

# Public Document Pack

23 November 2018

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To: Members of the Committee: Councillor Ian Albert, Councillor Clare Billing, Councillor Judi Billing MBE, Councillor Val Bryant, Councillor Paul Clark, Councillor Sam Collins, Councillor Elizabeth Dennis-Harburg, Councillor Nicola Harris, Councillor Simon Harwood, Councillor Mike Hughson, Councillor Bernard Lovewell, Councillor Martin Stears-Handscorn and Councillor Richard Thake

You are invited to attend a

## **MEETING OF THE HITCHIN COMMITTEE**

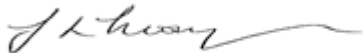
to be held in the

**WESTMILL COMMUNITY CENTRE, JOHN BARKER PLACE.  
HITCHIN**

On

**TUESDAY, 4TH DECEMBER, 2018 AT 7.30 PM**

Yours sincerely,



Jeanette Thompson  
Service Director – Legal and Community

## **Agenda** **Part I**

<b>Item</b>	<b>Page</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. MINUTES - 5 JUNE 2018</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 5 June 2018.	(Pages 1 - 16)
<b>3. MINUTES - 11 SEPTEMBER 2018</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 11 September 2018.	(Pages 17 - 26)
<b>4. MINUTES - 13 NOVEMBER 2018</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 13 November 2018.	(Pages 27 - 30)
<b>5. 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>6. 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, wished to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
<b>7. PUBLIC PARTICIPATION</b> To receive petitions and presentations from members of the public including:  1. African Caribbean Seniors & Carers Luncheon Club.	

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

(Pages  
31 - 40)

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. HITCHIN BID MANAGER**

To receive an oral presentation from the Hitchin BID Manager.

**10. AIR QUALITY**

To receive a presentation from the Environmental Health Manager regarding air quality.

**11. WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS**

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

**12. ITEMS FOR DISCUSSION AT FUTURE MEETINGS**

To receive suggestions for Items to be discussed at future meetings from Members of the Committee

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# Agenda Item 2

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### HITCHIN COMMITTEE

MEETING HELD IN THE PETER MORRISON HALL,  
BENSLOW MUSIC SCHOOL, BENSLOW LANE, HITCHIN  
ON TUESDAY, 5TH JUNE, 2018 AT 7.30 PM

#### MINUTES

**Present:** Councillors Ian Albert (Chairman), Clare Billing (Vice-Chairman), Judi Billing, Val Bryant, Paul Clark, Sam Collins, Elizabeth Dennis-Harburg, Nicola Harris, Simon Harwood, Mike Hughson, Bernard Lovewell and Martin Stears-Handscomb

**In Attendance:** Claire Morgan (Senior Communities Officer), Milan Johnston (Communities Assistant) and Hilary Dineen (Acting Committee and Member Services Manager)

**Also Present:** At the commencement of the meeting Councillor Gary Grindal and 25 members of the public

#### 4 APOLOGIES FOR ABSENCE

*Audio Recording – Start of Item – Session 1 - 36 seconds*

Apologies for absence were received from Councillor Richard Thake.

#### 5 MINUTES - 6 MARCH 2018

*Audio Recording – Start of Item – Session 1 - 1 minute 23 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 6 March 2018 be approved as a true record of the proceedings and be signed by the Chairman.

#### 6 MINUTES - 17 MAY 2018

*Audio Recording – Start of Item – Session 1 - 1 minute 35 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 17 May 2018 be approved as a true record of the proceedings and be signed by the Chairman.

#### 7 NOTIFICATION OF OTHER BUSINESS

*Audio Recording – Start of Item – Session 1 - 1 minute 45 seconds*

There was no other business notified.

#### 8 CHAIRMAN'S ANNOUNCEMENTS

*Audio Recording – Start of Item – Session 1 - 2 minutes 19 seconds*

- (1) The Chairman thanked those who had attended Town Talk and welcomed those who were speaking at Public Participation;

- (2) The Chairman welcomed Hector, a student working with Committee Services for a week to find out how Council's work;
- (3) The Chairman thanked Councillor Harris for her Chairmanship last year and those who were no longer on the Committee – Former Councillors Alan Millard, Frank Radcliffe, Ray Shakespeare-Smith and Adrian Smith;
- (4) The Chairman welcomed the new Members to this Committee, Councillors Clare Billing, Val Bryant, Sam Collins and Mike Hughson;
- (5) The Chairman reminded Members that in accordance with Council policy, this meeting was being audio recorded, members of the public may use their own devices to record the meeting or take photographs, but ensure that the meeting was not disrupted;
- (6) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question;
- (7) The Chairman stated that he was proud to be serving as Chairman of this Committee. The Hitchin Committee worked well, in a collaborative way, to meet the needs of the residents and he hoped that this would continue in the future;
- (8) The Chairman welcomed Councillor Michael Weeks, Executive Member for Waste, Recycling and Environment, who would be answering questions regarding the waste contract;
- (9) The Chairman advised that he had asked for a report on Churchgate and had received the following response from the Deputy Chief Executive:

"There is nothing that is able to be reported in time for this meeting. Work continues to try to establish whether there is a deliverable proposal and, if so, how it would be delivered. Further to the recent Members Information Service note we expect to have the analysis of the consultation responses available soon and will notify members in advance of this being published. I anticipate that by the date of the next meeting there will be more information to report to you and if there is a need for any substantive decisions by Full Council prior to the next Hitchin Committee meeting it may be possible to have an extraordinary meeting, subject to the requirements of the Council's Constitution."

- (10) The Chairman advised that he had agreed to take the Item entitled Hitchin Bid Manager immediately following Public Participation.

## **9 PUBLIC PARTICIPATION - 11TH HITCHIN (HOLY SAVIOUR) GUIDES**

*Audio Recording – Start of Item – Session 1 - 6 minutes 54 seconds*

Prior to the presentation Councillor Paul Clark declared a declarable interest in that his wife was Divisional Commissioner of the Girl Guides.

Ms Jo Clinch, 11th Hitchin (Holy Saviour), Guides thanked the Chairman for the opportunity to address the Committee in support of their grant application and informed Members of the following:

- Girl Guiding was the leading charity for girls in the UK;
- Girl Guiding encouraged girls to do their best and face the challenges of today;

- It had been providing challenges, and friendship for over 100 years;
- The 11<sup>th</sup> Hitchin Guides was a large and very busy unit;
- Activities included outdoor skills, cookery, crafts and science;
- At least 4 residential opportunities were offered throughout the year;
- The guides made their own decisions about what they did and with support and guidance carried out their plans;
- They were taught life skills and offered opportunities to undertake activities that they would not otherwise get the chance to do;
- Whilst at camp the girls washed up, cooked and learnt to look after themselves, giving them skills for the future;
- The more adventurous activities taught them that they can do anything with the right support;
- Guiding gave the girls a safe place to discover that sometimes things do not work out as planned and they learn that it is OK to fail occasionally;
- They learn to work with others, take the lead and support each other.

Ms Clinch introduced Kirsten and Kesia, members of the unit.

Kirsten told Members that she liked Guides as she made new friends, she liked the community projects and doing the outdoor activities. She was always learning new things such as life skills ie cooking.

Kesia informed Members that she had been a Guide for 4 years and always appreciated learning life skills and had been given many opportunities and learned things she never thought she would.

Ms Clinch advised that fundraising and extra support was always needed to keep the unit going.

They would have 40 guides from September 2018 with the cost of books for each guide costing £11.50 and other resources costing £60 per guide.

They would like to buy litter pickers to help with the clean up Hitchin campaign at the Dell and more equipment for their camping trips.

Members expressed support for the guiding and scouting movements. They commented that these movements did great work, but did not publicise themselves and the work they did in the community enough.

In response to questions from Members Ms Clinch advised that summer events would include DIY, camping, Herts County Camp, a trip to Southampton and fundraising events.

The Chairman thanked Ms Clinch, Kirsten and Kesia for their presentation.

## **10 PUBLIC PARTICIPATION - BRITISH SCHOOLS MUSEUM**

*Audio Recording – Start of Item – Session 1 - 17 minutes 42 seconds*

Prior to the item being discussed Councillor Nicola Harris declared a declarable interest as she was the Council representative on the British Schools Museum.

Sam Mason, Manager of the British Schools Museum, thanked the Chairman for the opportunity to address the Committee and informed Members of the following:

- The British Schools Museum was a registered charity;
- The school was founded in 1810 in order to bring education to the poor;
- The school remained operational until its closure in 1969;

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- The British School Trust was established in 1991 and the building opened in 1996;
- The Museum hosted events for both private and community groups and had extensive collections;
- The Museum had 13,100 visitors each year;
- The Museum was a tourist destination, bringing people into Hitchin;
- They had 120 active volunteers, 12 of which signed up in the last month and a further 30 potential volunteers identified;
- They had just signed up to Youth Connexions, offering work placements, which would help with the longevity of the project;
- The main charitable aim was the preservation of building, protection of collections.

