

Public Document Pack

24 November 2017

Our Ref Letchworth 06.12.17
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, 6TH DECEMBER, 2017 AT 7.30 PM

Yours sincerely,



David Miley
Democratic Services Manager

Agenda **Part I**

Item	Page
1. APOLOGIES FOR ABSENCE	
2. MINUTES - 6 SEPTEMBER 2017 To take as read and approve as a true record the minutes of the meeting of this Committee held on the 6 September 2017	
3. 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.	
4. 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.	
5. PUBLIC PARTICIPATION To receive petitions and presentations from members of the public including: 1. Letchworth Park Run; 2. Kings Community Church; 3. Groundwork.	
6. GRANTS AND COMMUNITY UPDATE REPORT OF THE COMMUNITIES OFFICER 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 1 - 12)

7. **INFORMATION NOTE - GREEN SPACE MANAGEMENT STRATEGY** (Pages
INFORMATION NOTE OF THE HEAD OF LEISURE AND 13 - 26)
ENVIRONMENTAL SERVICES

To provide an update regarding the steps taken and the progress made in identifying interested groups and organisations to safely provide play area facilities previously provided by the Council.

8. **WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS**
To receive any oral reports from Members regarding Ward matters and Outside Organisations.

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**LETCHWORTH COMMITTEE
6 DECEMBER 2017**

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

6

TITLE OF REPORT: GRANTS AND COMMUNITY UPDATE

REPORT OF THE COMMUNITIES MANAGER

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 endorses the actions taken by the Community Officer to promote greater community capacity and well-being for Letchworth.
- 2.2 That the Committee be recommended to consider the provision of grant funding to the organisations outlined below:-
 - 2.2.1 Groundwork Hertfordshire £2,968 to deliver informal sessions for families to engage with the natural environment on Norton Common as outlined in 8.1.1
 - 2.2.2 Kings Community Church £450 towards the cost of Gazebo style marquee for their school holiday schemes, as outlined in 8.1.2
 - 2.2.3 Letchworth Parkrun £500 towards start up costs to run free 5k weekly community running sessions on Grange Recreation Ground, as outlined in 8.1.3
- 2.3 That the Committee be recommended that £1000 grant funding previously allocated to the Impact Youth Group be reallocated to Youth Engagement, as outlined in 8.1.4

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 voluntary 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 Area Committee budget balances for 2017/18.
- 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

8.1.1 Groundwork Hertfordshire

Groundwork is applying for £2,968 to deliver informal sessions on Norton Common for parents and their children aged 0-8. The supervised outdoor play sessions will help parents to gain the skills and confidence needed to use local green spaces for exercise and fun. It will help families to discover a local green space, explore its wildness, help to conserve it and share their experiences and learning with other people. The project will take place between January and March 2018 delivery will be 12 x 1.5 hour sessions, delivered over 6 weeks.

Despite evidence that being active outdoors and engaging with nature can provide substantial benefits for physical and mental health, unfortunately there is also some evidence that children are playing outdoors less than in previous generations (e.g. National Trust's Natural Childhood report 2012) and are therefore not developing the active play habits that lay the foundations for becoming active adults

This project will develop local families' capacity to provide their young children with a stimulating, enjoyable and free play actively in their local green spaces. It will also work towards tackling inactivity by getting families outdoors and being active.

They will be working with groups of families and with the networks and services that support them to develop the skills they need to promote active children's play habits. Groundwork has run similar programmes for groups of families for example in Borehamwood (Hertfordshire), Bedford and Fenland in Cambridgeshire and their project evaluation demonstrates that parents become more confident, children more active and outgoing, and that connections made between families continue outside of Groundwork-led activity.

Families who play together outside will be healthier and more resilient through increased physical activity and improved communication. Training provided to professionals and volunteers will ensure that skills are passed onto new families in future. Increased use of parks and green spaces by families will make neighbourhoods feel safer and more vibrant.

8.1.2 Kings Community Church

The Kings Community Church based on Whiteways and has been on the Jackmans Estate for the past 12 years. During this time they have been running events such as the annual holiday club which is provided free for children aged 5-11, Community BBQ's, light parties, NEED project and many other regular / annual events. All of these events are open to both church and non- members without discrimination.

