



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

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

Tel: 01582 708540
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16th July 2025

To: Members of the Community Services Committee

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

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 21st July 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.

**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. SPECIFIC 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.

4. ELECTION OF VICE-CHAIR

Members are invited to elect a Vice-Chair for the Community Services Committee for 2025-2026.

5. MINUTES

Pages 5 - 7

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.

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

Pages 8 - 35

Community Engagement Sub-Committee 4th February 2025, 25th March 2025,

Combating Crime Working Group 15th January 2025, 19th February 2025, 19th March 2025, 23rd April 2025 and 21st May 2025

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

7. COMMITTEE FUNCTIONS & TERMS OF REFERENCE

Page 36

In accordance with Standing Order 4.j.iv. 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.

Members will find attached the extract from the approved Committee Functions & Terms of Reference which relates to this committee.

This report is provided for information purposes only.

8. COMMITTEE WORKPLAN

Pages 37 - 38

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

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

Recommendation: To review and approve the Community Services Committee Workplan for 2025/26, which outlines anticipated specific reports for the municipal year.

9. STAFFING FORECAST 2026-2027

Pages 39 - 41

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

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

Recommendation: To consider and recommend Option 1 or Option 2

10. PROJECT GRANT REQUEST

Pages 42 - 46

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.

11. 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.

12. INCOME AND EXPENDITURE REPORT

Pages 47 - 48

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

This report is provided for information purposes only.

13. 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.

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

HOUGHTON REGIS TOWN COUNCIL
Community Engagement Sub-Committee
Draft 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, Linnere 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.

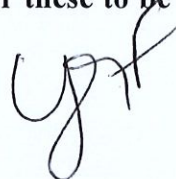
CESC33 QUESTIONS FROM THE PUBLIC

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.



CESC35 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.

CESC36 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. Courses and other events would be taking place and 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

CESC37 BIDWELL WEST EVENTS

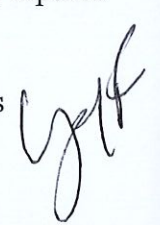
The representative from the Bidwell West Community Association was unable to attend the meeting to provide an update.

CESC38 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
- 

- **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

CESC39 REPORT FROM THE COMMUNITY SERVICES MANAGER

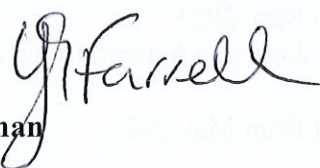
Members were provided with a report from the Community Services Manager regarding forthcoming events.

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
Community Engagement Sub-Committee
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:		K Wattingham	

CEC40 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Ken Wattingham.

CEC41 QUESTIONS FROM THE PUBLIC

None.

CEC42 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CEC43 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.

CEC44 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.

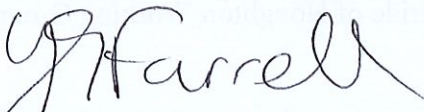
Resolved: To note the report.

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

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.

NLP

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

Members

Houghton Regis Town Council

Combating Crime Working Group

**Minutes of the meeting held on
Wednesday 19th February at 11.00am**

Present:	Councillors:	M Herber E Cooper Y Farrell T McMahon C Slough	(Chairman)
	Safer Communities & Partnership Team	S Blake N Williams	Safer Communities Officer
	Officers:	Tara Earnshaw Amanda Samuels	Community Services Manager 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

ML

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 23rd day of April 2025

Chairman

W. Clarke

Houghton Regis Town Council

Combating Crime Working Group

**Minutes of the meeting held on
Wednesday 19th March 2025 at 11.00am**

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

Police: Sgt Ryan Donaldson Bedfordshire Police

Safer Communities and Partnership Team S Blake Safer Communities Officer

Officers: Tara Earnshaw Community Services Manager

CC1498 APOLOGIES & SUBSTITUTIONS

None.

CC1499 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1500 MINUTES

To approve the Minutes of the meeting held on 19th February 2025

Resolved: To approve the Minutes of the meetings held on 19th February 2025 and for these to be signed by the Chairman.

CC1501 POLICE REPORT

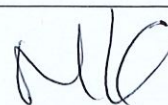
Members received a report regarding Operation Hana providing an update on local crime figures compared with the same two months of the previous year: .

