

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



20 September 2019

Our Ref Hitchin 01.10.19  
Your Ref.  
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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 Simon Harwood, Councillor Keith Hoskins MBE, Councillor Mike Hughson, Councillor Martin Stears-Handscomb, Councillor Kay Tart 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 SG5 2PG**

On

**TUESDAY, 1ST OCTOBER, 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,

Jeanette Thompson  
Service Director – Legal and Community

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

<b>Item</b>		<b>Page</b>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>2.</b>	<b>MINUTES - 5 MARCH 2019</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 5 March 2019.	(Pages 5 - 16)
<b>3.</b>	<b>MINUTES - 18 JUNE 2019</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 18 June 2019.	(Pages 17 - 28)
<b>4.</b>	<b>NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chairman of other business which they wish to be discussed at the end of either Part I or Part II 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>5.</b>	<b>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>6.</b>	<b>PUBLIC PARTICIPATION</b> To receive petitions and presentations from members of the public including:  <ul style="list-style-type: none"><li>1. Hitchin Senior Citizens Welfare Committee</li><li>2. Keech Hospice</li><li>3. Ravidassia Community Centre</li></ul>	
<b>7.</b>	<b>HITCHIN BID MANAGER</b> To receive a verbal presentation from the Hitchin BID Manager.	
<b>8.</b>	<b>PRESENTATION FROM SETTLE REGARDING THE RE-DEVELOPMENT OF JOHN BARKER PLACE</b> To receive a verbal presentation from Penny Metcalf, settle, regarding the re-development of John Barker Place.	

9. **REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS** (Pages 29 - 70)  
REPORT OF THE CHIEF EXECUTIVE
- To outline and report on the outcome of the Review of Polling Districts, Polling Places and Polling Stations consultation following a review required by the Electoral Registration and Administration Act 2013.
10. **ANNUAL UPDATE ON S106 OBLIGATIONS FOR HITCHIN COMMITTEE** (Pages 71 - 94)  
REPORT OF THE DEVELOPMENT AND CONSERVATION MANAGER
- To provide an annual update on S106 agreements relating to the Hitchin Area
11. **GRANTS & COMMUNITY UPDATE** (Pages 95 - 104)  
REPORT OF THE POLICY & COMMUNITY ENGAGEMENT MANAGER
- 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.
12. **WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS**
- To receive any verbal reports from Members regarding Ward matters and Outside Organisations.
13. **POSSIBLE AGENDA ITEMS FOR FUTURE MEETINGS**
- The Chairman to lead a discussion regarding possible agenda items for future meetings.

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## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### HITCHIN COMMITTEE

MEETING HELD IN THE PETER MORRISON HALL, BENSLOW MUSIC SCHOOL,  
BENSLOW LANE, HITCHIN ON TUESDAY, 5TH MARCH, 2019 AT 7.30 PM

### MINUTES

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

**In Attendance:** Claire Morgan (Senior Communities Officer) and Amelia McNally (Committee and Member Services Officer)

**Also Present:** At the commencement of the meeting approximately 15 members of the public, including registered speakers.

#### 64 APOLOGIES FOR ABSENCE

*Audio recording – Start of Item – 50 seconds*

Apologies for absence were received from Councillors Ian Albert and Judi Billing.

#### 65 MINUTES - 4 DECEMBER 2018

*Audio recording – Start of Item 1 minute 3 seconds*

The Vice- Chairman advised that the Minutes of the meeting held on 4 December 2018 had been tabled and that, to allow time for Members to read them, they would be agreed at the next meeting.

**RESOLVED:** That the Minutes of the meeting held on 4 December 2018 be approved at the next meeting of this Committee.

#### 66 NOTIFICATION OF OTHER BUSINESS

*Audio recording- Start of Item – 1 minute 37 seconds*

There was no other business notified.

#### 67 CHAIRMAN'S ANNOUNCEMENTS

*Audio recording – Start of Item – 1 minute 42 seconds*

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

- (3) The Vice-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 Vice-Chairman advised that in addition to the agenda items as listed that there would be an additional public speaker – Mr John Wyer, and also an update following a meeting that Cllr Judi Billing and Cllr Ian Albert attended with Bim Afolami MP on Future High Street Fund and the draft bid.
- (5) The Vice-Chairman informed the Committee that Guy Westwood the Hitchin Safer Neighbourhood Team Sergeant would present Hertfordshire Constabulary's Annual Report.

## **68 PUBLIC PARTICIPATION - HERTFORDSHIRE CONSTABULARY**

*Audio recording – Start of Item – 3 minutes 27 seconds*

Sergeant Guy Westwood (Hitchin Safer Neighbourhood Team Sergeant, Hertfordshire Constabulary) thanked the Vice-Chairman for the opportunity to address the Committee and gave a verbal update on the issues being addressed by the Hertfordshire Constabulary in the Hitchin area.

- Various changes had been made to the team – Sergeant Guy Westwood had returned to Hitchin after spending four years as the Royston Team Sergeant. Tony Phillips was named as the new Chief Inspector who had taken over from Julie Wheatley;
- Mr John Hammond was formally thanked for all of his work with the Neighbourhood Watch Team;
- A new computer system 'Athena' had been installed, which allowed communication with 11 other forces. Whilst they had experienced teething problems, going forward, it was felt that it had massive potential to assist with sharing information;
- Figures provided to the Committee were a comparison from the period 1 April 2017 to 4 March 2018 to the present date;
- Online crime recording meant there were more ways to report crime. North Herts had seen an overall 7% increase in reported crime;
- A slight increase in non-dwelling burglaries, theft from motor vehicles, theft from a shop and domestic violence had been recorded;
- Hertfordshire Constabulary were working on increasing methods of reporting and offering crime prevention measures such as tool marking events and shed alarms;
- A winter prevention intervention campaign had been launched in October 2018;
- Implementation of a Gangs and Schools team to present the dangers of carrying knives to the relevant age groups in schools;
- Assault - both verbal and physical had increased;
- There had been a reduction in residential burglaries, theft from motor vehicles, theft from shops and domestic violence. Criminal damage – a lot of work had taken place, however, there was still more to do; and
- Presentations were being made to local schools regarding knife crime.

In response to the presentation, questions were received from the following Councillors:

- Councillor Richard Thake;
- Councillor Nicola Harris;
- Councillor Paul Clark;
- Councillor Bernard Lovewell;
- Councillor Clare Billing.

Sergeant Westwood responded to the queries posed.

The Senior Communities Officer was requested to liaise with Sergeant Westwood in order to set up at a meeting between the Police, Hitchin Councillors and local members of the public.

It was suggested by Hertfordshire Constabulary that Hitchin Committee, going forward, informed of their priorities of statistical information required, given that one statistic that was felt to be missing and would be extremely helpful, was a conversion of a firm set of figures analysing the success and failure rate within their ward.

The Vice-Chairman thanked Guy Westwood for his informative presentation and attendance at the meeting.

## **69 PRESENTATION FROM THE CHURCHGATE RESURGENCE GROUP**

*Audio recording – Start of Item – 39 minutes 44 seconds*

Mr John Wyer of the Churchgate Resurgence Group thanked the Vice-Chairman for the opportunity to address the Committee and gave a verbal presentation supported with plans and drawings including:

- Hitchin was an historic market town;
- The future of retail was changing;
- The Future High Streets Fund gave an opportunity to reset Hitchin Town Centre to adapt to trends;
- To make High Streets relevant and vibrant in the era of online shopping an experience based economy was needed that would give people a reason to come into town;
- The refurbishment of Churchgate and Hitchin Market could be transformative and benefit the whole District;
- NHDC owned the freehold of Churchgate and the surrounding land, therefore was in a key position to realise the potential of the whole area;
- Churchgate Resurgence PB had put forward a vision for Churchgate and the surrounding area;
- The vision was for flexible sized retail space as well as social and market sale housing;
- A hub for arts and wellness could provide North Herts with an alternative to St Albans;
- An adaptive riverside walk would enhance footfall and the natural flow around the town;
- Rationalising and increasing parking would increase capacity and generate more income;
- A new creatively curated market was proposed in a light airy building including street food. This would be a competitive alternative to places like London and St Albans;
- They had been inspired by Altringham, where a failing High Street had had a completely positive turn around, due to provision of a market charging low rent, shop leases and had been given an attractive, co-ordinated look. All of this had been achieved for less than £1 million;
- North Herts needed to find ways of attracting and keeping people in the face of competition.

The following Members entered into the debate or asked questions:

- Councillor Paul Clark;
- Councillor Martin Stears-Handscomb;
- Councillor Simon Harwood;
- Councillor Richard Thake.

The Churchgate Resurgence Group were thanked for the work they were carrying out and it was hoped the momentum would continue.

The Vice-Chairman thanked Mr Wyer for his informative presentation and attendance at the meeting.

The Vice-Chairman read a statement from Councillor Ian Albert as follows:

“Reasons why North Herts Councillors should support a Hitchin FHS bid for reviving Hitchin’s town centre;

Hitchin was the market town and retail hub of North Herts, but its market is failing and the future of retail is changing.

The Government’s new Future High Street Fund presented an opportunity to reset Hitchin’s town centre to adapt to future needs and trends.

- A new experience-based economy was required to keep town centres vibrant, and a revitalised curated market with a new street food hall could be the catalyst for this in Hitchin’
- For North Herts to thrive, each town needed to have a strong, differentiated and complementary offer;
- The new Churchgate Resurgence ideas offered opportunities for addressing retail decline in North Herts in a way that did not undermine other towns;
- The ideas also aimed to create local employment and address housing needs, including a proportion of social housing;
- They aimed to provide a new community hub focused on the arts and wellness, and to cater for a broad age range;
- A bid for Hitchin also offered opportunities to address public transport and parking issues which would allow greater connectivity.

Any scheme for Churchgate must represent value for money for local residents and be affordable. There were also positive ripples that the Churchgate improvements could produce for North Herts such as:

- building Hitchin’s attraction as a tourist destination;
- enhancing its historic character;
- generating a greater contribution to North Herts revenue (Hitchin provides 71% of NHDC’s parking revenue); and finally
- the domino effect that could result in this project becoming a beacon for Hertfordshire.”

It was proposed and seconded that this statement, with the words “Hitchin market is struggling” replacing the words “Hitchin Market is failing” in the second sentence be endorsed and considered by Council.

**RESOLVED:** That the statement presented by Councillor Albert above, amended as proposed, be considered by Council.

## 70 HITCHIN BID MANAGER

*Audio recording – Start of Item – 57 minutes 28 seconds*

Mr Tom Hardy, Hitchin BID Manager, thanked the Vice-Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the issues and activities in Hitchin Town Centre and drew attention to the following:

### BID Renewal

The BID renewal was successful and would run for a further 5 years;

### Plans and Events

- Floral displays would continue;
- Developing a tourism strategy;
- Advertising for two Town Centre Managers;
- Welcoming and Liaising with businesses – ambassador role, concentrating on public well being rather than security
- Free Cardboard collection;
- Christmas Lights, a tender was being undertaken this year;
- Represent the business voice on issues such as parking.
- CCTV was an on-going subject

The Vice-Chairman thanked the Hitchin BID Manager for his presentation.

## 71 PUBLIC PARTICIPATION - HOMESTART HERTFORDSHIRE

*Audio recording – Start of Item – 1 hour, 15 minutes 54 seconds*

Lynn Clarke, a volunteer trustee and treasurer for Home-Start Hertfordshire thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for Home-Start Hertfordshire as follows:

- A local, family support charity that offered emotional and practical help to parents with at least one child under the age of 12.
- Prior to being a county wide scheme, they operated as 9 separate schemes, but in 2016 following the loss of a substantial Herts County Council grant they all came together to eliminate any duplicated costs to become more efficient.
- They now operated in six areas in Hertfordshire including North Hertfordshire.
- Provided a family support service with the aim of helping families in desperate need of support, and improving their children's outcomes.
- A team of staff who train, co-ordinate and supervise their volunteers. The volunteers were all parents themselves and had to undergo a 9 week training course to provide them with the required tools to support. Once trained, the volunteers were then matched with a family in need, and would then visit that family in their home weekly.
- Family group parenting classes were provided in the County.
- "Big Hopes, Big Futures" programme had been set up to assist parents to prepare their children for school.
- Currently supported 16 families in North Herts, however, there were still 15 families that were in urgent need of aid, five of these were based in Hitchin for which they wished to use the grant funding if their request was successful to support.
- An approximation of £2,285 was given, this would allow them to provide support for each family for 3 months. Home-Start would match fund the amount, in order to continue assistance for a further 3 months – to meet the average time required to support a family.

The Vice-Chairman thanked Lynn Clarke for her presentation.

## **72 PUBLIC PARTICIPATION - HITCHIN ALLOTMENT ASSOCIATION**

*Audio Recording – Start of Item – 1 hour, 22 minutes 55 seconds*

Mr Paul Dee, Secretary of Hitchin Allotments Association and Project Leader for Hitchin Youth Allotment thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for Hitchin Allotment Association as follows:

- Hitchin Youth Allotment supported young people to learn how to grow and cook fruit and vegetables, this was done on an allotment in Hitchin in a very hands on way;
- encouraged healthy eating and a healthy attitude to food;
- contributed to tackling issues such as eating disorders, diabetes and childhood obesity;
- connected young people with outdoors, the environment and with wider society by linking up with other local good causes;
- built the children's confidence providing a positive knock on effect to their school and academic life;
- focussed on supporting children with special educational needs, with both severe and moderate learning difficulties, but also connected with all children who were interested; and
- ran entirely on a voluntary basis.

When Home-Start were setting up in March 2017, NHDC had donated £500 funding as a contribution to their set up costs. Originally aimed for 40 children to be involved through occasional visits, but the project had proved much more successful and the numbers had increased greatly, over 280 children had been involved that year:

- Over 350 children had been involved over the past couple of years.
- Linked up to the Priory School. Four groups of children with SEN support attend fortnightly as part of their curriculum.
- Last year they piloted a very successful after school club with a food tech teacher – part growing and part cooking. This started fortnightly, but due to popularity, it was now a weekly event.
- In addition, 8 of Hitchin's uniformed youth groups also attended on a regular basis.
- They donated surplus produce to a Red Cross Food Bank.
- Achieved the Royal Horticultural Society's highest level of accreditation for school gardening groups.
- Last year were nominated in the RHS awards and were one of four national finalists, from 350 nominations.

Success had led to much needed expansion, for which the grant funding request was required:

- £250 for Child friendly compost bins, so they could better understand the composting process.
- £350 to create a study and work area with folding, removable tables.
- £80 to complete the renovation and build a fruit area.
- £250 to fully establish cooking activities.

A total of £930 for project/development costs that would pay back over many years and for several hundred children.

The Vice-Chair thanked Mr Dee for his very informative presentation.

### **73 PUBLIC PARTICIPATION - WALSWORTH FESTIVAL**

*Audio Recording – Start of Item - 1 hour, 32 minutes 36 seconds*

Councillor Bernard Lovewell declared a declarable interest and left the room for the duration of the presentation.

Kay Tart, the Secretary of Walsworth Festival Association thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for Walsworth Festival as follows:

- Been an annual event since 1974 and was now celebrating their 65th anniversary.
- Local performance groups were invited in order to raise their profiles.
- Raised the profile of both the local church St Faiths and the Walsworth Community Centre, where some of the activities would take place.
- The event brought the local community together.
- Provided an opportunity for local charities and organisations to promote their activities and raised funds by hiring stalls.

The funding was required to underwrite the cost of putting on the annual Walsworth Festival. There was an expected £4,500 debt, but the event was hoping to raise approximately £2,000.

In response to questions from the following members:

Councillor Richard Thake  
Councillor Paul Clark  
Councillor Elizabeth Dennis-Harburg  
Councillor Bernard Lovewell

If the event were to be more successful and significantly more funds than anticipated were raised, a small donation would be made to some community groups. However, realising that a request for more funds for 2020 festival would not be feasible, it was hoped that with their different approach to the event, and raising extra funds through selling brochures and hiring of stalls, they would be, going forward, self sufficient.

The Festival would take place on Sunday 19 May 2019, not 10 May, as stated in the report.

In response to Councillor Elizabeth Dennis-Harburg's question on his view of stability of the event, and as to whether he thought additional monetary support in 2020 would be required, Councillor Bernard Lovewell stated that he felt that this should not be of concern. He further commented, that at least for the next two years, whilst felt it would be a finely balance operation, was secure as it was going to be, and, along with a lot of extra work, would sustain itself.

The Vice-Chairman thanked Kay Tart for her presentation.

## **74 PUBLIC PARTICIPATION - HITCHIN FOOD RESCUE HUB**

*Audio Recording – Start of Item - 1 hour, 45minutes 43 seconds*

Emma Goulding thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for Hitchin Food Rescue Hub as follows:

- Whilst based on the model of the highly successful “Best Before Café in Letchworth Garden City and sharing experiences and best practice, financially both projects were independent from each other.
- Grant funding requested would be to support initiation of the business - set up costs - get the volunteer training up and running, purchase equipment and support marketing.
- A unique empowering idea - people coming together over food.
- 1.9 million tonnes of business food waste represented back to the public in order that it is not wasted.
- A “Food Boutique” which redistributes the food that would otherwise end up in landfill, thus solving an environmental catastrophe.
- Presently were in discussion regarding confirmation of venue in which to operate, but looking to run the business from Church House, a centrally located community facility.
- The Café would operate one day a week, which was most likely to be a Thursday.
- Felt that it would become a self-sustaining enterprise.

Councillor Val Bryant stated she felt that the project was very exciting and it brought with it a great community feel, diversity of ages and was extremely thought provoking.

The Vice-Chairman thanked Emma Goulding for her presentation.

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

Regina Van Der Leeuw thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the activities and update on Rhythms of The World.

It was confirmed that as Rhythms of the World had not taken place last year, that there was plans in place for a one day event which would be held on 29 June 2019 - a concert of world music - a drumming workshop would also take place.

The Hitchin museum, which would be opening around the same date, had approached Rhythms of the World to suggest that there could be a collaboration of music to promote a positive festival this year, show case the event to make one amazing day.

Music acts would perform within local pubs as in previous years.



Councillor Sam Collins and Cllr Richard Thake made mention of the poor acoustics in Hitchin Town Hall. It was, however, reported that Steve Crowley (Service Director – Commercial) had informed Cllr Ian Albert that there would be acoustic improvement works taking place, these amends would commence within the next couple of weeks.

The Chairman thanked Regina Van Der Leeuw for her informative presentation.

## **76 GRANTS & COMMUNITY UPDATE**

*Audio recording – Start of Item – 1 hour, 53 minutes 44 seconds*

The Communities Officer reported that Hitchin Hackspace, who had previously been awarded funding of £5,000 by Hitchin Committee in order to renovate their building, had now been completed all of the works, and their first week in business had taken place.

### **RESOLVED:**

- (1) That the Committee provide the funding for two “No Ball Games” signs for the Woodside car park from any unallocated budgets;
- (2) That any unspent funds from the 2018/19 financial year be allocated to Community Initiatives;
- (3) That the Communities Officer be requested to bring information from officers to the Committee on the condition and plans for disposal of the former Hitchin Museum Building; and
- (4) That the actions taken by the Community Development Officer to promote greater community capacity and well-being for Hitchin be endorsed.

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

## **77 GRANT APPLICATION - HOME-START HERTFORDSHIRE**

*Audio recording – Start of Item – 1 hour, 59 minutes 12 seconds*

**RESOLVED:** That grant funding of £2,300 be awarded to Home-Start Hertfordshire to assist with costs of providing emotional and practical support of five families in Hitchin.

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

## **78 GRANT APPLICATION - HITCHIN ALLOTMENT ASSOCIATION**

*Audio recording – Start of Item – 1 hour, 58 minutes 31 seconds*

**RESOLVED:** That grant funding of £1,000 be awarded to Hitchin Allotment Association to assist with costs of developing the youth allotment.

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

**79 GRANT APPLICATION - WALSWORTH FESTIVAL**

*Audio recording – Start of Item – 1 hour, 54 minutes*

Having previously declared a declarable interest, Councillor Bernard Lovewell remained in the room for discussion, but did not take part in the vote.

**RESOLVED:** That grant funding of £2,000, be awarded to Walsworth Festival to underwrite the cost of the annual community event. The amount granted being £500 more than requested in order to assist the event for a longer period of time.

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

**80 GRANT APPLICATION - HITCHIN FOOD RESCUE HUB**

*Audio recording – Start of Item – 2 hours, 15 seconds*

**RESOLVED:**

- (1) That grant funding of £2,000 be awarded to Hitchin Food Rescue Hub to assist with start-up costs; and
- (2) That the Community Engagement Officer report back to the Committee on progress of Hitchin Food Rescue Hub.

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

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

*Audio recording – Start of Item – 2 hours, 5 minutes 8 seconds*

**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 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.

**82 ITEMS FOR DISCUSSION AT FUTURE MEETINGS**

*Audio recording – Start of Item – 2 hours, 5 minutes 42 seconds*

After debate and discussion, Hitchin Committee agreed that it would be extremely useful to receive a written report by way of an Information Note for the following item to be discussed at future meeting of this Committee:

Hitchin CCTV Surveillance Findings.

*Audio recording – Start of Item – 2 hours, 9 minutes 23 seconds*

That being the last Hitchin Committee Meeting in the Civic Year, The Chairman thanked Councillor Bernard Lovewell for all of his hard work. Councillor Lovewell stated that he started out where he began at Hitchin some 20 years ago and wished everyone continued good luck in always working so well together.

The meeting closed at 9.50pm.

Chairman

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## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### HITCHIN COMMITTEE

MEETING HELD IN THE TILEHOUSE STREET BAPTIST CHURCH,  
UPPER TILEHOUSE STREET, HITCHIN SG6 2EE  
ON TUESDAY, 18TH JUNE, 2019 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Ian Albert (Chairman), Clare Billing (Vice-Chairman), Val Bryant, Paul Clark, Sam Collins, Elizabeth Dennis-Harburg, Keith Hoskins, Mike Hughson, Martin Stears-Handscomb, Kay Tart and Richard Thake*

**In Attendance:** *Claire Morgan (Community Engagement Team Leader), Lea Ellis (Assistant Community Engagement Officer), Katie Staddon (Assistant Community Engagement Officer) and Hilary Dineen (Committee, Member and Scrutiny Manager)*

**Also Present:** *At the commencement of the meeting approximately 14 members of the public..*

#### 4 APOLOGIES FOR ABSENCE

*Audio recording – Start of Item – 52 seconds*

Apologies for absence were received from Councillors Judi Billing and Simon Harwood.

