



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr M Herber**
Town Clerk: **Clare Evans**

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16th February 2026

To: Members of the Community Services Committee

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

(Copies to other Councillors for information)

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 23rd February 2026 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

To approve the minutes of the meeting held on 10th November 2025.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 10th November 2025, and for these to be signed by the Chairman.

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

Pages 7 - 20

Community Engagement Sub-Committee 23rd September & 25th November 2025

Combating Crime Working Group 15th October 2025

Recommendation: To receive the Minutes detailed above.

6. COMMITTEE WORKPLAN

Pages 21 -22

Members will find attached a workplan for the municipal year 2025/26.

The attached workplan provides a structured approach to the committee's business for 2025/26, ensuring that all statutory requirements and governance obligations are met in a timely manner.

This report is provided for information purposes only.

7. INCOME AND EXPENDITURE REPORT

Pages 23 - 25

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

This report is provided for information purposes only.

8. COMMUNICATIONS COMMUNITY STRATEGY

Members will be verbally updated on the improvements made to the town council's communications strategy by the Head of Environmental and Community Services,

following the delegation of authority, at the Community Services Committee meeting on 22nd July 2024.

This report is provided for information purposes only.

9. SMALL CAPITAL GRANTS UPDATE

Members are advised that the following Small Project Grants have been awarded under delegated authority.

- Houghton Regis Helpers - £200

This report is provided for information purposes only.

10. 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 report is provided for information purposes only.

11. REVIEW OF THE COMMUNITY ENGAGEMENT SUB-COMMITTEE

Members are asked to request that the Community Engagement Sub-Committee consider ways to increase community engagement and partnership working. Consideration should be given to following the same format as the Community Safety Sub-Committee.

Recommendation: To consider and request that the Community Engagement Sub-Committee review its current format.

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HOUGHTON REGIS TOWN COUNCIL

Community Services Committee

**Minutes of the meeting held on
10th November 2025 at 7.00pm**

Present: Councillors: T McMahon Chairman
P Burgess
E Cooper
Y Farrell
A Slough
C Slough
D Taylor

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

Public:

Apologies: Councillors:

Also
present:

13410 APOLOGIES & SUBSTITUTIONS

None.

13411 QUESTIONS FROM THE PUBLIC

None.

13412 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13413 MINUTES

To approve the minutes of the meeting held on 3rd November 2025

Resolved: To confirm the minutes of the Community Services Committee meetings held on 3rd November 2025 and for these to be signed by the Chairman.

13414 KEY PARTNERS - ANNUAL REVIEW OF EXISTING

Representatives from key partners had been invited to the meeting to present their annual review/update.

Members were reminded that Key Partner status had been awarded to these organisations for the financial years 2024/25, 2025/26, 2026/27 and 2027/28.

Members were able to inspect supporting information provided by the applicants upon request.

All associated paperwork has been received and reviewed by the Head of Environment and Community Services.

Members received updates from representatives for Keech Hospice Care, Houghton Regis Memorial Hall and Full House Theatre.

The following Key Partner awards were agreed:

Applicant	Amount Requested
Dunstable & District CA	£2,612.50
SORTED	£1,100
Keech Hospice Care	£2,750
South Beds Dial a Ride	£1,375
Houghton Regis Memorial Hall	£2,200
Full House Theatre	£2,750
Community Link Project – Singing Care Initiatives	£2,200

Members queried whether a funding break could be introduced for these organisations once the Key Partner period expired, thereby providing funding access to other organisations. The Head of Environmental and Community Services responded that the proposal should be put forward in mid-2027, prior to the Key Partner period ending.

Resolved: To approve the release of funding as detailed for the financial year 2026/27 (Funds will be released after 1st April 2026).

13415 PROJECT GRANT SCHEME

Members were advised that the following applications had been received for Project Grants.

Applicant	Total project cost	Amount Requested	Brief description
ACL Collective CIC	£1000	£800	To deliver a one-day community event at Houghton Regis Library called The Magical Christmas Library.

