

NORTH HERTFORDSHIRE DISTRICT COUNCIL



28 February 2020

Our Ref Hitchin Committee/10.03.20
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To: Members of the Committee: Councillor Ian Albert (Chair), Councillor Clare Billing (Vice-Chair), 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

NOTICE IS HEREBY GIVEN OF A

MEETING OF THE HITCHIN COMMITTEE

to be held in the

**WESTMILL COMMUNITY CENTRE, JOHN BARKER PLACE,
HITCHIN SG5 2PG**

On

TUESDAY, 10TH MARCH, 2020 AT 7.30 PM

Yours sincerely,

Jeanette Thompson
Service Director – Legal and Community

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

Agenda **Part I**

Item	Page
1. APOLOGIES FOR ABSENCE	
2. MINUTES - 14 JANUARY 2020 To take as read and approve as a true record the minutes of the meeting of the Committee held on the 14 January 2020.	(Pages 5 - 14)
3. NOTIFICATION OF OTHER BUSINESS Members should notify the Chair 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 Chair will decide whether any item(s) raised will be considered.	
4. CHAIR'S ANNOUNCEMENTS 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 Chair 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.	
5. HERTFORDSHIRE CONSTABULARY To receive a verbal presentation from Hertfordshire Constabulary.	
6. PUBLIC PARTICIPATION To receive petitions and presentations from Members of the public including: 1. Feed Up Warm Up 2. Climb Hitchin	
7. HITCHIN BID MANAGER To receive a verbal presentation from the Hitchin BID Manager.	

8. **INFORMATION NOTE: PLANNING OBLIGATIONS** (Pages
REPORT OF THE DEVELOPMENT AND CONSERVATION MANAGER 15 - 18)

To consider an information note on S106 funds that were allocated to the Hitchin Town Hall Project.

9. **AIR QUALITY UPDATE**
To receive a verbal update on Air Quality from the Environmental Protection and Housing Manager.

10. **INFORMATION NOTE: NHDC TRANSPORT PROJECTS UPDATE** (Pages
REPORT OF THE SERVICE DIRECTOR – REGULATORY 19 - 22)

To provide Councillors with an update on the current transport projects that the Council is currently involved with.

11. **GRANTS & COMMUNITY UPDATE** (Pages
REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER 23 - 30)

To advise the Committee on the current expenditure and balances of the Area Committee budgets.

To bring to the Committee's attention details of recent requests received for Area Committee Grant Funding, made by community groups and local organisations, which conform to the Authority's Grants Policy approved by Cabinet on June 14th 2016.

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 Chair to lead a discussion regarding possible agenda items for future meetings.

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Agenda Item 2

NORTH HERTFORDSHIRE DISTRICT COUNCIL

HITCHIN COMMITTEE

MEETING HELD IN THE LUCAS ROOM, HITCHIN TOWN HALL, BRAND STREET,
HITCHIN

ON TUESDAY, 14TH JANUARY, 2020 AT 7.30 PM

MINUTES

Present: *Councillors: Ian Albert (Chair), Councillor Clare Billing (Vice-Chair), Judi Billing, Val Bryant, Paul Clark, Sam Collins, Simon Harwood, Keith Hoskins, Martin Stears-Handscomb, Kay Tart and Richard Thake*

In Attendance: *Louise Symes (Strategic Infrastructure and Projects Manager), Claire Morgan (Community Engagement Team Leader), Marie Pritchett (Parking Projects Officer), Katie Staddon (Assistant Community Engagement Officer), Hilary Dineen (Committee, Member and Scrutiny Manager) and Matthew Hepburn (Committee, Member and Scrutiny Officer)*

Also Present: *At the commencement of the meeting, Councillor Sam North and approximately 12 members of the public, including registered speakers.*

49 APOLOGIES FOR ABSENCE

Audio recording – 34 Seconds

Apologies for absence were received from Councillors Elizabeth Dennis-Harburg and Mike Hughson.

50 MINUTES - 1 OCTOBER 2019

Audio Recording – 45 Seconds

RESOLVED: That the Minutes of the Meeting of the Committee held on 1 October 2019 be approved as a true record of the proceedings and be signed by the Chairman.

51 NOTIFICATION OF OTHER BUSINESS

Audio recording – 1 Minute 20 Seconds

There was no other business notified.

