other services including Community Police.
- Puddlehill pop-up engagement also attended by Cllr Goodchild.
- 2x pop-up engagements at Houghton Regis Library including one with Housing, BDAP (Bedfordshire Domestic Abuse Partnership) and Community Police.
- Pop-Up engagement with residents of All Saints View.
- Intel gathering letter drop engagement in Grove Road with Community Police following cuckooing concerns.
- Graffiti report following conversations with Cllr Herber & Cllr Hamill. CCTV images captured which are being dealt with by Community Police.
- Engagement with residents of Johnson Court.

#### Update from the CBC Business Officer

- 7 businesses visited in the past month.
- Costa have returned their radio as they have no issues.
- The new Rahman Family Butchers had received nasty comments online regarding the opening of their shop in Bedford Square. Several visits were made to the business. They had been provided with a radio to join the Houghton Regis Radio Link Community and be connected to CCTV. They were advised to be aware of having stock outside in case youths picked them up and threw them. The OPCC had been contacted and they had provided a Business Smart Water Pack so they could mark any valuables in the shop, and signs to put up warning people.



- Lidl in Houghton Road were having issues at school finishing time, with a large number of pupils descending on the store. Some were buying goods, but large amounts were also being stolen. The range of CBC CCTV cover was being investigated and a spare radio for the store was awaited.
- Heron had a new permanent manager. They were using the radio but had not been experiencing many issues.

#### CC444 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

In light of the police report Members considered whether there was a need to move the redeployable cameras to different locations or whether they should remain where they were. Members agreed to leave the cameras in situ:

- Sundon Road
- Parkside Drive
- Tithe Farm Road

It was confirmed that quotes were being sourced for a 4<sup>th</sup> camera. The suggested site for this was the Village Green; however, this would be agreed at a later date.

There had been criminal damage at Tithe Farm Rec and Members queried whether the camera on site was picking up footage of the incidents and, if so, was it being used? It was felt that it was the responsibility of the developers to report any incidents. The Community Services Manager agreed to enquire whether incidents of criminal damage were being followed up.

It was also requested that CBC be approached to replace the camera that was removed from Sapphire Place. The Community Services Manager would follow this up.

**Resolved: To agree, on the advice of the Police or other reliable information, the location of the redeployable cameras.**

#### CC445 REDEPLOYABLE LICENCE FOR MONITORING THREE REDEPLOYABLE CAMERAS

Members were provided with the redeployable licence for monitoring three redeployable cameras between Central Bedfordshire Council and Houghton Regis Town Council 2024-2025 and asked to consider agreeing to the terms and conditions set out in the agreement.

Members were informed that when the new camera was received it would be added to the licence.



Cllr Slough questioned whether CCTV was in operation 24 hours, 7 days a week since the licence gave the working hours as Monday to Friday, excluding bank holidays. It was confirmed that the CCTV was in operation 24 hours, 7 days a week including Bank Holidays. The Community Services Manager agreed to check what was covered during office hours.

As an additional item of information, Members were informed that Bedfordshire Police and Crime Commissioner had confirmed he would be happy to attend a future meeting of the CCWG to discuss ASB. The Community Services Manager would agree a date for a future meeting.

**Resolved: To Approve the licence agreement between CBC and HRTC for 2024/25 and for this to be signed by the chair.**

**The Chairman closed the meeting at 11.44am**

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

**Chairman**



**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**17<sup>th</sup> July 2024 at 11.00am**

Present: Councillors: M Herber (Chair)  
Y Farrell  
T McMahon  
C Slough

Police: Sgt H Miles Bedfordshire Police  
Ch Insp J Goldsmith Bedfordshire Police

CBC Safer Communities & Partnership Team S Blake Safer Community Officer

Officers: Tara Earnshaw Community Services Manager  
Amanda Samuels Administration Officer

Apologies: Councillor: E Cooper

**CC446 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Cooper.

**CC447 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC448 MINUTES**

To approve the Minutes of the meeting held on 15<sup>th</sup> May and 19<sup>th</sup> June 2024

**Resolved: To approve the Minutes of the meetings held on 15<sup>th</sup> May and 19<sup>th</sup> June 2024 and for these to be signed by the Chairman.**

**CC449 POLICE REPORT**

Members received a report regarding Operation Hana.