CHUMS Charity	£2,730	£500	To help deliver the CHUMS Babyloss Service for up to 3 Houghton Regis families.
Houghton Regis Ladies Group	£800	£640	Summer outing.
Houghton Regis Heritage Society	£1500	£800	To help cover website and archive license costs.

Members were advised that £3,200 remained in the budget for 2025/26.

A representative from the Houghton Regis Ladies Group updated Members on the work of the group and details of their grant application.

13416 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr A Slough Seconded by: Cllr Cooper

Votes in favour: 7

Resolved: 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.

13417 PROJECT GRANT SCHEME DISCUSSION AND AWARD

Members discussed the four grant applications and agreed the sums to be awarded.

The Chairman declared the meeting closed at 8.24pm

Dated this 23rd day of February 2026

Chairman

**HOUGHTON REGIS TOWN COUNCIL
Community Engagement Sub-Committee
Draft Minutes of the meeting held on
23rd September 2025 at 7.00pm**

Present:	Councillors:	Y Farrell E Cooper C Slough	Chair
	Co-opted members	K Wattingham	
	Officers:	Ian Haynes Saffron Cooper-Hughes Amanda Samuels	Head of Environmental & Community Services Events Support Officer Administration Officer
	Public:	1	
Apologies:	Councillor:	Cllr Rollins Cllr McMahon	

CEC63 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr McMahon and Cllr Rollins.

CEC64 QUESTIONS FROM THE PUBLIC

None.

CEC65 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CEC66 MINUTES

To approve the Minutes of the meeting held on 24th June 2025.

Resolved: That the Minutes of the Community Engagement Sub-Committee meeting held on 24th June 2025 be approved as a correct record and signed accordingly.

CEC67 EXTERNAL COMMUNITY EVENTS

Representatives were invited to provide updates regarding community events.

The representative from Friends of Windsor Drive reported that activities had been taking place on the field, including Legs, Bums and Tums sessions which were due to run until October end. Grants had been sourced to support events in 2026.



A request was made that, when planning events, HRTC considered the field at Windsor Drive as a potential venue.

The All Saints Church representative updated Members as follows:

- Church stalls had operated at Carnival and Houghton Rocks.
- All Saints Church had been open to the public to mark Heritage week. 112 visitors had attended the first Saturday and 33 on the second Saturday.
- There were now 200 recipients of the newsletter who were not members of the congregation.
- Guided tours were now being offered on Tuesday afternoons during term time and Thursday afternoons by arrangement.
- The church held a coffee morning every Saturday and once a month the proceeds were shared with a charity. Upcoming charity event dates were: 25th October, which would be in support of breast cancer charity Wear it Pink; and 15th November, the charity to be confirmed.

CESC68 EVENT MANAGERS REPORT

Members were provided with a report from the Events Manager regarding past and forthcoming events.

Events to date

- Carnival. There were fewer attendees this year and it was felt that exceptionally hot weather had impacted attendance.
- The open-air cinema had been well received with over 500 people attending screenings.
- The two open-air theatre events had also been well attended with excellent feedback received on the day. The Quantum Theatre Group had been provisionally booked for 2026.
- Houghton Rocks had taken place; feedback on this would be discussed at the next meeting.
- The Heritage event had been well received and would potentially run again next year. This would be discussed further at the next meeting.

Upcoming events

- Halloween at Houghton Hall Park: this would include a Halloween trail based on Mark Bolan's book The Witch and the Moon; fancy dress; face painting; and a Bowerbird ghost-themed activity.
- Fireworks display: to include food, retail and fairground.
- Christmas at Houghton Hall Park: Santa's Grotto would be held in a heated marquee in the kitchen garden. Robbie the Train and reindeer would also form part of the event.

The Head of Environmental and Community Services informed Members that the intention was for an external party to organise this year's Santa float. A meeting was scheduled with the Dunstable Rotary Club to discuss whether Houghton Regis could be included under their arrangements. In return, HRTC would provide a financial contribution.

The Christmas event scheduled at Houghton Hall Park was supported by Members; however, they were keen to maintain the involvement of the library which had been the



CESC70 CARNIVAL 2026

The Carnival 2026 was scheduled for Saturday 11th July 2026. Members were asked to consider calling the event 'Houghton Regis Carnival' instead of changing the theme each year.

