

# Public Document Pack

22 September 2017

Our Ref S/Rural 09.17  
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Contact. Hilary Dineen  
Direct Dial. (01462) 474353  
Email. hilary.dineen@north-herts.gov.uk

To: Members of the Committee: Councillor David Barnard, Councillor Cathryn Henry, Councillor John Bishop, Councillor Steve Deakin-Davies, Councillor Faye S Frost, Councillor Jane Gray, Councillor Steve Hemingway, Councillor Harry Spencer-Smith, Councillor Claire Strong and Councillor Terry Tyler

You are invited to attend a

## **MEETING OF THE SOUTHERN RURAL COMMITTEE**

to be held in the

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

On

**THURSDAY, 5TH OCTOBER, 2017 AT 7.30 PM**

Yours sincerely,



David Miley  
Democratic Services Manager

## **Agenda Part I**

<b>Item</b>	<b>Page</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. MINUTES - 6 JULY 2017</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 6 July 2017.	(Pages 1 - 8)
<b>3. NOTIFICATION OF OTHER BUSINESS</b> 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.	
<b>4. CHAIRMAN'S ANNOUNCEMENTS</b> 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.	
<b>5. COUNTRYSIDE MANAGEMENT SERVICE</b> To receive a verbal presentation from Charlotte Carter of the Country Management Service.	
<b>6. PUBLIC PARTICIPATION</b> To receive petitions and presentations from members of the public including:  1. Codicote Football Club 2. Knebworth Youth Project.	
<b>7. CONSULTATION IN RELATION TO THE PROPOSED STREET TRADING POLICY 2018-2025</b> REPORT OF THE LICENSING MANAGER  To comment upon the proposed Street Trading Policy for the Council, particularly in relation to any matters specific to Southern Rural.	(Pages 9 - 40)

**8. GRANTS AND COMMUNITY UPDATE**  
REPORT OF THE COMMUNITIES MANAGER

(Pages  
41 - 52)

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.

**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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# Agenda Item 2

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### SOUTHERN RURAL COMMITTEE

MEETING HELD IN THE FOUNDATION HOUSE, ICKNIELD WAY, LETCHWORTH  
GARDEN CITY ON THURSDAY, 6 JULY, 2017 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Councillor David Barnard (Chairman), John Bishop, Steve Hemingway and Claire Strong*

**In Attendance:**

*Stuart Izzard (Communities Manager) and Hilary Dineen (Committee and Member Services Officer)*

**Also Present:**

*At the commencement of the meeting 5 members of the public.*

#### 4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Steve Deakin-Davies, Faye Frost, Jane Gray, Cathryn Henry, Harry Spencer-Smith and Terry Tyler.

The Chairman noted that the meeting was inquorate.

#### 5 MINUTES - 2 MARCH 2017

**IT WAS AGREED:** That the Minutes of the Meeting held on 2 March 2017 be referred to the next meeting of this Committee for approval.

#### 6 MINUTES - 18 MAY 2017

**IT WAS AGREED:** That the Minutes of the Meeting held on 18 May 2017 be referred to the next meeting of this Committee for approval.

#### 7 NOTIFICATION OF OTHER BUSINESS

There were no notifications of other business.

#### 8 CHAIRMAN'S ANNOUNCEMENTS

- (1) The Chairman welcomed everyone to the meeting, particularly those giving a presentation;
- (2) The Chairman reminded everyone that, in accordance with Council policy, the meeting was being audio recorded;
- (3) The Chairman reminded everyone that this meeting was inquorate, which meant that no decisions could be taken, however Members would request that any grant awards that they agreed were valid be approved by the Strategic Director for Finance, Policy and Governance;
- (4) The Chairman advised that the Clerk, at his request had arranged for the date of the next meeting to be changed from 7 September 2017 to 5 October 2017. This was mainly due to Parish Councils not meeting during the summer recess;

- (5) Members were 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.

## **9 PUBLIC PARTICIPATION - DIPPS CHARITABLE TRUST**

Dave and Arline Hursey, DiPPS Charitable Trust, thanked the Chairman for the opportunity to address the Committee regarding the work of the Trust.

Mrs Hursey informed Members that DiPPS was a small, family run charity that was set up in memory of their son and for which they did not receive any payment.

Their son was a healthy 18 year old who enjoyed work and played sports who passed away unexpectedly and with no warning in his sleep.

Cardiac arrest can affect people of all ages and fitness and the aim of the year old charity was to place defibrillators in public places, so that more lives could be saved.

Mr Hursey advised that 12 to 15 young people, aged under 25 years old, died from heart disease related causes each week.

It was a common misconception that heart attacks and cardiac arrest were the same thing, a heart attack was a blockage in the veins that stopped blood getting to the heart and was likely to cause a part of the heart muscle to die, whereas cardiac arrest was an electrical failure in the heart that caused it to stop pumping blood around the body.

When someone's heart stopped beating it was vital that they received CPR whilst the defibrillator was retrieved and the two together would increase the chances of survival. Every minute without CPR or defibrillation reduced survival rates by 7 – 10 percent, if an ambulance took several minutes to arrive this could mean the difference between surviving or not.

Mrs Hursey explained that defibrillators were a piece of equipment that gave a shock to the heart in order to put it into a normal rhythm. These defibrillators were designed to be use by a lay person and modern machines tell you what steps to take and how to use the machine effectively and had safeguards so that it could not be used on a person whose heart was beating.

Some people had expressed concern about possible litigation if they used these machines, Mrs Hursey advised that no-one had ever been sued in England for providing first aid.

Mr Hursey informed Members that defibrillators were becoming more prevalent in public places, particularly in villages, where it may take longer for an ambulance to arrive and are usually in locked boxes that can be unlocked with a code given by the ambulance service.

The Charity's first public access defibrillator was placed in Knebworth Recreation Ground approximately one month ago although they had placed a total of 12 defibrillators in the community so far in places such as schools and sports centres.

The public had shown a lot of interest in the scheme and they had been able to gain publicity through the Evening Standard and Three Counties Radio so far.

Mr and Mrs Hursey were continually planning and undertaking events including presentations and fundraising events, such as a football tournament and golfing day.

Mr Hursey concluded by reiterating the aims of the Charity as:

- To raise awareness;
- Education;
- Placement of defibrillators;
- Support communities to fundraise to get their own defibrillator.

Members asked where they were based, how much each machine cost and whether they would be happy to give presentations, training and support to Parish Councils interested in having a defibrillator in their area

Mrs Hursey informed Members that they were based in Welwyn Garden City, but were happy to travel to any area that was interested.

Mr Hursey advised that each machine cost £795 plus VAT and the cabinets were £600 each, although schools were currently receiving some funding from the Government. They were happy to give presentations and awareness sessions to any group interested in having defibrillator.

A Member advised the Committee that there had been some issues regarding the discussions that took place prior to the defibrillator being placed at Knebworth Recreation Ground, mainly regarding the most appropriate place to sit the machine, where it would be least likely to be vandalised and the likelihood of it being used to save a life.

Mrs Hursey agreed that they placed the machines in the hope that they would never be needed in much the same way as fire extinguishers were placed in buildings.

The Chairman thanked Mr and Mrs Hursey for their presentation.

**IT WAS AGREED:** That the Communities Manager be requested to:

- (i) Circulate contact details of DiPPS to all Members of this Committee by email;
- (ii) Liaise with DiPPS regarding applying for grant funding both from this Committee and other sources;
- (iii) Liaise with DiPPS regarding contacting local schools and sports facilities in order to offer their services.

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

## 10 PUBLIC PARTICIPATION - WHITWELL LOCAL FILM CLUB

Prior to the item being discussed Councillor John Bishop declared an interest as he was a member of the Whitwell Film Club Committee and would therefore not take part in any debate or vote.

Mr John Vaughan, Chairman of the New Fellowship Hall, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation in support of the application for grant funding for Whitwell Local Film Club.

Mr Vaughan informed Members that the Fellowship Hall was a very good facility that could be used more often and that they would form a film club that would use this hall.

They had undertaken research by talking to Pirton, Tewin and Lilley film clubs, which were all successful to see how the clubs were run, the sort of films that they showed, what equipment they used and how much they charged.

They then hired equipment for three evenings to show different films, the first two events were attended by 40 – 50 people with the third being held in the next two week.

These evenings had demonstrated that there was an audience for a film club and encouraged other groups to think about how they could use the equipment.

When the equipment was purchased it would therefore be made available, free of charge, to anyone who wanted to use it.

Members acknowledged the need for film clubs in villages and noted that the Committee had previously supported both Pirton and Lilley film clubs. They also commented that other groups would likely use the equipment as demonstrated by the use of equipment in Knebworth Village Hall by the Parish Council.

The Chairman thanked Mr Vaughan for his presentation.

**11 PUBLIC PARTICIPATION - CODICOTE FOOTBALL CLUB**

The Chairman advised that representatives of Codicote Football Club had been unable to attend this meeting to give a presentation.

**12 PUBLIC PARTICIPATION - CIRCLES CAFE BAR**

The Chairman advised that representatives of Circles Café Bar CIC had been unable to attend this meeting to give a presentation.

**13 PUBLIC PARTICIPATION - ST IPPOLYTS UNITED FOOTBALL CLUB**

Mr Paul Thapar MBE (Chairman) and Mr Andy Parsons (Secretary), St Ippolyts United Football Club, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation in support of their application for grant funding.

Mr Thapar informed Members that the Club provided senior football for the local community and they currently had one team that played in the Hitchin Sunday League. They also coached young people on a Saturday.

The Club undertook maintenance of the recreation ground and pavilion, which the rented from the Parish Council.

The Club held a five a side football tournament, which aimed to bring the community together and was their fundraising event.

This year they were adding another team to the Club for which they needed funding for kit, referee fees, match balls, children's training equipment and storage facilities for the goal posts and other equipment.

Mr Parsons advised that the team was started from scratch, with players sourced from Hitchin, Stevenage and Letchworth and had since gone from strength to strength. Local youngsters were now making enquiries about playing with the Club, hence the move to start a second team.

The costs associated with operating the Club, restoring the pavilion and starting a second team were quite high and the club did a lot of fundraising to help with those costs including the five a side tournament and fun day.



Storage was a big issue as currently a lot of the equipment was stored off site in people's garages, but it would be very beneficial to have on-site accessible storage.

The Club undertook a lot of work with young people, some of whom had disabilities or challenging behaviour teaching them the high standards of behaviour demanded from the Sunday League team.

Members commented that the Club had been very successful in the three years it had been operating and asked how many young people they trained on a Saturday and whether they had won any tournaments.

Mr Parsons advised that between 8 and 20 young people attend the Saturday sessions and that the Club had reached the final of the Division Two Cup Final in their first year and won the cup final last year.

The Chairman thanked Mr Thapar and Mr Parsons for their presentation.

## 14 GRANTS AND COMMUNITY UPDATE

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

### Budgets

The current level of unallocated funds within the Committee's Development Budget for 2017/18 was £10,600 with a further £4,950 available within the Ward Members 2017/18 budgets.

Members queried whether the funds previously allocated to highways could be reallocated to the general discretionary fund.