Mr Mason advised that grant funding was being requested to help with the following repairs to the school:

- The roof leaked, causing a condensation issue for the building;
- The slate roof tiles were a health and safety risk;
- Currently a roofer had to be called 3 or 4 times a year to replace tiles;
- All the roofs on the site needed to be maintained;
- There had been occasions of adverse weather when community groups had to be let down.

Mr Mason concluded by advising that if grant funding was secured, funds already held could be reallocated to other projects.

In response to questions from Members Mr Mason advised that there were originally 96 British Schools, but Hitchin was the last one remaining and that fundraising consisted of applying for grants.

The Chairman thanked Mr Mason for his presentation.

## **11 PUBLIC PARTICIPATION - HEADWAY**

*Audio Recording – Start of Item – Session 1 - 25 minutes 32 seconds*

Mr John Archer, Headway Herts, thanked the Chairman for the opportunity to address the Committee in support of their grant application and informed Members of the following:

- They looked after people with Acquired Brain Injury, who were over 18 years old and lived in the Hitchin Area;
- Work was split 50/50 between those who had suffered the injury and those caring for them;
- The carers were not expecting to be a carer and therefore Headway provide carer education and support programmes;
- The survivors had access to occupational therapists to try to get them back to meaningful activity and to give the best quality of life possible;
- Brain injury was life changing and Headway did not exclude anyone;
- Approximately 50 percent of relationships for people with brain injury broke down;
- Headway provided 1-1 visits by an occupational therapist at home and offered support with benefits, support plans, legal cases and anything else that would help make their life easier;
- Peer support groups helped survivors recognise they were not alone and gave the opportunity to get out into the community to reduce social isolation;
- The HADIT programme was run by occupational therapists for people who were high functioning and capable of getting back to work;
- Headway Herts was a County wide organisation requiring approximately £250,000 per year.



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Mr Archer concluded by advising that Headway Herts was requesting a total of £10,000 across three area committees to support people from the local areas.

Members acknowledged the work and support that Headway Herts offered to people with acquired brain injury.

In response to questions Mr Archer advised that they had 300 cases on their books in Hertfordshire of which 140 were active and, of those, approximately 15 were from the Hitchin area, although the number fluctuated and that survivors aged less than 18 years were supported by the Child Injury Group.

The Chairman thanked Mr Archer for his presentation.

## **12 PUBLIC PARTICIPATION - HITCHIN CHRISTIAN CENTRE**

*Audio Recording – Start of Item – Session 1 – Session 1 - 34 minutes 56 seconds*

Ms Jazz Minhas, Community Co-ordinator and Mr Phil Jackson, Centre Manager, Hitchin Christian Centre, thanked the Chairman for the opportunity to address the Committee in support of their grant application and informed Members of the following:

- They were asking for grant funding of £2,500 towards their £14,000 debt counselling centre project;
- The CAP (Christians Against Poverty) Centre was a debt counselling charity run by the wider church community since 1996;
- In Hitchin they ran a debt centre, a job club and a life skills course;
- Services ran all year round and were free to users;
- The CAP service provided a prolonged contact service offering debt payment plans and education;
- Any contribution from the Committee would enable them to run courses for longer;
- They supported families and individuals on low incomes as well as those who were unemployed and needed extra support to find work;
- The job club provided workshops regarding CV writing and confidence building and tailored workshops to meet the identified need;
- The life skills course helped families with children;
- No faith-based materials were used;
- The volunteers were all trained, with the cost of training met by CAP.

In response to questions Mr Jackson advised that:

- Their service differed from that offered by CAB. CAB offered advice and the client then had to go away and do it whereas CAP were able to guide people through the whole process;
- The main causes of debt were single mums, where the family had broken up and people whose life circumstances had suddenly changed.

Ms Minhas concluded by stating that a Herts County Council survey in 2014 showed the need for a debt counselling service in the area.

The Chairman thanked Ms Minhas and Mr Jackson for their presentation.

## **13 PUBLIC PARTICIPATION - JOCA HITCHIN**

*Audio Recording – Start of Item – Session 1 - 44 minutes 24 seconds*

Prior to the item being discussed Councillor Simon Harwood declared a declarable interest as he was the Council's representative on the King George V Playing Fields User Group and was

a family member of the Hitchin Rugby Club. He did not believe that this would prevent him from listening to the presentation.

Prior to the item being discussed Councillor Paul Clark declared a declarable interest as he was the Vice-President of the Hitchin Rugby Club. He did not believe this would prevent him from listening to the presentation.

Mr Richard Lucas and Mr Laurie Ray, JOCA Hitchin, thanked the Chairman for the opportunity to address the Committee in support of their grant application and informed Members of the following:

- The grant application was to help get a project off the ground regarding mental health;
- Welwyn Rugby Club had visited Hitchin and informed them that over an 18 month period three of their members had committed suicide;
- Suicide was one of the biggest causes of death of young males;
- The Club had a responsibility towards the members regarding mental health;
- The JOCA (Just One Click Away) charity was set up by Welwyn Rugby Club about two years ago;
- A dedicated email address had been set up, monitored and answered by volunteers, that people can contact to talk about their problems;
- The biggest challenge was awareness of the issue;
- The grant funding of £1,000 would be used to provide first responder training and awareness training for this difficult subject and the aim was to be proactive in supporting people;
- Welwyn Rugby Club supported 25 cases;
- All cases were anonymous and subjects tackled included those affected by a death, struggling with their sexuality and many other issues;
- The hope was to help prevent suicide.

In response to questions from Members Mr Lucas and Mr Ray advised:

- That JOCA had a network of training suppliers for volunteers;
- One the first response had occurred they would be able to provide funding for support services such as counselling sessions and debt advice;
- There were currently 5 first responders in place and counsellors available;
- The scheme would be available to anyone who wished to use it;
- They had people in the Club who were trained to spot the signs of mental health issues;
- They had already raised £1,500 towards this project and had further fundraising plans;
- JOCA Hitchin was in its infancy, but Welwyn were talking to the cricket club about joining the scheme.

The Chairman thanked Mr Lucas and Mr Ray for their presentation.

## **14 PUBLIC PARTICIPATION - RHYTHMS OF THE WORLD**

*Audio Recording – Start of Item – Session 1 – 54 minutes 48 seconds*

Mr John Brierley and Mr Alan Tomlin, Rhythms of the World, thanked the Chairman for the opportunity to address the Committee in support of their grant application and informed Members of the following:

- Rhythms of the World was a registered charity, run by volunteers to provide an opportunity for the local community to organise, participate and celebrate culture and the arts;
- A public meeting was held in July 2018 and the response from that meeting was that people wanted a smaller, free event in the town;

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- It was therefore planning to hold a family orientated music and arts event on 11 August 2018 starting at 11.30am in the High Street, which would then move to the Market Square;
- Further stages would be set up in St Mary's Church and the grounds of the church
- Music in the town would finish at 8.00pm, but would continue in Club 85 as a ticketed event;
- The aim was to make the main event free so that people had access to the event, in line with the charities' objectives;
- The event would bring people in the community together;
- Rhythms was an important part of Hitchin life that should continue into the future;
- They were keen to get the right amount of funding in order to become sustainable;
- The requested funding would cover approximately 30 percent of the budget with the rest of the funding being raised through sponsorship from local businesses, local fundraising events and the ticket evening event.

In response to questions from Members Mr Brierley and Mr Tomlin advised:

- The last Rhythms of the World event in the town centre was in 2007;
- This would be a much smaller event than that held in 2007 and the key to reducing complaints was to finish early;
- Promotion of the event was low key and local;
- There would be no paid for acts;
- They were promoting the Rhythms of the World code and asking people not to bring alcohol to the events, to respect the town and not to litter;
- A waste and recycling service would be provided and volunteers would be patrolling regularly to pick up litter.

The Chairman thanked Mr Brierley and Mr Tomlin for their presentation.

## **15 PUBLIC PARTICIPATION - HITCHIN RAIL COMMUTERS**

*Audio Recording – Start of Item – Session 1 - 1 hour 2 minutes 45 seconds*

Ms Ros Southwood and Ms Becky Farrow, Hitchin Rail Commuters, thanked the Chairman for the opportunity to address the Committee regarding the problems faced by commuters and other rail users following the introduction of the new rail timetable and informed Members of the following:

- The Hitchin Rail Users Facebook Group was set up in April 2018 and already had 1,100 members;
- The group was initially set up as they were unhappy with the timetable proposals for May 2018;
- Users were upset with the disinformation and disorganisation that characterised the new timetable that was detrimental to commuters from Hitchin;
- The new timetable had a great impact on working parents in particular;
- The previous timetable offered great rail times, but the new version provided less flexibility and additional time commuting resulting in people having less time with their family;
- The new time table reduced the service from 4 trains to 2 at peak times in the mornings, causing overcrowding and difficulties getting to work by 9am;
- There were now fewer trains stopping at Finsbury Park and no trains stopping at this station between 7.41am and 8.10am;
- There was a loss of trains during evening peak time and the journey now took longer;
- There were slower trains across the timetable and the new rolling stock had a lot less seats which caused concern, particularly for vulnerable and disabled passengers;

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- Hitchin commuters had been informed that they could no longer purchase season tickets for travelling to St Pancras with out paying extra, whereas St Albans passengers could purchase season tickets to cover all stations;
- In 2015/16 there were 3.2 million rail journeys;
- The past two weeks had been chaos with trains consistently being cancelled or delayed;
- In the first week of the new timetable 70 percent of trains were cancelled and less than 50 percent were on time causing stress and anxiety and, in some cases, loss of oncome for users:
- Critical services such as Police were being affected as Officers could not guarantee getting to work;
- Wheelchair users were finding it almost impossible to get onto the crowded trains;
- They had sent a letter Chris Grayling with 200 signatures but as yet had not received a response;
- They had written to Charles Haughton, Govia Thameslink to ask for a meeting, but as yet had not received a response;
- They had met with Bim Afolami MP and with the Harpenden Rail Users Group to exchange ideas:
- They were discussing the possibility of a public meeting;
- Media coverage had been good with BBC Look East, 3 Counties Radio and BBC News interested.

