



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr E Cooper**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis-tc.gov.uk

1st April 2025

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 7th April 2025 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](#)

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. MINUTES

Pages 4-6

To approve the minutes of the meeting held on 24th February 2025

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 24th February 2025, and for these to be signed by the Chairman.

5. CORPORATE PLAN REVIEW & UPDATE

Pages 7-8

To review and update Members on the Corporate Plan Action Plan for the Community Services Committee.

Recommendation: To provide feedback and review objectives.

6. HOUGHTON REGIS TOWN COUNCIL YOUTH SERVICES

Members will be verbally updated on the in-house youth services work. The update will include a breakdown of youth engagement and detached youth work, including attendance figures.

This update is provided for information purposes only.

7. TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Pages 9-20

Community Engagement Sub-Committee 4th February 2025

Combating Crime Working Group 15th January 2025 and 19th February 2025

Recommendation: To receive the Minutes detailed above and to approve the recommendations contained therein.

8. INCOME AND EXPENDITURE REPORT

Pages 21-23

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. TOWN CRIER REVIEW

Members will be asked to provide feedback on the Town Crier, the official newsletter of Houghton Regis Town Council, which aims to keep residents informed about local events, community updates, and news.

Historically, the Town Council prints 10,500 copies twice a year, and the publication is distributed to each residential property. As the town grows, members may wish to consider the sustainability and environmental impact of the project, given its substantial use of paper. Printing and distribution also involve significant costs, making it essential to monitor the publication’s effectiveness and explore digital alternatives over the coming years.

Recommendation: To provide feedback and guidance on how the Town Crier can develop.

10. PROJECT GRANT REQUEST

Pages 24-28

Members will find attached a completed project grant application from the Friends of Windsor Drive for £800 for the delivery of PT Fitness sessions.

Recommendation: To consider and approve the project grant request.

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HOUGHTON REGIS TOWN COUNCIL

Community Services Committee

Minutes of the meeting held on

Monday 24th February 2025 at 7.00pm

Present: Councillors: E Costello Chairman
E Billington (Sub)
P Burgess
E Cooper
Y Farrell
T McMahon

Officers: Ian Haynes Head of Environmental &
Tara Earnshaw Community Services
Amanda Samuels Community Services Manager
Administration Officer

Public: 0

Apologies: Councillors: A Slough
C Slough

Also present: J Carroll
D Taylor

13112 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr A Slough (no substitute) and Cllr C Slough (Cllr Billington substituted).

13113 QUESTIONS FROM THE PUBLIC

None.

13114 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13115 MINUTES

To approve the minutes of the meeting held on 21st October and 11th November 2024.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 21st October and 11th November 2024 and for these to be signed by the Chairman.

13116 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Community Engagement Sub-Committee 17th September '24, 26th November'24

Combating Crime Working Group 18th September '24, 16th October '24, 20th November '24, and 18th December '24

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

CC1471 - To review and revise the 306 Community Safety budget at the next Community Services meeting with a view to adapting the Operation Hana SLA to include Community Safety and Op Hana, thereby allowing greater budget flexibility.

13117 HOUGHTON REGIS SPORTS HALL

Members were updated on the work undertaken around the Houghton Regis Sports Hall.

An Expression of Interest regarding the sports hall had been submitted to Central Bedfordshire Council and a decision was awaited. At the previous meeting of the Community Services Committee there had been a resolution to produce a business plan (Minute 13031); however, it was felt that clarification on costings, including utilities, was required before this could be produced.

Members were advised that the sports hall would no longer close in March while the process progressed.

Future discussion on the sports hall would go to full council.

13118 INCOME AND EXPENDITURE REPORT

Members were provided with the income and expenditure report for the Community Services Committee to date.

The Head of Environmental and Community Services highlighted the main points of the report and informed Members that the expenditure was as expected in the run up to year end.

13119 CENTRAL BEDFORDSHIRE COUNCIL YOUTH SUPPORT SERVICES

Members were updated on the outcome of the Central Bedfordshire Council Youth Support Services Contract.

The Children's Society had been successful with their contract. The Children's Society had been holding sessions in Houghton Regis prior to the contract being awarded and were looking forward to working with HRTC's growing youthwork team.

13120 HOUGHTON REGIS TOWN COUNCIL YOUTH SERVICES

Members were updated on the in-house youth services work. Since October 2024, the breakdown of youth engagement and detached youth work (including attendance figures) was as follows:

Monday – Youth Café

16 sessions delivered

42 different attendees, attendance average 12-15

Tuesday – Open Access and Boxing

18 sessions delivered

68 different attendees, average of 13 attending

Wednesday (alternate) – Youth Council

10 members, average attendance 8, 4 new since October

6 meetings

Thursday – Open Access

18 sessions delivered

Average 13 in attendance

Members believed the website should contain more information about youth services and that the information currently published required updating. It was also thought that the Facebook page should have greater visibility. The Head of Environmental and Community Services confirmed they would update items as necessary on the website and would also consider increasing posts on social media.

13121 SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Members were provided with the Town Council Draft Safeguarding Children and Young People Policy. Members were advised that this was a wholly rewritten policy. The updated Safeguarding Policy was vital for ensuring the safety of children and young people in the community.

Training and support would be provided to staff and Members to ensure all parties were aware of their responsibilities.

Resolved: To recommend approval of the Town Council Safeguarding Children and Young People Policy for consideration by the Corporate Services Committee and Town Council.