The Communities Manager advised that this money could be placed back in the general funds.

### Alternative Funding for Community Groups

The Communities Manager was working hard to identify alternative funding sources for community groups and supporting those groups to make applications.

### Section 106 Funding

The Communities Manager consistently monitored funding available under Section 106 and supported eligible groups and schemes to apply for that funding.

### Community Facilities Capital Grants Panel

The first five grants from the Community Facilities Capital Grants Panel would be announced next week, one of the successful groups was in the Southern Rural Area.

The Communities Manager asked Members to remind groups with Community Facilities about the fund

### ***IT WAS AGREED THAT:***

- (1) That the Strategic Director for Finance, Policy and Governance be requested to reallocate the amount of £1,000, currently allocated to the Great Ashby Way Crossing Point, back into the general Discretionary Budget;

- (2) That the activities and schemes with which the Communities Manager has been involved with, as set out in the report, be noted;
- (3) That the budgetary expenditure, balances and carry forwards within the Area Committee Development Budget spreadsheet, as attached at Appendix 1 to the report, be noted.

**REASON FOR DECISION:** To ensure that the Southern Rural Committee is kept informed of the work of the Communities Manager and to inform Members of the financial resources and current budgetary position.

## 15 GRANT APPLICATION - WHITWELL LOCAL FILM CLUB

Prior to the item being discussed Councillor John Bishop declared an interest as he was a member of the Whitwell Film Club Committee and would therefore not take part in any debate or vote.

The Communities Manager drew attention to the list of equipment for Whitwell Local Film Club as detailed on page 3 of the report.

The gross cost of this equipment was £6,656 of which the Club had already attracted grants and bequests totalling £4,500 and they were seeking grant funding of £1,000 from this Committee.

Members queried whether there was any way that the Parish Council could purchase the equipment thereby enabling them to claim back the VAT.

The Communities Manager advised that it was up to the Village Hall to make its own procurement arrangements.

Members noted that the amount available for grant funding was limited and asked how much previous film clubs had received in grant funding from this Committee and whether applications for funding had been made to other funders such as London Luton Airport.

The Communities Manager advised that previously funding had been sourced through Section 106 as enhancement to village halls however, in this case, there were no Section 106 monies available to Whitwell.

In respect of applications to other funders, no other applications had been made.

Members noted the value of the film club to the community, but acknowledged the limited funds available and asked that the Communities Manager support the Club to seek other sources of funding such as Section 106 and London Luton Airport.

Councillor Barnard indicated that he would be happy to allocate £500 from his County Council Locality Budget.

### **IT WAS AGREED:**

- (1) That the Communities Manager be requested to support the Whitwell Local Film Club to seek other sources of funding;
- (2) That the Strategic Director of Finance, Policy and Governance be requested to authorise grant funding of £500 for Whitwell Local Film Club from the 2017/18 Discretionary Budget towards the costs associated with the developing a local film club.

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

**16 GRANT APPLICATION - CODICOTE FOOTBALL CLUB**

The Communities Manager reminded Members that Codicote Football Club had not been able to attend this or the previous meeting to give a presentation.

Members agreed that they would not consider this grant application until such time as a presentation was made by the Football Club.

**17 GRANT APPLICATION - CIRCLES CAFE BAR cic**

The Communities Manager drew attention to Paragraph 8.1.3 regarding Circles Café Bar CIC.

He advised that the Authority had put a lot of time effort and money into the extension of the Community Centre some years ago. Unfortunately the makeup of the Management Committee of the CIC had changed over time and that the running of Café had suffered because of this.

Councillor Henry was now Chairman of this group who were working to reinvigorate the café and had already started a number of initiatives, employed a new manager and were reviewing their costings and charges. There was also a plan to close for a short period in order to refresh the café.

The Communities Manager advised that he was working closely with Councillor Henry to identify other funding sources.

Members were concerned that no one from the Circle Café Bar CIC had attended the meeting to give a presentation or answer questions and commented that the Council had already invested a lot of money into the Community Centre, albeit some time ago.

They felt that this was a community interest company and as such, should look to the management of the Café to raise funds rather than ask for a grant to purchase equipment.

**18 GRANT APPLICATION - ST IPPOLYTS UNITED FOOTBALL CLUB**

The Communities Manager advised that the total cost of the equipment and storage requested was £2,853. The Club had already raised £1,050 from Grow the Game Football Foundation and they were requesting £1,803 from this Committee.

Members noted that this was a relatively young club that had been successful on the pitch and was bring young people in to play the game of football.

It was proposed that St Ippolyts United Football Club be allocated £900 towards the costs of starting up a second senior team.

**IT WAS AGREED:** That the Strategic Director of Finance, Policy and Governance be requested to authorise grant funding of £900 for St Ippolyts United Football Club from the 2017/18 Discretionary Budget towards the costs associated with setting up a second senior football team.

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

**19 WARD GRANT APPLICATION - CODICOTE LOCAL HISTORY SOCIETY**

**IT WAS AGREED:** That the Strategic Director of Finance, Policy and Governance be requested to authorise grant funding of £300 for Codicote Local History Society from Councillor Gray's 2017/18 Ward Member Budget towards the costs of a storage facility.

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

**20 WARD GRANT APPLICATION - OFFLEY VILLAGE HALL MANAGEMENT COMMITTEE**

**IT WAS AGREED:** That the Strategic Director of Finance, Policy and Governance be requested to authorise grant funding of £300 for Offley Village Hall Management Committee from Councillor Strong's 2016/17 Ward Member Budget towards the costs associated with enhancement of the kitchen in the Village Hall.

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

**21 WARD GRANT APPLICATION - CODICOTE NEIGHBOURHOOD PLANNING GROUP**

**IT WAS AGREED:** That the Strategic Director of Finance, Policy and Governance be requested to authorise grant funding of £500 for Codicote Neighbourhood Planning Group from Councillor Gray's 2016/17 Ward Member Budget towards the costs associated with the neighbourhood planning process.

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

**22 WARD GRANT APPLICATION - ST PAUL'S WALDEN MOTHER AND TODDLER GROUP**

**IT WAS AGREED:**

- (1) That the Strategic Director of Finance, Policy and Governance be requested to authorise grant funding of £100 for St Paul's Walden Mother and Toddler Group from Councillor Barnard's 2016/17 Ward Member Budget towards the cost of purchasing new play and early learning equipment;
- (2) That the Strategic Director of Finance, Policy and Governance be requested to authorise grant funding of £100 for St Paul's Walden Mother and Toddler Group from Councillor Frost's 2016/17 Ward Member Budget towards the cost of purchasing new play and early learning equipment.;

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

**23 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS**

No Ward or Outside Organisation issues were discussed

The meeting closed at 8.47 pm

Chairman at the meeting on  
Thursday, 6 July 2017

**SOUTHERN RURAL COMMITTEE  
5 OCTOBER 2017**

**PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**7**

**TITLE OF REPORT:       CONSULTATION IN RELATION TO THE PROPOSED STREET TRADING POLICY 2018-2025**

**REPORT OF:               THE LICENSING MANAGER**

**EXECUTIVE MEMBER:   HOUSING AND ENVIRONMENTAL HEALTH**

**COUNCIL PRIORITY:     PROSPER AND PROTECT**

**1.       EXECUTVE SUMMARY**

1.1     The purpose of this report is to provide members of the Southern Rural Committee with an opportunity to comment on the proposed Street Trading Policy, in particular in relation to any matters specific to Southern Rural.

**2.       RECOMMENDATIONS**

2.1     That the Southern Rural Committee notes the report and provides any comments it wishes to be considered as part of the consultation process.

**3.       REASONS FOR RECOMMENDATIONS**

3.1     A thorough discussion as to the suitability of the proposed Street Trading Policy, particularly with input from the Area Committees as well as the public consultation, will enable a fully informed decision to be made by the Council.

3.2     To ensure that the Policy remains appropriate and strikes a balance between proportionate regulation and ease of access to applicants.

**4.       ALTERNATIVE OPTIONS CONSIDERED**

4.1     There are no alternative options to consider as the Policy needs to be periodically reviewed to ensure it remains fit for purpose.

**5.       CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

5.1     The Council will be undertaking a public consultation regarding the adoption of a policy concerning trading in publicly accessible places

- 5.2 The consultation will take place between 1 September and 31 October 2017. The consultation will invite the following to comment on the Policy:
- All existing street trading permit holders;
  - Hertfordshire Constabulary
  - NHDC Councillors
  - NHDC Legal Services
  - All existing consent holders
- 5.3 The Executive Member for Housing and Environmental Health is aware of the public consultation and will be kept fully informed of all consultation responses.
- 5.4 Upon completion of the public consultation, officers will prepare a report to be considered by the Licensing and Appeals Committee detailing all consultation responses and the proposed policy (including any amendments as a result of the consultation).
- 5.5 The Licensing and Appeals Committee have the option of making any amendments before recommending a final policy to Cabinet, who have the authority to adopt policy on behalf of the Council.

## **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 The Local Government (Miscellaneous Provisions) Act 1982 (Section 3 and Schedule 4) provides the legal framework for the control of street trading in England and Wales. The legislative framework, however, is not an automatic entitlement and councils must formally adopt the legislation if they wish to regulate street trading in their areas.
- 7.2 On 26 April 2005, the Council resolved to make all streets within the conurbations of Baldock, Hitchin, Letchworth Garden City and Royston consent streets, with the exception of any streets designated as prohibited streets. It further resolved to make arterial roads within the District of North Hertfordshire consent streets but with trading limited to lay-bys only. The resolution also stated that no street within the District shall be a licence street.
- 7.3 Street trading is defined as *“the selling or exposing or offering for sale of any article, including a living thing, in a street.”*
- 7.4 Streets are further defined as *“any road, footway, beach, or other area to which the public have access without payment or any service area as defined by section 329 of the Highways Act 1990.”* It is important to note that there is no reference to land ownership and so street trading legislation would also apply to privately-owned areas such as supermarket car parks, business parks, etc.

- 7.5 The main purpose of this legislation is to establish an appropriate licensing regime which prevents undue nuisance, interference or inconvenience to the public brought about by street trading. This legislation provides local authorities with the power (but no duty) to designate specific areas within their administrative boundaries as either:
- (i) Prohibited Streets  
those which are not open to street traders;
  - (ii) Consent Streets  
where street trading is prohibited without local authority consent;
  - (iii) Licence Streets  
where trading is prohibited without a local authority licence
- 7.6 Local authorities can place conditions on any Consent or Licence. The Act also creates offences associated with trading in Consent or Licence Streets without the necessary authority: the person guilty of such an offence may be liable, on summary conviction, to a fine of up to £1000.
- 7.7 There are a number of exemptions provided in the Act that are not to be considered street trading:
- (i) trading as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871:
  - (ii) a market trader operating at a Charter or licensed market venue;
  - (iii) trading at a Charter Fair;
  - (iv) trading as a news vendor selling only newspapers and /or periodicals:
  - (v) trading at a petrol filling station;
  - (vi) trading carried on in a street linked to an adjoining shop where the street trading is an extension of the shop's ordinary business;
  - (vii) trading as a roundsman;
  - (viii) where permission has been granted from the Highway Authority pursuant to Section 115 of the Highways Act 1980 to trade from an object or structure placed in, on, or over the highway;
  - (ix) charitable street collections authorised by the Police, Factories, etc (Miscellaneous Provisions) Act 1916.
- 7.8 The granting of permissions for the placing of tables and chairs outside of a business providing refreshment, or the placing of advertising boards outside of any business, is provided for by section 115 of the Highways Act 1980.

