HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr D Jones** Tel: 01582 708540
Town Clerk: **Clare Evans** e-mail: info@houghtonregis-tc.gov.uk

3rd November 2026

To: **Members of the Community Services Committee**

Cllrs: **T McMahon (Chair)**, J Carroll, E Cooper, Y Farrell, C Rollins, A Slough, C Slough

(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 9th November 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*

All attendees are reminded that this meeting must be conducted in a respectful and considerate manner. Comments should remain appropriate and non-defamatory, as behaviour that undermines dignity, respect, or integrity will not be permitted.

THIS MEETING MAY BE RECORDED *

Clare Evans
Town Clerk

Agenda

1. APOLOGIES & SUBSTITUTIONS

2. QUESTIONS FROM THE PUBLIC

**This meeting may be filmed by the Council for subsequent broadcast online and can be viewed at https://houghtonregis-tc.gov.uk/council/committees*

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

No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

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

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

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

4. MINUTES

Pages 4 - 7

To approve the minutes of the meeting held on 2nd November 2026.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 2nd November 2026 and for these to be signed by the Chairman.

5. KEY PARTNERS - ANNUAL REVIEW OF EXISTING

Representatives from these organisations have been invited to the meeting to present their annual review/update.

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

Members can inspect supporting information provided by the applicants upon request. The Head of Environment and Community Services has received and reviewed all associated paperwork.

The following summarises the amount of the Key Partner Award:

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

Recommendation: **To approve the release of funding as detailed for the financial year 2027/2028 (Funds will be released after 1st April 2027).**

6. PROJECT GRANT SCHEME

Pages 8 - 13

Applicant	***Total project cost***	***Amount requested***	***Brief description***
Three Towns Youth FC	*£1000*	*£800*	*To cover the cost of hiring the Tithe Farm 3G AGP for five months.*

Recommendation: **To approve the Project Grant applications as follows:**

Members are advised that £4,000.00 remains in this budget for 2026/27.

7. EXCLUSION OF PRESS AND PUBLIC

- Project Grant Scheme discussion and award

Recommendation: **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.**

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HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
Minutes of the meeting held on
Monday 2nd November 2026 at 7.00pm

Present:	Councillors:	T McMahon	Chairman
		J Carroll	
		E Cooper	
		Y Farrell	
		C Slough	
	Officers:	Ian Haynes	Head of Environmental & Community Services
		Amanda Samuels	Administration Officer
Public:		0	
Apologies:	Councillors:	C Rollins	
		A Slough	

13753 APOLOGIES & SUBSTITUTIONS

Apologies were received from Councillor Rollins and Councillor Slough.

13754 QUESTIONS FROM THE PUBLIC

None.

13755 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13756 MINUTES

To approve the minutes of the meeting held on 20th July 2026.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 20th July 2026 and for these to be signed by the Chairman.

13757 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Community Engagement Sub-Committee 9th June 2026

Combating Crime Working Group 15th July 2026

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

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13758 COMMITTEE WORKPLAN

Members were provided with a copy of the workplan for the municipal year 2026/27.

The workplan provided a structured approach to the committee's business throughout 2026/27, ensuring all statutory requirements and governance obligations were met in a timely manner.

The Head of Environmental and Community Services confirmed that all relevant items were covered in the agenda.

13759 INCOME AND EXPENDITURE REPORT

Members were provided with the income and expenditure report, with appropriate commentary, for the Community Services Committee.

The Head of Environmental and Community Services confirmed that:

- Expenditure was tracking at 49.7% of the overall annual budget
- Income was tracking at 85.3%

Figures were as expected. There was one slight anomaly on the Summer Play Scheme that would be rectified.

13760 BUDGET REQUESTS 2027/28

Members were provided with a copy of the officer draft budget for 2027/28 along with budget forecast figures for financial years 2028 to 2030.

The draft budget reflected ongoing budgetary commitments, along with anticipated increases in budgetary commitments arising from increased staff resources. The draft budgetary forecasted figures had been prepared to support the objectives of the Town Council's Corporate Plan and to meet the requirements of the Corporate Governance and Accountability Practitioners Guide.