52 CHAIRMAN'S ANNOUNCEMENTS

Audio recording – 1 Minute 25 Seconds

- (1) The Chairman welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Chairman and the Committee paid their respects to Alison Ashley, former North Hertfordshire District Council, who sadly passed away before Christmas.

She had served on the Hitchin Committee for 15 years and had been Chairman of the Council for the Civic Year 2008/2009;

- (3) The Chairman advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (4) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

53 PUBLIC PARTICIPATION - PURWELL SCHOOL ASSOCIATION

Audio Recording – 13 Minutes 56 Seconds

Before Ms Amanda Campbell-Phillips and Mr Mark Nash addressed the Committee in respect of their grant application, Councillor Kay Tart disclosed a Declarable Interest in that her children were pupils at Purwell School and she was the Marketing Officer for the PTA. She advised she would leave the room and not take part in the debate and vote.

Ms Amanda Campbell-Phillips and Mr Mark Nash provided the following information to the Committee:

- The swimming pool at the school was no longer in use and therefore the land was redundant;
- They were looking to turn this land into a learning and community garden, providing pupils with opportunities that they may not get at home;
- Two volunteer days had already taken place in order to prep the land;
- It was hoped that they could start growing easy crops such as runner beans, courgettes, tomatoes and pumpkins;
- It was the intention to sell excess produce to members of the local community;
- The aim was to involve local volunteers in order that they can share their knowledge and expertise with the pupils;
- Elderly people would be involved to enable them to pass on their gardening skills to pupils as well as helping to combat loneliness;
- The learning garden worked well with the new curriculum that had recently been introduced;
- There would be weekend access to the garden and the hope was to run a 'Learn about Gardening' club to teach people about how to grow basic crops;
- There was a vision to expand the garden in order to have a small orchard; and
- Parts of the land would be left to lie fallow to help with bio-diversity.

The following Members asked questions or made comment:

- Councillor Keith Hoskins;
- Councillor Judi Billing; and
- Councillor Sam Collins.

In response to a Member's question, Mr Nash stated that funding from other sources would be looked at and sought if required.

54 PUBLIC PARTICIPATION - LIONS MIXED MARTIAL ARTS

Audio Recording – 26 Minutes 25 Seconds

The Committee received a verbal presentation from Mr Surtar Bachra and Mr Sanjeevan Theara regarding their grant application and advised the following:

- Two weekly classes took place - one on a Thursday for those aged 16+ and the other was on a Saturday for those aged 4-16;
- The grant was for the purchase of extra equipment, gloves, shin guards, body pads, boxing bags and boxing ring;
- The sum requested was £1,000;
- The objectives of the club were to keep children and adults active and to build children's confidence through mental and physical strength; and
- Ex-criminals were also encouraged to join to help the rehabilitation process.

The following Members asked questions:

- Councillor Paul Clark;
- Councillor Judi Billing; and
- Councillor Richard Thake.

In response to questions raised, Mr Bachra and Mr Theara responded as follows:

- They had been self-funded;
- It was £5.00 per person to attend. However, this was not enforced in all cases;
- The classes contained a mixture of boys and girls;
- The split of boys and girls is around 60% to 40%;
- Attendees mainly came from Hitchin, Letchworth and near by villages;
- The majority of attendees were Sikh as the classes were based at the Sikh Centre; and
- Work was being done to increase publicity of the classes in order to attract a wider cross-section of attendees.

55 HITCHIN BID MANAGER

Audio recording – 4 Minutes

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 had been a good response to the Christmas Tree;
- Mr Hardy extended his thanks to Councillor Ian Albert for the new Christmas tree lights which had been donated by him in memory of his wife;
- The Christmas Tree for next Christmas was due to be chosen in February;
- The coffee grounds recycling scheme was going well with approximately 5 tonnes of used coffee already recycled;
- Sales of the coffee brisket logs were good and they were currently on sale in the Information Centre and other places throughout the town including Brookers and Hermitage Road restaurant;
- Teamed up with ReAssure to paint the bollards a dark blue; there was still lots of paint left. Local groups were going to be contacted to ask if they could help paint the bollards as well; Mr Hardy thanked Councillors Judi Billing and Derrick Ashley for paying for the paint;