The Chairman declared the meeting closed at 7.39pm

Dated this 7th day of April 2025

Chairman

Agenda Item 5

	Pillar	Objective	Mechanism/ initiative	Type	Delivery Year	Budget Requirement 2026/27	Budget	Budget Requirement 2027/28	Budget Requirement 2028/29	Budget Requir 2028/29	Status: Red Amber Green Completed Review	Committee Workplan	Notes	
1	Town and community	Improve integration between existing and new communities.	Continue to provide 'Welcome Packs' for new residents at Linnere, Thorn and Bidwell.	Initiative	2024 onwards	1000	303 4029	1000	303 4029	1000	303 4029	Amber	Community Services	Incomplete staff team delayed provision and delivery.
5	Town and community	Support the sense of arrival and identity.	New, 'Welcome to Houghton Regis - historic market town' signage at important gateways into the Parish. In particular, at Sundon Road (immediately after the roundabout), Poynter's Road, Houghton Road, Watling Street and all A5 intersections. Coordination with CBC to establish the style and placement of new signage (potential use of CBC's Rural Match Funding Scheme in the expansion area/ HRN1&2).	Intervention	2026 / 27	25000	299 4059	0	0	0	0	Amber	Community Services	To be created through the CBC Rural Highways Grants Scheme. CBC not engaging / pursuing the scheme.
9	Town and community	Create a stronger, more robust and engaging town centre offer.	Work with partners to extend town centre activities along the historic High Street.	Engagement	2024 onwards	0		0		0		Green	Community Services	Parades between All Saints Church and All Saints View.
13	Town and community	Create a stronger, more robust and engaging town centre offer.	Temporary seasonal installations at prominent civic spaces, such as the shopping centre, All Saints car park and The Green. Installations might include a summer beach, a winter ice rink and a harvest festival.	Event	2027 / 28	0		25000	304 4222	25000	304 4222	Green	Community Services	Anticipated to be pursued using additional resource from the UKSPF fund.
14	Town and community	Create a stronger, more robust and engaging town centre offer.	Engage street performers (local musicians and independent entertainers) to stimulate life, activity and footfall at weekends.	Initiative	2026 / 27	5000	304 4222	5000	304 4222	5000	304 4222	Amber	Community Services	Anticipated to be pursued using additional resource from the UKSPF fund but fund limitations may preclude.
15	Town and community	Create a stronger, more robust and engaging town centre offer.	Continue to provide town centre wardens at peak shopping times.	Initiative								Review	Community Services	Suggested to discard this initiative.
16	Town and community	Create a stronger, more robust and engaging town centre offer.	Promotion of outside hospitality areas to further stimulate life and activity.	Engagement								Review	Community Services	Suggested to discard this initiative as outside the scope of the town council.
17	Town and community	Create a stronger, more robust and engaging town centre offer.	Continue to investigate solutions with CBC and stakeholders to provide a regular or specialist market and explore alternatives such as external food stalls, 'pop-up' space and local produce/ craft fairs.	Engagement	2024 onwards	0		0		0		Amber	Community Services	Work has started.
18	Town and community	Create a stronger, more robust and engaging town centre offer.	Provision of bi-annual fair/ market-style events - possibly, a Christmas Wonderland and a Summer Fair.	Event	Link to 13	0		0		0		Green	Community Services	Continuation of annual events programme.
19	Town and community	Create a stronger, more robust and engaging town centre offer.	Mapping of local facilities for visitors and residents, such as retail, recreation and leisure activities, foot and cycle routes, post boxes, schools, GP and health services, recycling and waste disposal facilities, bus stops and regional transport connections.	Initiative	2024 onwards	0		5000	303 4029	5000	303 4029	Green	Community Services	To be commenced.
22	Town and community	Create a stronger, more robust and engaging town centre offer.	Continue to promote a 'Shop Local' campaign.	Programme	2024 onwards	1000	302 4227	1000	302 4227	1000	302 4227	Green	Community Services	To be commenced.
29	Town and community	Improve the visual appearance of the town centre - open space and planting.	Engagement with regional and national organisations, such as the RHS and English Heritage, to hold events at Houghton Hall Park.	Engagement	2024 onwards	500	304 4222	500	304 4222	500	304 4222	Green	Community Services	To be considered now operational management transferred to HRTC.
37	Town and community	Improve the visual appearance of the town centre - general.	Tourist/ heritage information banners on posts at key gateways and/ or along the High Street.	Intervention	2026 27	0		5000	303 4029	5000	303 4029	Amber	Community Services	Budget dependent
39	Town and community	Protection and promotion of cultural and heritage assets.	Assemble an itinerary of the type and condition of key heritage assets and review their signage and branding.	Study	Link to 19	0		0		0		Green	Community Services	To be commenced.
45	Town and community	Protection and promotion of cultural and heritage assets.	Prepare physical and interactive maps of heritage assets.	Initiative	Link to 19							Green	Community Services	To be commenced.
46	Town and community	Protection and promotion of cultural and heritage assets.	Blue plaque schemes: review the interest in applying for Historic England plaques on listed buildings or, a similar local scheme using typical Houghton colours.	Initiative	Link to 19							Green	Community Services	To be commenced.
47	Town and community	Protection and promotion of cultural and heritage assets.	Continue discussions with owners and operators to provide a series of open days and guided tours of protected areas and listed buildings.	Engagement	2025 26	0		0		0		Green	Community Services	To be commenced.
48	Town and community	Protection and promotion of cultural and heritage assets.	Guided (physical or virtual) tours and trails across the Parish taking in multiple sights and attractions.	Initiative	Link to 47							Green	Community Services	To be commenced.
50	Town and community	Protection and promotion of cultural and heritage assets.	Promote the Honorary Freeman and Freewoman award and the Pride of Houghton awards.	Programme	Ongoing							Completed	Community Services	Website and Town Crier.
61	Town and community	Develop an annual programme of community events across the Parish.	Develop a diverse programme of regular events and activities that would be delivered across the town as a whole to achieve community cohesion and the promotion of local heritage and identity. Suggested themes include: farmer's market, flower show, urban farm, Houghton's Got Talent, Houghton Rocks, ghost tours, medieval event, harvest festival, garden scarecrow festival, silent disco, messy play, uniform swap, park runs and walks.	Event	Link to 13							Green	Community Services	To continue.
