

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



14 June 2019

Our Ref Baldock 24.06.19  
Your Ref.  
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To: Members of the Committee: Councillor Valentine Shanley (Chairman), Councillor Michael Weeks (Vice-Chairman), Councillor Steve Jarvis, Councillor Jim McNally, Councillor Michael Muir and Councillor Tom Tyson

You are invited to attend a

**MEETING OF THE BALDOCK AND DISTRICT COMMITTEE**

to be held in the

**BALDOCK COMMUNITY CENTRE,  
SIMPSON DRIVE, BALDOCK**

On

**MONDAY, 24TH JUNE, 2019 AT 7.30 PM**

**\*\*MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL  
AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION  
ON YOUR TABLET BEFORE ATTENDING THE MEETING\*\***

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'J Thompson', with a long, sweeping horizontal line extending to the right.

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 - 3 SEPTEMBER 2018</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 3 September 2018.	(Pages 5 - 12)
<b>3. MINUTES - 3 DECEMBER 2018</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 3 December 2018.	(Pages 13 - 24)
<b>4. MINUTES - 4 MARCH 2019</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 4 March 2019.	
<b>5. MINUTES - 21 MAY 2019</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 21 May 2019.	(Pages 25 - 26)
<b>6. 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>7. 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, wishing 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>8. PUBLIC PARTICIPATION</b> To receive petitions and presentations from members of the public including:  1. Bygrave Bell Ringers.	
<b>9. GRANTS AND COMMUNITY UPDATE</b> REPORT OF THE POLICY & COMMUNITY ENGAGEMENT MANAGER  To bring to the Committee's attention details of recent requests received for Area Committee Grant Funding, made by community groups and local organisations, which conform to the Authority's Grants Policy approved by Cabinet on June 14th 2016.	(Pages 27 - 40)

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

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

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## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### BALDOCK AND DISTRICT COMMITTEE

MEETING HELD IN THE BALDOCK COMMUNITY CENTRE,  
SIMPSON DRIVE, BALDOCK  
ON MONDAY, 3RD SEPTEMBER, 2018 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Janine Paterson (Chairman), Valentine Shanley (Vice-Chairman), Steve Jarvis, Jim McNally, Michael Muir and Michael Weeks*

**In Attendance:** *Ashley Hawkins (Communities Officer) and Amelia McNally (Committee and Member Services Officer)*

#### 29 APOLOGIES FOR ABSENCE

*Audio Recording of Meeting – Start time of Item – 32 seconds*

There were no apologies for absence.

#### 30 MINUTES - 4 JUNE 2018

*Audio Recording – Start time of Item – 39 seconds*

Members commented that, in respect of Minute 17 - Section 106 and Unilateral Undertakings, the requested information regarding Arbury and Weston and Sandon Wards had not yet been circulated to the Ward Members and asked that this be done as soon as possible.

#### **RESOLVED:**

- (1) That the Minutes of the Meeting of the Committee held on 4 June 2018 be approved as a true record of the proceedings and be signed by the Chairman;
- (2) That the Development and Conservation Manager be requested to circulate details of the Section 106 and Unilateral Undertakings regarding Arbury and Weston and Sandon Wards to the Ward Members as soon as possible.

#### 31 NOTIFICATION OF OTHER BUSINESS

*Audio Recording of Meeting – Start time of Item – 1 minute 46 seconds*

There was no other business notified.

#### 32 CHAIRMAN'S ANNOUNCEMENTS

*Audio Recording – Start time of Item – 1 minute 55 seconds*

- (1) The Chairman welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Chairman advised that, in accordance with Council Policy, the meeting would be audio recorded;

- (3) The Chairman drew attention to the item on the agenda's 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. Members declaring a Declarable Interest, wishing 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.

### **33 PUBLIC PARTICIPATION - BALDOCK CRUSADERS NETBALL TEAM**

*Audio Recording – Start time of Item – 8 minutes and 49 seconds*

Mr Ian Knighton, President of Baldock Crusaders Netball Team, thanked the Chairman for the opportunity to address the Committee regarding their grant application.

Mr Knighton informed Members of the following:

- Baldock Crusaders Netball Team was applying for equipment for training and coaching, court hire equipment and training facilities;
- Baldock Crusaders Netball Team began in 2004 as there was very little netball provision locally. There were now 5 senior sides, a youth team (14 – 16 years) and 50 juniors (8 - 14 years) who received regular training. There were accredited trainers, not just from a safeguarding perspective but who were also qualified to teach netball. The team continued to receive applications from aged 8 upwards from Baldock and the surrounding area, not only due to the training but also from a social aspect and taking care of mental health and wellbeing.
- The youth team was growing at the fastest rate so this application was to support the training equipment and the coaching for another 14-16 year old youth team comprising 12 players.
- The cost would be just under £3,000 requesting a grant of £1,000 as there was clearly a demand for supporting facilities for ladies of all ages to play netball. The fact that the club was extremely successful was a credit to those involved.

In response to questions from Members Mr Knighton advised that:

- Letchworth ladies also used the facility as well, although the Crusaders were actually based there and the Council did offer the facility.
- Ian raised as to whether the general matter of finance regarding Saracens and Baldock Crusaders should be discussed. The chairman advised that this application would be considered later.

The Chairman thanked Mr Knighton for his presentation.

### **34 PUBLIC PARTICIPATION - SARACENS CRICKET CLUB**

*Audio Recording – Start time of Item – 2 minutes 34 seconds to 8 minutes 48 seconds*

Mr Ian Knighton, Vice-Chairman of Saracens Cricket Club, thanked the Chairman for the opportunity to address the Committee regarding their grant application.

Mr Knighton informed Members of the following:

- The Cricket Club was established in 1929;
- Quite a few new, younger players, were joining the club;
- Equipment was quite expensive and they did not want new players excluded from playing due to lack of equipment;
- The aim was to build up a stock of kit that could be used by new players;
- They also wished to introduce training sessions for the younger/newer players;

- It was an inclusive, mixed ability but competitive club which played in the Sunday League;
- The club was family orientated and held a lot of social activities;
- They currently had 30 members and expected growth over the next year of a further 10 members;
- 90 percent of Members lived in Baldock and the surrounding villages;
- Although the majority of members were male they currently had 3 lady members playing on a regular basis;
- The project cost was £3,175 and the requested amount of grant funding was £800.

In response to questions from Members Mr Knighton advised that:

- This was a wandering club that trained and played in around the local area;
- There were qualified trainers within the club to provide training to younger members;
- They encouraged new members through their website, the local press and other cricket networks

The Chairman thanked Mr Knighton for his presentation.

### **35 PUBLIC PARTICIPATION - BALDOCK TOWN CRICKET**

*Audio Recording – Start time of Item – 14 minutes and 44 seconds*

Mr Gary O'Brien Secretary and Youth Coordinator for Baldock Town Cricket Club, thanked the Chairman for the opportunity to address the Committee regarding their grant application.

