



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

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27th January 2025

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

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

Co-opted members: J Batchelor, K Wattingham

Police: Sgt Hayley Miles

Outside organisations: Bidwell West, Linnere

Notice of Meeting

You are hereby summoned to a Meeting of the **Community Engagement Sub-Committee** to be held at the Council Offices, Peel Street, on **Tuesday 4th February 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](#)

Sarah Gelsthorp
Civic and Events Manager

**THIS MEETING MAY BE
RECORDED¹**

Agenda

1. APOLOGIES AND SUBSTITUTIONS

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

Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

The use of images or recordings arising from this is not under the Council's control.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

3. 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.

4. MINUTES

Pages 4 - 7

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

Recommendation: 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.

5. CO-OPTION

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

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

6. LINMERE EVENTS

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

Recommendation: To note the report

7. BIDWELL WEST EVENTS

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

Recommendation: To note the report

**HOUGHTON REGIS TOWN COUNCIL
Community Engagement Sub-Committee
Draft Minutes of the meeting held on
Tuesday 26th November 2024 at 7.00pm**

Present:	Councillors:	Y Farrell T McMahon C Rollins	Chair
	Officers:	Sarah Gelsthorp Amanda Samuels	Civic and Events Manager Administration Officer
	Co-opted members	N Batchelor K Wattingham	
Also in attendance:		E Farrier D Feather	Land Improvement Holdings, Linmere Development Bidwell West Community Assoc
Apologies:	Councillor:	A Slough Sgt H Miles	Bedfordshire Police
Absent:	Councillor:	E Cooper	
Members of the public:		1	

CEC21 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr A Slough and Sgt H. Miles.

CEC22 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CEC23 QUESTIONS FROM THE PUBLIC

None.

CEC24 MINUTES

To approve the Minutes of the meeting held on 17th September 2024.

Resolved: To confirm the minutes of the Community Engagement Sub-Committee meeting held on 17th September 2024.

CEC25 LINMERE EVENTS

A representative from Linmere gave an update regarding events being held.

12 th Dec	Residents only event: lighting the Christmas tree, Santa, with food provided by a local bistro
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- | | |
|---------|---|
| January | <ul style="list-style-type: none"> • Fit Vibe '25: different classes provided during the month • Two craft-making sessions for children (first two Saturdays of January) • Lantern walk in support of Blue Monday • Children's playground opening on 18th January • Danceathon for Thornhill School |
|---------|---|

There were also plans to hold a soft play event at the Farmstead and a disco for local children.

Resolved: To note the report.

CEC26 BIDWELL WEST EVENTS

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

Members were informed that, for various reasons, the Christmas event planned for 7th December had been cancelled. Complaints arising from the previous year's event regarding noise meant that it was not possible to use the site at the care home.

Resolved: To note the report.

CEC27 CHRISTMAS 2024

A verbal update was given regarding the progress of the Christmas Events 2024.

4 th / 5 th December	Santa Float, 5.30pm start (20 min stops at each site)
4 th	Houghton Hall Park, Village Green, Morrisons, Bidwell West
5 th	HRTC offices, Tithe Farm shops, La Bella Calabria, Pocket Park (Linmere)
7 th December	Christmas Market, 10.00am – 1:00pm
14 th December	A request was made to advertise for more stalls Santas Grotto, 10.00am – 2.00pm stalls, crafts, face painting and Magician

Volunteers were requested for all dates, plus 13th December from 11.00am for setting up the grotto.

Following an enquiry from Members, it was confirmed that a replacement fireplace for the grotto would be explored further by the Civic and Events Manager.

Resolved: To note the report.

CEC28 PROGRAMME OF EVENTS 2025

Members were advised that the following events were planned from May 2025:

- Carnival 12th July 2025
- Skate Jam Event TBC

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- Open Air Cinema TBC
 - Houghton Rocks 6th September 2025
 - Fireworks Display 1st November 2025 (Saturday)
 - Santa's Grotto 13th December 2025
 - Easter Egg Hunt 28th March 2026

It was suggested that the Santa's Grotto event on 13th December 2025 should be booked now to avoid clashes with other authorities.

The representative from Linmere expressed an interest in organising a dog show and questioned whether HRTC were planning a similar event. It was confirmed that a small show would take place as part of the carnival arrangement, and that Houghton Hall Park also hold an event. This was not seen as a reason to prevent a similar event being arranged at Linmere.

Resolved: To note the report.