The Head of Environmental and Community Services confirmed that there was an overall increase of 4%, while income generation had remained the same. Other items of note were:

- There were possible savings to be made by the withdrawal or deferral of the Breakfast Club funding as the Government was now offering this support for all primary school children.
- Savings could be made on Promotional Material if Members decided to defer spending on the website alterations and the new Town Crier livery expenses.
- Additional expenses were allocated in the event that Town Council were minded to appoint a town crier and entered the Bognor Regis Town Crier competition.

All other items were similar to the previous year.

Members requested that confirmation was sought from local schools to confirm that they received the Government provision for school meals. The Head of Environmental and Community Services agreed to follow up on this request.

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Resolved:
1. **To consider and comment on the draft budget for financial year 2027-2028 for Community Services Committee budget responsibilities.**
2. **To note the budget forecast figures for financial years 2028 to 2030.**

13761 HOUGHTON REGIS TOWN COUNCIL YOUTH SERVICES

Members received a verbal update on the in-house youth services work. The breakdown of youth engagement and detached youth work, including attendance figures, was as follows.

Delivery Data: Youth Council			
Month	Number of Sessions	Average Session attendance	Individual Young People
July	**7 (6 = volunteering)**	**8**	**10**
August	**4 = Volunteering**	**5**	**8**
September	**2**	**9**	**13**
Totals	**13**		

Delivery Data: Youth Cafe			
Month	Number of Sessions	Average Session attendance	Individual Young People
July	**2**	**11**	**16**
August	**0**	**0**	**0**
September	**3**	**7**	**8**
Totals	**5**		

Delivery Data: Houghton Hall Park			
Month	Number of Sessions	Average Session attendance	Individual Young People
July	**4**	**2 (Outreach)**	**14**
August	**4**	**0 (Outreach)**	**22**
September	**5**	**3 (Outreach)**	**18**
Totals	**13**		

Delivery Data: Tithe Farm			
Month	Number of Sessions	Average Session attendance	Individual Young People
July	**5**	**6**	**11**
August	**4**	**0 (Outreach)**	**24**
September	**4**	**4 (Outreach)**	**17**
Totals	**13**		

Enhanced Activities included:

- Skate Jam
- Youth Arena at Houghton Rocks

Engagement with schools

- Information leaflets were sent via email to both All Saints Academy and Houstone Secondary School.
- Youth Council members who attend those schools had also given information leaflets to the relevant staff members.

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- All Saints Academy was keen for a student to undertake work experience at Houghton Regis Town Council Offices at the end of November.

Members were keen to explore means of increasing engagement among young people and enquired whether increased promotion or announcements would be possible. Members suggested that incentives such as rewards and/or free items might be a potential approach. In addition, Members proposed that a number of strategies could be implemented to encourage greater participation. The Head of Environmental and Community Services confirmed that this would be fed back to the Community Engagement Sub-Committee for further consideration.

Members were supportive of introducing a selection of strategies, which could be scored and potentially provide more helpful and detailed data feedback.

Members enquired whether it was known which areas of Houghton Regis Youth Group members came from. The Head of Environmental and Community Services confirmed that this information could be gathered.

The Chairman declared the meeting closed at 7.40pm

Dated this 9th day of November 2026

Chairman

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HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY
Tel: 01582 708540

PROJECT GRANT SCHEME – up to £800
APPLICATION FORM
2025-2026

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

Name of Organisation	Three Towns Youth FC LTD

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

Name	Lukasz Adamczyk
Position	Vice Chairman / Club Welfare Officer
Address	Post Code:
Telephone Number	[redacted]
Email Address:	

About Your Organisation

What are the aims and activities of the organisation?
Our organisation provides football training for children aged 6 to 11. We aim to help young players develop their football skills, confidence, teamwork, and love for the game. We create a safe, fun, and supportive environment where every child can learn and enjoy playing football.

Are you affiliated to a national organisation?
delete as appropriate* *Yes, please specify **Bedfordshire FA

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 44

If No, who is the organisation accountable to?
Please specify - The monthly membership fee is £60. However, parents can suspend their child's membership at any time, for example if they do not want them to attend training during the winter or colder months. During the suspension period, no monthly fee is charged.

If applicable to your organisation, are your volunteers / coaches appropriately trained?
**delete as appropriate* *Yes, please specify
Yes. Our coaches are qualified and trained in accordance

with The FA's requirements. They have completed safeguarding training, hold the appropriate coaching qualifications.

Are your volunteers / coaches DBS checked?
*If applicable

*Yes, details.....
All coaches have enhanced DBS checks to ensure they are suitable to work with children.