Unfortunately, the response to the carnival parade had been disappointing in recent years, and the number of participating groups had been declining. The safety surrounding the parade was an important factor for consideration, in addition to the increased measures that needed to be factored in. However, the parade had been taking place since the 1980s, and there was a historic element to it.

Members were requested to discuss the feasibility of increasing interest in the carnival parade, amending the route and/or format, or cancelling the parade element of the event.

The Head of Environmental and Community Services informed Members of the introduction of Martin's Law, the common name of the Terrorism Protection of Premises Act 2025. This established a tiered system of the responsibilities of venues based on capacities (both internal and external) and the practical steps required to mitigate risk.

Risk assessment of vulnerabilities would make planning more time consuming and significantly more expensive if the current carnival format was maintained. With declining participants, it was questionable whether the additional cost would be justifiable.

The Head of Environmental and Community Services proposed that a walking parade was introduced in place of the parade. The suggested route would start at Moore Crescent, on to the visitor centre, through Houghton Hall Park and on to Village Green. Banners, arches or other structures would visually enhance the route


Members agreed that to continue holding the parade on the roads was impractical in light of road safety issues. A walking route on the Village Green would reassure participants about safety and potentially attract more groups. In addition, the current route was too long for some of the very young participants, especially when the weather conditions were challenging. The proposed format would address the problem.

It was acknowledged that the historical element should be taken into consideration and, therefore, any decisions should not be taken lightly. It was agreed that the community needed to be informed in advance of any changes that were implemented. It was also felt that an invitation should be extended to members from participating groups to take part in discussions with HRTC and provide feedback.

In regard to carnival themes, Members were in agreement that themes should be limited to years when there were special events or commemorations, e.g. 50th anniversary of HRTC.

The Head of Environmental and Community Services emphasised once more that this could be made a visually appealing event and employing a videographer could promote upcoming events and increase resident engagement.

Resolved: To discuss the elements of the Carnival moving forward.



historical venue. Members questioned how HRTC might continue to support the library. The Head of Environmental and Community Services responded that it was possible that stalls could be set up on site but that a formal request needed to be submitted by the library as confirmation of their support.

Members voiced concern that areas including the library, Bedford Square and Windsor Drive were being overlooked. The Head of Environmental and Community Services highlighted several factors involved in decision making:

- Increasing numbers meant that the library was becoming outgrown as a venue. The move to Houghton Hall Park enabled a more immersive event.
- Setting up and taking down the grotto had historically been constrained by the needs of the library. The proposed changes allowed for greater flexibility.
- Budgets were also a factor: expenses at Houghton Hall Park would be covered under its budget.
- As the town grew, there was a need to spread events over the wards.

This was the first major change in some time, and the transition would be monitored and assessed. There would be the potential to employ alternative venues in the future.

It was confirmed that the day would continue to be free, gifts would be distributed and photo opportunities with Regis the Lion available. A request had been submitted to Dunstable Town Council for seven stalls.

In response to Members concerns regarding the library, the Head of Environmental and Community Services confirmed that HRTC would reach out to the library to come and update Members on their upcoming plans, and to ascertain what measures HRTC could take to provide continued support.

CESC69 REPORT FROM THE COMMUNITY SERVICES MANAGER

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

Family Fun Days had been distributed evenly across the town.

- Skate Jam, Tithe Farm Recreation Ground
- Crazy Golf, Houghton Hall Park
- Inflatable Fun, Parkside Recreation Ground
- Mobile Farm, Thorn Park
- Birds of Prey and Garden Games, Village Green
- Laser Tag, Thorn Park
- Southend Coach Trip
- Magician, HHP

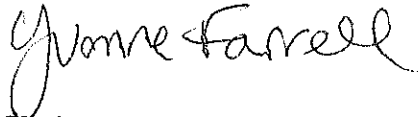
The Head of Environmental and Community Services suggested that events similar to the birds of prey or crazy golf could potentially be held at Windsor Drive.

It was hoped that the calendar of events in the coming year would maintain a similar format but with the possible relocation of some events to areas such as Linnere and Windsor Drive.



