

Public Document Pack

23 June 2017

Our Ref Letchworth 07.17
Your Ref.
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To: Members of the Committee: Councillor Mike Rice (Chairman), Councillor Paul Marmont (Vice-Chairman), Councillor Clare Billing, Councillor John Booth, Councillor Julian Cunningham, Councillor Gary Grindal, Councillor Terry Hone, Councillor Lorna Kercher, Councillor David Levett, Councillor Sandra Lunn, Councillor Ian Mantle, Councillor Lynda Needham and Councillor Deepak Sangha

You are invited to attend a

MEETING OF THE LETCHWORTH COMMITTEE

to be held in the

**FOUNDATION HOUSE, ICKNIELD WAY, LETCHWORTH
GARDEN CITY**

On

WEDNESDAY, 5TH JULY, 2017 AT 7.30 PM

Yours sincerely,



David Miley
Democratic Services Manager

Agenda **Part I**

Item	Page
1. APOLOGIES FOR ABSENCE	
2. MINUTES - 8 MARCH 2017 To take as read and approve as a true record the minutes of the meeting of this Committee held on the 8 March 2017	(Pages 1 - 14)
3. MINUTES - 18 MAY 2017 To take as read and approve as a true record the minutes of the meeting of this Committee held on the 18 May 2018.	(Pages 15 - 16)
4. NOTIFICATION OF OTHER BUSINESS Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chairman will decide whether any item(s) raised will be considered.	
5. CHAIRMAN'S ANNOUNCEMENTS Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest which requires they leave the room under Paragraph 7.4 of the Code of Conduct, can speak on the item, but must leave the room before the debate and vote.	
6. PUBLIC PARTICIPATION To receive petitions and presentations from members of the public including: 1. MS Therapy Centre.	
7. GRANTS AND COMMUNITY UPDATE REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND GOVERNANCE. To update the Committee on the activities and actions of the Communities Officer, to advise on the current expenditure and balances of the delegated budgets and to consider applications for grant funding.	(Pages 17 - 32)

8. LETCHWORTH GARDEN CITY TOWN CENTRE MANAGER

To receive a presentation from Tom Hardy, Letchworth Garden City Town Centre Manager regarding the activities and issues relating to Letchworth Garden City Town Centre.

9. WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

To receive any oral reports from Members regarding Ward matters and Outside Organisations.

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

Meeting held at Brotherhood Hall, Gernon Road,
Letchworth Garden City
on 8 March 2017 at 7.30 p.m.

MINUTES

PRESENT: *Councillors: Mike Rice (Chairman), Paul Marment (Vice-Chairman), Clare Billing, Gary Grindal, Terry Hone, Ian Mantle and Mrs L.A. Needham.*

N.B. *Councillor Gary Grindal arrived at 7.32 p.m.*

IN ATTENDANCE: *Simon Ellis (Development and Conservation Manager), Claire Morgan (Communities Officer) and Hilary Dineen (Committee and Member Services Officer).*

ALSO PRESENT: *At the start of the meeting 12 members of the public.*

59. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors John Booth, Julian Cunningham, Lorna Kercher and David Levett.

60. MINUTES – 7 DECEMBER 2016

RESOLVED: That the Minutes of the Meeting of the Committee held on 7 December 2016 be approved as a true record of the proceedings and be signed by the Chairman.

61. NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

62. CHAIRMAN'S ANNOUNCEMENTS

- (1) The Chairman welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Chairman advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (3) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

63. HERTFORDSHIRE CONSTABULARY

Sergeant Al Clarke (Hertfordshire Constabulary) thanked the Chairman for the opportunity to address the Committee and gave a verbal update on the issues being addressed by the Hertfordshire Constabulary in the Letchworth area as follows:

Crime Statistics

All Crime

- Letchworth – 14.8 percent increase in crime (252 extra offences);
- North Herts – 14.8 percent increase;
- Hertfordshire – 14.4 percent increase.

Whilst there had been an increase in crime in Letchworth, it had been in line with the County figures.

Outcome Rate

- Letchworth – 25.9 percent
- North Herts – 23.2 percent
- Hertfordshire – 22.7 percent

Letchworth had the highest outcome rate in North Herts.

Violent Crime

There had been a small increase in violent crime but there was a good outcome rate of 29 percent.

There were no current concerns in this area.

Domestic Abuse

One third of violent crime cases were domestic abuse of which 100 out of 380 cases had been solved.

There was a domestic abuse policy which was achieving results and Police in North Herts were proud of the outcome rate of 32.5 percent.

Robbery

There had been a small increase in robbery cases but a good outcome rate of 50 percent of cases solved.

Anti Social Behaviour

- North Herts – 24 percent increase
- Hertfordshire – 22 percent increase

There was a change in the way that anti social behaviour was recorded and this figure now included fly-tipping and graffiti.

The anti social behaviour team had been given new powers under legislation and can now close premises and issue orders.

The success in North Herts was predominantly due the closure orders and warning that a Community Protection Notice could be issued seemed to have the desired effect.

Serious Sexual Offences

There had been a reduction of 6 serious sexual offences and a 40 percent reduction in rape.

Assault with Injury

There had been an increase, but there was a 40 percent outcome rate.

Shoplifting

There had been 47 more offences but a 40 percent increase in outcome rates.

The Police had a good relationship with local shops and Shopwatch was a useful tool used locally.

Burglary

- Letchworth – 7 percent increase
- North Herts – 12 percent increase

The area was susceptible to travelling criminality but there were specific units addressing this.

Damage to Motor Vehicles

There was an increase of 32 offences, mainly entry to transit vans and taking of wing mirror covers.