- Chicken George, voted best fried chicken in the country and originally founded in Luton, was expanding to Hitchin and due to open in March 2020; and
- There was an aim to improve the Visitor Information Centre and a grant had been applied for in order to assist with this;

Events:

- The Hitchin Soap Box Derby would be taking place down Hermitage Road on Sunday 30 August 2020;
- The 2020 Events guide for the town would be realised soon;
- It was the Hertfordshire Year of Culture 2020 and they would be working with the Hitchin Festival Committee on implementing different events to reflect the year of culture;
- Hitchin Pride would be taking place on Saturday 25 July 2020. This would include a parade and stalls on Market Place;
- Street days had been very popular, and they would continue to take place. As well as introducing Sun Street Day; and
- The Beach Day would take place again on Market Place for two weeks.

Great British High Street Update:

- The Great British High Street Awards Ceremony was due to take place on Thursday 23 January 2020.

The following Members commented:

- Councillor Simon Harwood; and
- Councillor Keith Hoskins.

Councillor Keith Hoskins announced to the Committee that Hitchin Initiative was formed 25 years ago and its anniversary would be in March 2020.

56 NHDC PARKING STRATEGY DRAFT PARKING OPERATIONAL GUIDELINES

Audio Recording – 43 Minutes

The Parking Projects Officer and the Strategic Infrastructure & Projects Manager presented the report entitled NHDC Parking Strategy Draft Parking Operational Guidelines and advised the following:

- The North Hertfordshire District Council Parking Strategy 2019-2031 was approved in January 2019;
- New opportunities to manage the parking stock across the District and generate additional income has been included in the draft Parking Operational Guidelines, which included;
 - Other Services in Council Car Parks;
 - Charging for On-Street Parking;
 - Employee Parking Schemes and;
 - Sale of Permits to Non-Residents in Controlled Parking Zones.
- The North Hertfordshire District Council Parking Operational Guidelines document should be read alongside the Parking Strategy;
- It was important that the Parking Operational Guidelines remained a living document in order to ensure it provided a flexible approach to emerging issues;
- The Parking Issues Reporting Pack allowed members of the public to report parking issues;
- The Reporting Pack sought to educate members of the public on parking related issues and different types of parking controls;

- Applicants must keep a log of parking issues over a four week period in order to allow for the severity to be assessed;
- 80% of residents must agree with the parking issue and;
- A similar reporting pack was in use at Hertfordshire County Council.

The following Members asked questions:

- Councillor Judi Billing;
- Councillor Simon Harwood;
- Councillor Kay Tart;
- Councillor Paul Clark;
- Councillor Richard Thake;
- Councillor Martin Stears-Handscorn;
- Councillor Ian Albert;
- Councillor Sam Collins;
- Councillor Keith Hoskins; and
- Councillor Val Bryant.

Points and questions raised by Members were as follows:

- Ways in which the Parking Reporting Pack would be publicised to the public;
- Concerns over selling of non-resident permits;
- The importance of improving signage and traffic flows at the Lairage multi-storey;
- Concerns over cashless parking;
- Charging for parking at weekends, evenings and on Bank Holidays and the affect that this may have on the economy of the town;
- The time limit imposed on on-street parking and the possibility of increasing this especially on Hermitage Road;
- Implementing residential Electric-Vehicle charging points;
- What would happen after a member of public had reported a parking issue;
- The need to increase public transport services after a certain time especially in the evening;
- Concerns over the requirement to keep a log of the parking issue for four weeks;
- Fines should be proportionate to the parking offence;
- It was important that there was a district-wide consultation on the potential possibility of charging weekends, evenings and on Bank Holidays and;
- The Committee believed that a fundamental principle was ensuring that they helped local economic vibrancy and supported the night time economy.

In response to questions and points raised by Members, the Parking Projects Officer and the Strategic Infrastructure & Projects Manager provided the following:

- The relevant officers were looking at ways to communicate the Parking Reporting Pack to members of public;
- The aim of the Parking Reporting Pack was to empower the public in reporting parking issues;
- The take-up of permits within Controlled Parking Zones remained low;
- Controlled Parking Zones had been in place across the District for several years;
- Controlled Parking Zones worked well in areas situated near train stations or town centres;
- Withdrawing Controlled Parking Zones could lead to problems re-emerging that had previously been resolved by a CPZ;
- Changes to the charging period would require consultation with relevant stakeholders;

- Members of the public would like to see cashless parking;
- The document was flexible and allowed for amendments when necessary;
- The document could be simplified depending on the parking issue and its severity;
- There was a potential to make the parking reporting pack digital;
- Members could email the Parking Projects Officer with any comments they had in relation to the document.