The Chairman declared the meeting closed at 8.09 pm

Dated this 25th day of November 2025

A handwritten signature in black ink, appearing to read 'Gonne Farrell'. The signature is written in a cursive, flowing style.

Chairman

HOUGHTON REGIS TOWN COUNCIL
Community Engagement Sub-Committee
Draft Minutes of the meeting held on
25th November 2025 at 7.00pm.

Present:	Councillors:	Y Farrell E Cooper T McMahon C Slough	Chair
	Co-opted members:	K Wattingham	
	Also in attendance:	E Farrier	Linnere Devt
	Officers:	Sarah Gelsthorp Tara Earnshaw Amanda Samuels	Events Manager Youth and Community Manager Administration Officer

Apologies: Councillors: C Rollins

CESC71 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Rollins.

CESC72 QUESTIONS FROM THE PUBLIC

None.

CESC73 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CESC74 MINUTES

To approve the Minutes of the meeting held on 23rd September 2025.

Resolved: That the Minutes of the Community Engagement Sub-Committee meeting held on 23rd September 2025 be approved as a correct record and signed accordingly.

CESC75 EXTERNAL COMMUNITY EVENTS

Linnere

The representative from Linnere updated Members on events taking place:

- A Christmas event for residents was scheduled for 11th December
- Free soft play was organised for every school half term and for five weeks during the summer holidays 2026



- On 24th January class makers would showcase their classes including yoga, Pilates, Kickboxing and Zumba. Each slot would be 30 minutes long and free of charge. Children's activities would also be available.
- Silver Birch Park was a new space for residents containing a playground, bandstand and a cycle route. The date of the opening ceremony was to be confirmed
- Bounce camp for older children would take place in May

All Saints Church

The representative for All Saints informed Members of the following:

- Funds had been raised for Macmillan Cancer Support
- The Mayor's Carol Service would take place on 6th December
- There was a Christmas Fayre planned for 13th December and would include a choir from Limetree Academy
- Carols by Candlelight would be held on 21st December
- A Christmas Eve Family Service would take place in the afternoon
- Midnight Mass would be held on Christmas Eve and the Christmas Day services in the morning

The representative from All Saints questioned whether Linmere could publicise events on their website. The representative from Linmere confirmed this was possible and that the Civic and Events Manager could provide contact details.

Memorial Hall

The following events had taken place:

- Race nights
- Easter Fair
- Halloween Party. This had been the inaugural year and would be repeated next year
- Upcoming Christmas Fair
- Craft fairs, Easter and Christmas events, race nights, and afternoon tea for over 65s were planned for 2026

Houghton Regis Helpers

- The group had returned to the meeting room in Houghton Hall Park
- Seniors Christmas Party had been arranged

Houghton Regis Library

A representative was invited to the meeting but did not attend.

Resolved: To note the report.

CESC76 EVENT MANAGERS REPORT

Members were provided with a report from the Events Manager regarding past and forthcoming events.



- Houghton Rocks had been well attended. Members were informed that the car show and the dog show would be held as stand-alone events at Houghton Hall Park in going forward. 2026 would mark the 10th anniversary of the event and commemorative patches, and potentially cups, would be produced. The Civic and Events Manager confirmed they would attempt to get the same stage for next year's event.
- The first Heritage Day had been a success. It was hoped that it would take place again in 2026, depending on budget, with minor amendments to the layout. All Saints Church confirmed they would be participating again in Heritage Week. The Civic and Events Manager informed Members that Heritage Open Days would be willing to promote local events.
- Approximately 350 people attended the free Halloween event. There were plans to repeat this in 2026, depending on budget.
- The Fireworks Display had proceeded well. It would be necessary, however, to consider future safety arrangements to ensure compliance with Martyn's Law.
- On Saturday 6th December the Christmas lights would be switched on. Road closures were planned.
- Santa's Grotto would be held at Houghton Hall Park on 13th December; this was free of charge but would be ticketed. It was planned that groups of twenty would gather in a heated marquee to hear a story from Santa and receive a gift. At the Visitors Centre there would be stalls, face painting, Robbie the Train, reindeer and Elftastic. The marquee would be set up in advance so that minimal preparation was required on the day. Members were invited to volunteer.
- The Rotary Club had expanded their offer to hold Santa's Float in Houghton Regis to four dates in December. They would cover Parkside Drive, Tithe Farm Road, Linmere, Thorn and Houghton Regis Central. Details would appear on the Rotary Club website and those wishing to volunteer could contact them.
- Teaching Talons would take place at Houghton Hall Park 18-20 February 2026.

