



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

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17th June 2025

To: Members of the Community Engagement Sub-Committee

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

(Copies to other Councillors for information)

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 24th June 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

<i>THIS MEETING MAY BE RECORDED¹</i>
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Agenda

1. ELECTION OF THE CHAIR

Members are invited to elect a Community Engagement Sub-Committee Chair for 25/26.

2. ELECTION OF THE VICE-CHAIR

Members are invited to elect a Community Engagement Sub-Committee Vice-Chair for 25/26.

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.

3. CO-OPTION

An application from Ken Wattingham to be Co-opted on to the Community Engagement Sub-Committee for 2025/2026 has been received, and this has been circulated to members of the sub-committee under separate cover. Members are requested to consider the co-option.

Recommendation: To Co-opt Ken Wattingham on to the Community Engagement Sub Committee for 2025/26.

4. APOLOGIES AND SUBSTITUTIONS

5. QUESTIONS FROM THE PUBLIC

6. 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.

7. MINUTES

Pages 5 - 8

To approve the Minutes of the meeting held on 25th March 2025

Recommendation: To confirm the minutes of the Community Engagement Sub Committee meeting held on 25th March 2025 and for these to be signed by the Chairman.

8. COMMITTEE FUNCTIONS AND TERMS OF REFERENCE

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

These arrangements are set out in the Committee Functions & Terms of Reference. This document sets out the system of delegation to the Committees, Sub Committees and Working Groups of the Council. This was presented to the Town Council at the Annual Meeting on 14th May 2025.

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

- | | |
|---------------------------|---|
| • Carnival | Saturday 12 th July 2025 |
| • Open Air Cinema at HHP | Wednesday 23 rd July 2025 |
| • Open Air Theatre at HHP | Thursday 26 th August 2025 |
| • Summer Fun Activities | July-August 2025 |
| • Houghton Rocks | Saturday 6 th September 2025 |

• Heritage Day at HHP	Saturday 20 th September 2025
• Halloween at HHP	Friday 31 st October 2025
• Fireworks Display	Saturday 1 st November 2025
• Santa Float	TBC
• Santa's Grotto at HHP	Saturday 13 th December 2024
• Winter Warmer event at HHP	January 2026
• February Half Term at HHP	18 th – 20 th February 2026
• Easter Egg Hunt	Saturday 28 th March 2026
• Easter events	March / April 2026
• Pride of Houghton Awards	May 2026

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

Recommendation: To note the report

9. COMMUNITY EVENTS

Representatives from Linnere, Bidwell West, The Memorial Hall and All Saints Church are invited to provide updates regarding community events.

Recommendation: To note the report

10. CARNIVAL 2025

A verbal update will be given regarding the progress of the Carnival 2025.

Recommendation: To note the report

11. OPEN-AIR CINEMA AND THEATRE EVENTS

A verbal update will be given regarding the progress of the Open-Air Cinema and Open Air Theatre Events during July and August at Houghton Hall Park.

Recommendation: To note the report

12. HOUGHTON ROCKS 2025

A verbal update will be given regarding the progress of Houghton Rocks 2025.

Recommendation: To note the report

13. REPORT FROM THE COMMUNITY SERVICES MANAGER

Pages 9 - 11

Members will find attached a report from the Community Services Manager regarding the Summer Fun Activities.

Recommendation: To note the report

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

Present:	Councillors:	Y Farrell E Cooper T McMahon C Rollins A Slough	Chairman
	Co-opted Members	L Morison	
Also in attendance:		E Farrier Cllr C Slough	Land Improvement Holdings, Linnere Devt
	Officers:	S Gelsthorp	Events Manager

Apologies: Councillors: 0

CESC40 APOLOGIES AND SUBSTITUTIONS

No apologies were received.

CESC41 QUESTIONS FROM THE PUBLIC

None.

CESC42 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CESC43 MINUTES

To approve the Minutes of the meeting held on 4th February 2025.

Resolved: That the Minutes of the Community Engagement Sub-Committee meeting held on 4th February 2025 be approved as a correct record and signed accordingly.

CESC44 UPDATES FROM LOCAL COMMUNITY ORGANISATIONS

Updates were invited from representatives from Linnere, Bidwell West, Friends of Windsor Drive and The Memorial Hall. Members were advised of events as follows:

Linnere

- Children's crafting on 12th and 19th April
- The Roam Café at the Farmstead would be holding an Easter Egg Hunt and Trail – details would be confirmed

- The Cycling hub would be opening on 12th April with events planned for the Easter break
- Plans were underway for children's summer camps to run over the four middle weeks of the summer holidays

Windsor Drive

- An application had been made for the Grow Wild Grant. Windsor Drive was working with HRTC to clear and maintain the wooded area at Windsor Drive.
- Windsor Drive was also working with HRTC to have a football pitch painted onto the field
- An application had been submitted to HRTC to fund fitness sessions for adults.

Memorial Hall

- An afternoon tea for over 65s was scheduled for 31st May
- Bookings had been made for craft events with the next one scheduled for 6th April

All Saints Church

- The Spring Fair was taking place on 29th March
- Plans were underway to encourage more people to use the churchyard. Further information was due to appear in the church newsletter
- New accessible toilets would be installed in May

Resolved: To note the report.