Neighbourhood Watch & OWL

- There were currently 9,500 members of Neighbourhood watch;
- 270 messages had been sent using the OWL system in the last 6 months;
- There was a steering group to consider Neighbourhood Watch and OWL.

Sergeant Clarke concluded by stating that North Herts was a very safe place.

Members asked whether there had been an increase in racial crime since Brexit and asked about use of the quad bikes.

Sergeant Clarke advised that there had been no increase noted in racial crime.

In respect of the quad bikes one was stored in Hitchin and the other in Royston and they had mainly been used for tackling anti social behaviour such as use of off road bikes and vehicles.

Members asked for update regarding the 3 murders in North Herts and how much resources diverted to these had affected local policing.

Sergeant Clarke confirmed that there had been 3 murders in North Herts of which 2 had been in Letchworth. Both had been solved and the offenders were part of the family.

Local resources were diverted in the first instance, but then the Major Crime Squad took over therefore there was not a significant impact on local policing.

The Chairman informed Sergeant Clarke that Members held a surgery in Letchworth Town Centre and that he was welcome to attend these.

The Chairman thanked Sergeant Clarke for his presentation and for the work he and his team undertook for the Letchworth area.

RESOLVED: That the Communities Officer be requested to invite Sergeant Clarke to all future Letchworth Surgeries.

REASON FOR DECISION: To encourage community engagement and partnership working with the Police.

64. PUBLIC PARTICIPATION – LETCHWORTH ISLAMIC SOCIETY

Ms Nadia Yusuf thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation on the activities of the Letchworth Islamic Society and its aims and plans for the future.

Ms Yusuf informed Members that they hoped to take on the Grange Youth Wing and had been liaising with the Communities Officer whilst working towards this aim.

The Letchworth Islamic Society was started in 2009 and was available to all members of the public.

They undertook various work and activities including:

- Encouraging and taking part in inter faith dialogue;
- Addressing the misunderstandings portrayed in the media;
- Provide religious education;
- History walks;

- Cultural exhibitions.

The Society's strength had been the ability to interact and build relationships with the community including other faiths and they had particularly good relationships with St Thomas Church and St Christopher's School.

They had members with a wide experience of engagement including social workers and counsellors.

They had been unable to expand due to a lack of space and were looking to take on the Grange Youth Wing with the view of engaging with the local community and building bridges.

The Society had a business plan that demonstrated what could be achieved if they had more space.

Hertfordshire was a very friendly and tolerant place that was willing to learn about other cultures and the Society wanted to break down barriers and show that they were the same as everyone else.

Members asked how busy the Letchworth Islamic Society was

Ms Yusuf advised that they currently had 12 children taking lessons, but the number was restricted by capacity. There were approximately 1,000 Muslims in Letchworth and they needed a place of worship.

She advised that they were looking for the Letchworth Committee to support them taking on the Grange Youth Wing.

The Communities Officer advised that she had been working with the Society for about a year and that their business plan had been submitted to NHDC officers and in response to a question advised that the lease on the Youth Wing was separate from that of the Community Association.

Councillor Hone suggested that they contact him, as a County Councillor and in the absence of Councillor Kercher, to discuss whether the County Council could be of any help.

The Chairman thanked Ms Yusuf for her presentation and stated that he would check with officers to see if the situation could be progressed.

RESOLVED: That the work and activities of the Letchworth Islamic Society and their bid to operate from the Grange Youth Wing be noted.

REASON FOR DECISION: To improve services provided by local organisations and groups which are accessed by the community.

65. PUBLIC PARTICIPATION – LETCHWORTH SUSTAINABILITY FORUM

Mr Michael Underwood thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the Letchworth Sustainability Forum.

Mr Underwood advised that the Letchworth Sustainability Forum was set up to create a plan for Letchworth and it had a large agenda.

On his last visit to the Committee he had discussed the proposed installation of water metres by Affinity Water.

Since then they had opened a pop up shops over the Easter period, which attracted 250 visitors and had a stall at the May Day celebrations at Howard Gardens.

At the Letchworth Festival Anglian Water ran a half hour scientific event for children which showed them what not to put down drains and sponsored an art competition that had 200 entries.

They had made 16 submissions regarding the Local Plan, particularly about the nature of new buildings.

They had good co-operation with different organisations and were working with the Communities Manager on some sustainable transport issues.

The aim of this presentation was to consider what would come next as follows:

- Those in fuel poverty would continue to find things difficult;
- Talking with builders about the benefits of good quality housing – consider housing quality and performance, who benefited and who would pay;
- A lot of homes were poorly insulated - identify what could be done about energy savings in homes and how to encourage changes by residents and how to improve the quality of homes;
- Consider whether actions could be identified and how to publicise those actions through mediums such as a film on the cinema or mobile phone apps;
- Get a group of households to complete a workbook and continue to keep meeting.

Mr Underwood concluded by asking Members to:

- Comment on progress so far;
- Consider how the forum could better engage with the community;
- Whether the forum could help Councillors in their work in the community;
- Consider any projects that could be undertaken.

Members were appreciative of the work undertaken so far by the forum and suggested that there may be an opportunity for them to attend Councillor Surgeries as a way of engaging with the community.

They suggested a pop-up shop to encourage recycling and place literature in the library and the Council Offices.

The Chairman thanked Mr Underwood for his presentation.

66. PUBLIC PARTICIPATION – IMPACT YOUTH CLUB

Ms Heather Hart thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for Impact Youth Club.

Ms Hart informed Members that a group of parents in the Wilbury area had identified that there was a lack of organised activities for children and young people and, as a result, were starting the Impact Youth Club.

The club would be open for 2 hours twice a week and would provide a range of activities including:

- Art;
- Board Games;
- Table Tennis;
- Pool;
- Social interaction.