Resolved: To note the report.

CESC77 COMMUNITY SERVICES MANAGER REPORT

Members were provided with a verbal update from the Community Services Manager.

- LLSG attendance had grown significantly, and the group now met at All Saints View on the first and third Tuesday of every month. Upcoming events included:
 - 6th December, crafts
 - 9th December, panto at The Grove Theatre
 - 16th December, Christmas party
- Arrangements were being made for Easter and Family Fun activities in 2026
- Youth provision was being decided for April 2026 – March 2027
- A residential visit for the youth group was being planned
- Youth Council were volunteering at Santa's Grotto and would also be involved in the carol service
- A meal with the Mayor and the Deputy Mayor had been arranged as a thank you to the young people for volunteering at events.

Resolved: To note the report.



CESC78 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr Slough

Seconded by: Cllr McMahon

Votes in favour: 4

Resolved: 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.



CESC79 PRIDE OF HOUGHTON AWARDS

Members were requested to decide if the Pride of Houghton Awards should continue on an annual basis or be held in alternate years. There had been some feeling that event attendance needed to increase and that nominations should encompass a broader scope of the community.

Members were of the opinion that this item should also be discussed at the Community Services Committee; however, the following decisions and suggestions were put forward:

- The next Pride of Houghton Awards to be held in 2027
- Potential changes to the format, categories and nominations for the awards to be considered
- To assemble an informed panel, potentially including local groups, businesses and councillors to help expand the range of nominations

The Civic and Events Manager suggested that the video of the 2025 event might encourage future participation and nominations. The Civic and Events Manager confirmed they would contact Members with ideas for future changes and event suggestions for 2026.

Members were requested to vote on a proposed recommendation:

- To hold the Pride of Houghton Awards every other year with the next ceremony to be held in 2027
- To organise an alternative event for 2026

Proposed by: Cllr McMahon


Seconded by: Cllr Cooper

Members voted unanimously in favour of the recommendation.

- Resolved:**
- To hold the Pride of Houghton Awards every other year with the next ceremony to be held in 2027.
 - To organise an alternative event for 2026.

The Chairman declared the meeting closed at 8.10pm

Dated this 20th day of January 2026


Chairman

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

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

Officers: Ian Haynes Head of Environmental &
 Community Services

Apologies: Councillors: C Slough

CC1549 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Slough.

CC1550 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1551 MINUTES

To approve the Minutes of the meeting held on 20th August 2025 and 17th September 2025

Resolved: To approve the Minutes of the meetings held on 20th August 2025 and 17th September 2025 and for these to be signed by the Chairman.

CC1552 POLICE REPORT

Members voiced their disappointment, once again, that a representative from Bedfordshire Police was unavailable to attend the meeting.

The representative from Beds Police had been due to provide a verbal report; therefore, there were no updated crime figures available for the previous month. Members were unable to pass the recommendation to agree instructions to Bedfordshire Police and voted to amend the recommendation to express disappointment at the lack of representation from Bedfordshire Police.

Proposed by: Cllr McMahon
 Seconded by: Cllr Herber

Members agreed unanimously to amend the recommendation.

Resolved: Members expressed disappointment that Bedfordshire Police had once again failed to attend the meeting.



CC1553 PRIORITY SETTING MEETING

The attending Councillor was due to provide a verbal update to Members regarding the Priority Setting Meeting held on Wednesday 1st October 2025.

Cllr Herber confirmed that on arrival at Kempston for the meeting on 1st October 2025 they were informed that the meeting venue had been changed to Dunstable. The venue change had not been communicated to Cllr Herber and no further information had subsequently been forthcoming.