Mr O'Brien informed Members of the following:

- The Cricket Club had been based at Avenue Park for over ten years;
- The request was very specific and for the development of youth coaching and youth participation. As a result of television revenue being taken from satellite networks cricket participation had been dwindling especially in the last 10-15 years and therefore if children could not see the sport, they did not wish to play;
- In previous years, Baldock Town Cricket Club had a youth organisation which brought through players to the senior teams however in the last 3-6 years', children had to travel to other towns despite having the facilities and nets at their own club;
- The club would like children to be active and interested in cricket and to be able to participate in sport with their parents;
- In the last two years 9 year olds had been undergoing training. They had also been in a local league in 2018, having made good progress;
- Nationwide, 15,000 children had participated in an ECB initiative called 'All Stars Cricket. 35 children over the last two summers had attended every Sunday for 8 weeks, took part in all cricket-related activities which also involved their parents. They were provided with a ball, hat, shirt with a monogram bearing their names. Parents and children were therefore able to start playing independent games. Mr O'Brien, was a Level 2 qualified coach and wanted to continue with this and the club was in need of more financial assistance;
- An additional Level 2 qualified coach and also a Level 1 qualified coach were required to assist and help expand;
- Parents had expressed an interest in participation and coaching of both boys and girls;
- Additional equipment was required as many items go missing;
- Expansion of the youth section included under 10's in 2019 and an under 9's team, so commitment of league fees through Hertfordshire Cricket and the balls, stumps, etc;
- Income was generated from parents' through subscriptions but also funded as a cricket club to assist the running of the club;

**Monday, 3rd September, 2018**

- Through contacts at 'Chance to Shine' and 'Cricket East' there was a cricket club representative throughout our local schools in Summer 2018 which increased the scope for participation of both boys and girls in the town;

In response to questions from Members Mr O'Brien advised that:

- Hartsfield and St Mary's both had 'Chance to Shine' cricket lessons which was something they wanted to continue independently. Richard South was a fantastic coach and had represented the club with the All Stars and the club wanted to enable him to reach out to the schools in Baldock and in the neighbouring towns as Cricket East did not have the scope to cover the schools;
- It was unknown whether they attended St John's School however this was something they wanted to do;
- There had been funding to the youth section however it was thought this was 5 years' ago. The funding acquired 2-3 years' ago was to assist with reconditioning of the showers within Edmund Park and was available for use within the Social Club. It was required by Hertfordshire League Cricket to have shower facilities on a Saturday but it was for multi-use.
- The seasonal training had closed but the club was looking ahead for next season and beyond.
- The club would be continuing All Stars cricket which was for children of 5-8 years and then those who graduated from All Stars could consider moving into playing competitive players' cricket game.

The Chairman thanked Mr O'Brien for his presentation.

### **36 PUBLIC PARTICIPATION - ROYAL BRITISH LEGION**

*Audio Recording - Start time of Item – 26 minutes and 22 seconds*

Prior to the item commencing, Councillor Michael Muir declare a declarable interest as he was the President of Royal British Legion.

Prior to the item commencing, Councillor Michael Weeks declared a declaable interest as he was the Treasurer of the Royal British Legion.

Janice Middleton, Secretary of the Baldock & District branch of the Royal British Legion thanked the Chairman for the opportunity to address the Committee regarding their grant application.

Janice Middleton informed Members of the following:

- That she had been in post for the last 3 years;
- The Legion started in 1921, Baldock had a branch which closed in 1960. The Legion became the Royal British Legion in 1973 and as a branch, Baldock reopened in 2006. It was quite an established branch although very small;
- There were many social events and as many members were quite elderly, it was the responsibility of the younger branch members to carry out the functions;
- For Armed Forces Day 2018 – there was a gazebo in the town and unfortunately a gust of wind just took it! It ruffled all the bars and therefore was beyond repair.
- They were applying for a gazebo and also a banner which, they had been prevented from obtaining due to lack of funds;
- The presence of a banner would hopefully raise the profile of the Royal British Legion. The majority of fundraising was generally done by the Royal British Legion through concerts, raffles, BBQ's, boot sales, parties, etc.



- Mr and Mrs Middleton had been the main collectors for the Poppy Appeal for the past 12 years. The money from that did not go directly to the branch; it went to a different section of the British Legion so therefore any funds directly to Baldock branch were as a result of their own fundraising.
- They wanted to use their banner on Remembrance Sunday to entice new members. New members are always being sought however, as with most of the groups in the town, they are diminishing in numbers;

In response to questions from Members Janet Middleton advised that:

- £220 was requested for the gazebo and the banner, with the hope that this would be sufficient. They have tried a couple of different gazebos however despite using the relevant bags and being tied down, the last one still blew away. The new gazebo would need to be more robust.
- They were planning to buy an ordinary gazebo and then put the banner up or tie it onto the gazebo.
- Having been advised by members that there were vents that could be opened if it was windy, Janet Middleton stated that she would seek advice from them about the gazebo type when the time came to replace this.

The Chairman thanked Janet Middleton for her presentation.

### **37 PUBLIC PARTICIPATION - NORTH HERTS MULTIPLE SCLEROSIS SOCIETY**

*Audio recording – Start time of Item – 32 minutes 20 seconds*

Susan Gibbons, a member of the North Herts Multiple Sclerosis Society, thanked the Chairman for the opportunity to address the Committee regarding their grant application for an innovative exercise bike for North Herts Physio Group.

Sue informed Members of the following:

- The bike was recommended by their physio who had 30 years' experience in neuro and physiotherapy and had been working with the group for over 25 years.
- The bike provided bilateral and symmetrical exercise which enabled mobility, strengthening and coordination for both upper and lower limbs. The stability of the design offered more support to a greater range of users including those who had limited movement or spasms.
- Motivational aspects were included within the programmes which would further enhance the benefits of users, encouraging symmetry and motivation to go further or faster.
- The company which provided the bike demonstrated its capabilities at one of the physio sessions and the members were very impressed.
- Each physio session was attended by individuals of mixed ability, including wheelchair users.
- Their physio was supported by a volunteer, retired physio and two pilates instructors (one of whom was also occupational therapy trained).
- The physio, in addition to other activities, was offered to their members.
- The Society was reliant on fundraising as it payed for literally everything. Funds were mainly sourced from donations and flag day participation throughout North Herts during the year.
- Tesco had kindly made a donation towards the bike.
- David Martin, CEO of the MS Trust would be attending a club meeting with a view to developing links with regard to training of health professionals, research, pamphlets and they had their own, informative magazine called Open Door.
- The Society had its own magazines and newsletter.

In response to questions from Members Sue advised that:

- The bike was going to be used once a week at Hadleigh and there was a high possibility that they would be able to expand the number of days and venues. Hadleigh was a central location and the costs were low. Transport would be required to move the bike between locations.
- Hadleigh was social supported living accommodation and was secured by codes. The bike was locked in a cupboard and if anyone were to attempt to take it, they would need to make a lot of noise.
- Non-MS Society members who had MS could still approach the Society with a view to being a part of the sessions.
- A grant committee provided funding for various items of equipment to help members and non-MS Society members who might not be able to get these from Adult Services. The grant team dealt with any incoming requests on merit and in order of priority. Donations could also be made towards specialised equipment.
- This service was advertised on the website.
- The number of people who would benefit from the use of the bike would vary as their needs and abilities differ. The bike could also be programmed for each individual.
- Each new person would be assessed by the physio to assess why they were seeking physio, the problems they had and a treatment plan would be decided upon. Each session would be supervised.
- Attendance varied between sessions but there were usually around 25 people. It was also used as a social event. Lunch could also be provided, at a cost of £3, for members of the Society who wished to participate after their physio session. The funds raised would go towards a lunch in August.
- The qualified staff were self-employed and payments were submitted to the Society.
- The pro-rata calculations were worked out based on the numbers from each particular area. There were 30 people from Hitchin and the Hitchin area, 29 from Letchworth, 16 from Royston and 11 from the Baldock committee in addition to volunteers from Gravelly and Weston.
- The funding of £12,720 was partly for the bike which was £4,800 and the remainder was for running costs of the bike over an 11 month period.