In response to questions from Members Ms Southwood and Ms Farrow advised:

- There had been a few different issues that had caused the recent problems including that the new timetable was introduced too quickly, there were not enough drivers trained on the new routes and there were problems with the services for Brighton, which had a knock-on effect on services further up the line.
- Timetables should have been published 12 weeks in advance but were published just 2 weeks before implementation;

Ms Southwood concluded by asking anyone in the Rail User Group with specialist skills to make themselves known, as there was still a lot of work to do.

Members expressed gratitude for the work that the Rail Users Group had done and for highlighting the issues being faced.

The Chairman thanked Ms Southwood and Ms Farrow for their presentation.

Members discussed the many problems faced by commutes at present and the issues that had caused those problems.

One Member advised that there was a new tunnel linking Finsbury Park to St Pancras and that there were not enough drivers trained to go through this tunnel.

Members noted that the deadline for submissions regarding the December timetable was 22 June 2018.

It was proposed and seconded that the Committee issue a statement laying out their concerns about the new timetable, cancellations and delays of scheduled train services and the effect this was having on Commuters travelling from Hitchin.

Members acknowledged that the Committee did not have jurisdiction over transport issues, but were supportive of the statement.

**RESOLVED:**

- (1) That the Hitchin Committee agree and issue the following statement:

The Hitchin Committee is deeply concerned that the rail industry has failed to look after the interests of Hitchin residents in the planning and subsequent implementation of the Railplan 20/20 timetable changes.

In particular, the Committee is shocked that the changes have clearly been ill thought out, led to many hundreds of cancellations and ignored the warnings and concerns voiced by Hitchin Commuters over many weeks and months. This has led to huge amounts of stress and anxiety for travellers and their families with no certainty on journey times and regular overcrowding, which is likely to continue for weeks to come.

Ticketing arrangements are clearly confusing, inconsistent and irrational and need urgent attention and rationalisation.

We call upon Network Rail, Thameslink and Great Northern to publish the risk assessment carried out prior to these changes, details of its consultations with users and details of the remedial actions it will take to correct mistakes and careless timetabling and ticketing, which are clearly to the detriment of many groups of train travellers.

We will work closely with residents and with local Rail Groups such as Hitchin Rail Commuters and Hitchin Rail Users Group to help ensure remedial and new train timetables are fit for purpose and that disastrous changes like this can never happen again.”

- (2) That the above statement be sent to Bim Afolami MP, Network Rail, Thameslink and Great Northern Railways.

**16 WASTE AND RECYCLING CONTRACT**

*Audio Recording – Start of Item – Session 1 – 1 hour 40 minutes 54 seconds*

The Chairman welcomed Councillor Weeks, Executive Member for Waste, Recycling and Environment, and thanked him for agreeing to attend this meeting.

Councillor Michael Weeks, Executive Member for Waste, Recycling and Environment, thanked the Chairman for the invitation to address the Committee and gave a verbal presentation regarding the issues and problems that had occurred since the introduction of the new waste contract as follows:

- The waste contract was in some disarray, for which he apologised;
- The issues were operational and the Council did not have a lot of control over these issues;
- The main issue was regarding residents who had paid on-line for brown bin collections that had not been collected;
- The data regarding several thousand properties was not transferred to the Urbaser system;
- Some of the rounds were not accurately recorded on Urbaser’s system resulting in areas where streets were missed;
- Whilst it was believed that most of the staff would transfer to Urbaser a number of staff did not do so for various reasons;
- The new vehicles were not in place at the start of the contract resulting in a lot of hired vehicles being used;

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- The hired vehicles were not up to the job, but these had now been replaced with more appropriate vehicles;
- The delivery of food caddies was 1500 caddies short. This was solved by borrowing stocks from East Herts District Council.

In response to these issues, Urbaser made the decision to collect every brown bin. This was seen as an opportunity to catch up, although this had now ceased.

Urbaser were throwing tens of thousands of pounds and as much resource as possible at the contract.

There were a lot of new and agency staff and Urbaser were undertaking appropriate staff training.

A statement was issued today as follows:

“Councillor Michael Weeks, NHDC’s Executive Member for Waste, Recycling and Environment said:

Unfortunately, at the start of our new contract with Urbaser there had been some issues with the reliability of data held for those customers who have signed up to the garden waste service, this has led to a number of brown bins being missed on several collection dates.

Urbaser have been working hard to catch up with collecting missed bins, however, given the inconvenience this caused, last week they decided to collect any brown bins that were put out for collection as a short term measure whilst the issues are worked on.

Urbaser are now confident that they have identified the data issue and therefore they will shortly be reverting to only collecting brown bins that have been paid for. The operation will be kept under close review.”

In response to Members observations, concerns and questions, the Executive Member for Waste, Recycling and Environment advised:

- Food caddy collections were an issue and this may be due to the operatives concentrating on collection of the brown bins;
- There were a lot of inexperienced staff, which may have resulted in the minor collections, such as batteries and sharps, not being collected and this could be a training issue;
- There had not yet been time to fully investigate why the issues occurred as staff had been entirely focussed on mobilising the contract;
- The number of phone lines remained an issue, although the number of phone calls received was reducing;
- There were penalty clauses in the contract regarding performance, but this was not being considered at the moment. The focus at the moment was on getting the service up and running;
- The reputation of the Council in respect of waste was currently rock bottom, it was hoped that the problems with the waste collection would be resolved soon;
- Ultimately waste collection staff would be fully employed rather than using a high number of agency staff.

Other comments made by Members included:

- It would be nice for residents who paid for the garden waste collection to get an extension of one month as an apology;
- It was disappointing that the response to queries about identifying who had paid for the brown bin collection was to put the house number in the bin;

- When would a high-tech solution be provided to identify which brown bins would be collected;
- The Overview and Scrutiny Committee should be able to see the actual contract when reviewing the service;
- It was important to ensure that the issues did not result in any costs to the Council.

The Chairman thanked Councillor Weeks for agreeing to attend the meeting and commented that Executive Members attending local meetings to answer questions was very important.

The Chairman announced there would be a short comfort break.

## 17 GRANTS AND COMMUNITY UPDATE

*Audio Recording – Start of Item – Session 2 – 16 seconds*

The Senior Communities Officer presented the report of the Communities Manager entitled Grants and Community update and drew attention to the following:

### Update on Previous Grants awarded and Community Engagement

Paragraph 8.2.1 detailed a list of organisations providing a counselling service that had received funding from Area Committee budgets in the last 2 years.

### Section 106 funding

Paragraph 8.2.4 gave details of the amount of Section 106 funding available for suitable capital projects.

If members had suggestions for projects that these amounts might be used for they could contact the Communities Officer.

Members were reminded that the way Section 106 funding was collected had changed and that the Communities Team were collating any future requirements in terms of capital funds to support larger scale community needs. These would be communicated to planning officers to assist when negotiating any new agreements with prospective developers.

If members had any suggestions of suitable projects or requirements within their wards the should inform the Communities Officer.

### Update on information requested regarding Churchgate

The Deputy Chief Executive confirmed that officers were fully aware of the steps that lead from the riverside up to St Mary's Square and the inscription on them.

### Budgets

The budget for 2018/19 was £13,700

The amount carried forward from 2017/18 was £13,131

The total amount available for grant funding was therefore £26,831.

The total of the grant funding requests presented to this meeting was £13,826.

### **RESOLVED:**

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

**REASON FOR DECISION:** To keep Members of the Committee apprised of the latest developments in community activities in Hitchin.

**18 GRANT APPLICATION - 11TH HITCHIN (HOLY SAVIOUR) GUIDES**

*Audio Recording – Start of Item – Session 2 – 6 minutes 29 seconds*

Prior to the item being discussed Councillor Paul Clark declared a declarable interest in that his wife was Divisional Commissioner of the Girl Guides.

**RESOLVED:** That grant funding of £1,500 be awarded to 11<sup>th</sup> Hitchin (Holy Saviour) Guides from the 2017/18 Discretionary Budget towards the cost of providing summer activities, outings and equipment.

