

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

**Meeting of the Hitchin Committee held in the
Westmill Community Centre, John Barker Place, Hitchin SG5 2PG
on Tuesday, 1st October, 2019 at 7.30 pm**

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Paul Clark, Sam Collins and Martin Stears-Handscomb.

2 MINUTES - 5 MARCH 2019

RESOLVED: That the Minutes of the Meeting of the Committee held on 5 March 2019 be approved as a true record of the proceedings and be signed by the Chairman.

3 MINUTES - 18 JUNE 2019

RESOLVED: That the Minutes of the Meeting of the Committee held on 18 June 2019 be approved as a true record of the proceedings and be signed by the Chairman.

4 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

5 CHAIRMAN'S ANNOUNCEMENTS

- (1) The Chairman welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Chairman advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (3) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question;
- (4) The Chairman welcomed Matthew Hepburn, Committee, Member and Scrutiny Officer, who was a new member of the Committee Team.
- (5) The Chairman advised that he was amending the order of items on the agenda as follows:
 - (i) Item 6 - Hitchin BID Manager would be taken before Item 6 - Public Participation, as he had another appointment to attend;
 - (ii) Item 11 - Grants and Community Update would be taken immediately following Item 6 - Public Participation.

6 PUBLIC PARTICIPATION - PLASTIC FREE HITCHIN

Ms Anni Sander, Plastic Free Hitchin, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the objectives of Plastic Free Hitchin.

7 PUBLIC PARTICIPATION - CLIMATE ACTION GROUP

Ms Nicky Clark, Climate Action Group, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation on the impact of Climate Change and what measures can be taken by the Council to combat it.

8 PUBLIC PARTICIPATION - COMMERCIAL VEHICLE ACCESS TO HITCHIN TOWN CENTRE

Mr Colin Dunham thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation on the impact of making Hitchin Town Centre free of commercial delivery vehicles.

9 PUBLIC PARTICIPATION - HITCHIN SENIOR CITIZENS WELFARE COMMITTEE

Mrs Joan Kirby, Hitchin Senior Citizens Welfare Committee, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application.

10 PUBLIC PARTICIPATION - KEECH HOSPICE

Ms Meg Davies, Keech Hospice, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application.

11 PUBLIC PARTICIPATION - RAVIDASSIA COMMUNITY CENTRE

Mr Vijai Mehar, Ravidassa Community Centre, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application.

12 HITCHIN BID MANAGER

Mr Tom Hardy, Hitchin BID Manager, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the issues and activities in Hitchin Town Centre.

13 PRESENTATION FROM SETTLE REGARDING THE RE-DEVELOPMENT OF JOHN BARKER PLACE

Ms Penny Metcalf, Development Director settle, thanked the Chairman for the opportunity to address the Committee and gave a PowerPoint presentation regarding the re-development of John Barker Place.

14 REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

RESOLVED:

- (1) That Polling Places, as illustrated in the Returning Officer's Proposals set out in Appendices A and C be designated;
- (2) That the Returning Officer be requested to keep the Polling Place and Stations at Whitehill School under review;

REASON FOR DECISIONS: The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary Polling Districts and Polling Places. The compulsory review must commence and conclude between 1 October 2018 and 31 January 2020 (inclusive).

15 ANNUAL UPDATE ON S106 OBLIGATIONS FOR HITCHIN COMMITTEE

RESOLVED:

- (1) That the content of the report entitled Annual Report on S106 Obligations for Hitchin Committee be noted;
- (2) That the Development and Conservation Manager be requested to present a report regarding Section 106 contributions to the Hitchin Committee on an annual basis;
- (3) That, other than where a contribution has been negotiated for a specific purpose or project, Ward Members of the area where the Section 106 Obligation or Unilateral Undertaking funding is generated and the Hitchin Committee be consulted prior to funding being allocated away from that area;
- (4) That it be noted that the discretionary funds are rapidly diminishing and will not be replaced under current legislation and practice, for reasons that are set out in the report entitled Annual Update on S106 Obligations for Hitchin Committee;
- (5) That the Community Engagement Team Leader be requested to maintain a "wish list" of projects for the Hitchin area that can be used for the negotiation of Section 106 contributions and that this list be reported in future Grant and Community Update reports;
- (6) That the Development and Conservation Manager be requested to investigate how large sums of Section 106 funding allocated to Hitchin was spent on the Hitchin Town Hall and District Museum and report the findings to all Members of this Committee.

REASONS FOR DECISIONS:

- (1) To ensure that there is a robust system for negotiating and managing Section 106 Obligations and Unilateral Undertakings, that records activity for each financial year and is placed in the public domain.
- (2) To ensure that the process is kept under constant review and Member scrutiny and that the risk associated with this activity is managed in an appropriate manner.

16 GRANTS & COMMUNITY UPDATE

RESOLVED:

- (1) That £3,658 carried forward from 2018/19 and previously allocated to signage at Woodside Car Park, be reallocated to the general development budget;
- (2) That the actions taken by the Community Engagement officer to promote greater community capacity and well-being for Hitchin be endorsed.

REASONS FOR DECISIONS:

- (1) To ensure the Committee is kept informed of the work of the Community Engagement Team;

- (2) 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 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.

17 GRANT APPLICATION - HITCHIN SENIOR CITIZENS WELFARE COMMITTEE

RESOLVED: That grant funding of £2,434.13 be awarded from the discretionary budget to Hitchin Senior Citizens Welfare Committee to pay for transport costs for members.

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

18 GRANT APPLICATION - KEECH HOSPICE

RESOLVED: That grant funding of £1,500 be awarded from the discretionary budget to Keech Hospice towards the cost of the expansion of a 24hr telephone advice line.

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

19 GRANT APPLICATION - RAVIDASSIA COMMUNITY CENTRE

RESOLVED: That grant funding of £906.50 be awarded from the discretionary budget to Ravidassia Community Centre towards the cost of a new commercial cooker.

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

20 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

Members gave updates on the following issues:

- King George V Playing Fields – Councillor Simon Harwood.

21 POSSIBLE AGENDA ITEMS FOR FUTURE MEETINGS

RESOLVED: That the following be discussed at future meetings of this Committee:

3 December 2019:

- The Former Hitchin Museum building;
- The Dell.

10 March 2020:

- Air Quality.

To be scheduled for future meetings:

- Parking Strategy.

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