Local businesses had expressed their willingness to help, with Tesco's holding a sale for their benefit and the local PCSO had shown interest.

They had so far held a very successful Halloween disco and had been raising funds.

There were currently 5 volunteers some of which had already had DBS checks and first aid training.

Impact was in the process of joining pro-action, who would then help with issues such as the remaining DBS checks.

Advertising would be through the local schools, Tescos and by word of mouth.

In respect of finances, they would be approaching the Letchworth Garden City Heritage Foundation for support and would be charging 50p per child per session attended during the 45 weeks a year it would be open.

Members asked when the sessions would be held, whether the club would be open to children from Westbury as well as those from Wilbury and what was the expected age range of those attending.

Ms Hart advised that the club would be open on Tuesday evenings and Saturday afternoons, as this seemed to be the time when there were no other activities available and that children from the Westbury area would be welcomed.

They would cater initially for 7-11 year olds, but older children would not be refused entry. Once it had operated for a while they would be able to work out the need.

Members were supportive of the project, but expressed some concern about the previous project, operated by Child UK and funded by the LSP, that ceased operations. They noted that this was the first club in the area instigated and run by parents.

Ms Hart informed Members that she was a governor of Icknield Scholl and that there were lots of volunteers willing to help with this club, which had empowered local people.

The Chairman thanked Ms Hart for her presentation.

67. PUBLIC PARTICIPATION – THE ALPHA PROGRAMME

Prior to the item being discussed Councillor Terry Hone declared a declarable interest as the Alpha Programme used the facilities of Lordship Farm School for which he was a governor. He had also given funding from his County Council Locality Budget to the School. He advised that, as he had no connection with the Alpha Programme, he would remain in the room and take part in the debate and vote.

Prior to the item being discussed Councillor Mike Rice declared a declarable interest as the Alpha Programme used the facilities of Lordship Farm School for which he was a governor. He advised that, as he had no connection with the Alpha Programme, he would remain in the room and take part in the debate and vote.

Mr Mark Cortnage and Mr Steven Morgan thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for the Alpha Programme.

Mr Cortnage informed Members that the estimated cost of obesity to Hertfordshire was £480 million.

This programme for men offered 60 minutes of activity each week such as football as well as discussions groups and education regarding nutrition, all aimed at weight loss and maintenance of wellbeing.

Several members on the programme had achieved weight loss and maintained it and Mr Cortnage had submitted a research article regarding this.

Men were a hard to reach group that required different methods of enticement to engage them in sport and exercise.

There were currently 15 members aged from 35 to 64 from all over Letchworth and they wished to increase this number.

Grant funding would help recruit new members.

Members asked how the current participants had been recruited, what happened to those who had left the programme and what grant funding would be used for.

Mr Morgan advised that they had started with a 12 week free pilot scheme and had built the numbers from that by trial and error. Men were very difficult to reach out to and to get through the door, but once engaged with the programme they stayed with it for an average of 6 months and a number of leavers returned at a later date.

Mr Cortnange advised that grant funding would be used to encourage new members.

Members asked for clarification as to whether the programme was purely activity based or whether there was also an element of diet and how many other sites they were operating.

Mr Cortnange advised that he lectured in nutrition and therefore the programme was quite structured. Members paid £25 per month to get nutritional support as well as the structured football training.

They currently had another totally separate group in St Albans, which they were deciding whether to continue or not.

They had tried to discuss the programme with GP surgeries with the aim of getting them to encourage people to use the programme, but this had proved very difficult.

Members suggested talking to the Letchworth Eagles.

Mr Morgan advised that they had set up a referral scheme and had started a conversation, but had not yet received any referrals.

Mr Morgan concluded by informing Members that the feedback from members had been positive and that they enjoyed the warm ups and the structured activity, which influenced their fitness levels.

Chairman thanked Mr Cortnange and Mr Morgan for their presentation.

68. PUBLIC PARTICIPATION- THE LIVING ROOM

Ms Amanda Morgan thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for the Living Room.

Ms Morgan informed Members that the Living Room was an award winning addiction recovery charity that supported people with all addictions including eating disorders and gambling.

The treatment success rate was much higher than average for instance the success rate for alcohol addiction at the Living Room was 55 percent as compared with the national success rate of 35 percent. One reason for this level of success was that all of the councillors had recovered from addiction themselves.

In 2017/18 38 percent of their budget came from the County Council, but they relied on charitable donations for the remainder.

The Living Room had submitted a grant application to help with the cost of delivering, in partnership with the North Herts Minority Ethnic Forum, a unique project to support people from ethnic minority groups suffering from addiction.

It was estimated that:

- 3 percent of the population was addicted to alcohol
- 1.1 percent of the population was addicted to gambling equating to 197 people from Black and Ethnic Minority groups in North Herts
- 1.2 percent of the population suffered from eating disorders, equating to 236 people from Black and Ethnic Minority groups.

Left untreated addiction caused problems for society including ill health, passing on of behaviours, abuse and neglect.

Black and Minority Ethnic groups were under represented in addiction services. This was in great part due to cultural issues in admitting a problem through a fear of losing their status in the family and the community.

This was a one year project to promote cultural awareness about addiction. A launch date was planned with culturally sensitive materials and the aim was to devise a discreet personal programme.

This project to support Black and Ethnic Minority groups was unique in Hertfordshire and the experience gained from this project would be shared with other groups.

The original budget for this project had been reduced significantly.

Members commented that the usual requirement for grant funding to be approved was for a project to be all inclusive, but they acknowledged that addiction with the black and minority ethnic groups was a big problem..