The main church building only consists of two halls so when larger events are held, they have enough external space to be able to erect a marquee which has in the past acted as an additional safe and dry space to use for outside/inside activities.

However, due to extreme winds the last time the marquee was used over the summer the marquee sustained irreparable damage and needs replacing to enable the outdoor space to be used for events next year.

The cost of the gazebo style 9 x 4 meter marquee including weights is £600 and the Church has raised £150 towards this cost.

They are requesting £450 grant funding towards the purchase the equipment.

8.1.3 Letchworth Parkrun

Letchworth Parkrun is a free, weekly, timed 5km run, which aims to encourage activity and participation in running and sport in general, whether people walk, jog or run. The Weekly events will take place on The Grange Recreational Ground, with permission from both North Hertfordshire District Council and the Letchworth Garden City Heritage Foundation.

Parkrun organise free, weekly, 5km timed runs around the world. They are open to everyone, free, and are safe and easy to take part in.

These events take place in pleasant parkland surroundings and all abilities are encouraged to take part; from those taking their first steps in running to Olympians; from juniors to those with more experience; all are welcome.

Parkrun also requires a core group of volunteers and encourages people to gain confidence, learn new skills and meet new people. Over time the organisers will look to work with community groups who don't traditionally engage in activities and also work with charity and community partners. £500 funding is requested towards purchasing the equipment needed to start the Letchworth Parkrun which is due to commence in January 2018.

The total cost of the equipment equates to £1000 but the organisers have secured £500 from the Community Sport Fund.

8.1.4 Previous Grants Awarded

Impact Youth Club: was awarded £1000 at the March meeting this year. Since that time the group have not been able to set up suitable governance or formal management committee or a bank account. Having liaised with those individuals who had hoped to initiate youth activity for their local area, it has been agreed that they would be best suited to acting as volunteers with out a managerial responsibility. Therefore they will hopefully be involved with the Youth Engagement Project as outlined below in 8.2.2.

If members are minded the £1000 allocated to this group could be reallocated to the Youth Engagement projects in order to attract external funding sources.

8.2 **Update on Community Engagement**

8.2.1 Jackman's Community Centre

The Jackman's Community Centre have successfully applied for the Community Facilities Capital Grant and received funding towards the cost of installing new disabled toilet facilities utilising a former cleaning cupboard. They are also renovating the existing ladies and gents facilities to the same standard in order to provide high standard of quality to enhance services to future hirers.

8.2.2 Youth Engagement Project

Following regular networking meetings with agencies providing services targeting children and young people, it has been identified that there appears to be a lack of social activities aimed at this group in Letchworth.

The Communities team have engaged a Communities Officer on a part time temporary basis to engage with both partner agencies and young people in town in order to identify this need. We will be looking to develop the youth offer to the area of Letchworth. Working with key partners from the Letchworth Youth Action Group new youth opportunities will be identified across the town.

Officers will be identifying possible social enterprise ventures with young people at the heart of the business. The project is currently in phase 1; engaging young people to ascertain what they would like to do. In partnership it is aimed to support them in forming a constituted group from which they can secure external investment.

In the longer term the desire is to make the project centrally based in the Town Centre. Outreach work will be taking place in the outlying areas such as the Grange, Wilbury and Jackmans. During the outreach consultation stage we will be supported by staff from HCC YC Herts. Additionally we are looking to re-install the active youth voice from Letchworth so that their views can be heard at decision making level within the Council.

8.2.3 Cycle Rack Project

As mentioned in the Grant and Community Update report for the meeting held on July 5th 2017 (8.3.1)

The arrangements for the installation of cycle racks and cycle pods to schools and community facilities in Letchworth have been finalised and the project will commence during December. The project has been funded using S106 money designated to sustainable transport. It is hoped that the project will encourage the use of cycling as a means of transport for local journeys and reduce traffic and parking issues in the town.

8.3 **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 Section 9.8.2 (g) of Constitution in respect of Area Committees' Terms of Reference provides that they may: "establish and maintain relationships with outside bodies/voluntary organisations operating specifically with the area including, where appropriate, the provision of discretionary grant aid/financial support etc. but excluding grants for district-wide activities". The Area Committees also have delegated power under section 9.8.1 (a) & (b) 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 was £19,500. An amount of £6,877 was carried forward for use in the current financial year, so far £5,648 has been allocated from the carry forward leaving an amount of £1,229.