66	Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Continue to work with Bedfordshire police to deliver Operation Hana as a high visibility policing initiative.	Engagement	Ongoing							Completed	Community Services	Continuation of work undertaken by CCWG
67	Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Continue to work with CBC to deliver a bulk waste subsidy initiative to reduce incidences of fly tipping.	Engagement	Ongoing							Completed	Community Services	To continue.
68	Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Continue to work with CBC to manage mobile CCTV coverage.	Engagement	Ongoing							Completed	Community Services	To continue.
69	Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Continue to work with CBC to review static CCTV provision.	Engagement	Ongoing							Green	Community Services	To continue.
70	Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Continue to work with CBC and external partners in delivering youth activities.	Engagement	Ongoing							Completed	Community Services	To continue.
71	Local services and facilities	Continue to work with key partners to address crime and anti-social behaviour.	Extend the public realm/ Town Ranger scheme to a 5-day per week operation.	Programme	2026 27	2000	292 4001	2000	292 4001	2000	292 4001	Green	Community Services	Within 5 year Staffing Plan.
72	Local services and facilities	Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.	Identify potential sites for a community and services hub at a prominent location in the town centre. This could also provide tourist information and a mixed-use space for events and exhibitions. Initial suggestions include, the Red House, ASV, the cricket pavilion on The Green, All Saints Church/ Bedford Square Centre.	Study	2025 26	0		0		0		Green	Community Services	Report to be considered.
73	Local services and facilities	Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.	Determine the space planning requirements and establish connections with potential partners to explore viability.	Study	2025 26	0		0		0		Green	Community Services	Report to be considered.
74	Local services and facilities	Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.	Identify a potential timeline for delivery and potential funding streams.	Study	2026 27	5000	399 4059					Green	Community Services	Report to be considered.
75	Local services and facilities	Establish a town centre hub for the delivery of centrally based services, such as HRTC's offices, a youth centre and a tourist information/ heritage centre.	Develop preliminary plans and a schedule of costs.	Study	2026 27	5000	399 4059					Green	Community Services	Report to be considered.
91	Local services and facilities	Stimulate local business development and employment and training opportunities.	Establish a forum of local businesses with regular networking events to stimulate B2B activity.	Programme								Amber	Community Services	Incomplete staff team delayed provision and delivery.
94	Local services and facilities	Stimulate local business development and employment and training opportunities.	Seek to strengthen the nighttime economy and assist in promoting awareness to existing food and beverage outlets.	Engagement								Amber	Community Services	Incomplete staff team delayed provision and delivery.
95	Local services and facilities	Promote awareness of our town, its assets and opportunities for businesses and investment.	Develop a new, 'Visit Houghton' website or an extension to the existing HRTC site with information about events, attractions, access and hospitality accommodation.	Initiative	2025 26	0		0		0		Green	Community Services	Incomplete staff team delayed provision and delivery.
97	Local services and facilities	Promote awareness of our town, its assets and opportunities for businesses and investment.	Develop a branding programme for consistency in the image of Houghton that is projected on physical installations and print and social media.	Initiative	Ongoing							Green	Community Services	To be rolled forward.
99	Local services and facilities	Promote awareness of our town, its assets and opportunities for businesses and investment.	Investigate the potential for 'town twinning' with an accessible European location and the opportunities for synergy this presents.	Initiative	2027 28	0		10000	303 4059	0		Green	Community Services	To be commenced.
100	Local services and facilities	Promote awareness of our town, its assets and opportunities for businesses and investment.	Investigate the potential to develop synergy with other Regis towns and villages, potentially seeking an official Royal involvement in some capacity.	Initiative	2025 26	0		0		0		Completed	Community Services	To be commenced.
105	Quality of Life	Improve environmental quality and sustainability.	Promote initiatives to encourage walking and cycling to school, such as 'walking buses', school crossing patrols and cycle proficiency events.	Programme	Link to 2							Green	Community Services	To be commenced.
107	Quality of Life	Improve environmental quality and sustainability.	Deliver an air quality awareness campaign (re: Marlborough TC work incl. media campaign, cut idling, posters, social media GIF, short video).	Programme	2025 26	0		0		0		Amber	Community Services	Incomplete staff team delayed provision and delivery.
111	Quality of Life	Encourage a healthier lifestyle through healthier eating, smoking & vaping cessation and improved activity levels.	Programme of events to promote awareness of healthy eating, active travel and smoking/ vaping cessation.	Programme	2028 29					0		Green	Community Services	To be commenced.
113	Quality of Life	Encourage a healthier lifestyle through healthier eating, smoking & vaping cessation and improved activity levels.	Improve awareness of existing community leisure facilities and events.	Programme	Link to 19							Green	Community Services	To be commenced.
114	Quality of Life	Improve access to services and support through the provision of a network of Parish-wide community hubs.	Services for families, young people, older people, health, community, drop-in, advice, support/ signposting, safe space/ warm space.	Programme	Link to 72							Completed	Community Services	Family events, Later Living group, Youth services. Services can be further enhanced should budget become available.
115	Quality of Life	Improve access to services and support through the provision of a network of Parish-wide community hubs.	Look for SMART locations in TF, PS, town centre, OC, Bidwell and Linnere.	Study	Link to 72							Green	Community Services	To be commenced.
116	Quality of Life	Improve access to services and support through the provision of a network of Parish-wide community hubs.	Facilitate an annual or bi-annual community conference/ networking event.	Event	2025 26	0		0		0		Amber	Community Services	Incomplete staff team delayed provision and delivery.
117	Quality of Life	Improve existing and develop new opportunities for young people across the Parish.	Youth outreach/ detached work.	Programme	Ongoing							Green	Community Services	Ongoing