Members suggested that the meeting venues should vary to encourage engagement by local communities and that virtual attendance should be an available option.

Resolved: Members voiced disappointment that there had been no update of the change in venue.

CC1554 CBC COMMUNITY PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Community & Partnership Team was unavailable to attend the meeting and provide members with a verbal update.

The Head of Environmental and Community Services had informed Members that the failure of CBC to send a representative, or officially advise HRTC that an officer would no longer attend, had been noted at Town Partnership.

Resolved: Members expressed disappointment that a CBC officer was not available to attend the meeting.

CC1555 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

In the absence of a representative from Bedfordshire Police to advise on camera locations, Members agreed to leave the cameras in situ:

- Sundon Road
- Parkside Drive
- Tithe Farm Road
- Village Green Pavilion

The Head of Environmental and Community Services confirmed that a request had been submitted to relocate the camera at Sundon Road to Thorn Park. A response was still awaited.

The Head of Environmental and Community Services reiterated that redeployable cameras should be moved regularly to protect HRTC assets. CBC and Bedfordshire Police were responsible for funding permanent cameras if it was felt that there was a requirement in specific locations.



As a police representative was unavailable, Members proposed an amendment to the recommendation as follows:

Due to the failure of police attendance the item could not be discussed. Cameras will remain in situ until such time as HRTC can be informed.

Proposed by: Cllr Herber

Seconded by: Cllr McMahon

Members voted unanimously in favour of the amendment.

Resolved: Due to the failure of police attendance the item could not be discussed. Cameras will remain in situ until such time as HRTC can be informed.

CC1556 OPERATION HANA 2026/27

Members were invited to consider Operation Hana for 2026/27.

The current contract ran until 31st March 2026 and as such members were invited to discuss, what would happen from 1st April 2026.

Members felt that the funding for Op Hana was no longer worthwhile and that investment in additional cameras would be more effective.

The Head of Environmental and Community Services advised that the CCWG recommendation for any underspend to be used for crime reduction purposes had been agreed by Community Services.

Members were advised that one of the following recommendations could be made to Community Services:

1. Cease the Op Hana agreement after March 2026 and use the budget to fund alternative activities
2. Reduce current Op Hana expenditure by 50% and use remaining budget for additional ANPR/CCTV cameras
3. Cancel the Op Hana budget and invest all funds in ANPR/CCTV cameras according to advice from CBC and Bedfordshire Police

Members could present these three options to Community Services requesting that they make the final decision. Bedfordshire Police could be invited to attend.

Members suggested that the current format and purpose of CCWG meetings was not sufficiently effective and, therefore, should be changed to focus more on commitment to community safety. In order to encourage greater community participation, the CCWG could potentially become a sub-committee and be renamed accordingly. It was agreed that any changes to the format of the meeting should be discussed once a decision had been made regarding the future of Op Hana and the current contract had ended.



The Head of Environmental and Community Services suggested that in order to make informed decisions, key partners needed to be available within the confines of a working group that was not open to the public; however, the non-attendance of key partners hindered the process of making those informed decisions.

The Head of Environmental and Community Services proposed that invoices and purchase orders should be sent to the office of the Police Crime Commissioner notifying them that, in light of non-attendance by Bedfordshire Police, a confidential item was to be presented at the Community Services meeting in November regarding continuance of Op Hana. An invitation would be extended to Bedfordshire Police, providing them with an opportunity to address the issues raised.

Members were invited to approve the proposed amendments to the recommendation.

Proposed by: Cllr McMahon

Seconded by: Cllr Herber

Members voted unanimously in favour of the amended recommendation.