Ms Morgan agreed that this was a big problem and that people from black and minority ethnic groups had a particular issue with admitting they had a problem. The partnership with the North Herts Minority Ethnic Forum would enable the Living Room to work out exactly what was needed.

Members asked for clarification regarding the structure of the project in relation to the existing work of the Living Room, how grant funding would be used and where 1-1 counselling would take place.

Ms Morgan informed Members that the Living Room was a well established addiction charity and that this project was about identifying those in need and finding a way to get them to engage with services.

Grant funding would be used to provide counsellors for 5 hours each week and pay rent to the Minority Ethnic Forum for use of their premises. The Minority Ethnic Forum were offering expertise and volunteers free of charge.

In respect of where the 1-1 counselling sessions would take place, this was something that they would discuss with people.

The Chairman thanked Ms Morgan for her presentation.

69. GRANTS AND COMMUNITY UPDATE

The Communities Officer presented the report of the Strategic Director of Finance, Policy and Governance entitled Grants and Community Update and drew attention to the following:

Budgets

The current level of unallocated funds from the 2016/17 budget was £7,277.

Following utilisation of £35, agreed by the Chairman and Vice-Chairman, towards the cost of a new banner for Councillor Surgeries, there was £150 of unallocated funds in the carried forward amounts from the 2015/16 budget.

Micro Conference

The Communities Officer advised that she was in the process of organising a micro conference for those providing services to young people and children.

All Members would receive information about this event which would be held on the afternoon of 5 April 2017 at the Letchworth Centre for Healthy Living.

This was a networking and promotion event that would enable groups to find out about other groups and start discussing ways they could work together in order to maximise limited resources.

Social Isolation

The Communities Officer attended a County Council workshop on social isolation and she would be working with the County team to look at the commissioning of services for older people and people with learning difficulties.

Councillor Surgeries

The next Councillor Surgery would be held on 18 March 2017.

RESOLVED:

- (1) That the budgetary expenditure, balances and carry forwards from the Development and Visioning Budgets be noted;
- (2) That the actions taken by the Community Development Officer to promote greater community capacity and well-being for Letchworth Garden City be endorsed;

REASON FOR DECISION: To keep Members of the Committee apprised of the latest developments in community activities in Letchworth Garden City.

70. GRANT APPLICATION – IMPACT YOUTH CLUB

The Communities Officer advised that Mr and Mrs Hart had been very successful in getting the community together and that, if grant funding were awarded, she would continue to work with Impact.

The Communities Officer had requested that the group seek support from ProAction in order to ensure that DBS and Safeguarding policies would be implemented to the required standard.

Members asked that, if grant funding was awarded, the club be requested to update this Committee on progress in 12 months time and asked that any funding not be released until a constitution for the club was in place.

It was proposed seconded and

RESOLVED:

- (1) That, subject to a constitution being in place, grant funding of £1,000 be awarded to Impact Youth Club from the 2016/17 Discretionary Budget towards the cost of setting up a youth club in Letchworth;

- (2) That the Communities Officer be requested to invite Impact Youth Club to make a presentation to this Committee regarding progress made at the meeting of this Committee due to be held in March 2018.

REASON FOR DECISION: To improve services provided by local organisations and groups which are accessed by the community.

71. GRANT APPLICATION – THE ALPHA CLUB

Prior to the item being discussed Councillor Terry Hone declared a declarable interest as the Alpha Programme used the facilities of Lordship Farm School for which he was a governor. He had also given funding from his County Council Locality Budget to the School. He advised that, as he had no connection with the Alpha Programme, he would remain in the room and take part in the debate and vote.

Prior to the item being discussed Councillor Mike Rice declared a declarable interest as the Alpha Programme used the facilities of Lordship Farm School for which he was a governor. He advised that, as he had no connection with the Alpha Programme, he would remain in the room and take part in the debate and vote.

Members were supportive of the project and asked that The Alpha Programme be asked to give a progress report in 6 months time.

RESOLVED:

- (1) That grant funding of £850 be awarded to the Alpha Programme from the 2016/17 Discretionary Budget towards the cost of providing a men's health and weight management programme;
- (2) That the Communities Officer be requested to invite the Alpha Programme to give a presentation regarding the progress made with the project to this Committee in 6 months time.

REASON FOR DECISION: To improve services provided by local organisations and groups which are accessed by the community.

72. GRANT APPLICATION – THE LIVING ROOM

The Communities Officer reminded Members that the Living Room would be providing addiction services in partnership with the North Herts Minority Ethnic Forum and that this specialist service was needed as people from black and minority ethnic cultures found it difficult to access services due to cultural issues.

Funding was required for a professional counsellor, travel expenses, the launch event and printing costs.

Members asked for clarification about who would receive any grant funding awarded and noted that the Living Room would be paying rent to the North Herts Minority Ethnic Forum.

They were concerned that this was an expensive project that would benefit a small number of people, but were keen that people from Letchworth had access to this service.

The Communities Officer advised that funds would be paid to the Living Room and that the North Herts Minority Ethnic Forum would be providing expertise.

Addiction services were very expensive to provide but there was a wider impact on the families and communities of those suffering the addiction.

It was proposed, seconded and

RESOLVED:

- (1) That grant funding of £2,500 be awarded to the Living Room from the 2016/17 Discretionary Budget towards the cost of an addiction recovery for ethnic minorities project;
- (2) That the Communities Officer be requested to invite the Living Room to make a presentation to this Committee regarding progress made at the meeting of this Committee due to be held in September 2017.

REASON FOR DECISION: To improve services provided by local organisations and groups which are accessed by the community.

73. SECTION 106 AND UNILATERAL UNDERTAKINGS

The Development and Conservation Manager presented the report entitled Section 106 and Unilateral Undertakings.