Project Information

What would the grant be used for? Funds are available for Projects or one off community initiatives only.
The grant would be used to cover the cost of hiring the Tithe Farm FA 3G pitch for a period of five months. The current hire cost is £50 per hour for half of the pitch, and securing this funding would significantly reduce one of the club's largest operating expenses.

This support would enable us to maintain our current membership fees for the upcoming season, ensuring that football remains affordable and accessible to local children and their families. Since the beginning of the year, we have been working hard to reduce the club's operating costs following a period of financial difficulty. Our priority is to avoid increasing fees, as we want to keep participation at a price that parents can continue to afford.

As a community football club, we do not own our own facilities. The hire costs for both Parkside and Tithe Farm are currently funded entirely through parents' membership fees. In addition to pitch hire, the club provides playing kits for children and invests in essential coaching qualifications, safeguarding training, and DBS checks for our coaches. These are necessary expenses that ensure we can continue to provide a safe, high-quality environment where children can develop their football skills, confidence, and enjoyment of the game.

What would be the direct benefit of the Grant for Houghton Regis residents?
This support would enable us to maintain our current membership fees for the upcoming season, ensuring that football remains affordable and accessible to local children and their families. The majority of our players directly benefiting from this funding are local children, with 27 of our young footballers living in Houghton Regis, including the Tithe Farm, Bedford Square and Parkside communities, while the remaining players come from neighbouring Dunstable. Since the beginning of the year, we have been working hard to reduce the club's operating costs following a period of financial difficulty. Our priority is to avoid increasing fees, as we want to keep participation at a level that parents can continue to afford.

Approximately how many people will benefit from this grant?

Total number 44
Number of Houghton Regis residents 27

Project Costs

Total cost of project	£ 1000
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 £ 200
- Fundraising? Please specify amount anticipated £.....
- 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?

If the Council is unable to award the full amount requested, we may have to increase our membership fees to cover the rising costs of running the club. This could make football less affordable for some local families and may reduce participation. We will also continue to seek sponsorship from local businesses to help cover the cost of our training sessions and minimise any increase in fees.

Project Timescale

Please detail when you anticipate that the project will commence and complete.

September 2026 – January 2027

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

If the Council is unable to award the full amount requested, we may have to increase our membership fees to cover the rising costs of running the club. This could make football less affordable for some local families and may reduce participation. We will also continue to seek sponsorship from local businesses to help cover the cost of our training sessions and minimise any increase in fees.

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.

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) Lukasz Adamczyk / Artur Brogowski

Signed	[redacted]
Name	
Position	
Date	

The Town Council has developed a Corporate Plan for 2024–2028, which sets out its priorities and objectives for the town. Details can be found at: https://houghtonregis-tc.gov.uk/storage/files/shares/corporate-plan-2024-2028.pdf.

In relation to the objectives outlined in the Corporate Plan, please explain how your proposed project or grant would support the Town Council in achieving its stated outcomes.

Our project directly supports several of the objectives set out in the Houghton Regis Town Council Corporate Plan 2024–2028, particularly those relating to improving opportunities for young people, promoting health and wellbeing, and making the best use of local sports facilities. By helping to fund the hire of the Tithe Farm FA 3G pitch, the grant will enable us to continue providing regular, structured football coaching in a safe and positive environment for children aged 6–11. These aims closely align with the Council's commitment to increasing opportunities for young people to participate in sport and community activities while encouraging healthier and more active lifestyles.

The funding will also help us keep our membership fees affordable despite rising operating costs. Currently, 27 of our young players live in Houghton Regis, including the Tithe Farm, Bedford Square and Parkside communities, with the remaining players coming from neighbouring Dunstable. Keeping fees at an affordable level will ensure that local children can continue to participate regardless of their family's financial circumstances, supporting the Council's ambition to create an inclusive and connected community.

As a community football club, we do not own our own facilities and rely entirely on parents' membership fees to fund pitch hire, coaching development, safeguarding training, DBS checks, and playing kits. This grant would strengthen the long-term sustainability of the club, allowing us to continue providing a safe, high-quality sporting environment that supports children's physical health, confidence, teamwork, and personal development, while making full use of the Town Council's local sporting facilities.

Payment Details	
Account Name Account number Sort Code	[redacted]

Please note payment will be made by BACS.