#### 5 MINUTES - 4 DECEMBER 2018

*Audio Recording – Start of Item – 1 minute 9 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 4 December 2019 be approved as a true record of the proceedings and be signed by the Chairman.

#### 6 MINUTES - 5 MARCH 2019

*Audio recording – Start of Item – 2 minutes 10 seconds*

The Committee, Member and Scrutiny Manager advised that the Minutes of the meeting held on 5 March 2019 were not available. These Minutes would be presented to the next meeting of the Committee.

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 5 March 2019 be presented to the next meeting of this Committee.

#### 7 MINUTES - 21 MAY 2019

*Audio recording – Start of Item – 2 minutes 24 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 21 May 2019 be approved as a true record of the proceedings and be signed by the Chairman.

## 8 NOTIFICATION OF OTHER BUSINESS

*Audio recording – Start of Item – 2 minutes 33 seconds*

There was no other business notified.

## 9 CHAIRMAN'S ANNOUNCEMENTS

*Audio recording – Start of Item 2 minutes 40 seconds*

- (1) The Chairman thanked those who attended Town Talk and welcomed those who were speaking at Public Participation;
- (2) The Chairman thanked those who were no longer Members of this Committee, former Councillors Nicola Harris and Bernard Lovewell;
- (3) The Chairman welcomed Councillors Keith Hoskins and Kay Tart who were new to the Committee;
- (4) The Chairman advised that, in accordance with Council policy, this meeting was being audio recorded. Members of the public and the press may use their devices to film/photograph, or do a sound recording of the meeting. Please do not use flash and disable any sound notifications that may emit from your device.
- (5) Members were reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, 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.

## 10 HITCHIN BID MANAGER

*Audio recording – Start of Item – 4 minutes 53 seconds*

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 and drew attention to the following:

### BID Update

- There were some new Town Centre Rangers;
- There were some new Night Rangers, working on Friday and Saturday nights from 10.30pm to 3.30 am;  
Their remit was to concentrate on public wellbeing, directing people to venues and improve security;  
The Night Rangers report weekly to the BID Manager
- Consideration was being given to improving the quality CCTV in Churchgate and the Arcade in order to support the Police with any potential prosecutions;
- The commercial waste discount scheme had been restarted, which consisted of a mass procurement initiative;
- The Cardboard collection scheme was being continued with approx. 2 tonnes collected each month, which was then compacted and recycled;

**Tuesday, 18th June, 2019**

- A new coffee grounds recycling scheme was being started. The grounds were sent to a recycling plant where they were compacted into logs for burning on wood burners. These logs were good for the environment as they were 80 percent more efficient to burn than wood;
- A new contractor had been appointed for the Christmas lights;
- NHDC had previously provided a Christmas tree for the Town. The BID would from now on be sourcing a Christmas tree this year with funds provided by NHDC;
- Floral displays were in place, they had been spread out around the Town;
- Work was stating on a Tourism Strategy with the aim of promoting Hitchin as a destination venue. The BID was looking to bring key people together to contribute to the Strategy and consider how it would be delivered;
- They were looking at improvements to the BID office and to provide more Hitchin based products;
- They were working with NHDC on a deep clean and chewing gum removal in the Town Centre, this was due to start on 24 June 2019.

#### Events

- This year events would be business based;
- Street dates have been increased;
- Beach week would make a return;
- Food Fest;
- Hitchin Rocks Music Day;
- Christmas Lights Switch on would be held on Saturday 30 November 2019.

#### Awards to Hitchin Businesses

- Etcetera received Retailer of the Year for the second year running;
- Gatwoods received Family Business of the Year.

#### Hitchin Market

- Residents and businesses see the Market as more than a commercial entity, but also as an historical asset to the Town;
- It was acknowledged that an application had been submitted for Future Towns Funding;
- It was felt that the Market deserved consideration in its own right;
- Action Zone funding was available through Historic England;
- Hitchin Market was keen to submit an application, but needed support from the Council;
- Mr Hardy therefore asked Hitchin Committee to support such an expression of Interest in applying for the funding.

The following Members asked questions and took part in the debate:

- Councillor Richard Thake;
- Councillor Keith Hoskins;
- Councillor Martin Stears-Handscorn;
- Councillor Paul Clark;
- Councillor Ian Albert;
- Councillor Kay Tart;
- Councillor Mike Hughson.

The main points of the discussion were that:

- That a review of pedestrianisation be undertaken;
- The timing of waste collections;
- The principal of submitting applications for funding was supported, but the Committee was unable to support an application that they had not seen

**RESOLVED:**

- (1) That Hitchin Committee is supportive of the principal of Hitchin Market applying for external funding;
- (2) That the Hitchin BID Manager be requested to circulate details of the funding applied for and the application to all Members of the Committee;
- (3) That the Executive Member for Enterprise and Co-Operative Development be requested to discuss this proposal with Officers and take the matter forward.

**REASON FOR DECISION:** To consider the proposed expression of interest for funding by Hitchin Market.

## 11 PUBLIC PARTICIPATION - WHOLESOME WEIGH

*Audio recording – Start of Item – 27 minutes 43 seconds*

Ms Aimee Valinski and Eve, Wholesome Weigh, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the future of Churchgate Shopping Centre. The main points of the presentations were:

- Wholesome Weigh was an eco shop trading in Churchgate;
- They sold more than 50 fair trade products;
- They promoted plastic free, workers rights and other matters;
- They held talks and educational and documentary movie nights;
- They also shared knowledge regarding growing food;
- They were speaking in behalf of the Churchgate Community Group who wished to protect the traders in Churchgate;
- The group had been formed in response to the interest in the regeneration of Churchgate;
- The aim was to ensure that any future plans take into account the current independent businesses and traders;
- They had started a petition demanding that the Council ensures minimal disruption to the businesses;
- If the current proposal was successful it result in the devastation of the Churchgate community;
- They would be campaigning further, by various methods including a photographic exhibition in celebration of Churchgate and the Market;
- Churchgate offered an array of community shops;
- Churchgate was in need of maintenance, but they opposed the idea of regeneration which would jeopardise the current businesses and traders;
- In light of the Council's recent actions regarding the climate emergency, this should be factored in to any plans for Churchgate.



The following Members asked questions or made comment on the presentation:

- Councillor Sam Collins;
- Councillor Ian Albert;
- Councillor Mike Hughson.

In response to questions Ms Valinski advised:

- That they were passionate about their livelihood and that regeneration impact massively on that;
- Churchgate needed improvement but not to the scale suggested;
- Building works would cause total disruption to the businesses
- The Churchgate Community Group needed to be included in discussions regarding Churchgate.

The Chairman thanked Aimee and Eve for their presentation.

## **12 PUBLIC PARTICIPATION - 8TH OUGHTON SCOUTS**

*Audio recording – Start of Item – 37 minutes 53 seconds*

Ms Hazel Beadle, Group Scout Leader of 8<sup>th</sup> Oughton Scouts, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application as follows:

- They held their meetings at Oughton School on Wednesdays;
- They had been running for 6 years and were a growing group currently numbering 20 Beavers, 30 Cubs and 12 Scouts;
- Approximately 60 percent of children were from the Westmill area;
- There was a new section of badges called Community Impact Badgers and the Group wanted to look at the environment, particularly plastic awareness;
- They were seeking funding to purchase litter pickers and gloves so that they could clear up the school and the local area;
- The children took great pride in their area;
- When litter picking the children learnt about recycling;
- They also wished to replace their foam balls, used for playing games.

Ray, of the cubs informed the Committee that he enjoyed litter picking. It was fun as he liked helping the environment by picking up litter that hadn't been put in bins.

The following Members asked made comment and asked questions:

- Councillor Richard Thake;
- Councillor Elizabeth Dennis-Harburg.

The Chairman thanked Hazel and Ray for their presentation.

## 13 PUBLIC PARTICIPATION - BUZZWORKS

*Audio recording – Start of Item – 45 minutes 13 seconds*

Anne Taylor and Chris Parker thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application as follows:

- Buzzworks was a small local charity run entirely by volunteers;
- They had 7 trustees and 20 active volunteers;
- The remaining membership was made up of local beekeepers and members of the public;
- Income was approximately £8,000 per annum and costs were about £6,000;
- The primary aim was to educate the public, particularly children about the importance of bees to the environment and what we can do to ensure their survival;
- They ran 3 free to enter family open days a year on the educational site, visited local schools and invited schools and other organisations to visit the educational site;
- Honey bees were at risk from pests and diseases'
- The second aim was to encourage and train new beekeepers;
- They had a second site that contain the main apiary;
- They sold honey at Hitchin Market and made some charges for the educational and training visits;
- They were seeking grant funding of £915 to refurbish the education centre by purchasing a projector and screen that would enhance the centre and could be used when visiting schools.

The following member asked questions:

- Councillor Sam Collins;
- Councillor Clare Billing;
- Councillor Richard Thake;
- Councillor Paul Clark;
- Councillor Ian Albert.

In response to questions Ms Taylor stated that they were happy to advise on plants that would encourage bees.

Mr Parker advised that:

- They had 26 hives and that at any time 50 percent of the bees would be out foraging;
- The number of bees was in decline;
- Bees could be fed with sugar water.

The Chairman thanked Ms Taylor and Mr Parker for their presentation.

## 14 PUBLIC PARTICIPATION - CREATIVES

*Audio recording – Start of Item – 1 hour 0 minutes 10 seconds*

Councillor Ian Albert declared a pecuniary interest in that he had made a donation to Creatives. He stated that he would listen to the debate, but would leave the room during the debate and vote regarding the grant application.

Councillor Richard Thake declares a pecuniary interest in that he had granted Creatives funding from his County Council Locality Budget. He stated that he would listen to the debate, but would leave the room during the debate and vote regarding the grant application.

Amanda Ashley and Linda, Creatives, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation in support of their grant application as follows:

- Creatives was set up to offer the youths of Hitchin somewhere they could go rather than be on the streets;
- The vision was to educate the young people and offer them skills such as art, hair and beauty, that they could put on a CV;
- They were hoping to run some workshops;
- The grant application was for IT equipment that would enable recording and filming;
- They wanted to engage with the community;
- Rhythms of the World was supporting them to show the young people what they could do.

The following Members asked questions:

- Councillor Kay Tart.

Responses to questions included:

- They had held a disco event to which approx. 100 children attended;
- IT had been a great success with no issues;
- They did have some licensing issues that they hoped would be resolved;

Councillor Albert advised that Councillor Judi Billing was talking to Council Officers regarding the licensing issues.

The Chairman thanked Amanda and Linda for their presentation.

## **15 PUBLIC PARTICIPATION - HITCHIN FORUM**

*Audio recording – Start of Item – 1 hour 6 minutes*

Councillor Paul Clark declared a declarable interest in that he was a member of Hitchin Forum. He advised that he would listen to the presentation, but would leave the room during the debate and vote regarding the grant application.

Councillor Kay Tart declared a declarable interest in that she was a member of Hitchin Forum. She advised that she would listen to the presentation, but would leave the room during the debate and vote regarding the grant application.

Mike Clarke, Hitchin Forum, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation in support of their grant application as follows:

- They were requesting grant funding of £1,500 towards the cost of gazebos for community events;
- The current canopies were split and needed replacing.

The Chairman thanked Mike Clarke for his presentation.

## **16 PUBLIC PARTICIPATION - STRATHMORE FUN CLUB**

*Audio recording – Start of Item – 1 hour 8 minutes 25 seconds*

Lisa King, Treasurer of the Strathmore Fun Club, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application as follows:

- Hitchin Fun Club was based at Highover School;
- It was a not for profit organisation;
- It was a safe place for 4-12 year olds to play and take part in activities;
- They had 35 children attend each day;
- There was a stable staff team;
- The application was for £1,500 to support with payment of rent and running costs;
- Rent was between £22 and £28 per day;
- Savings were needed to cover any issues such as redundancies or when there was cash flow problems;
- Any grant funding would mean that they would have sufficient to buy equipment and to go on visits such as to the British School Museum;
- They had a new children's allotment project on land gifted by Highbury School and they need to buy a shed for this.

The following Members asked questions:

- Councillor Ian Albert
- Councillor Kay Tart

In response to questions Lisa advised that:

- Charges were £8.60 per day;
- Children mainly came from the Highbury area of Hitchin.

In response to a query the Community Engagement Team Leader advised that the Committee could grant funds for running costs for one year on;y.

The Chairman thanked Lisa for her presentation.

## **17 PUBLIC PARTICIPATION - TILEHOUSE PRE-SCHOOL**

*Audio recording – Start of Item – 1 hour 17 minutes 33 seconds*

Councillor Martin Stears-Handscomb declared a declarable interest in that he was a member of the Baptist Church. He advised that he would listen to the presentation but would take no part in the debate and vote regarding the grant application.

The Chairman of Tilehouse Pre-School thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their application for grant funding as follows:

- This was a facility that catered for early years (2 – school age);
- It was a charity in receipt of Local Authority funding;
- It had been operational for 15 years'
- It was run by the community and had volunteer trustees;
- The application was for £1,300 to purchase two computers and a tablet.
- These would be used to maintain children's records and development;
- Improved running would benefit all of the families;
- They supported families and offered outreach;
- They had changed their constitution so that they could continue as part of the churches family;
- Approximately 35 – 40 families were supported.

The Chairman thanked Tilehouse Pre-School for their presentation.

## 18 GRANTS AND COMMUNITY UPDATE

*Audio recording – Start of Item – 1 hour 23 minutes 54 seconds.*

The Community Engagement Team Leader presented the report entitled Grants and Community Update and drew attention to the following:

### Policy and Community Engagement Team Restructure

The Team had been restructured as detailed in the report.

### Funding agreed in 2007 for Radio Equipment

Radio equipment funded by the Committee was having to be relocated and a venue was being sought to house it.

Members suggested that Creatives might be a suitable venue to house and make use of the equipment and asked that the Community Engagement Team Leader discuss this with them.

### The Hitchin Museum Building

Councillors Keith Hoskins and Ian Albert had visited the building on separate occasions.

Councillor Hoskins was asked to organise a visit by the Charnwood group

### Walsworth Festival

This had been a well attended event.

### Rhythms of the World (ROTW)

This event would take place on 29 June 2019 at Hitchin Town Hall.

### **RESOLVED:**

- (1) That the Committee endorses the actions taken by the Community Engagement officer to promote greater community capacity and well-being for Hitchin;
- (2) That the Community Engagement Team Leader be requested to discuss possible relocation of radio equipment with Creatives.

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

## 19 GRANT APPLICATION - 8th OUGHTON SCOUTS

*Audio recording – Start of Item – 1 hour 33 minutes 31 seconds.*

**RESOLVED:** That grant funding of £712 be awarded to 8<sup>th</sup> Oughton Scouts towards the cost of litter picking and sports equipment.

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

## 20 GRANT APPLICATION - BUZZWORKS

*Audio recording – Start of Item – 1 hour 35 minutes 2 seconds.*

Councillor Richard Thake declared an interest and stated that he would not take part in the vote.

**RESOLVED:** That grant funding of £915 be awarded to Buzzworks towards the cost of refurbishing their classroom.

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

## 21 GRANT APPLICATION - CREATIVES

*Audio recording – Start of Item – 1 hour 36 minutes 30 seconds*

Councillor Ian Albert had previously declared a pecuniary interest in that he had made a donation to Creatives and advised that he would leave the room during the debate and vote regarding the grant application.

Councillor Richard Thake had previously declare a pecuniary interest in that he had granted Creatives funding from his County Council Locality Budget and advised that he would leave the room during the debate and vote regarding the grant application.

Councillor Albert and Thake left the room

Councillor Billing took the Chair.

The Community Engagement Tewam Leader advised that, at present, Creatives was registered as a ltd company, hoever they were in the process of registering as a charity.

If the Committee were minded to allocate this grant funding, the fund would not be released until the status of their registration is confirmed.

**RESOLVED:**

- (1) That grant funding of £1,500 be allocated to Creatives towards the cost IT Equipment for their youth facility;
- (2) That funding be released once the status of the registration of Creatives has been confirmed.

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

Councillors Albert and Thake returned to the room.

Councillor Albert returned to the chair.

## 22 GRANT APPLICATION - HITCHIN FORUM

*Audio recording – Start of Item – 1 hour 38 minutes 36 seconds*

**RESOLVED:** That grant funding of £1,500 be awarded to Hitchin Forum towards the cost of purchasing Gazebos for community events.

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

**23 GRANT APPLICATION - TILEHOUSE PRE-SCHOOL**

*Audio recording – Start of Item – 1 hour 39 minutes 40 seconds*

Councillor Martin Stears-Handscomb had previously declared a declarable interest in that he was a member of the Baptist Church and advised that he would take no part in the debate and vote regarding the grant application.

**RESOLVED:** That grant funding of £1,000 be awarded to Tilehouse Pre-School towards the cost of volunteer training.

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

**24 GRANT APPLICATION - STRATHMORE FUN CLUB**

*Audio recording – Start of Item – 1 hour 40 minutes 35 seconds*

**RESOLVED:** That grant funding of £1,000 be awarded to Tilehouse Pre-School towards the cost of volunteer training.

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

**25 INFORMATION NOTE: SECTION 106 AND UNILATERAL UNDERTAKINGS**

*Audio recording – Start of Item – 1 hour 41 minutes 19 seconds*

The Committee received an Information Note entitled Section 106 and Unilateral Undertakings.

The following Members commented on the information note:

- Councillor Ian Albert;
- Councillor Richard Thake;
- Councillor Martin Stears-Handscomb;
- Councillor Clare Billing.

Members comments included:

- That officers needed to work closely with Councillors in order to identify where Section 106 funding could be spent;
- That there should be a process that details how Councillors would be involved;
- That the Authority had to be more pro active in agreeing Section 106 obligations;
- They noted that a large number of new dwellings have never made a contribution towards infrastructure or community projects;
- There was a need for better cycle routes in Hitchin.

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

*Audio recording – Start of Item – 1 hour 48 minutes 21 seconds*

Members gave updates on the following:

- Hitchin United Charities (Councillor Richard Thake)
  - Proposed Redevelopment of John Barker Place (Councillor Martin Stears-Handscomb)
  - Walsworth Community Centre (Councillor Mike Hughson)
  - Green Issues (Councillor Sam Collins)
- It was proposed that a Hitchin sub-group to consider green issues to meet twice a year with the aim of all of the separate groups meeting together.

**RESOLVED:** That the Community Engagement Team Leader be requested to discuss with Members suitable community engagement events to bring together the various interest groups in Hitchin and to formulate information and ideas to feed into the new Cabinet Panel on the Environment.

**REASON FOR DECISION:** To keep the Hitchin Committee apprised of ward matters and outside organisations.

## 27 ITEMS FOR DISCUSSION AT FUTURE MEETINGS

*Audio recording – Start of Item – 2 hours 1 minute 30 seconds*

The following items were suggested as items to be discussed at future meeting of this Committee:

### Charnwood and other assets

Councillor Hoskins confirmed that this Committee could consider assets.

Members felt that the Council needed to take a view on how buildings were managed and needed to undertake an assessment of assets across the District. They felt that this Committee should be involved when assets became available..

### The Dell

The Committee talked a number of years ago about using the Dell more effectively and asked that a report brought to the Committee.

### Grant Funding Opportunities

The Committee considered that grant funding opportunities such as that mentioned by the Hitchin Market should be considered

### Any Further ideas

The Chairman requested that Members inform him or the Committee. Member and Scrutiny Manager of any other item for future agendas

The meeting closed at 9.40 pm

Chairman



**HITCHIN COMMITTEE  
1 OCTOBER 2019**

**PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**

REPORT OF THE CHIEF EXECUTIVE

EXECUTIVE MEMBER: LEADER OF THE COUNCIL - COUNCILLOR STEARS-HANDSCOMBE

COUNCIL PRIORITY: RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

- 1.1 To outline and report on the outcome of the Review of Polling Districts, Polling Places and Polling Stations consultation following a review required by the Electoral Registration and Administration Act 2013.

**2. RECOMMENDATIONS**

That Hitchin Committee:

- 2.1. designate the Polling Places as illustrated in the Returning Officer's Proposals attached as Appendix A and maps attached as Appendix C to the submitted report.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1. 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).

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1. Although the review is of polling districts and polling places it is accepted that polling stations are inexorably linked. Appendix A is the Polling District Schedule that identifies the polling districts, polling places and polling stations for the entire District, along with justification as to any proposed changes.

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

5.1. The consultation stage is for representations and comments to be made on the existing and proposed arrangements for polling districts, polling places and polling stations. When conducting the review the Council must:

- Consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in North Hertfordshire;
- Seek representations from electors and other interested persons and bodies including elected representatives and such persons that have a particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

5.2 Formal notice of the review required the Council to give notice of the review by displaying the Notice on its website, which was also published in both the Royston Crow and the Comet on Thursday 15 August 2019.

5.3 Information was circulated via the Members' Information Note, publicised through the Council's Communications Team via a Press Release and social media channels, the Community Engagement Team promoted the Review via the Engage North Herts Facebook Group, and emails and letters were circulated to the over 200 contacts including the Council's Citizens Panel, MPs and MEPs.

5.4 The representations received during the consultation are summarised in Appendix B, along with the considerations given when determining whether to relocate a polling station.

5.5 Both the Acting Returning Officers for Stevenage Borough Council, and St Albans City and District Council, have responded and have no comments to make to any proposals in respect to the areas they have responsibility for in a Parliamentary election.

## **6. FORWARD PLAN**

6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

## **7. BACKGROUND**

7.1. The Council must conduct a full review by 31 January 2020, and thereafter every five years from the 1 October 2018. The last full review was completed in January 2014.

7.2 Definitions:

**Polling District** - the geographical area created by sub-dividing an electoral area. All wards within North Hertfordshire are divided into polling districts, which form the basis upon which the register of electors is produced. Unless there are special circumstances, each parish must be in a separate polling district.

**Polling Place** - the designated area in which a polling station is located. In the absence of any legal definition, this can be regarded as widely as a polling district or as narrowly as the building in which a polling station is located.