He advised Members that there were two corrections to the report being that:

1. Due to a drafting error, Paragraphs 8.4.5, 8.4.6 and 8.4.7 should be deleted from the report.
2. The Paragraph numbers referred to in Paragraph 8 should be amended to Paragraphs 2.2 and 2.3.

The Development and Conservation Manager advised that the tables appended to the report only included money received and did not list anticipated receipts as there could be no guarantee they would ever be received.

The nature of Section 106 funding had changed over recent years and continued to do so.

The tariff approach whereby we could collect monies from small scale developments and spend it cumulatively on projects that fell within a general category was over. This was largely as a result of the pooling limit imposed on Section 106 funds from April 2015 and the banning of Section 106 funding for schemes of 10 dwellings or less.

Most, if not all, of the money collected over the coming years from Section 106 funding would already have a specific project already identified within the associated planning obligation resulting in the discretionary element diminishing over the next few years.

The successful system of allocating available funds to relevant projects to where those funds remained available and updating Area Committee's on an annual basis would be continued.

He drew attention to Paragraph 8.1.3 of the report and advised that the government had confirmed that a review of the Community Infrastructure Levy would be announced in Autumn 2017.

It appeared that this was likely to allow Local Authorities to set standard and very low Community Infrastructure Levy tariffs without the need to go through a Local Plan examination process and then rely on the existing Section 106 system on top of that, although there is no certainty of this.

Future Community Infrastructure Levy governance and spending would require an entirely new decision making process as to how money was allocated.

There was a lot of Section 106 funding available for projects in Letchworth and eligible projects were being sought.

The £3.6 million upgrade of the North Herts Leisure Centre had included £176,000 of Section 106 funding.

Members noted that when seeking funding for capital projects, the first consideration was whether there were any eligible Section 106 funds that could be used.

The Development and Conservation Manager advised that there was good liaison with internal services that considered projects and Section 106 finding. Health and sustainable transport were generally County Council responsibilities although it should be noted that the Section 106 funding listed under health care had been specifically provided to provide a GP surgery.

In respect of the transport contributions NHDC was the only District in Hertfordshire to keep these monies, all other District Councils has sent their funds to the County Council. They were trying to improve communications with the County in order to identify schemes that this could be used for. One project being considered was the provision of bike racks.

Members suggested that more car points could be provided and that they should hold discussions with the County Councillors.

In response to a question the Development and Conservation Manager advised that of £8.5 million collected in Section 106 funding only £7,000 had been returned.

RESOLVED:

- (1) That the Development and Conservation Manager and his team be thanked for the work undertaken regarding Section 106 and Unilateral Undertakings;
- (2) That the contents of the report titled Section 106 and Unilateral Undertakings be noted;
- (3) That the Development and Conservation Manager be requested to present a report regarding Section 106 and Unilateral Undertakings to this Committee on an annual basis;
- (4) That, other than where a contribution has been negotiated for a specific purpose or project, Ward Members of the area where Section 106 or Unilateral Undertaking funding is generated and the Area Committee be consulted prior to funding being allocated away from that area or from a village location to a town.

REASON FOR DECISION: To ensure that there is a robust system for negotiating and managing Section 106 and Unilateral Undertakings.

74. INFORMATION NOTE - NORTH HERTFORDSHIRE LEISURE CENTRE

The Committee received an information note entitled North Hertfordshire Leisure Centre.

Members were supportive of the project and asked that a tour be organised for Members of this Committee.

RESOLVED: That, when the upgrade of the North Hertfordshire Leisure Centre is nearing completion, the Head of Leisure and Environmental Services be requested to organise a tour of the facilities for Letchworth Councillors.

REASON FOR DECISION: To enable Members to inspect the work undertaken on the North Hertfordshire Leisure Centre.

75. INFORMATION NOTE - NORTH HERTFORDSHIRE MUSEUM AND COMMUNITY FACILITY AT HITCHIN TOWN HALL

The Committee received an information note entitled North Hertfordshire Museum and Community Facility at Hitchin Town Hall.

Members queried whether the Museum would be opened utilising just the Town Hall land.

Councillor Needham advised that meetings regarding 14/15 Brand Street were continuing, but they had been difficult to organise.

Councillor Hone advised that NHDC was keen to open the facility in its entirety, but not if the price for the additional land was inappropriate.

76. INFORMATION NOTE - LETCHWORTH PARKING REVIEW

The Committee received an information note entitled Letchworth Parking Review.

Members expressed disappointment that the identified projects had not been started and commented that some of these projects were now becoming urgent.

Verge parking was a particular issue that caused problems and complaints. There were some questions regarding enforcement of verge parking. Members were aware that the County Council was looking at the relationship between verges and the roads.

Members noted that there were a number of places where vehicles were parked in order to undertake work on them and that ways to tackle this problem were being considered.

77. WARD AND OUTSIDE ORGANISATIONS – MEMBERS’ REPORTS

Highfield School Admission Policy

Councillor Mike Rice updated Members on the Highfield School Admission Policy.

He reminded Members that the Committee had considered the admission policy at the meeting held on 7 December 2016 and had requested Councillor Cunningham to make a response to the consultation on behalf of the Committee.

This response had largely been ignored and Councillor Cunningham would now be writing to the County Council and consulting with the County Councillor to check that the letter had been taken into account and to see if they were happy with the admissions policy.

Members noted that both Highfield and Fern Hill had been under subscribed.

RESOLVED: That Councillor Cunningham be requested to contact Councillor Hone to discuss the issues highlighted above and report back to this Committee.

REASON FOR DECISION: To enable the Letchworth Committee to be properly involved in the consultation regarding the new admissions policy for Highfield School.