RESOLVED:

- (1) That the Draft North Hertfordshire District Council Parking Operational Guidelines at Appendix A of the report be noted;
- (2) That the Draft North Hertfordshire District Council Parking Issues Reporting Pack 1 and Part 2 at Appendix B and C of the report be noted.

RECOMMENDED TO CABINET:

- (1) That the Draft North Hertfordshire District Council Parking Operational Guidelines at Appendix A be considered and adopted;
- (2) That the Draft North Hertfordshire District Council Parking Issues Reporting Pack 1 and Part 2 at Appendix B and C be considered and adopted;
- (3) That delegated authority be given to Service Director - Regulatory to approve minor amendments and format changes to the draft Parking Operational Guidelines as required in consultation with the Executive Member and Deputy for Planning and Transport;
- (4) That officers proceed with the work associated with the key projects listed in the Parking Strategy Strategic Action Plan using the Parking Operational Guidelines to implement the policy framework.

REASON FOR DECISIONS: The draft Parking Operational Guidelines will provide the necessary guidance and assessment criteria for the Parking Strategy policy framework for managing parking across the District in a most cost efficient way that accords with the Council's Corporate Objectives and its Medium Term Financial Strategy.

57 GRANTS & COMMUNITY UPDATE

Audio Recording - 1 Hour 39 Minutes 29 Seconds

Assistant Community Engagement Officer presented the report entitled Grants and Community Update and the Committee was advised as follows:

- Thus far, Hitchin Committee had provided £8,376 grant funding to organisations;
- There was £1,082 remaining for the next Hitchin Committee scheduled for March 2020;
- The Assistant Community Engagement Officer had discussed Charnwood House with the Interim Property Consultant and an update was provided; and
- In relation to the Resolutions in Minute 42 - item (5) of the Hitchin Committee Minutes of 1 October 2019, there was currently no Wishlist put together. Members were requested to send suggestions for the wish list to the Assistant Community Engagement Officer's inbox.

The following Members made comment:

Councillor Richard Thake; and
Councillor Paul Clark.

RESOLVED: That the actions taken by the Community Engagement officer to promote greater community capacity and well-being for Hitchin be endorsed.

REASONS FOR DECISION:

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

58 GRANT APPLICATION - LIONS MIXED MARTIAL ARTS

Audio Recording – 36 Minutes 24 Seconds

RESOLVED: That grant funding of £1000 be awarded to Lions Mixed Martial Arts towards the cost of buying extra equipment such as; gloves, shin guards, body pads, boxing bags with fittings and a temporary boxing ring.

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

59 GRANT APPLICATION - PURWELL SCHOOL ASSOCIATION

Audio Recording – 36 Minutes 35 Seconds

RESOLVED: That grant funding of £600 be awarded to Purwell School Association to cover the costs of materials needed to create a learning garden.

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

60 COMMUNITY GRANTS POLICY REVIEW

Audio Recording – 1 Hour 49 Minutes

The Community Engagement Team Leader presented the report entitled Community Grants Policy Review and advised the following:

- The report outlined the proposed changes to the grants policy;
- The process had been simplified;
- The policy was last reviewed in 2016;
- Changes to the eligibility criteria were on page 90 of the report at paragraph 8.2.1;

- Organisations with charitable status, voluntary sector groups, community groups, Community Interest Companies, Community Interest Organisations, Schools, Academies, Business Improvement District Groups, Parish and Town Councils were now able to apply for grants;
- The 2016 Policy stated that applicants were ineligible for funding if they had other funding from NHDC within 2 years. This would no longer apply under the new policy;
- These changes would encourage a variety of organisations to apply and;
- The new criteria was similar to that of other local authorities.

Councillor Judi Billing, Executive Member for Community Engagement, informed the Committee that simplifying the Grants Policy was high-up on the work that both her and Councillor Ruth Brown, Deputy Executive Member for Community Engagement, wanted to achieve in order that people could get the funding needed for their organisation.