The Chairman thanked Sue for her presentation.

### 38 GRANTS AND COMMUNITY UPDATE

*Audio Recording - Start time of Item – 53 minutes and 13 seconds*

The Communities Officer presented the report entitled Grants and Community Update

#### **RESOLVED:**

- (1) That grant funding of £1000 be awarded to Baldock Crusaders Netball Team for equipment for training and coaching, court hire equipment and training facilities and this would be split as follows:

Weston and Sandon: £60 to be taken from 2018/19 base budget

Arbury: £170 (18%) from 2017/18 base budget

Baldock Town: £585 (76%) to be taken from 2017/18 base budget

Baldock East £185 (24%) to be taken from 2017/18 base budget

- (2) That grant funding of £800 be awarded to Saracens Cricket Club for equipment and training sessions. This would be split between Baldock Town and Baldock East as follows:

Baldock Town: £608 (76%)

Baldock East: £192 (24%) – 2017/18 base budget.

- (3) That grant funding of £750 be awarded to Baldock Cricket Club for the development of youth coaching and to encourage youth participation. This would be split between Baldock Town and Baldock East as follows:

Baldock Town: £570 (76%)  
Baldock East: £180 (24%) – 2017/18 base budget

- (4) That grant funding of £220 be awarded to The Royal British Legion to purchase a more robust gazebo and a banner and this would be split between Baldock Town and Baldock East as follows:

Baldock Town: £167 (76%)  
Baldock East: £53 (24%) – 2017/18 base budget.

- (5) That grant funding of £740 be awarded to North Herts MS Society for the purchase of a specialist exercise bike and the associated running costs. This would be split as follows:

Weston & Sandon: £60 to be taken from 2018/19 budget  
Arbury: £122 (18%) to be taken from 2017/18 budget  
Baldock Town: £424 (76%) from the 2018/19 base budget  
Baldock East: £134 (24%) from the 2017/18 budget

- (6) That grant funding of £200 be awarded to purchase a new Union Flag for Baldock High Street. This would be split as follows:

Baldock Town: £152 (76%) from the 2018/19 base budget  
Baldock East: £48 (24%) from the 2017/18 carry forward

**REASON FOR DECISION:**

To improve services provided by local organisations and groups which are accessed by the community.

**39 BALDOCK COMMUNITY EVENTS**

*Audio Recording - Start time of Item – 1 hour, 10 minutes and 38 seconds*

**The Baldock Cycling Challenge - 15/07/2018**

The Communities Officer advised that there was a shortage of participants three weeks' before however there were 180/190 cyclists on the day. It was well organised, well supported and incident-free. Everyone commented on how much they enjoyed it.

**Rat Run – Baldock's first ever 5K run**

There were 120 booked in at the time of today's meeting. The event had more obstacles including kissing gates, steps and it crossed fields with cattle. Ashley stated that he had walked the course with Sam. The Police had been advised of the necessary road closures required. The Marshall Coordinator was going to walk around the course with the Marshalls so they knew where to stand. Crowd control barriers were going to be used to direct people to the start. Organised by 'Sports Therapy for You' to celebrate 10 years of their presence in Baldock. There was going to be a singer/entertainer appearing on the day. Start time 10am from White Horse Street towards St Mary's Church and Church Street. End time 1pm. Norton Road Bridge would be open with effect from Friday.

**Baldock Christmas Fair – 1<sup>st</sup> December 2018:**

Work was underway with the Rotary Club and Baldock Festival to upgrade the Christmas lights. There was a proper switch-on ceremony and music.

Baldock Rotary Club thanked two organisations, The Festival and the Beer Festival contributed £3000 and £3500. The Rotary Club contributed £3000 so there was £9500 being spent to update the lights. 15 new panels were ordered. All the old panels were tested. A digital timer was discussed to replace existing timer.

The event began at 10am and finished at 6pm so it was dark when all the lights were switched on.

**Baldock Fair:**

The traffic management company who have supported the fair for the last 11-12 years pulled out at the last minute due to staff leaving the company. Five different organisations were contacted and Chevron were asked whether they could cover this year's event and they were chased. Chevron hold all the branded signage so they were asked to return it. A Ringway contact was suggested. Advertising was organised and everything else put into place.

**Baldock Community Fireworks - 20<sup>th</sup> October 2018:**

First planning meeting on Friday. Event held at Hartsfield School.

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

*Audio recording - Start time of item 1 hour, 27 minutes, 15 seconds*

**Members' Reports**

**BALDOCK EVENTS FORUM**

Councillor Jim McNally stated that Baldock did not have the advantage of a bid and was not there at the beginning when most of the money was handed out by NHDC; so the Events Forum had very little money with no support and had to start from scratch. In order to continue the Forum needed a sustainable income stream. Part of that plan was to have a 200 Club whereby people contribute £10 per month with a maximum of 200 members with the possibility of winning £400 each month. Prize money would be £800 if there were 200 members. 1<sup>st</sup> prize £400, 2<sup>nd</sup> prize £300, 3<sup>rd</sup> prize £200.

Baldock's Events Forum web page – more people needed to sign up. This was due to poor marketing and failure to capture peoples' imaginations.

The meeting closed at 9.04 pm

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### BALDOCK AND DISTRICT COMMITTEE

MEETING HELD IN THE BALDOCK COMMUNITY CENTRE,  
SIMPSON DRIVE, BALDOCK  
ON MONDAY, 3RD DECEMBER, 2018 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Janine Paterson (Chairman), Valentine Shanley (Vice-Chairman), Steve Jarvis, Jim McNally, Michael Muir and Michael Weeks*

**In Attendance:** *Ashley Hawkins (Communities Officer) and Amelia McNally (Committee and Member Services Officer)*

#### 41 APOLOGIES FOR ABSENCE

*Audio recording – Start time of Item – 18 seconds*

No apologies for absence were received from Councillors.

#### 42 MINUTES - 3 SEPTEMBER 2018

*Audio Recording – Start time of Item – 25 seconds*

The minutes from the last meeting on 3<sup>rd</sup> September 2018 were unavailable for sign-off so this will be postponed until the next meeting in March.

#### 43 NOTIFICATION OF OTHER BUSINESS

*Audio Recording – Start time of Item – 36 seconds*

There was no other business notified.

#### 44 CHAIRMAN'S ANNOUNCEMENTS

*Audio Recording – Start time of Item – 43 seconds*

- (1) The Chairman welcomed those present at the meeting, especially Counsellor David Levett and to those who had attended to give a presentation on grant applications;
- (2) The Chairman advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (3) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question. Members who were to declare a declarable interest and who wished to exercise a 'councillor speaking right', had to declare this at the same time as the interest.

**45 PUBLIC PARTICIPATION**

*Audio Recording – Start time of Item – 1 minute 47 seconds*

Richard Sell, Membership Secretary and Schools' Coordinator at Letchworth Rugby Club thanked the Chairman for the opportunity to address the Committee regarding their grant application.