Members were invited to:

- Share local concerns in light of the report
- To discuss any instructions to Bedfordshire Police under Operation Hana.

Members were updated on local crime figures compared with the same two months of the previous year:



---

Crime recorded had risen with 41 more incidents than the previous year.

There were 17 more recorded crimes in May-June period but solved crimes had risen.

All recorded crimes between 1 Apr – 30 June totalled 323, which was an average of 108 per month.

Crimes recorded

May 2023: 129	Jun 2023 84
May 2024: 108	Jun 2024 106

For the year to date between June 2023 and June 2024 there were 1,486 recorded crimes, with an average of 99 crimes per month.

Acquisitive crime between January - June totalled 133 recorded crimes, an average of 22 crimes per month

Main locations: Bedford Square, Morrisons, The Crown and Mayer Way.

ASB incidents reported

May 2024: 55 – 31 attended by Op Meteor officers  
June 2024: 81 – 50 attended by Op Meteor officers

Main locations: Tithe Farm Road, Cemetery Road. Fensome Crive and Chelsea Gardens.

In regard to Operation Skytree, an uninsured vehicle had been seized and numerous stop searches had taken place. A handheld camera had been purchased and was being used in patrols to film riders of nuisance bikes. A person had been arrested for drug driving and the possession of Class A and B drugs.

Members were updated on the hours of foot patrol under Operation Hana, members were advised that op Hana policing had amounted to

May 2024: 72 hours work with 36 hours of foot patrol (11 PCs and 1 PCSO).  
June 2024: 115 hours work with 60 hours of foot patrol (20 officers and 2 PCSOs)

Members agreed for the areas of focus for Op Hana to remain the same.

Members were advised that a resident in Bidwell West had concerns regarding off road bikes. There was no CCTV in the location and it was questioned whether a camera could be installed. It was highlighted that this was an unadopted road and the responsibility of the developer; however, there was the possibility of installing a camera on the main carriageway of Thorne Road.

The Dentist in Bedford Square had concerns that customers had felt unsafe with groups congregating on the stairs.

Bedfordshire Police were aware of the situation regarding the dentist and had sent PCSOs out. The representative from Bedfordshire Police also requested contact details for the resident in Bidwell West, and the Community Services Manager confirmed these would be forwarded.

The Safer Community Officer confirmed he would contact the business officer to see if there was a spare radio that could be issued to the dentist.

**Resolved:** **For Operation Hana to focus on: Bedford Square**, Manor Park, White House Close, **Neptune Square**, Trident Drive, Chelsea gardens, Tithe Farm Road, **Hillborough Crescent**, Recreation Rd and **Houghton Hall Park**.

With those highlighted in bold to be a priority of high visibility policing and a police presence in the other areas.

#### CC450 POLICE AND CRIME COMMISSIONER VISIT

It has been agreed for the PCC to meet with members of the CCWG at the meeting scheduled for 21<sup>st</sup> August 2024.

It was suggested that other councillors might welcome the opportunity to meet with the PCC. One option would be to invite councillors to the opening 30 minutes of the meeting and then go into the usual CCWG meeting after the visit. The Community Services Manager would check and confirm if this would be possible.

**Resolved:** To note the report.

#### CC451 CBC COMMUNITY & PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Community & Partnership Team provided an update as follows:

##### Safer Communities Officer

- Met with the new Serenity children's services in Millers Way, Houghton Regis.
- Visited Tithe Farm Lower School regarding parking issues outside school. This was followed by afternoon school patrols to combat the issues. Road safety literature was left with the school for inclusion in the newsletter. Safer Neighbourhood Officer and Community Police also attended.

- Attended Limetree academy path project with neighbourhood operations team following recommendations.
- Resident engagement undertaken at Elm Park Close.
- Visited Ashtree Road site with neighbourhood housing following issues experienced by a resident. This was followed by cutting back tree and bushes and a further site visit being arranged with police Designing Out Crime officer. It was hoped that gates could be installed to deter bikes.
- Hosted a community safety/spiking awareness stand at Houghton Regis Carnival – further actions to be completed following concerns raised.
- Best Bar None assessment completed at The Chequers.
- Attended re-introduced Houghton Regis Together multi-agency meeting. There was no police presence at the meeting but it was hoped there would be future involvement.
- Referral to Noah Enterprise/CBC Homeless intervention team of homeless person sleeping in a van with 4 dogs in an area of Houghton Regis. Further visits were conducted to check that support was being provided.

