



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr M S Kennedy** Tel: 01582 708540
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

12th June 2019

To: Members of the New Office Provision Sub-Committee

Cllrs: D Dixon-Wilkinson, D Jones, T McMahon, A Slough and S Thorn.

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **New Office Provision Sub-Committee** to be held at the Council Offices, Peel Street on **Tuesday 18th June 2019 at 6.00pm.**

Clare Evans
Town Clerk

AGENDA

1. ELECTION OF CHAIR

Members are invited to put forward nominations for Chair of the New Office Provision Sub-Committee.

2. ELECTION OF VICE CHAIR

Members are invited to put forward nominations for Vice Chair of the New Office Provision Sub-Committee.

3. APOLOGIES & SUBSTITUTIONS

4. 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.

5. 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.

6. MINUTES

Pages 3-4

To approve the Minutes of the meeting held on 5th March 2019

Recommendation: To approve the minutes of the meeting held on 5th March 2019.

7. TERMS OF REFERENCE

Page 5

Members will find attached the Committee Functions & Terms of Reference relevant to this sub committee.

Recommendation: To note the information.

8. PROJECT UPDATE

Members are advised that the consultant is working on drafting the Focused Options Report based on the 9 shortlisted options.

Enquiries have been made to Central Bedfordshire Council in relation to Options 4, 7 and 9 but to date no substantive response has been received. The surveyor has also made enquiries relating to options 5 and 8, the results of which will be included in the Options report.

The report will be available for the scheduled meeting on 9th September 2019.

Recommendation: To note the report.

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**Houghton Regis Town Council
New Office Provisions Sub Committee
5th March 2019 at 7.30pm**

Present: Cllrs: Mrs T McMahon Chairman
C Slough Substitution
Mrs Y Farrell
T Welch

Officers: Clare Evans Town Clerk
Louise Senior Head of Democratic Services

Apologies: Cllr: M Kennedy

Also present: Cllr: J Carroll

Absent: Cllr: Ms L Ellaway

NOP19 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr M Kennedy (Cllr C Slough substituted).

NOP20 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

NOP21 QUESTIONS FROM THE PUBLIC

None.

NOP22 MINUTES

To approve the Minutes of the meeting held on 4th December 2018.

Resolved: To approve the minutes of the meeting held on 4th December 2018.

NOP23 OPTIONS REPORT

Members received a draft options report compiled by the consultants engaged to assist and in accordance with the agreed Scope of Service.

Members were invited to comment on the options listed.

Members discussed the list and removed several non-viable options and reconsidered some of the previously discounted options.

The remaining shortlisted options were:

1. Existing Peel Street Site: But repair construction faults
2. Existing Peel Street Site: Partly demolish and construct replacement over single or two floors, incorporate a new Debating Chamber or move this function to another premises.
3. Existing Peel Street Site: Fully demolish current building. Rebuild over single or two storeys.
4. Bedford Square Community and Youth Centre - Take over all available rooms for office function. (potentially smaller than Peel Street – survey to verify. Debating Chamber and Meeting Rooms in shared Community Rooms. No direct parking available.
5. Houghton Regis Central Development - Shop unit on street frontage as offices. Community rooms used as Debating Chamber.
6. Tithe Farm Recreation Ground Pavilion
7. Parkside Day Centre
8. Former Morrisons (Netto) Supermarket
9. Townsend Day Centre

The CBC budget setting process indicated that CBC may be willing to consider future options for the Bedford Square Community Centre. An approach has been made to CBC to advise that HRTC were considering options for new offices and as such may like to have further discussions around this centre.

Members suggested that Central Bedfordshire Council be contacted to discuss further the availability of the options listed.

The Chairman closed the meeting at 8.10pm

Dated this day of

Chairman

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New Office Provisions Sub Committee (reporting to Town Council)

Functions

1. Reflecting on the growth agenda to give consideration to;
 - a) the suitability of the current office provision
 - b) the requirements of future office provision
2. To give consideration to future office provision including options for retaining or developing the current site, options for renting / leasing, purchasing or developing;
3. To commission specialist services such as may be deemed necessary in progressing options for future office provision;

Terms of Reference

1. The New Office Sub Committee shall function and operate in accordance with the Council's approved Standing Orders;
2. The New Office Sub Committee shall consist of five councillors, the quorum of which shall be 3.