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

**19 GRANT APPLICATION - BRITISH SCHOOLS MUSEUM**

*Audio Recording – Start of Item – Session 2 – 6 minutes 44 seconds*

Prior to the item being discussed Councillor Nicola Harris declared a declarable interest as she was the Council representative on the British Schools Museum.

**RESOLVED:** That grant funding of £1,320 be awarded to the British Schools Museum from the 2017/18 Discretionary Budget towards the cost of essential roof maintenance.

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

**20 GRANT APPLICATION - HEADWAY**

*Audio Recording – Start of Item – Session 2 – 6 minutes 53 seconds*

The Communities Officer advised that this request for a total of £10,000 grant funding had been split between Hitchin, Letchworth and Baldock area committees

It was noted that Baldock and District Committee had not provided any grant funding in respect of this request.

In response to questions the Senior Communities Officer advised that:

- Southern Rural had not been asked for a contribution as Headway only said they supported people in the areas mentioned, however Headway could apply to the Committee at a later date;
- That the results of the applications for grant funding made to Letchworth Garden City Heritage Foundation and the Peoples Post Code Lottery Fund were not yet known;
- That the Communities Team checked the accounts and finances of all grant applicants prior to presenting them to Committees;

It was proposed, seconded and

**RESOLVED:** That grant funding of £1,500 be awarded to Headway from the 2017/18 Discretionary Budget towards the cost of providing therapy sessions.

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



**21 GRANT APPLICATION - HITCHIN CHRISTIAN CENTRE**

*Audio Recording – Start of Item – Session 2 – 13 minutes 21 seconds*

**RESOLVED:** That grant funding of £2,500 be awarded to the Hitchin Christian Centre from the 2017/18 Discretionary Budget towards the cost of providing a debt centre, job club and life skills training.

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

**22 GRANT APPLICATION - HITCHIN RUGBY CLUB**

*Audio Recording – Start of Item – Session 2 – 13 minutes 54 seconds*

Prior to the item being discussed Councillor Simon Harwood declared a declarable interest as he was the Council's representative on the King George V Playing Fields User Group and was a family member of the Hitchin Rugby Club. He did not believe that this would prevent him from taking part in the debate and vote.

**RESOLVED:** That grant funding of £1,000 be awarded to Hitchin Rugby Club from the 2017/18 Discretionary Budget towards the cost of setting up their own arm of JOCA.

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

**23 GRANT APPLICATION - RHYTHMS OF THE WORLD**

*Audio Recording – Start of Item – Session 2 – 15 minutes 22 seconds*

**RESOLVED:** That grant funding of £3,756 be awarded to Rhythms of the World from the 2017/18 Discretionary Budget towards the cost of providing a one day community event.

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

**24 HITCHIN BID MANAGER**

*Audio Recording – Start of Item – Session 1 – 1 hour 27 minutes 19 seconds*

Prior to the item being discussed Councillor Judi Billing declared a declarable interest as she was a Director of Hitchin Initiative. She did not have a pecuniary interest in Hitchin BID and therefore would remain in the room for the presentation.

Mr Tom Hardy, Hitchin BID Manager, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation on the issues and activities in Hitchin as follows:

Role of the BID

The services provided using the BID levy included:

- A series of events such as the Food Festival and Christmas Light Switch On;
- Marketing events;
- Day and Night Rangers;
- Annual street cleaning such as chewing gum removal;
- Recycling of cardboard for businesses;
- Floral displays;
- An extended CCTV service;
- Taking part in Pub Watch and Shop Watch.

### BID Renewal

The BID was renewable every 5 years and a new 5 year business plan had been developed.

- All 606 BID levy payers within the BID boundary would have a vote in November to decide whether the BID would continue;
- They were currently undertaking workshops, consultations, surveys and face to face visits;
- Feedback included providing training opportunities for businesses such as fire marshal training and social media and visual merchandising training;
- Looking at increasing recycling offer to include other materials;
- Considering a tourism strategy to promote the town to a wide audience;
- Looking at improving the website and increasing social media activities;
- A steering group had been set up to pull together all of the information gathered and devise a business plan;
- Keen to remain a collective voice for the businesses in the town.

### Timeline for BID Renewal

- Once all of the information had been gathered an achievable BID business plan would be prepared;
- The draft business plan would be ready in August 2018;
- The AGM would be held in September 2018;
- Votes would be sent to businesses in early November 2018;
- Votes would be counted on 3 December 2018;
- The result of the ballot would be declared on 4 December 2018;
- If the result was positive the renewal would start on 1 April 2019 and run to 31 March 2024.

### Items to be included in new Business Plan

- Business as usual i.e. things already doing;
- Provide a good shopping map of the town showing the 89 independent retailers and 60 eateries in the town;
- Support the Hitchin Festival to produce the programme of events;
- Working on new town and tourism guides;
- Working jointly with Hitchin Initiative to provide monthly newsletters;
- Offering GDP training to businesses.

In response to questions from Members Mr Hardy advised:

- Nationally retail was going through a difficult time;
- The BID aimed to help promote the town in order to help combat shop closures;
- Closure of large shops did have a big impact on the town, but retail units generally filled quickly in Hitchin;
- BIDS needed to remain politically impartial. When considering allowing political parties to have stalls in town centres BIDS can either say no to any political party or yes to all. If one political party is more active than others it could be perceived that the BID was favouring one party over another.
- By the end of the week floral displays would be installed in red, white and blue to recognise the First World War centenary.

The Chairman thanked Mr Hardy for his presentation.

## **25 ISSUES AND EVENTS IN THE HITCHIN AREA**

*Audio Recording – Start of Item – Session 2 – 15 minutes 38 seconds*

The Chairman advised that this item was to cover issues such as the waste and rail problems, which had both been discussed at this meeting.

Walsworth Festival

Councillor Lovewell reported that the 44<sup>th</sup> Walsworth Festival had taken place on a lovely sunny day and was another successful community event.

This event was entirely dependent on the work of the volunteers and a plea would be going out for more volunteers to take part.

**26 ITEMS FOR DISCUSSION AT FUTURE MEETINGS**

*Audio Recording – Start of Item – Session 2 – 15 minutes 34 seconds*

Members asked for reports to be presented to the next meeting of this Committee on the following subjects:

- Former Hitchin Museum Building (Charnwood)  
To include clear timescales regarding the storage for the Museum Service, the repairs to ensure the building is kept to a proper standard and when the building would be surplus to requirements and available for community use;
- Air Quality in Hitchin.

The Chairman drew attention to the long list of items that had been put forward for discussion in the past. He would consider how some of those items could be timetabled into future agendas.

**RESOLVED:**

- (1) That the Service Director - Resources be requested to present a report regarding the former Hitchin Museum building (Charnwood) to the next meeting of this Committee, to include information on the issues discussed above;
- (2) That the Environmental Health Manager be requested to provide a report regarding air quality in Hitchin to the next meeting of this Committee.

**REASON FOR DECISION:** To keep the Hitchin Committee apprised of issues affecting the area.

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

*Audio Recording – Start of Item – Session 2 – 19 minutes 55 seconds*

Development of Blue Hearts Hockey Club

Councillor Harwood expressed concern that the construction traffic element of the development regarding Blue Hearts Hockey Club was not included in the development agreement and that there was no mechanism to complain about the large lorries using inappropriate routes to the site.

Councillor Stears-Handscomb advised that there was a question to Overview and Scrutiny regarding access to development sites, with an answer due in the autumn. It was important that the public understand what can and cannot be done.

Outside Organisations

It was suggested that Members provide written reports regarding their work with outside bodies.

**RESOLVED:** That Members be requested to forward written reports regarding their work with outside bodies to the Acting Committee and Member Services Manager, these reports will be

**Tuesday, 5th June, 2018**

circulated to all Members of the Committee and included in the next available agenda for information.

***REASON FOR DECISION:*** To keep the Hitchin Committee apprised of the work and activities in wards and associated with outside bodies.

The meeting closed at 10.05 pm

Chairman

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### HITCHIN COMMITTEE

MEETING HELD IN THE WESTMILL COMMUNITY CENTRE,  
JOHN BARKER PLACE. HITCHIN  
ON TUESDAY, 11TH SEPTEMBER, 2018 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Ian Albert (Chairman), Clare Billing (Vice-Chairman), Judi Billing, Val Bryant, Paul Clark, Sam Collins, Elizabeth Dennis-Harburg, Simon Harwood, Bernard Lovewell and Martin Stears-Handscomb*

**In Attendance:** *Claire Morgan (Senior Communities Officer), Milan Johnston (Communities Assistant) and Hilary Dineen (Acting Committee and Member Services Manager)*

**Also Present:** *At the commencement of the meeting approximately 25 members of the public.*

#### 28 APOLOGIES FOR ABSENCE

*Audio recording – Start of Item – 1 minute 1 second*

Apologies for absence were received from Councillors Nicola Harris, Mike Hughson and Richard Thake.

#### 29 MINUTES - 5 JUNE 2018

*Audio recording – Start of Item – 1 minute 18 seconds*

The Acting Committee and Member Services Manager had offered her apologies that the Minutes regarding the meeting held on 5 June 2018 had not yet been published.