#### Safer Neighbourhood Officers

- 29hrs of foot patrols around Houghton Regis (13.5hrs of which were targeted).
- 47 business visits.
- 1 weapon sweep at Tithe Farm Recreation Ground – nothing found.

#### Safer Business Officer

- 8 business visits were conducted in Houghton Regis, including one to replace a broken radio, and another following shoplifting with threats of violence towards staff (where the Safer Business Officer is working with the shop's Crime & Investigations Manager and the police).
- Visited a business whose carpark lights were shining directly into a resident's house.
- Assisted with Houghton Regis Carnival.

There had been another vulnerable homeless person at Chelsea Gardens. Safeguarding had been put in place and the team were handling the issue.

The Safer Community Officer confirmed that he would pursue the following issues:

- Complaints by drivers that the roundabout on Poynters Road was overgrown and impacting visibility.
- Damage to the Windsor Drive and Parkside roundabout. This would be reported to Highways.

## **CC452 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

The Community Services Managers confirmed they had approached CBC regarding the replacement of a camera previously situated on the site of All Saints View. CBC had responded that the static camera had been decommissioned and there were no plans for a replacement.

The location for the new camera was discussed and Members proposed the roundabout at the junction of Thorne Road and Morpeth Road. It was hoped that this would provide some reassurance for the residents of Bidwell West.

In light of the police report, Members considered whether there was a need to move the redeployable cameras to different locations or whether they should remain where they were. Members agreed to leave the cameras in situ:

- Sundon Road
- Parkside Drive
- Tithes Farm Road

**Resolved: To agree, on the advice of the Police or other reliable information, the location of the redeployable cameras.**

**Resolved: To note the report.**

**The Chairman closed the meeting at 11.45am**

**Dated this 21<sup>st</sup> day of August 2024**

**Chairman**

**Houghton Regis Town Council**  
**Combating Crime Working Group**  
**Minutes of the meeting held on**  
**Wednesday 21<sup>st</sup> August at 11.30am**

Present:	Councillors:	M Herber Y Farrell E Cooper T McMahon C Slough	(Chair)
	Police:	PCC J Tizard Sgt. Ryan Donaldson	Bedfordshire Police Bedfordshire Police
	CBC Safer Communities & Partnership Team	S Blake	Safer Community Officer
	Officer:	Tara Earnshaw	Community Services Manager

**CC1453 APOLOGIES & SUBSTITUTIONS**

None.

**CC1454 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**CC1455 MINUTES**

To approve the Minutes of the meeting held on 17<sup>th</sup> July 2024

**Resolved: To approve the Minutes of the meetings held on 17th July 2024 and for these to be signed by the Chairman.**

**CC1456 POLICE REPORT**

Members received a report regarding Operation Hana.

Members were invited to:

- Share local concerns in light of the report
- To discuss any instructions to Bedfordshire Police under Operation Hana.

In the current financial year there had been a 17.6% increase in crimes per day, which equated to an increase from 3.5 offences per day to 4.1% offences per day.

138 recorded crimes in the year to date  
117 recorded incidents in 2023

#### Offences Recorded

120 July 2023  
131 July 2024

#### Acquisitive Crime

July 2023 20 offences  
July 2024 17 recorded offences

#### High demand locations

Tesco express at Collie Place and Morrisons on High Street.  
Townsend Court (NHS Trust site)

There were currently five prolific offenders, and work was being carried out with Mitie to identify offenders not classed as 'prolific'

#### ASB

July 2023 35 incidents  
July 2024 69 incidents – 35 of which were Op Meteor (police bike patrols) targeting nuisance bikes and vehicles

#### High demand Locations – nuisance vehicles

Cemetery Road, Tithe Farm Road, Parkside Drive and Aylesbury Road

Operation Skytree was carried out in July to deal with prolific bike offenders and had resulted in three bike seizures and one arrest. The August operation had been cancelled but would be rearranged.