As outlined in Appendix 1; the discretionary grant budget for this year is £19,500 therefore providing a total of £20,729 available to provide grant funding to eligible groups and organisations.

Any grant funding allocated at this meeting will be spent from the £1,229 2016/17 carry forward in the first instance.

11. RISK IMPLICATIONS

- 11.1 There are no relevant risk entries that have been recorded on Pentana Performance, 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 Area committee funding is awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

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 - 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

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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	£5,648	£4,463	£1,185	£1,229
<u>Discretionary Grants 2017/18</u>	£19,500	£0	£0	£0	£19,500
Total	£26,377	£5,648	£4,463	£1,185	£20,729

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Letchworth 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		
			Armed Forces Day	£850	31.05.17	£850	£0		
			Herts MS Therapy Centre	£1,113	05.07.17	£1,113	£0		
Total	£6,877			£5,648		£4,463	£1,185	£1,229	

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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**LETCHWORTH COMMITTEE
6 DECEMBER 2017**

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

7

TITLE OF INFORMATION NOTE : GREEN SPACE MANAGEMENT STRATEGY

INFORMATION NOTE OF THE HEAD OF LEISURE AND ENVIRONMENTAL SERVICES

EXECUTIVE MEMBER: EXECUTIVE MEMBER FOR LEISURE

1. SUMMARY

- 1.1 This information note details the steps taken and the progress made in identifying interested groups and organisations to safely provide play area facilities previously provided by the Council.

2. STEPS TO DATE

2.1 CABINET

At the 24 January 2017 Cabinet meeting the following was:

RESOLVED:

- (1) That the results of the consultation, as identified in the body of the report, be noted, and that it be further noted that Cabinet was satisfied that demographics and size of the focus groups were appropriate for the type of consultation, and that the views of young people and children who were the main users of these facilities had been included in the consultation results;
- (2) That the draft new Green Space Management Strategy (GSMS) 2017 – 2021, as attached at Appendix A to the report, be formally adopted;
- (3) That it be noted that, prior to removing facilities identified in the Strategy, the Council shall allow up to 1 March 2018 for interested parties to put forward sustainable proposals that would fund both the capital and revenue requirements to safely continue to provide such facilities, and that a proactive approach be adopted in seeking community groups to take on facilities, including advertising that support would be offered to guide groups through the process, particularly through use of social media;
- (4) That the work programme in the new Green Space Management Strategy be incorporated into the 2017/18 budget setting process; and
- (5) That, so far as Cabinet's authority is required in respect of any variation to the contract with the Grounds Maintenance contractor, to give effect to any future revenue saving options identified within the GSMS, such authority be delegated to the Head of Leisure and Environmental Services, in consultation with the Executive Member for Waste, Recycling and Environment.

REASON FOR DECISION: To best enable the retention of the green space within the budgets available to the Council.

2.2 OVERVIEW & SCRUTINY

On the 15 February 2017 Overview & Scrutiny received a call-in of the decisions made by Cabinet on 24 January 2017 – Review of Green Space Management Strategy and it was:

RESOLVED:

- (1) That the decisions made by Cabinet on 24 January 2017 regarding the Review of the Green Space Management Strategy not be referred back to Cabinet;
- (2) That the Head of Leisure and Environmental Services be requested to produce a report detailing the steps taken and the progress made in identifying interested groups and organisations to safely provide facilities and present it to this Committee at the meeting due to be held on 18 July 2017;
- (3) That the Head of Leisure and Environmental Services be requested to produce a report detailing the steps taken and the progress made in identifying interested groups and organisations to safely provide facilities, together with details of play areas that have not attracted any interested groups and would likely close following the deadline of 1 March 2018 and present it to this Committee at the meeting due to be held in March 2018.

REASON FOR DECISION: To enable the Overview and Scrutiny Committee to consider the Call - In of decisions made by Cabinet on 24 January 2017 regarding the Review of the Green Space Management Strategy.

2.3 LOCAL GOVERNMENT OMBUDSMAN.

In addition to the Overview & Scrutiny call in, a formal complaint was made to the Local Government Ombudsman. The Ombudsman found no fault with the Council and endorsed our method of consultation with the use of focus groups.