- 7.9 The licensing powers provided by section 115 of the Highways Act 1980 are available to both District and County Councils in two-tier authority areas. As the legislation is designed to ensure that highways are kept free of obstructions and nuisance, the Council is of the opinion that Hertfordshire Highways, acting as the Highway Authority on behalf of Hertfordshire County Council, is best placed to administer this function.
- 7.10 The Council will not, therefore, issue any permission pursuant to section 115 of the Highways Act 1980. All applications for tables and chairs, or advertising structures, on the highway should be directed to Hertfordshire Highways.

## **8. RELEVANT CONSIDERATIONS**

### **Current policy**

- 8.1 The existing policy has worked well since its adoption in 2012 therefore only minor amendments have been proposed.

### **Policy duration**

- 8.2 It is proposed to extend the policy duration from 5 years to 7 years to reduce the administrative burden of reviewing the policy unnecessarily early.

### **Arterial road lay-bys**

- 8.3 Hertfordshire County Council have revised their guidance on the acceptable layout of lay-bys on arterial roads that are suitable for lay-by trading. To assist applicants, this guidance is attached to the Policy as Appendix G and only lay-bys conforming to that guidance will be issued Consents.

### **Annual Consents**

- 8.4 To reduce the administrative burden, it is proposed to replace the issuing of quarterly Consents with annual Consents subject to each quarterly payment being received in advance of each new quarter. Non payment of a quarterly fee would automatically revoke the Consent.

### **Council Land Consent**

- 8.5 Currently, any applicant wishing to use Council owned land for an event has to make two applications; one application for a land licence and another application for street trading permission (if the land is publicly accessible land). To ease this burden for applicants, the application for a land licence will encompass the street trading request thereby removing the need for a separate street trading application.

### **Revocation**

- 8.6 Some clarification on the revocation process has been added to make this process more transparent for existing and potential consent holders.



### **Streets where applications are ordinarily refused**

- 8.7 Whilst the Council has the opportunity to designate streets as prohibited streets, thereby preventing street trading from taking place, this removes flexibility to consider each application on its own merits. For example, trading in a street may be wholly inappropriate ordinarily but may be acceptable when the road was temporarily closed to traffic for town centre events.
- 8.8 To alleviate this issue, the existing policy contained a list of streets where applications would ordinarily be refused (Appendix F of the Policy). It is proposed to continue with this aspect of the Policy therefore the Area Committee should give consideration to any streets it believes should be contained within Appendix F of the Policy.

### **Operational issues or clarification**

- 8.9 Highlighted in red throughout the Policy are minor amendments clarifying various operational issues that have arisen in relation to the existing policy or where the existing policy was silent or ambiguous on certain matters.

### **Southern Rural**

- 8.10 There is no proposal to designate any streets within the villages of Southern Rural as consent streets therefore no trading restrictions will apply. The Committee have the opportunity to comment on whether or not they wish this exemption for villages in Southern Rural to remain.

## **9. LEGAL IMPLICATIONS**

- 9.1 There is no legal requirement for a policy; it is not a statutory policy such as that required under the Licensing Act 2003 and Gambling Act 2005.
- 9.2 A policy would ensure a transparent and consistent approach to licensing that would reduce the opportunity for challenge through the Courts.
- 9.3 Area committees in their terms of reference may “consider the policies and actions of the Cabinet as to their appropriateness to the needs and aspirations of local communities” and “provide local input into centrally determined specifications for all services”
- 9.4 The policy will be considered by the Licensing and Appeals Committee who “consider all Licensing matters with the exception of statements of licensing policy under the Licensing Act 2003 and the Gambling Act 2005 and those matters delegated to the Licensing Sub- Committee and officers”. Responsibility for adopting the Policy lies with Cabinet who “prepare and agree to implement policies and strategies other than reserved to Council”.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 There are no financial implications as existing case law provides for local authorities to recover the full cost of any licensing process through licensing fees.
- 10.2 Licensing authorities cannot charge more than it reasonably costs to administer and enforce the legislation.

## **11. RISK IMPLICATIONS**

- 11.1 There are no direct risk implications associated with this report as it's purpose is to consult the Area Committee as part of a wider public consultation

## **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 There are no specific equalities implications associated with this report.

## **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 This Policy will not place any new human resource implications on the Council as it will be implemented using existing resources

## **15. APPENDICES**

- 15.1 Appendix A Proposed new policy

## **16. CONTACT OFFICERS**

- 16.1 Colin Broadhurst, Licensing Officer  
[Colin.broadhurst@north-herts.gov.uk](mailto:Colin.broadhurst@north-herts.gov.uk) extn: 4381

- 16.2 Steve Cobb, Licensing Manager  
[Steven.Cobb@north-herts.gov.uk](mailto:Steven.Cobb@north-herts.gov.uk) extn: 4833

## **17. BACKGROUND PAPERS**

- 17.1 [Existing Street Trading Policy](#)



**North Hertfordshire District Council**

# **Street Trading Policy**

**Date: 2 January 2018**

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## 1.0 INTRODUCTION

### 1.1 The Policy

1.1.1 This document states North Hertfordshire District Council's policy on Street Trading as defined by the Local Government (Miscellaneous Provisions) Act 1982 (Section 3 and Schedule 4).

### 1.2 The Objectives of this Policy

1.2.1 This Policy has been adopted with view to securing the following objectives:

- (i) to enhance the towns centres of Baldock, Hitchin, Letchworth Garden City, and Royston;
- (ii) to protect public health through the control of street trading within the District of North Hertfordshire;
- (iii) to ensure that traders operate within the law and act fairly in their dealings with the public; and
- (iv) to prevent nuisance, unsafe practices and anti social behaviour.

### 1.3 The Law

1.3.1 The Local Government (Miscellaneous Provisions) Act 1982 (Section 3 and Schedule 4) provides the legal framework for the control of street trading in England and Wales. The legislative framework, however, is not an automatic entitlement and councils must formally adopt the legislation if they wish to regulate street trading in their areas.

1.3.2 On 26 April 2005, the Council resolved to make all streets within the conurbations of Baldock, Hitchin, Letchworth Garden City and Royston consent streets, with the exception of any streets designated as prohibited streets. It further resolved to make arterial roads within the District of North Hertfordshire consent streets but with trading limited to lay-bys only. The resolution also stated that no street within the District shall be a licence street.

1.3.3 Street trading is defined as *"the selling or exposing or offering for sale of any article, including a living thing, in a street."*

1.3.4 Streets are further defined as *"any road, footway, beach, or other area to which the public have access without payment or any service area as defined by section 329 of the Highways Act 1990."* It is important to note that there is no reference to land ownership and so street trading legislation would also apply to privately-owned areas such as supermarket car parks, business parks, etc.

1.3.5 The main purpose of this legislation is to establish an appropriate licensing regime which prevents undue nuisance, interference or inconvenience to the public brought about by street trading. This legislation provides local

authorities with the power (but no duty) to designate specific areas within their administrative boundaries as either:

- (i) Prohibited Streets  
those which are not open to street traders;
- (ii) Consent Streets  
where street trading is prohibited without local authority consent;
- (iii) Licence Streets  
where trading is prohibited without a local authority licence

1.3.6 Local authorities can place conditions on any Consent or Licence. The Act also creates offences associated with trading in Consent or Licence Streets without the necessary authority: the person guilty of such an offence may be liable, on conviction, to a fine of up to £1000.

1.3.7 There are a number of exemptions provided in the Act that are not to be considered street trading:

- (i) trading as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871;
- (ii) a market trader operating at a Charter or licensed market venue;
- (iii) trading at a Charter Fair;
- (iv) trading as a news vendor selling only newspapers and /or periodicals;
- (v) trading at a petrol filling station;
- (vi) trading carried on in a street linked to an adjoining shop where the street trading is an extension of the shop's ordinary business;
- (vii) trading as a roundsman;
- (viii) where permission has been granted from the Highway Authority pursuant to Section 115 of the Highways Act 1980 to trade from an object or structure placed in, on, or over the highway;
- (ix) charitable street collections authorised by the Police, Factories, etc (Miscellaneous Provisions) Act 1916.

1.3.8 The granting of permissions for the placing of tables and chairs outside of a business providing refreshment, or the placing of advertising boards outside of any business, is provided for by section 115 of the Highways Act 1980.

1.3.9 The licensing powers provided by section 115 of the Highways Act 1980 are available to both District and County Councils in two-tier authority areas. As the legislation is designed to ensure that highways

are kept free of obstructions and nuisance, the Council is of the opinion that Hertfordshire Highways, acting as the Highway Authority on behalf of Hertfordshire County Council, is best placed to administer this function.

- 1.3.10 The Council will not, therefore, issue any permission pursuant to section 115 of the Highways Act 1980. All applications for tables and chairs, or advertising structures, on the highway should be directed to Hertfordshire Highways.

#### 1.4 Policy Duration

- 1.4.1 This Policy will take effect from **2 January 2018** for a maximum period of **seven years**.
- 1.4.2 Prior to the end of the five year period, a full consultation will be undertaken with a view to publishing a new Policy to take effect no later than **2 January 2025**.
- 1.4.3 The Policy will be kept under constant review to ensure that it meets the policy objectives. Additionally, it will be amended as and when necessary to reflect changes in best practice, legislation and case law.

### 2.0 DESIGNATION OF STREETS FOR THE PURPOSES OF STREET TRADING

#### 2.1 Prohibited Streets

- 2.1.1 It has been decided to maximise the opportunity for street trading within the four towns and, therefore, no prohibited streets are designated within North Hertfordshire.

#### 2.2 Consent Streets

- 2.2.1 All streets, with reference to the wide statutory definition in paragraph 1.3.4 above, within the main conurbations of North Hertfordshire have been collectively determined to be Consent Streets for the purpose of the Local Government (Miscellaneous Provisions) Act 1982.
- 2.2.2 Maps showing the boundaries of each town as regards Consent Street status are attached in **Appendices A to D**.
- 2.2.3 Furthermore, the following arterial roads have also been designated as Consent Streets however, street trading is likely to be restricted to lay-bys **conforming to the layout in Appendix G** only:
- (i) A10, A505, A507, A602, A600
- 2.2.4 The Council will continually monitor the impact of street trading on its consent streets with a view to promoting the objectives of this policy. Whilst it is the Council's intention not to designate any prohibited streets, it is acknowledged there will be areas that are less suitable for trading than others.

2.2.5 To address this issue, the Council will include within this policy a schedule of streets, or parts of streets, where consent permit applications will ordinarily be refused, save for exceptional circumstances. This schedule is attached as **Appendix F**. The schedule will be subject to amendment, as circumstances dictate, in accordance with the provisions of section 7 of this Policy. An applicant seeking consent to trade on a street identified as one where permission will ordinarily be refused should contact the licensing team to discuss the proposed application and the reasons why the street will ordinarily be deemed unsuitable for trading.