118	Quality of Life	Improve existing and develop new opportunities for young people across the Parish.	Youth centre/ youth groups.	Programme	Ongoing							Green	Community Services	Ongoing
119	Quality of Life	Improve existing and develop new opportunities for young people across the Parish.	Use of proposed community hubs for town wide delivery.	Engagement	Ongoing							Green	Community Services	Ongoing
120	Quality of Life	Improve existing and develop new opportunities for young people across the Parish.	Conduct engagement with school leavers and young adults to identify what they would want to see in the future.	Engagement	Ongoing							Amber	Community Services	Incomplete staff team delayed provision and delivery.
121	Quality of Life	Improve existing and develop new opportunities for young people across the Parish.	Consultation with local businesses to encourage awareness of training schemes and apprenticeships.	Engagement								Review	Community Services	Suggested to discard this initiative as outside the scope of the town council.
122	Quality of Life	Improve existing and develop new opportunities for young people across the Parish.	Work with stakeholders to deliver advice and information about careers and training opportunities for school-leavers, including events by representatives of Cranfield University, the University of Bedfordshire and local technical/ Higher Education colleges to promote and encourage local enrolment.	Programme								Review	Community Services	Suggested to discard this initiative as outside the scope of the town council.
125	Quality of Life	Continue to provide a Town Council Community Grant Scheme.	Through Cost of Living Support Grants to partner organisations.	Engagement	Ongoing							Completed	Community Services	To continue to monitor
136	Management and operations	Identify external/ partnership funding sources for council projects.	Review the potential for revenue creation through community cafes at Houghton Hall, the cricket pavilion and potentially, at a new destination at Maiden Bower or Houghton Quarry.	Study								Review	Community Services	Suggested to discard this initiative as cost prohibitive.
145	Management and operations	Enhance the role of the council.	Promote the daily efforts of the town council and the services offered to local residents and businesses.	Initiative								Completed	Community Services	Ongoing through social media
146	Management and operations	Enhance the role of the council.	Clearly define the responsibilities of HRTC and if the nature of an enquiry is outside of this, ensure that residents are redirected to the appropriate service.	Initiative								Completed	Community Services	Website and Town Crier.
147	Management and operations	Enhance the role of the council.	Develop a mechanism for residents to provide feedback on HRTC enquiries.	Initiative	2025 26							Green	Community Services	2025/2026
148	Management and operations	Enhance the role of the council.	Conduct targeted engagement to develop a greater understanding of what residents want from their town and council in the future. For instance, school leavers, job seekers, town centre shoppers, new residents to the expansion area, school children, etc.	Study	2026 27	20000	303 4059					Green	Community Services	2026/2027

HOUGHTON REGIS TOWN COUNCIL
Community Engagement Sub-Committee
Minutes of the meeting held on
Tuesday 4th February at 7.00pm

Present:	Councillors:	T McMahon E Cooper E Costello C Rollins A Slough	Vice Chair (Substitute)
	Co-opted Members:	K Wattingham L Morison	
Also in attendance:		Sgt H Miles E Farrier	Bedfordshire Police Land Improvement Holdings, Linmere Devt
	Officers:	Sarah Gelsthorp Amanda Samuels	Civic and Events Manager Administration Officer
	Members of the Public:	1	
Apologies:	Councillors:	Y Farrell	
	Co-opted Members:	J Batchelor	
	Others:	Bidwell West	
Absent:		0	

CESC31 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Farrell (Cllr Costello substituted), J Batchelor and the representative from Bidwell West.

CESC32 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CESC33 QUESTIONS FROM THE PUBLIC

None.

CESC34 MINUTES

To approve the Minutes of the meeting held on 26th November 2024.

Resolved: To confirm the Minutes of the Community Engagement Sub-Committee meeting held on 26th November 2024 and for these to be signed by the Chairman.

CEC35 CO-OPTION

Members were provided with a copy of a co-option for Lorna Morison and requested to consider the application.

Members voted unanimously in favour of accepting the co-option.

Resolved: To co-option Lorna Morison to the Community Engagement Sub Committee until May 2025.

CEC36 LINMERE EVENTS

A representative from Linmere gave an update on events being held. These included

- Children's Disco, February half term
- Walking Trail 'Love Bugs Trail' – working with Chiltern School. This would include a competition for a book voucher prize.
- Soft Play at The Farmstead

Following an agreement with Central Bedfordshire Council, a cycling hub would be opening in Spring 2025 in Unit 3 at The Farmstead. There would be courses and other events taking place. Further details would be provided as they became available.

There were plans in progress for an event at Easter (not an Easter egg hunt). Details TBC.

The representative from Linmere confirmed that artwork for events would be forwarded to the Civic and Events Manager.

Resolved: To note the report

CEC37 BIDWELL WEST EVENTS

The representative from the Bidwell West Community Association was unable to attend the meeting to provide an update.

CEC38 PROGRAMME OF EVENTS

The Civic and Events Manager had taken over the running of activities at Houghton Hall Park (HHP) and these events would run alongside those organised on behalf of HRTC.