There continued to be issues with the Beds Connected platform for messaging police, but these were being dealt with.

The purchase of electric bikes had been approved; however, following publicised incidents with batteries, there were insurance and storage issues that needed to be resolved prior to purchase.

Members were advised that Op Hana policing had amounted to a total of 128 hours, with 48 hours of foot patrol in July. There had been:

- 11 intelligence reports
- 1 arrest
- 21 vehicles stopped
- 16 persons stopped
- Section 59s issued

Members had received information that children were begging at Parkside Recreation Ground and voiced concerns that some areas might benefit from being more highly patrolled. Bedfordshire Police had not received reports regarding this matter, but would explore further. It was confirmed that more patrols and engagements could be organised.

Members were informed that CCTV was being used for Section 59s and this was proving to be highly effective.

The Bedfordshire Police representative suggested that Cemetery Road be added to the list of areas covered by Op Hana as this was being patrolled as a matter of course. Members agreed for the areas of focus to remain the same, with the addition of Cemetery Road.

**Resolved:** For Operation Hana to focus on: **Bedford Square**, Manor Park, White House Close, Cemetery Road, **Neptune Square**, Trident Drive, Chelsea gardens, Tithe Farm Road, **Hillborough Crescent**, Recreation Rd and **Houghton Hall Park**.

With those highlighted in bold to be a priority of high visibility policing and a police presence in the other areas.

#### CC1457 CBC COMMUNITY & PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Community & Partnership Team had been invited to attend the meeting to provide an update.

- Resident engagement in Johnson Court
- Attended the Skate Jam event
- Met with an 'at risk' homeless person and submitted the necessary safeguarding referrals and involved the CBC homeless intervention team.
- Engagement in Evans Close with the Community Policing Team
- Trident Drive engagement with the Housing Officer for the area following a neighbour dispute
- Site visit to Ash Tree Road and Black Thorn Road following problems with off road bikes. Police Designing Out had also attended and looked at options to tackle the issue. A report had been produced outlining a number of possible measures for adoption.
- House visit to Dolphin Drive following intel received and this was now being investigated by CBC Planning
- Pop Up at the Sandringham Hub for their Wellbeing Wednesday event
- Visited Hillborough Crescent Post Office and a resident in Sundon Road
- Met with the president of the Bidwell West Resident Association regarding ASB and shoplifting issues. Resident engagement had been arranged for October and it was hoped to get the housing association involved as the area had not yet been adopted
- Health and Wellbeing event at All Saints View had taken place

None

Safer Neighbourhood Officers had the following updates

- 15 hours of foot patrols in August but 3 weeks' data was unavailable for July
- 21 visits had been made to the Bedford Square stairwell following concerns raised at the July meeting. No incidents were reported
- 34 business visits
- 2 weapon sweeps at Tithe Farm Recreation Ground and Houghton Hall Park

Members raised the following areas for concern:

A resident of Recreation Road had left items on the footpath and the green

A palette of leaning paving slabs was posing a potential hazard

Both items would be referred to CBC by the Safer Community Officer

It was questioned whether Houghton Regis Town Council could fund its own Ring doorbells and if this could be discussed further at a future meeting.

**Resolved: To note the report.**

#### **CC1458 REDEPLOYABLE CCTV CAMERA LOCATIONS**

Members received a schedule of redeployable camera locations.

The Community Services Manager informed Members that they had received correspondence from a Bidwell West resident regarding security concerns and a request for a CCTV camera to be installed in the area. The site had not yet been adopted, however, and any damages could be an issue.

The Community Services Manager had also followed up on the camera purchased in July but had received no further news. The camera was scheduled to be placed on the roundabout at Thorn Road, as agreed at the previous meeting (Minute CC452). It was confirmed that the Bidwell West resident would be informed of the planned installation of the camera.