Richard Sell informed Members of the following:

- Letchworth Rugby Club was closer to Baldock town centre than Letchworth town centre and 50% of the members of Letchworth Rugby Club were from Baldock and the surrounding villages. Knights Templar was the closest secondary school.
- The grant application was to help grow the delivery of rugby coaching undertaken in Baldock schools. At Knights Templar a previous 3 year satellite grant of £2,000 was awarded by Sport England and was about to run out.
- Part 1 of the application request was for £500 to allow the club to deliver another 20 coaching sessions at Knights Templar in 2019.
- Primary schools grant of £300 required to offer discounted sessions to coach during PE lessons. Primary schools in Baldock keen to take up this offer.
- Children would benefit and this would promote active and healthy lifestyles.
- All children would be given the opportunity to learn to play rugby and staff would gain valuable knowledge and the confidence to teach the children how to play.
- Strong links would be built with the schools so that children could enjoy playing rugby both in and out of school.
- The Club would offer the schools 'rugby scholarships'. PE staff would identify suitable candidates and there would be guidelines for selection of talented children or from families whose circumstances meant that the membership fee would preclude them from participating. Scholarship would waive the first year's membership and then it would be £60 (half price) for subsequent years.

In response to questions from Members, Richard Sell advised that:

- The £1,100 for matched funding would be the cost of the membership fees which would be waived as part of the 'scholarship scheme'. In Baldock nine scholarships would be given to the schools. The club would also contribute towards the cost of the kit and on occasion would even provide some children with kit if that were the reason they were prevented from playing.
- Sport England reviewed their funding model and the satellite grants were no longer available.
- The grant money would allow services to be delivered at Knights Templar in 2019 up to February half term and then from September/October and also enable the PE lessons at primary schools to be provided.
- At the end of 2019, Knights Templar would need to source other grants. With the primary schools, given the incentives of discounted sessions they may be able to contribute to the PE lessons going forward or would be to seek further grants.
- The club was aware that it would not be able to approach the Baldock Area Committee again until 2020 and the funds requested were sufficient to last for two years.

The Chairman thanked Richard Sell for his presentation.

*Audio Recording – Start time of Item – 13 minutes 20 seconds*

Ed Hartley from 2<sup>nd</sup> Baldock Scouts thanked the Chairman for the opportunity to address the committee regarding their grant application.

- Scout movement 65 years in December.
- Grown by 40% in all three sections. Number of scouts grown from 14 to 30 this year due to change of days and increase in activities.
- Won County Orienteering Competition.
- Restricted by lack of equipment and what was offered in terms of camping.
- Shortage of tents, so fewer scouts were able to go camping at any one time. Were having to borrow tents but difficult with larger camps.
- Camping as a patrol to allow scouts to gain confidence and various skills required was inhibited by lack of equipment. Scouts would be able run their own sessions if more stoves, tents, etc were available.
- Cost to fund new patrol would be £2,000 and taking into consideration tents, shelters and equipment, the grant application would be £1,800 approximately. Money was raised at Octoberfest – scouts cleaned and set up for Baldock Charity Beer Festival.
- Grant required for more tents and equipment - £600 requested but seeking £1,500 in total which they were trying to raise through fundraising.
- Fundraising subsidised scouts and supported disadvantaged children in the area.

In response to questions from Members, Ed Hartley advised that:

- Raising funds ready for 2019 camping season would be difficult as it started January 2019. Fewer scouts interested in camping over winter. Various fundraising events.
- Funds of £6,252 held. Financial year ended in December. Membership fees ( $\frac{2}{3}$  of funds) paid in January. The remaining funds were reserved for trailer and also fundraised for contained purchased in 2018.
- Age range 10½ to 14.
- Scout numbers: 26 – Baldock
  - 1 – Ashwell
  - 2 – Weston
  - 1 – LetchworthSimilar numbers in beavers and cubs
- Volunteers – 3 leaders in Scout section, Cubs – 2, Beavers 1
- Committee made up of parents but trying to increase numbers
- Special needs/disabled capabilities were available. No disabled children were present at the time of this meeting but some had ADHD/autism.

The Chairman thanked Ed Hartley for his presentation.

*Audio Recording – Start time of Item – 23 minutes 25 seconds*

Richard Winter from Baldock Allotment & Leisure Gardeners Association thanked the Chairman for the opportunity to address the committee regarding their grant application.

- The Association wanted to encourage more individuals to be green fingered.
- More notice boards required as the present ones did not cover the top of the fences which had been refurbished and were in a poor state of repair.
- £2,250 needed to replace four notice boards and updates on older boards.
- 281 members, 10 vacant allotment sites unlike other areas which have waiting lists. This is due to lack of publicity. Different initiatives tried to encourage new people.
- Money in the pot reserved for replacement of leaky asbestos roof.

In response to questions from Members, Richard Winter advised that:

- At the request of Councillor Michael Muir, Richard Winter agreed that he would email Andrew Mills/David Charlton and the other Councillors to notify them of the problem with the asbestos roof as this was a council issue.
- The Committee were advised that NHDC had intimated that they had another Client to take over the building but that would raise the question as to where they would move. Feedback was awaited from Stuart Izzard with his discussions within the Council as to what the outcome was and Richard Winter would email him.
- Four, lockable notice boards were required with aluminium posts and a wooden board with double-sided Perspex cover. It was planned that there would be a notice board located at each gate on Clothall Common and 1 on North Road. Quotations calculated online.
- Councillor Weeks queried whether Andrew Mills might know of anyone who could supply these and whether Council's purchasing account could be used. Richard Walker asked whether there might be a possibility, if this were the case, of being refunded some of their money. Richard Winter was trying to build up a contingency fund of £5000 in the event of an emergency e.g. water leak as monies were needed for replacing rotting fence posts.
- Fundraising quiz on 9<sup>th</sup> March 2019.

The Chairman thanked Richard Winter for his presentation.

#### 46 LOCAL PLAN UPDATE

*Audio Recording – Start time of Item – 33 minutes 50 seconds*

Councillor David Levett thanked the Chairman for the opportunity to address the Committee regarding the Local Plan Update.

- Councillor David Levett informed Members that the Inspector had issued his main modification recently so the update regarding what had happened so far with the local plan, the current status and future plan:

##### **Background:**

- 'Preferred Options' document approved for consultation on 24/11/2014 which ran from 18/12/2014 – 05/02/2015;
- 8,382 responses – 15,500 individual comments from those responses;
- There were major revisions and a submission version was approved for consultation on 11/04/2017. The consultation period ran from 19/10/2016 – 30/11/2016. There were 2,459 responses and 5,675 individual representations;
- Public Hearing with an Inspector in Letchworth. Originally scheduled for 8 days however there were 28 days of hearings in total which ran between November 2017 to March 2018;
- There were 400 representations and included input from the public, councillors and MP's, developer's landowners, neighbouring authorities, health, education, transport, environmental authorities, various pressure groups, parish and town councils and public bodies;
- During the Hearing additional work and background information was requested by the Inspector and extra work was volunteered to give extra substance and explain things in more clarity. This was submitted in June 2018. Updates followed as there were two legislative changes and information in local plans, particularly regarding environmental assessment that meant extra work was required;
- Inspector requested further clarification following these which were submitted in November 2018;



- Inspector's main modifications and supporting documents were published on 19th November 2018;
- Special Cabinet meeting scheduled for 10<sup>th</sup> December 2018 at 3pm which was to grant approval for consultation on the following:
  - Inspector's proposed main modifications to the plan;
  - A sustainability appraisal which looked at those modification in context and made sure that the plan was still viable;
  - There were some additional documents which were submitted to the Inspector as requested by him;
  - All these documents were located on the main council website under local plan;
  - The consultation, assuming approved by Cabinet was on 10<sup>th</sup> December 2018, ran for six weeks from 3<sup>rd</sup> January 2019 to 14<sup>th</sup> February 2019. Due to the volume of the documentation, plenty of time was given for everyone to go through it prior to the full consultation process;