Members were advised that there had been a change to the programme of events for 2024/2025 and 2025/2026. Additional events were likely to be added

The following events were planned from February 2025 - May 2025:

- **Half Term Activities at HHP:** 18, 20th and 21st February 2025, 10am-3pm. Teaching Talons would be holding a drop-in event involving animals, reptiles and birds.
- **Easter Egg Hunt,** 12th April 2025
This had been moved to the Visitor Centre and would include craft stalls

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- **VE 80 Beacon Lighting**, 8th May 2025
9.15pm with music
 - **Pride of Houghton Awards**, 10th May 2025
 - **Event at HHP** (TBC), 11th May 2025
This was likely to be a dog show and potentially take place on 17th or 18th May

The following events were planned from May 2025:

- Classics in the Park, date TBC
- Carnival 12th July 2025
- Open Air Cinema 23rd July 2025
- Skate Jam Event 24th July 2025
- Houghton Rocks 6th September 2025
- Heritage Open Day September / October 2025 (TBC)
- Fireworks Display 1st November 2025 (Saturday)
- Santa's Grotto 13th December 2025
- Easter Egg Hunt 28th March 2026

Details of additional events/activities would be made available, once confirmed.

It was also confirmed that:

- Additional activities were being planned for the Easter holidays at Houghton Hall and would be confirmed soon.
- There were hopes to tie in the Classics in the Park Car Show with the VE80 celebrations and would include music from the era.
- A craft fair was being planned for 6th December 2025.
- The Fireworks Display would take place at Bidwell West.
- Regarding the Classics in the Park event and the classic cars at Houghton Rocks, it was felt that both could take place this year, but adjustments to arrangements could be made in 2026 if necessary.
- It was hoped that the pavilion facilities at Tithe Farm would be available for the Skate Jam event in July. This would be confirmed when further details were available.

Members questioned whether HRTC would be doing anything for Red Nose Day. The Civic and Events Manager confirmed they would liaise with the Head of Environmental and Community Services, and the Community Services Manager to investigate options for participation in the event.

Resolved: To note the report

CECSC39 REPORT FROM THE COMMUNITY SERVICES MANAGER

Members were provided with a report from the Community Services Manager regarding forthcoming events.

Resolved: To note the report

The Chairman declared the meeting closed at 7.19pm

Dated this 25th day of March 2024

Chairman

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
15th January 2025 at 11.00am

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

CC1486 APOLOGIES & SUBSTITUTIONS

None.

CC1487 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1488 MINUTES

To approve the Minutes of the meeting held on 18th December 2024.

Resolved: To approve the Minutes of the meetings held on 18th December 2024 and for these to be signed by the Chairman.

CC1489 POLICE REPORT

Members were advised that the Op Hana report had been reviewed and updated in order to reflect the issues relevant to Houghton Regis.

All Crime recorded	Nov 98	
	Dec 122	
	Total: 312	104 average per month

High Demand Locations: Townsend Court, Parkside Drive and Grove Road

ASB	Nov 28	Dec 23
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High Demand Locations: Tithe Farm Road, Parkside Drive and Windsor Drive

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

- 60 hours, with 36 hours of foot beat in November (2 PCSOs and 21 Police Constables)
- 45 hours, with 27 hours of foot beat in December (2 PCSOs and 12 Police Constables)

	Vehicles Stopped	Persons Stopped
Nov	13	8
Dec	7	6

Hotspots patrolled: Bedford Square; Manor Park/White House Close; Neptune Square/ Trident Drive; Tithe Farm Road, Hillborough Crescent, Recreation Road; Parkside Drive, Windsor Drive; Bidwell Hill and St Andrews Lane/Drury Lane.

Bedfordshire Police also provided an update from Op Hana patrol officers highlighting instances of engagement with the public and feedback received, all of which was predominantly positive.

Community Policing patrols in December had included:

- Bedford Sq – exploitation engagement
- Tithe Farm Lower – parking issues with CBC x2
- Farmstead, Linnere – engagement x2
- Limetree Academy – parking issues with CBC
- HR light switch on
- Bedford Sq – patrols for ASB / working with CCTV x2

Members confirmed that the new report format was an improvement and that it would continue to be reviewed in the future.

The representative from Bedfordshire Police advised Members that there had been issues at Sycamore Road and that this area would be added to the patrols.

Members also highlighted there had been problems at Arnald Way. The Safer Communities Officer requested an email giving details and confirmed they would carry out some engagement. Bedfordshire Police requested they be copied in on the email.

Members agreed for the areas of focus for Op Hana to remain the same with the addition of Sycamore Road and Arnald Way.

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, Sycamore Road, Arnald Way 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.

MJP

CC1490 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.

Safer Communities Officer

- Houghton Regis re-deployable camera report on location completed as requested at last meeting. An application had been submitted.
- Reported fencing for resident of Trident Drive.
- Pop-Up at All Saints View, also attended by Cllr Goodchild. Security issues had been reported to the Housing team.
- Pop-Up at Houghton Regis library.
- Elm Park Close – site visit and report regarding old pocket park.
- Work from location at Houghton Regis library during periods of concern x4.
- Westminster Gardens - 2 home visits with social worker following concerns raised.
- Resident engagement at Grove Road, Houghton Regis with Community Police.
- Weapon Sweep and business visits arranged with Community Police support around times of concern.
- Letter drops regarding re-deployable cameras at The Green & Collie Place.
- Lamp column reported to CBC Highways on pathway between Woodlands Avenue and The Green (repair was attempted to be made in December).
- An application, including crime statistics, had been submitted for a redeployable camera to be installed at Bidwell West (currently unadopted).

Safer Neighbourhood Officer

- Approx 30hrs of patrol time.
- 47 business visits.
- 11 engagements.
- 3 weapon sweeps.