The following Members asked questions:

- Councillor Sam Collins; and
- Councillor Richard Thake.

In response to questions raised, the Community Engagement Team Leader provided the following:

- The word 'projects' would be deleted from the table heading at paragraph 3.1 of the Community Grants Policy on page 105 of the report, to read 'ELIGIBLE for funding' and 'NOT ELIGIBLE for funding'; and
- The first item under NOT ELIGIBLE would be made clear that this relates to retrospective funding and not events that happen each year.

RESOLVED: That the proposed review of the Community Grants Policy and criteria be noted subject to the following amendment:

- The deletion of 'projects' from the table heading found at paragraph 3.1 of the Community Grants Policy on page 105 of the report, to read 'ELIGIBLE for funding' and 'NOT ELIGIBLE for funding';
- That the first item under NOT ELIGIBLE should be made clear that this relates to retrospective funding and not events that happen each year.

RECOMMENDED TO CABINET: That the criteria and outline consultation process be approved.

REASON FOR DECISION: The awarding of grant funding awards to organisations, charities and voluntary groups, and the use of grant budgets devolved to Area Committees allows the Authority to further its aims and overarching Priorities of the Council and District.

61 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

Audio recording – Audio Recording - 1 Hour 57 Minutes 20 Seconds

NB: Councillor Richard Thake left the Committee at 21:28

The Chairman lead a discussion on holding a follow-up meeting from the Churchgate Town talk on 5 September 2019 as well as the possibility of running a sub-surgery on a Friday and Saturday and school events.

With the Chairman's permission, Councillor Keith Hoskins gave the following update within the Grants and Community Update item:

The Committee received an update on the Dell. Councillor Hoskins informed Members that he had a meeting at the Dell with various stakeholders and there was an intention to hold a one-off event in July 2020 for that year's Hitchin Festival and Hertfordshire Year of Culture 2020. Councillor Hoskins further advised that Tom Hardy, Hitchin BID Manager, was in contact with an event management company who were due to provide a quote.

The following Members contributed to discussions:

- Councillor Paul Clark; and
- Councillor Kay Tart.

A Member suggested that ways to make the Churchgate project greener should be investigated.

RESOLVED: That a follow-up from the Churchgate Town Talk held in September 2019 be scheduled and put into the calendar of events.

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

62 POSSIBLE AGENDA ITEMS FOR FUTURE MEETINGS

Audio Recording - 1 Hour 59 Minutes 50 Seconds

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

- Transport.

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

The meeting closed at 9.31 pm

Chair

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**HITCHIN COMMITTEE
10 MARCH 2020**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF INFORMATION NOTE: PLANNING OBLIGATIONS

INFORMATION NOTE OF THE DEVELOPMENT AND CONSERVATION MANAGER

EXECUTIVE MEMBER: PLANNING AND TRANSPORT

1. SUMMARY

1.1 The purpose of this information note is to inform Members of all agreed S106 funds that were allocated to the Hitchin Town Hall project over recent years. Members have asked for this update from recent meetings of the Hitchin Committee where the Development and Conservation Manager has presented the annual update on S106 collection, allocation and spend. Members will be aware that the Development and Conservation Manager has long established delegated powers to allocate S106 funds in accordance with relevant Community Infrastructure Levy (CIL) regulations where those funds are collected from developments within one Parish or town and are allocated to infrastructure projects within the same Parish or town area.

2. DETAILS OF ALL S106 FUNDS ALLOCATED TO THE HITCHIN TOWN HALL PROJECT

2.1 The table below details all funds allocated for the project by the Development and Conservation Manager.

Development References	Agreement Type	Allocated	Spent	Total Amount	Notes
Various all within Hitchin	Unilateral Undertakings	September and December 2013	31.03.2014	£36,751.50	
Various all within Hitchin	Unilateral Undertakings	January 2013 March 2014	31.03.2015	£16,220.35	