All crime recorded (Feb 2025): 75

ASB recorded (Feb 2025) 26

Op Hana Patrols

Month	PCSO	Police Constable
Jan 2025	2	22
Feb 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	20/20

The report also provided information on current High Demand Locations and officer updates following Op Hana patrols.

Operation Skytree had taken place at the beginning of February and resulted in five seizures, numerous intelligence reports and one arrest.

Members queried if there was any update on nuisance vehicles at Elm Park. The Safer Communities Officer (SCO) confirmed he would report back to Parking Enforcement and the Housing Officer, but highlighted that there were no restrictions in the area. It was agreed that the team currently dealing with the Parkside regeneration could reinforce the work currently being carried out in the area. The representative from Bedfordshire Police confirmed he would arrange patrols and would collaborate with the SCO to form a plan.

Members requested an update from Beds Police on the purchase of electric bikes and the ongoing storage issue. The representative from Beds Police informed Members that the purchase of the bikes was not being pursued at the moment due to the fire risk posed by the batteries.

Beds Police had been submitted a proposal to the Vehicle Recovery Unit regarding seized bikes. Members would be kept updated on progress.

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.

CC1502 CBC COMMUNITY & PARTNERSHIP UPDATE

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

Safer Neighbourhood officers 11.02.25 - 13.03.25

- 41 hrs of patrol time.
- 52 business visits
- 4 weapon sweeps
- 1 PCN
- 5 Fly tips reported

Safer Communities Officer 13.02.25 - 18.03.25

- 3 Fly tips reported
- Cuckooing presentation delivered to H/R Helpers.
- Resident engagement with Community Policing Team – Drury Lane, Houghton Regis.
- 2 welfare visits with Community police.
- Worked from Houghton Regis library 3 occasions.

Safer Business Officer 13.02.25 - 18.03.25

- 5 business visits
- Esso garage was reporting that drive-offs have decreased since last year
- Businesses in Bidwell West who are new to Radio Link were using their radios, apart from one business, but they had been visited and shown again how to use the radio

CCTV

- 17/03 – Hillborough Crescent shops kids on roof throwing items off at people/cars.....images captured/police informed.

Discussions between Members and the SCO covered the following points:

- There had been a reduced presence of Safer Neighbourhood Officers as the role was being withdrawn from the service. Other changes meant that the service was no longer provided 7 days a week.
- The SCO confirmed they would send Bedfordshire Police the CCTV footage from 17th March.
- Following a request from Members, the SCO confirmed they would be happy to give the cuckooing presentation to members of the Town Council. The SCO would provide potential dates to the Community Services Manager.
- It was confirmed that the contact details for the SCO could be passed to the resident in Drury Lane via Cllr McMahon.
- Members highlighted that there was still persistent fly tipping at the Link opposite the Tithe Farm memorial.
- Members were advised that there was still no update on the removal of the memorial at Tithe Farm Road. It was confirmed that this was a matter for the local authority Highways department and not the police.

Resolved: To note the report.

CC1503 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
- Village Green Pavilion

It was questioned whether a camera could be situated to capture the fly tipping taking place in an alleyway opposite the leisure centre; however, it was felt that the cameras were needed where they were. It was suggested that a letter drop or leaflet distribution, promoting these services, would be an alternative course of action.

A suggestion was made by a member of the Committee that a multi-agency meeting should be arranged between Town Council, Stakeholders, Community Safety, CCTV and CBC councillors. It was agreed that further discussion with the Community Services Manager would follow the meeting to discuss outcomes.

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 11.44am

Dated this 23rd day of April 2025

Chairman

Member

Houghton Regis Town Council
Combating Crime Working Group
Minutes of the meeting held on
Wednesday 23rd April 2025 at 11.00am

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

CC1504 APOLOGIES & SUBSTITUTIONS

None.

CC1505 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1506 MINUTES

To approve the Minutes of the meeting held on 19th March 2025.

Resolved: To approve the Minutes of the meetings held on 19th March 2025 and for these to be signed by the Chairman.

CC1507 POLICE REPORT

Members received a report regarding Operation Hana providing an update on local crime figures.