Safer Business Officer

- The Safer Business Officer had reported as follows on the issue with bins at Tesco:

Following on from the concern you raised regarding the bins behind Tesco's and the overflowing rubbish/litter blowing around, I visited Tesco Express, whilst carrying out joint visits in the area with PC Elaine Downes. Shannon Moon, the manager, took us out the back and showed us their 1 bin. It was all nice and tidy around the bin. Shannon confirmed that she calls the contractor to empty the bin before it gets to the stage where it cannot shut. Tesco Express also sweep around their bin. (We were told that someone had gone into the shop previously and been quite rude telling them to clear up at the back of their shop. They do not know who the person is, but they had a hi vis on. When Tesco explained only one bin was theirs, they said that they needed to sort the other businesses out and their bins!) We did visit Dominos, Chicken Cottage and The Godfather and spoke to them about the bins and getting them emptied before they overflow. I have asked them to take more care and clear up. They



are getting rubbish dumped by their bins. I noticed carrier bags full of empty bottles by the bins. Another thing I noted was that the Clothes Bank had bags next to it also.

- 12 business visits.
- Secured 3 radios for businesses in Collie Place should application for re-deployable camera be successful (Tesco Express, The Codfather and Esquires).
- Meeting with PCC, youth offending services, community police was scheduled regarding the restorative justice plan for Bedford Square.

CCTV

- Sundon Road camera was operational following previous power issues.
- The move of re-deployable cameras was due to commence w/c 27/01; however, Christmas decorations would need to be removed first. The Community Services Manager confirmed they would follow this up and prioritise areas for decoration removal as necessary.

Resolved: To note the report.

CC1491 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

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 11.26am

Dated this 19th day of February 2025

Chairman

Member

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
Wednesday 19th February at 11.00am

Present: Councillors: M Herber (Chairman)
E Cooper
Y Farrell
T McMahon
C Slough

Safer Communities & Partnership Team S Blake Safer Communities Officer
N Williams

Officers: Tara Earnshaw Community Services Manager
Amanda Samuels Administration Officer

CC1492 APOLOGIES & SUBSTITUTIONS

None.

CC1493 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1494 MINUTES

To approve the Minutes of the meeting held on 15th January 2025.

Resolved: To approve the Minutes of the meetings held on 15th January 2025 and for these to be signed by the Chairman.

CC1495 POLICE REPORT

The representative from Bedfordshire Police was unable to attend. Members received a report regarding Operation Hana.

All crime recorded (January): 116

ASB recorded (January): 20

Op Hana Patrols

Month	PCSO	Police Constable
January 2025	2	22
February 2025	2	18
Total:	4	40

Hours Worked and Outcomes

Month	Hours	Foot Beat	Intelligence	Incidents Attended	Vehicles Recovered/ Property Seized	Vehicles Stopped/ Persons Stopped
Jan 2025	60	36	0	2	0	1/8
Feb 2025	55	33	10	3	5	15/7

The report also provided additional details relating to the Op Hana Patrols, and the Community Policing patrols for January and February 2025.

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

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.

CC1496 CBC COMMUNITY & PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Safer Communities & Partnership Team provided the following update:

Safer Neighbourhood Officers -15.01.25 -11.02.25

- 59 business visits.
- 54+ hrs foot patrol including over 140 resident engagements.
- 3 weapon sweeps.
- 7 penalty charge notices (PCN's) issued.
- 7 fly tips reported.
- 1 intel report submitted.

Safer Business Officer 15.01.2025 – 13.02.2025

- 7 business visits in Bedford Square with PC Downes
- 4 business visits in Bidwell West with PC Downes
- 3 business visits on the High Street
- 3 radios issued in Bidwell West to compliment the CCTV and provide direct contact to CCTV, Community Police and SNO's.

Safer Communities Officer - 15.01.2025 – 13.02.2025

- Letter drop regarding application of re-deployable CCTV camera.
- Weapon sweep and hi-visibility patrols around afternoon school times – supported by Safer Neighbourhood Officers, Community Policing Team, Street Watch volunteers.
- Sycamore Road – patrols, door knocks. 1 intel report submitted.
- Westminster Gardens house visit with social services.
- Work from Houghton Regis Library on two after school occasions – due to ASB concerns.
- Pop-Up St Thomas meeting house – arranged for training of cuckooing awareness to Houghton Regis Helpers.

CCTV

- CCTV cameras installed in Collie Place and Houghton Regis Green on 29.01.2025

Members raised a number of issues with the Safer Communities Officer:

- It was queried whether any measures were in place during half term to tackle young people riding scooters and bikes through the library. Members were informed that there had been discussions with library staff who reported there had been no recent incidents resulting in damage. The Safer Communities Officer confirmed that the area would continue to be patrolled.
- The Safer Communities Officer was asked if there had been an update regarding the out of action lights in Bedford square. Members were informed that the owner had been contacted but there had not yet been a response.
- Members were advised of an ongoing issue at All Saints Churchyard with members of the public accessing the stair area. A temporary barrier had been installed since the site was considered a safety hazard; however, this was being moved to gain access. It was requested that if the barrier was observed to be moved, could Cllr Slough or the vicar be advised in order to secure the area.
- A pallet of slabs was still piled hazardously in Recreation Road. The Safer Communities Officer agreed to follow this up with the Housing Officer.
- There had been further fly tipping at the bus stop on Parkside Drive.

Resolved: To note the report.