Various all within Hitchin	Unilateral Undertakings	January 2018	31.03.2018	£23,998.67	
05/00095/1 Residential development consisting of 2, 3 & 4 storey buildings to provide 169 dwellings (41 one bedroom and 109 two bedroom flats, 12 two bedroom and 7 three bedroom houses); 188 parking spaces, cycle and refuse stores; new river walkway, works to River Hiz and landscaping; alterations to existing north access and relocation of south access to Whinbush Road; ancillary works; demolition of existing buildings including 4 dwellings (as amended by plans received 4 May 2005, 27 June and 8 July 2005 set out in the attached schedule) Land at William Ransom site, off Whinbush	S106	October 2014	31.03.2015	£19,500	The obligation was originally sought for a children and young peoples centre in Hitchin. This project did not go ahead as priorities changed. Developer approached and they agreed for spend to be at the town hall which would include provision of a dedicated learning space for children and young people

Road, Hitchin, SG5					
06/00088/1 and 06/02007/1 3 storey development to provide 24 flats (18 two bedroom and 6 one bedroom), ground floor retail unit, new vehicular access, 18 parking spaces, refuse and cycle store, riverside walkway following demolition of existing building (as amended by plans received 29/03/2006 and 19/05/2006) Crown House and Sceptre House, Bridge Street, Hitchin, SG5	S106	2015	31.03.2018	£8247.27 £45,250	The obligations were originally sought for a children and young peoples centre in Hitchin. This project did not go ahead as priorities changed. Developer companies had become dormant so unable to approach for consent but obligations used at town hall which included provision of a dedicated learning space for children and young people

Total
£149,967.79

2.2 Members will note from this table which lead to a total S106 fund contribution to the project of £149,967.79 were allocated between 2013 and 2018. Many of the funds were from unilateral undertakings, unless specified within specific S106 Obligations which are set out in the table. All allocated funds have now been spent and all associated planning permissions were related to developments within Hitchin and therefore all funds were allocated correctly under powers delegated to Development and Conservation Manager. Significant funds had been held for a considerable period of time before allocation and there were no other requests for the funds from other qualifying projects at the time of allocation.

3. APPENDICES

None

4. CONTACT OFFICERS

Simon Ellis (Development and Conservation Manager)
01462 474264 simon.ellis@north.herts.gov.uk

Stephanie Blunt (S106 Monitoring and Compliance Officer)
01462 474308 stephanie.blunt@north-herts.gov.uk

5. BACKGROUND PAPERS

None

**HITCHIN COMMITTEE
10 MARCH 2020**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF INFORMATION NOTE: NHDC TRANSPORT PROJECTS UPDATE

INFORMATION NOTE OF THE SERVICE DIRECTOR FOR REGULATORY

1. SUMMARY

- 1.1 The purpose of this information note is to provide Councillor's with an update on the current transport projects that the Council is currently involved with.

2. STEPS TO DATE

- 2.1 This note has been written at the request of Members on the Hitchin Area Committee to provide an update on the Council's current transport projects.

3. INFORMATION TO NOTE

- 3.1 Currently officers in the Strategic Planning Team are involved with the following transport projects:

- **Drafting NHDC's first EV (Electric Vehicle) Charging Strategy.**

It is intended that this will cover all aspects of EV charging, with a view to supporting the roll-out of additional EV charging units, both on-street and off-street to promote and encourage the take up of EV's both local residents and businesses, as well as encouraging visitors to the District who have EV's. The aim is to address the Council's Climate Change Strategy by providing improvements to air quality.

First draft is due for completion in June/July 2020.

- **Drafting NHDC's first LCWIP (Local Cycling and Walking Infrastructure Plan).**

This is a DfT initiative that encourages all local authorities to draft an LCWIP, with a view to identifying routes for future investment and improvement, to encourage the growth in both modes, especially for local journeys. When completed, it essentially will form an evidence document of agreed improvements to the cycling and walking network in the District, with identified schemes that will be prioritised as and when funding opportunities become available.

The Council is looking to work with representative walking and cycling groups in the local community to help facilitate the project. Work has already started in Royston and Letchworth. Any interested parties can contact Daniel Washington, Transport Policy Officer at the District Council.

The First draft is due for completion by March 2021, which will then be the subject of wider public consultation.

- **Transport Forum**

A Transport Forum has been established, with the initial meeting being held in November 2019, and future meetings to be held quarterly. The Forum is hosted by NHDC, the purpose of which is to enable representative groups and organisations within the District, to engage together in a constructive and relevant manner to discuss transport topics; to consider joint responses to consultations and contribute to joint letters of support with regard specific issues, and to invite and receive presentations as requested from lead organisations on passenger transport and active travel.