The meeting closed at 9.50 p.m.

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Chairman

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Public Document Pack Agenda Item 3

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

MEETING HELD IN THE SPIRELLA BALLROOM, ICKNIELD WAY, LETCHWORTH
GARDEN CITY ON THURSDAY, 18TH MAY, 2017 AT 8.04 PM

MINUTES

Present: *Councillors Councillor Mike Rice (Chairman), Councillor Paul Marment (Vice-Chairman), Clare Billing, John Booth, Julian Cunningham, Gary Grindal, Terry Hone, Lorna Kercher, David Levett, Ian Mantle, Lynda Needham and Deepak Sangha*

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Sandra Lunn.

2 APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor Mike Rice be appointed Chairman of the Letchworth Committee for the 2017/18 Civic Year.

3 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Councillor Paul Marment be appointed Vice-Chairman of the Letchworth Committee for the 2017/18 Civic Year.

The meeting closed at 8.05 pm

Chairman at the meeting on
Thursday, 18 May 2017

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**LETCHWORTH COMMITTEE
5 JULY 2017**

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

7

TITLE OF REPORT: GRANTS & COMMUNITY UPDATE

REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY & GOVERNANCE

EXECUTIVE MEMBER: EXECUTIVE MEMBER FOR COMMUNITY ENGAGEMENT AND RURAL AFFAIRS

PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT / RESPONSIVE AND EFFICIENT

1. EXECUTIVE SUMMARY

- 1.1 To advise the Committee on the current expenditure and balances of the Area Committee budgets.
- 1.2 To bring to the Committee's attention details of recent requests received for Area Committee Grant Funding, made by community groups and local organisations, which conform to the Authority's Grants Policy approved by Cabinet on June 14th 2016.
- 1.3 To advise the Committee of the activities and schemes with which the Community Officer has been involved.
- 1.4 To bring to the Committee's attention some important community based activities that will take place during the next few months.

2. RECOMMENDATIONS

- 2.1 That the Committee be recommended to consider the provision of grant funding to the organisations outlined below:
 - 2.1.1 Hertfordshire Multiple Sclerosis Therapy Centre - £1,130 as outlined in 8.1.1
 - 2.1.2 Armed Forces Day - £850 as outlined in 8.1.2
- 2.2 That the Committee endorses the actions taken by the Community Officer to promote greater community capacity and well-being for Letchworth.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To ensure the Committee is kept informed of the work of the Community Officer.
- 3.2 This report is intended to inform Members of the financial resources available to the Committee. It draws attention to the current budgetary situation by assisting in the effective financial management of the Area Committee's budget. This ensures that all actions are performed in line with the Authority's Financial Regulations, the Council's Constitution, and the guidance of the existing Grants policy as agreed by Cabinet in June 2016.
- 3.3 The awarding of financial assistance to organisations and the use of discretionary spending allows the Committee to further the aims of the Corporate Plan.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 There are no alternative options being proposed other than those detailed within the text of this report. However in the course of debate at committee, Members may wish to comment and offer additional views on any of the items included within this report.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 Consultation with Members has occurred in connection with the allocation of funds for community projects.
- 5.2 Consultation with the respective officers and external bodies/groups has taken place with regard to funding proposals for Area Committee Funds.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1 Members are asked to note the information detailed in Appendix 1 Letchworth Area Committee Budget Spread sheet, which relates to the end of year Area Committee budget balances for the 2016/17 and Appendix 2, 2017/18 Committee budget.
- 7.2 The spreadsheet also details pre-allocated sums carried forward from the previous financial years, including balances and past expenditure relating to the allocated and unallocated Area Capital Visioning Budgets available to the Committee.

8. RELEVANT CONSIDERATIONS

8.1 Grant Applications for Consideration

8.1.1 Hertfordshire Multiple Sclerosis Therapy Centre (HMSTC)

Many people with Multiple Sclerosis (MS), and other neurological conditions, need ongoing physical therapies. For those who are confined to a wheelchair one hour a week of physical therapy can maintain quality of life as much as possible. It is no longer a statutory obligation of the NHS to provide ongoing physical therapy for those with severely disabling neurological conditions. The statutory provision consists of 6 treatments in an 18-month period for those who have a chance of being rehabilitated in that short period. This leaves most of our people outside statutory provision.

Those who can afford private therapies may be able to fund their own treatment, however many of those who suffer with long term conditions are unable to work and therefore often are disadvantaged financially, leaving them without the option of ongoing physical therapies which could slow the progress of their condition, improve their health and avoid the ongoing deterioration.

The services provided at the Hertfordshire MS Therapy Centre in Letchworth work to provide a range of therapies that prevent people losing the ability to walk, becoming house bound or bed bound. In June 2016 they held 768 therapy sessions to 185 clients with clients attending 1 therapy on average a week. This equates to over 9,000 therapy sessions a year. Each treatment is part of a life changing series.

In order to ensure the maximum access to their services to those who need them, they charge the lowest possible amount - an average of £20 for a one-hour treatment session - and offer free or subsidised treatments to clients who would otherwise be unable to access the service. They also assist clients who are currently employed to remain in employment.

The MS Therapy Centre are requesting £1,113 towards the cost of training staff to provide specialist Pilates sessions aimed specifically at those with MS and other neurological conditions.

The importance of this approach is backed up by research that shows half the people living with MS in the UK who aren't currently employed were forced to stop working within three years of their diagnosis according to a report released recently (The MS International Federation's (MSIF) Global Employment Report 2016).

In a recent study, by the University in Turkey, in addition to showing physical performance improvements associated with traditional exercise, MS patients also improved their balance, had less fatigue, and improved their scores on a cognitive test and reported a better quality of life.

