

**HOUGHTON REGIS TOWN COUNCIL**  
**Community Services Committee**  
**11<sup>th</sup> February 2019 at 7.30pm**

Present: Councillors: Ms J Hillyard Chairman  
D Dixon-Wilkinson  
Mrs Y Farrell  
M Kennedy  
K Wattingham

Officers: Clare Evans Town Clerk  
Tara Earnshaw Community Development Officer  
Louise Senior Head of Democratic Services

Public: 0

Also present: Councillors: Mrs T McMahon  
J Carroll

Absent: C Slough  
Ms L Ellaway

**9770 APOLOGIES & SUBSTITUTIONS**

None.

**9771 QUESTIONS FROM THE PUBLIC**

None.

**9772 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**9773 MINUTES**

To approve the minutes of the meeting held on 29th October and 5th November 2018.

Matters arising from the minutes.

The timings over approval by the Chairs of Community Services and Environment & Leisure of the design for the pavilion graffiti art given that the project spanned the election date. Members were advised that the young people would create a design during the initial workshops, these designs would then be presented to members of this council administration.

**Resolved: To confirm the minutes of the Community Services Committee meetings held on 29<sup>th</sup> October and 5<sup>th</sup> November 2018 and for these to be signed by the Chairman.**

**9774 REPORT FROM GROUNDWORK**

A representative from Groundwork attended the meeting to report on the youth work Groundwork had recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

Members were advised that there were some new vibrant and energetic young people attending and that the number of attendees was good, although inconsistent. A talent show that had been presented by the young people had been well received, and further thought would go into future performances to produce a wider, intergenerational event.

Assemblies had been arranged with All Saints academy, and a response was awaited from Houghton Regis Academy.

**9775 HRTC YOUTH SERVICES**

Groundwork attended the meeting to report on the youth work Groundwork had recently completed on behalf of HRTC.

Members were advised that attendee numbers were higher compared with the same time last year, numbers varied from 18 - 22. An online hygiene certificate for young people to complete was being sought. Numbers dropped during the school break, it was suggested that family activities conflicted with the times of the pop-up café.

Members were invited to consider attending a meal prepared by the young people who attended the Pop-up Café.

Members thanked Groundwork for their hard work and efforts for the young people of Houghton Regis.

**Resolved: To note the report.**

**9776 HRTC YOUTH SERVICES 2019/20**

The council currently delivered the following youth services:

- Current provision included: Easter and Summer playscheme (in-house), youth council (in-house) and pop-up cafes (out sourced).
- All these initiatives were centrally located within the town and were accessible to any young person.
- These were not statutory services and HRTC were under no obligation to provide them. They were supported by the council's Vision
- The budgeted amount for this provision was £25,500 in 2018/19. In addition, there were HRTC staff costs.

The contract with Groundwork for the HRTC youth services pop up café initiative expired on 31<sup>st</sup> March 2019.

Members were invited to consider HRTC youth services for 2019/20.

**Resolved: 1. To continue the playscheme and youth council existing perhaps with some slight alterations (to be considered and agreed subsequently);**

2. **To enter into agreement with the current service provider to continue the pop-up cafes under option 2, namely to continue on a like for like basis over 40 weeks with 5 enhanced activities.**
3. **Defer formal consideration until the budget setting process for 2020/21.**

**9777 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Events Working Group 17<sup>th</sup> October, 1<sup>st</sup> November 2018  
 Combating Crime Working Group 17<sup>th</sup> October, 21<sup>st</sup> November and 19<sup>th</sup> December 2018

Members are referred to Minute CC867.

Members received a copy of the draft SLA for the bulk waste subsidy scheme. This had been sent to CBC for their comments. Members were requested to approve the SLA subject to the agreement of CBC and to budget provision being made in 2019/20 to fund the associated costs.

Town Centre Projects Task and Finish Group 23<sup>rd</sup> October 2018

**Resolved: 1. To receive the following Minutes:**

|   |  |
|---|--|
| <b>Events Working Group</b>                       | <b>17th October, 1st November 2018 and 19<sup>th</sup> December 2018</b> |
| <b>Combating Crime Working Group</b>              | <b>17th October, 21st November 2018</b>                                  |
| <b>Town Centre Projects Task and Finish Group</b> | <b>23rd October 2018</b>   |

2. **To approve the draft SLA for the bulk waste subsidy scheme subject to the agreement of Central Bedfordshire Council.**

**9778 BUDGET REVIEW**

Members received the income and expenditure report for Community Services Committee to date.