### **2.3 Undesignated Streets**

2.3.1 All streets not explicitly included within the list of consent streets in paragraph 2.2 above, for example those within the rural villages, have not been designated as either prohibited streets, consent streets or licence streets.

2.3.2 The regulation of street trading and, therefore, this Policy does not apply to undesignated streets.

## **3.0 APPLICATIONS FOR A STREET TRADING CONSENT**

### **3.1 Advice for New Applicants**

3.1.1 New applicants are advised to contact the Council at their earliest opportunity, preferably before an application is made. This allows the authorised officers to provide advice, as well as clarifying any areas of uncertainty.

3.1.2 The Council can also provide advice in relation to other legal requirements of a new consent holder, for example, planning permission or building control approval.

### **3.2 Applications**

3.2.1 All applications must be made on the Council's prescribed application form.

3.2.2 Each application must be accompanied by the prescribed application fee. An application will not be considered as duly made until the prescribed application fee has been received.

3.2.3 The following will also be required to be submitted with the application:

- (i) Where the proposed street activity is from a fixed position, a copy of a map of at least 1:1250 scale. The map should clearly identify the proposed site position by marking the site boundary with a red line.
- (ii) Confirmation that adequate levels of third party and public liability insurance is, or will be, in place during street trading activity.
- (iii) In the case of privately-owned land, confirmation of the landowner's consent to trade on the land.



### 3.3 Processing of an Application

- 3.3.1 On receipt of the application form an acknowledgment will be sent to the applicant.
- 3.3.2 An officer may visit the applicant and inspect the vehicle, barrow, cart, van, portable stall or other vehicle or premises which the applicant intends to trade from.
- 3.3.3 The application will either be:
- (i) granted and a trading consent will be issued with conditions attached; or
  - (ii) refused and the fee will be refunded, less an administrative charge as appropriate, to the applicant.
- 3.3.4 The Council may have regard to the number, nature and type of traders already trading within a consent area when determining an application.
- 3.3.5 Before a Street Trading Consent is granted or renewed the Council will carry out a consultation process with various persons and groups as deemed appropriate to the application. In particular, the following organisations or persons will be consulted:
- (i) Hertfordshire Highways  
(acting as the highway authority on behalf of the County Council);
  - (ii) Hertfordshire Constabulary;
  - (iii) The Council's Environmental Health Commercial Team  
(with respect to food hygiene matters); and
  - (iv) In respect of privately-owned land, the landowner
  - (v) Where the Council deem appropriate, occupiers of adjoining land.

Written observations from the above organisations and occupiers of adjacent properties may be taken into consideration when determining an application.

- 3.3.6 There is no right of appeal against a variation of a condition, or refusal to grant or renew a Street Trading Consent.

### 3.4 Key Considerations

- 3.4.1 The Council will normally grant a street trading consent unless, in its opinion:
- (i) a significant effect on road safety would arise either from the siting of the trading activity itself, or from customers visiting or leaving the site; or
  - (ii) where there are concerns over the recorded level of personal injury accidents in the locality where the street trading activity will be sited; or

- (iii) there would be a significant loss of amenity caused by traffic, noise, rubbish, potential for the harbourage of vermin, odour or fumes; or
- (iv) there is already adequate like provision in the immediate vicinity of the site to be used for street trading purposes; or
- (v) there is a conflict with Traffic Orders such as waiting restrictions; or
- (vi) the site or pitch obstructs either pedestrian or vehicular access, or traffic flows, or places pedestrians in danger when in use for street trading purposes; or
- (vii) the trading unit obstructs the safe passage of users of the footway or carriageway; or
- (viii) the pitch interferes with sight lines for any road users, for example at road junctions, or pedestrian crossing facilities; or
- (ix) the site does not allow the consent holder, staff and/or customers to park in a safe manner; or
- (x) the street trading activity is carried out after dusk and the site is not adequately lit to allow safe access and egress from the site for both customers and staff.

3.4.2 **The Council will normally refuse an application for a street trading consent where the applicant has previously had a Consent revoked.**

### **3.5 Consents**

3.5.1 Consents may be issued for a period of up to twelve consecutive months, quarterly or weekly.

3.5.2 All Consents that have not been renewed by their expiry date will automatically cease to exist and trading must cease until such time as a new Consent has been granted.

3.5.3 **To enable maximum flexibility for an applicant, any consent issued for lay-by trading will authorise the provision of trading from anywhere within the identified lay-by as opposed to a specific location therein.**

3.5.4 **The issuing of a Consent only authorises trading in accordance with the requirements The Local Government (Miscellaneous Provisions) Act 1982 (Section 3 and Schedule 4). The consent holder must ensure that they comply with any other statutory provisions relating to their business.**

3.5.5 The Council acknowledges that overly burdensome regulation and cost will discourage town centre community and cultural activity, particularly the requirement for each individual trader to obtain their own Consent. In order to encourage town centre activity, the Council have developed multiple user Consents that will simplify this process (see sections 3.6, 3.7 and 3.8).

### 3.6 Town Centre Consents

- 3.6.1 The Council will issue Town Centre Consents that cover areas of land that are suitable for street trading use. Each Town Centre Consent will be accompanied by a plan clearly identifying those areas covered by the Consent. This will remove the need for each individual trader to obtain a Consent and should encourage town centre activity.
- 3.6.2 The Consents can be issued for a maximum period of twelve months and will **ordinarily be issued to** a named individual. Where the application is made by an organisation, they must nominate a named individual who will be responsible for managing the use of the consent.
- 3.6.3 The consent holder will be responsible for ensuring compliance with the conditions attached to the Consent at all times whilst the consent is being used to facilitate street trading.
- 3.6.4 The consent holder, or in the case of organisations the individual nominated to manage the use of the consent, will be able to allow his/her Consent to be used by commercial or not-for-profit organisations, however, no charge can be made for the use of the Consent by not-for-profit organisations.
- 3.6.5 Any person or organisation may apply for a Town Centre Consent, however, in order for a Consent to be granted the Council will require proof of the landowner's permission for street trading to take place on their land.
- 3.6.6 The consent holder will be required to keep records of all traders that use the Town Centre Consent including: date, trading location, name and company name (where appropriate), address, vehicle registration and contact telephone number.
- 3.6.7 The consent holder will be required to keep records of all traders that are refused use of the Town Centre Consent including, date, name and company name (where appropriate), address, contact number and reason for refusal.
- 3.6.8 In determining whether or not to allow an individual or organisation the use of a Town Centre Consent, the consent holder, or in the case of organisations the individual nominated to manage the use of the Consent, must make the determination in accordance with the principles contained within paragraph 3.4 above.
- 3.6.9 Town Centre Consents do not provide exclusive control over trading in the designated area. Traders are still able to apply direct to the Council for an individual consent for that area under paragraph 3.5 above.

### 3.7 Special Events / Markets Consent

- 3.7.1 In order to remove the requirement for each individual trader to obtain their own consent, the Council will issue Special Events / Markets Consents that facilitate multi-user street trading for markets or community events.
- 3.7.2 The consents will be issued for the duration of a specified event only and will **ordinarily** be to a named individual. Where the application is made by an

organisation they must nominate a named individual who will be responsible for managing the use of the Consent.

- 3.7.3 The consent holder will be responsible for ensuring compliance with the conditions attached to the Consent at all times whilst the Consent is being used to facilitate street trading.
- 3.7.4 The consent holder, or in the case of organisations the individual nominated to manage the use of the Consent, will be able to allow his/her Consent to be used by commercial or not-for-profit organisations, however, no charge can be made for the use of the consent by not-for-profit organisations.
- 3.7.5 Any person or organisation may apply for a Special Events / Markets Consent, however, in order for a Consent to be granted the Council will require proof of the landowner's permission for street trading to take place on their land.
- 3.7.6 The consent holder will be required to keep records of all traders that use the Special Events / Markets Consent including: date, trading location, name and company name (where appropriate), address, vehicle registration and contact telephone number.
- 3.7.7 Special Events / Markets Consents do not provide exclusive control over trading in the designated area. Traders are still able to apply direct to the Council for an individual consent for that area under paragraph 3.5 above.

### **3.8 Council Land Consents**

- 3.8.1 In order to remove the requirement for each individual trader to obtain their own consent, the Council will issue Council Land Consents that facilitate multi-user street trading on Council owned land.
- 3.8.2 The consents will be issued for the duration of a specified event only and will **ordinarily** be to a named individual. Where the application is made by an organisation they must nominate a named individual who will be responsible for managing the use of the consent.
- 3.8.3 The consent holder will be responsible for ensuring compliance with the conditions attached to the consent at all times whilst the consent is being used to facilitate street trading.
- 3.8.4 The consent holder, or in the case of organisations the individual nominated to manage the use of the consent, will be able to allow his/her consent to be used by commercial or not-for-profit organisations, however, no charge can be made for the use of the consent by not-for-profit organisations.
- 3.8.5 The consent holder will be required to keep records of all traders that use the Council Land Consent including: date, trading location, name and company name (where appropriate), address, vehicle registration and contact telephone number.
- 3.8.6 Any person or organisation may apply for a Council Land Consent, however, in order for a Consent to be granted the Council will require the applicant to obtain a land licence through the Council's Safety Advisory Group.

- 3.8.7 No separate application will be required for a Council Land Consent provided an application for a land licence has been made. The issuing of a land licence by the Council encompasses a Council Land Consent for the purposes of street trading.
- 3.8.8 Council Land Consents do not provide exclusive control over trading in the designated area. Traders are still able to apply direct to the Council for an individual consent for that area under paragraph 3.5 above.

### 3.9 Annual Consents with Quarterly Payments

- 3.9.1 The Council acknowledge that the cost of an annual Consent can sometimes prove prohibitive to new and small street trading businesses, particularly food and drink vendors in lay-bys.
- 3.9.2 To assist such commercial activity the Council will offer the grant of a twelve month Consent, subject to quarterly fee payments in advance.
- 3.9.3 Each Consent will be issued for a **twelve** calendar month period upon the payment of the **initial** quarterly fee. Provided that the subsequent quarterly fees are paid prior to the **due date, the Consent will remain until such time as the total consent period** has reached twelve consecutive calendar months.
- 3.9.4 Once a consent period of twelve consecutive calendar months has been reached, a renewal application will be required which will be subject to the normal consultation process.
- 3.9.5 If the requirements of section 3.9.3 above are not complied with, the annual Consent will automatically cease to have effect, save for exceptional circumstances at the Council's discretion, and no further trading in connection with that Consent will be permitted until such time as a new Consent has been granted.