All crime recorded (Mar 2025): 94

ASB recorded (Mar 2025) 26

MLC

Op Hana Patrols

Month	PCSO	Police Constable
March 2025	4	21
April 2025 (projected)		Up to 28

Hours Worked and Outcomes

Month	Hours	Foot Beat	Intelligence	Incidents Attended	Vehicles Stopped/ Persons Stopped
March 2025	75	45	5	4	2
April - to date 2025	75	45	7	10	6 vehicles 10 persons

The report also provided information on current High Demand Locations and officer updates arising from Op Hana patrols.

Members questioned what calls were received from High Demand Areas. The representative from Bedfordshire Police confirmed that a more detailed breakdown of incidents would be provided at the next meeting.

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.

CC1508 CBC COMMUNITY & PARTNERSHIP UPDATE

An officer from Central Bedfordshire Council's Community & Partnership Team was unavailable to provide a report.

CC1509 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members received a schedule of redeployable camera locations.

The Committee Chair and the Community Services Manager had visited the Thorn Control Room. It had been highlighted during the visit that other town councils had purchased cameras to enable CCTV coverage of all their parks and assets, while this was not the case for Houghton Regis.

The Community Services Manager proposed that a mapping exercise was undertaken to establish potential locations and costs for camera installation. It was suggested that the Head of Environmental and Community Services be consulted regarding funding options.

A member of the Thorn Control Room had offered to advise on potential locations and had suggested moving one of the cameras. It was also suggested that trees in the vicinity of all camera locations were pruned to increase visibility. A request had been submitted to CBC for the work to be carried out.

Fly-tipping continued to be a problem at Brentwood Close and it was requested that a camera be installed to monitor the area and an application submitted to CBC for surrounding bushes and hedges to be trimmed back. The Community Services Manager confirmed they would liaise with the Safer Communities Officer regarding trimming the foliage. The representative from Bedfordshire Police agreed to the Parkside Drive camera being moved to cover the Brentwood Close site for a trial period and Cllr McMahon agreed to source a suitable location for the camera.

Prior measures to tackle the fly-tipping problem had included a leaflet drop, a door knock exercise and signage. Members felt, however, that the introduction of a booking programme at the Tidy Tip had increased the problem. It was suggested that the Chair of the CCWG write to CBC regarding the impact of changes to Tidy Tip usage. The Chair confirmed that they could do this but requested that Cllr McMahon provide a list of the major fly-tipping points.

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 following cameras in situ:

- Sundon Road
- Village Green
- Tithe Farm Road

An application would be made for the camera currently at Parkside Drive to be relocated to Brentwood Close.

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 11:30

Dated this 21st day of May 2025

Chairman





Houghton Regis Town Council

Combating Crime Working Group

**Minutes of the meeting held on
Wednesday 21st May 2025 at 11.00am**

Present:	Councillors:	M Herber Y Farrell T McMahon C Slough	(Temporary Chairman)
	Police:	Sgt Hayley Miles	Bedfordshire Police
	Officers:	Tara Earnshaw	Community Services Manager
Apologies:	Councillors:	E Cooper	
	Other:	S Blake	Safer Community Officer

CC1510 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Cooper and S Blake.

CC1511 ELECTION OF THE CHAIR

Nominee:	Y Farrell	Nominated by:	C Slough
		Seconded by:	Y Farrell
	M Herber	Nominated by:	T McMahon
		Seconded by:	M Herber

Those in Favour of electing Cllr Farrell as Chair: 2

Those in Favour of electing Cllr Herber as Chair: 2

On being put to the vote each nominee received an equal number of votes and Members failed to agree the Chair for the municipal year 2025-2026.

Members agreed to defer the election of the Chair until the meeting in June and Cllr Herber was elected as Temporary Chair.

CC1512 ELECTION OF THE VICE CHAIR

Members agreed to defer the election of the Vice Chair until the meeting in June.

CC1513 CO-OPTIONS

None received.

Y.F.

CC1514 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC1515 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4 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.

Members agreed the Committee Functions & Terms of Reference.

CC1516 MINUTES

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

Resolved: To approve the Minutes of the meetings held on 23rd April 2025 and for these to be signed by the Chairman.

CC1517 POLICE REPORT

Members received a report regarding Operation Hana.