The minutes would be published as soon as possible and would be available at the next meeting of the Committee.

#### 30 NOTIFICATION OF OTHER BUSINESS

*Audio recording – Start of Item – 1 minute 43 seconds*

There was no other business notified.

#### 31 CHAIRMAN'S ANNOUNCEMENTS

*Audio recording – Start of Item – 1 minute 49 seconds*

- (1) The Chairman thanked those who had attended Town Talk and welcomed those who were speaking at Public Participation;
- (2) The Chairman reminded Members that, in accordance with Council policy, this meeting was being audio recorded, members of the public may use their own devices to record the meeting or take photographs, but ensure that the meeting was not disrupted;

- (3) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question;
- (4) The Chairman advised that he would be changing the order of the agenda. The Hitchin BID Manager would have to leave early and therefore this item would be heard first.

## 32 PUBLIC PARTICIPATION - HITCHIN INITIATIVE

*Audio recording – Start of Item – 8 minutes 40 seconds*

Mr Keith Hoskins and Morag Norgan, Hitchin Initiative, and Mr David Edwards, Place-Make, thanked the Chairman for the opportunity to address the Committee and gave a PowerPoint presentation regarding the Churchgate Shopping Centre and the surrounding area.

Mrs Norgan introduced the presentation and advised this was not about the history of Churchgate, but about what came next.

In light of the possibility of new development, the Hitchin Society had reconvened, under the Hitchin Action Group banner, to look at fresh ideas.

David Edwards was an urban designer, living in Hitchin, who would present a very exciting proposition that would begin the discussion about how Hitchin could evolve so that it remained a vibrant community which was able to respond to the changing demands of business and businesses.

Mr Edwards explained that the idea was to stop looking at Churchgate as a building, but rather look at how it fitted into the urban context.

When talking about Churchgate it was difficult see beyond Churchgate the building. He had looked at the context and the flow of the town centre and movement through it.

Due to the development of the town centre over many years, there were very predominant east/west routes and very few north/south routes and there was no natural market place that was a central part of the town.

Churchgate dominated one side of the market square and was very different to the other side of the square where the building were more evenly distributed.

The discussion should be about the type of place any redevelopment would create and this proposition considered the routes through the town and the part that Churchgate could play in opening up the town centre and repair the urban fabric of the town centre that had been affected over the last 200 years.

There was the potential to incorporate the market, link heritage aspects, open up views to St Mary's and forge north/south links through the town.

Members were asked to consider how these ideas could be taken forward.

In response to questions from Members, the presenters advised:

- They were talking about ways to find the momentum to sway the Local Authority to consider other concepts and ideas, rather than about specifics;

- The intention of the presentation was to highlight how the town centre had developed in the 16<sup>th</sup> century causing the issues being discussed today and to try to prevent a similar discussion taking place following the redevelopment of Churchgate;
- The ideal would be to develop a master plan or concept framework that could be developed over time.

Members were supportive of the ideas in the presentation but explained that the Council could not control what happened to buildings that they did not own and had some concerns that the larger the project became and the more people involved, the less likely it was to be successful.

It was suggested that Hitchin Initiative develop a detailed plan and present it to the Authority as a way to start the discussion.

The Committee expressed a wish to work closely with the local groups to look at the scheme in more detail.

The Deputy Chief Executive had been given a copy of the presentation and had been asked to undertake wider consultation.

The Chairman thanked Mr Hoskins and his colleagues for their presentation.

### **33 PUBLIC PARTICIPATION - NORTH HERTFORDSHIRE MS SOCIETY**

*Audio Recording – Start of Item - 39 minutes 4 seconds*

Ms Susan Gibbins, Support Volunteer, North Hertfordshire MS Society, thanked the Chairman for the opportunity to address the Committee regarding their grant application as follows:

- Funding was requested to purchase an innovative bike that would be of enormous benefit to the North Herts MS group;
- The bike had been recommended by their physiotherapist, who had over 30 years experience and had been working with this group for more than 20 years;
- It would provide bilateral and symmetrical exercise, enabling mobility, strengthening and co-ordination for upper and lower limbs;
- The stability of the design offered more support for a greater range of users, including for those with more limited movement;
- There were a number of motivational aspects to further enhance the benefits for users, encouraging them to go further or faster;
- The programmes could be measured and recorded;
- A demonstration of its capabilities had been given and members were very impressed;
- Each physiotherapy session was well attended by mixed ability individuals including some wheelchair users;
- New people joining the group were assessed by the physiotherapist;
- Physiotherapy was only one of the activities offered to members;
- Activities were paid for by the North Herts MS group;
- The group celebrated its 60<sup>th</sup> anniversary in 2018 with high tea at Knebworth Barns for 65 members;
- Each year they organised outings and a Christmas lunch;
- Funding relied on donations and participating in flag days;
- They had been included in the Tesco Token initiative;
- They were developing links with the MS Trust;

In response to questions from Members, Ms Gibbins advised:

- The North Herts MS Society was linked to the National Society;
- Members paid £5 per year to the National Society, of which the North Herts Society received a proportion;

- The majority of funds were raised by volunteers locally;
- Funding was being requested from each of the Area Committees, based on where the membership live.

A Member commented that he was aware of the good work undertaken by the groups and of the great benefit that people with MS derived from exercise.

Members suggested that an application should be made to the Southern Rural Committee and drew attention to the County Councillor Locality Budgets.

The Chairman thanked Ms Gibbins for her presentation.

### **34 PUBLIC PARTICIPATION - HITCHIN FUN CLUB**

*Audio recording – Start of item - 49 minutes 37 seconds*

Prior to the item being discussed Councillor Judi Billing declared a declarable interest in that her grandchildren attended the Fun Club. This would not prevent her from listening to the presentation.

Ms Nicola Stevens, Treasurer, Strathmore Fun Club, thanked the Chairman for the opportunity to address the Committee regarding their grant application as follows:

- The Fun Club was started by parents wanting childcare provision after school and was now 20 years old;
- The Club provided a safe and caring environment for children to play and explore and engage in different play activities;
- The setting was spacious and offered many types of activities as well a quiet area for children to sleep if required;
- It was a well run club;
- Salary costs were quite high as staff were fully qualified;
- The request was for £2,000 towards rent costs following an increase in the rent in April 2018 to £26 per day;
- Last year the Club made a loss of £3,700, previously profit had been in the region of £1,000 per year;
- The Club had a bond of £18,000 that was set aside to cover costs should the Club close;
- They had savings of £5,000, which were to cover any emergencies;
- They would be applying for County Councillor Locality Budget funding of £500.

In response to questions from Members, Ms Stevens advised:

- The Club employed 5 staff;
- It operated Monday to Friday from 3.15pm to 6.30pm.

A Member commented that this request was for rent paid to a school and that the District Council was indirectly being asked to give money to an organisation that was the responsibility of the County Council.

The Chairman thanked Ms Stevens for her presentation.

### **35 PUBLIC PARTICIPATION - RHYTHMS OF THE WORLD**

*Audio recording – Start of item - 57 minutes 46 seconds*

Prior to the item being discussed Councillor Clare Billing declared a declarable interest in that she had a friend who was a Trustee of Rhythms of the World. This would not prevent her from listening to the presentation.



Mr John Brierley, Rhythms of the World, thanked the Chairman for the opportunity to address the Committee regarding the current position of the 2018 event as follows:

- They currently held grant funding of £3,756 previously awarded by the Committee for the planned one day event due to be held on 11 August 2018;
- This money was being held by the charity and was ring-fenced for use on next year's event;
- ROTW failed to get a Premises License for the 2018 event;
- Options going forward were:
  - To not hold a main event and concentrate on outreach work;
  - To hold an open and accessible public event in the town, in line with the wishes of the public;
  - To hold a smaller ticketed event in Bancroft/Butts Close, which would present additional logistic challenges and be more expensive;
  - To hold a themed event in different premises, similar to that held this year;
- There was a Committee meeting next week as well as meeting with the Police to review the events held this year and the prospects for next year.

In response to questions from Members Mr Brierley advised that:

- Applying for a Premises License was extraordinarily difficult for a volunteer organisation to achieve with the number of policies required and the demands placed on the organisers;
- The plan was to start early for next year and find out what can be achieved earlier;
- He was not sure whether there was anything that Members of this Committee could do to help with the licensing aspect;
- There was a clear choice between holding a public event or a managed, ticketed event.

Members acknowledged that the licensing requirements were difficult, but noted that this had been done before and that Councillors had helped with the process in the past. This could only be achieved by planning earlier.

They were concerned that there had been no communication with the local Councillors about the event this year.

The events held this year were enjoyed, but the advice was to communicate with Councillor more effectively.

The Chairman thanked Mr Brierley for his presentation.