**What had not changed:**

- Fundamentally the same plan was approved for submission by full Council in April 2017. There were no changes to the housing requirement had not changed. The identified need still needed to be met in full. A reasonable contribution needed to fulfil Luton's unmet housing needs and Stevenage's employment needs;
- The land marked as greenbelt release, was to be released from the greenbelt. A large area however was designated around Offley and Whitwell between Hitchin and Luton which stopped the encroachment into North Herts as new greenbelt. This was being pushed to be included as it was extremely rare to put new greenbelt in. The Inspector accepted that and included extra greenbelt. The result was that there was 9% more greenbelt than before;
- The land allocations, with the exception of one site in Royston where development had started in the intervening period, revealed that no allocations were deleted nor any new sites added. The new development should have made provision for the required infrastructure and that was an accumulative view. All the development, when looked at planning applications, should have taken into account the cumulative view of any development within the local plan;
- Provision of up to 40% affordable housing on new developments remain. The amount would depend on the size of the development and there was a large proportion earmarked as affordable, rented accommodation which also remains.

**The Main Modifications:**

- 400 modifications were identified, ranging from insertion of a single to the introduction of new or replacement policies. Each of the 106 sites had become a policy site which meant that policies had to be met before development could be approved;
- The main modifications were submitted to a sustainability appraisal and sustainability appraisal was one of those documents for consultation;
- A tracked change version of the submission version was available on the website which made it easier to follow all the changes;

**Key Changes:**

- Barkway, Knebworth, Codicote, Little Wymondley and Ickleford were originally classified as Category A villages. The Inspector said that they were more developed than most of the others, so they were identified as villages “identified for growth”. A clear explanation of how future retail needs were to be met by distributing a new floor space across the district. The Inspector wanted to know how this would be allocated on a town by town basis. This had been attempted however was very difficult with the current retail situation and they were trying to be as realistic as possible;
- The local transport plan – LTP4 was incorporated within the local plan and the plan focused on ‘modul shift’ getting on your bikes using public transport more had been incorporated into the local plan and on the individual site locations as well. There was additional criteria information to propose site allocations which had to be met by any new development. Concise information was required from the developers and they would need to specify the size and whether something should be retained or not. All the allocations were now to become policies instead of advisory guidance which would be very important when making planning decisions;
- Extensive changes were made to the Development Management Policies of the plan and needed to be sufficiently robust to achieve the intended results;
- Additional policy guidance had been provided and the plan would be implemented and monitored so there would be a more detailed action plan;
- Letchworth Garden City design principles were not in the plan mainly because they were not exactly conforming to the NPPF which was the National Planning Policy Framework. However the Inspector requested that these be put in;
- Full allocation of land to Danesbury Park Road in the south of the district to meet future needs of gypsy and traveller accommodation. One site was already present. Planning application and appeal was in process throughout the hearings and site was therefore now included as part of the local plan.

**Where do we go from here:**

- 10<sup>th</sup> December 2018 – Cabinet approved consultation. This was a straightforward decision with no debate;
- Consultation ran from 3<sup>rd</sup> January 2019 – 14<sup>th</sup> February 2019. All responses were to be collated and then sent to the Inspector. Nothing was done, it was only collated to be tied in with various modifications. The Inspector reviewed the representations and he said that “he would not consider unrelated or new representations”. He was asking purely on the main points and additional documents;
- Inspector then prepared a final report of recommendations taking into consideration anything that has come in as a consultation and once this final report was issued, full Council is asked to adopt as recommended. Full Council could not change that final version. It could only be accepted or rejected. Once adopted this would have to be adhered to.

In response to questions from Members, Councillor David Levett advised that:

- The Inspector’s advised that his priority list was tight with two more enquiries to carry out in early 2019. He would like to progress matters but would not issue the report until he was fully satisfied with the recommendations and made any future changes.

- If all were to work out, we would hope to be able to adopt it in very late March or the middle of April however this would not be guaranteed.
- Councillor Levett, the leader of the Council, Linda Needham, two local MP's Bim Afalami, Oliver Heald and our Chief Executive and Planning Officer met with the Minister, James Brokenshire a few weeks' ago so and expressed their concerns about the length of time this had taken.
- With regard the issue of revised ONS numbers, there was no revision. The Inspector stated in his letter that he would not consider anything outside the modifications on the submission version consultation however, he did look at everything. If it does not specify on there, put representation in, as all representations would be sent in even if they were not pertinent.
- Any challenge to Inspector's report is the decision of the Inspector so in the case of whether the route into Weston is adequate, despite there being a circuitous route, you would need to raise this with him directly.

The Chairman thanked Councillor David Levett for his presentation.

#### **47 BALDOCK, BYGRAVE AND CLOTHALL COMMON NEIGHBOURHOOD PLAN UPDATE**

*Audio Recording – Start time of Item – 55 minutes 23 seconds*

Michael Bingham thanked the Chairman for the opportunity to address the Committee regarding Baldock, Bygrave and Clothall Common Neighbourhood Plan Update.

Michael Bingham informed Members of the following:

- Neighbourhood Plan was produced for Baldock, Bygrave and Clothall Common including all the parish by roads, Clothall and the town of Baldock;
- People were unhappy with the scale of development being proposed for Baldock in the Local Plan due to significant issues, particularly with the highway aspects of site BA1, which had not been fully resolved. The Neighbourhood Plan was about trying to get the best out of whatever does happen as a result of the Local Plan. It was all about securing a better future and more specifically to add what was in the Local Plan in terms of the facilities provided, ensuring that the character of the area was safeguarded and that new development was of a high quality;
- The Local Plan was a large document containing many policies however after great consideration, there were areas where additional safeguards could be added which was the intention of the Neighbourhood Plan;
- There were lots of steps needed to prepare the Neighbourhood Plan and they were half way through the process so there was initial engagement with the community, a lot of research, reviewing of the background documents, production of the Local Plan, other relevant technical documents including those produced for Hertfordshire County Council who were promoting the major developments around Baldock;
- Knights Templar School did a project which was now a regular feature for year 8 and most students were thinking about the future and how they envisaged it. There were concerns about environmental quality and sustainability of new developments;
- The draft plan was nearing completion and modifications to the Local Plan were being finalised. Endeavours were being made to align the Neighbourhood Plan with Local Plan as far as is possible;
- There was no requirement to abide by every word in the Local Plan and the Neighbourhood Plan had to conform to the strategic policies of the Local Plan but it could depart from it if there was a justified reason;
- The Neighbourhood Plan would be consulted upon in 2019 which would then go to an examination which may or may not go to hearing;

- Neighbourhood Plan would be subject to public referendum and if it were to pass this, it would then need to go to Statutory Development Plan. The Neighbourhood Plan when finalised would carry just as much weight as the Local Plan by law in making planning decisions;
- There were three main blocks of policies, only 15 in total. Some of which were general that added to the Local Plan and applied to the area as a whole; particularly extra material on heritage and on green space had been added. There were then policies for specific sites in the Local Plan so this was where we added to the details or the stipulations in the Local Plan and added extra safeguards e.g. BA1 – proposed development to the north of Baldock some additional safeguards regarding not needed to be retained, existing features of the site, importance of the gap between Baldock and Bygrave etc;
- There were some specific policies for Baldock, Bygrave and Clothall. To maintain the character of those villages and what that meant for new development;
- The question arose of whether supplementary policies needed to reflect wider ambitions of the community but would not be part of the statutory part of the plan – this was something under consideration at the moment;
- Acorn Consultancy were appointed by the Government to work with us under a Neighbourhood Planning support programme of the Government grants. They came up with some design guidelines which would be part of the Neighbourhood Plan and set out some broad design parameters for future development covered by the area covered by the Neighbourhood Plan. Unlike the Neighbourhood Plan, it was split into two parts, general principles which applied to the whole area and some were more specific which applied to the allocations within the Local Plan. Both major urban extension sites plus the two regeneration sites within the town at Deans Yard and Icknield Way – ideas how those sites could be developed.

