



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr CRL Slough**

Tel: 01582 708540

Town Clerk: **Clare Evans**

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26<sup>th</sup> August 2016

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

**Cllrs:** K Wattingham (Chairman), Ms J Hillyard (Vice-Chairman),  
D Dixon-Wilkinson, M Kennedy, Ms T McMahon, C Slough, Ms S Thorne

(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 5<sup>th</sup> September 2016 at 7.30pm.**

**Clare Evans**  
**Town Clerk**

## Agenda

- 1. APOLOGIES & SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

- 3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

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 7-8*

- a) To approve the Minutes of the meetings held on 13<sup>th</sup> June 2016.
- b) Matters arising from the Minutes

**Recommendation: To confirm the minutes of the Community Services Committee meeting held on 13<sup>th</sup> June 2016 and for these to be signed by the Chairman.**

## 5. REPORT FROM GROUNDWORK

Mr Ramsey, Groundwork, will be attending the meeting to report on the youth work Groundwork has recently completed.

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

*Appendix A pages 9-36*

|                                 |  |
|---------------------------------|--|
| Events Working Group            | 4 <sup>th</sup> May, 8 <sup>th</sup> June, 9 <sup>th</sup> July 2016   |
| Pride Of Houghton Working Group | 4 <sup>th</sup> May 2016   |
| Combating Crime Working Group   | 6 <sup>th</sup> May, 15 <sup>th</sup> June, 13 <sup>th</sup> July 2016 |

## 7. BUDGET REVIEW

*Appendix B pages 37-38*

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

Members are requested to note that it is considered that the Pride of Houghton budget (304-4141) and Community Events budget (304-4222) is likely to be deficient due to expenditure required on unforeseen items. Members are requested to consider making a request to Town Council for additional funding.

**Recommendation:**

1. To note the report;
2. To request to Town Council the following additional funding:
  - 304-4141 £700
  - 304-4222 £2000.

## 8. HRTC GRANTS APPLICATIONS

*Small Capital Grants*

*Appendix C pages 39-45*

Members are advised that the Small Project grant budget for 2016/17 has a balance of £2,044.

| <i>Applicant</i> | <i>Total project cost</i> | <i>Amount requested</i> | <i>Brief description</i> |
|------------------|---------------------------|-------------------------|--------------------------|
|------------------|---------------------------|-------------------------|--------------------------|

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|                    |         |      |                                     |
|--------------------|---------|------|-------------------------------------|
| Full House Theatre | £26,682 | £500 | Moderation and additional training. |
|--------------------|---------|------|-------------------------------------|

**Recommendation:** To consider the grant application as above.

*End of Award Reports*

*Appendix D pages 46-51*

Members will find attached End of Award Reports from the following organisations:

- Recycled Teenagers
- SSNOOCH
- Dunstable & Houghton Regis Business & Community Awards

**Recommendation:** To note the Reports.

## 9. REDEPLOYABLE CCTV CAMERA

As Members are aware the Council has purchased 2 redeployable CCTV cameras and these have been operational for the last few months or so. The Combating Crime Working Group is receiving reports on their use and are directing their relocation.

It has been suggested that the Council may like to consider purchasing a third camera so that effectively there is one camera per ward (although operational needs may mean that this spread across the town is not always achieved). Members are requested to formally consider this option.

The capital cost of the camera is £5,400 plus £250 for the power adapter and revenue costs are £900 per annum monitoring fee plus £400 maintenance fee after the manufacturers warranty has expired. The capital costs would be secured from EMR 331, CCTV Extension, and the revenue costs would need to be met through the revenue budget under Community Safety, Professional Fees.

**Recommendation:** To purchase a third redeployable CCTV camera on the basis set out above.

## 10. REVIEW OF OPERATION HANA CONTRACT

Members are advised that the Combating Crime Working Group has been considering and reviewing the Operation Hana contract and at their meeting on 17<sup>th</sup> August have made the recommendation tot his committee that the contract be continued on the same basis for a further 6 months until 31<sup>st</sup> March 2017.

**Recommendation:** To extend the Operation Hana contract to 31<sup>st</sup> March 2017.

## 11. REVIEW OF GRANTS SCHEME

*Appendix E pages 52-57*

Members have previously requested a review of the Houghton Regis Town Council Grants Scheme. Issues of interest centred around:

- Frequency of meetings to determine grants
- Allocation processes to ensure all applicants are treated fairly
- Financial limits of grants
- Grant criteria

Members will find attached a report comparing various different grant schemes. Copies of the supporting paperwork and application forms can be viewed at the Council Offices.

The following alterations are suggested to the HRTC Grants Scheme:

1. To consider all grant applications at one meeting per annum, suggested October, to enable all applications to be considered on their merit and to enable the Council to allocate its available funds;
2. Due to the increasing financial pressures facing the Council to cease the Large Project Grants scheme;
3. To review the Key Partner Scheme at the end of the current 4 year period (2017/18).

**Recommendation:     The alter the HRTC Grants Scheme as follows:**

- 1. To consider all grant applications at one meeting per annum, (October / November), to enable all applications to be considered on their merit and to enable the Council to allocate its available funds;**
- 2. Due to the increasing financial pressures facing the Council to cease the Large Project Grants scheme from the financial year 202017/18, although honouring any grant commitments made in 2016/17;**
- 3. To review the Key Partner Scheme at the end of the current 4 year period (2017/18).**

## **12. BEDFORD SQUARE COMMUNITY CENTRE**

*Appendix F pages 58-67*

Objective 1 of the Town Council Plan, Houghton Regis: Our 2020 Vision identifies an aspiration to improve the ways in which local people can use Bedford Square Community Centre.

Discussions have been held with Central Bedfordshire Council as the building owner on options around the management and promotion of the centre and it is reported that CBC are willing to support the Town Council in transferring over the promotion and bookings of the centre.

In consultation with the Chair and Vice Chair of this Committee the attached draft Service Level Agreement has been prepared for consideration. Members will note that the SLA gives HRTC the following responsibilities:

Promotion of the centre, management of bookings, opening and closing the centre Mon-Fri 9-5pm. These responsibilities will be met by the Community Development Officer once in post.

The responsibilities of CBC remain as meeting all current and future capital and revenue costs including provision of the site agent. Members are requested to note that as the significant costs of running the centre remain with CBC the income generated from the centre will be provided to CBC.

- Recommendation:**
- 1. To recommend to Town Council that the Service Level Agreement for the Management of Bedford Square Community Centre be approved:**
  - 2. To seek to implement the Service Level Agreement from 1<sup>st</sup> November 2016.**

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