The Safer Community Officer suggested that a meeting should be arranged involving community police, members of the Town Council and the housing association, for the potential benefit of all parties. The Community Services Manager confirmed they would inform the resident of the potential meeting in addition to the proposed camera installation on Thorn Road

It was questioned whether there were any funds available to purchase an additional camera to the one already purchased. The Community Services Manager would follow this up with the with the Head of Environmental & Community Services. There remained some feeling amongst Members that, as finances were finite, business owners also had a duty to protect their businesses and staff.

In light of the police report, Members considered whether there was a need to move the redeployable cameras to other locations or whether they should remain where they were.





---

The Bedfordshire Police representative suggested that one potential site would be on the B5120 where nuisance bikes travelled between Houghton Regis and Dunstable. This would require further research but a report on camera locations could be made at September's meeting. Members agreed to leave the cameras in situ while possibilities for camera relocations were explored:

- Sundon Road
- Parkside Drive
- Tithe Farm Road

**Resolved:** To agree, on the advice of the Police or other reliable information, the location of the redeployable cameras.

**The Chairman closed the meeting at 12.40**

**Dated this 18<sup>th</sup> day of September 2024**

**Chairman**



05/11/2024

## Houghton Regis Town Council Current Year

Page 1

22:01

## Detailed Income &amp; Expenditure by Budget Heading 05/11/2024

Month No: 8

## Item 7. Income and Expenditure Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Community Services</b>								
<u>302 Community Services</u>								
1091 Income Miscellaneous	156	922	2,500	1,578			36.9%	
Community Services :- Income	<b>156</b>	<b>922</b>	<b>2,500</b>	<b>1,578</b>			<b>36.9%</b>	<b>0</b>
4221 SUMMER PLAYScheme	0	4,835	6,000	1,165		1,165	80.6%	
4226 Youth services	0	3,245	5,500	2,255	169	2,087	62.1%	
4227 Community Services	0	2,497	6,000	3,503		3,503	41.6%	
4230 Public Toilets	0	12,950	22,000	9,050		9,050	58.9%	
4232 Christmas Lights	0	844	13,000	12,156	12,774	(618)	104.8%	
Community Services :- Indirect Expenditure	<b>0</b>	<b>24,371</b>	<b>52,500</b>	<b>28,129</b>	<b>12,942</b>	<b>15,186</b>	<b>71.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>156</b>	<b>(23,449)</b>	<b>(50,000)</b>	<b>(26,551)</b>				
<u>303 Communications</u>								
4029 Promotional Material	0	598	5,000	4,403		4,403	11.9%	
4033 NEWSLETTER	0	872	7,000	6,128	1,860	4,268	39.0%	
Communications :- Indirect Expenditure	<b>0</b>	<b>1,470</b>	<b>12,000</b>	<b>10,530</b>	<b>1,860</b>	<b>8,670</b>	<b>27.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,470)</b>	<b>(12,000)</b>	<b>(10,530)</b>				
<u>304 Events</u>								
1094 Income from Sponsors	0	1,000	500	(500)			200.0%	
1097 Income - Council Events	0	4,208	3,500	(708)			120.2%	
Events :- Income	<b>0</b>	<b>5,208</b>	<b>4,000</b>	<b>(1,208)</b>			<b>130.2%</b>	<b>0</b>
4222 COMMUNITY EVENTS	0	40,920	56,000	15,080	8,783	6,297	88.8%	
Events :- Indirect Expenditure	<b>0</b>	<b>40,920</b>	<b>56,000</b>	<b>15,080</b>	<b>8,783</b>	<b>6,297</b>	<b>88.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(35,712)</b>	<b>(52,000)</b>	<b>(16,288)</b>				
<u>305 Community Grants</u>								
4203 MAYORS CHRISTMAS APPEAL FUND	0	30	5,500	5,470	270	5,200	5.5%	
4218 Grants (WB) Project Scheme	0	800	4,000	3,200		3,200	20.0%	
4220 Grants (WB) Key Partners	0	14,988	15,000	13		13	99.9%	
4235 Cost Of Living Crisis Donation	0	3,360	7,200	3,840		3,840	46.7%	
Community Grants :- Indirect Expenditure	<b>0</b>	<b>19,178</b>	<b>31,700</b>	<b>12,523</b>	<b>270</b>	<b>12,253</b>	<b>61.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(19,178)</b>	<b>(31,700)</b>	<b>(12,523)</b>				