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

All crime recorded: April 95

ASB recorded: April 33

Op Hana Patrols

Month	PCSO	Police Constable
March	4	21
April	0	28
Total:	4	49

Hours Worked and Outcomes

Month	Hours	Foot Beat	Intelligence	Incidents Attended	Vehicles Recovered/ Property Seized	Vehicles Stopped/ Persons Stopped
March	75	45	5	4	0	0

April	75	45	10	14	0	9/20
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In April there was 1 arrest and 1S59.

The report also provided information on current High Demand Locations and officer updates following Op Hana patrols.

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.

CC1518 CBC COMMUNITY & PARTNERSHIP UPDATE

The following update had been provided in advance of the meeting by an officer from Central Bedfordshire Council's Community & Partnership Team.

Safer Communities Officer

- Pop-Up Puddlehill also attended by Cllr Goodchild.

Safer Neighbourhood Officers

- 24 Business visits.
- 16hrs 40mins of patrol time.

CC1519 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:

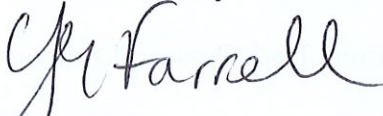
- Sundon Road
- Village Green
- Tithe Farm Road

Cllr McMahon would identify a column number to relocate the camera situated at Parkside Drive to Brentwood Close.

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 11:23am

Dated this 18 day of June 2025


Chairman

Community Services Committee

Terms of Reference

- To consider any matters referred to it by the Council or other Committees.
- To respond on behalf of the Council to initiatives from other organisations relating to matters under the Committee's jurisdiction.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To assemble and submit to the Town Council estimates of income and expenditure for each financial year in respect of all the services of this Committee no later than 30th November each year.
- To review annually (Spring / Summer) the staffing structure and staffing forecast in relation to this Committee for consideration by the Staffing Committee late Autumn to feed into the budget process.
- To monitor periodically the income and expenditure of the Committee.
- To consider and determine any proposed expenditure or reduction in income for which no provision has been made in the approved budget.
- To set the level of charges for facilities in respect of all the services of this Committee.
- To consider and determine any new contracts and any renewals of existing contracts under the jurisdiction of this committee.
- Reviewing policies of the Council as required by the Policy Document Review Schedule
- To encourage and regulate activities and events at Council properties, venues and locations.
- To advise Environment & Leisure Committee of events using land / buildings
- To award financial grants to local organisations within an overall budget approved by the Town Council
- To review the grant application process as necessary
- To oversee and manage the promotion of the Town and the Council, including the council's newsletter and website, Christmas lights, Pride of Houghton, events
- Consider community service provision provided by outside organisations
- To provide community support to enhance community service provision
- To liaise with other organisations on community issues
- To provide support and promotion of the Town centre and the retail offer

Functions

- The Community Services Committee shall function and operate in accordance with the Council's approved Standing Orders.
- The Community Services Committee shall consist of seven Councillors. The quorum shall be half of its members (four).
- To appoint sub-committees or working groups as necessary including setting out membership and terms of reference.



HOUGHTON REGIS TOWN COUNCIL

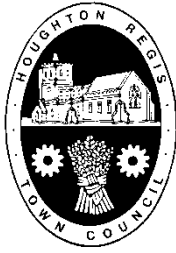
Community Services Committee Workplan 2025/26

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	
	Committee Functions & Terms of Reference	
	Staff (Community Services) Forecast	
	Town Crier Review	
10th November 2025	Grants (Key Partner, Small Capital grants)	
	Review of Grants Scheme 2026/27	
24th November 2025	Budget Requests inc staff salaries	
	Community Services Fees & Charges	
	Annual review of contracts inc Town Centre toilets, bulk waste, Christmas lights, Bedfordshire Police	
	Community Conference (Corp Plan 116)	
23rd February 2026	Central Community Hub	
	Communications: Community Strategy Review of effectiveness of established methods of communications including social media, website and resident's newsletter	
27th April 2026	Grants (Small Capital grants)	
	Mapping of local facilities (Corp Plan 19)	

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

	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)	



COMMUNITY SERVICES COMMITTEE**Agenda Item 9.**

Date: 21st July 2025

Title: Staffing forecast 2026 / 2027

Purpose of the Report: To update members on the staffing forecast for 2026-2027

Contact Officer: Ian Haynes, Head of Environmental & Community Services

1. RECOMMENDATION

To note the projected staffing changes within the Community Services team for the years 2026-2027, and to consider this information as part of long-term planning and budget development.