## 36 GRANTS AND COMMUNITY UPDATE

*Audio Recording – Start of item - 1 hour 9 minutes 13 seconds and*

The Senior Communities Officer presented the report of the Communities Manager entitled Grants and Community Update and drew attention to the following:

### Budgets

2017/18 Central Grant Budget Carried Forward	£13,131
2018/19 Central Grant Budget	£13,700
2018/19 Members Allowances (added to Central Budget	£ 1,800
<b>Total available</b>	<b>£28,631</b>

**RESOLVED:**

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

**REASON FOR DECISION:** To keep Members of the Committee apprised of the latest developments in community activities in Hitchin.

**37 GRANT APPLICATION - NORTH HERTFORDSHIRE MS SOCIETY**

*Audio Recording – Start of item - 1 hour 11 minutes 13 seconds*

The grant application for North Hertfordshire MS Society had been split between the Area Committees based on where the Members lived.

Baldock and District Committee agreed to grant £740 on condition that the rest of the funding was agreed.

Members were supportive of the project.

It was proposed, seconded and

**RESOLVED:** That grant funding of £1,500 be awarded to North Hertfordshire MS Society from the 2017/18 Discretionary Budget towards the cost of providing a specialist exercise bicycle.

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

**38 GRANT APPLICATION - STRATHMORE FUN CLUB**

*Audio Recording – Start of item - 1 hour 16 minutes 5 seconds*

Prior to the item being discussed Councillor Judi Billing declared a declarable interest in that her grandchildren attended the Fun Club.

The Senior Communities Officer advised that it was not usual to give grant funding for running costs, however this was a one off payment to see the Club through a difficult period.

Members had previously expressed concern that the school had increased the rent and that indirectly this Committee would therefore be supporting an organisation that was the responsibility of the County Council.

Councillor Judi Billing advised that schools were being told to be more entrepreneurial. County Councillors were also being asked for grant funding to cover groups that used schools as a venue.

Members considered whether or not the award should be increased, but decided that, as this was a one off payment, they would only consider the amount requested.

It was proposed, seconded and

**RESOLVED:** That grant funding of £2,000 be awarded to the Strathmore Fun Club from the 2017/18 Discretionary Budget to assist with the hire of the venue for the afterschool Club.

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

### 39 REVIEW OF GRANT FUNDING FOR RHYTHMS OF THE WORLD

Audio recording – Start of item – 1 hour 20 minutes 31 seconds

The Senior Communities Officer advised that the Committee needed to consider whether the grant funding of £3,756 should be reclaimed from Rhythms of the World or remain with them for the 2019 event.

Members asked for clarification regarding the Grant Policy

The Senior Communities office advised that organisations had 2 years in which to spend any grant funding awarded and that organisations can only apply for funding bi-annually.

It was proposed, seconded and

**RESOLVED:** That the grant funding of £3.756 previously awarded to Rhythms of the World not be reclaimed, but be retained for the 2019 event.

**REASON FOR DECISION:** To enable the Hitchin Committee to support Rhythms of the World.

### 40 HITCHIN BID MANAGER

Audio recording – Start of Item – 3 minutes 0 seconds

Mr Tom Hardy, Hitchin BID Manager, thanked the Chairman for the opportunity to address the Committee regarding the activities and issues in Hitchin and drew attention to the following:

#### Day to Day and Events

- There had been a lot of events and marketing events including the Food Festival and the Beach Day;
- They employed Rangers and night anglers in the town centre;
- The floral displays were in place;
- The BID had been engaging with the entire BID levy paying businesses through surveys, workshops, monthly newsletter; business visits, social media and business drop-ins.

#### BID Renewal

- They were currently working on the BID renewal that would cover the next 5 years;
- The Business Plan had been produced, which explained what the BID was, how it worked and how the money was being spent;
- The budget available to be spent in the town for the next 5 years was £1.6million and the business had chosen where this would be spent;
- There was room in the business plan for projects to evolve over the next 5 years;
- They were busy engaging with the BID levy payers, encouraging them to get involved in the BID process.

#### The BID Process

- All BID levy payers would receive a Notification of Ballot on 17 October 2018;
- The notification would include proxy vote forms;
- All BID levy payers would receive a Ballot Paper on 7 November 2018;
- They would have until 5pm on 5 December 2018 to return the Ballot Papers;

- Declaration day would be on 6 December 2018, this would be the point at which it would be known if the BID would continue for a third term.

In response to questions from Members, Mr Hardy advised:

- That all of the required information for the BID renewal process had been supplied to the Local Authority;
- The Food Festival this year promoted the businesses in the town;

Members commented that the Food Festival was fantastic and passed congratulations regarding to this event to all involved.

They also commented that they hoped that the local businesses would take the opportunity to participate in the ballot for the renewal of the BID.

The Chairman thanked Mr Hardy for his presentation.

#### 41 INFORMATION NOTE - CHURCHGATE UPDATE

*Audio Recording – Start of item - 1 hour 30 minutes 41 seconds*

The Committee received an Information Note entitled Churchgate Update.

The Chairman advised that, in discussions with the Deputy Chief Executive, it had been proposed that, in advance of any proposal being considered by Council, there would be a special meeting of this Committee which receive sight of the proposals. He asked Members to support this proposal.

Members were concerned that there was clear communication with the public and effective public consultation on any proposals and expressed concern that the historical steps be retained in any proposal going forward.

#### **RESOLVED:**

- (1) That the Information Note be noted;
- (2) That prior to any report regarding Churchgate proposals being considered by Council, a special meeting of the Hitchin Committee be arranged to consider those proposals;
- (3) That the Deputy Chief Executive be made aware of the importance of the historical steps in the Churchgate area and be requested to ensure that they and the inscriptions on them, are retained in any proposal for redevelopment;
- (4) That the Deputy Executive be reminded of the importance of effective communication with the public and public consultation on any proposals regarding Churchgate.

**REASON FOR DECISIONS:** To enable the Hitchin Committee to comment on and give feedback regarding any proposals regarding Churchgate.

#### 42 THE NEW WASTE CONTRACT

*Audio Recording Start of item - 1 hour 38 minutes 5 seconds*

The Chairman led a discussion regarding the new Waste Contract.

He advised that he had requested that the Executive Member for Waste, Recycling and Environment or a relevant Officer attend the meeting or that an information note be provided, however this was not possible.

He thought it important that Councillors from across the District receive updates on any improvements or progress made.

He further advised that the comments of this Committee would be forwarded to the Overview and Scrutiny Committee meeting due to be held on 18 September 2018 at which the waste Contract would be discussed.

Members discussed the recent experiences of Hitchin residents regarding the operation of the Waste Contract and made the following observations:

- There were some responsibilities for emptying litter bins that seemed to sit with John O'Connor, whilst some responsibilities were with Urbaser these should be co-ordinated;
- Monitoring of waste bins should happen at least every 28 days, what monitoring was actually taking place?
- Public waste bins in well used places such as King George V playing fields were often overflowing. It was important to ensure sufficient provision of waste bins in these areas;
- Why was the provision of large bins to the Town Centre events not included in the contract:
- There are no signs of improvement in the residential waste collection;
- There are a number of specific issues as well as general issues such as which roads should have their bins collected, that seem to have fallen through the cracks between the outgoing contract and the new contract;
- Trust in the waste system is at an all time low;
- There were hotspots that continually experience problems;
- Residents still raised issues about the length of time it was taking to get through on the phones in order to report problems such as missed bins;
- One Member sought assurance that the data regarding those who had paid for the garden waste collection met all of the requirements of GDPR.

**RECOMMENDED TO THE OVERVIEW AND SCRUTINY COMMITTEE:** That the comments made by the Hitchin Committee, as noted above, be considered when discussing the new waste contract at the meeting due to be held on 18 September 2018.

**REASON FOR DECISION:** To enable the Hitchin Committee to inform the Overview and Scrutiny Committee of issues in the Hitchin area regarding the new waste contract.

#### 43 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

*Audio recording – Start of Item – 1 hour 49 minutes 17 seconds*

##### Outside Bodies

The Chairman informed Members that one suggestion would be for Councillor to prepare a short written report regarding the Outside Body that they are a representative on and present it to a future meeting.

Members were supportive of this idea and decided that the following reports be presented at the meeting due to be held on 4 December 2018:

Councillor Nicola Harris – British Schools Museum;

Councillor Bernard Lovewell – Hitchin United Charities;

Councillor Simon Harwood – King George V Playing Fields User Group;

Councillor Sam Collins - Hitchin Town Twinning.

Development at Blue Hearts Hockey Club

Councillor Harwood expressed concern at the number of lorries that would be travelling along local roads to service the development at Blue Hearts Hockey Club and that it was proposed to put in a Traffic Regulation Order to prevent people parking outside of their homes, so that the lorries could pass unhindered.

It was suggested that the Oughton and Priory Ward Councillors meet outside of this meeting to discuss the situation.

Members discussed that access to development sites was a regular problem and Councillor Stears-Handscomb advised that he had raised a question at the Overview and Scrutiny on this subject.

They also agreed that it was disappointing that Hertfordshire Highways did not make more strenuous representations.

**RESOLVED:** That the following Members be requested to prepare a short written report on the Outside Body that they are representatives on and present it to the meeting of this Committee due to be held on 4 December 2018:

- Councillor Nicola Harris – British Schools Museum;
- Councillor Bernard Lovewell – Hitchin United Charities;
- Councillor Simon Harwood – King George V Playing Fields User Group;
- Councillor Sam Collins - Hitchin Town Twinning.