**Polling Station** - the actual area where the process of voting takes place, e.g. a room in a community centre or school.

## **8. RELEVANT CONSIDERATIONS**

### **8.1. Review Timetable:**

<b>Event</b>	<b>Date</b>
Consultation Period	14 August – 16 September 2019
Final Recommendations to presented to the Area Committees:	
Hitchin Committee	1 October 2019
Baldock and District Committee	7 October 2019
Royston and District Committee	9 October 2019
Southern Rural Committee	10 October 2019
Letchworth Committee	16 October 2019
Republish Register of Electors	1 December 2019

## **9. LEGAL IMPLICATIONS**

- 9.1. 9.8.1 (f) of the Terms of Reference for Area Committees states '*To designate polling places and review the boundaries of polling districts*'.
- 9.2. The Review is compulsory and must be concluded by 31 January 2020. Presenting the proposals to the October cycle of Area Committee meetings will mean changes can be incorporated into the Register prior to its publication on 1 December 2019.
- 9.3. Subsequent compulsory reviews must commence and conclude within the period of 16 months on 1 October every fifth year (i.e. the next review must commence on 1 October 2023).

## **10. FINANCIAL IMPLICATIONS**

- 10.1 As the population of the District, and consequently the number of electors increase as new residential developments proceed, will mean new polling stations may be required and therefore have ongoing cost implications.
- 10.2 The anticipated costs of the various elections are taken into account during the annual budget setting process.
- 10.3 For a Town/Parish/County Council elections the costs are recharged to the respective authority (unless a year when a District Council election is held in which case the costs are proportioned between the respective Councils).

- 10.4 For other elections claims are made to the Cabinet Office for reimbursement of the fees incurred i.e. Parliamentary/European elections, which are not always wholly successful.

## **11. RISK IMPLICATIONS**

- 11.1. The current practice of ensuring that Polling Places are coterminous with Polling Districts means that the (Acting) Returning Officer may act without delay to relocate a polling station where access or other issues arise unexpectedly.
- 11.2. Following conclusion of the review, certain persons have a right to make representations to the Electoral Commission. If, on receipt of such representations, the Electoral Commission finds that the Council did not:

- Meet the reasonable requirements of the electors in the constituency, or
- Take sufficient account of the accessibility for disabled persons of a polling station within a designated polling place.

The Electoral Commission may direct the Council to make any alteration to the polling place as deemed necessary, and if the alterations are not enacted within 2 months, the Electoral Commission may make the alterations themselves.

- 11.3 The requirement to undertake the review, including the associated consultation, provides the Council with the opportunity to assess the suitability of polling arrangements, to ensure that facilities provided are accessible to all and do not present any barriers to people's participation in elections.

## **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. As part of the review the Council must:

- Seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstances.
- Seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1. The Social Value Act and "go local" requirements do not apply to this report. However, as a Polling Place must be an area within the district (unless special circumstances make it desirable to designate an area wholly or partly outside the district) a local provider will usually be used to deliver this.

## **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1. Staffing an election can be highly resource intensive. Dependent on the type of election requirements differ, for instance, a By-election or Neighbourhood Plan Referendum would require less resource than a Parliamentary election. However, in terms of this report, other than officer time required to put together proposals and research alternative locations, there are no impacts.

## **15. APPENDICES**

- 15.1. Appendix A Returning Officer's Proposals
- 15.2. Appendix B Consultation responses
- 15.3. Appendix C Maps (Polling District boundaries are shown in green).

## **16. CONTACT OFFICERS**

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## **17. BACKGROUND PAPERS**

- 17.1. When conducting the review, North Hertfordshire District Council used the guidance and resources published by the Electoral Commission:

<https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews>

- 17.2 Council's Website 'Polling District Review' page:

<https://www.north-herts.gov.uk/home/elections-and-voting/polling-district-review>

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## APPENDIX A

## RETURNING OFFICER'S PROPOSALS

Polling Station	Polling District	Ward	Polling Place	Area Committee	Electorate	The Returning Officer's Proposals	The Returning Officer's Proposals (Following Consultation)
Baldock Community Centre, Large / Small Halls, Simpson Drive	AAA	Baldock Town	Baldock Town	Baldock	5680	No changes proposed.	No changes proposed.
Tapps Garden Centre, Wallington Road	ABA,ABB	Baldock East	Baldock East	Baldock	2283	No changes proposed	No changes proposed.
Ashwell Parish Room, Swan Street	FA	Arbury	Parish of Ashwell	Baldock	1497	No changes proposed.	No changes proposed.
Sandon Village Hall, Payne End	FAA	Weston and Sandon	Parish of Sandon	Baldock	418	No changes proposed.	No changes proposed.
Wallington Village Hall, The Street	FCC	Weston and Sandon	Paish of Wallington	Baldock	124	No changes proposed.	No changes proposed.
The Old Forge, Manor Farm, Church Lane	FD	Arbury	Parish of Bygrave	Baldock	240	No changes proposed.	No changes proposed.
Weston Village Hall, Maiden Street	FDD, FDD1, FE	Weston and Sandon	Parishes of Weston and Clothall	Baldock	916	No changes proposed.	No changes proposed.
Hinxworth Village Hall, Francis Road	FI	Arbury	Parish of Hinxworth	Baldock	258	No changes proposed.	No changes proposed.
Newnham Village Hall, Ashwell Road	FS1,FS2	Arbury	Parishes of Caldecote and Newnham	Baldock	65	No changes proposed	No changes proposed.
Radwell Village Hall, Radwell Lane	FX	Arbury	Parish of Radwell	Baldock	94	Need to supply ramp if venue accomodates.	No ramp required as alternative disabled access available.
Rushden Village Hall, Rushden	FZ	Weston and Sandon	Parish of Rushden	Baldock	201	No changes proposed.	No changes proposed.
Westmill Community Centre, Rear of John Barker Place	BAA	Hitchin Oughton	Hitchin Oughton	Hitchin	3518	No changes proposed - need to ensure the large hall used as Polling Station.	No changes proposed.
Catholic Parish Church Hall, Nightingale Road	BBA,BBD	Hitchin Bearton	Hitchin Bearton	Hitchin	3122	No changes proposed.	No changes proposed.
Hitchin Rugby Clubhouse, King Georges Recreation Ground, Old Hale Way	BBB	Hitchin Bearton	Hitchin Bearton	Hitchin	2293	No changes proposed.	No changes proposed.
Walsworth Community Centre, 88 Woolgrove Road	BBC	Hitchin Bearton	Hitchin Bearton	Hitchin	3518	No changes proposed.	No changes proposed.
Baptist Church Hall, Upper Tilehouse Street	BCA	Hitchin Priory	Hitchin Priory	Hitchin	2001	No changes proposed.	No changes proposed.
St Johns Community Centre, St Johns Road	BCB	Hitchin Priory	Hitchin Priory	Hitchin	893	No changes proposed.	No changes proposed.
Walsworth Community Centre, 88 Woolgrove Road	BDA	Hitchin Walsworth	Hitchin Walsworth	Hitchin	3041	No changes proposed.	No changes proposed.
New Testament Church of God, Hampden Road/Willian Road	BDB	Hitchin Walsworth	Hitchin Walsworth	Hitchin	1835	No changes proposed.	No changes proposed.
St Michaels Community Centre, St Michaels Road	BDC,BDD	Hitchin Walsworth	Hitchin Walsworth	Hitchin	1753	No changes proposed.	No changes proposed.
Benslow Music Trust- Fieldfares, Benslow Lane	BEA	Hitchin Highbury	Hitchin Highbury	Hitchin	1605	No changes proposed	No changes proposed.
Whitehill J.M. School, Whitehill Road	BEB	Hitchin Highbury	Hitchin Highbury	Hitchin	3311	No changes proposed.	No changes proposed.
St Ippolyts Parish Hall, Waterdell Lane	FLB	Hitchin Priory	Parish of St.Ippolyts	Hitchin	1652	No changes proposed.	No changes proposed.
Zeo Centre, Hitchin	BEC, BED	Hitchin Highbury	Hitchin Highbury	Hitchin	1176	No changes proposed.	No changes proposed.

## APPENDIX A

## RETURNING OFFICER'S PROPOSALS

Polling Station	Polling District	Ward	Polling Place	Area Committee	Electorate	The Returning Officer's Proposals	The Returning Officer's Proposals (Following Consultation)
Grange Youth Centre, Pelican Way	CAA,CAC	Letchworth Grange	Letchworth Grange	Letchworth	1436	No changes proposed	No changes proposed.
Grange Community Centre, Middlefields	CAB	Letchworth Grange	Letchworth Grange	Letchworth	3922	No changes proposed.	No changes proposed.
St George's Hall, Common View	CBA	Letchworth East	Letchworth East	Letchworth	2097	No changes proposed.	No changes proposed.
Central Methodist Church Hall, Norton Way South	CBB	Letchworth East	Letchworth East	Letchworth	2212	No changes proposed.	No changes proposed.
The Annex at Garden City Academy, Garden City Academy, OFF Radburn Way	CCA,CCF	Letchworth South East	Letchworth South East	Letchworth	1499	No changes proposed.	No changes proposed.
Jackmans Old Library, Ivel Court	CCB	Letchworth South East	Letchworth South East	Letchworth	1887	No changes proposed.	No changes proposed.
Lordship Farm JMI School, Howard Drive	CCC,CCE	Letchworth South East	Letchworth South East	Letchworth	3622	Look to change polling station location	New polling station identified - Cloisters Dining Hall
Willian Village Hall, Willian	CCD,CCG	Letchworth South East	Letchworth South East	Letchworth	196	No changes proposed.	No changes proposed.
St Thomas of Canterbury, Bedford Road	CDA	Letchworth Wilbury	Letchworth Wilbury	Letchworth	3878	No changes proposed.	No changes proposed.
St Michael's Church Hall, Broadway	CEA, CEC	Letchworth South West	Letchworth South West	Letchworth	3995	No changes proposed.	No changes proposed.
Lordship Farm JMI School, Howard Drive	CEB	Letchworth Soth West	Letchworth Soth West	Letchworth	3622	No changes proposed.	No changes proposed.
Icknield Walk First School, Poplar Drive	DAA	Royston Meridian	Royston Meridian	Royston	2685	Look to change polling station location	New Polling Station identified - Royston Leisure Centre - will become a split polling station.
Studlands Rise First School, Studlands Rise	DAB,DAB2	Royston Meridian	Royston Meridian	Royston	1413	No changes proposed.	No changes proposed.
Tannery Drift School Annex, Tannery Drift First School, Tannery Drift	DBA,DBD	Royston Heath	Royston Heath	Royston	2576	Look to change polling station location	New Polling Station identified - Royston Golf Club
Market Hall Rooms, Fish Hill	DBB,DBB2,DB C,DBE	Royston Heath	Royston Heath	Royston	1759	No changes proposed.	No changes proposed.
Coombe Community Centre, Burns Road	DCA,DCC	Royston Palace	Royston Palace	Royston	2521	No changes proposed.	No changes proposed.
Royston Town Hall, Melbourn Street	DCB	Royston Palace	Royston Palace	Royston	1762	No changes proposed.	No changes proposed.
Barkway Village Hall, 4 Cambridge Road	FB1,FB2	Ermine	Parishes of Barkway and Nuthampstead	Royston	754	No changes proposed.	No changes proposed.
Therfield Chapel, Wellhead	FBB	Ermine	Parish of Therfield	Royston	419	No changes proposed.	No changes proposed.
Barley Town House, Church End	FC	Ermine	Parish of Barley	Royston	524	No changes proposed.	No changes proposed.
Kelshall Village Hall, Village Green	FM,FM1	Ermine	Parish of Kelshall	Royston	136	No changes proposed.	No changes proposed.
Reed Village Hall, Blacksmiths Lane	FYA	Ermine	Parish of Reed	Royston	233	No changes proposed.	No changes proposed.



## APPENDIX A

## RETURNING OFFICER'S PROPOSALS

Polling Station	Polling District	Ward	Polling Place	Area Committee	Electorate	The Returning Officer's Proposals	The Returning Officer's Proposals (Following Consultation)
Great Wymondley Village Hall, Great Wymondley	FEEA	Chesfield	within the Parish of Wymondley	Sth Rural	132	No changes proposed.	No changes proposed.
Wymondley Baptist Church, Stevenage Road	FEED,FEEC	Chesfield	and Todds Green within the Parish of Wymondley	Sth Rural	783	No changes proposed.	No changes proposed.
Peace Memorial Hall, High Street	FFB	Knebworth	The area of Codicote East within the Parish of Codicote	Sth Rural	2761	No changes proposed.	No changes proposed.
Graveley Village Hall, High Street	FGA	Chesfield	Parish of Graveley	Sth Rural	349	Need to supply ramp if venue accomodates.	No ramp required as alternative disabled access available and ramp available.
Great Ashby Community Centre, Whitehorse Lane, Great Ashby Way	FGB	Chesfield	Parish of Great Ashby ( area within North Hertfordshire )	Sth Rural	3806	No changes proposed.	No changes proposed.
St Faiths Community Centre, Barton Road	FH	Hitchwood, Offa & Hoo	Parish of Hexton	Sth Rural	96	No changes proposed.	No changes proposed.
Holwell Village Hall, Pirton Road	FJ	Cadwell	Parish of Holwell	Sth Rural	321	No changes proposed.	No changes proposed.
Ickleford Village Hall, 82 Arlesey Road	FK	Cadwell	Parish of Ickleford	Sth Rural	1457	No changes proposed.	No changes proposed.
St Ippolyts Parish Hall, Waterdell Lane	FLA	Hitchwood, Offa & Hoo	Parish of St.Ippolyts	Sth Rural	1652	No changes proposed.	No changes proposed.
Kimpton Memorial Hall, Hall Lane	FN	Kimpton	Parish of Kimpton	Sth Rural	1793	No changes proposed.	No changes proposed.
Kings Walden Village Hall, Church Road	FOA	Hitchwood, Offa & Hoo	Parish of Kings Walden	Sth Rural	191	Steep steps to main entrance not suitable for a ramp. However, side fire exit could accommodate a ramp - need to supply ramp	Supply Ramp
Breachwood Green Village Hall, Chapel Road	FOB	Hitchwood, Offa & Hoo	Green within the Parish of Kings Walden	Sth Rural	608	No changes proposed.	No changes proposed.
Knebworth Village Hall, Park Lane	FPA,FPB	Knebworth	Parish of Knebworth	Sth Rural	3471	No changes proposed	No changes proposed.
Wytch Farm, Homefield Lane	FQ	Hitchwood, Offa & Hoo	Parish of Langley	Sth Rural	137	Need to supply ramp if venue accomodates.	Private dwelling - ramp to be supplied.
Cassel Memorial Hall, West Street	FR	Hitchwood, Offa & Hoo	Parish of Lilley	Sth Rural	304	No changes proposed	No changes proposed.
Offley Village Hall, Luton Road	FTA	Hitchwood, Offa & Hoo	Parish of Offley	Sth Rural	820	No changes proposed	No changes proposed.
Cockernhoe Memorial Hall, Mangrove Road	FTB	Hitchwood, Offa & Hoo	The area of Cockernhoe within the Parish of Offley	Sth Rural	391	No changes proposed	No changes proposed.
New Fellowship Hall, Bendish lane	FU	Hitchwood, Offa & Hoo	Parish of Whitwell	Sth Rural	1021	Need to supply ramp if venue accomodates.	No ramp required as one available at venue.
Pirton Village Hall, High Street	FV	Hitchwood, Offa & Hoo	Parish of Pirton	Sth Rural	990	No changes proposed.	No changes proposed.
Preston Village Hall, School Lane	FW,FW1	Hitchwood, Offa & Hoo	Parish of Preston	Sth Rural	347	No changes proposed.	No changes proposed.

Key:

	Baldock
	Hitchin
	Letchworth
	Royston
	Southern Rural

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Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
Therfield Chapel	Therfield	Ermine	Royston	419	Barbara Scrivens, Elector	Email	I live in Kelshall and wonder why when there is an election it is necessary to have a polling station in our village hall and also one in Therfield. The two villages are so close it seems an unnecessary expense and would make sense for the two villages to combine. As Therfield is the larger village that would be the logical venue.	All Poll at Therfield Chapel	Therfield and Kelshall are two separate Villages, Kelshall is the smaller village and the proposal was to move the polling station from Kelshall to Therfield Chapel. There was no call to join the two Parish Councils - given the separate identities of the two villages and that there is a swath of agricultural land between the two.	The recommendation is to leave the two polling stations as they are.
Kelshall Village Hall	Kelshall	Ermine		136						
Benslow Music School		Hitchin Highbury	Hitchin	1605	Linda Steeples, Lettings Administrator	Email	Further to your recent letter regarding the review of polling districts, places and stations, we confirm that we would like to continue to offer our premises as a polling station, where availability allows. On previous occasions we have offered Palmer Hall as first preference, and when not available, then Fieldfares. The latter room is smaller but it was agreed as being suitable by your office. We did encounter a recent issue (which was discussed), when using Fieldfares, as we currently have building work in the vicinity. When the project is completed this will not be a problem.		The Returning Officer thanks Benslow Music School for their continued support	No Action Needed
							If you wish to make a further on site review of the facilities, please do not hesitate to make an appointment.			
		Bearton Ward	Hitchin		C.McIntosh, Elector	Email	When reviewing the districts please can you sort out Bearton Ward as we live in Benslow Lane where the lower part odd numbered houses up to number 45 are all part of Bearton Ward, whereas the opposite side of the street and all the odd numbers at the top of Benslow Lane are all Highbury Ward. Why it was ever thought appropriate to split approx. 20 houses from another 180 in the same 'dead end' street area I cannot begin to understand.		This change came about in 2007 following a Boundary Review. In the interest of electoral equality part of Hitchin Highbury was transferred into Hitchin Bearton.	No Action Needed
							On a practical level, this means we often do not get hand-delivered information relating to our own Bearton Ward because many assume it stops at Walsworth Road plus we often do not get information directly relating to relevant local issues in Benslow Lane as this is delivered by Highbury Ward.....mad!!!			
Icknield Walk First School		Royston Meridian	Royston	2685	Charlotte Gatward, Parent	Email	I am writing in response to the Polling district review.			
							My son attends Icknield walk first school in Royston. The school is used as a Polling station and is closed for this purpose whenever we have an election, of which there were 2 in May 2019.	Move to Royston Town Hall	The current Polling Station is situated within a large residential area . Further building has started to the east of the area and will be incorporated into this Polling District. Various alternatives were investigated for the new polling station. Royston Town Hall is out of the ward. Royston Football club have an open bar for patrons and would not be able to accomodate us. The Guide Hut on Garden Walk has little parking and is on double yellow lines. St James Academy does not have a building for use as the old Sixth form block houses a team dealing with vulnerable children. There would also be safeguarding issues as the pupils move from one part of the site to the other. Royston Leisure centre is within the ward and can accomodate 1 or 2 polling stations within the Sports Hall. This has seperate access and a large carpark.	Recommendation is to move the Polling station for DAA from Icknield Walk first school to Royston Leisure Centre.
							Due to the timing of the Easter Holidays, May Bank Holidays and Summer half term, this meant that there was only 1 week in the entire month of May that the children could go to school for all 5 days.			
							The ward I am in votes at Royston Town Hall, the Town Hall was practically empty for most of the election days, its a very large space. I personally feel that the hall could be divided with a temporary partition to allow constituents of Palace ward and Meridian ward to vote in the Town Hall which is fully acessible to everyone also.			
							This also means that the children do not have to miss school. I dont think it reflects well that parents face fines for taking their children out of school but the council can just close the school as and when for voting.			

Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals		Proposals	Recommendations
Icknield Walk First School		Royston Meridian	Royston	2685	David Paterson, Parent	Email	I wish to request consideration be made for the location of Polling District DAA (Royston Meridian) which is currently at Icknield Walk First School Poplar Drive.				
							Due to the structural arrangements of the school building, the school is closed to all students on polling days, impacting their education adversely, and causing organisational and financial difficulties for parents.	Move to 1. Youth Centre on Meridian School Site. 2. Royston Leisure Centre			
							Alternative venues could be:				
							- The old 'youth centre' on the Meridian School site - this is separate from the main building accessible directly inside the school gate				
							- A section of the main hall at the Royston Leisure Centre - this has good access and parking making it accessible to all.				
Icknield Walk School		Royston Meridian	Royston	2685	Ian Brown, Elector	Email	Please can Icknield walk primary school Royston no longer be used as a polling station on election days as the school has to close to pupils , not a good use of a school , could you please use the girl guide hut in Garden Walk instead, which is still in the same ward and has no effect on pupils education	Move to girl guide hut, Garden Walk - No Parking Yellow lines			
Icknield Walk School		Royston Meridian	Royston	2685	Lee-Ann Sapsford, Parent	Email	I would like to register my thought that voting locations in N Herts (Royston) should be changed do they do not include Icknield walk first school.	No alternative sited			
							The 2 elections this year in quick succession caused great disruption and frustration to ourselves as a 2 parent working family.				
Icknield Walk School		Royston Meridian	Royston	2685	Jane Sherwood, Head Teacher	Email	I am writing as a head teacher of a Icknield Walk First School which has to close when it is being used as a polling station, as our hall where the polling takes place is in the middle of the school building. I can understand why we are deemed to be the most appropriate place for our area, however closing the school can be disruptive to the children's learning and is not very popular with the parents! The only other places I can suggest as alternative venues are the Guide Hut on Garden Walk or the Leisure Centre, but I am aware that they are a bit of a distance from us.	1. Guide Hut - 2. Leisure Centre			
							If there is nothing that can be done we will of course continue to provide a venue.				
Icknield Walk School			Royston	2685	Philip Asher, Parent	email	I write to share views about existing polling place arrangements for Icknield Wall First School.				
							The school closes entirely for the day since the leadership deem it unsafe to open. This dislocates over 300 children from their right to a day of education. The school does not replace this lost day, citing that it is impractical to do so.				
							As a parent and resident in this area, it is hugely inconvenient to close the school and requires myself or my wife to use a day of holiday entitlement to care for our children. We'd rather use a holiday day for an actual holiday.				
							We vote by post and have not used a polling station since moving to Royston 11yrs ago.				
							There is a very suitable Guide Hut only 2minutes walk from Icknield Walk First School (located on Garden Walk). The hut has all facilities required and no doubt the Guide Association would appreciate the opportunity to receive additional income afforded a polling place, and a chance to play this role in the community. This would remove any need to use the school and thus allow the children to receive their education uninterrupted by politics.				
							I trust this comment is helpful. I look forward to the outcome in hope that this year I will not need to take a day of holiday leave in order for democracy to take place!				

Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
		Hitchin Walsworth	Hitchin		Chris Parker, Elector	Email	All seems well in Walsworth.			No Action Needed
Tannery Drift School		Royston Heath	Royston	2576	Jean Green, Councillor	Email	Hello I was asked about places to hold the polling station for Heath ward Royston - Toby at The Heath Sports Club is happy to have the station sited in his club. This may be good solution with plenty of parking and very well known.	Move to Heath Sports Centre	<p>The Current polling station is located towards the east of the polling district , problems have been experienced with the security of the children during Polling days and carparking is limited. Various alternatives have been looked at . Royston Bowls Club is unavailable , the Bowling Calendar starts in May and there is a full itenarary of matches so they could not guarantee use. The Heath Sports Club does not have a seperate room for use as the serving area , coffee machine and the dishwasher would be in constant use and this area runs along the top of both dining areas. There are also large patio type windows that do not have covering and privacy could not be guaranteed. The Army Cadet Hut in Tannery Drift is of suitable size and has all facilities however, the hall is dark and cold with little natural light. Royston Golf Club can offer a seperate private room of good size with its own entrance onto the car park.</p>	It is recommended that the polling station be moved from Tannery Drift School to Royston Golf Club.
Tannery Drift		Royston Heath	Royston	2576	Hannah Cooper, Elector	Email	I want to express my views regarding the polling station at tannery drift school.			
							I understand it is in a different building to where the children are but i an shocked every year that the children are still expected to go to school whilst this is happening. The security at the school is rediculously laxed with the security chap when there is one spending most of his time standing on his phone.			
							It disrupts school drop off and pick up and i feel the station would be better placed at the army cadet hut next door.			
							Thank you for reading my email.			
Grange Youth Wing		Letchworth Grange	Letchworth	1436	Kelly Rosenwink, Pre School Manager	Email	I am the manager of Tiny Hands Pre school in Letchworth and we have just taken over the lease of the Youth wing on pelican way SG6 4NR.	No alternative sited		
Grange Comm Centre				3922	Caroline Davis, Tiny Hands		It has previously been used as a polling station and was vacant.			
							The main hall at the community centre is also used as a polling station so there are 2 polling stations in this one area.		<p>Currently two polling stations are housed within the Grange Community Centre (3922 electors) and one within the Youth Wing (1436 electors). Grange Community Centre would struggle to accommodate the 3 polling stations within the one hall. These polling stations serve the whole geographical area known as "The Grange". These facilities are owned by NHDC and have use as a polling station in the contracts. There are no other suitable facilities within the ward. It is recommended that the polling stations remain within the Grange Community Centre and Youth Wing.</p>	
							We are in the middle of a huge expensive refurbishment on the whole building to make it fit for purpose to use as a Pre school.			No Action Needed
							I am putting forward the request for the Youth Wing to no longer be used as a polling station going forward due to the following reasons:			
							1- A large amount of expensive equipment will be in the building so we would need a member of staff to be present at all times if it was used.			
							2 - The children using the setting come 5 days a week so the session would have to be closed if polling were to take place causing us a financial loss and the working parents that use our setting would have to find alternative childcare.			
							3 - Safeguarding of our children is paramount and it would not be safe for them if the public had access to the building with all their personal details on view.			
							4 - The equipment will be set out permanently so there will not be any space for the polling booths to be put up.			
							Please do not hesitate to contact me if you need any further information on this matter.			

Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
The Annex, LGC Academy		Letchworth South East	Letchworth	1499	Mike & Sheila Steele	Email	Our polling station is the Little Stars Nursery in Alison, off Radburn Way. We are not happy with the way this is set up, in fact we have debated whether to make an official complaint.			
							The last 2/3 times we have gone to vote, there has been a Labour party activist sitting in the vestibule area asking for our name and address. We have always refused this as we felt we were being intimidated. However on the last occasion the activist was only about 3 feet away and could hear everything that was being said. I think this is illegal. I am told they shut the door between the voting area and the vestibule, but this hasn't been happening, even then they can hear what is being said. Either the polling station should be moved into the junior school or the Labour party member should remain outside. No other political party was in attendance.		Reiterate at training that Polling station doors are to remain closed at all times during the Poll. Tellers are to remain outside the polling station	No Action needed
							I know that in other areas in the past there was always a policeman on duty inside the voting area, but I understand why this is no longer an option			
Baptist Church Hall		Hitchin Priory	Hitchin	2001	Sean Jones, Elector	Email	I am content no changes are proposed for the Hitchin Priory polling station at Baptist Church Hall, Upper Tilehouse Street, Hitchin			No Action needed
Whitehill School		Hitchin Highbury	Hitchin	3311	Suzanne Godfrey,Electro	Email	My opinion for the consultation is to keep it as it is. We've found it very convenient. Our polling station is Whitehill School, Hitchin			
Whitehill School		Hitchin Highbury	Hitchin	3311	Helen Armitage, Elector	Email	I would like to suggest that Whitehill school in Hitchin no longer be used as a polling station, this area has a perfectly adequate community centre on St John's Road that could be used instead, meaning that the school wouldn't have to close which does cause problems for working parents.	St.Johns Community Centre	The polling station is to the south of a mostly residential area there are 2 polling stations within the one building. St.Johns Community Centre already houses a polling station for a different ward. The building is not suitable for 3 polling stations, this would cause voter confusion and there is only a small carpark that would not be adequate during busy times. After discussion with Steve Mills at the School and given the lack of representations it is recommended that the Polling stations remain at Whitehill School.	No Action needed
Not Specific					Tim Scales, Elector	Email	I'd like the following feedback regarding your public consultation;	No alternative sited		
							I would humble suggest that if a school has to be closed so that it may be used as a polling station then that school is not a suitable location for a polling station. Due to the wonderful political climate we find ourselves in there are currently multiple elections per year and the burden on working parents who have to take time off when schools are shut is a significant problem			No Action needed
Not Specific		Hitchwood, Offa & Hoo	Sth Rural		David Barnard, Councillor	Email	This ward was formed as an amalgamation of three separate wards, adjoining each other. The Councillors who represented each of these wards, conjoined to represent the new area. The result has been a greater workload for all, including an enormous rural area, with many Parishes, etc., to control.			
							To date, this has been covered very effectively, and no change is desired.			
							However, it may be, that east of Luton sites could come into the emerging Local Plan, and other substantial sites will be developed across the ward, within St. Ippolyts, Pirton, Whitwell, Offley, some of which are currently under construction, or recently completed.)			
							But, at this time, I see no reason to add to your workload by suggesting any amendments.			
							I will confer with my ward colleagues, but I expect that we will agree on the Polling Stations, as present.			No Action needed
Not Specific		Hitchwood, Offa & Hoo	Sth Rural		Faye Frost, Councillor	Email	I fully support Cllr Barnards comments. Hitchwood Offa and Hoo covers by far the largest area in the District, with around 7 parish councils to attend every month. It is a massive workload to be covered by 3 elected members.			No Action needed
							At this time, I dont see any reason to amend the polling stations in this ward. They are well locates and known by residents			

Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
	Codicote			2761	Lorraine Ellis, Parish Clerk - Codicote	Email	The letter states that the review commenced on 14th August and will run until 16th September 2019. Unfortunately the Parish Council do not hold any meetings in August and their next meeting will not be taking place until 24th September. Could your deadline please be extended to 25th September to enable Codicote Parish Councillors to discuss the matter - you will appreciate that a week has been lost between the start of the review (14th) and your letter advising us of the review (21st).			No Action needed
	Radwell		Baldock	94	G T Kingsley	Email	The current arrangements for Radwell seem satisfactory and no changes are proposed			No Action needed
St.Georges Hall		Letchworth East	Letchworth	2097	Christine Clements, Parish Administrator	Email	Clulow Room, St George's Hall, we have no objections continuing as a polling station, we are disabled friendly and have toilet facilities.		The Returning Officer would like to thank St.George's Hall for their continued support	No Action needed
Weston Village Hall		Weston & Sandon		916	Christine Adams, Bookings Secretary	Email	As the representative of Weston Village Hall (bookings secretary), I confirm that we are happy with our current situation with NHDC. WVH has easy access, easy parking and sits centrally in the village. I myself usually liaise directly with the officer in charge, and this has proven to work well.		The Returning Officer would like to thank Weston Village Hall for their continued support	No Action needed
Kimpton Memorial Hall				1793	Carina Helm, Parish Clerk	Email	Kimpton Parish Council supports the continued use of Kimpton Memorial Hall as a polling station for the parish of Kimpton. It has a central village location with free car parking facilities and disabled access so suits the needs of all residents.		The Returning Officer would like to thank Kimpton Parish Council for their continued support	No Action needed
Rushden Village Hall				201	Kate Heath PC	Email	I am writing to you as a Parish Councillor for Wallington Ward, Rushden and Wallington PC.  · Wallington has no public transport.			
Wallington Village Hall				124			· Approximately 15% of households in the village contain at least one adult who does not drive.  · Approximately 25% of our residents are retired.		The Returning Officer would like to thank Rushden and Wallington Parish Council for their continued support	
Page 43							· We have a number of residents who are elderly and frail or have disabilities, including one person who is a permanent wheelchair user.			No Action needed
							For all of these reasons, I believe it is very important that we should keep our current polling station in Wallington Village Hall. The Village Hall is central to the village and is highly accessible, with completely level, step-free entry. There is also an adapted toilet for disabled visitors.			

Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
Lordship Farm School		Letchworth South East and South West	Letchworth	3622	Ben Parry, Headteacher	Email	In response to your letter of 21 <sup>st</sup> August 2019, with regards to the review of polling districts, polling places and polling stations 2019, we would like to make the following representations.			
							Lordship Farm Primary School is currently used by the local authority as a polling station. Over the last few years as the school has expanded to two form entry across all year groups, we currently have 452 children on roll, using the school as a polling station has become increasingly difficult and disruptive for the day to day running of the school and the safety of the children, for the following reasons:		The polling station serves 2 wards and is situated to the south of a residential area . Various alternatives have been researched. St Christophers do not have a separate room available and are concerned with safeguarding. Letchworth Golf Club do not have a suitable room available. Attempts to contact Letchworth Corner were unsuccessful. Cloisters Hall has a suitable room with seperate access and a large carpark. The Dining hall is bright and can accommodate the two required polling stations.	The recommendation is that the polling stations currently at Lordship Farm School be moved to the Cloisters.
							· No assemblies can be held as the polling station uses the schools only hall.			
							· Music lessons cannot be conducted in the designated rooms at the back of the school due to safeguarding. Music teachers are cut off from the main school and this entire area is open to the public. As there is little or no space available in the main school as an alternative place to conduct music lessons, the school has to cancel them.			
							· PE lessons that are normally held in the school hall have to be cancelled.			
							· All clubs before and after school have to be cancelled.			
							· The rooms at the rear of the school hall are the only areas available for meetings and counselling sessions, these again have to be cancelled on polling days due to safeguarding risks.			
							· If the school is used as a polling station and the weather is wet, we have no area for our reception class children to play during the lunchtime period, thus forcing us to return them to their classrooms for the duration of the lunch break.			
							· The fire door in the school staff room into the main school cannot be locked for obvious reasons. This leaves the school open to the public and again poses a huge safeguarding risk. Increasingly polling station staff access the school through this door to use the staffroom kitchen facilities which is totally unacceptable and despite numerous attempts from us to ask them to not.			
							· Signage to the polling station entrance is usually poor resulting in countless members of the public trying to access the polling station via the main school reception area. Staff are frequently met with rude replies from the public when it is explained that they have come to the wrong entrance.			
							· We have to ensure and pay a member of our staff to unlock the school early on polling day and to again attend in the late evening to close and secure the school.			
							· The school is never left in the clean and tidy state that we hand it over to the polling station staff. School staff are left to clean the area to make it safe for the children and staff to use the following day.			
							Taking into account all of the above we would like to make representations to have the school removed as a polling station for North Herts, due to the severe disruption and obvious safeguarding issues this causes the school.			
CCE/CCC/CCA/CC B			Letchworth		Martin Stears-Hanscomb,Kate Aspinwall, Adem Ruggerio-Cakir Cllrs	Email	I am emailing on behalf of my colleagues – Cllr Kate Aspinwall and Cllr Adem Ruggiero-Cakir, Councillors for Letchworth South East Ward with two proposals.			
							1. To include the Polling District CCE within CCC. This was a hangover from a previous boundary change and is in the same Ward and County Division as well as voting at the same polling station.		The polling district of CCE was created during a boundary review and sits within polling district CCC. There is currently no necessity for this polling district to be separate from CCC.	It is proposed that the polling district CCE be incorporated into polling district CCC.
							To transfer Ivel Court from CCA to CCB and to consider also transferring Hadleigh from CCA to CCB. In both cases the polling station of CCB is adjacent to the properties in question. The CCA polling station is at some distance from the properties		The polling station at Jackmans old Library is out of area and serves CCB (1885 electors) The proposed change incorporating Hadleigh and Ivel Court will move 85 electors from CCA ( 1089 electors) to CCB. The road of Hadleigh seems to form a natural boundary and could be incorporated into Polling District CCB without elector confusion.	It is therefore recommended that the areas known as Ivel Court and Hadleigh be moved from Polling District CCA to CCB



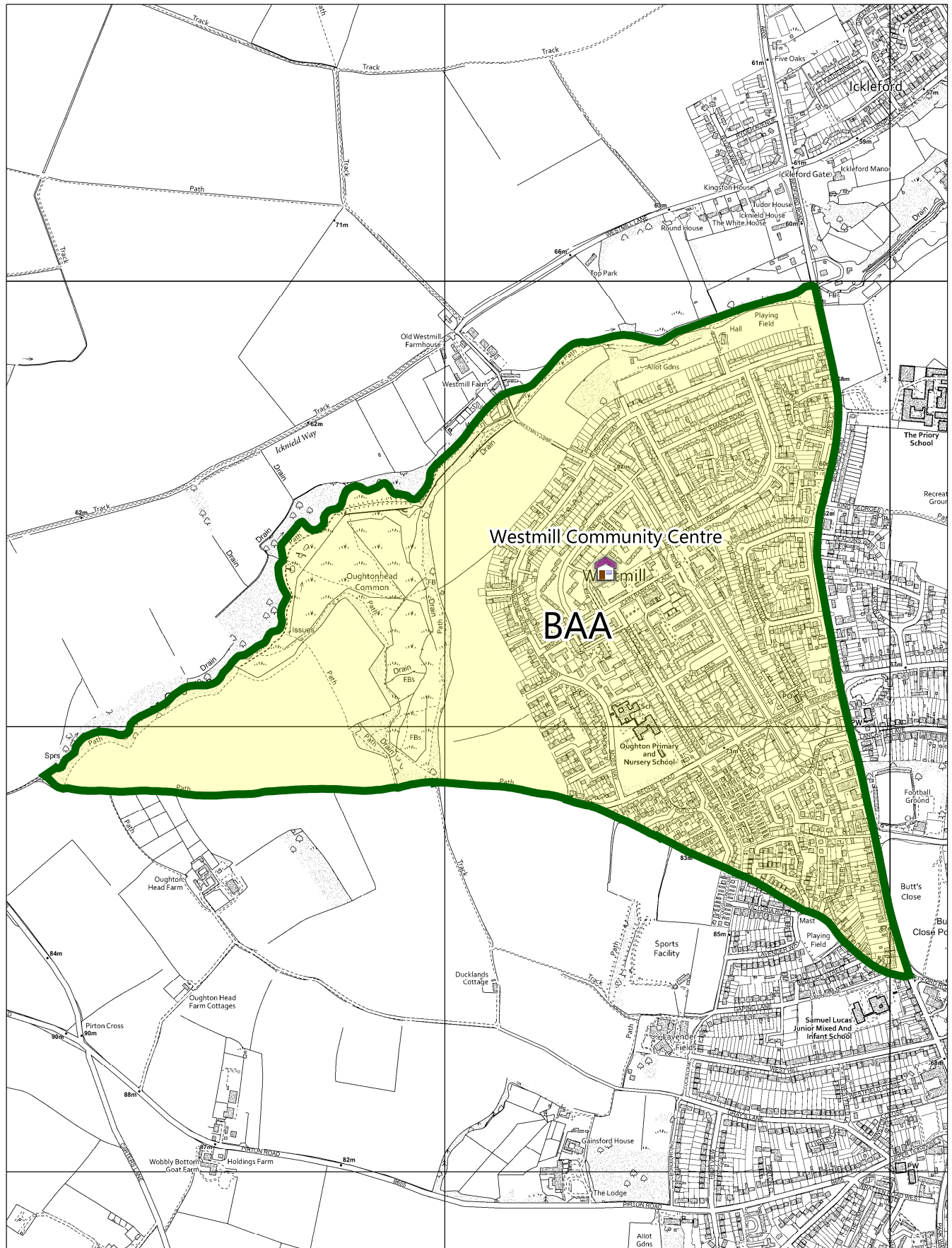
Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals		Proposals	Recommendations
Westmill Community Centre			Hitchin	3518	Mrs M Furr	Letter	In reply to your letter concerning polling places and stations. I spoke to three separate groups at the Community Centre at Westmill, Tuesday Friendship group, Weds Bingo and Walsworth townswomens Guild who use our centre. The Westmill groups were unanimous in their preference for the polling station to stay at the Community Centre as it is easy to find and has good parking facilities. The Walsworth group was also quite satisfied with the provision				No Action Needed
Barley Town house			Royston	524	Mel Chamings PC	Email	Thank you for your correspondence consulting on the 5 yearly review of polling arrangements.				
							Barley Parish Council considered the current arrangements of polling district boundaries, and access to and location of our polling station in Barley at their September meeting.			The Returning Officer would like to thank Barley Parish Council for their continued support	
							The councillors had no representations to make about the current arrangements which were considered to be satisfactory.				No Action Needed
							Coombes Community Centre is currently used as a polling station and until a new lease was signed about 18 months ago we were reimbursed for centre hire and our costs.				
							The current arrangement means the centre is used by NHDC for polling at no charge at all and as a result of this the centre loses income from hirers of approximately £100.				
							The centre receives no subsidy from NHDC and has to pay all its costs from income, but as mentioned we get no income on polling days. So this means the RCA and centre which is a registered charity is subsidising the polling activity within the building. The charity incurs costs every time the centre is used for polling.			Coombes Community Centre is a NHDC owned building and has in the lease a clause that the Returning Officer can use the facility, free of charge on Polling Day . The loss of income was reflected in the lease negotiations	
							There are costs involved in consumables such as heating, lighting, water and toilet use and furniture used by the polling staff. So having the polling here at the centre is a cost to the charity and I would like to suggest it is moved elsewhere so we can continue our business uninterrupted and not be subsidising NHDC.				
							In the nearby vicinity is an Academy School, a Scout Hut and a Children's Centre and an evangelical church, all of which may be able to provide a venue for polling day.				
Coombes Community Centre			Royston	2521	Gillian Morland, Centre Manager	Email	The community centre is a perfect venue with ample car parking and toilet & kitchen facilities, with full disabled access, but I would also appeal that if this was to continue that we could at least claim £200 costs for loss of income and costs of consumable and related staff costs. This would mean NHDC are still using the centre rent free, but just reimbursing the costs.				No Action Needed
32 Representations											

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# Westmill Community Centre - Hitchin Oughton Ward

Westmill Community Centre, Rear of John Barker Place, Hitchin, Herts, SG5 2PG

**NORTH HERTFORDSHIRE  
DISTRICT COUNCIL**



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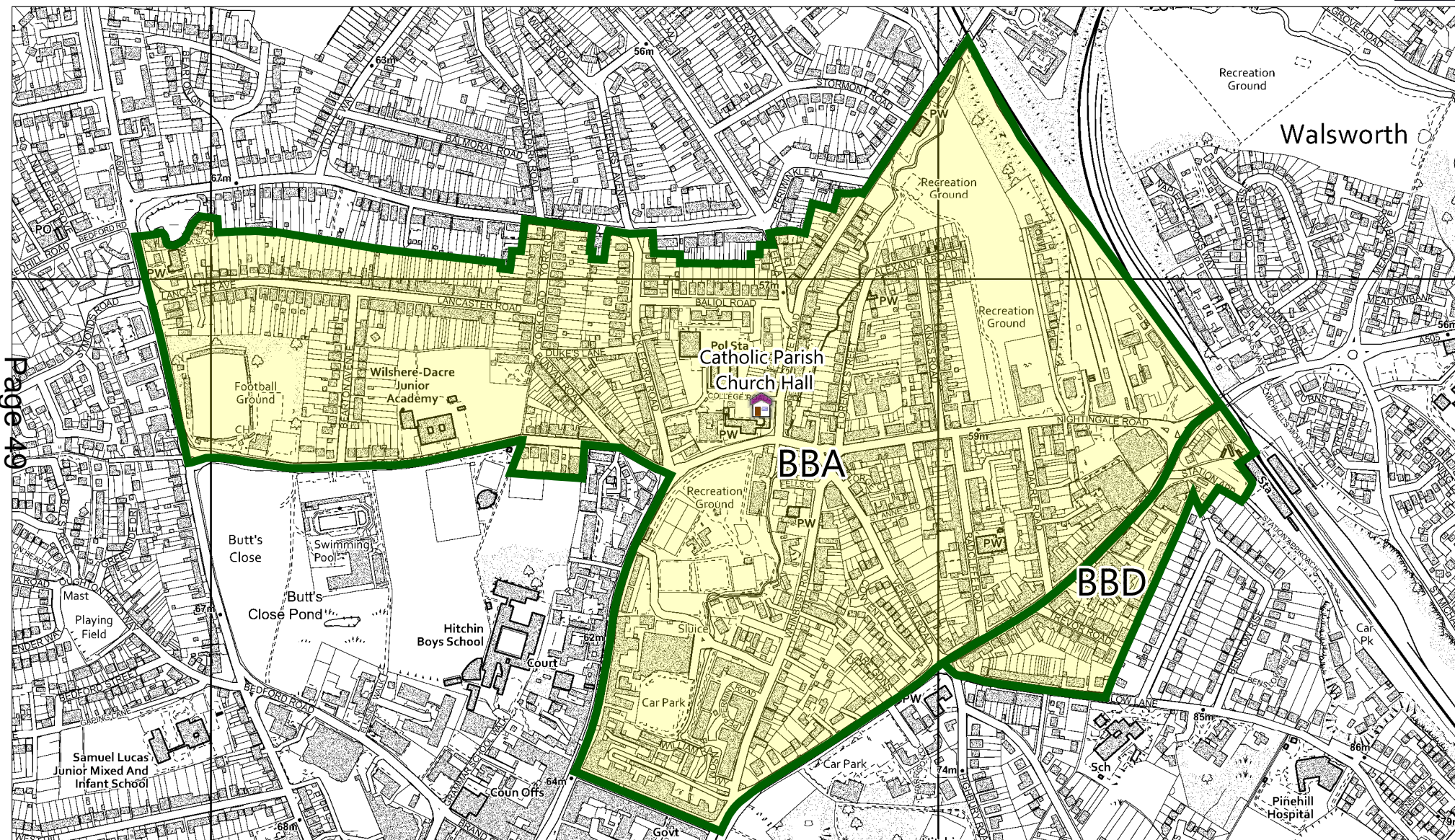
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# Catholic Parish Church Hall - Hitchin Bearton Ward