Resolved: Members agree to put the following options to Community Services for a decision to be made:


1. Cease the Op Hana agreement after March 2026 and use the budget to fund alternative activities
2. Reduce current Op Hana expenditure by 50% and use remaining budget for additional ANPR/CCTV cameras
3. Cancel the Op Hana budget and invest all funds in ANPR/CCTV cameras according to advice from CBC and Bedfordshire Police

In addition

4. Request that Bedfordshire Police attend the Community Services Committee to discuss Op Hana

The Chairman closed the meeting at 11.35 am

Dated this 19th day of November 2025


Chairman



HOUGHTON REGIS TOWN COUNCIL

Community Services Committee Workplan 2025/26

The following Workplan indicates anticipated specific reports in addition to regular/standard reports¹:

Committee date	Report Heading	Completed/deferred/removed
21st July 2025	Vice Chair	Completed
	Committee Functions & Terms of Reference	Completed
	Staff (Community Services) Forecast	Completed
	Town Crier Review	Completed
3rd November 2025	Budget Requests inc staff salaries	Completed
	Community Services Fees & Charges	Completed
10th November 2025	Grants (Key Partner, Small Capital grants)	Completed
	Review of Grants Scheme 2026/27	Completed
23rd February 2026	Central Community Hub	To be removed, as this now sits with the Community Venue T&F Group under Project H.
	Community Conference (Corp Plan 116)	To be deferred until Project H is up and running.
	Communications: Community Strategy Review of the effectiveness of established methods of communications, including social media, website and residents' newsletter	Completed

¹ Include: Draft Minutes, Income & Expenditure Report, Minutes from Sub Committees, Working groups and Committee Workplan

	Grants (Small Capital grants)	Completed
27th April 2026	Mapping of local facilities (Corp Plan 19)	
	Shop Local campaign (Corp Plan 22)	
	Visit Houghton website extension (Corp Plan 95)	
	Heritage open days (Corp Plan 47) & links to other Regis towns and villages (Corp Plan 100)	
	Air quality awareness campaign (Corp Plan 107)	
	Annual review of contracts inc Town Centre toilets, bulk waste, Christmas lights, and Bedfordshire Police	

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Houghton Regis Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 12/02/2026

Month No: 11

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
Community Services								
302 Community Services								
1078 Grants & Donations Received	0	12,500	0	(12,500)			0.0%	
1091 Income Miscellaneous	0	409	2,500	2,091			16.4%	
Community Services :- Income	0	12,909	2,500	(10,409)			516.4%	0
4221 SUMMER PLAYScheme	0	5,085	6,000	915	750	165	97.3%	
4226 Youth services	180	19,389	28,500	9,111	4,260	4,851	83.0%	
4227 Community Services	0	2,508	6,000	3,492	589	2,903	51.6%	
4230 Public Toilets	0	20,335	22,000	1,665		1,665	92.4%	
4232 Christmas Lights	0	13,000	13,000	0		0	100.0%	
Community Services :- Indirect Expenditure	180	60,317	75,500	15,183	5,599	9,584	87.3%	0
Net Income over Expenditure	(180)	(47,408)	(73,000)	(25,592)				
303 Communications								
4029 Promotional Material	0	554	5,000	4,446		4,446	11.1%	
4033 NEWSLETTER	0	1,072	7,000	5,928		5,928	15.3%	
Communications :- Indirect Expenditure	0	1,626	12,000	10,374	0	10,374	13.5%	0
Net Expenditure	0	(1,626)	(12,000)	(10,374)				
304 Events								
1094 Income from Sponsors	0	1,021	1,000	(21)			102.0%	
1097 Income - Council Events	0	3,294	4,000	706			82.4%	
Events :- Income	0	4,315	5,000	685			86.3%	0
4222 COMMUNITY EVENTS	50	55,041	64,500	9,459	(331)	9,790	84.8%	
Events :- Indirect Expenditure	50	55,041	64,500	9,459	(331)	9,790	84.8%	0
Net Income over Expenditure	(50)	(50,726)	(59,500)	(8,774)				
305 Community Grants								
4203 MAYORS CHRISTMAS APPEAL FUND	0	5,260	5,500	240		240	95.6%	
4218 Grants (WB) Project Scheme	1,700	2,500	4,000	1,500		1,500	62.5%	
4220 Grants (WB) Key Partners	0	14,988	15,000	13		13	99.9%	
4235 Cost Of Living Crisis Donation	0	4,800	7,200	2,400		2,400	66.7%	
Community Grants :- Indirect Expenditure	1,700	27,548	31,700	4,152	0	4,152	86.9%	0
Net Expenditure	(1,700)	(27,548)	(31,700)	(4,152)				