**REASON FOR DECISION:** To keep the Hitchin Committee apprised of the work undertaken by Outside Bodies.

**44 ITEMS FOR DISCUSSION AT FUTURE MEETINGS**

*Audio recording – Start of Item – 1 hour 51 minutes 41 seconds*

The Chairman advised that there was a long list of items for discussion.

He hoped to be able to address some of these issues by way of Information Notes. Other items may need to be addressed formally at the Committee

Councillor Lovewell agreed to provide information on Air Quality in Hitchin to the next meeting.

Members requested that Surplus Land in Hitchin, the location of these sites and what progress has been made regarding disposal be added to the list.

**RESOLVED:**

- (1) That Councillor Lovewell be requested to provide information regarding air quality in Hitchin to the next meeting due to be held on 4 December 2018.
- (2) That the following subject be added to the list of items to be discussed at future meetings:  
Surplus Land in Hitchin – Location of sites and progress regarding disposal.

**REASON FOR DECISION:** To keep the Hitchin Committee informed about issues in Hitchin and North Hertfordshire.

The meeting closed at 10.05 pm

Chairman

# Agenda Item 4

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### HITCHIN COMMITTEE

MEETING HELD IN THE HIGHOVER SCHOOL,  
CAMBRIDGE ROAD, HITCHIN SG4 0JP  
ON TUESDAY, 13TH NOVEMBER, 2018 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Ian Albert (Chairman), Judi Billing, Val Bryant, Paul Clark, Sam Collins, Elizabeth Dennis-Harburg, Nicola Harris, Simon Harwood, Bernard Lovewell and Martin Stears-Handscorn*

**In Attendance:** *Anthony Roche (Deputy Chief Executive), Steve Crowley (Service Director - Commercial), Claire Morgan (Senior Communities Officer) and Hilary Dineen (Acting Committee and Member Services Manager)*

**Also Present:** *At the commencement of the meeting Councillor Claire Strong and 28 members of the public.*

#### 45 APOLOGIES FOR ABSENCE

*Audio recording – Start of Item – 45 seconds*

Apologies for absence were received from Councillors Clare Billing, Mike Hughson and Richard Thake.

#### 46 NOTIFICATION OF OTHER BUSINESS

*Audio recording – Start of Item – 1 minute 12 seconds*

There was no other business notified.

#### 47 CHAIRMAN'S ANNOUNCEMENTS

*Audio recording – Start of Item – 1 minute 17 seconds*

- (1) The Chairman thanked those who had attended Town Talk and welcomed those who were speaking at Public Participation;
- (2) The Chairman reminded Members that, in accordance with Council policy, this meeting was being audio recorded, members of the public may use their own devices to record the meeting or take photographs, but ensure that the meeting was not disrupted;
- (3) The Chairman advised that he had agreed that the Public Presentation time limit be extended to 15 minutes;
- (4) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question;
- (5) The Chairman announced that the aim was to discuss as much as possible in public and, once the discussions had taken place, make any resolutions this point.

Only if needed would the meeting go into Part 2 and if that was needed the press and public would be asked to leave.

He did not intend there to be any further discussion following any Part 2 discussions.

#### **48 PUBLIC PARTICIPATION - HITCHIN INITIATIVE**

*Audio recording – Start of Item – 3 minutes 9 seconds*

Mr Keith Hoskins, Mrs Vicky Wyer and Mr John Wyer gave a PowerPoint presentation regarding their vision for the development of the Churchgate Shopping Centre, the Market and the Town Centre.

Mr Hoskins, speaking on behalf of Hitchin Initiative, Hitchin Forum, Hitchin Historical Society and Hitchin Society, advised that all of these organisations were supportive of the ideas in the forthcoming presentation.

Mrs Wyer and Mr Wyer made the PowerPoint presentation and explained in detail their concepts and ideas.

Following the presentation Mr and Mrs Wyer answered questions from Members.

#### **49 REGENERATION OF CHURCHGATE SHOPPING CENTRE**

*Audio recording – Start of Item - 38 minutes 28 seconds*

Councillor Judi Billing declared a declarable Interest in that she was a Community Director of Hitchin Initiative.

The Deputy Chief Executive presented the report entitled Regeneration of Churchgate Shopping Centre. The following appendices were attached to the report:

Report due to be submitted to Council on 22 November 2018  
Indicative Site Plan - Ground Floor  
Indicative Site Plan - First Floor

The Deputy Chief Executive advised that, in respect of the report to the Hitchin Committee the following correction was required:

- Paragraph 4.1 (iv) should be deleted

He drew attention to the following sections of the report due to be considered by Council on 22 November 2018:

- Section 4 - Alternative Options;
- Section 5 – Consultation;
- Section 7 – Background;
- Section 8 – Relevant Considerations;
- Section 10 – Financial Implications.

The following Members contributed to the debate (in order of initial contribution):

Councillor Simon Harwood;  
Councillor Sam Collins;  
Councillor Paul Clark;  
Councillor Judi Billing;  
Councillor Martin Stears-Handscomb;

It was proposed by Councillor Billing and Seconded by Councillor Stears-Handscomb that the Chairman of the Hitchin Committee should be a member of the Project Board.



It was proposed by Councillor Stears-Handscomb, seconded by Councillor Collins and upon the vote it was:

**RECOMMENDED TO CABINET:**

- (1) That the Chairman of Hitchin Committee should be a member of the Churchgate Project Board;
- (2) That the Hitchin Committee:
  - (i) Welcomes the ideas and concepts put forward by the community groups, as presented by John and Vicky Wyer;
  - (ii) Notes that, whilst some of the proposals may not be viable at this time, nevertheless many of the concepts and ideas make a positive contribution to the development of the project;
  - (iii) Asks the Council to engage with representatives of the community groups in the design and development of the project, should it go ahead.

**REASON FOR DECISION:** As the Churchgate Shopping Centre is located in Hitchin, this meeting provides a “forum for discussion on matters of local interest”.

**50 EXCLUSION OF PRESS AND PUBLIC**

*Audio recording – Start of Item – 1 hour 41 minutes 47 seconds*

Members agreed that it was not necessary to discuss the Part 2 report and therefore this item was not required.

**51 REGENERATION OF CHURCHGATE SHOPPING CENTRE**

The Part 2 report was not discussed (Minute 49 refers).

The meeting closed at 9.13 pm

Chairman

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**HITCHIN COMMITTEE  
4 DECEMBER 2018**

**\*PART 1 – PUBLIC DOCUMENT**

**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.
- 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 considers allocating funding from their discretionary community budget towards the projects below:
- 2.2 £2,500 to the African and Caribbean Seniors and Carers Luncheon Club to assist with venue hire for one year as outlined in 8.1.1
- 2.3 That the Committee endorses the actions taken by the Community Officer to promote greater community capacity and well-being for Hitchin.

**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 A Hitchin Area Committee Budget Spread sheet, which relates to the Area Committee budget balances for 2018/19.
- 7.2 The spreadsheet also details pre-allocated sums carried forward from the previous financial years, including balances and past expenditure.

## 8. RELEVANT CONSIDERATIONS

### 8.1 Grant Applications

8.1.1	<b>Applicant</b>	African and Caribbean Seniors & Carers Lunch Club
	<b>Project</b>	Assistance towards venue hire.
	<b>Sum requested</b>	£2,500
	<b>Total project cost</b>	£4,986
	<b>Match funding</b>	£2,486 from reserves
	<b>Annual expenditure</b>	£23,927
	<b>Funds held</b>	£5,549
	<b>Previous support</b>	£1,400 in December 2016 towards seated keep fit class
	<b>NHDC Policy met</b>	Yes
	<b>Strategic objective met</b>	Prosper & Protect

The African, Caribbean Seniors & Carers Lunch Club (ACS&C) is requesting £2,500 towards the total of £4,486 towards the cost of the venue.

The group was set up in 2000 and meets every Friday now based at Westmill Community Centre. They provide lunch followed by seated exercise class and an opportunity to socialise.

The members pay a weekly fee to cover the cost of their lunch and towards the running costs of the club. There are two part time staff whose wages are covered by funding from Hertfordshire County Council.

### 8.2 Update on Previous Grants awarded and Community Engagement

#### 8.2.1 Hitchin Art Club

The Hitchin Art Club submitted an application for £500 grant funding after the deadline for grants to be considered at the September meeting had passed. They requested funding towards the one off hire of the Hitchin Friends Meeting house to host their Annual exhibition and sale of members work. As the amount requested was under £500 and the event would be taking place prior to the next Hitchin Committee meeting in December, the decision was made (via the Delegated Decision process) to agree funding from Hitchin Committee grant budgets.

The decision was agreed by the Service Director of Legal and Community in consultation with the Executive Member for Community and Rural Affairs and the Chair and Vice Chair of the Hitchin Committee.