### 4.0 CONSENT CONDITIONS

- 4.1 Any Street Trading Consent issued by the Council will be subject to the consent conditions detailed in **Appendix E** of this Policy.
- 4.2 In response to changing circumstances, the Council may wish to add, alter or amend the conditions on a trading Consent. Any amendments or variations to Consents or conditions that are requested by consent holders must be made in writing. An administration fee will be charged to the consent holder for any amendments or variations made.
- 4.3 **The Licensing Manager is authorised to add, alter or amend the conditions added to a Consent based on the individual circumstances of each application.**
- 4.4 There is no right of appeal against the Council's decision to refuse to grant, amend, vary **or revoke** a Consent.
- 4.5 In the event of a breach of any of the conditions attached to a Consent, the Head of Housing and Public Protection **(or any other officer to whom this authority has been delegated)** may revoke the consent forthwith. In the event

of a revocation, the Council will not be liable to pay any compensation arising from the revocation nor will the Consent Holder be entitled to a refund of any of the Consent fee.

- 4.6 Prior to the revocation of a Consent, the facts relating to the proposed revocation will be set out by the Council and sent to the consent holder. The consent holder may then submit written representation stating any mitigating circumstances and/or reasoning why the Consent should not be revoked. Any representation submitted by the consent holder will be considered as part of the decision whether or not to revoke the Consent.

## **5.0 ENFORCEMENT**

- 5.1 It is recognised that well-directed enforcement activity by the Council benefits not only the public but also responsible members of the trade.
- 5.2 In pursuing its objectives of detailed in this Policy, the Council will operate a proportionate enforcement regime in accordance with the Council's Housing and Public Protection Statement of Enforcement Policy and Practice.
- 5.3 The responsibility for the overall supervision of street trading lies with the Head of Housing and Public Protection.

## **6.0 DEPARTURE FROM POLICY**

- 6.1 In exercising its discretion in carrying out its regulatory functions, North Hertfordshire District Council will have regard to this Policy document and the principles set out therein.
- 6.2 Notwithstanding the existence of this Policy, each application will be considered on its own merits based on the licensing principles detailed in this Policy.
- 6.3 Substantial departure from Policy  
Where it is necessary for the Council to depart substantially from this Policy, clear and compelling reasons for doing so will be given. The Head of Housing and Public Protection may authorise a departure from the Policy in accordance with this section if he/she considers it necessary in the specific circumstances and will advise Councillors via the Members Information Service (MIS).
- 6.4 Minor departure from Policy  
Where an applicant is able to demonstrate that a minor departure from this Policy, based on the individual circumstances of that application, would still ensure that the policy objectives are achieved, the Licensing Manager may authorise a Consent to be issued.

## **7.0 AMENDMENTS TO THIS POLICY**

- 7.1 Any significant amendment to this Policy will only be implemented after further consultation with existing consent holders, relevant stakeholders and the public. All such amendments to this Policy will be undertaken in accordance with the Council's Constitution. For the purpose of this section, any significant amendment is defined as one that is likely to have:

- (i) a significant financial effect on licence holders; or
- (ii) a significant procedural effect on licence holders; or
- (iii) a significant effect on the community.

7.2 Any minor amendment to this Policy may be authorised by the **Executive Member** for Housing and Environmental Health and undertaken in accordance with the Council's Constitution. For the purpose of this section, any minor amendment is defined as one that does not fall within the scope of a significant amendment defined in paragraph 7.1.

## 8.0 FEES AND CHARGES

- 8.1 The fees charged by the Council for Consents to trade should cover the reasonable cost of administering and enforcing the service.
- 8.2 The fees will be reviewed at least on an annual basis and published on the Council's website. **The Head of Housing and Public Protection is authorised to set street trading fees on behalf of the Council.**
- 8.3 Should the consent holder wish to vary the Consent at any time during the life of the Consent, an administration fee will be charged. This includes the transfer of a Consent.
- 8.4 Where a trading consent is surrendered during the life of the Consent no refund will be made by the Council
- 8.5 At its absolute discretion the Council may charge different fees for consents that are for different durations or locations, such as a pro rata rate for occasional consents or concessionary consents in certain circumstances.
- 8.6 Not-for-profit organisations will be exempt from application fees.

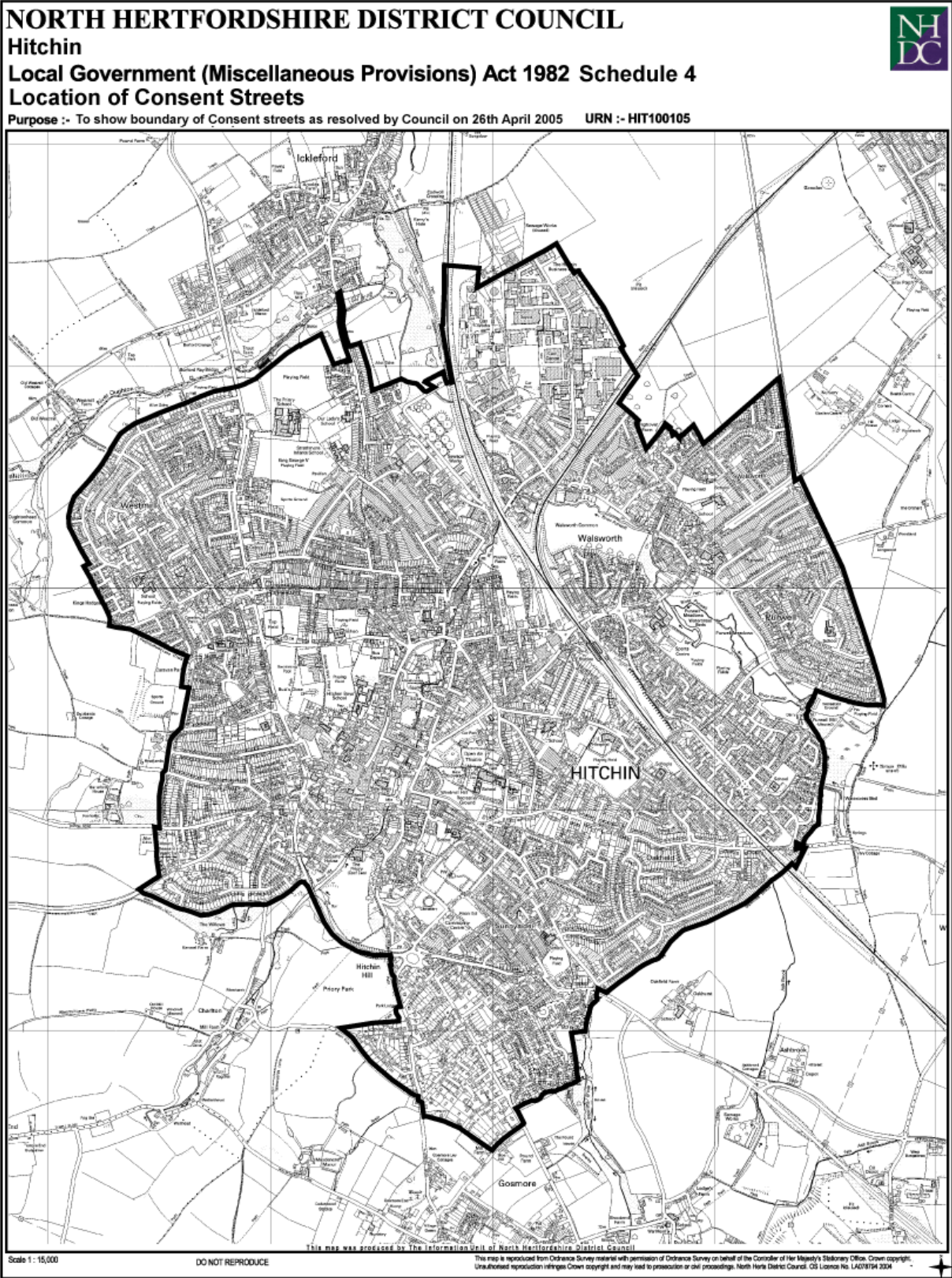
9.0 DEFINITIONS

TERM	DEFINITION
Authorised Officer	an officer of the Council authorised by it to act in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982.
Consent	a consent to trade on a street granted by the Council, pursuant to Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.
Consent Holder	the person or company to whom the consent to trade has been granted by the Council.
Consent Street	means a street in which street trading is prohibited without the consent of the Council
Council	means North Hertfordshire District Council
Head of Housing and Public Protection	the current post holder (or the Head of Service of the appropriate Service Area following any Subsequent restructure), or any nominated Deputy authorised by the Council's Scheme of Delegation
Executive Member for Housing and Environmental Health	the Elected Member responsible for Housing and Public Protection (or the appropriate Service Area following any subsequent restructure), who is a member of Cabinet
Street	includes:  any road, footway, beach or other area to which the public have access without payment; and  A service area as defined in section 329 of the Highways Act 1980,  and also includes any part of a street.
Street Trading	the selling or exposing or offering for sale of any article (including a living thing) in a street.