Catholic Parish Church Hall, Nightingale Road,  
Hitchin, Herts, SG5 1QS

NORTH HERTFORDSHIRE DISTRICT COUNCIL



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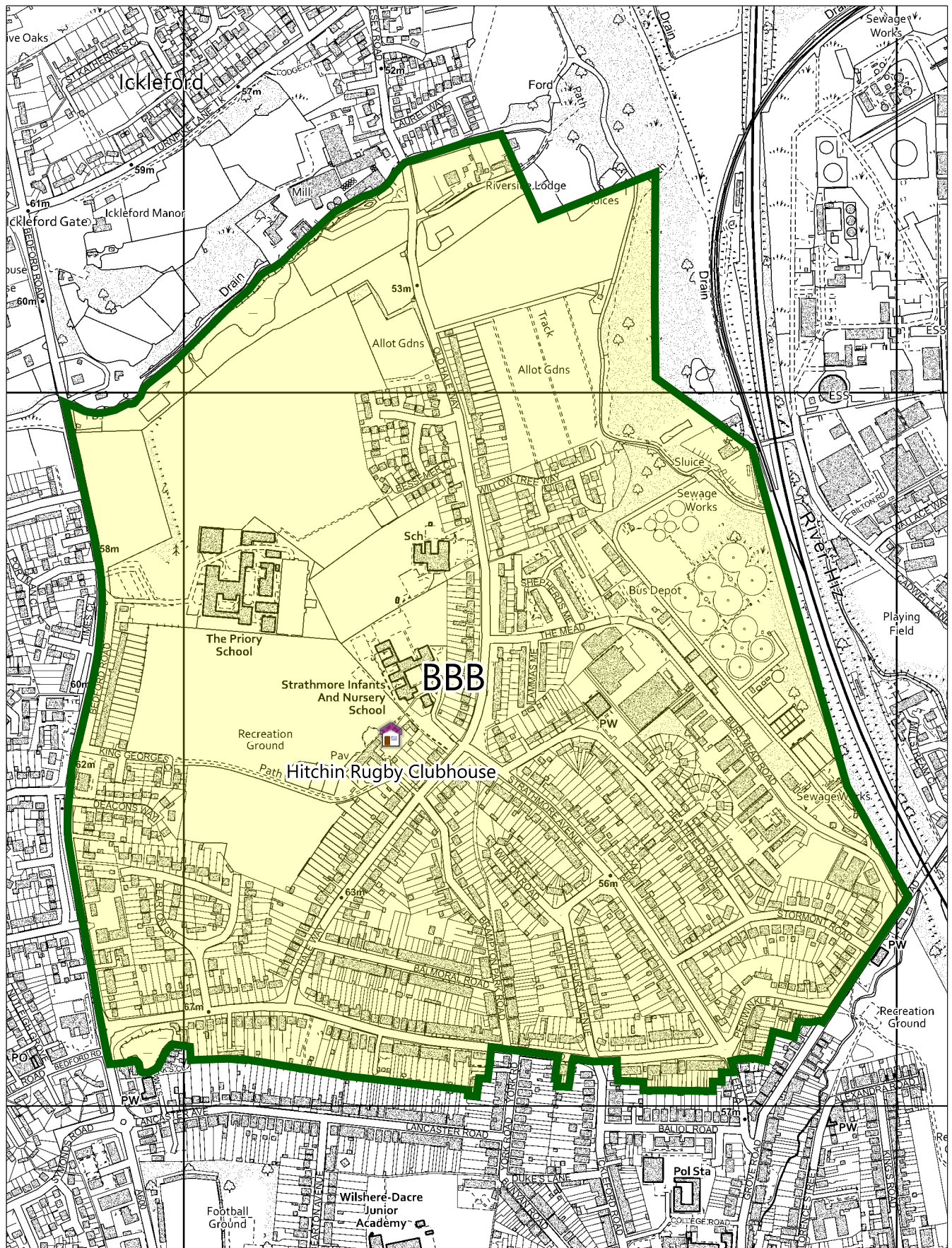
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# Hitchin Rugby Clubhouse - Hitchin Bearton Ward

Hitchin Rugby Clubhouse, King Georges Recreation Ground,  
Old Hale Way, Hitchin, SG5 1XL

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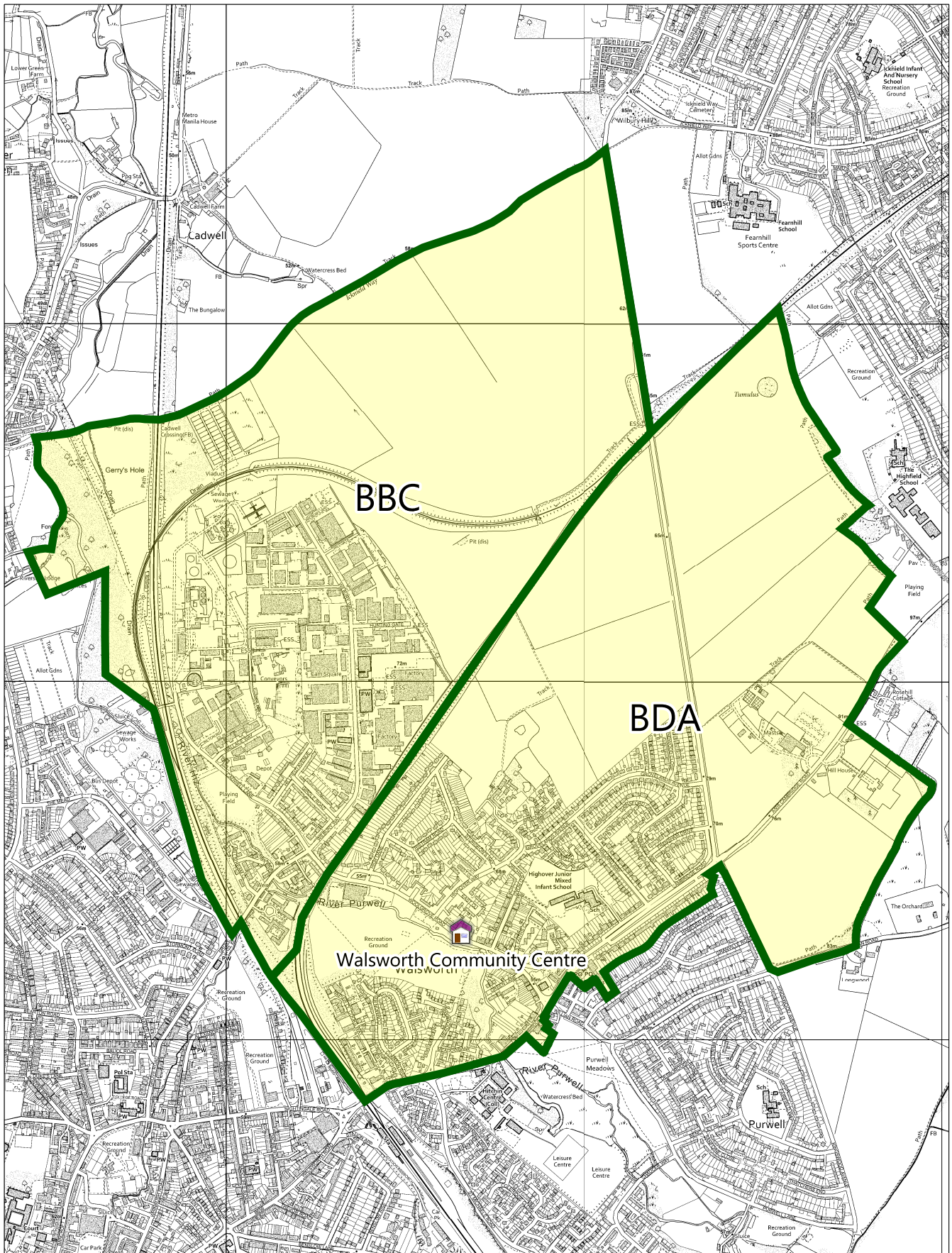


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Walsworth Community Centre, Woolgrove Road,  
Hitchin, Herts, SG4 0AU

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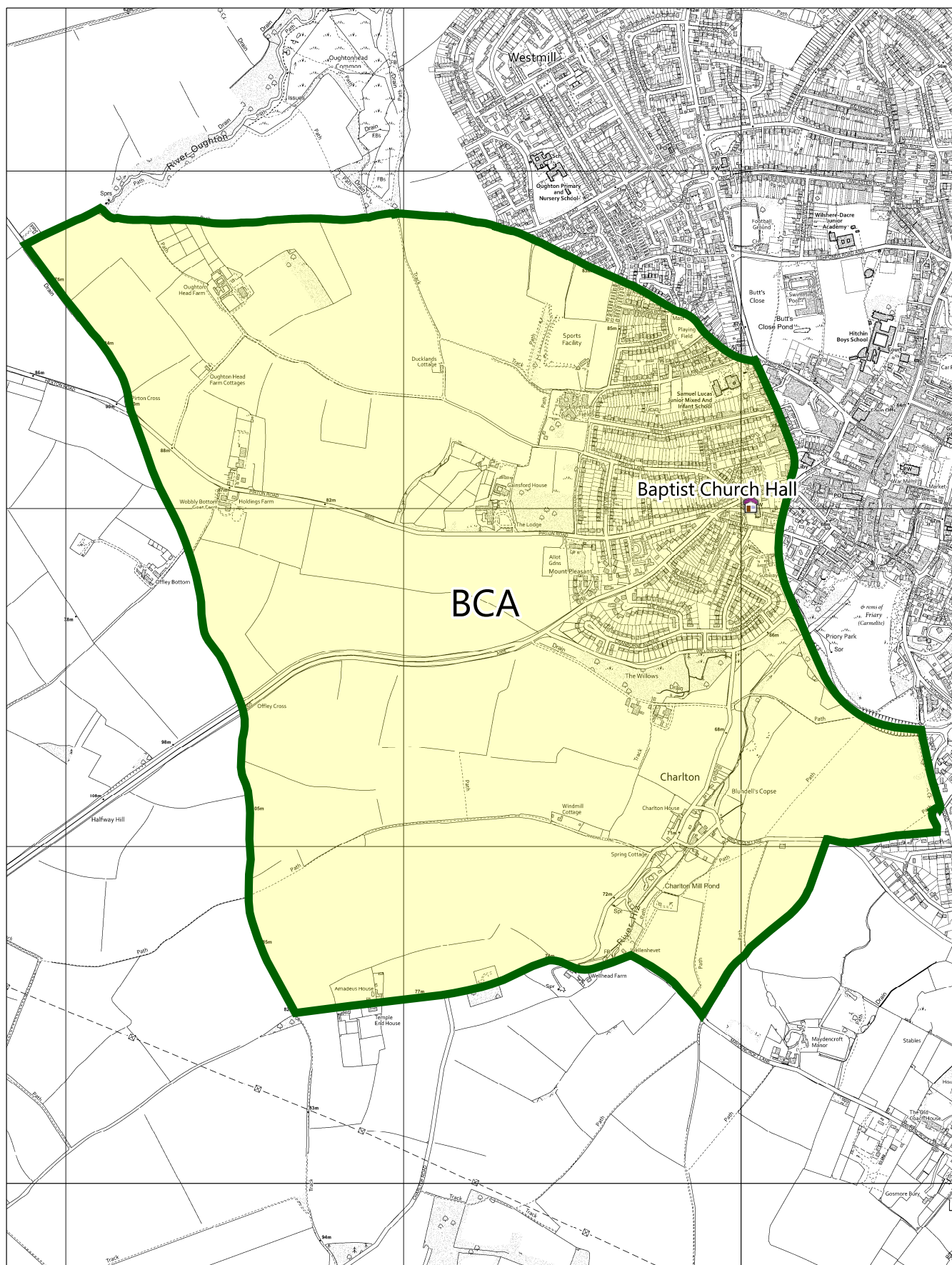
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# Baptist Church Hall - Hitchin Priory Ward

Baptist Church Hall, Upper Tilehouse Street,  
Hitchin, Herts, SG5 2EE

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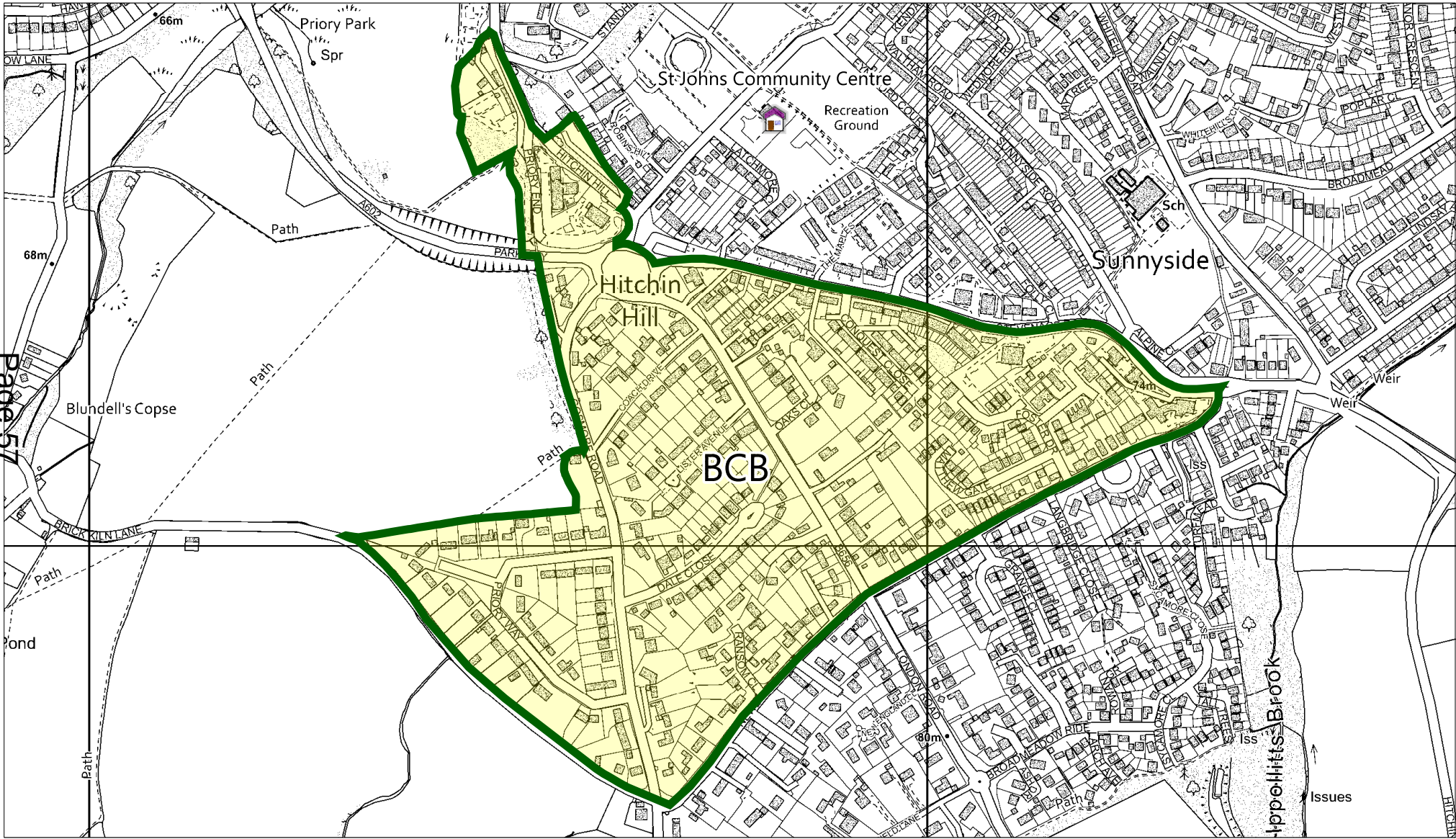
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**St Johns Community Centre -  
Hitchin Priory Ward**

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



St Johns Community Centre, St Johns Road,  
Hitchin, Herts, SG4 9JP



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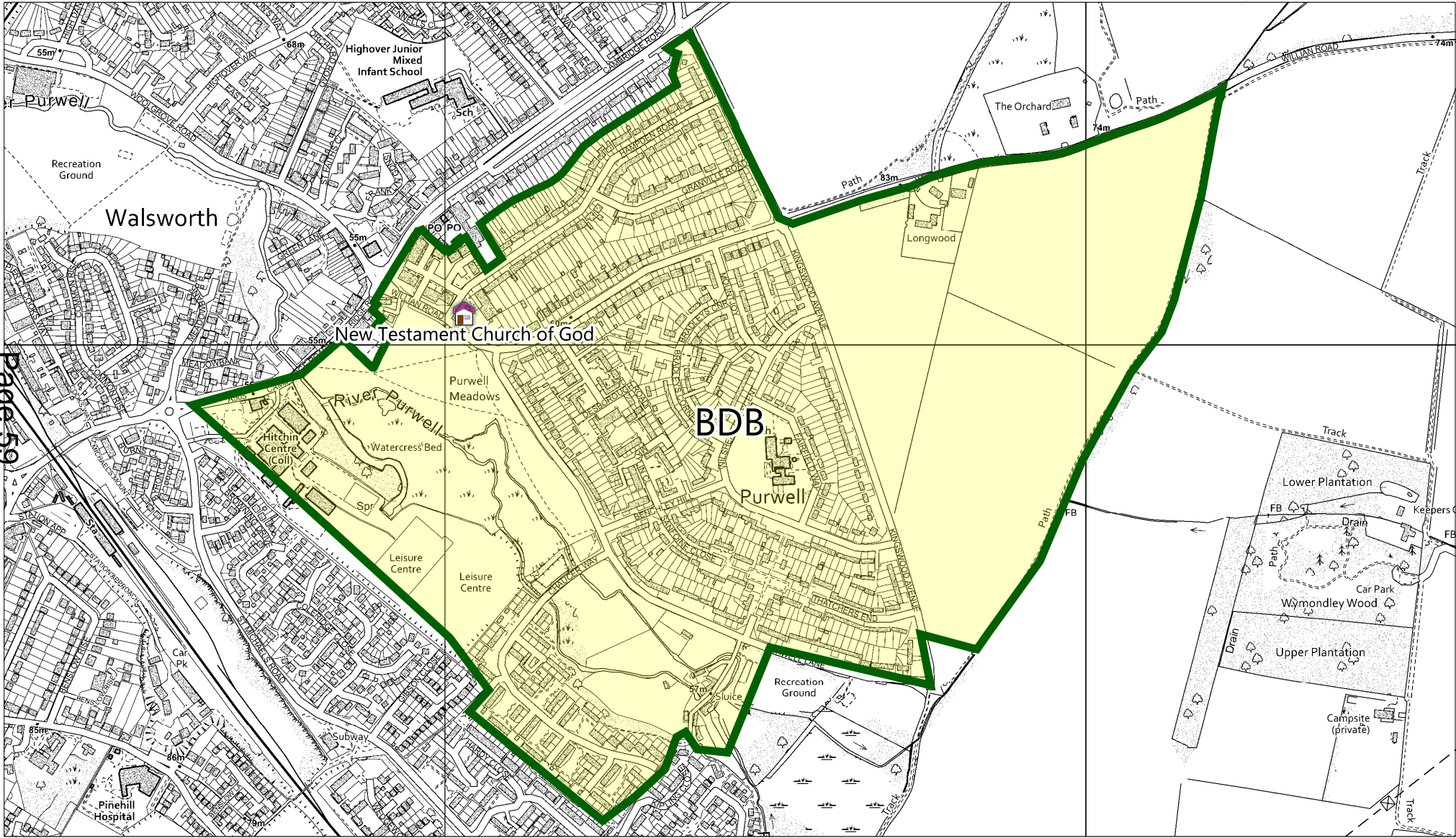


**New Testament Church of God -  
Hitchin Walsworth Ward**

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



New Testament Church of God, Hampden Road/Willian Road,  
Hitchin, Herts, SG4 0LN