CC1497 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

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 11.21am

Dated this 19th day of March 2025

Chairman

01/04/2025

Houghton Regis Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services								
<u>302 Community Services</u>								
1078 Grants & Donations Received	0	5,000	0	(5,000)			0.0%	
1091 Income Miscellaneous	0	1,132	2,500	1,368			45.3%	
Community Services :- Income	0	6,132	2,500	(3,632)			245.3%	0
4221 SUMMER PLAYScheme	0	4,835	6,000	1,165		1,165	80.6%	
4226 Youth services	426	7,314	5,500	(1,814)		(1,814)	133.0%	
4227 Community Services	1,009	4,595	6,000	1,405	864	541	91.0%	
4230 Public Toilets	1,850	20,350	22,000	1,650		1,650	92.5%	
4232 Christmas Lights	0	14,359	13,000	(1,359)		(1,359)	110.5%	
Community Services :- Indirect Expenditure	3,286	51,453	52,500	1,047	864	183	99.7%	0
Net Income over Expenditure	(3,286)	(45,321)	(50,000)	(4,679)				
<u>303 Communications</u>								
4029 Promotional Material	0	3,668	5,000	1,333		1,333	73.3%	
4033 NEWSLETTER	2,210	4,942	7,000	2,058	544	1,514	78.4%	
Communications :- Indirect Expenditure	2,210	8,610	12,000	3,390	544	2,846	76.3%	0
Net Expenditure	(2,210)	(8,610)	(12,000)	(3,390)				
<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	0	5,208	4,000	(1,208)			130.2%	0
4222 COMMUNITY EVENTS	1,728	55,092	56,000	908	1,087	(179)	100.3%	
Events :- Indirect Expenditure	1,728	55,092	56,000	908	1,087	(179)	100.3%	0
Net Income over Expenditure	(1,728)	(49,884)	(52,000)	(2,116)				
<u>305 Community Grants</u>								
4203 MAYORS CHRISTMAS APPEAL FUND	0	5,482	5,500	18		18	99.7%	
4218 Grants (WB) Project Scheme	0	3,841	4,000	159		159	96.0%	
4220 Grants (WB) Key Partners	0	14,988	15,000	13		13	99.9%	
4235 Cost Of Living Crisis Donation	480	5,760	7,200	1,440		1,440	80.0%	
Community Grants :- Indirect Expenditure	480	30,071	31,700	1,629	0	1,629	94.9%	0
Net Expenditure	(480)	(30,071)	(31,700)	(1,629)				

Continued over page

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee 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	4,230	9,500	5,270	407	4,863	48.8%	
4059 OTHER PROFESSIONAL FEES	2,241	29,052	40,000	10,948		10,948	72.6%	
Community Safety :- Indirect Expenditure	2,241	33,283	49,500	16,217	407	15,810	68.1%	0
Net Expenditure	(2,241)	(33,283)	(49,500)	(16,217)				
<u>307 Civic Services</u>								
4101 MAYORS ALLOWANCE	76	1,613	3,850	2,237	342	1,895	50.8%	
4106 Mayors Civic Events	50	3,015	3,250	235	646	(411)	112.6%	
4121 CIVIC REGALIA	0	1,396	1,400	4		4	99.7%	
4122 Civic Fund Expenses	0	243	200	(43)		(43)	121.6%	
Civic Services :- Indirect Expenditure	126	6,267	8,700	2,433	988	1,444	83.4%	0
Net Expenditure	(126)	(6,267)	(8,700)	(2,433)				
<u>392 Comm Serv Staff Costs</u>								
1071 YIF Grant	0	45,328	57,648	12,320			78.6%	
1087 External Grant - CBC Youth Wor	0	0	5,000	5,000			0.0%	
Comm Serv Staff Costs :- Income	0	45,328	62,648	17,320			72.4%	0
4001 STAFF SALARIES	12,361	138,934	140,113	1,179		1,179	99.2%	
4002 EMPLOYERS N.I	1,213	13,067	19,336	6,269		6,269	67.6%	
4003 EMPLOYERS SUPERANN.	4,031	37,890	37,550	(340)		(340)	100.9%	
4005 STAFF OVERTIME	0	9,434	10,000	566		566	94.3%	
Comm Serv Staff Costs :- Indirect Expenditure	17,605	199,326	206,999	7,673	0	7,673	96.3%	0
Net Income over Expenditure	(17,605)	(153,998)	(144,351)	9,647				
<u>399 Community Capital & 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	1,200	6,000	4,800		4,800	20.0%	
5032 Tfr from Website EMR	0	(6,000)	0	6,000		6,000	0.0%	
Community Capital & Projects :- Indirect Expenditure	0	4,973	12,800	7,827	0	7,827	38.9%	0
Net Expenditure	0	(4,973)	(12,800)	(7,827)				
Community Services :- Income	0	56,668	69,148	12,480			82.0%	
Expenditure	27,675	389,073	430,199	41,126	3,890	37,235	91.3%	
Movement to/(from) Gen Reserve	(27,675)	(332,405)	(361,051)	(28,646)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee 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	0	56,668	69,148	12,480			82.0%	
Expenditure	27,675	389,073	430,199	41,126	3,890	37,235	91.3%	
Net Income over Expenditure	<u>(27,675)</u>	<u>(332,405)</u>	<u>(361,051)</u>	<u>(28,646)</u>				
Movement to/(from) Gen Reserve	<u>(27,675)</u>	<u>(332,405)</u>	<u>(361,051)</u>	<u>(28,646)</u>				



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

PROJECT GRANT SCHEME – up to £800 APPLICATION FORM 2024-2025

**** ALL QUESTIONS MUST BE ANSWERED IN FULL ****

Name of Organisation

FRIENDS OF WINDSOR DRIVE OPEN SPACE

Contact Details

(person with whom this application can be discussed and to whom any cheque should be sent)

Name

PAULA SMITH

Position

TREASURER

Address

Sensitive data removed

Telephone Number

Email Address:

friendsofwindsordrive@outlook.com

About Your Organisation

What are the aims and activities of the organisation?
Saving Windsor Drive Open Space from development by CBC so it is kept as green space for the health and wellbeing of the residents of Houghton Regis

Are you affiliated to a national organisation?