2. BACKGROUND

In support of the Council's ongoing commitment to deliver high-quality local services, a forward-looking staffing forecast has been produced, covering key areas within Community Services. This report outlines anticipated staffing changes for 2026-2027, ensuring resources are aligned with service delivery expectations and community needs.

The projections reflect growing responsibilities around event delivery, open space management, and youth engagement, in line with Houghton Regis Town Council's Corporate Plan and anticipated service expansions.

3. ISSUES FOR CONSIDERATION

Heads of Service are obliged to consider and present strategic decisions to members, ensuring the council is in the best possible position to deliver its aims and objectives.

Therefore, it is anticipated that consideration within the 2026-2027 budget should be given to splitting the role of the Head of Environmental & Community Services into two separate full-time roles.

As previously stated, Members have recognised the need for the council to enhance its staff team to deliver the ambitious Corporate Plan, the CPC Action Plan and the transfer of assets.

4. OPTIONS FOR CONSIDERATION

Option 1: To note the staffing forecast and use it to inform future service and budget planning.

Option 2: To refer the forecast to the Staffing Sub-Committee for comment and alignment with wider staffing reviews.

5. HRTC CORPORATE PLAN

This forecast supports several strategic priorities from the Council's Corporate Plan:

- 1.4 – Develop an annual programme of community events
- 2.5 – Maintain and enhance sporting and open space provision
- 3.4 – Improve existing and develop new opportunities for young people
- 4.1 – Develop a 5-year financial & staffing plan

6. IMPLICATIONS

Corporate Implications

- The staffing forecast aligns with wider council service ambitions and will inform future recommendations regarding asset management and programme delivery.

Legal Implications

- There are no legal implications arising from the recommendations

Financial Implications

- The forecast does not create an immediate financial commitment but highlights potential budget growth requirements to be addressed through future precept setting and external funding opportunities.

Risk Implications

- Without planning for staffing increases, service delivery risks include overextension of current staff, reduced quality of delivery, and inability to respond to community expectations or emerging needs.

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.

Climate Change Implications

- There are no climate change implications arising from the recommendations, However, increased staffing in grounds maintenance and events may enable delivery of more sustainable practices and eco-themed initiatives.

Press Contact

There are no press implications arising from the recommendations

7. CONCLUSION AND NEXT STEPS

The staffing forecast for Community Services in 2026-2027 reflects the Council's growing ambition and responsibilities. It provides a structured and phased approach to increasing staff capacity in key service areas. Subject to committee endorsement, this information will be fed into the Council's ongoing budget-setting process and future service development planning.

8. APPENDICES

None



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.....

.....

Are your volunteers / coaches DBS checked?

**If applicable*

*Yes, details.....Shane Franklin DBS checked by
FOWD.....

*

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.....

Position

.....TREASURER.....

Date

.....25TH 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
	£	<u>4,587.56</u>