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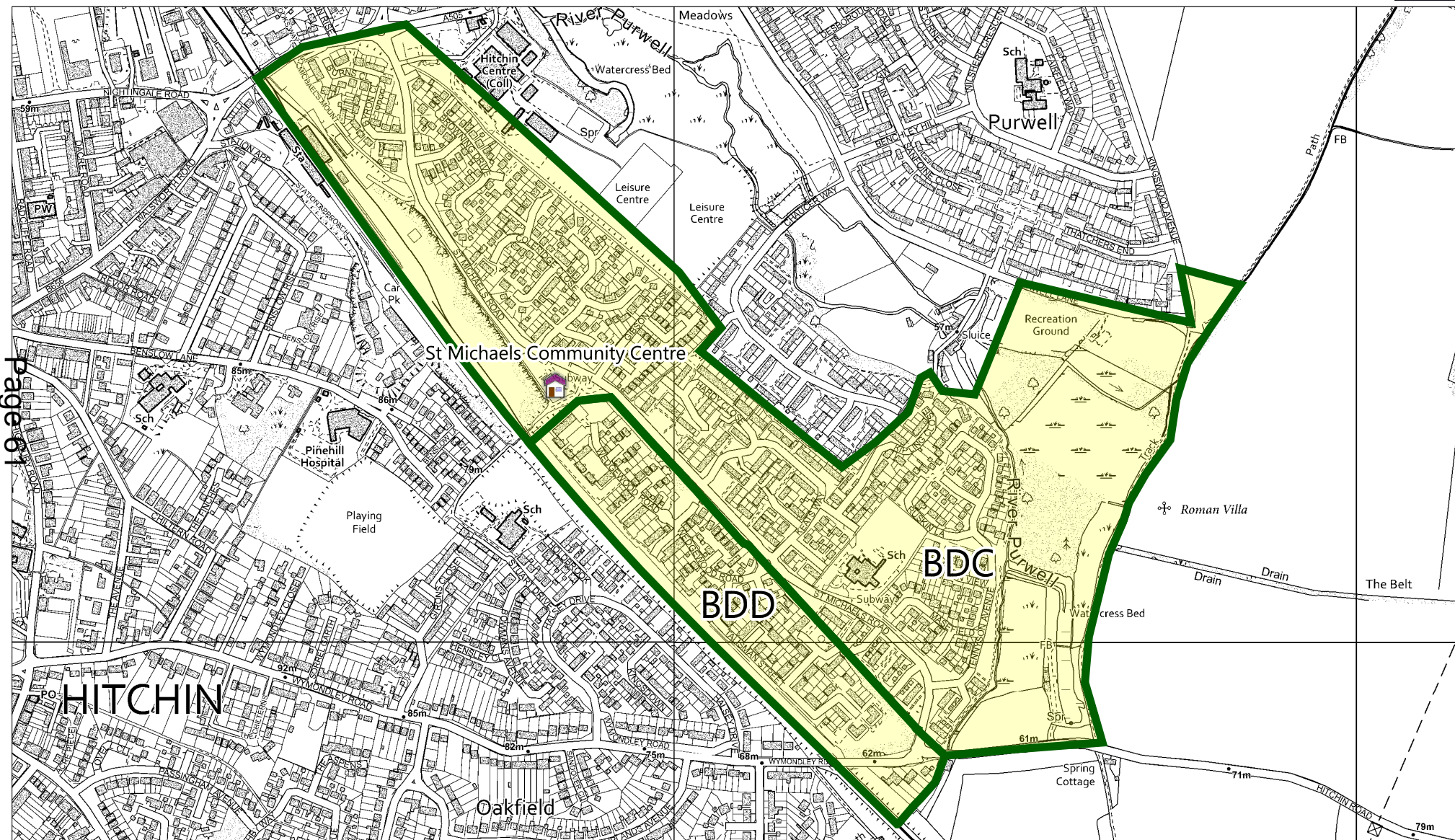
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# St Michaels Community Centre - Hitchin Walsworth Ward

St Michaels Community Centre, St Michaels Road,  
Hitchin, Herts, SG4 0QA

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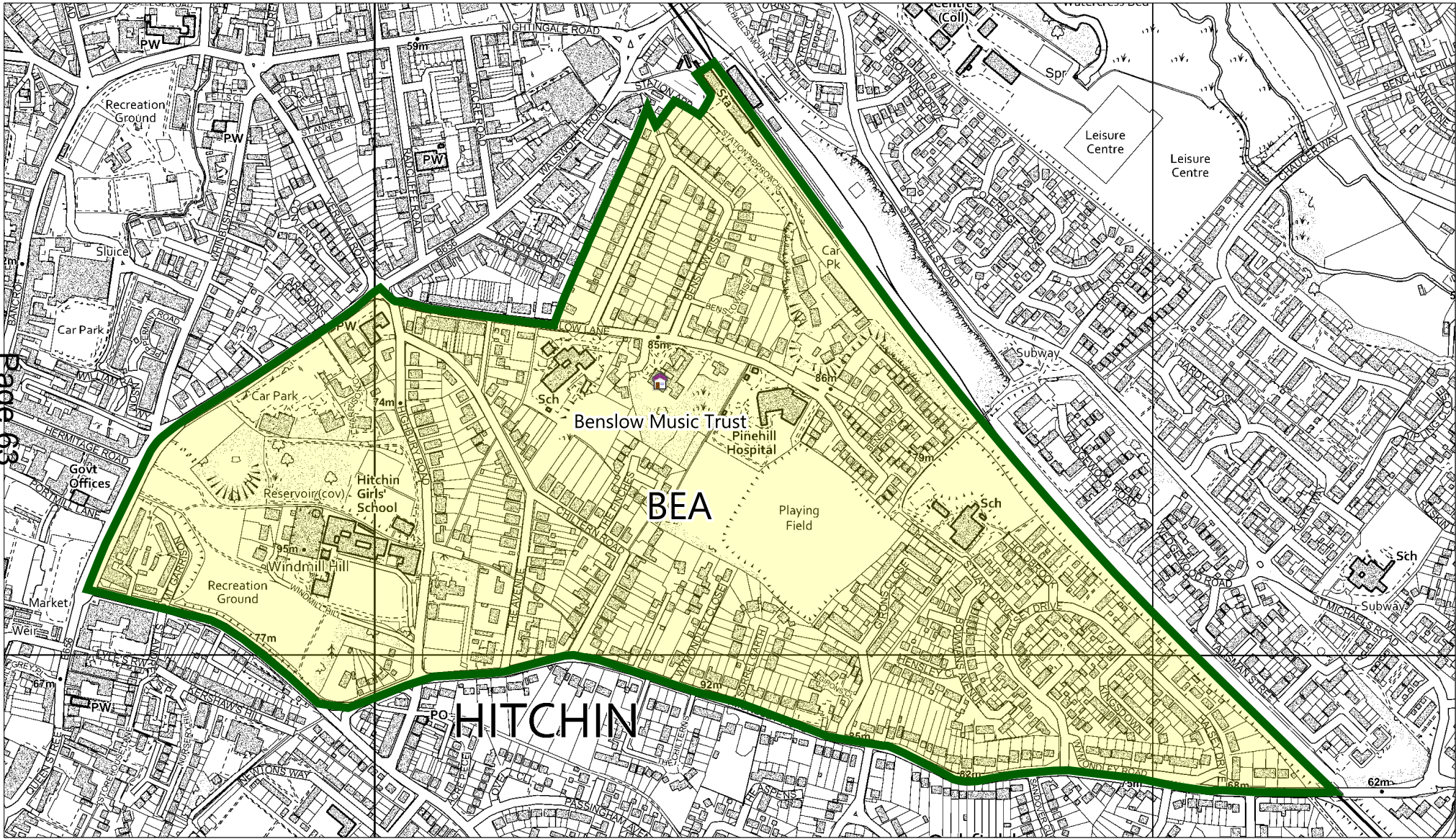
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**Benslow Music Trust -  
Hitchin Highbury Ward**

Benslow Music Trust, Little Benslow Hills,  
Benslow Lane, Hitchin, Herts, SG4 9RB

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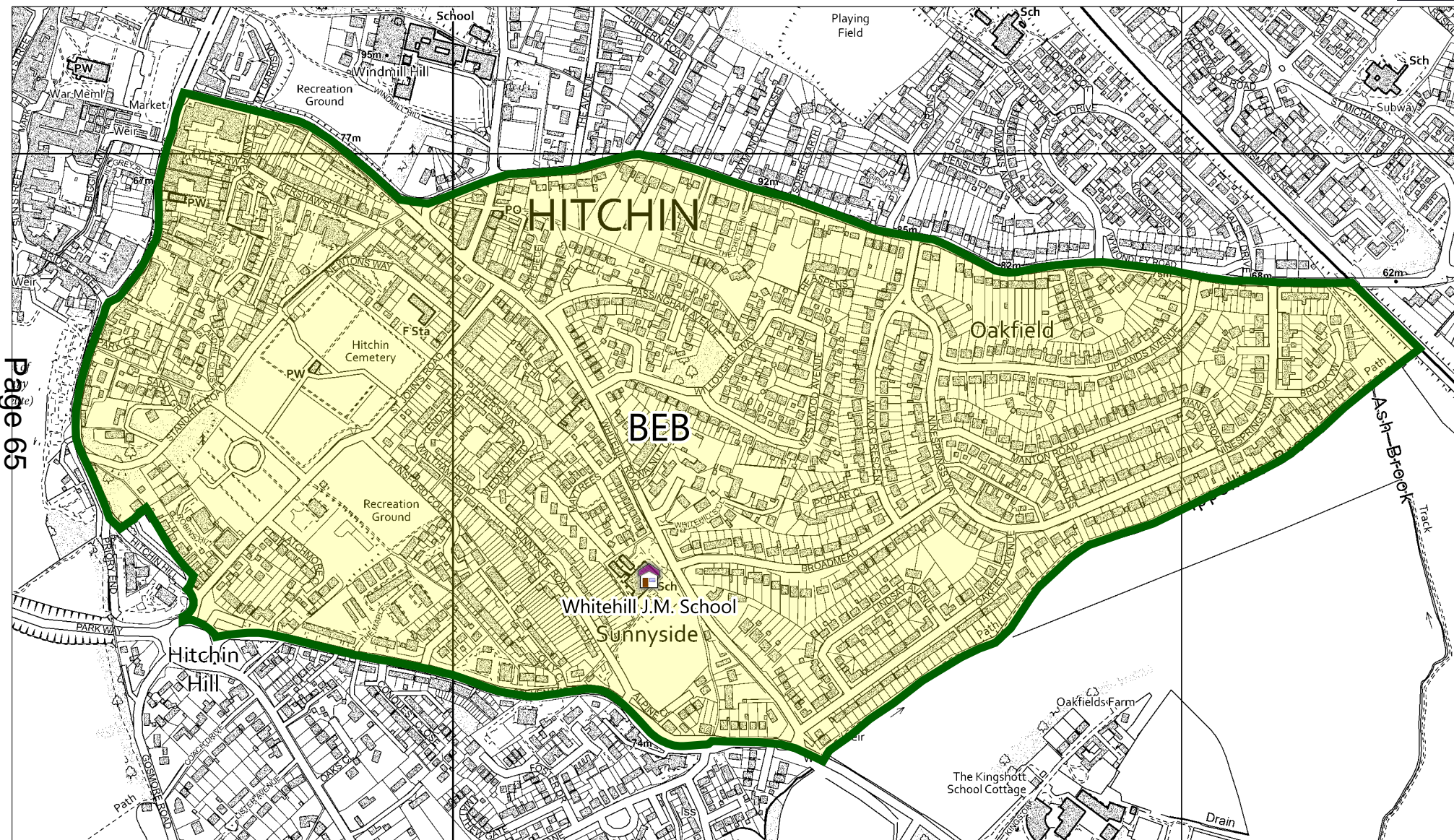
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# Whitehill J.M. School - Hitchin Highbury Ward

Whitehill J.M. School, Whitehill Road,  
Hitchin, Herts, SG4 9HT

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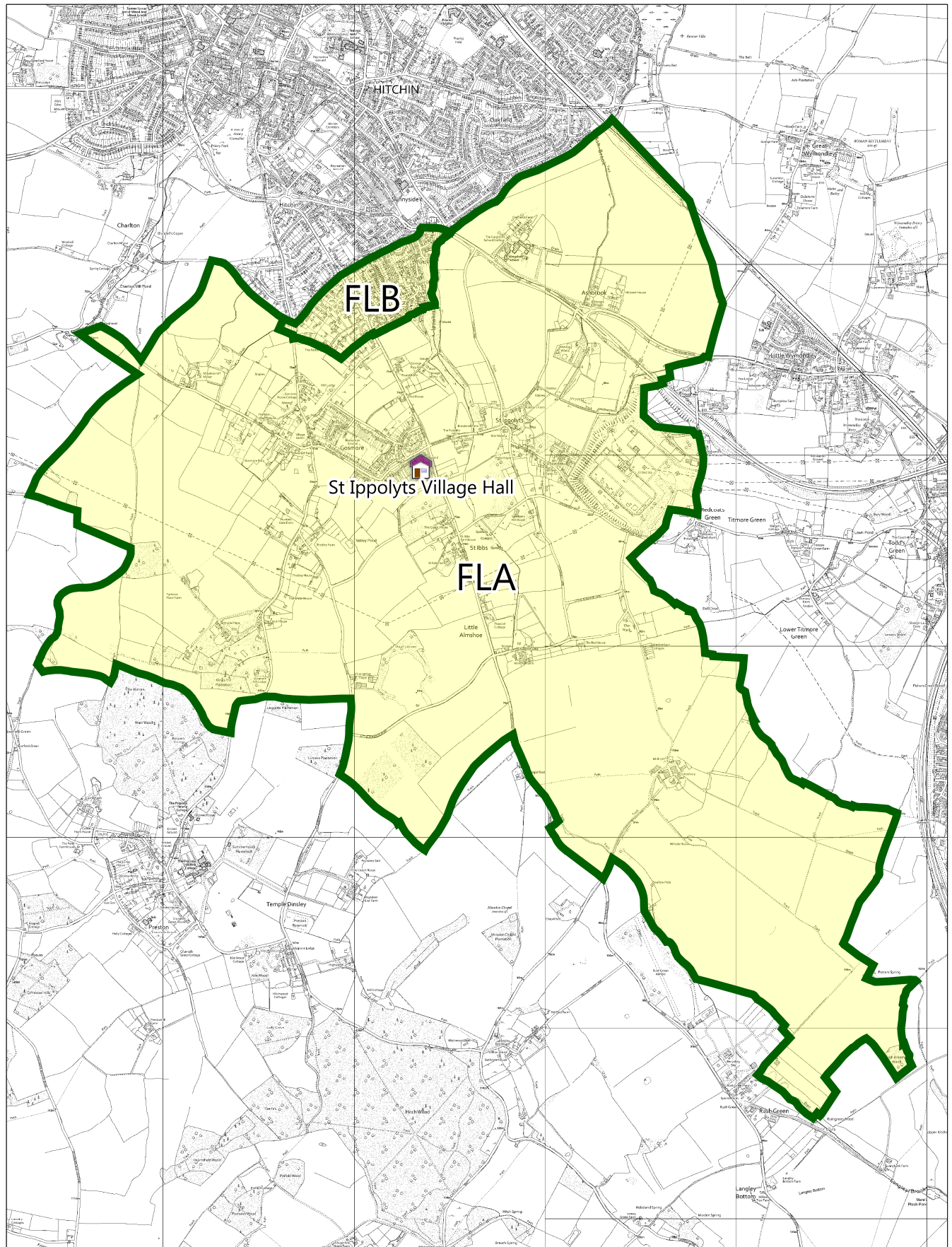
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# St Ippolyts Village Hall - Hitchwood, Offa and Hoo Ward

St Ippolyts Village Hall, Waterdell Lane,  
St Ippolyts, Herts, SG4 7RB

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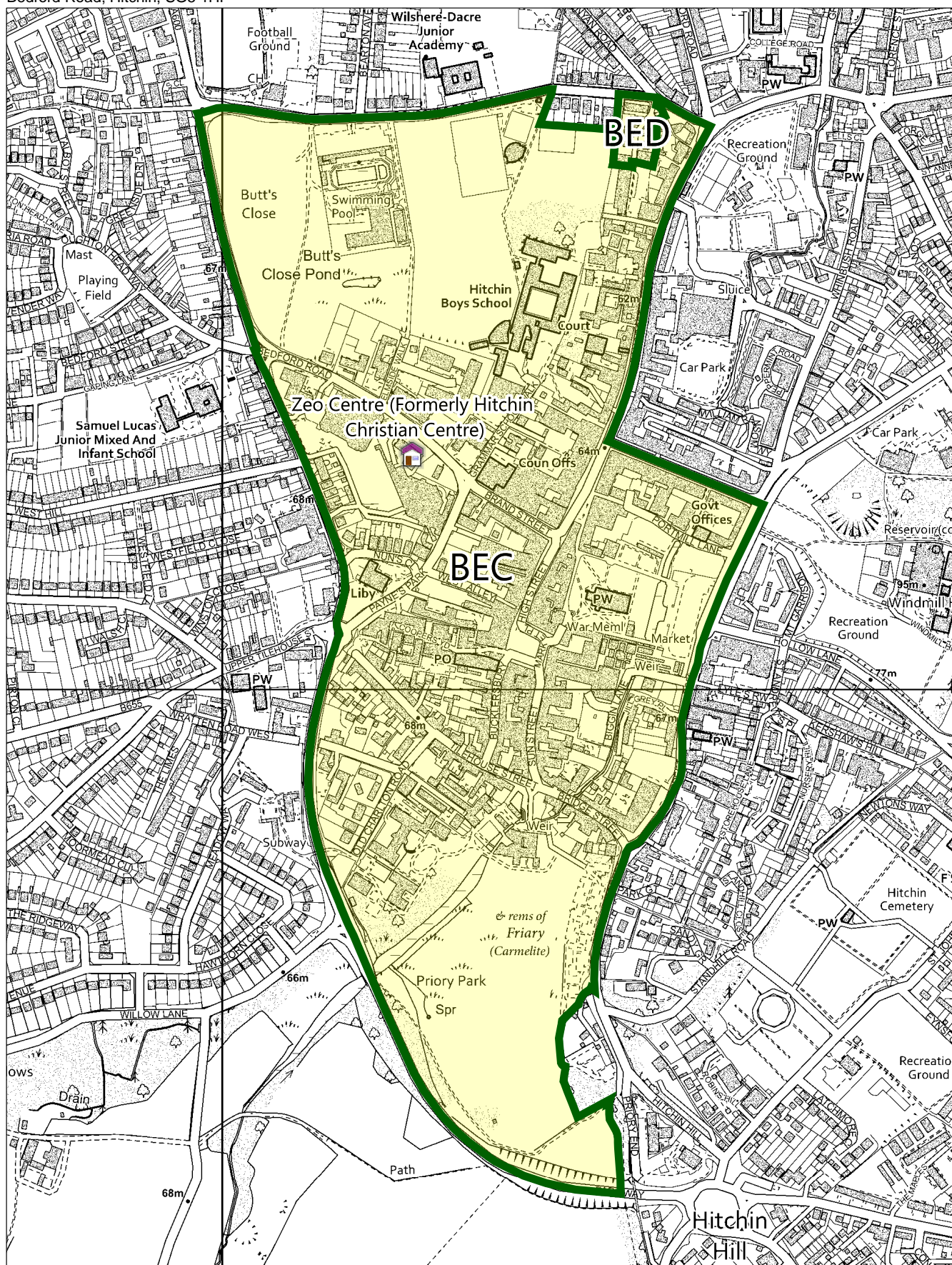
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# **Zeo Centre (Formerly Hitchin Christian Centre) - Hitchin Highbury Ward**

Zeo Centre (Formerly Hitchin Christian Centre),  
Bedford Road, Hitchin, SG5 1HF

**NORTH HERTFORDSHIRE  
DISTRICT COUNCIL**



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**HITCHIN COMMITTEE  
1 OCTOBER 2019**

**\*PART 1 - PUBLIC DOCUMENT**

**TITLE OF REPORT: ANNUAL UPDATE ON S106 OBLIGATIONS FOR HITCHIN COMMITTEE**

REPORT OF: DEVELOPMENT AND CONSERVATION MANAGER

EXECUTIVE MEMBER: PLANNING AND TRANSPORT

COUNCIL PRIORITY: ATTRACTIVE AND THRIVING

**1. EXECUTIVE SUMMARY**

- 1.1 This report provides Members of the Hitchin Committee with the annual update on the details of progress made on all Section 106 Obligations within the Hitchin Committee area during the financial year 2018/19.
- 1.2 Unlike previous reports the format of the information presented has been changed to more accurately reflect the diminishing role of discretionary Section 106 funds, that unilateral undertakings are very rarely received and changing restrictions around the collection and distribution of funds.
- 1.3 The information provided in the associated tables reflects this change of emphasis. Tables 1 and 1a set out the details of all new Section 106 Obligations entered into between developers and the Council during the financial year 2018/19 within the Hitchin area. Table 2 sets out details of all payments received from developers relating to developments and earlier agreements and identifies which projects the money has been received for, again a record of the financial year 2018/19. Table 3 sets out details of remaining funds that have yet to be allocated for Hitchin (see appendix 1).
- 1.4 The report also sets out the current position with respect to changing legislation, how future planning policy may reflect this and outlines progress of a revised strategy to seek wider community and ward Member involvement in identifying relevant projects at the earliest possible stage in the planning process.

## **2. RECOMMENDATIONS**

- 2.1 That Members note the content of this report.
- 2.2 That Members agree that a report shall continue to be presented on an annual basis to the Area Committee, which sets out full records of all Section 106 activity for the preceding financial year and which reflects changes in legislation and practice.
- 2.3 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 Area Committee be consulted prior to funding being allocated away from that area. Members must note that the discretionary funds are rapidly diminishing and will not be replaced under current legislation and practice, for reasons that are set out in this report.

## **3. REASONS FOR RECOMMENDATIONS**

- 3.1 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.
- 3.2 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.

## **4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 It is not considered that an alternative viable option is available for the Council to manage and maintain records of Section 106 agreements and Unilateral Undertakings.

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

- 5.1 This report is being presented to each Area Committee so that all Ward Members are fully aware of the progress and updated in relation this matter. No external organisations have been consulted.

## **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

## **7. BACKGROUND**

- 7.1 The Council introduced a Planning Obligations supplementary planning document (SPD) in 2006 giving a formula for developers to calculate what their Section 106 costs might be. Its introduction has led to the majority of sites within the District since 2006 contributing towards the cost of infrastructure. Unilateral undertakings are a particular type of obligation under Section 106 that are only signed by the developer, instead of bilaterally by both the Council, and the developer.