Main modifications to Local Plan:

- Area to the east and north east of Clothall Common between sites BA4 and BA3, was not allocated for development in the Local Plan in the submission draft as it was sensible to keep that as open space;
- It rose steeply and was unstable from a building point of view with material deposited there following Baldock bypass;
- Used as a recreation area and the survey revealed this area was highly valued;
- Hertfordshire County Council had been lobbying to build on part of that site – building outwards to the eastern edge of Clothall Common despite the District Council proposing they would not allocate it;
- Proposed modifications coloured in all the area as potential housing land;
- Inspector came up with these notifications through the process of dialogue with council officers. It was unclear as to why this had been done and no sound reason had been given. This did increase the risk that building would take place on the slope, east of Clothall Common and eat into the important recreation area;
- BA4 and BA3 policies did not include any additional written mitigation to limit that risk. There was nothing that said that building should not take place to the east of the edge of Clothall Common;
- People should be made aware that the Neighbourhood Plan could override this. The allocations were not strategic so it could be considered as allocated open space by ourselves or adding in some mitigation of our written policies but it would be much better if the Local Plan were to address the issue. The inspector would need to consider this issue when all of the objections are available.

In response to questions from Members, Michael Bingham advised that:

- It was unlikely that there was not enough money for the consultation with the residents of Baldock by growth of Clothall. Eligible to apply for funding from the Government. Technical support so far which funded the work by Acorn. Considered making a bid to the Government's funding pot for funding for the consultation process. Other avenues would need to be considered if this was not successful. Councillor Muir did not know whether this was allowable by the Baldock committee and they would need to take advice in this regard however he said you could apply for the County Council budget and Michael would be willing to give some money to it if needed;
- They would like to consult on the draft Neighbourhood Plan as soon as possible. Plan almost written, design principle almost written. Currently making further changes needed to satisfy the modifications. Discussions needed with County Highways and was due to see them in January to discuss transport policies. Discussions were taking place with statutory agencies to ensure they were happy with the policies. Consultation would take place once all these changes had been done. Date of consultation would depend on funding issue – undecided on whether before or after 1<sup>st</sup> April 2019 as the Government funding relates to the financial year;
- With regard to the saving of a particular area of land you would need to respond to the consultation on the proposed modification which is the one that was due to start on 3<sup>rd</sup> January 2019 i.e. the Local Plan consultation.
- It was felt that the use of photographs in the presentation clarified the area of concern.

The Chairman thanked Michael Bingham for his presentation.

#### **48 BALDOCK COMMUNITY EVENTS**

*Audio Recording – Start time of item – 1 hour 10 minutes and 22 seconds*

##### **Baldock Christmas Fair – 1<sup>st</sup> December 2018**

Christmas Fair held last Saturday was a great success despite the weather. Consistent attendance throughout although this was a little sparse whilst raining. High Street crowded for light switch on and excellent local music bands appearing from the afternoon onwards. The bands did not charge for their time. Funds were not available to pay the bands! Great community spirit. 1,500 – 2,000 people thought to have attended. Grateful thanks sent to all the teams setting everything up and cleared things away at the end, especially Counsellor Val Shanley who worked like a Trojan from 7am! Without his Land Rover and stalwart work they would not have achieved as much as they did.

The tree looked fantastic when lit up last year. NHDC had been let down by their Surrey supplier whose trees came from Germany; so they needed to look at local suppliers who were accountable to the community.

Grateful thanks to Stuart Matthews and the Festival Committee for all the hard work they did with the Rotary Club to provide, set and organise the augmentation of the lights on the Christmas tree. The first phase of the lights were provided by the Council however Stuart made a fantastic difference.

Lights were improving on an annual basis. In April permissions would be obtained from the shops to install all the wiring in preparation for the lighting at the end of 2019.

## Christmas Carols – 18<sup>th</sup> December

Carols would be held around the Christmas tree at 7pm.

## Baldock Beast - February

7<sup>th</sup> Event. Bookings were already being taken and they hoped to exceed 500 entries in 2019.

## Spring/Summer Dinner Dance

Consideration was being given to a dinner dance / spring ball from the Old Town Hall in April/May. The Arts & Heritage Centre Group had been approached and they were in favour of it. It would not be a big affair. It was undecided on the theme - black tie/Hawaiian evening.

## 49 GRANTS & COMMUNITY UPDATE

*Audio Recording – Start time of item – 1 hour, 25 minutes and 53 seconds*

### RESOLVED:

- (1) That grant funding of £800 be awarded to Letchworth Rugby Club to help grow the delivery of rugby coaching undertaken in Baldock schools. This would be split between Baldock Town and Baldock East as follows:

Baldock Town:	£416 (52%) to be taken from 2018/2019 base budget
Weston/Sandon:	£112 (14%) to be taken from 2018/2019 base budget
Baldock East:	£128 (16%) to be taken from 2017/2018 base budget
Arbury:	£144 (18%) to be taken from 2017/2018 base budget

- (2) That grant funding of £600 be awarded to 2<sup>nd</sup> Baldock Scouts To purchase more tents and equipment. This would be split between Baldock Town and Baldock East as follows:

Baldock Town:	£410 (76%) to be taken from 2018/2019 base budget
Weston/Sandon:	£40 to be taken from 2018/2019 base budget
Baldock East:	£130 (24%) to be taken from 2017/2018 base budget
Arbury:	£20 to be taken from 2017/2018 base budget

- (3) That grant funding of £2,000 be awarded to Baldock Allotment & Leisure Gardeners Association for the purchase of 4 new notice boards. This would be split between Baldock Town and Baldock East as follows:

Baldock Town:	£300 (24%) to be taken from 2018/2019 budget
Baldock East:	£950 (76%) to be taken from 2017/2018 carry forward budget and the remainder from 2018/19 base budget

**REASON FOR DECISION:** To improve the services provided in Baldock and the surrounding District.

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

*Audio Recording – Start time of Item – 1 hours, 39 minutes, 30 seconds*

**Highways**

Councillor Muir advised that in the last 5-6 years every road which had been resurfaced had been paid £90,000 with the exception of one. In 2019, money was allocated to Simpson Drive and all around the back of Thurle Close. All the parking and laybys outside the garages opposite Baker's Field were all Highway's land and the state of the roads there were terrible.

Also to come out of next year's budget would be various pavements around the town and a zebra crossing in South Road.

The meeting closed at 9.15 pm

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## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### BALDOCK AND DISTRICT COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER,  
DISTRICT COUNCIL OFFICES, LETCHWORTH GARDEN CITY  
ON TUESDAY, 21ST MAY, 2019 AT 9.04 PM

#### MINUTES

**Present:** *Councillors Steve Jarvis, Jim McNally, Michael Muir, Valentine Shanley, Tom Tyson and Michael Weeks.*

**In Attendance:** *Hilary Dineen (Committee, Member and Scrutiny Manager)*

#### 1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### 2 APPOINTMENT OF A CHAIRMAN

It was proposed by Councillor Weeks, seconded by Councillor McNally and:

**RESOLVED:** That Councillor Val Shanley be appointed Chairman of the Baldock & District Committee for the 2019/20 Civic Year.