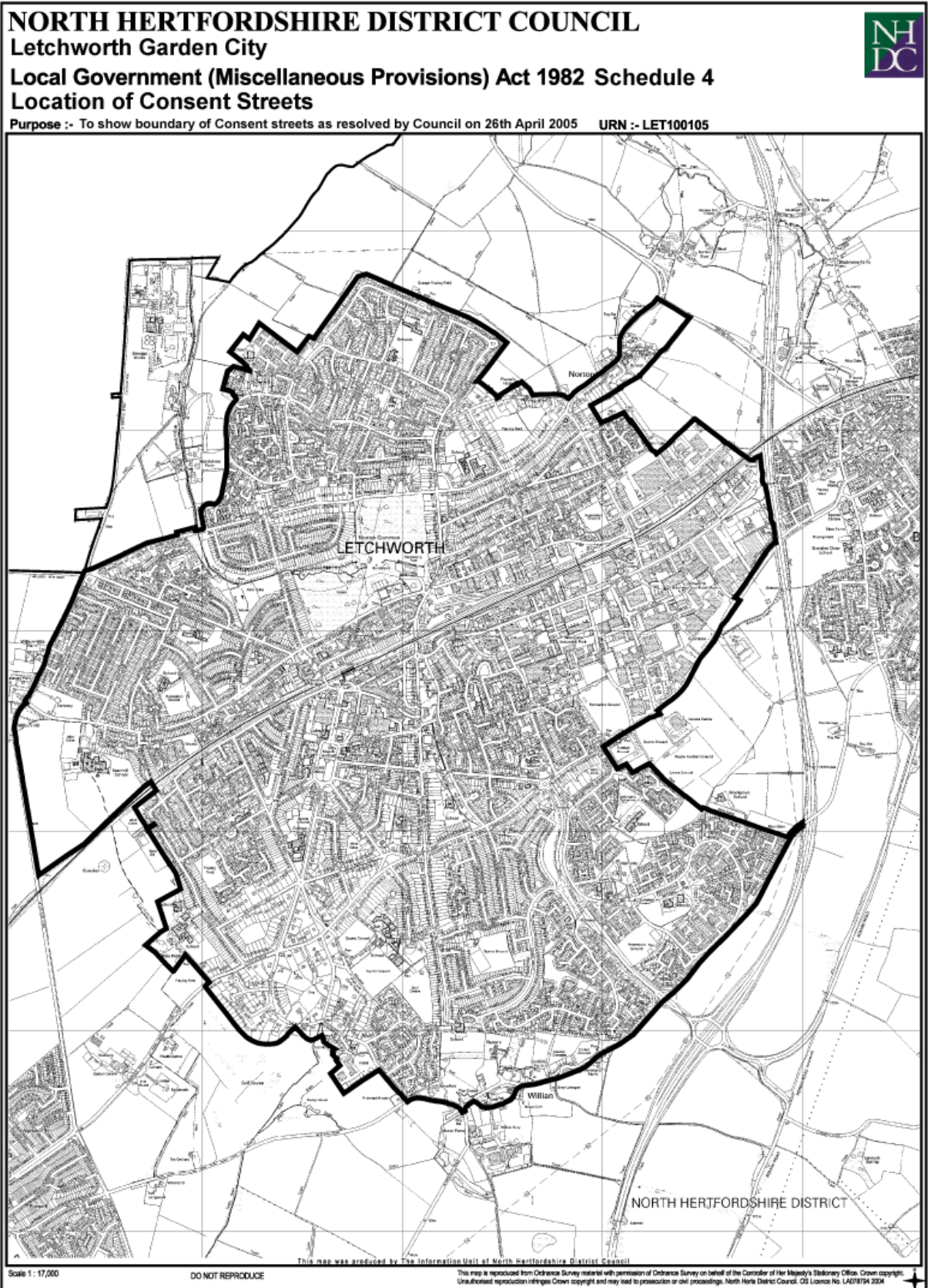
APPENDIX A

**CONSENT STREET MAP  
HITCHIN**



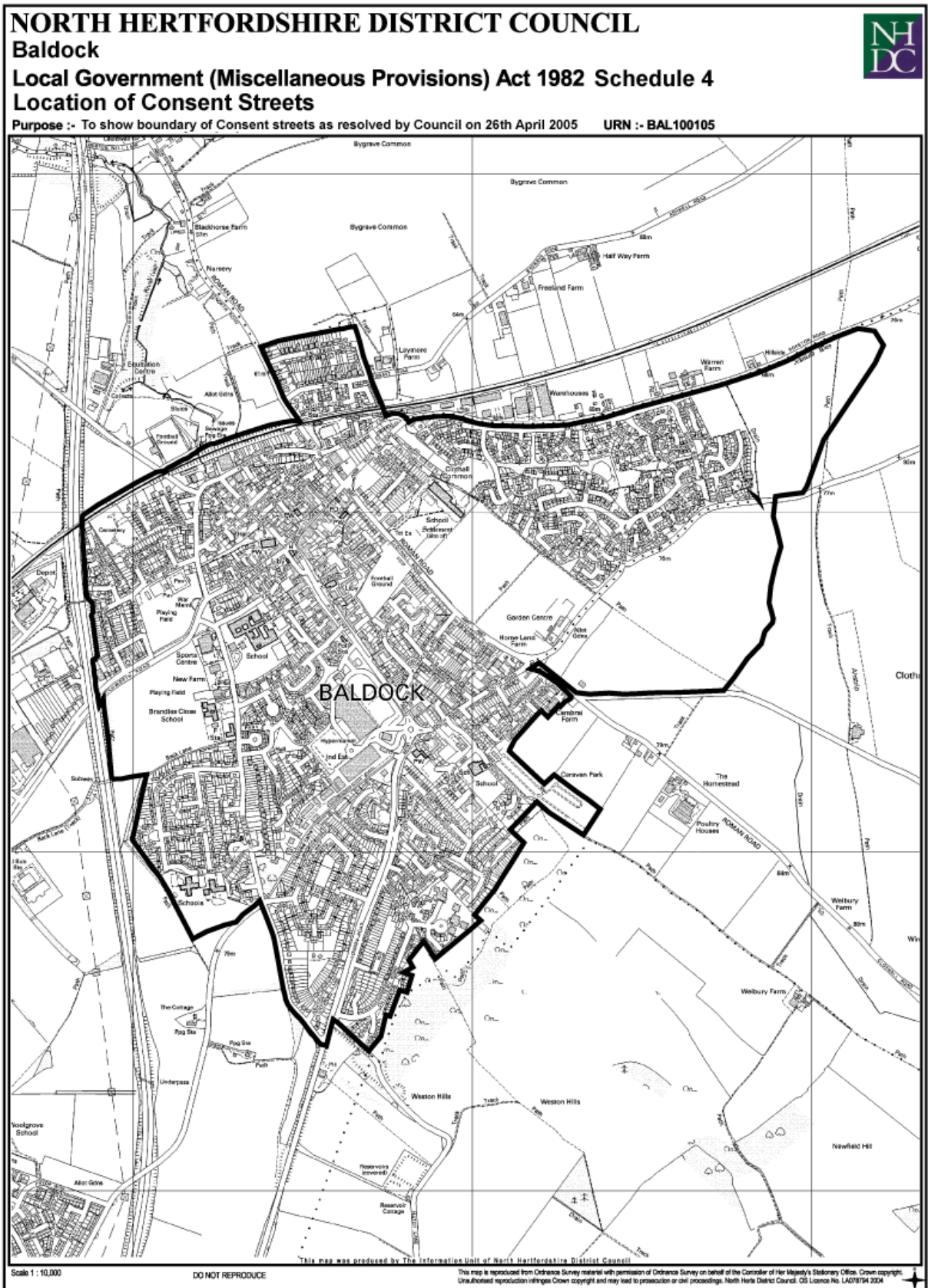
**APPENDIX B**

**CONSENT STREET MAP  
LETCWORTH GARDEN CITY**



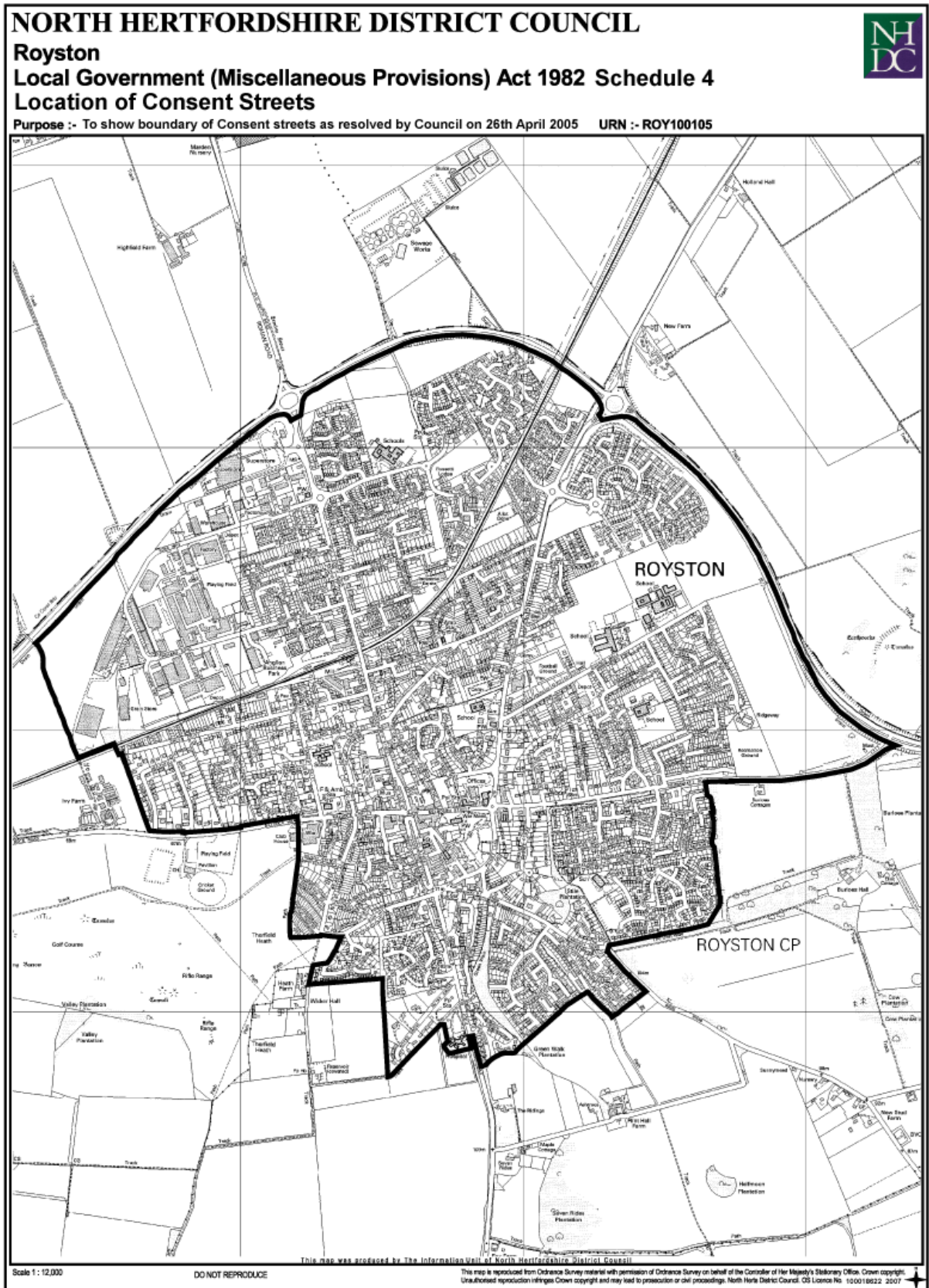
APPENDIX C

**CONSENT STREET MAP  
BALDOCK**



APPENDIX D

**CONSENT STREET MAP  
ROYSTON**



**APPENDIX E****STANDARD CONDITIONS APPLICABLE TO STREET TRADING CONSENTS****General**

These Standard Conditions will apply to all consent unless disapplied or varied by the Head of Housing and Public Protection.

**Standard Conditions**

1. The Consent granted by the Council is personal to the Consent Holder.
2. The Consent may only be transferred to another person or body with the prior written consent of the Head of Housing and Public Protection.
3. Any van, vehicle, barrow, cart or stall must be maintained in a neat, tidy and safe condition.
4. The Consent Holder shall not use the street for any trading purpose other than the purpose as permitted by the Consent and then only at the specified location during the permitted hours.
5. Unless specified otherwise in the Consent, the van, vehicle, barrow, cart or stall, including any permitted temporary furniture and advertising, shall be removed from the Consent site, **including the street in which the consent site is located**, at the end of each day's trading.
6. Any temporary furniture (for example, tables and chairs at food vending vans) or temporary advertising material (such as 'A' boards or other signage) will only be permitted at, or in the vicinity of, the van, vehicle, barrow, cart or stall if specified on the Consent.
7. The Consent Holder shall ensure that no advertisements relating to the activities permitted by the Consent are placed or affixed to any structures on the highway or highway land (including street furniture, road signs and grass verges). Any advertisement on private land must have permission from the landowner, proof of which must be provided to the Council in writing prior to the advertising being positioned.
8. The Consent Holder shall not cause any obstruction of the street or cause danger to any persons using it and shall not do anything, or permit anything to be done, which, in the opinion of an Authorised Officer of the Council, may be deemed a nuisance or annoyance or danger to any member of the public.
9. The Consent Holder shall not seek to attract attention or custom by shouting or making undue noise or by permitting the playing of music, music re-producing or sound amplification apparatus or any musical instruments, radio or television sets whilst trading under this Consent, other than as specified in the Consent.
10. The Consent Holder shall maintain the area in the vicinity of any van, vehicle, barrow, cart or stall specified within the Consent in a clean and tidy condition at

all times.