2.4 ACTIONS TAKEN AND PROGRESS

A communication plan has been produced and is shown at appendix A. It lists agreed actions between Jan 2017– April 2018.

As per the agreed actions in the Councils adopted Green Space Management Strategy 2017-2021 pavilions identified as being beyond economic repair have now been closed. (Bakers Close, Baldock, St. Johns Road, Cadwell Lane and Walsworth Common, Hitchin.) Prior to removing pavilions there is a period of time until 1st March 2018 for interested parties to put forward sustainable proposals.

Also as per the agreed actions in the Councils adopted Green Space Management Strategy 2017-2021, Local neighbourhood play areas identified as lower usage shall have until 1st March 2018 for interested parties to put forward sustainable proposals. (13 sites)

SUMMARY OF ACTIONS TAKEN

2.4.1 Pavilions

Date	Action
Feb 2017	All current users of football pavilions contacted seeking expressions of interest for asset transfer. Appendix B details letter sent to existing users.
Feb 2017	Received expression of interested from interested party for use of Bakers Close pavilion as venue for beer festival. (later withdrawn)
Feb 2017	Contacted Hertfordshire Football Association for interest in asset transfer of pavilions
Feb 2017	Met with Hitchin Sunday Football League. Provided detailed information on maintenance and repairs required to pavilions.
Feb 2017	Expression of interest received from Hitchin Town Youth FC. Provided detailed information on maintenance and repairs required to pavilions.
Feb 2017	Received outline business case from community group for use of Bakers Close pavilion. Detailed business case to follow later in year.
April 2017	Followed up Sunday Football League for proposals for pavilions.
April 2017	Followed up Hitchin Town Youth for proposals for pavilions (No response)
April 2017	Complaint received from Sunday Football League re closure of pavilions.
May 2017	Received expression of interest from St. Johns FC to take on St. Johns pavilion. Provided detailed information on maintenance and repairs required to pavilion. Various meetings took place between May – August.
June 2017	Received expression of interest from Albion FC to take on Cadwell pavilion. Provided detailed information on maintenance and repairs required to pavilion. (Later withdrawn).
Aug 2017	Private company expressed interest in Bakers Close pavilion as fitness centre. Currently developing business case.
July 2017	Emailed community group for update on proposals for Bakers Close pavilion.
Sept 2017	Local Government Ombudsman response to a complaint found no fault with Council and endorsed use of focus groups.
Oct 2017	Emailed St. John's FC for update on business case.

2.4.2 Play Areas

Date	Action
Jan 2017	Article in Mercury paper requesting asset transfer of play areas.
Feb 2017	Contacted 38 residents who expressed an interest in play areas for expressions of interest for asset transfer.
Feb 2017	Contacted 46 PTA's and 85 community groups seeking expressions of interest for asset transfer.
Feb 2017	Play area information sheet on Web site (see appendix C)
Feb 2017	Contacted Royston Town Council and North Herts Homes seeking interest in asset transfer.
Feb 2017	Met with Gt. Ashby Council re options for play area. (They are undertaking residents survey results due in July)
Feb 2017	Tweeted offer of support for community groups.
Feb 2017	Provided Royston Councillors maintenance cost of play areas.
Mar 2017	Article in Comet paper requesting community groups to run play areas.
Mar 2017	Article in Royston Crow paper requesting community groups to run play areas.
Mar 2017	Article in Comet online requesting community support for Rosehill play area.
Mar 2017	Contacted Town Centre managers for funding for play areas.

Mar 2017	New sponsorship page on web site (see appendix D) Emailed link to Town Centre Managers & NHDC Business development officer to include in business newsletter.
Mar 2017	Met with planning to discuss future options for new play areas.
Apr 2017	Community management signs erected in 13 play area (see appendix E)
Apr 2017	Royston Town Council resolved not to fund play areas.
May 2017	Met with Community group who expressed interest in taking on Jackmans Recreation Ground play area.
May 2017	Petition received to save Rosehill play area.
June 2017	Community Development working on a business plan with Community group who expressed interest in taking on Jackmans Recreation Ground play area.
Sept 2017	Gt. Ashby Community Council expressed interest in taking on 3 play areas and funding new equipment for those listed as minimal investment.
Oct 2017	Contacted Hitchin Members with proposal for Rosehill play area.
Oct 2017	Mr Hall confirmed he was in the process of setting up community group to take on responsibility for Jackmans play area.