**delete as appropriate*

*

* No

Are you a registered charity?

**delete as appropriate*

* No

Does the organisation have a membership?

**delete as appropriate*

*Yes

If yes please state

The current number of members.....672.....

The rate of annual subscription £.....0..... / annum

If No, who is the organisation accountable to?

Please specify

.....N/A.....

If applicable to your organisation, are your volunteers / coaches appropriately trained?

**delete as appropriate*

*Yes, Qualified PT instructor, and 1st

aider.....

.....

<p>Are your volunteers / coaches DBS checked? <i>*If applicable</i></p>	<p><i>*Yes, details.....</i>Shane Franklin DBS checked by FOWD..... *</p>
--	---

Project Information

What would the grant be used for? Funds are available for Projects or one off community initiatives only.
 Please specify with as much detail as possible.....

PT Fitness sessions to be run by Frankin Fitness in 2025. Due to other commitments we could not run this in 2024 but have a lot of interest in Shane returning to Windsor Drive to carry on the great sessions enjoyed by many people in 2023.
 We wish to run 6 months of sessions – one per week. Increasing to 2 per week in the summer if we can raise more funds by then.

What would be the direct benefit of the Grant for Houghton Regis residents?
 Please specify with as much detail as possible.....

Health & Wellbeing
 Community Cohesion
 Perfect use of our beautiful Green Space
 Open to all residents

Approximately how many people will benefit from this grant?
 Total number... We can take 40 per session.....
 Number of Houghton Regis residents... Open to all.....

Project Costs

Total cost of project	£	1300	<i>(please supply 3 quotes)</i>
How much assistance are you requesting from Houghton Regis Town Council? (Max 80% of total project cost)			
		£800	

How do you intend to fund the rest of the project?

- Use of existing funds? Please specify amount £.....500.....
- Fundraising? Please specify amount anticipated £...any funds raised will contribute to extra sessions.....
- Grants from other sources? Please specify sources and amount.....

What would be the impact of the project should the Council not award the full amount requested?

Without the funding we would be unable to run the sessions, The feedback from the previous sessions was so good and we often had 20-25 people taking part. This helped with the health of the Houghton Regis residents and also brought the local community together to make use of this space in such a beneficial way.

Project Timescale

Please detail when you anticipate that the project will commence and complete.
Mar/April to Sept/Oct (approximate dates as weather related)

What would be the impact of the project should the Council not award the full amount requested?

Without the funding we would be unable to run the sessions, The feedback from the previous sessions was so good and we often had 20-25 people taking part. This helped with the health of the Houghton Regis residents and also brought the local community together to make use of this space in such a beneficial way.

The Town Council have developed a Town Council Vision. Details of the Vision can be found: <https://www.houghtonregis.org.uk/our-vision-our-town-2020-2024>

In considering the Objectives of the Town Council Vision please detail how you feel that this grant would support the Town Council in delivering its outcomes:

This project will promote Houghton Regis as an inclusive place to live and somewhere that promotes Healthy living and group activities as a norm, regardless of income as we wish to continue to offer this as a free activity

We are fully inclusive of all genders, nationalities, religions and our only criteria due to insurance is that all attendees must be over 16 years old.

Payment Details	
Account Name
Account number
Sort Code

Sensitive data removed

Please note payment will be made by BACS.

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You undertake to complete and return the End of Award form along with copies of invoices or receipts.
- You will spend the grant within 12 months of receipt.
- The application is submitted with the following required information: *Enclosed*
 - At least three competitive quotes for expenditure are required.
 - The organisations most recent set of accounts.
 - The organisations constitution.
 - Evidence of local support.
For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.
- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

See below
Yes
Yes
Yes

A representative from the organisation is invited to attend the meeting to present the application to the Council. Please confirm if a representative will be attending **YES**

Name of the representative (if applicable)PAULA SMITH.....

Signed	Signature removed
Name	...PAULA SMITH.....	
PositionTREASURER.....	
Date25 TH OCTOBER 2024.....	

As we only wish to continue to use Franklin Fitness who is already known to the members and proved to be efficient, friendly and trustworthy, we have only submitted 1 quote. We have already DBS checked him and he has run all sessions to date.

Friends of Windsor Drive Community Open Space

Balance Sheet 2023-2024

Financial Year 01.04.2023 - 31.03.2024

Balance b/fwd 31.03.2023 £ 175.53

Assets

Raised from local community events	£	383.00	
Donations from Committee	£	48.42	
Donations from Community	£	88.00	
Active Communities Grant	£	2,946.00	
Grant from HRTC	£	446.61	
Community Grant from CBC	£	500.00	
			£ 4,587.56

Liabilities

Printing/Marketing Costs	£	69.17	
Events	£	308.11	
Active Communities sessions	£	2,696.00	
General costs	£	11.48	
Furniture for events	£	-	
Subscriptions	£	45.00	£ -
Insurance	£	106.92	
Cash in Bank	£	1,350.88	
			£ 4,587.56

Financial Year 01.04.2023 - 31.03.2024

Friends of Windsor Drive

c/o 127 Sundon Road

Houghton Regis

Dunstable

LU5 5NL

Treasurer Janine Dixon-Wilkinson

Accounts prepared by Paula Smith in the absence of Treasurer.

Sensitive data removed