11. The Environmental Protection Act 1990 places a duty of care on individuals and businesses to dispose of waste originating from their trade in a certain manner. The Consent Holder shall ensure that refuse originating from their trade is disposed of by a licensed waste carrier and shall leave the site clear of refuse at the completion of each day's trading. No water or waste material shall be discharged on to the highway or any adjacent property.
12. The Council may remove and store or dispose of any furniture, equipment, advertisement or other structure placed on the street by the Consent Holder, or any person acting on behalf of the Consent Holder, that is not authorised by the Consent or has not been authorised in writing by the Council. The Council shall not be responsible to the Consent Holder for the safe keeping of any furniture, equipment, advertisement or other structure and may levy reasonable charges for the removal, storage and/or disposal thereof.
13. A copy of the Consent must be carried by the Consent Holder, or any person acting on behalf of the Consent Holder, at all times whilst trading and must be produced on demand when required by a Police Officer or an Authorised Officer of the Council.
14. The Consent Holder shall display a suitable sign stating his or her name and trade. The sign must be approved in writing by an Authorised Officer of the Council.
15. The Consent Holder and his/her employees or assistants shall wear suitable clothes appertaining to the trading undertaken and maintain a professional appearance at all times.
16. The Consent Holder shall notify the Head of Housing and Public Protection in writing at Council Offices, P O Box 480, M33 0DE of any criminal convictions or other legal proceedings arising out of the use or enjoyment of the Consent.
17. The Consent Holder shall carry public liability insurance of not less than £10 million, evidence of which shall be supplied to the Council prior to the grant of the Consent.
18. The Consent Holder must take adequate precautions to prevent the risk of fire at the van, vehicle, barrow, cart or stall. All hot food vendors are required to comply with current fire safety legislation. Where gas cylinders are used, an annual gas safety certificate is required to ensure the safety of all gas cooking and heating equipment.
19. A serviceable fire blanket and foam fire extinguisher shall be provided at all vans, vehicles, barrows, carts or stalls selling hot food.
20. All hot food vans, vehicles, barrows, carts or stalls are required to carry a basic first aid kit. The Consent Holder and hot food vendors should know how to give first aid to treat victims of cuts and burns. All hot food vans, vehicles, barrows, carts or stalls should have access to a minimum of one mobile telephone that must be serviceable at all times whilst trading.

21. In the case of food vending vans, vehicles, barrows, carts, or stalls, at least one person involved in the preparation and sale of food must hold a current Level 2 food safety certificate accredited by the Chartered Institute of Environmental Health, or an equivalent qualification, and must be present at the site during all trading hours.
22. With the exception of Town Centre Consents, Special Events / Markets Consents and Council Land Consents, the Consent Holder must be the principal trader and have day to day control of the van, vehicle, barrow, cart or stall. The Consent Holder may employ any other person to assist in operating the van, vehicle, barrow, cart or stall and shall notify the Council of the name and address of such persons. Anyone who operates a van, vehicle, barrow, cart or stall other than the Consent Holder must be authorised in writing by the Council. An administrative fee will be payable for such authorisations.
23. The Consent Holder shall permit the Council, or any other statutory body, to have access to the area designated within a Consent at any time without notice for any purpose whatsoever including, but not limited to, carrying out works to the highway or private land, or inspecting the same, or otherwise.
24. The Council may revoke the Consent at any time.
25. The Consent Holder will return the Consent to the Council immediately upon revocation or surrender.
26. In the event of the Consent being surrendered or revoked before the expiry date, no refunds will be given.
27. Upon the termination or revocation of the Consent, the consent holder shall immediately remove the vehicle, barrow, cart, stall or any other associated equipment from the consent site and ensure the consent site is free from any associated litter or other deposits..
28. Any consent holder wishing to sell hot food or drink after 23:00hrs must also hold a valid premises licence issued under the Licensing Act 2003 authorising the sale of late night refreshment at the consent site.
29. The Council may at any time vary these Conditions without notice.

**Additional Conditions for Static Pitches**

1. Any van, vehicle, barrow, cart or stall shall only be positioned within the designated area as outlined on the plan attached to the Consent.
2. Nothing contained herein shall be construed as the grant or purported grant by the Council of any tenancy protected by the Landlord and Tenant Act 1954, or any permission under the Town and Country Planning Act 1990, or any statutory modification or re-enactment thereof for the time being in force.

**Additional Conditions for Town Centre Consents**

1. The Consent Holder will be responsible for ensuring compliance with all consent conditions at all times when the consent is in use.
2. The Consent Holder may make a reasonable charge for the use of a Town Centre Consent by organisations, businesses or individuals using the Consent for commercial purposes.
3. The Consent Holder may not make any charge for the use of a Town Centre Consent by organisations or individuals using the Consent for registered charitable or not-for-profit purposes.
4. The Consent Holder must keep records of each stallholder that uses the Town Centre Consent, to include:
  - date of use;
  - location of stall and/or pitch number;
  - name and company/organisation name;
  - trader's home address;
  - trader's vehicle registration; and
  - trader's contact telephone number
5. The Consent Holder must keep records of each stallholder that is refused use of the Town Centre Consent, to include:
  - date of proposed use;
  - location of proposed stall;
  - name and company/organisation name;
  - trader's home address;
  - trader's contact telephone number; and
  - reason for refusal
6. In determining whether or not to allow an individual or organisation the use of a Town Centre Consent, the Consent Holder must make his/her determination in accordance with the principles contained within paragraph 3.4 of the Street Trading Policy.

**Additional Conditions for Special Events / Markets Consents**

1. The Consent Holder will be responsible for ensuring compliance with all consent conditions at all times when the consent is in use.
2. The Consent Holder may make a reasonable charge for the use of a Special Event / Market Consent by organisations, businesses or individuals using the Consent for commercial purposes.
3. The Consent Holder may not make any charge for the use of a Special Event / Market Consent by organisations or individuals using the Consent for registered charitable or not-for-profit purposes.
4. The Consent Holder must keep records of each stallholder that uses the Special Event / Market Consent, to include:



- date of use;
- location of stall and/or pitch number;
- name and company/organisation name;
- trader's home address;
- trader's vehicle registration; and
- trader's contact telephone number

**Additional Conditions for Council Land Consents**

1. The Consent Holder will be responsible for ensuring compliance with all consent conditions at all times when the consent is in use.
2. The Consent Holder may make a reasonable charge for the use of a Council Land Consent by organisations, businesses or individuals using the Consent for commercial purposes.
3. The Consent Holder may not make any charge for the use of a Council Land Consent by organisations or individuals using the Consent for registered charitable or not-for-profit purposes.
4. The Consent Holder must keep records of each stallholder that uses the Council Land Consent, to include:
  - date of use;
  - location of stall and/or pitch number;
  - name and company/organisation name;
  - trader's home address;
  - trader's vehicle registration; and
  - trader's contact telephone number

APPENDIX F**SCHEDULE OF STREETS, OR PARTS OF STREETS, WHERE CONSENT PERMIT APPLICATIONS WILL ORDINARILY BE REFUSED**1.0 Baldock

- (i) Old slip road off South Road at the roundabout with London Road

2.0 Hitchin

None

3.0 Letchworth Garden City

- (i) Arena Parade
- (ii) Gernon Road
- (iii) Station Road
- (iv) A505 (Letchworth Gate) from the junction with the A1 (Junction 9) to the junction with the A505 (Pixmore Way / Baldock Road roundabout)
- (v) Norton Way South between the junctions with Gernon Road and Station Road
- (vi) Rushby Mead between the junctions with Birdshill and Hillshott

4.0 Royston

None

5.0 Arterial Roads

- (i) All arterial roads with the exception of designated lay-bys **with raised kerbing separating the lay-by from the carriageway (see Appendix G).**



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**SOUTHERN RURAL COMMITTEE**  
**5 October 2017**

**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**8**

**TITLE OF REPORT: GRANTS & 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 14<sup>th</sup> 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 Codicote Football Club - as outlined below in 8.1.1
  - 2.1.2 Knebworth Youth Project - £1,000 as outlined below 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 the Southern Rural Area.

**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 Southern Rural 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.

7.3 The current level of unallocated funds within the Committee's Development Budget for 2017/18 is **£9,200**.

7.4 The current level of unallocated within the Committee's Ward Members 2017/18 Budget is **£4,650**.

## **8. RELEVANT CONSIDERATIONS**

### **8.1 Grant Applications for Consideration**

#### **8.1.1 Codicote Football Club**

After Six years away, the village's Senior Men's football side returned back to playing at Codicote, bringing the highest level of Football to the village for 100 years.

7 years ago the club left the village to ground share with Hertford Town in a bid to move up the Football pyramid system, primarily because the facilities at the Bury Lane Recreation Ground did not meet Football Association's facility requirements.

Successful promotions and a second ground share at Gosling Sports Park in WGC resulted in the club being second only to Stevenage FC in the local area and further entry in the FA Cup and FA Vase was achieved.

In December 2014 the Club received full planning permission for floodlights and a new purpose built supporters stand to replace the old breeze block stand at the Bury Lane site in order to meet FA grading regulations. This meant the Club needed to raise an estimated £30,000 of the £100,000 project costs to support the progression of all Clubs using Recreation Ground whilst giving the senior sides the long term financial security to enable them to climb the Football Pyramid.

The Football Foundation funded up approximately 70% of the overall project costs and the club managed to find the required balance via Sport England, Lafarge and any other sources.

With Codicote FC in the Spartan South Midlands League, the venue receives visiting teams from Herts, Beds, Bucks and London, thus enhancing the reputation for sporting achievement whilst hosting mid-week Floodlit Football, which has never before been the case.

The new facilities at the Recreation Ground have helped expand the youth section and have provided a focal point for both senior and youth sections to work closer together and make greater use of the facility regarding training and coaching sessions.

The youth sides at Codicote range from U6 to U17 supplying Football for over 100 plus boys and girls in and around the Codicote area. The enhanced provision of facilities at the site have also minimised unnecessary travelling by parents to other facilities across the county.

The Club clearly has a continued commitment in enhancing facilities at Bury Lane and in doing so has two current projects / schemes which it wishes to address.

Current projects the club would like to address / improve at the site include:-

- Pitch maintenance – The Pitch maintenance programme needs to be at a level which supports the current use / activity of the grassed areas at the site. Therefore each of the resident clubs takes on the additional drilling, rolling and special treatments required re their respective playing areas. Such works are becoming extremely costly as there is a need to engage specialist contractors each time, added to the fact that drainage at the site is very poor. As a result the club is looking to purchase its own equipment ie sit on mower & roller and then get volunteers within the clubs to undertake the works.

- Training - As a Charter Standard Club, it needs to achieve a level of coaching and first aid for the club to keep its status. This unfortunately means that training needs have to be met on a regular basis and has formed to be a constant challenge, as coaches and management within the club inevitably move on.

There is an evident need to continually train and assist volunteers in taking on roles within the Club, which require attendance to various training seminars / sessions with the Club looking to help volunteers with any associated costs.