- 7.2 The main objective of the SPD was to ensure that the additional demands upon infrastructure, services and facilities from new development are provided for and are put in place at the right time and contribute to the Council's priorities and capital programme.
- 7.3 The Community Infrastructure levy (CIL) regulations came into force in April 2010. It is unlikely that the Council will adopt a Community Infrastructure Charging Schedule for the foreseeable future and certainly not for strategic sites and sites which have specific local infrastructure demands. A decision whether to adopt a CIL charging schedule will also depend on regulations at that time, bearing in mind that the government has revised CIL regulations every year since their inception in 2010 giving no consistency to how a local planning authority can plan its implementation.
- 7.4 The implementation of the changes to the Community Infrastructure Levy Regulations introduced in April 2015 with regard to the pooling limits has meant that the 'tariff' system used to calculate contributions as set out in the SPD is now principally used only as a negotiating tool associated with a specific infrastructure project, otherwise it has little or no relevance. Members will note that this pooling restriction has been lifted as of 1 September 2019.
- 7.5 It has been agreed previously that annual reports on the status of the agreements be presented to the Area Committees so that Members are fully aware of the infrastructure projects the contributions are used towards in their particular area.

## **8. RELEVANT CONSIDERATIONS**

### **8.1 Current legislation**

- 8.1.1 The Community Infrastructure Levy (CIL) regulations set out three statutory tests which must be satisfied in order for planning obligations to be required. These tests are also set out within The National Planning Policy Framework (NPPF) which came into force on 28 March 2012 and repeated in the latest version of the NPPF (February 2019). The three statutory tests are as follows:

- **Necessary to make the proposed development acceptable in planning terms;**
- **Directly related to the proposed development; and**
- **Fair and reasonably related in scale and kind to the proposed development**

- 8.1.2 The pooling limit introduced in April 2015 applied to any obligation which was completed after 6 April 2010. From 6 April 2015, in the determination of a planning application after this date the local planning authority was not allowed to request S106 funding for an 'infrastructure project' or 'types of infrastructure' if more than 5 obligations since 6 April 2010 have already been committed to that project.

A 'type of infrastructure' relates to the categories set out in the Council's SPD and is as follows:-

- community centre/halls;
- leisure facilities;
- play space;
- pitch sport;
- informal open space;

- sustainable transport; and
- waste collection facilities and recycling.

There is also provision for contributions towards public realm from non-residential development.

8.1.3 The Housing White Paper (February 2017) indicated that CIL was to be reviewed in Autumn 2017 in preparation for the Budget which was to include reform of S106 Obligations. This review was completed in September 2018 and one of its key recommendations was to abolish the 'pooling' restriction as it has the effect of preventing local planning authorities from considering the cumulative effect of developments on key services and infrastructure. The government had indicated that it would introduce legislation to remove the pooling restrictions which would represent a positive reform by providing more scope for Section 106 Obligations but also less incentive to adopt a CIL tariff as a result. The limitation was finally lifted by revisions to relevant regulations on 1 September 2019. The implication for this loosening of restrictions are being considered by officers and will be reflected in the forthcoming new Supplementary Planning Document relating to Planning Obligations. It is anticipated that draft document will be presented to Cabinet in December 2019 before being submitted for wider consultation.

## 8.2. Implications for the collecting of infrastructure contributions

8.2.1 The pooling restrictions related to the determination of planning applications after 6 April 2015 but it did not prevent:-

- i) the pooling of the contributions from more than 5 obligations which have been completed since 6 April 2010. This means that already collected S106 money from obligations after 6 April 2010 can still be pooled more than 5 times and spent after 6 April 2015. I would also confirm that this does not affect any funds that remain from prior to 2010 which to date have either not been allocated to a specific project or the implementation and spend is beyond 2015.
- ii) payments being collected after 6<sup>th</sup> April 2015 provided the obligations were before this date and they can be allocated as at present.

8.2.2 I would confirm that since 6 April 2010 more than 5 obligations have already been agreed breaching the pooling limit on each of the categories in the SPD and from April 2015 no further obligations have been agreed using the 'tariff system' within the SPD.

8.2.3 As the agreement to contributions now relate to specific infrastructure projects it is necessary for the Local Planning Authority to be a party to any agreement so the present and future use of Unilateral Undertakings will be limited and only used in exceptional circumstances.

8.2.4 Negotiations to seek contributions in accordance with the legislation and in particular the tests continue but, as reported in previous years, there have been more challenges by developers citing amongst other matters the viability of a scheme and the specific need for the contributions. Given the direction from some appeal Inspectors, without a proven justification a decision is made to determine applications either with or without a reduced level of contribution.

8.2.5 Over the last few years, since the changes to the regulations Officers have progressed a limited number of agreements for major developments with the emphasis being the justification in order that the authority are not open to challenge. The agreed heads of terms for any application are set out in reports to the Planning Control Committee or delegated file notes associated with each planning application.

8.2.6 Some Members may recall that in 2017 I advised at the Area Committee meeting that the government had updated and modified the Planning Practice Guidance as of the 28<sup>th</sup> November 2014 and it stated that no contributions should be sought from developments of 10 or less units and in certain designated rural areas the Council may apply a lower threshold of 5 units or less where no affordable housing or tariffs should be sought. This restriction remains in place.

### 8.3 Use of existing funds

8.3.1 The three tests set out in paragraph 8.1.1 equally apply when allocating the monies received for the defined purpose. The applicant who has entered into a Section 106 Obligation or a unilateral undertaking has a right to seek a refund if these monies are not used for the appropriate purposes identified in either the specific agreement or the adopted SPD. Moreover, most Section 106 Obligations contain a 10 year pay back clause which the Council must meet if it has been unable to spend / allocate the funds to the identified project.

8.3.2 The important issue in this respect is that the spending of the contributions must be to **mitigate the effect of the development** i.e. that is the only reason for seeking contributions in the first instance.

8.3.3 An example of this would be an increased use and pressure on any play space within the vicinity of the site which may require additional equipment. There is no restriction for drawing down contributions from both Section 106 and UUs for a specific project subject to the recent changes in legislation.

8.3.4 To summarise the overall strategy for the spending of this money is principally by way of the Council's adopted capital projects and strategies e.g. the Greenspace Management Strategy which provides the background and justification for projects.

8.3.5 For infrastructure projects in Hitchin, outside of the control of this Council, where a commitment is shown and there is a justifiable need to improve the infrastructure, a project plan is required together with an order or receipt, before the contributions would be payable. Finally other projects have been identified and come forward through local Councillors or the Community Development Officers.



## 8.4 SECTION 106 ACTIVITY FOR HITCHIN 2018/19

8.4.1 **Table 1:** All new Section 106 Obligations entered into for Hitchin during financial year 2018/19 and up to now:

Town	Planning ref	Site Address and development	Date of Agreement
Hitchin	17/02771/1	Minsden Old People's Home, Wratten Road West, Hitchin: Demolition of existing buildings and erection of 53 no. retirement living apartments, together with communal facilities, car parking and landscaping	18.05.18
Hitchin	18/02433/FP	65 Bury Mead Road, Hitchin: Residential development comprising of three blocks of flats to provide 21 dwellings (15 x 2 bedroom flats, 6 x 1 bedroom flats) including 42 parking spaces and replacement vehicular access (as amended by drawing 2017-53-PL.001A received 06/11/2018).	08.06.19

8.4.2 **Table 1a:** Agreed Section 106 provisions within the Obligations referenced in table 1 (NHDC services only). Please note that these funds are only paid to the Council as development commences. If development does not go ahead these funds will not be paid.

Town	Planning Ref	Date of Agreement	Amount	Details
Hitchin	17/02771/1	18.05.18	£462,078.90	Towards the provision of affordable housing in North Hertfordshire (allocated upon the advice of Housing Officers)
Hitchin	18/02433/FP	08.06.19	£22,182.55(index linked)	Towards the provision of affordable housing in North Hertfordshire (allocated at the advice of Housing Officers)
Hitchin	18/02433/FP	08.06.19	£5,482(index linked)	Informal Open Space – towards the Burymead Springs Management Plan (allocated at the advice of Parks and Countryside Team)
Hitchin	18/02433/FP	08.06.19	£546(index linked)	Waste collection and recycling facilities associated with the development (funds automatically transferred to waste collection services as and when required)



8.4.3 **Table 2:** Payments received during financial year 2018/19 in relation to NHDC services following earlier Section 106 Obligations:

Town	Application details	Date of agreement	Benefits secured	Date received and amount	Payback date	details
Hitchin	15/00192/1 Hitchin cricket and Hockey Ground, Lucas Lane, Hitchin: Development A) Outline application for erection of 27 dwellings with access off Lucas Len. Development B) 8 x 15m floodlight columns	17.03.16	Walsworth Common replacement sports pitches – Council to use all reasonable endeavours to implement replacement pitches within 18 months of receipt of payment	08.05.18 £122,563.66	08.05.28	Allocated for new pitch sport provision
Hitchin	15/00192/1 Hitchin cricket and Hockey Ground, Lucas Lane, Hitchin: Development A) Outline application for erection of 27 dwellings with access off Lucas Len. Development B) 8 x 15m floodlight columns	17.03.16	Traffic Regulation Order: To be applied towards dealing with parking and/or congestion issues on access road leading to development site	08.05.18 £6,261.90	08.05.28	Not allocated but within the policy programme to be carried out

Hitchin	15/00192/1 Hitchin cricket and Hockey Ground, Lucas Lane, Hitchin: Development A) Outline application for erection of 27 dwellings with access off Lucas Len. Development B) 8 x 15m floodlight columns	17.03.16	Waste collection and recycling for the development	21.05.19 £2,781.36	21.05.29	To be transferred to waste services
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8.4.4 **Table 3:** Current held funds for Hitchin Area that remain to be allocated - see appendix 1.

8.4.5 From the tables set out in appendix 1 and for ease of reference I set out below a list of the remaining discretionary funds which have not been allocated under each category for Hitchin:

**Hitchin:**

**IT Project specific for development at North Hertfordshire College:** £660

**Pitch Sport Provision:** £4,794.25

**Play Space:** £4,051.98

**Public Realm (town centre projects only):** £9,952.18

**Sustainable Transport Infrastructure:** £124,635.88

**Traffic Regulation Orders (TROs):** £11,587.62

**Waste Collection and Recycling Provision at new developments:** £2,781.36

**Open Space:** £39,427.65

8.4.6 As can be seen from these tables, as a result of CIL regulation restrictions, the number of new S106 Obligations entered into in the last financial year is very low. Also the discretionary pot and available funds where some discretion is allowed as to what projects can be funded is diminishing rapidly and will not be replaced without a significant loosening of the CIL regulations. As a result of these realities and without an adopted CIL tariff the Council must look at other strategies to maximise the return of S106 funding for the benefit of our communities.

#### **8.4.7 NEXT STEPS**

- 8.4.8 To maximise future returns from S106 Obligations focus must turn to identifying relevant projects before the grant of planning permission and it is this area where work is on-going to improve the level of Member and community involvement
- 8.4.9 Officers are working with relevant Portfolio Holders to establish a more effective ward councillor consultation process for each qualifying planning application in their areas. A balance will need to be struck between enabling Councillors to remain neutral on the outcome of the planning application (importantly not fettering their discretion if they sit on the Planning Control Committee) whilst at the same time assisting officers in identifying local projects which may benefit from S106 funds.
- 8.4.10 For Parished areas and areas with Town Council representation this new process will also involve greater involvement with the Parish and Town Councils, again striking a balance between allowing Parish and Town Council's to express their opinion on the merits of an planning application proposal but also seeking their input both as identifiers of potential projects and the deliverers of those projects in many instances.
- 8.4.11 For the remaining but ever diminishing discretionary funds Community Development Officers will continue to work with the Development and Conservation Manager and S106 Monitoring and Compliance Officer to distribute these funds to relevant organisations who are able to deliver key infrastructure for the benefit of the wider community.

#### **9. LEGAL IMPLICATIONS**

- 9.1 The Council requires Section 106 Agreements and Unilateral Undertakings where appropriate under the Town and Country Planning Acts where development involves matters which cannot be controlled by planning conditions. There are strict rules which govern the negotiation and implementation of matters covered by Section 106 Agreements and in essence, these need to relate to the development proposed both in scale and kind. The Section 106 SPD has been formulated with those principles in mind and the implementation of the SPD is being undertaken in a satisfactory manner.

#### **10. FINANCIAL IMPLICATIONS**

- 10.1 Interest accruing on S106 receipts is pooled corporately and included in the total income arising from investments. This is the case with all of the Council's 'reserves' and investment interest is then used to contribute towards General Fund revenue expenditure. Risk arising from interest rate fluctuations is considered in the Corporate Business Planning process and is a consideration when setting the level of balances. There may be occasions where the S106 agreement requires a refund with interest in the event that prescribed works are not acted upon.
- 10.2 The financial implications of a planning permission may be agreed but if the planning permission is not implemented the monies will not be received.
- 10.3 When negotiating monies for capital schemes there may be a delay in implementing those schemes which may result in a change of cost.

## **11. RISK IMPLICATIONS**

- 11.1 The work associated with the implementation of the requirements of the Community Infrastructure Levy Regulations and the Section 106 SPD is currently contained within the existing work plans and resources. A review of the document has been incorporated within the work programme for the Local Plan following the resolution of Cabinet in July 2103 not to pursue a Community Infrastructure Levy for this Council for the time being.

## **12 EQUALITIES IMPLICATIONS**

- 12.1 The Equality Act 2010 came into force on the 1<sup>st</sup> October 2010, a major piece of legislation. The Act also created a new Public Sector Equality Duty, which came into force on the 5<sup>th</sup> April 2011. There is a General duty, described in 12.2, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.
- 12.2 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its 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.
- 12.3 There are not considered to be any direct equality issues arising from this report.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 As the recommendations made in this report do not constitute a public service contract, the measurement of 'social value' as required by the Public Services (Social Value) Act 2012 need not be applied, although equalities implications and opportunities are identified in the relevant section at paragraphs 12.

## **14 HUMAN RESOURCE IMPLICATIONS**

- 14.1 There are no new human resource implications arising from the contents of this report as the monitoring of Section 106 and Unilateral Undertakings is currently undertaken using existing staff resources.

## **15. APPENDICES**

- 15.1 **Appendix 1 - Table 3:** Funds allocated authorised by Development and Conservation Manager up to June 2019 (District wide) where projects have not been undertaken.
- 15.2 **Appendix 2 - Tables 4:** Current held funds for Hitchin.

## **16. CONTACT OFFICERS**

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### ***Contributors***

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### **17. BACKGROUND PAPERS**

17.1 Section 106 Supplementary Planning Document adopted November 2006 and monitoring report.

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**S106 Obligations**  
**Live Contributions - To Be Spent @ June 2019**

Town: Hitchin Planning Obligation Type: Information Technology

<b>TOWN/ AREA</b>	<b>NHDC/ HCC/ Parish recipient of funds</b>	<b>Details of Related Application - inc ref. No. proposal/address</b>	<b>Date of Agreement</b>	<b>Agreement Type</b>	<b>Benefits Secured</b>	<b>Repayment Date (if part or whole of sum not spent)</b>	<b>Amount Received</b>	<b>Balance remaining: to be allocated/Spent</b>	<b>Status</b>
<b>Hitchin</b>	<b>NHDC</b>	15/02069/1 North Hertfordshire College, Willian Road, Hitchin Residential development of 85 dwellings comprising 6 apartment blocks to accommodate 75 x 1 and 2 bedroom apartments together with two terraces of 3 x 3 bed houses and 1 terrace of 4 x 3 bed houses; provision of 120 parking spaces, associated landscaping and vehicular access from Cambridge Road, Willian Road and Hampden Road following demolition of existing college building	13/05/2016	S106	Information Technology £500 (index linked) towards the cost of provision of homeworking technology in each flat and a community website to encourage car sharing real time information.	28/11/2027	660.00	660.00	LIVE TO BE ALLOCATED

Total	660
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S106 Obligations  
Live Contributions - To Be Spent @ June 2019

Town: Hitchin      Planning Obligation Type: Informal Open Space

<i><b>TOWN/ AREA</b></i>	<i><b>NHDC/ HCC/ Parish recipient of funds</b></i>	<i><b>Details of Related Application - inc ref. No. proposal/address</b></i>	<i><b>Date of Agreement</b></i>	<i><b>Agreement Type</b></i>	<i><b>Benefits Secured</b></i>	<i><b>Repayment Date (if part or whole of sum not spent)</b></i>	<i><b>Amount Received</b></i>	<i><b>Balance remaining: to be allocated/Spent</b></i>	<i><b>Status</b></i>
Hitchin	NHDC	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	31/05/2012	UU	Informal Open Space	N/A	159.92	561.65	LIVE TO BE ALLOCATED

Total                      561.65



**S106 Obligations  
Live Contributions - To Be Spent @ June 2019**

Town: Hitchin Planning Obligation Type: Pitch Sports

<b>TOWN/ AREA</b>	<b>NHDC/ HCC/ Parish recipient of funds</b>	<b>Details of Related Application - inc ref. No. proposal/address</b>	<b>Date of Agreement</b>	<b>Agreement Type</b>	<b>Benefits Secured</b>	<b>Repayment Date (if part or whole of sum not spent)</b>	<b>Amount Received</b>	<b>Balance remaining: to be allocated/Spent</b>	<b>Status</b>
Hitchin	NHDC	10/01611/1 6 Grove Road, Hitchin, SG5 1SE Change of use of offices to residential to provide 2 x 2-bedroom flats	Not listed	UU	Pitch Sports	N/A	595.36	595.36	LIVE TO BE ALLOCATED
Hitchin	NHDC	10/03004/1 Land adj to 181 Stevenage Road, Hitchin SG4 9EA Erection of detached 3-bedroom dwelling	06/12/2010	UU	Pitch Sports	N/A	454.04	454.04	LIVE TO BE ALLOCATED
Hitchin	NHDC	10/03032/1 271 Bedford Road, Hitchin, SG5 2UG Extension of time for previously approved planning permission under planning ref 07/02288/1 granted on 29 October 2007 for the erection of two storey building to provide 8 two-bedroom flats together with associated parking and cycle store and alterations to existing access following demolition of existing bungalow.	Not listed	UU	Pitch Sports	N/A	2,183.74	2,183.74	LIVE TO BE ALLOCATED
Hitchin	NHDC	11/00146/1 40 Queen Street, Hitchin SG4 9TS Change of use from theatre school (Class D1) to residential (Class C3) to provide 1 x 6 bedroom dwelling	20/01/2011	UU	Pitch Sports	N/A	555.34	555.34	LIVE TO BE ALLOCATED
Hitchin	NHDC	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	31/05/2012	UU	Pitch Sports	N/A	512.39	512.39	LIVE TO BE ALLOCATED
Hitchin	NHDC	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	14/03/2013	UU	Pitch Sports	N/A	493.25	493.25	LIVE TO BE ALLOCATED

Total 4794.12

**S106 Obligations**  
**Live Contributions - To Be Spent @ June 2019**

Town: Hitchin      Planning Obligation Type: Play Space

<b>TOWN/ AREA</b>	<b>NHDC/ HCC/ Parish recipient of funds</b>	<b>Details of Related Application - inc ref. No. proposal/address</b>	<b>Date of Agreement</b>	<b>Agreement Type</b>	<b>Benefits Secured</b>	<b>Repayment Date (if part or whole of sum not spent)</b>	<b>Amount Received</b>	<b>Balance remaining: to be allocated/Spent</b>	<b>Status</b>
Hitchin	NHDC	07/00816/1 1a Verulam Road, Hitchin Three storey studio apartment following demolition of existing workshop	19/03/2007	UU	Play Space - spent play equipment at Walsworth Common play area. Balance of £35.73 remains which is to be reallocated	N/A	423.84	35.73	Part spent - balance to be allocated
Hitchin	NHDC	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	31/05/2012	UU	Play Space	N/A	1,038.22	1,038.80	LIVE TO BE ALLOCATED
Hitchin	NHDC	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	14/03/2013	UU	Play Space	N/A	1,006.12	1,006.12	LIVE TO BE ALLOCATED
Hitchin	NHDC	13/03044/1 46-48 Bradleys Corner, Hitchin Two 3-bedroom detached houses with vehicular access from Desborough Road	Not Listed	UU	Play Space	N/A	1,971.33	1,971.33	LIVE TO BE ALLOCATED

Total      4051.98

S106 Obligations  
Live Contributions - To Be Spent @ June 2019

Town: Hitchin      Planning Obligation Type: Public Realm

<i><b>TOWN/ AREA</b></i>	<i><b>NHDC/ HCC/ Parish recipient of funds</b></i>	<i><b>Details of Related Application - inc ref. No. proposal/address</b></i>	<i><b>Date of Agreement</b></i>	<i><b>Agreement Type</b></i>	<i><b>Benefits Secured</b></i>	<i><b>Repayment Date (if part or whole of sum not spent)</b></i>	<i><b>Amount Received</b></i>	<i><b>Balance remaining: to be allocated/Spent</b></i>	<i><b>Status</b></i>
Hitchin	NHDC	11/00694/1 Lyon Court, Walsworth Road, Hitchin, SG4 9SX Change of use of offices (Use Class B1(A)) and extension to provide 423sqm of convenience store floorspace (including retail, holding and back of house areas (Use Class A1)) and 35 flats (Use Class C3) with associated landscaping, car and cycle parking	15/09/2011	UU	Public Realm	N/A	9,952.18	9,952.18	LIVE TO BE ALLOCATED
Total								9952.18	