Concerns were raised that relationships with council sponsors need to be maintained under the new council administration. It was confirmed that personal contact with potential sponsors was beneficial. This would be raised with the new council administration.

**Resolved: To note the report.**

**9779 VISION UPDATE**

Members received a review of the initiatives under this committee following on from the review process completed in December 2017.

Members queried police numbers and were advised that 5 PC's and 5 PCSO's were to be increased to 6PC's and 6PCSO's. Additional officers were due to start in March.

Police surgeries were being held in Bedford Square monthly, and were publicised on Facebook and other social media platforms. Members were advised that the next surgery was being held in Bedford Square on 23<sup>rd</sup> February 2 – 4pm.

**Resolved: To note the report.**

#### **9780 COMMUNITY SERVICES**

Members received a report from the Community Development Officer detailing work completed. Of particular note within this report was the future work and direction of the Youth Council, including a promotion process, development of a Youth Plan for Houghton Regis and an associated budget for delivery.

Members requested a formal thank you be sent to Houghton Regis Youth Council for their help and participation at events and activities.

**Resolved: To note the report.**

#### **9781 TOWN CENTRE EVENTS**

Members received a list of Town Centre events that the Town Centre Projects Task & Finish Group had given some preliminary consideration to. Incorporated into this list were events which it was envisaged that the Youth Council would also attend and contribute to. Members were requested to consider and endorse this schedule of events.

Members were advised that the schedule of events was a working document and subject to change.

**Resolved: To endorse the schedule of events.**

#### **9782 CHRISTMAS LIGHTS CONTRACT**

The council had reached the end of its contract period with its current supplier. Competitive quotes were provided for consideration.

Members suggested that the Christmas display on the Village Green Pavilion roof be moved to Bedford Square, as the floodlight on the pavilion interfered the aesthetics of the display. The cost of this would be investigated.

**Resolved: To award the contract to Company 1 due to the in-season preventative maintenance inspections and the reactive maintenance visits provided within the contract. The contract period is from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2024.**

#### **9783 REVIEW OF HRTC GRANTS SCHEME**

The council had offered a community grants scheme for many years. For the last few years this had comprised of a Small Grants Scheme (up to £500 capital grants), a large Grants Scheme (over £500 capital grants, awarded the subsequent financial year) and a Key Partner Grant Scheme (to assist in covering revenue costs for not for profit organisations who had a long standing commitment to working in the town).

To ensure its suitability, it was suggested that members may like to review the scheme.

Members agreed that applicants would be required to supply 50% of the total amount through their own fundraising, this was changed from 25%.

Members agreed that the Large Grants applications would be capped at £1,000. Future Key Partner Grants would not be increased by APR each year but would receive a set amount each year of their term.

It was suggested that the application form be amended to include a proposed spend date / timespan for which the funds were to be spent.

**Resolved: To approve the revised HRTC Grants Scheme as detailed.**

#### **9784 WEBSITE REVIEW**

At the Personnel meeting on 15<sup>th</sup> October 2018 the minutes record, that 'Members suggested that the website come under member scrutiny and be placed on an agenda'.

Members were invited to discuss the website and to provide further clarification and instruction. It was requested that events, meetings, agendas and minutes be kept up to date.

Members requested the website be included regularly on future agendas for discussion.

#### **9785 TOWN CENTRE TOILET CLEANING CONTRACT**

Members were advised that the current contract for the cleaning of the town centre toilets expired on 1<sup>st</sup> June 2019. Due to other pressures it had not been possible to source competitive quotes in time for this meeting. As such members were requested to agree to an extension of the current contract. The current contractor had offered to maintain the current provision at the same price for a further 2 years.

As members were aware the council had yet to agree its budget for 2019/20. However, members were advised that the draft officers budget included £18,800 for this provision. The draft budget circulated by the Liberal Democrat Group, the Independent Group and the Community Independent Alliance also suggested a provision of £18,800 for this provision.

**Resolved: To extend the current contract for the cleaning of the town centre public toilets for a 24 month period until 30<sup>th</sup> June 2021.**

#### **9786 COMMUNITY GRANTS**

##### *End of Award Reports*

In accordance with the Grant Scheme Members received the End of Award Reports from the following groups:

- Keech Hospice Care
- SORTED Counselling Services