Continued over page

26 / 28

## Detailed Income &amp; Expenditure by Budget Heading 05/11/2024

Month No: 8

## Item 7. Income and Expenditure Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>306 Community Safety</u>								
4046 Enviro - Crime	0	1,223	9,500	8,277	142	8,135	14.4%	
4059 OTHER PROFESSIONAL FEES	0	9,777	40,000	30,223		30,223	24.4%	
Community Safety :- Indirect Expenditure	<b>0</b>	<b>11,000</b>	<b>49,500</b>	<b>38,500</b>	<b>142</b>	<b>38,358</b>	<b>22.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(11,000)</b>	<b>(49,500)</b>	<b>(38,500)</b>				
<u>307 Civic Services</u>								
4101 MAYORS ALLOWANCE	0	1,069	3,850	2,782	52	2,730	29.1%	
4106 Mayors Civic Events	0	2,855	3,250	395	50	345	89.4%	
4121 CIVIC REGALIA	0	1,201	1,400	199		199	85.8%	
4122 Civic Fund Expenses	0	243	200	(43)		(43)	121.6%	
Civic Services :- Indirect Expenditure	<b>0</b>	<b>5,368</b>	<b>8,700</b>	<b>3,332</b>	<b>102</b>	<b>3,230</b>	<b>62.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(5,368)</b>	<b>(8,700)</b>	<b>(3,332)</b>				
<u>392 Comm Serv Staff Costs</u>								
1071 YIF Grant	0	0	57,648	57,648			0.0%	
1087 External Grant - CBC Youth Wor	0	0	5,000	5,000			0.0%	
Comm Serv Staff Costs :- Income	<b>0</b>	<b>0</b>	<b>62,648</b>	<b>62,648</b>			<b>0.0%</b>	<b>0</b>
4001 STAFF SALARIES	0	79,542	257,000	177,458		177,458	31.0%	
4002 EMPLOYERS N.I	0	7,292	36,000	28,708		28,708	20.3%	
4003 EMPLOYERS SUPERANN.	0	20,459	69,000	48,541		48,541	29.7%	
4005 STAFF OVERTIME	0	6,463	10,000	3,537		3,537	64.6%	
Comm Serv Staff Costs :- Indirect Expenditure	<b>0</b>	<b>113,757</b>	<b>372,000</b>	<b>258,243</b>	<b>0</b>	<b>258,243</b>	<b>30.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(113,757)</b>	<b>(309,352)</b>	<b>(195,595)</b>				
<u>399 Community Capital &amp; Projects</u>								
4034 WEBSITE COSTS	0	6,125	0	(6,125)		(6,125)	0.0%	
4228 Community Facilities	0	3,648	6,800	3,152		3,152	53.6%	
4804 CAP-New Christmas Lights	0	0	6,000	6,000	1,200	4,800	20.0%	
5032 Tfr from Website EMR	0	(6,000)	0	6,000		6,000	0.0%	
Community Capital & Projects :- Indirect Expenditure	<b>0</b>	<b>3,773</b>	<b>12,800</b>	<b>9,027</b>	<b>1,200</b>	<b>7,827</b>	<b>38.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,773)</b>	<b>(12,800)</b>	<b>(9,027)</b>				
Community Services :- Income	<b>156</b>	<b>6,130</b>	<b>69,148</b>	<b>63,018</b>			<b>8.9%</b>	
Expenditure	<b>0</b>	<b>219,836</b>	<b>595,200</b>	<b>375,364</b>	<b>25,299</b>	<b>350,066</b>	<b>41.2%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>156</b>	<b>(213,706)</b>	<b>(526,052)</b>	<b>(312,346)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 05/11/2024

Month No: 8

## Item 7. Income and Expenditure Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	156	6,130	69,148	63,018			8.9%	
Expenditure	0	219,836	595,200	375,364	25,299	350,066	41.2%	
<b>Net Income over Expenditure</b>	<u>156</u>	<u>(213,706)</u>	<u>(526,052)</u>	<u>(312,346)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>156</u>	<u>(213,706)</u>	<u>(526,052)</u>	<u>(312,346)</u>				