**S106 Obligations**  
**Live Contributions - To Be Spent @ June 2019**

Town: Hitchin Planning Obligation Type: Sustainable Transport

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<b>TOWN/ AREA</b>	<b>NHDC/ HCC/ Parish recipient of funds</b>	<b>Details of Related Application - inc ref. No. proposal/address</b>	<b>Date of Agreement</b>	<b>Agreement Type</b>	<b>Benefits Secured</b>	<b>Repayment Date (if part or whole of sum not spent)</b>	<b>Amount Received</b>	<b>Balance remaining: to be allocated/Spent</b>	<b>Status</b>
Hitchin	NHDC	00/00983/1 - Conversion of part of 3 storey building to 24 flats and leisure club etc., at Hitchin Telephone Exchange, Queen Street, Hitchin. (Applicant: Regent Properties UK Limited)	01/10/2001	S106	Sustainable Transport The leaseholder and applicant to pay NHDC £43,200 prior to the occupation of any residential unit in the development, towards sustainable transport infrastructure to make good a deficiency in the locality.	N/A	43,200.00	43,200.00	LIVE TO BE ALLOCATED
Hitchin	NHDC	07/01052/1 Benslow Music Trust, Benslow Lane, Hitchin Two storey extensions to east and west sides of existing building 'Fieldfares' to provide student accommodation comprising 16 bedrooms, kitchen, practice and ensemble room; insertion of dormer window in rear roof slope of existing building and provision of 4 additional car parking spaces	30/05/2007	UU	Sustainable Transport	N/A	2,346.09	2,346.09	LIVE TO BE ALLOCATED
Hitchin	NHDC	07/02740/1 60 Old Park Road, Hitchin Part two storey and part single storey rear extension to facilitate conversion of existing dwelling into two 2-bedroom dwellings following demolition of existing single storey extension	23/01/2008	UU	Sustainable Transport	N/A	825.68	825.68	LIVE TO BE ALLOCATED
Hitchin	NHDC	08/00571/1 1-1A Florence Street, Hitchin Erection of terrace of three 3-bedroom town house dwellings with integral car ports following demolition of existing commercial premises	10/03/2008	UU	Sustainable Transport	N/A	1,827.07	1,827.07	LIVE TO BE ALLOCATED
Hitchin	NHDC	08/01086/1 Pinehill Hospital Extension to car park to provide 18 additional spaces	14/07/2008	UU	Sustainable Transport	N/A	9,989.46	9,989.46	LIVE TO BE ALLOCATED
Hitchin	NHDC	08/01416/1 5-6 Bilton Road, Hitchin Erection of two 2 storey industrial buildings to provide 8 units for use classes B1c, B2 & B8 together with associated parking following demolition of existing buildings and temporary structures		UU	Sustainable Transport - non-residential	N/A	20,792.00	20,792.00	LIVE TO BE ALLOCATED
Hitchin	NHDC	08/02132/1 43 Byron Close, Hitchin Two bedroom dwelling attached to existing semi-detached dwellings; formation of vehicular access to proposed car parking providing an additional 1.5 spaces	Not listed	UU	Sustainable Transport	N/A	627.00	627.00	LIVE TO BE ALLOCATED
Hitchin	NHDC	09/00798/1 Land off St Faiths Close, Hitchin Erection of detached 3-bedroom house together with associated parking and landscaping	13/07/2009	UU	Sustainable Transport	N/A	1,254.14	1,254.14	LIVE TO BE ALLOCATED
Hitchin	NHDC	09/01099/1 The Silver Moon, Bedford Road, Hitchin Change of use from Public House (Class A4) to residential dwelling (Class C3)	14/07/2009	UU	Sustainable Transport	N/A	1,163.91	1,163.91	LIVE TO BE ALLOCATED
Hitchin	NHDC	09/01949/1 88 Times Close, Hitchin Erection of two 3-bed houses as semi-detached dwellings together with detached garage for each dwelling and associated parking	19/06/2009	UU	Sustainable Transport	N/A	2,821.80	2,821.80	LIVE TO BE ALLOCATED

**S106 Obligations**  
**Live Contributions - To Be Spent @ June 2019**

Hitchin	NHDC	09/02165/1 30 and 31 Tristram Road and land to r/o 25-31 Tristram Road, Hitchin Redevelopment of land to r/o 25-31 Tristram Road to facilitate residential development of affordable housing comprising one 3-storey block to provide 7 one-bedroom flats; 8 two-bedroom houses as 4 semi-detached pairs; 1 detached bungalow and 1 five-bedroom detached house; provision of detached bin and cycle store; provision of 27 car parking spaces and creation of adoptable access road following demolition of 30 and 31 Tristram Road	02/08/2010	UU	Sustainable Transport	N/A	11,500.00	11,500.00	LIVE TO BE ALLOCATED
Hitchin	NHDC	10/00344/1 Land rear of 83-84, Tilehouse Street, Hitchin, SG5 Residential development comprising terrace of 3 x 2-bed dwellings together with associated parking	15/02/2010	UU	Sustainable Transport Spent Bridge Street Crossing £433.08. Balance to be allocated to another project	N/A	1,933.08	1,500.00	Part spent - balance to be allocated
Hitchin	NHDC	10/00475/1 66b Dacre Road, Hitchin Conversion and alterations to existing garage/workshop to provide 1 one-bedroom dwelling with associated parking	04/03/2010	UU	Sustainable Transport	N/A	644.36	644.36	LIVE TO BE ALLOCATED
Hitchin	NHDC	10/01299/1 19 Latchmore Close, Hitchin Residential development of 3 dwellings comprising one detached 3-bedroom dwelling and two 2-bedroom dwellings as semi-detached pair together with associated parking and landscaping following the demolition of existing bungalow	18/06/2010	UU	Sustainable Transport	N/A	1,527.07	1,527.07	LIVE TO BE ALLOCATED
Hitchin	NHDC	10/01630/1 4 Water Lane, Hitchin, SG5 1TX Residential development to provide terrace of 4 x 3 bed dwellings together with associated parking following demolition of existing property and garages	01/10/2010	UU	Sustainable Transport	N/A	2,508.27	2,508.27	LIVE TO BE ALLOCATED
Hitchin	NHDC	10/02542/1 Highover Cottages, Highover Way, Hitchin Erection of 3-bedroom detached dwelling together with provision of associated parking comprising 2 spaces for new dwelling and 1 space each for existing cottages	02/12/2010	UU	Sustainable Transport	N/A	1,254.14	1,254.14	LIVE TO BE ALLOCATED
Hitchin	NHDC	10/03032/1 271 Bedford Road, Hitchin, SG5 2UG Extension of time for previously approved planning permission under planning ref 07/02288/1 granted on 29 October 2007 for the erection of two storey building to provide 8 two-bedroom flats together with associated parking and cycle store and alterations to existing access following demolition of existing bungalow.	Not listed	UU	Sustainable Transport	N/A	2,577.44	2,577.45	LIVE TO BE ALLOCATED
Hitchin	NHDC	11/00265/1 6 Station Terrace, Hitchin SG4 9UN Erection of 2 x 3-bedroom dwellings as semi-detached pair together with associated cycle store	03/02/2011	UU	Sustainable Transport	N/A	1,500.00	1,500.00	LIVE TO BE ALLOCATED
Hitchin	NHDC	11/00382/1 104 Bedford Road, Hitchin, SG5 2UE Erection of 2 x 4-bedroom detached dwellings together with associated parking; alterations to existing vehicular access to serve proposed dwellings and existing bungalow	27/05/2011	UU	Sustainable Transport	N/A	2,577.44	2,577.44	LIVE TO BE ALLOCATED
Hitchin	NHDC	12/01077/1 22 Bridge Street, Hitchin, SG5 2DF Erection of 3 x three bedroom semi-detached dwellings and 1 x three bedroom detached dwelling with parking spaces and associated works following demolition of existing building	12/08/2012	UU	Sustainable Transport	N/A	3,866.17	3,866.17	LIVE TO BE ALLOCATED

**S106 Obligations**  
**Live Contributions - To Be Spent @ June 2019**

<b>Hitchin</b>	<b>NHDC</b>	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	31/05/2012	UU	Sustainable Transport	N/A	1,312.78	1,312.78	LIVE TO BE ALLOCATED
<b>Hitchin</b>	<b>NHDC</b>	12/02584/1 The Orchard And Anvil, 148 Nightingale Road, Hitchin, SG5 1QT Erection of 4 x 3 bedroom dwellings with 8 associated car parking spaces and ancillary works following demolition of former public house.	Not Listed	UU	Sustainable Transport	N/A	5,154.89	5,154.89	LIVE TO BE ALLOCATED
<b>Hitchin</b>	<b>NHDC</b>	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	14/03/2013	UU	Sustainable Transport	N/A	1,288.72	1,288.72	LIVE TO BE ALLOCATED
<b>Hitchin</b>	<b>NHDC</b>	13/02637/1 10 Bridge Street, Hitchin, SG5 2DE 10 Bridge Street, Hitchin, SG5 2DE	11/11/2013	UU	Sustainable Transport	N/A	1,288.72	1,288.72	LIVE TO BE ALLOCATED
<b>Hitchin</b>	<b>NHDC</b>	14/02502/1 Land at 11 Lindsay Avenue, Hitchin, SG4 9JA Detached 3-bedroom dwelling together with two parking spaces and alterations to vehicular access from Lindsay Avenue	17/11/2014	UU	Sustainable Transport	N/A	1,288.72	1,288.72	LIVE TO BE ALLOCATED

Total 124635.88

**S106 Obligations**  
**Live Contributions - To Be Spent @ June 2019**

Town: Hitchin Planning Obligation Type: Traffic Regulation Order

<b>TOWN/ AREA</b>	<b>NHDC/ HCC/ Parish recipient of funds</b>	<b>Details of Related Application - inc ref. No. proposal/address</b>	<b>Date of Agreement</b>	<b>Agreement Type</b>	<b>Benefits Secured</b>	<b>Repayment Date (if part or whole of sum not spent)</b>	<b>Amount Received</b>	<b>Balance remaining: to be allocated/Spent</b>	<b>Status</b>
Hitchin	NHDC	15/00192/1 Hitchin Cricket and Hockey Ground, Lucas Lane, Hitchin, SG5 2JA Development A) Outline application for erection of 27 dwellings with access from Lucas Lane - details of scale, layout, design and landscaping are reserved; Development B) Full planning application for the provision of all weather sports pitch with 8 x 15m floodlight columns, replacement clubhouse, scoreboard/implement shed with changing facilities, widened access from Gaping Lane and provision of additional parking	17/03/2016	S106	Traffic Regulation Order Definition from Agreement: To be applied towards dealing with parking and/or congestion issues on access roads leading to the development site. Deed is conditional upon grant of planning permission. Obligation is due prior to commencement of development. 10 year payback clause will apply.	08/05/2028	6,261.90	6,261.90	LIVE TO BE ALLOCATED
Hitchin	NHDC	15/01385/1 Hitchin Hospital, Talbot Street, Hitchin, SG5 2QU - Residential development of 18 dwellings comprising 3 x 3 bed dwellings, 14 x 4 bed dwellings and 1 x 5 bed dwelling together with associated garages and parking, landscaping and alterations to existing access from Talbot Street, all following demolition of existing buildings.	25/11/2015	S106	Traffic Regulation Order Definition from Agreement: For off-site highways works in Oughton Head Lane such as removal of existing on-street parking and associated white-lining etc. 50% of contribution requested via invoice - Paid 07/11/16 Balance received on occupation of 10th dwelling	24/08/2028	2434.29 2891.43	5,325.72	Live to be allocated

Total 11587.62



S106 Obligations  
Live Contributions - To Be Spent @ June 2019

Town: Hitchin      Planning Obligation Type: Waste & Recycling

<i><b>TOWN/ AREA</b></i>	<i><b>NHDC/ HCC/ Parish recipient of funds</b></i>	<i><b>Details of Related Application - inc ref. No. proposal/address</b></i>	<i><b>Date of Agreement</b></i>	<i><b>Agreement Type</b></i>	<i><b>Benefits Secured</b></i>	<i><b>Repayment Date (if part or whole of sum not spent)</b></i>	<i><b>Amount Received</b></i>	<i><b>Balance remaining: to be allocated/Spent</b></i>	<i><b>Status</b></i>
Hitchin	NHDC	15/00192/1 Hitchin Cricket and Hockey Ground, Lucas Lane, Hitchin, SG5 2JA Development A) Outline application for erection of 27 dwellings with access from Lucas Lane - details of scale, layout, design and landscaping are reserved; Development B) Full planning application for the provision of all weather sports pitch with 8 x 15m floodlight columns, replacement clubhouse, scoreboard/implement shed with changing facilities, widened access from Gaping Lane and provision of additional parking	17/03/2016	S106	Waste & Recycling Definition from Agreement: To be applied to waste facilities serving the development	10 years from date of payment	2,781.36	2,781.36	LIVE TO BE ALLOCATED
Total								2781.36	

**S106 Obligations**  
**Live Contributions - To Be Spent @ June 2019**

Town: Hitchin      Planning Obligation Type: Open Space

<b>TOWN/ AREA</b>	<b>NHDC/ HCC/ Parish recipient of funds</b>	<b>Details of Related Application - inc ref. No. proposal/address</b>	<b>Date of Agreement</b>	<b>Agreement Type</b>	<b>Benefits Secured</b>	<b>Repayment Date (if part or whole of sum not spent)</b>	<b>Amount Received</b>	<b>Balance remaining: to be allocated/Spent</b>	<b>Status</b>
Hitchin	NHDC	15/02069/1 North Hertfordshire College, Willian Road, Hitchin Residential development of 85 dwellings comprising 6 apartment blocks to accommodate 75 x 1 and 2 bedroom apartments together with two terraces of 3 x 3 bed houses and 1 terrace of 4 x 3 bed houses; provision of 120 parking spaces, associated landscaping and vehicular access from Cambridge Road, Willian Road and Hampden Road following demolition of existing college building	13/05/2016	S106	Open Space Towards improvements at Walsworth Common including public access	28/11/2027	33,014.52	33,014.52	LIVE TO BE ALLOCATED
Hitchin	NHDC	15/02831/1 Land East Of Cooks Way, Cambridge Road, Hitchin 3-storey residential development comprising 8 x 1-bed and 10 x 2-bed flats together with associated amenity space, parking, cycle shed and refuge store	10/06/2016	S106	Open Space Maintenance Contribution Definition from Agreement: Towards improvements at Walsworth Common, Hitchin and public access improvements	05/10/2027	6,413.13	6,413.13	LIVE TO BE ALLOCATED

Total      39427.65

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**HITCHIN COMMITTEE  
1 OCTOBER 2019**

**\*PART 1 – PUBLIC DOCUMENT**

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

REPORT OF: THE POLICY & COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER: COMMUNITY ENGAGEMENT

COUNCIL 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 Committee Grant budgets.
- 1.2 To bring to the Committee's attention details of recent requests received for 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 Engagement officers have been involved in.
- 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 **£2,434.13** to Hitchin Senior Citizens Welfare Committee to pay transport costs for members as as outlined in 8.1.1 (Responsive and Efficient)
- 2.3 **£1,500** to Keech Hospice Care towards running costs of their children's 24hr advice line as outlined in 8.1.2 (Attractive and Thriving, Prosper and Protect, Responsive and Efficient)
- 2.4 **£906.50** to Ravidassia Community Centre for a commercial cooker as outlined in 8.1.3 (Attractive and Thriving, Prosper and Protect, Responsive and Efficient)
- 2.5 That the £3,658 carry forward amount from 2018/19 be reallocated to the general development budget as outlined under item 10.1.

- |     |  |
|-----|--|
| 2.6 | That the Committee endorses the actions taken by the Community Engagement team to promote greater community capacity and well-being for Hitchin. |
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### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 To ensure the Committee is kept informed of the work of the Community Engagement Team.
- 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 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 1. Hitchin 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 previous financial years, including balances and past expenditure

## 8. RELEVANT CONSIDERATIONS

### 8.1 Grant Applications

#### 8.1.1

<b>Applicant</b>	<b>Hitchin Senior Citizens Welfare Committee</b>
<b>Project</b>	Westmill Friendship Club, Westmill Lunch Club and the Strength and Stability Exercise Club
<b>Sum requested</b>	£2,434.
<b>Total project cost</b>	£3,836.
<b>Match funding</b>	£1000.00 from HCC Locality Budgets ( <i>yet to be applied for</i> )
<b>Annual expenditure</b>	£3836.13
<b>Funds held</b>	£2649.68
<b>Previous support</b>	£3,000 June 2017
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Responsive and Efficient

First set up in 1955, the Hitchin Senior Citizens Welfare Committee provides support and friendship to elderly residents in Hitchin and the surrounding villages. They run regular lunch clubs, a friendship group and a stability and exercise club. The activities are generally held at the Westmill Community Centre in Hitchin. The objects of the club are:

- To support Senior Citizens' clubs with finding and paying for hall space.
- To support senior citizens to access transport.
- To support older people to be active in the community.
- To support individuals to set up groups to give older people a wider choice of activities

The group are requesting £2,434. Under the guidance to grant applicants they are advised that it is reasonable to apply for amounts between £500 and £1,500 given the level of current funding budgets.

However, under the current grant criteria members are at liberty to award any amount they wish up to the available budget as outlined in Appendix 1.

#### 8.1.2

<b>Applicant</b>	<b>Keech Hospice</b>
<b>Project</b>	Expansion of 24hr telephone advice line.
<b>Sum requested</b>	£1,500
<b>Total project cost</b>	£28,122.03
<b>Match funding</b>	£22,122.03
<b>Annual expenditure</b>	£10,326
<b>Funds held</b>	£12,384 (31-03-18)
<b>Previous support</b>	None
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Attractive and Thriving, Prosper and Protect, Responsive and Efficient.

Keech Hospice Care provide specialist palliative care to children who have life-limiting conditions. The children's 24hr Advice Line is an on-going service that is available for any family or health care professional caring for a child from Herts, Beds and Milton Keynes. Although Keech is a national charity, they supported 42 children and their relatives from North Hertfordshire in 2017/2018 – 35 of which were from Hitchin and the surrounding area.

### 8.1.3

<b>Applicant</b>	<b>Ravidassia Community Centre</b>
<b>Project</b>	Cooking Educational Project.
<b>Sum requested</b>	£906.25
<b>Total project cost</b>	£1,295
<b>Match funding</b>	£388.50
<b>Annual expenditure</b>	£19,902
<b>Funds held</b>	£5,507
<b>Previous support</b>	£0
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Attractive and Thriving, Prosper and Protect, Responsive and Efficient.

The Ravidassia is a multicultural centre, based in Hitchin but open to all, promoting equality & diversity for everyone. It offers educational activities including language classes, healthy cooking for children & adults. They are looking to expand into pre & after school clubs, Kumon and lunch clubs for the lonely and elderly. Current and future activities will be educational based. The centre has just teamed up with the Cookery Eatery project who will be delivering cookery and food education sessions.

## 8.2 Community Engagement and update on Previous Grants awarded

### 8.2.1 Policy and Community Engagement Team

The team have been continuing to engage and network with local community groups and initiatives. For example:

- The formation of the Food Provision Group which brings together representatives of organisations working towards tackling food poverty in our area. Best Before Café in Letchworth and Hitchin Food Rescue Hub have been major players, along with the local churches and their school holiday scheme Make Lunch.
- A very well attended network meeting at the Westmill Community Centre was held in July, which coincided with a visit of the Hertfordshire Police and Crime Commissioner. He had the opportunity to see a large group of cross-agency professionals working together for the good of the community.
- We were invited to and attended AGM's for the Hitchin Senior Citizens Welfare Committee and the North Herts 50+ Group.



- A successful surgery was held in the Market Place at the beginning of August, well attended by councillors and residents alike. The event coincided with the official opening of the North Herts Museum which was attended by members of the team.
- Our new Facebook group is up and running. Engage North Herts aims to bring together community groups from across the district.

#### 8.2.2 Update on Litter Pick by 8<sup>th</sup> Oughton Scouts

Two litter picks are planned for September (kit only recently purchased).

Areas to be targeted are around Westmill Community Centre and also by the river in the Walsworth area.

#### 8.2.3 Update Buzzworks Education Centre

The treasurer has been busy researching the best value screen and projector. In general Buzzworks has had a very successful summer with money raised from open days and an increased demand for visits to the education centre. There are three more visits scheduled before the end of the season.

#### 8.2.4 Update on Creatives

Funds have now been released to Creatives who have successfully completed and had approved their application to become a Community Interest Company. The Community Engagement Team are continuing to support them in terms of creating posters, publicising their events and telephone support. They have been to visit the Bancroft Centre to view the radio equipment.

### 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 £11,000 in line with the 20% reduction in grant budgets as agreed by full council. At the 1<sup>st</sup> meeting of the financial year in June 2019 the committee provided £7,127 to organisations in grant funding, leaving £3,873 to utilise from the 2019/20 financial year.

The carry forward amount of £3,658 from 2018/19 had been allocated to use towards the cost of signage required for Woodside Car Park. This signage has now been installed utilising other budgets within the Authority. Therefore this amount can be reallocated for use in the general development budget.

This will provide a total of **£7,531** in the budgets.

The grant funding applied for in this round add up to **£4,840** which, if members are minded to agree these applications would leave **£2,691** for the next two Hitchin Committee meetings scheduled in December and March.

## **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 1 - 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.
- 17.2 Review of Grant Policy Cabinet June 2016.

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**HITCHIN AREA COMMITTEE BUDGET 2019/20**

SUMMARY/ TOTALS	Funding	Allocated	Spent	Outstanding	Unallocated Budget					
Central Area Grants from 2018/19	£5,658	£5,658	£5,658	£0	£0					
<b>Total</b>	<b>£5,658</b>	<b>£5,658</b>	<b>£5,658</b>	<b>£0</b>	<b>£0</b>					

SUMMARY/ TOTALS 2019/20	Funding	Allocated	Spent	Outstanding	Unallocated Budget					
Central Area Grants	£11,000	£3,535	£2,035	£1,500	£7,465					
<b>Total</b>	<b>£11,000</b>	<b>£3,535</b>	<b>£2,035</b>	<b>£1,500</b>	<b>£7,465</b>					

**DEVELOPMENT BUDGETS**

Central Area Grants	Funding		Code	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2018/19	£5,658		11920006826	Walsworth Festival	£2,000	05/03/2019	£2,000	£0		
			11920006826	Strathmore Fun Club	£1,500	18/06/2019	£1,500	£0		
			11920006826	Hitchin Forum	£1,500	18/06/2019	£1,500	£0		
			11920006826	Flags and Banner	£66	15/05/2019	£66	£0		
			11920006826	8th Oughton Scouts	£592	18/06/2019	£592	£0		
								£0		
								£0		
								£0		
<b>Total</b>	<b>£5,658</b>		11920006980		<b>£5,658</b>		<b>£5,658</b>	<b>£0</b>	<b>£0</b>	

**DEVELOPMENT BUDGETS**

Central Area Grants	Funding		Code	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
2019/20								£0		
Base Budget	£11,000		11920006826	8th Oughton Scouts	£120	18/06/2019	£120	£0		
			11920006826	Buzzworks	£915	18/06/2019	£915	£0		
			11920006826	Creatives	£1,500		£0	£1,500		
			11920006826	Tilehouse Pre-School	£1,000	18/06/2019	£1,000	£0		
<b>Total</b>	<b>£11,000</b>		11920006980		<b>£3,535</b>		<b>£2,035</b>	<b>£1,500</b>	<b>£7,465</b>	

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