#### 3 APPOINTMENT OF A VICE-CHAIRMAN

It was proposed by Councillor Shanley, seconded by Councillor McNally and:

**RESOLVED:** That Councillor Michael Weeks be appointed Vice-Chairman of the Baldock & District Committee for the 2019/20 Civic Year.

The meeting closed at 9.06 pm

Chairman

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**BALDOCK & DISTRICT COMMITTEE**  
**24 June 2019**

**PUBLIC DOCUMENT**

**TITLE OF REPORT: GRANTS & COMMUNITY UPDATE**

REPORT OF : POLICY & COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER FOR COMMUNITY ENGAGEMENT

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

**1. EXECUTIVE SUMMARY**

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

**2. Recommendations**

- 2.1 Committee be recommended to make a Grant Award of £700 to Bygrave Bell Ringers for the purchase of 4 new bell rings as detailed in 8.1.1 below.
- 2.2 That the Committee endorses the actions taken by the Community Officer to promote greater community capacity and well-being for Baldock.

### **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 With reference to the Council's Constitution, Section 9.3 Area Committees will include budgets for the purpose of providing grants and discretionary budgets that may be used within the area of the Committee for economic, social and environmental well-being. Under the current grant criteria there is no upper limit outlined for the amount of grant funding to be allocated which can be decided at the Committee's discretion.

7.2 Members are asked to note the information detailed in Appendix A. Baldock Area Committee Budget Spread sheet, which relates to the Area Committee budget balances for 2019/20. The spreadsheet also details pre-allocated sums carried forward from the 2018/19 financial years, including balances and past expenditure.

7.3 Funding available for the Committee to allocate in the 2019/20 is summarised below:

	<b>2018/19 Carry Forward</b>	<b>2019/20 Base Budget</b>	<b>Total Budget</b>
<b>Baldock Town</b>	£608	£2,400	£3,008
<b>Baldock East</b>	£187	£1, 000	£1,187
<b>Arbury</b>	£210	£900	£1,110
<b>Weston &amp; Sandon</b>	£165	£700	£865
			£6,170

7.4 Members are advised that funding should be allocated first from the 2018/19 carry forward and not the 2019/20 base budget.

## **8. RELEVANT CONSIDERATIONS**

### **8.1 Grant Applications**

#### **8.1.1**

<b>Applicant</b>	<b>Bygrave Handbell Ringers</b>
<b>Project</b>	Funding support for the purchase of 4 new handbells
<b>Sum requested</b>	£700
<b>Total project cost</b>	£1,308
<b>Match funding</b>	£600 own funds and subscriptions
<b>Annual expenditure</b>	£1,618
<b>Funds held</b>	£890
<b>Previous support</b>	£200 granted in 2004, £205 granted in 2010
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Attractive & Thriving

Bygrave Handbell Ringers are seeking funding support from the Baldock & District Area Committee to assist with the purchase of 4 new hand bells.

Bygrave Handbell Ringers have been operating for 20 years. The group is made up of 3 volunteers. The purchase of additional hand bells will allow for new members to join the group. Bygrave Handbell Ringers provide enjoyment for many in the locality including performances at village fairs, old peoples' homes, churches, Womens' Institute, Baldock Festival, Ashwell Festival and many more. The group does not charge for these events but accepts voluntary donations which are shared between the club and various local charities. The group has not applied for funding since 2010. The application is criteria compliant and the recommendation is an award of £700

## **8.2 Community Engagement Updates**

### **8.2.1 Policy and Community Engagement Team Restructure**

Following the corporate wide restructure of the district council, there have been some changes to the Council's Corporate Policy and Community team. This has resulted in the merger of the Community Development Team and the Policy Team. This has created a new team which is called Policy & Community Engagement.

The team is managed by the Policy & Community Engagement Manager. Reuben Ayavoo (previously the Senior Policy Officer) takes up this post.

The Policy & Community Engagement Manager will be directly supported by the Community Engagement Team Leader (Claire Morgan), Community Engagement Officer – Events (Ashley Hawkins) covering Royston and Baldock Committees and Trainee Policy Officer (Kei-Retta Farrell).

The Community Engagement Team leader will be supported by two Assistant Community Engagement Officers and Grants and Data Systems officer.

The Community Engagement team will be covering Letchworth, Hitchin and the Southern Rural Committee's.

The Community Engagement Officer – Events will cover the Area committees of Baldock and Royston; support events in Royston and Baldock and seek to support new district events as practical; link officer to the North Hertfordshire Safety Advisory Group.

### **8.2.2 Baldock Beast Half Marathon**

The Baldock Beast Half Marathon was held for a 7<sup>th</sup> time on Sunday 24<sup>th</sup> February and was supported by over 450 runners. The Baldock Community Engagement Officer (CEO) was in attendance on the day providing both marshal support and assistance with the erection and dismantling of all race signage and equipment.

#### 8.2.3 Baldock Festival

The 36<sup>th</sup> Baldock Festival Street Fair was held on Saturday 18<sup>th</sup> May 2019 in Baldock High Street. The Baldock CEO provided support both on the build up to the event (support with event paperwork including licence applications, suspension of parking, negotiating on behalf of the Festival Committee for appropriate First Aid provision) and also marshal support on the day providing assistance with the set up and take down of the festival. The event was again a success with great support from the people of Baldock & surrounding villages providing good footfall both for the numerous community /charity stalls trading at the event and for the local businesses of the town.

#### 8.2.3 Baldock Events Forum

The Baldock CEO continues to provide support to the Baldock Events Forum (BEF) with the planning for their events in 2019. This has included support with licensing and event planning paperwork for both the Baldock Big Lunch which will be held on Sunday 2<sup>nd</sup> June and the Baldock Cycle Challenge which will be held on Sunday 14<sup>th</sup> July. The Baldock CEO will also provide marshal and event support at both events.

#### 8.2.4 Street Food Heroes

The Baldock CEO was instrumental in bringing Street Food Heroes to Baldock, being the link between the organisers and the Baldock Events Forum. To date, Street Food Heroes has visited Baldock twice, firstly in April and then in May. On both occasions the event was well received by the people of Baldock, especially in April when all food traders sold out.

The event consists of between 6-8 food vendors, a mobile bar and a DJ and operates between 4pm and 9pm. As well as being a family /community event, Street Food Heroes also provides additional footfall for the local businesses and eateries of the town and is an income generator for the Baldock Events Forum.

The Baldock CEO provides support with the publicity of the event and also co-ordinates the suspension of parking which is crucial for the successful running of Street Food Heroes in Baldock. Street Food Heroes will be returning to Baldock in June, July, August and September.

#### 8.2.5 Baldock Fair

The Baldock CEO will be working with Abbots Amusements, Highways, Chevron TM and North Herts Safety Advisory Group to ensure that all is in place for the arrival of the Baldock Chartered Fair on 1<sup>st</sup> October. As normal the Baldock Fair will be operating on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> October.

The Baldock CEO will be assisting with the Event Management Plan, the TTRO application, the pre event publicity to local households and businesses and overseeing the set up and take down of the Baldock Fair.