The beneficiaries of the Pilates programme will have improved physical performance, better balance, less fatigue, and improved cognitive functioning and an overall better quality of life.

The project will tackle disadvantage as many of their clients are drawn from the Jackmans estate in Letchworth which has higher levels of deprivation. Further, neurological conditions have a range of debilitating effects which can include social isolation, inability to work and susceptibility to depression. The programme will enable people to maximise their engagement in leisure, social groups and employment.

8.1.2 Armed Forces Day Event 2017

Armed Forces Day is a national event that celebrates and recognises the work of all the armed and uniformed services. This always takes place on the last Saturday in June, this year it's the 24th. The Letchworth branch of the Royal British Legion (RBL) have organised an event to celebrate Armed Forces Day on Broadway Gardens since 2013 making 2017 the fifth year. The Letchworth committee have provided funds each year towards the event for items such as the hire of a stage, public address system and generators. This year see's a change in the organising committee as the former chair of the Letchworth RBL has stood down due to personal issues.

The treasurer of the Letchworth RBL has now taken over as event organiser. The last minute change in leadership has meant that unfortunately some tasks such as seeking funding towards the event has been over looked. It is too late to apply to Letchworth Garden City Heritage Foundation who has provided £1000 grant funding in previous years.

The committee have a separate bank account specifically for the Armed Forces Event which holds reserves of £1,980 and they have raised £100 from a coffee morning in addition to £300 sponsorship from local businesses. The event costs in the region of £2000 to put on each year and the Committee are requesting £850 grant funding from Letchworth Committee budgets to cover the cost of Public Address system, gazebo, Male Voice Choir and St Alban's pipe band.

8.2 **Update on previous Grant Awards**

8.2.1 Impact Youth Club

Following an award of £1,000 to the Impact Youth Club at the meeting in March 2017, the committee have yet to provide bank details or evidence that they have signed up to Pro-Action in order to access training, DBS checks and safeguarding policies. Therefore, the funds have yet to be released.

8.2.2 Herts Young Carers (HYC)

HYC were provided with £1,400 grant funding in June 2016 under delegated authority of the Head of Policy and Community Services together with the Executive Member for Community Engagement and Rural Affairs as the Letchworth Committee was inquorate at the meeting.

The funding provided support for 5 young people from Letchworth to attend HYC sessions for a period of one year.

8.2.3 North Herts Road Runners (NHRR)

NHRR received £1,500 grant funding towards the start up costs of a Town Centre running event. This took place on 10th July with approximately 500 people attending and a large crowd of spectators. NHRR have £1000 raised from last year's event to use for future events.

Unfortunately they are not planning to repeat the event in 2017, as they have had to concentrate their efforts on this year's Greenway Challenge event.

However, they have been liaising with Tom Hardy (Letchworth Town Centre Manager) regarding holding the event in 2018.

8.2.4 Hertfordshire Disabled Cricket Association (HDCA)

HDCA received £800 grant funding in June 2016. The facility based in the Letchworth Free Church hall had over 350 participants from June 2016, to February 2017.

See below an update on progress provided by Richard Hill from HDCA;

"We continue to work with this group on a weekly basis and the numbers attending are very consistent with little sign off a drop off.

Up until now we have been using the hall at the Free Church to run the sessions as the vast majority of participants attend the day service run from there. Now that the better weather is coming (allegedly!!), we will be using the outdoor facilities at Letchworth Cricket Club. This gives the group the opportunity to play in a 'cricket club' environment whilst getting a welcomed breath of fresh air!!

We have managed to secure further funding to keep the group running for a further 12 months through Active North Herts and as such we now report to them periodically with our numbers and expenditure etc.

We are really keen for this group to continue as we are really seeing some amazing benefits with the group. Not only are the group's health and fitness improving, but the social return from the group is huge.

We are seeing people who were once unable to make a coherent decision actually now debate and conclude with solutions before implementing. Things that we all do every day and take for granted are now being experienced by the people in this group who previously may have been forgotten."

8.3 Update on Community Engagement

8.3.1 Cycle Rack Project

The Communities Team have been working in partnership with Letchworth Transition Towns on a project to provide cycle racks to schools, community facilities and central locations in order to encourage sustainable transport in the town. This project will be utilising Section 106 funds set aside for sustainable transport.

8.3.2 North Herts Youth Providers Micro Conference on 5th April

The Youth Providers Micro Conference took place in early April. The event aimed to provide a networking opportunity to organisations providing services to children and young people across the district. The 'micro' element meant that the conference was kept short (just 2 hours) the time limit provides a focus for participants to get the most out of the event. There were three short presentations providing information on funding, volunteering, mental health first aid training and the current provision from Youth Connexions followed by market place networking. 11 organisations provided displays and 40 people attended. Feedback was extremely positive with everyone requesting that the conference be made an annual event.

8.3.3 Cheap as Chips

Mrs Pauline Woreland has been leading a group of dedicated volunteers since 2008 to provide Cheap as Chips serving a lunch of egg and chips in Brotherhood Hall each Thursday. Mrs Woreland has decided to retire from this voluntary role and as the remaining volunteers were not able to take over the management of the group they have decided to cease their operation.

The project will be greatly missed by the local community especially those dealing with social isolation or who are financially disadvantaged as these were the target group benefitting from the service.

The Communities officer would like to express gratitude to Mrs Woreland and all the Cheap as Chips volunteers for all their hard work over the last 9 years.

8.4 **Highways Matters**

This section is included within the community update report for each committee cycle to facilitate debate and enable appropriate feedback on any of the proposed or listed Highways related schemes.