3. INFORMATION TO NOTE

3.1 SUMMARY OF PROGRESS MADE

Colour	Status
	No interest from third parties
	Expressions of interest received
	Interested group secured

3.1.1 Pavilions

Site	Progress
Bakers Close Pavilion, Baldock	Outline business case received from community group to develop as social club with retained changing rooms and additional community use. Awaiting final business case.
St. Johns changing rooms, Hitchin	Expression of interest received from St. Johns FC to take on building. Provided detailed maintenance cost and condition survey. Community Development working with St. Johns FC on business case.
Cadwell Lane changing rooms, Hitchin	Expression of interest received from Albion FC to take on building. Later withdrawn.
Walsworth changing rooms, Hitchin	No expressions of interest received for existing building. Aiming to secure section 106 money for new build in 2020/21.

3.1.2 Play Areas

Site	Progress
Generic	Seeking sponsorship of some of our larger play area sites, which may generate additional income to offset the cost to help retain some of the smaller sites. We are also seeking opportunities for alternative play provision in the locality of our existing play areas through negotiations with landowners and stakeholders.
Betjeman Road, Royston	No interest from Royston Town Council. Royston District Councillors seeking options for alternative funding.
Farrier Court, Royston	No interest from Royston Town Council.
Ivel Road, Baldock	No expressions of interest received.
Dacre Road, Hitchin	No expressions of interest received.
Rosehill, Hitchin	Lots of community support to retain play area. Officers have potentially found a long term sustainable solution to retain a children's play area for the residents of Rosehill. Officers will be recommending to Cabinet in March 2018 that the existing play facility remains until such a time as a new play area is provided in the locality by an independent provider which it is expected would be at nil cost to the Council.
Symonds Rd, Hitchin	No expressions of interest received.
Jackmans Recreation Ground, Letchworth	Expression of interest received from community group to fund play area. Community Development working with group to formalise status.
Linnet Close, Letchworth	Some community support to retain play area. No offers of funding.
Oaktree Close, Letchworth	No expressions of interest received.
Chilterns, Gt. Ashby	Gt. Ashby Community Council have agreed to take on responsibility of play area.
Cleveland Way, Gt. Ashby	Gt. Ashby Community Council have agreed to take on responsibility of play area.
Fairfield Crescent, Gt. Ashby	Play area reclassified as not having formal play equipment.
Merrick Close, Gt. Ashby	Gt. Ashby Community Council have agreed to take on responsibility of play area..

4. NEXT STEPS

- 4.1 In March 2018 provide a progress report to Overview & Scrutiny and report to Cabinet on any completed or proposed asset transfers.

5. APPENDICES

- Appendix A: Communication Plan
- Appendix B: Letter sent to existing pavilion users
- Appendix C: Play Area information sheet
- Appendix D: Parks Sponsorship page

6. CONTACT OFFICERS

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7. BACKGROUND PAPERS

Green Space Management Strategy 2017-2021

**COMMUNICATION PLAN
OUTLINE TIMELINE FOR COMMUNICATIONS – GSMS**

Timing	Action	Who is responsible?	Complete
Jan 2017	Article in local press seeking interested parties for asset transfer	Comms	Yes
Feb	Contact residents who expressed an interest in play areas	SG	Yes
Feb	Contact local football clubs advising of closure of pavilions and seeking interest in asset transfer	SG	Yes
Feb	Contact Herts FA seeking interest in asset transfer	SG	Yes
Monthly	Inform Chairman of Overview and Scrutiny Committee	SG	ongoing
Feb	Meet with Gt. Ashby Community Council re asset transfer of play areas	SG	Yes
Feb	Meet with Sunday Football League seeking interest in asset transfer	SG	Yes
Feb	Contact PTA's of all Schools in District seeking interest in asset transfer	SG	Yes
Feb	Produce information pack/toolkit for asset transfer of play areas	SG	Yes
Feb	Publish information pack/toolkit on a web page on NHDC website	SG	Yes
Feb	Contact community groups who may have an interest in asset transfer	SG	Yes
Feb	Press release	Comms	Yes
Feb	Social media	Comms	Yes