#### 8.2.5 Developer Contributions / s106 & other Capital Funding projects

The Baldock Community Engagement Officer has been worked with external groups and colleagues in the Planning Department in the potential utilisation developer contributions and other sources of capital funding available.

##### **Baldock Arts & Heritage Centre**

- Works to replace all the first floor windows and refurbish & reconfigure the majority of the ground floor are now complete and the centre had a popular grand opening event on Saturday 11<sup>th</sup> May. . These schemes utilised funding via a number of sources including a Capital Projects Grant from the Authority, Phase 2 improvement works capital funds and some developer contributions assigned to DDA works which are encompassed within the overall enhancements.

##### **Baldock Community Centre**

- As with the Arts & Heritage, the Management Committee at the Community Centre is seeking to refurbish the foyer and toilet area possibly later in the year Community Engagement Officers will assist & advise the project team in securing appropriate funding for the scheme as well as procuring project plans & specification costings in order for the works to be tendered out.

##### **Ashwell Parish Council**

- Officers have met with the Parish Clerk & Vice Chair to run through possible schemes likely to be able to make a call on collated developer contributions collated for the Ashwell area.

The main project the PC is considering relates to significant enhancements of the toilet facilities on the recreation ground. At present approximately £40k of developer contributions have been assigned to such works and officers have suggested that the PC submits a grant application to the next round of the Community Facilities Capital Projects Funding Scheme possibly in September /October 2019.

##### **Baldock Methodist Church**

- The Baldock CO is working with the Baldock Methodist Church with their application to the Community Facilities Capital Projects Funding Scheme for works to enhance the toilet and kitchen facilities at the venue. The group is currently working on its application and their project will be tabled at the next panel of the Community Facilities Capital Projects Funding Scheme which is currently scheduled for September/ October.

If members have any projects in mind which may potentially benefit from utilising capital funds derived via the Planning process please contact the Communities Officer to investigate further possibilities.



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

Such perceived need will be communicated to planning officers to assist when negotiating any potential planning obligations with prospective developers. Similarly, if members have any suggestions of suitable projects or possible future requirements within their wards please inform the Community Engagement 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 2019/20

The agreed budget for this financial year is **£5,000** in line with the agreed 20% reduction in grant budgets as agreed by full council. This is split as followed - Baldock Town (£2,400), Baldock East (£1,000), Arbury Ward (£900) and Weston & Sandon (£700)

All carry forward amounts from 2018/19 total **£1,170**. This is made up of the following – Baldock Town (£608), Baldock East (£187), Arbury (£210) and Weston & Sandon (£165).

Total funds therefore available to the Committee are **£6,170**.

- 10.2 Should Members be minded to provide grant funding as requested under recommendation 2.1.1 the total spend from the Committee Budget will be **£700**. It should be noted that the grant request submitted is relevant only to the Arbury Ward Member. If the full funding of £700 is granted, the Arbury Ward Member would be left with just £410 to allocate across the 3 remaining meetings of the 2019/20 financial year.

## **11. RISK IMPLICATIONS**

- 11.1 There are no relevant risk entries that have been recorded on Pentana Risk, 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 - 2019/20 financial year budget sheet

## **16. CONTACT OFFICERS**

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## **17. BACKGROUND PAPERS**

- 17.1 Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.

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**BALDOCK AREA COMMITTEE BUDGET 2019/20**

**FUNDS BROUGHT FORWARD FROM 2018/19**

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>					
BALDOCK TOWN	£4,560	£3,952	£0	£3,952	£608					
BALDOCK EAST	£1,435	£1,248	£0	£1,248	£187					
ARBURY	£1,060	£850	£0	£850	£210					
WESTON & SANDON	£915	£750	£0	£750	£165					
<b>Total</b>	<b>£7,970</b>	<b>£6,800</b>	<b>£0</b>	<b>£6,800</b>	<b>£1,170</b>					

**2019/20 BUDGETS**

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>					
BALDOCK TOWN	£2,400	£0	£0	£0	£2,400					
BALDOCK EAST	£1,000	£0	£0	£0	£1,000					
ARBURY	£900	£0	£0	£0	£900					
WESTON & SANDON	£700	£0	£0	£0	£700					
<b>Total</b>	<b>£5,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£5,000</b>					

<u>BALDOCK TOWN</u>	<u>Funding</u>		<u>Code</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>	<u>Comments</u>
Funds Brought Forward from 18/19	£4,560		11951026826	Baldock Community Mini Bus	£3,800	07.03.16	£0	£3,800		
				Renewal of Union Flag on Baldock High Street	£152	21.09.18		£152		
								£0		
								£0		
								£0		
								£0		
<b>Total</b>	<b>£4,560</b>		<b>11951026980</b>		<b>£3,952</b>		<b>£0</b>	<b>£3,952</b>	<b>£608</b>	

<u>BALDOCK TOWN</u>	<u>Funding</u>		<u>Code</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>	<u>Comments</u>
19/20 Base Budget								£0		
Original Budget	£2,400							£0		
								£0		
								£0		
<b>Total</b>	<b>£2,400</b>		<b>11951026980</b>		<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£2,400</b>	

<u>BALDOCK EAST</u>	<u>Funding</u>		<u>Code</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>	<u>Comments</u>
Funds Brought Forward from 18/19	£1,435		<b>11951046826</b>	Baldock Community Mini Bus	£1,200	07.03.16	£0	£1,200		
				Renewal of Union Flag on Baldock High Street	£48	21.09.18	£0	£48		
								£0		
								£0		
								£0		
								£0		
								£0		
<b>Total</b>	<b>£1,435</b>		<b>11951046980</b>		<b>£1,248</b>		<b>£0</b>	<b>£1,248</b>	<b>£187</b>	

<u>BALDOCK EAST</u>	<u>Funding</u>		<u>Code</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>	<u>Comments</u>
19/20 Base Budget								£0		
Original Budget	£1,000							£0		
<b>Total</b>	<b>£1,000</b>		<b>11951046980</b>		<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£1,000</b>	

<u>ARBURY</u>	<u>Funding</u>		<u>Code</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>	<u>Comments</u>
Funds Brought Forward from 18/19	£1,060		<b>11951126826</b>	Baldock Community Mini Bus	£850	07.03.16	£0	£850		
								£0		
								£0		
								£0		
								£0		
								£0		
								£0		
<b>Total</b>	<b>£1,060</b>		<b>11951126980</b>		<b>£850</b>		<b>£0</b>	<b>£850</b>	<b>£210</b>	

<u>ARBURY</u>	<u>Funding</u>		<u>Code</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>	<u>Comments</u>
19/20 Base Budget										
Original Budget	£900									
<b>Total</b>	<b>£900</b>		<b>11951126980</b>		<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£900</b>	

<b>WESTON &amp; SANDON</b>	<b>Funding</b>		<b>Code</b>	<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>	<b>Comments</b>
Funds Brought Forward from 18/19	£915		<b>11951136826</b>	Baldock Community Mini Bus	£750	07.03.16	£0	£750		
								£0		
								£0		
								£0		
<b>Total</b>	<b>£915</b>		<b>11951136980</b>		<b>£750</b>		<b>£0</b>	<b>£750</b>	<b>£165</b>	

<b>WESTON &amp; SANDON</b>	<b>Funding</b>		<b>Code</b>	<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>	<b>Comments</b>
19/20 Base Budget								£0		
Original Budget	£700							£0		
								£0		
								£0		
								£0		
								£0		
								£0		
<b>Total</b>	<b>£700</b>		<b>11951136980</b>		<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£700</b>	

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