

**HOUGHTON REGIS TOWN COUNCIL**  
**Community Services Committee**  
**Minutes of the meeting held on**  
**27<sup>th</sup> April 2026 at 7.00pm**

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

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

Public: 0

Apologies: Councillors: C Slough

**13519 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr C Slough.

**13520 QUESTIONS FROM THE PUBLIC**

None.

**13521 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**13522 MINUTES**

To approve the minutes of the meeting held on 23<sup>rd</sup> February 2026.

**Resolved: To confirm the minutes of the Community Services Committee meetings held on 23<sup>rd</sup> February 2026 and for these to be signed by the Chairman.**

**13523 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Community Engagement Sub-Committee 20<sup>th</sup> January 2026  
Community Safety Sub- 17<sup>th</sup> December 2025, 21<sup>st</sup> January & 18<sup>th</sup> March 2026.

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

**13524 COMMITTEE WORKPLAN**

For information, Members were provided with a workplan for the municipal year 2025/26.

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

The Head of Environmental and Community Services confirmed that a new workplan would be presented at the next meeting.

**13525 INCOME AND EXPENDITURE REPORT**

Members were provided with a copy of the income and expenditure report for the Community Services Committee to date.

The Head of Environmental and Community Services stated that 90% of the annual budget had been spent and that just under 10% would be carried into General Reserves.

**13526 COMMUNICATIONS STRATEGY**

Members were provided with the newly created Communications Strategy, which incorporated a draft Annual Marketing Plan (January – December). The document outlined how key messages were delivered, the internal processes and provided tools to support staff.

The Head of Environmental and Community Services informed Members that the reference to Communications Officer should read Communications Administrator; this would be amended accordingly.

Members felt the document delivered a clear message and expressed thanks for the work undertaken. The Head of Environmental and Community Services confirmed that they would pass the message on to those involved.

Members were happy to approve the strategy with the agreed amendment.

**Resolved: To approve the draft Communications Strategy and recommend its adoption via the Corporate Services Committee.**

**13527 THE REGIS GROUP UPDATE**

Members were informed that HRTC had reached out to town and parish councils with the Regis appellation in order to establish the Regis Group. The inaugural meeting had been well received, and it was hoped that this would provide a forum to share good practice and promote civic identity.

In order to create momentum and increase visibility for the Regis Group, the councils would look to support each other via social media, town/parish magazines etc. It was hoped that mayors might attend civic events held by the group.

It was further proposed that HRTC secured or appointed a town crier who would attend civic and larger events; it was hoped that this would help strengthen the town's identity and might lead to future participation in the Bognor Regis Town Crier Competition.

The Head of Environmental and Community Services would consider the best way to decide the appointment of Town Crier.

- Resolved:**
- 1. To note the formation and purpose of the Regis Group.**
  - 2. To support officer engagement in the ongoing development of the group.**
  - 3. Endorse the agreed actions and proposed collaborative approach outlined in this report.**
  - 4. To support the proposal for Houghton Regis Town Council to explore securing or appointing a Town Crier, with a view to participating in the Bognor Regis Town Crier Competition as part of the Regis Group collaboration and civic promotion activities.**

## **13528 ANNUAL REVIEW OF COMMITTEE SERVICE CONTRACTS**

This was to provide an annual review of key service contracts and partnership agreements, and to identify any required actions.

There were four contracts for consideration relating to:

- Town Centre Public Toilets
- Bulk Waste Collection
- Christmas Lights
- Operation Hana

Members had been provided with the relevant information and agreed to approve the recommendation.

- Resolved:**
- 1. To note the annual review of key service contracts and partnership arrangements.**
  - 2. To note that the Town Centre Public Toilets contract is currently out of contract and endorses officers proceeding with an updated tender exercise.**
  - 3. To note the confirmed Bulk Waste Collection pricing and budget provision for 2026/27.**
  - 4. To note that the Christmas Lights contract is in place until 31 October 2029.**

5. **To note that funding for Operation Hanna 2026/27 is subject to consideration of a new Service Level Agreement by the Community Safety Sub-Committee.**

## **13529 FORMAT AND FUNCTION OF COMMITTEE SUB-COMMITTEES**

Members were requested to discuss and decide on the future format and frequency of the Community Engagement Sub-Committee and the Community Safety Sub-Committee. Both sub-committees had discussed potential changes and their recommendations were presented to Members.

The Community Engagement Sub-Committee would continue to meet in the evenings and would be attended by both the Events Manager and the Youth and Community Manager.

The Community Safety Sub-Committee would meet as planned in May 2026 but would thereafter move to bi-monthly meetings for a maximum of six meetings a year.

For purposes of transparency, it had been decided that both committees should remain sub-committees to enable public participation. Members were also assured that officers would keep them informed of any important developments as they arose rather than being delayed until a future meeting.

It was hoped that the new schedules would enable officers to progress work more effectively between meetings.

- Resolved:**
1. **To approve that the Community Engagement Sub-Committee stays a sub-committee, and that it meets in the evenings, and is provided with the required officer support to ensure it achieves its purpose and meets a maximum of six times a year.**
  2. **To approve that the Community Safety Sub-Committee stays a sub-committee, and that it meets in the daytime, and meets a maximum of six times a year.**

**The Chairman declared the meeting closed at 7.41pm**

**Dated this xx day of xxxxxx**

**Chairman**