March/April	Erect notices in play areas seeking interest in asset transfer	SG	Yes
April	Contact local companies for sponsorship of play areas	SG	Yes
June	Article in Summer Outlook seeking interest in asset transfer	Comms	Yes
June/July	Social media	Comms	Yes
July	Progress report to Overview & Scrutiny	SG	Yes
Oct/Nov	Press release – last chance	Comms	Yes
Oct/Nov	Social media – last chance	Comms	Yes
Oct/Nov	Briefing note for Area Committees	SG	Yes
March 2018	Progress report to Overview & Scrutiny	SG	
March	Report to Cabinet on any completed or proposed asset transfers	SG	
April	Erect removal of equipment notices at play areas not transferred explaining what will happen to the site	SG	
April/May	Remove equipment and landscape sites not transferred	SG	
March/April	Article in Spring Outlook promoting importance of green space	Comms	

Letter sent to existing pavilion users

Dear

On the 24th January 2017 the Council's Cabinet discussed the future of green space and adopted a four year Green Space Management Strategy to ensure its protection in North Herts. The following link provides details of the Cabinet report listed at item 9. Appendix A. details the adopted 2017-2021 Green Space Strategy.

<http://web.north-herts.gov.uk/aksnherts/users/public/admin/kab14.pl?operation=SUBMIT&meet=102&cmte=CA B&gpid=public&arc=71>

You will see that the stated aim of the strategy is 'to provide a sustainable, strategic approach for the future management of green space'. The key driver of the strategy is to retain and maintain the green space in our urban environments for current and future generations to enjoy.

In relation to Football Pavilions:

The Council recognises that many of its pavilions are beyond economic repair and costly to maintain. It has been agreed that at the end of the current football season, the following pavilions shall be closed: St. Johns Road, Cadwell Lane and Walsworth Common, Hitchin.

The Council will allow up to 1 March 2018 for interested parties to put forward viable proposals for the transfer of these facilities to a third party.

If you feel you may have a viable proposal please contact North Hertfordshire District Council on 01462474553 or email steve.geach@north-herts.gov.uk.

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Play Area information sheet

Managing a play area

In order to ensure continued investment in its major play areas, the Council is looking for interested parties to put forward viable proposals that would fund both the maintenance and as required the replacement of the equipment for some small play areas.

These play areas include:

Dacre Road, Rosehill and Symons Rd play areas in Hitchin;

Jackmans Recreation Ground, Linnet Close and Oaktree Close play areas in Letchworth;

Ivel Road play area in Baldock;

Betjeman Road & Farriar Court play areas in Royston; and

Chilterns, Cleveland Way, Fairfield Crescent and Merrick Close play areas in Gt. Ashby

Firstly, if not already established you will need to form a legally recognised body such as a registered Friends of Group or Residents Association. Our Community Development team will be happy to assist you in this. Please contact our Community Manager, Stuart Izzard on 01462 474854 or email stuart.izzard@north-herts.gov.uk.

What we will do

The Council will transfer the play area to the group in the form of a 25 year lease. The lease will be legally binding and it is recommended that you obtain your own legal advice to ensure you are happy with it. The lease will stipulate what the Council expects from you and what you can expect from the Council.

The Council will continue to maintain the grass and any trees or shrubs that may be present along with litter picking the area and emptying the bins.

What you will do

In summary you will become responsible for the regular inspection and maintenance of the play area including the equipment, safety surfacing, litter bins, seat, fencing etc. You will also be responsible for the replacement of equipment as and when required.

You will need to take out your own public liability insurance. This [charity insurance page](#) provides useful information on insurance and other information of interest to community groups.

Inspections and risk assessments

The play area must remain open for general public use and the Council expects you to maintain it in a safe and clean condition for use.

Currently the Council inspects its play areas on a daily basis and you may wish to contact our grounds maintenance contractor for a quote to do this on your behalf. Our contractor can be contacted via andrew.mills@north-herts.gov.uk. We have found that these recorded daily inspections pay dividends in defending insurance claims. If you wish to do the inspections yourself The Royal Society for the Prevention of Accidents (RoSPA) can arrange suitable training. RoSPA can be contacted at enquiries@rospa.com.