Any new proposals or revised schemes will be forwarded to the respective Herts County Councillor for consideration who will in turn report back and advise the Committee accordingly.

9. **LEGAL IMPLICATIONS**

- 9.1 The Terms of Reference in relation to Area Committees confirm that they may establish and maintain relationships with outside bodies/voluntary organisations which include discretionary grant aid/financial support but excluding grants for district-wide activities. The Committee has delegated powers, as a body, to allocate discretionary budgets and devolved budgets within the terms determined by the Council and outlined in the current Grant Policy agreed by Cabinet in June 2016.
- 9.2 Section 1 of the Localism Act 2011 provides a General Power of Competence which gives local authorities the powers to do anything:-
- An individual may generally do
 - Anywhere in the UK or elsewhere
 - For a commercial purpose or otherwise, for a charge or without a charge
 - Without the need to demonstrate that it will benefit the authority, its area or person's resident or present in its area.
- 9.3 Section 137 Local Government Act 1972 provides specific authority for the Council to incur expenditure on anything which is in the interests of and will bring direct benefit to its area. This includes a charity or other body operating for public service.

10. **FINANCIAL IMPLICATIONS**

- 10.1 The budget for the 2016/17 financial year as outlined in in Appendix 1 was £19,500. Within the previous financial year the committee provided grant funding of £16,308 leaving a carry over amount of **£3,192**.

As outlined in Appendix 2; the discretionary grant budget for this year is £19,500 therefore providing a total of **£22,692** available to provide grant funding to eligible groups and organisations.

Any grant funding will be utilised from the 2016/17 carry over amounts in the first instance.

The total amount of grant funding requested equates to £2,630 which if awarded will be taken from the 2016/17 carry over amount.

11. RISK IMPLICATIONS

- 11.1 There are no relevant risk entries that have been recorded on Covalent, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 All projects that are assigned area committee funding are assessed to ensure that they do not negatively impact on any part of the local community. The only deviation to this is where a minority or marginalised group may specifically receive funding or allocation of resources to address a particular area of need or 'gap' in provision. In this respect funding to Hertfordshire Multiple Sclerosis Therapy Centre proposal is specifically aimed at marginalised groups.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and "go local" policy do not apply to this report.

14. HUMAN RESOURCE IMPLICATIONS

- 14.1 There are no pertinent Human Resource implications associated with any items within this report.

15. APPENDICES

- 15.1 Appendix 1 - End of 2016/17 financial year budget sheet
- 15.2 Appendix 2 - 2017/18 financial year budget sheet

16. CONTACT OFFICERS

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17. BACKGROUND PAPERS

- 17.1 Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.
- 17.2 Review of Grant Policy Cabinet June 2016

Letchworth Budget 2016/17

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>
<u>Discretionary Grants</u>	£19,500	£16,308	£12,808	£3,500	£3,192
<u>Discretionary Grants brought forward from 2015/16</u>	£13,900	£13,900	£13,715	£185	£0
Total	£33,400	£30,208	£26,523	£3,685	£3,192

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LETCWORTH COMMITTEE 2016/17

DISCRETIONARY BUDGETS

	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>	
Base Budget 16/17	£19,500		Wednesday Drop In	£1,000	08.06.16	£1,000	£0			
			Richard's Trampoline Club	£250	08.06.16	£250	£0			
			Herts Disabled Cricket Assoc	£800	08.06.16	£800	£0			
			North Herts Road Runners	£1,500	08.06.16	£1,500	£0			
			Yvonne Savage Club for the Bind	£460	08.06.16	£460	£0			
			Herts Young Carers	£1,400	08.06.16	£1,400	£0			
			Howard Garden Social Centre	£4,500	07.09.16	£4,500	£0			
			North Herts Beekeeping Association	£213	07.12.16	£213	£0			
			Letchworth GC Festival Steering Committee	£1,500	07.12.16	£1,500	£0			
			Small Acts of Kindness	£600	07.12.16	£600	£0			
			Impact Youth Club	£1,000	08.03.17	£0	£1,000			
			The Alpha Programme	£585	08.03.17	£585	£0		£265 from 15/16	
			The Living Room	£2,500	08.03.17	£0	£2,500			
Total	£19,500			£16,308		£12,808	£3,500	£3,192		

DISCRETIONARY BUDGETS

	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>		
Funds Brought Forward from 15/16	£13,900		Councillors Surgery Leaflet	£220	03.09.14	£35	£185		part contribution to banner	
			North Herts District Citizens advice bureau	£8,415	09.03.16	£8,415	£0			
			Jackies drop in centre	£5,000	09.03.16	£5,000	£0			
			The Alpha Programme	£265	08.03.17	£265	£0		£585 from 161/17	
Total	£13,900			£13,900		£13,715	£185	£0		

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Letchworth Budget 2017/18

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>
<u>Discretionary Grants brought forward from 2016/17</u>	£6,877	£3,685	£2,500	£1,185	£3,192
<u>Discretionary Grants 2017/18</u>	£19,500	£0	£0	£0	£19,500
Total	£26,377	£3,685	£2,500	£1,185	£22,692

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LETCWORTH COMMITTEE BUDGET 2017/18

DISCRETIONARY BUDGETS

	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	
Funds Brought Forward from 16/17	£6,877		Councillors Surgery Leaflet	£185	03.09.14	£0	£185		Original allocation £220 less £35 spent in 2016/17
			Impact Youth Club	£1,000	08.03.17	£0	£1,000		
			The Living Room	£2,500	08.03.17	£2,500	£0		
Total	£6,877			£3,685		£2,500	£1,185	£3,192	

DISCRETIONARY BUDGETS

	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
Base Budget 17/18	£19,500								
Total	£19,500			£0		£0	£0	£19,500	

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