CESC45 EASTER EGG HUNT AND EASTER HOLIDAYS

The Easter Egg Hunt was scheduled to take place at Houghton Hall Park on Saturday 12th April 2025 and would include:

- Easter Egg Trail around Houghton Hall Park
- Craft Stalls
- Easter Bunny Bike Activity
- Craft activities for children

It was suggested that information be posted at the library to inform residents that Easter events would be taking place at Houghton Hall Park this year. The Civic and Events Manager agreed to explore this further.

It was confirmed that data would be gathered at this event in order to inform future decisions.

Dinosaur Activity days had been arranged for the 9th and 15th April at Houghton Hall Park, which also included a Dinosaur Trail around the park, with prizes available from the library.

Resolved: To note the report.

CESC46 VE-80 BEACON LIGHTING

Members were advised that a Beacon Lighting would take place on Thursday 8th May 2025 at 9.15pm for VE-80.

The Friends of Houghton Hall and the Head Gardener had confirmed they would decorate the Kitchen Gardens on the VE-80 theme. The Classics in the Park event, planned for 8th June 2025, would also include some music from the era.

A new flag and burner had been ordered, and the beacon would be alight for approximately 45 minutes.

Resolved: To note the report.

CESC47 PRIDE OF HOUGHTON AWARDS

The Pride of Houghton Awards would take place on Saturday 10th May 2025 at the Memorial Hall. The event was still being planned, and a meeting of the Pride of Houghton Working Group would be called shortly to determine the nominations.

Members were advised that the process of deciding the nominations had been changed and would now involve a panel consisting of previous winners who would look at the nominations. A meeting of the Pride of Houghton Working Group would then be held to ratify the nominations.

It was confirmed that the venue, catering, photographer etc had all been booked and it was now a matter of confirming the winners and ordering prizes.

Resolved: To note the report.

CESC48 UPDATE ON EVENTS IN COUNCIL YEAR 25/26

Members were informed that the following events had been planned so far:

- 24th May 2025 – Dog Show at HHP
- 8th June 2025 – Classics in the Park
- 12th July 2024 – Houghton Regis Carnival
- 23rd July 2025 – Open Air Cinema
- 24th July 2025 – Skate Jam Event
- 26th August 2025- Jemima Puddleduck Theatre Event
- 6th September 2025 – Houghton Rocks

Additional events would be confirmed shortly.

Work was underway on the car show, Classics in the Park, which would include music and a Punch and Judy show.

There were also plans for a Heritage Day in September at Houghton Hall Park, potentially for the weekend following Houghton Rocks.

Members questioned what was due to be shown at the Open-Air Cinema event. The Events Manager advised Members that the films were yet to be confirmed; however,

the heritage film, which had been commissioned by HRTC, was scheduled to be given its premier at this event. Linnere Devt. had been carrying out work with schools, All Saints Church and local companies as part of the project and filming would take place in April and May.

In response to questions from Members, the Events Manager confirmed they would investigate the possibility of including a film for an adult audience in the evening. It was to be decided whether a charge would be applied in line with previous years.

Resolved: To note the report.

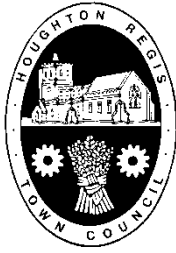
CESC49 REPORT FROM THE COMMUNITY SERVICES MANAGER

A report from the Community Services Manager would be presented at the next meeting.

The Chairman declared the meeting closed at 7.35pm

Dated this 24th day of June 2025

Chairman



COMMUNITY ENGAGEMENT SUB COMMITTEE

Agenda Item 13

Date:	24th June 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

Family Fun Days

Planned family fun activities over the summer holidays include:

Activity	Date	Time	Location	Additional Information
Skate Jam	24 th July	11.00-15.00	Tithe Farm Recreation Grounds	Youth Services have been delivering scooter and BMX sessions with a trained coach as part of the YIF provision in the lead-up to this event.
Crazy Golf	29 th July	13.00-16.00	Houghton Hall Park	Traditional Game Hire will provide 9-hole mini golf and garden games.

Inflatable Fun	31 st July	13.00-16.00	Parkside Recreation Grounds	Perfect Personalised Parties delivered six inflatables, including a slide and garden games.
Mobile Farm	5 th August	13.00-16.00	The Recreation Ground, Thorn.	Animal Edge Farm to deliver a mobile farm.
Birds of Prey and garden games	7 th August	13.00-15.00	Parkside Recreation Grounds	Delivered by Bird on the Hand.
Laser tag	12 th August	13.00-16.00	Parkside Recreation Grounds	Delivered by Bee-Line and will include garden games.
Southend	13 th August	9.00-17.00	Coach Trip	Three Star Coaches will manage the booking for this.
Magician	14 th August	13.15-14.45	Magician	Delivered by Krisgar Entertainments

4. OPTIONS FOR CONSIDERATION

There are no options for consideration in this report.

5. HRTC CORPORATE PLAN

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

- 1.1 Improve integration between existing and new communities.
- 1.4 Develop an annual programme of community events across the Parish.

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

- 3.3 Improve access to services and support through the provision of a network of Parish-wide community hubs.
- 3.4 Improve existing and develop new opportunities for young people across the parish.

6. IMPLICATIONS

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

Legal Implications - There are no legal implications.

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

Risk Implications - There are no risk implications.

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

These projects/issues do not discriminate.

Climate Change Implications - There are no climate change implications.

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

7. CONCLUSION AND NEXT STEPS

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