Each year you will be required to undertake an independent risk assessment of the play area and send a copy to the Council. The Council will expect you to undertake any remedial work highlighted in the report. If any highlighted work identified as a risk to users is not undertaken, the Council may have no option but to remove the item of equipment; if there are regular failures, the Council will need to consider whether to terminate the lease.

The Council has negotiated a reduced rate with a specialist playground inspection company for these annual inspections and you may wish to take advantage of this service. The current charge is £50.00. If you prefer to make your own arrangements RoSAP will be able to provide a suitable list of companies.

Considerations when taking on a play area

The check list below is not exhaustive but identifies some of things that you will need to consider prior to taking on a play area:

Becoming qualified to undertake play area inspections.	Retaining records of safety inspections.
Routine maintenance of the equipment such as replacement swing seats and chains.	Arranging public liability insurance.
How to respond to public / media enquiries	Training for routine maintenance for example how to safely replace a swing seat.
Who will paint the equipment	Arranging annual risk assessment
What to do if you find hazardous waste such as needles from drug users.	What contact number to have displayed at the play area in case of emergencies or complaints.
How to quickly make safe a dangerous item of play equipment.	How to clean noxious substances from play equipment e.g. dog mess, sick etc.

Further help and information

This may all sound rather daunting but it is important to realise upfront what is involved in managing a play area. This information may help prevent future unexpected surprises.

If you google ‘Community Playgrounds’ you will see that a number of Councils have adopted a similar approach. You will also be able to contact a number of community groups that already manage play areas.

There are also a number of playground companies that will be able to offer help and guidance especial on funding opportunities for community playgrounds. Below is a brochure from Wicksteed Playgrounds that you may find of use.

If you wish to proceed with taking on the responsibility of your local play area, please contact Steve Geach, Parks & Countryside Development Manager, steve.geach@north-herts.gov.uk, or call 01462 474553.

Attachment	Size
Wicksteed Playgrounds Funding Brochure	1.02 MB

Parks Sponsorship page

Park Sponsorship Scheme

The Parks service of North Hertfordshire District Council runs a sponsorship scheme, designed to offer local businesses the opportunity to advertise in popular destinations around the district.

Roadside bedding displays, play areas, water splash parks and skate/BMX parks in North Hertfordshire are available to sponsor with all proceeds being used to improve the surrounding park areas. You can see an example of a sign [below](#).

Some of the sites on offer include main town gateway locations such as those entering Letchworth Garden City and large floral beds in the Green Flag award winning Priory Memorial Gardens in Royston. Also available to sponsor are the extremely popular and recently improved and well used larger play areas in our towns. Four popular interactive water splash parks including the large water pool at Howard Park in Letchworth are also available to sponsor along with our newly constructed skate park at Norton Common in Letchworth.

For more information please contact the Parks Department on 01462 474000 or by email via services@north.herts.gov.uk to learn more about the scheme and discuss how it could help your business.

Sites available for sponsorship

Site	Size (M2)	Description
Letchworth Garden City		The World's first Garden City
Pixmore Way roundabout flower beds	177m ²	Flora display at main gateway into town centre
Howard Park play area	1950m ²	Play area located adjacent large interactive water splash park attracting many thousands of visitors each year.
Norton Common, skate park	1205m ²	New district wide skate boarding facility.
Baldock		Historic market town
Avenue Park water splash park	390m ²	Interactive water splash park, open May–September each year.
Royston		Historic market town
Priory Memorial gardens, flora displays.	617m ²	Town centre gardens. Displays include herbaceous borders and annual bedding.
Priory Memorial gardens, water splash park	300m ²	Interactive water splash park, open May –September each year.

Hitchin		Historic market town
Bancroft Recreation Ground, water splash park	300m ²	Interactive water splash park, open May –September each year.
Ransoms Recreation Ground, play area	798m ²	Recently refurbished play area including equipment for all ages and multi use games area
Walsworth Common, Play Area	1914m ²	Recently refurbished play area including equipment for all ages and ball games area

Attachment

Size

[Sponsorship sign example](#)

244.21 KB