The Annual Art exhibition took place for a week from 20<sup>th</sup> October to Saturday 3<sup>rd</sup> November with free entry to the public to view the work on display. Members were invited to the private view on Friday 19<sup>th</sup> October which was also attended by the NHDC Chairman Cllr John Bishop.

### 8.2.2 Hitchin Hackspace

Hitchin Hackspace received £5,000 grant funding towards the cost of renovating the former toilets at Bancroft. Progress has been slow but steady as they are undertaking much of the work themselves at evenings and weekends. The group are still operating from the Pavilion on Ransoms Recreation ground and have not yet moved into the new site.

However, they have installed the kitchenette area, wiring to install electrical sockets and the building has been redecorated internally and new secure exterior doors have been fitted. Photos of the work can be seen on the Hitchin Hackspace Facebook page.

### 8.2.3 Hitchin Stroke Group

In December 2017 the Hitchin Stroke Group submitted a grant application to the Committee requesting £1,000 towards the cost of their venue hire and transport costs. The membership was dwindling and there were two volunteers who had been running the club for many years taking over the operation following the death of the lady who had set the club up.

The group were at a turning point when they could have disbanded or work to reinvigorate the group, attracting new members and recruiting volunteers.

The Community Development Officer worked with the group and assisted them to build partnerships with Hitchin Rotarians who provided in kind resources in terms of advice and publicity. They designed new promotional material and covered the cost of printing. The members of the Rotary club used their contacts to get the Hitchin Stroke Group leaflets and posters in GP surgeries and the group now have gone from 5 members to 16.

They were also introduced to the North Herts CVS. Their membership was renewed and NHCVS assisted in recruiting a good quality volunteer to join the team.

That volunteer has recently found full time employment and has left the organisation. NHCVS will be working with the group to recruit some more and will be working with the existing volunteers to raise their profile on social media.

### 8.2.4 Chairman's Volunteer Achievement Awards

Nominations are now open for NHDC's Annual Chairman's Volunteer Achievement Awards which launched on Thursday 15 November 2018. The awards celebrate the achievements of outstanding, praiseworthy individuals who volunteer their time to make a real difference in their local community.

Wilmott Dixon has kindly agreed to sponsor the awards and the Comet have agreed to be the media sponsor.

The five categories are:

- **Caring Award** – for someone's act or acts of kindness
- **Dedication Award** – for long service in voluntary or community work
- **Sporting Achievement Award** – to recognise a major contribution to sporting life
- **Green Award** – for helping to keep North Herts clean, safe and green
- **Young Star Award** – for a young person or young people who make a difference in their local community

Last year the Judges Special Recognition Award was introduced this provides the opportunity for the judges to reward someone from the nominations who has made an especially outstanding difference to their local community.

The deadline for nominating volunteers is midnight Friday 21st December 2018. The judging panel will meet on Thursday 10th January 2019 to choose award winners. The panel consists of Chairman of the Council John Bishop, Nick Gill from the Comet, Anne Taylor, NHCVS and Steven Roberts from Willmott Dixon.

Presentation of the awards will take place at a formal NHDC event to be held in February 2019 at Wymondley Priory Barns, which will consist of a sit down meal and award ceremony where each winner will receive a trophy.

For further information or to submit a nomination please follow the link to the North Hertfordshire District Council's website:

<https://www.north-herts.gov.uk/home/community/chairmans-volunteer-achievement-awards>

#### 8.2.5 Various Community Activities

Advising and supporting Resolve to organise a Health and Wellbeing day a Westmill Community Centre on 24th November.

Assisting a new voluntary group setting up called 'Feed Up, Warm Up'. The project hopes to provide food, advice, hair cuts, warm clothes, sleeping bags, sanitary wear, toiletries, loo roll etc to rough sleepers, homeless and those in need. Once a week on Wednesdays throughout December initially, with a view to continuing throughout the winter months. We're putting the group in touch with suitable partner agencies such as CANH and NHCVS, the Sanctuary, Resolve local Churches etc.

Continue to lead on Westmill Network Group.

Continue to lead on Hitchin Youth Action Group. This has been merged with the Letchworth Youth Action Group as many of the same people were attending both meetings and it makes better use of resources.

The meeting with the Hitchin Church youth group leaders was successful putting some agencies together who had not been in contact before, encouraging partnership working.

Set up an afternoon with some of the groups from both of the network groups mentioned above to provide presentations to the High Sheriff of Hertfordshire. The groups explained their activities around the area of Youth Volunteering and Peer Mentoring. The High Sheriff's awards are aimed at encouraging youth volunteering and she in turn promoted the funding that is attached to her award.

### 8.2.6 Section 106 & funding secured via the Planning Process

The following amounts of Section 106 & Unilateral Undertakings / obligations are currently available for allocation / utilisation under each category heading:

Leisure:	£37,212.30
Pitch Sports:	£6,142.49
Play Space:	£4,016.25
Public Realm:	£9,952.18
Sustainable Transport:	£122,035.88

If members have any capital project in mind which may benefit from potentially utilising some of these collated funds please contact the Communities Officer to investigate further possibilities.

The Communities Team is also collating a database of future requirements in terms of community need across the District in the response to potential developments arising from the Local Plan.

Such perceived need will be communicated to planning officers to assist when negotiating any new planning obligation with prospective developers. Similarly, if members have any suggestions of suitable projects or possible future requirements within their wards please inform the Communities Officer.

### 8.3 **Highways Matters**

8.3.1 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 Area Committees also have delegated power under section 9.8.1 (a) & (b) to allocate discretionary budgets and devolved budgets within the terms determined by the Council and outlined in the current Grant Policy agreed by Cabinet in June 2016. Section 9.8.2 (g) of the Constitution in respect of Area Committees' Terms of Reference provides that they may: "establish and maintain relationships with outside bodies/voluntary organisations operating specifically with the area including, where appropriate, the provision of discretionary grant aid/financial support etc. but excluding grants for district-wide activities".

9.2 Chapter 1, s1-8 of the Localism Act 2011 provides a General Power of Competence which gives local authorities the powers to do anything provided that it is not specifically prohibited in legislation.



- 9.3 Section 137 of the 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 As outlined in Appendix A Committee budget 2018/19:-

The agreed budget for this financial year is £13,700.

In addition to £13,131 carried forward from 2017/18 equates to a total amount of £26,831 for the provision of Community Development Grants.

The 2017/18 carry over has now been fully utilised and grants are now being allocated from this financial year's development budget of £15,500.

The Grants from the Hitchin Art Club and Strathmore Fun club totalling £2,455 has been spent leaving £13,045.

- 10.2 Should Members be minded to provide grant funding as requested under recommendation 2.1 the total awarded will equate to £2,500 this would leave an amount of £10,545 to allocate prior to the end of the financial year.

## **11. RISK IMPLICATIONS**

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

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 Area committee funding is awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

## **13. SOCIAL VALUE IMPLICATIONS**

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

## **14. HUMAN RESOURCE IMPLICATIONS**

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

## **15. APPENDICES**

- 15.1 Appendix A - 2018/19 financial year budget sheet

## **16. CONTACT OFFICERS**

- 16.1 Author: Claire Morgan, Senior Community Development Officer  
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## **17. BACKGROUND PAPERS**

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

**HITCHIN COMMITTEE BUDGET 2018/19**

	Funding		Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget		Comments
<b>Memorandum of Understanding</b>										
Pre allocated Funds Brought Forward from 2017/18	£1,403		Revenue Contribution to Bancroft Gardens	£1,403		£0	£1,403			Final retention still to be paid
<b>Total</b>	<b>£1,403</b>			<b>£1,403</b>		<b>£0</b>	<b>£1,403</b>	<b>£0</b>		

**DEVELOPMENT BUDGETS**

Central Area Grants	Funding		Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget		Comments
Pre allocated Funds Brought Forward from 2017/18	£13,131		Rhythms of the World	£3,756	05/06/18	£3,756	£0			
			Headway	£1,500	05/06/18	£1,500	£0			
			11th Hitchin (Holy Saviour) Guides	£1,500	05/06/18	£1,500	£0			
			Hitchin Rugby Club - JOCA	£1,000	05/06/18	£1,000	£0			
			British Schools Museum	£1,320	05/06/18	£1,320	£0			
			Hitchin Christian Centre	£2,500	05/06/18	£2,500	£0			
			North Herts MS Society	£1,500	11/09/18	£1,500	£0			
			Hitchin Art Club	£55	11/09/18	£55	£0			Total Grant £500 see below
<b>Total</b>	<b>£13,131</b>			<b>£13,131</b>		<b>£13,131</b>	<b>£0</b>	<b>£0</b>		

**DEVELOPMENT BUDGETS**

Central Area Grants	Funding		Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget		Comments
2018/19 Base Budget	£13,700		Hitchin Art Club	£455	11/09/18	£455	£0			Total grant £500 see above
Transfer of Member Allowances	£1,800		Strathmore Fun Club	£2,000	11/09/2018	£2,000	£0			
<b>Total</b>	<b>£15,500</b>			<b>£2,455</b>		<b>£2,455</b>	<b>£0</b>	<b>£13,045</b>		

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