At the time of compiling this report full costings relating to the above initiatives had not come through. Therefore Club representatives are to run through the full details as part of their presentation on Thursday 5<sup>th</sup> October 2017.

### 8.1.2 Knebworth Youth Project

Knebworth Youth Project delivers two evening sessions per week and offers a varied programme of activities throughout the year.

- Friday evenings at the Trinity Church Hall for 10 – 13 year olds
- Thursday evenings at the Pavilion in the Recreation Ground for 14 – 18 year olds

Both sessions are free to attend and open to all. The Project is overseen by a management committee made up of volunteers and representatives from a variety of supporting community groups and organisations within the village.

The project receives no funding from Youth Connexions (HCC) and purely survives on local fundraising and in kind support. For example:

- The Knebworth Village Trust provides a small annual grant to cover insurance and youth worker costs.
- Trinity Church provides the venue for the Friday night sessions and some funding via the Bourne Bequest for staff.
- The Parish Council provides the Pavilion free of charge for the Thursday evening sessions.
- Knebworth Family of Churches makes occasional donations from coffee morning proceeds.

The project has been running for many years and has proved to be invaluable and a real asset when engaging with young people within the village.

The club constantly strives to deliver varied and engaging sessions and activities each week and is looking for some support funding from the Area Committee to purchase various materials for use at these sessions as well as offsetting costs of visiting activity coordinators ie dance tutors to run specific sessions from time to time.

The project is seeking funding support from the Area Committee in the region of £1,350 which if approved would enable both sessions to operate for around two years based on the average costs detailed below.

- |  |             |
|--|-------------|
| • Materials £5 per week per club session (£10 x 39 Term time only) | £390        |
| • 2 x £80 sport / dance instructor sessions                        | £160        |
| • 2 x leader training sessions @ £63 each                          | <u>£126</u> |
|  | £676 pa.    |



## 8.2 Update on Community Engagement

### 8.2.1 UU's / s106 Contributions & Funding Advice

The CM is liaising with a number of Parishes and rural groups re the potential unlocking of collected UU (Unilateral Undertakings) & s106 contributions held by the Authority and in cases assisting to compile evidence of need within each community re any current and future developments.

These are subject to meeting relevant criteria set under regulation and by which the Authority must abide.

The CM is also liaising with a number of community facilities within the Southern Rural Area re potential applications to the Authority's Community Facilities Capital Projects Funding Scheme. The scheme is currently open to community groups and organisations seeking capital funding assistance for awards between £10k & £50k to help enhance local community facilities in order to make them sustainable for future years.

Current Parishes / groups seeking advice / support:

- **Offley & Cockernhoe PC** – Major enhancements to facilities at the Recreation Centre utilising £214k s106 developer contributions and improvements to facilities at the village hall. Plus advice & support re a current Capital Projects Grant application to refurbish the Cricket Pavilion.
- **Holwell Parish Council** – Advice & support re capital funding to renew the Cricket / Football Pavilion and potential application to the Authority's new Community Facilities Capital Projects Improvement Funding Scheme and assistance from NHH.
- **Pirton Parish Council** – Advice & support re UUs & s106 funding.
- **Pirton Village Hall** – Advice & support re capital funding to provide an additional room for rental, improvements to the kitchen facilities and better storage.
- **Knebworth Parish Council** – Advice & support re the drawing down of UUs & s106 funds re enhancements to play equipment at Lytton Fields.
- **St Ippolyts** - Advice & support re the drawing down of UUs & funds to help fund the new provision of external gym / exercise equipment located at the recreation ground.
- **Lilley Village Hall & PC** – General grant funding advice re enhancements to the Village Hall and the possibility of developing a future Capital Projects Grant application.
- **Codicote** – John Clements Sports & Community Centre, advice & support re a current Capital Projects Grant application re the provision of a Health & Wellbeing unit within the Centre.

### 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 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 All Area Committees saw a 55% decrease in funding in the 2016/17 financial year. There are 4 meetings in the 2017/18 Committee cycle and members must ensure that sufficient funding is available for all meetings.

## **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.

### **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 A – Southern Rural Area Committee Budget Sheet 2017/18

### **16. CONTACT OFFICERS**

16.1 Author: Stuart Izzard, Communities Manager  
Email: [stuart.izzard@north-herts.gov.uk](mailto:stuart.izzard@north-herts.gov.uk)

16.2 Contributors: Anne Miller, Assistant Accountant  
Email: [anne.miller@north-herts.gov.uk](mailto:anne.miller@north-herts.gov.uk)

Kerry Shorrocks, Corporate Human Resources Manager  
Email: [Kerry.shorrocks@north-herts.gov.uk](mailto:Kerry.shorrocks@north-herts.gov.uk)

Tim Everitt, Performance Improvement Officer  
Email: [tim.everitt@north-herts.gov.uk](mailto:tim.everitt@north-herts.gov.uk)

Reuben Ayavoo, Policy Officer  
Email: [reuben.ayavoo@north-herts.gov.uk](mailto:reuben.ayavoo@north-herts.gov.uk)

Anthony Roche, Corporate Legal Manager and Monitoring Officer  
Email: [Anthony.roche@north-herts.gov.uk](mailto:Anthony.roche@north-herts.gov.uk)

### **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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**SOUTHERN RURAL AREA COMMITTEE BUDGET 2017/18**

<b>SUMMARY/ TOTALS</b>	<b>Funding</b>	<b>Allocated</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>						
<b>Highways Projects B/fwd</b>	£1,000	£1,000	£0	£1,000	£0						
<b>Development Budget Brought Forward from 16/17</b>	£2,200	£2,200	£600	£1,600	£0						
<b>Development Budget 17/18</b>	£10,600	£1,400	£1,400	£0	£9,200						
<b>Preallocated Member Ward Budgets Brought Forward from 16/17</b>	£3,450	£3,450	£1,800	£1,650	£0						
<b>Member Ward Budgets 17/18</b>	£5,000	£350	£300	£50	£4,650						
<b>TOTAL</b>	<b>£22,250</b>	<b>£8,400</b>	<b>£4,100</b>	<b>£4,300</b>	<b>£13,850</b>						

<b>HIGHWAYS PROJECTS</b>	<b>Funding</b>	<b>Year Allocated</b>	<b>Codes</b>	<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>		<b>Unallocated</b>	<b>Comments</b>
Preallocated Funds Brought forward from 2016/17	£1,000			Great Ashby Way Crossing Point - Round Diamond School	£1,000	24.03.11	£0	£1,000			Balance to be returned to base budget for re-allocation as proposed by the Committee at its meeting on 06.07.17
	<b>£1,000</b>				<b>£1,000</b>		<b>£0</b>	<b>£1,000</b>		<b>£0</b>	

<b>DEVELOPMENT BUDGETS 16/17</b>	<b>Funding</b>			<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>		<b>Unallocated Amount</b>	<b>Comments</b>
Preallocated Funds Brought forward from 2015/16	£2,200			Gt Ashby Community Gardening Project	£427	03.12.15	£0	£427			Original allocation £1500 spent £1073
				Lilley Village Hall	£1,173	03.03.16	£0	£1,173			
				Ickleford Village Hall Pre-School	£600	02.03.17	£600	£0			
	<b>£2,200</b>		<b>11940006980</b>		<b>£2,200</b>		<b>£600</b>	<b>£1,600</b>		<b>£0</b>	

<b>DEVELOPMENT BUDGETS 17/18</b>	<b>Funding</b>			<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>		<b>Unallocated Amount</b>	<b>Comments</b>
Base Budget 17/18	£10,600			St Ippolyts United FC	£900	18.08.17	£900	£0			Determined via Delegated Authority 18/08/17
				Whitwell Film Club Project	£500	18.08.17	£500	£0			Determined via Delegated Authority 18/08/17
	<b>£10,600</b>		<b>11940006980</b>		<b>£1,400</b>		<b>£1,400</b>	<b>£0</b>		<b>£9,200</b>	

<b>PREALLOCATED MEMBER WARD BUDGETS</b>	<b>Funding</b>		<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>		<b>Unallocated Amount</b>	<b>Comments</b>
Preallocated Member Ward Budgets Brought forward from 2016/17	£3,450									
Cllr Jarvis		Chesfield	Wymondley Village Day	£100	10.10.16	£100	£0			
			Youth Initiatives	£100	01.12.16	£0	£100			
Cllr Barnard		Hitchwood, Offa & Hoo	Hexton Community Petanque Project	£100	02.03.17	£0	£100			
			St Pauls Walden Litter Picking Scheme	£100	02.03.17	£0	£100			
			St Pauls Walden - Mother & Toddler Group	£50	06.07.17	£0	£50			Detemined via Delegated Authority 18/08/17
Cllr Frost		Hitchwood, Offa & Hoo	St Pauls Walden Litter Picking Scheme	£100	02.03.17	£0	£100			
			Hexton Community Petanque Project	£100	02.03.17	£0	£100			
			St Pauls Walden - Mother & Toddler Group	£100	06.07.17	£0	£100			Detemined via Delegated Authority 18/08/17
Cllr Strong		Hitchwood, Offa & Hoo	Hexton Community Petanque Project	£200	02.03.17	£0	£200			
			Offley Village Hall Kitchen	£300	06.07.17	£300	£0			Detemined via Delegated Authority 18/08/17
Cllr Deakin - Davies		Knebwoth	For Allocation	£500		£0	£500			
Cllr Gray		Codicote	Codicote Neighbourhood Planning Forum	£500	06.07.17	£500	£0			Detemined via Delegated Authority 18/08/17
Cllr Tyler		Chesfield	Strawberry Fields Children's Centre	£200	02.03.17	£200	£0			
			For Allocation	£300			£300			
Cllr Henry		Chesfield	Strawberry Fields Children's Centre	£200	02.03.17	£200	£0			
Cllr Spencer-Smith		Cadwell	Ickleford Village Pre-School	£500	02.03.17	£500	£0			
	<b>£3,450</b>		<b>11940004784</b>	<b>£3,450</b>		<b>£1,800</b>	<b>£1,650</b>		<b>£0</b>	

<b>MEMBER WARD BUDGETS 17/18</b>	<b>Funding</b>			<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>		<b>Unallocated Amount</b>	<b>Comments</b>
Base Budget 17/18 (£500 per Member)											
Cllr Barnard	£500	Hitchwood, Offa & Hoo		St Pauls Walden - Mother & Toddler Group	£50	06.07.17	£0	£50			Determined via Delegated Authority 18/08/17
Cllr Frost	£500	Hitchwood, Offa & Hoo									
Cllr Strong	£500	Hitchwood, Offa & Hoo									
Cllr Deakin-Davies	£500	Knebworth									
Cllr Hemmingway	£500	Knebworth									
Cllr Henry	£500	Chesfield									
Cllr Tyler	£500	Chesfield									
Cllr Spencer-Smith	£500	Cadwell									
Cllr Gray	£500	Codicote		Codicote Local History Society	£300	18.08.17	£300	£0			Determined via Delegated Authority 18/08/17
Cllr Bishop	£500	Kimpton									
	<b>£5,000</b>		<b>11940004784</b>		<b>£350</b>		<b>£300</b>	<b>£50</b>		<b>£4,650</b>	