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Detailed Income & Expenditure by Budget Heading 12/02/2026

Month No: 11

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	9,033	10,000	967		967	90.3%	
4059 OTHER PROFESSIONAL FEES	0	34,848	40,000	5,152		5,152	87.1%	
5033 Tfr from CBC Bulk Waste Res	0	(4,800)	0	4,800		4,800	0.0%	
Community Safety :- Indirect Expenditure	<u>0</u>	<u>39,081</u>	<u>50,000</u>	<u>10,919</u>	<u>0</u>	<u>10,919</u>	<u>78.2%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(39,081)</u>	<u>(50,000)</u>	<u>(10,919)</u>				
<u>307 Civic Services</u>								
4101 MAYORS ALLOWANCE	22	1,841	4,500	2,659	40	2,619	41.8%	
4106 Mayors Civic Events	0	3,416	4,000	584	220	364	90.9%	
4121 CIVIC REGALIA	0	423	1,400	977		977	30.2%	
4122 Civic Fund Expenses	0	82	200	119		119	40.8%	
Civic Services :- Indirect Expenditure	<u>22</u>	<u>5,762</u>	<u>10,100</u>	<u>4,338</u>	<u>260</u>	<u>4,078</u>	<u>59.6%</u>	<u>0</u>
Net Expenditure	<u>(22)</u>	<u>(5,762)</u>	<u>(10,100)</u>	<u>(4,338)</u>				
<u>392 Comm Serv Staff Costs</u>								
1087 External Grant - CBC Youth Wor	0	5,000	0	(5,000)			0.0%	
Comm Serv Staff Costs :- Income	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>(5,000)</u>				<u>0</u>
4001 STAFF SALARIES	0	163,413	226,000	62,587		62,587	72.3%	
4002 EMPLOYERS N.I	0	20,797	27,120	6,323		6,323	76.7%	
4003 EMPLOYERS SUPERANN.	0	42,572	60,568	17,996		17,996	70.3%	
4005 STAFF OVERTIME	0	8,556	10,000	1,444		1,444	85.6%	
Comm Serv Staff Costs :- Indirect Expenditure	<u>0</u>	<u>235,339</u>	<u>323,688</u>	<u>88,349</u>	<u>0</u>	<u>88,349</u>	<u>72.7%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(230,339)</u>	<u>(323,688)</u>	<u>(93,349)</u>				
<u>399 Community Capital & Projects</u>								
4034 WEBSITE COSTS	0	695	1,000	305		305	69.5%	
4228 Community Facilities	0	0	6,800	6,800		6,800	0.0%	
4804 CAP-New Christmas Lights	0	2,417	6,000	3,583		3,583	40.3%	
Community Capital & Projects :- Indirect Expenditure	<u>0</u>	<u>3,112</u>	<u>13,800</u>	<u>10,688</u>	<u>0</u>	<u>10,688</u>	<u>22.6%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,112)</u>	<u>(13,800)</u>	<u>(10,688)</u>				
Community Services :- Income	<u>0</u>	<u>22,224</u>	<u>7,500</u>	<u>(14,724)</u>			<u>296.3%</u>	
Expenditure	<u>1,952</u>	<u>427,826</u>	<u>581,288</u>	<u>153,462</u>	<u>5,528</u>	<u>147,934</u>	<u>74.6%</u>	
Movement to/(from) Gen Reserve	<u>(1,952)</u>	<u>(405,602)</u>	<u>(573,788)</u>	<u>(168,186)</u>				

Detailed Income & Expenditure by Budget Heading 12/02/2026

Month No: 11

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	0	22,224	7,500	(14,724)			296.3%	
Expenditure	1,952	427,826	581,288	153,462	5,528	147,934	74.6%	
Net Income over Expenditure	<u>(1,952)</u>	<u>(405,602)</u>	<u>(573,788)</u>	<u>(168,186)</u>				
Movement to/(from) Gen Reserve	<u>(1,952)</u>	<u>(405,602)</u>	<u>(573,788)</u>	<u>(168,186)</u>				