A picture containing tree, outdoor, sky, grass

Description automatically generatedA close-up of a clock

Description automatically generated with low confidence

**Houghton Regis**

**Town Council**

**Recruitment Pack**

**Project Manager**

**Closing date for applications: 5pm Friday 29th August 2025**

WELCOME FROM THE TOWN CLERK

A picture containing grass, tree, outdoor, park

Description automatically generated

Photograph courtesy of Joanna Cross

A very warm welcome and thank you for taking an interest in working with Houghton Regis Town Council.

I am extremely proud to be working within such a fantastic and growing town with a lot of investment and exciting ongoing development.



Photograph courtesy of Joanna Cross

The Town Council continues its important work, with a key priority being the recruitment of new staff members to strengthen our existing team of employees and councillors.

Throughout 2024, the council has been actively working on implementing its strategic objectives, which were established in the Houghton Regis Town Council Corporate Plan. We are now focused on delivering these initiatives to benefit our community.

A flag on a flagpole

Description automatically generatedOur commitment to the town's development and improvement remains steadfast as we progress through these exciting times.

I would like to wish you the best of luck with your application.



Website: [www.houghtonregis-tc.gov.uk](http://www.houghtonregis-tc.gov.uk)

[Facebook](https://www.facebook.com/hrtowncouncil/)  [twitter ](https://twitter.com/HRCouncil1)  [pinterest ](https://uk.pinterest.com/houghtonregistc/)  [instagram ](https://www.instagram.com/houghtonregistc/)

A picture containing grass, outdoor, old, field

Description automatically generated

THE TOWN

References to Houghton Regis in history books have been found at the time of Edward the Confessor. In 1086, it was entered into the Domesday Book, which was a record of a survey of the land of England carried out by the commissioners of William I.

The name of Houstone was recorded in the Domesday Book, but many different versions of the name were recorded between the years of 1086 and 1353. The village name was recorded as Kyngshouton in 1287; while the name of Houghton Regis, as seen today, was first used in 1353. The name Regis was used even in the days of the Domesday Book, as it was a royal manor. It has also been thought that the name Houghton was of Saxon origins with “Hoe” meaning spur of a hill and “Tun” meaning village. Whichever the true meaning, it is certainly interesting reading.

The oldest known building, which is standing in Houghton today, is All Saints’ Parish Church, (situated next to Bedford Square), which was built in the 13th/14th century. Most of modern day Houghton Regis has been built around its magnificent structure, and many people still enjoy visiting the church and worshipping there.

Locally Houghton Regis is famous for Houghton Hall (listed as an ancient monument), which was built for Dame Alice Milard in 1654 and completed in 1700. The Hall once had large and magnificent grounds surrounding it. These are largely now areas of public open space treasured by the local community.

Tithe Farm Estate was built during the 1960s with its shopping centre, Bedford Square, being a typical example of 1960s architecture. The original Tithe Farm, which stood on the site of Bedford Square, had a Tithe Barn built in the 15th century by Abbot John Moore. The farm and barn were demolished during the 1960s developments.

Redevelopment of the area continued through the 1970s when the Parkside Estate was built and has continued ever since. With the cost of housing increasing in the cities, people from all over the country have continued to settle here due to the ease of travel into London via rail and road networks.

It is clear that Houghton Regis with its ancient history will continue to grow and expand into this new century and beyond, bringing with it new and exciting developments and events which will form the history of tomorrow.

THE TOWN COUNCIL

Houghton Regis Parish Council moved into the former doctor’s surgery premises on Peel Street in 1977.

A brick building with a sign on it

Description automatically generated with medium confidenceUntil that date the council did not have its own premises and held meetings in local schools and halls.

In 1974, all Parish Council’s had the option to apply for Town Council status, and January 1980, Houghton Regis Town Council was established.

It was in this year that Councillor John Kinchella became the first Town Mayor.

The Town Council consists of 14 councillors who serve the community voluntarily, representing the wards of Tithe Farm, Parkside and Houghton Hall.

The Town Council is part of a two-tier governmental system.  Central Bedfordshire Council is the Unitary Authority.

Photograph courtesy of Turvey and Turvey

The primary source of income for the Town Council comes from the Precept, a local tax collected by the principal authority on behalf of the Town Council. This money is used to pay for the operational expenses of the council to provide local facilities, activities and services for the Town’s residents.

THE TOWN SIGN

Calendar

Description automatically generatedThe sign was unveiled by the Town Mayor (Cllr Robin Hines 2010 - 11) on Monday 7th February 2011 at 12.30pm outside the Memorial Hall. The sign was paid for using specific grant funding and helped to add a sense of place and community to the town.

In the design and development of the sign, many images were talked about ranging from historic elements to current features, including All Saints Church (including the stained glass window), the Village Green, Bedford Square, the Memorial Stone, Houghton Hall House and Park, the Library, the Carnival, the Council Chamber, the Leisure Centre, the old village pond and willow trees (the trees remain), straw plaiting, the old windmills, barrel rolling, the old fire crew on horse and cart, the Red House, agriculture, the Old Red Lion Public House, the Crown Public House and local industries including printing, cement works and the Luton motor trade.

THE COUNCIL CREST

A close-up of a logo

Description automatically generated with low confidence

Houghton Regis Parish Council (as it then was) moved into the current premises in Peel Street in 1977.

The Council began to press forward and decided in 1981/82 to create a badge of office for the Town Mayor. A company in Birmingham, Thomas Fatorrini & Sons was selected to manufacture the badge, but the only problem was there was no coat of arms or crest to put in the badge.

The Town Council were asked to consider aspects of the community which could be placed in a design.

An extract from the Council minutes states “The overall design is the Parish Church with a wheatsheaf against green enamel to indicate the general rural, agricultural nature of the area”. The blue colouring in the lower half of the design was put in as a contrasting background and the overall shape of the pendant, was specifically designed as a modern feature.

The Mayor’s Chain was sponsored by Local Businesses and presented to the community in 1983. It has been a permanent and popular feature ever since.

A diagram of a company structure

AI-generated content may be incorrect.