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	
	£	<u>4,587.56</u>	

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

16/07/2025

Houghton Regis Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 16/07/2025

Month No: 4

Item 12. 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								
<u>302 Community Services</u>								
1091 Income Miscellaneous	0	4	2,500	2,496			0.2%	
Community Services :- Income	0	4	2,500	2,496			0.2%	0
4221 SUMMER PLAYScheme	298	2,020	6,000	3,980	3,815	165	97.3%	
4226 Youth services	75	6,099	28,500	22,401	1,000	21,401	24.9%	
4227 Community Services	929	2,107	6,000	3,893	589	3,304	44.9%	
4230 Public Toilets	2,035	6,105	22,000	15,895		15,895	27.8%	
4232 Christmas Lights	0	0	13,000	13,000		13,000	0.0%	
Community Services :- Indirect Expenditure	3,336	16,331	75,500	59,169	5,404	53,765	28.8%	0
Net Income over Expenditure	(3,336)	(16,327)	(73,000)	(56,673)				
<u>303 Communications</u>								
4029 Promotional Material	0	254	5,000	4,746		4,746	5.1%	
4033 NEWSLETTER	0	544	7,000	6,456		6,456	7.8%	
Communications :- Indirect Expenditure	0	798	12,000	11,202	0	11,202	6.6%	0
Net Expenditure	0	(798)	(12,000)	(11,202)				
<u>304 Events</u>								
1094 Income from Sponsors	372	1,003	1,000	(3)			100.3%	
1097 Income - Council Events	0	1,819	4,000	2,182			45.5%	
Events :- Income	372	2,821	5,000	2,179			56.4%	0
4222 COMMUNITY EVENTS	5,293	18,108	64,500	46,392	13,086	33,306	48.4%	
Events :- Indirect Expenditure	5,293	18,108	64,500	46,392	13,086	33,306	48.4%	0
Net Income over Expenditure	(4,921)	(15,287)	(59,500)	(44,213)				
<u>305 Community Grants</u>								
4203 MAYORS CHRISTMAS APPEAL FUND	0	0	5,500	5,500		5,500	0.0%	
4218 Grants (WB) Project Scheme	0	0	4,000	4,000		4,000	0.0%	
4220 Grants (WB) Key Partners	0	14,988	15,000	13		13	99.9%	
4235 Cost Of Living Crisis Donation	0	1,440	7,200	5,760		5,760	20.0%	
Community Grants :- Indirect Expenditure	0	16,428	31,700	15,273	0	15,273	51.8%	0
Net Expenditure	0	(16,428)	(31,700)	(15,273)				

Continued over page

Detailed Income & Expenditure by Budget Heading 16/07/2025

Month No: 4

Item 12. 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	529	10,000	9,472		9,472	5.3%	
4059 OTHER PROFESSIONAL FEES	7,449	10,517	40,000	29,483		29,483	26.3%	
Community Safety :- Indirect Expenditure	<u>7,449</u>	<u>11,046</u>	<u>50,000</u>	<u>38,955</u>	<u>0</u>	<u>38,955</u>	<u>22.1%</u>	<u>0</u>
Net Expenditure	<u>(7,449)</u>	<u>(11,046)</u>	<u>(50,000)</u>	<u>(38,955)</u>				
<u>392 Comm Serv Staff Costs</u>								
4001 STAFF SALARIES	0	47,103	226,000	178,897		178,897	20.8%	
4002 EMPLOYERS N.I	0	6,190	27,120	20,930		20,930	22.8%	
4003 EMPLOYERS SUPERANN.	0	12,869	60,568	47,699		47,699	21.2%	
4005 STAFF OVERTIME	0	3,878	10,000	6,122		6,122	38.8%	
Comm Serv Staff Costs :- Indirect Expenditure	<u>0</u>	<u>70,040</u>	<u>323,688</u>	<u>253,648</u>	<u>0</u>	<u>253,648</u>	<u>21.6%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(70,040)</u>	<u>(323,688)</u>	<u>(253,648)</u>				
<u>399 Community Capital & Projects</u>								
4034 WEBSITE COSTS	0	0	1,000	1,000		1,000	0.0%	
4228 Community Facilities	0	0	6,800	6,800		6,800	0.0%	
4804 CAP-New Christmas Lights	0	0	6,000	6,000		6,000	0.0%	
Community Capital & Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>13,800</u>	<u>13,800</u>	<u>0</u>	<u>13,800</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(13,800)</u>	<u>(13,800)</u>				
Community Services :- Income	372	2,825	7,500	4,675			37.7%	
Expenditure	16,077	132,750	571,188	438,438	18,490	419,947	26.5%	
Movement to/(from) Gen Reserve	<u>(15,705)</u>	<u>(129,925)</u>	<u>(563,688)</u>	<u>(433,763)</u>				
Grand Totals:- Income	372	2,825	7,500	4,675			37.7%	
Expenditure	16,077	132,750	571,188	438,438	18,490	419,947	26.5%	
Net Income over Expenditure	<u>(15,705)</u>	<u>(129,925)</u>	<u>(563,688)</u>	<u>(433,763)</u>				
Movement to/(from) Gen Reserve	<u>(15,705)</u>	<u>(129,925)</u>	<u>(563,688)</u>	<u>(433,763)</u>				