CESC29 CARNIVAL THEME AND PITCH FEES

Members were asked to decide a theme for the 2025 Carnival. Additionally, Members were asked to note the pitch fees for the Carnival and Houghton Rocks as follows:

- Fairground £100.00 per ride
- *(Except Fireworks where the fee has been the same as the HRTC Fees per day)*
- Food outlets £135.00 per outlet
- *(Except Fireworks where the fee has been £60 per stall)*
- Ice Cream Vans £110.00 per van
- Commercial Stalls £55.00 per stall
- Small Business Stalls £30 per stall
- Stall holders (individuals) £15 per stall **
- Registered Charities and not for profit organisations £10 per stall **

** 50% discount is given on the cost of a second stall**

The 'Green Assessment' allows 10% off across the board for 20 points or more, which should be achievable for most stallholders, or 20% discount across the board for a score of 30 or more.

There were no notable changes to the fees and Members were happy to accept these as they stood.

Members were asked for suggestions regarding the theme for Carnival 2025. It was suggested that it would be useful to be provided with a list of themes from previous years for future reference.

It was highlighted that 2025 would see the 80th anniversary of the end of WWII and it was questioned if this should form part of the theme. It was confirmed that an event and beacon lighting was already expected to take place to mark this occasion.

The Civic and Events Manager suggested a sports-related theme and 'Sporting Icons' was proposed. Members agreed that there were a lot of possibilities around this theme and could involve local sports groups and clubs. There would also be opportunities to arrange some sport-related events, e.g. pickleball, a mini putting green etc. plus demonstrations.

- Resolved:**
- 1. To decide the theme of the 2025 Carnival**
 - 2. To note the pitch fees for 2025**

CESC30 REPORT FROM THE COMMUNITY SERVICES MANAGER

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

Members were informed that:

- the welcome packs had not yet been delivered but were a work in progress.
- A crafting and wreath-making event had taken place at Houghton Hall Park earlier in the day.

Resolved: To note the report.

The Chairman declared the meeting closed at 7.44pm

Dated this 4th day of February 2025

Chairman

DRAFT



Houghton Regis Town Council
APPLICATION & AGREEMENT FOR CO-OPTees

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

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

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

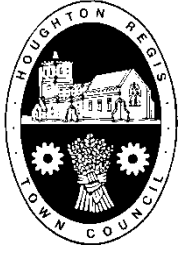
Upon appointment training will be provided by the Clerk covering Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol.

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

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

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

Co-Optee Application	
Name	Lorna Morison (FoWD)
Name of Committee, Sub Committee or Working Group to which you would like to be co-opted:	Community Engagement Sub Committee
Why you would like to become a co-optee? Would love to be involved in bringing the 3 areas of Houghton Regis Closer together and also to be involved in events and share knowledge. . I love Houghton Regis so have the passion and willingness to make it a better place to live for now and the future.	
What skills and experience do you feel you can bring to the Council? I am the secretary of the Friends of Windsor Drive Committee. I was the secretary of the Neighbourhood Plan Steering Group. I am a Heritage Society Trustee. I worked in Vauxhall as a PA to the Director for 12 years and also as part of the Vauxhall Events team. I am great with organising and all things admin.	
Agreement	
Co-optees are required to agree to the following:	
<ul style="list-style-type: none"> • To abide by the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol. These can be found at: http://www.houghtonregis-tc.gov.uk/council-policies-procedures • To attend meetings as required or to offer apologies if you are not available. • To attend and support events (if appropriate) as required. • To work with the Council to secure the best outcomes for the community. 	
*the Council reserves the right to remove this position should the agreement not be upheld.	
* the Co-optee may at any time withdraw from their position.	
Name	Lorna Morison (On behalf of the FoWD)
Date	22/11/24
Signature	Lorna Morison



COMMUNITY ENGAGEMENT SUB COMMITTEE**Agenda Item 9**

Date:	27th January 2025
Title:	Houghton Regis Town Council Community Services Update
Purpose of the Report:	To provide Members with an update on recent community work.
Contact Officer:	Tara Earnshaw, Community Services Manager

1. RECOMMENDATION

To note the report

2. BACKGROUND

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

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

3. ISSUES FOR CONSIDERATION**Town Centre Initiatives**

Staff delivered the crafty November event on the 26th November. This included crafts and a wreath making workshop, it was delivered at Houghton Hall Park and was well attended.

Summer Fun Activities

Staff are in the process of planning the summer fun activities in a similar format to last year. We plan to deliver 6 events across different locations in Houghton Regis, ranging from inflatable fun to birds of prey (depending on availability). In addition to this we are also planning the Skate Jam and coach trip to Southend.

4. OPTIONS FOR CONSIDERATION

None

5. HRTC CORPORATE PLAN

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

1.1 Improve integration between existing and new communities.

1.4 Develop an annual programme of community events across the Parish.

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

3.3 Improve access to services and support through the provision of a network of Parish-wide community hubs.

3.4 Improve existing and develop new opportunities for young people across the parish.

6. IMPLICATIONS

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

Legal Implications - There are no legal implications.

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

Risk Implications - There are no risk implications.

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

These projects/issues do not discriminate.

Climate Change Implications - There are no climate change implications.

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

7. CONCLUSION AND NEXT STEPS

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