The next meeting of the Forum will be on 9 March 2020 at 7:30pm in the Council Chamber at the NHDC Offices in Letchworth. The topic for discussion will be around the rail network in Hertfordshire, with presentations from HCC and Govia Thameslink on the updated draft HCC Rail Strategy that is currently out for consultation, on the potential for a community rail partnership in the District.

- **90/91 and 127 Bus Service Project**

Working with colleagues in the public transport team's at Hertfordshire and Cambridgeshire County Council's respectively and local Cllr's at North Hertfordshire District Council, HCC, CCC and South Cambridgeshire District Council, a proposal is being developed to combine the existing bus services:

Using the current resources, the intension is to combine the 90/91 & 127 to create a new Letchworth – Royston service via Ashwell, the Mordens, Litlington and Bassingbourn; in addition the 202 would be extended to serve both Guilden Modern & Steeple Morden and Ashwell & Morden Station, (continuing as a commuter service). This will provide residents in the Mordens with a new bus service to/from the Station as well as Ashwell. For Cambridgeshire residents and passengers in the villages served there will be no change of route or loss of service, instead they will have the added opportunity to travel to destinations in North Hertfordshire including Ashwell, Baldock and Letchworth, the latter enabling onward connections to Stevenage and Luton. Equally it will provide new direct connections for residents and passengers in Hertfordshire to the villages served in Cambridgeshire.

NHDC will be contributing funding towards the design and production of bespoke timetable leaflet and publicity to be distributed at key information points throughout the routes, to raise the profile of the new services and travel opportunities, as well as information on saver tickets available in Cambridgeshire and Hertfordshire.

The new services are due to launch in July 2020.

- **HCC Intalink Enhanced Partnership**

Due to formally launch in April 2020, using the new powers made available by the 2017 Local Buses Act, the Enhanced Partnership is a ten year agreement, (subject to a five year review) to provide a step change in the current Intalink Public Transport Partnership, that NHDC is formally a partner of. Originally established in 1999 the Intalink Partnership is a unique collaboration between local authorities and bus and train operators in Hertfordshire. By pooling resources and ideas, the partnership is improving customer information on bus and rail services in Hertfordshire.

As part of the Enhanced Partnership, HCC is committed to investing in bus priority measures in three towns per annum. NHDC are currently working with HCC to champion Hitchin for inclusion for improvements during the planned 2021-22 works programme.

Ongoing

- **DfT Better Deal for Bus Users funding competition**

The DfT recently announced several new funding opportunities to improve bus services, currently two of these funding opportunities available to local authorities in Hertfordshire including:

- Rural Mobility Fund
- All-Electric Bus Town

The Rural Mobility fund is to provide funding for a DRT (Demand Responsive Transport) scheme, to improve public transport for rural communities.

The All-Electric Bus Town fund is to enable a whole town to be able to convert all the local buses to electric vehicles.

The Public Transport Team at HCC has indicated that they will co-ordinate any bids from local authorities in Hertfordshire. Currently NHDC officers are preparing bids for both funding opportunities, the former in partnership with several neighbouring local authorities, the latter solely as a bid from NHDC for Hitchin. Bids must be submitted by the end of April 2020, with an announcement by the DfT on those shortlisted for phase 2 to be announced in May 2020.

Ongoing

- **Responding to Consultations**

Officers are regularly responding to regular consultations, providing a response where required from NHDC.

Recent consultations have included:

- Intalink Enhanced Partnership
- Luton Airport Expansion
- North Central Hertfordshire Growth and Transport Plan
- HCC Rail Strategy
- Greater Cambridgeshire and Peterborough Combined Authority Local Transport Plan
- Dacorum Borough Council Parking Strategy
- England's Economic Heartland Transport Strategy
- OLEV Electric vehicle chargepoints in residential and non-residential buildings

4. **NEXT STEPS**

- 4.1 Councillors will be kept updated on progress on each of these developments this can be either by a separate Information Note or through the Community Development officer's report.

5. **APPENDICES**

- 5.1 Not applicable.

6. CONTACT OFFICERS

6.1 Strategic Planning
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7. BACKGROUND PAPERS

7.1 Not applicable.

**HITCHIN COMMITTEE
10 MARCH 2020**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: GRANTS & COMMUNITY UPDATE

REPORT OF THE POLICY & COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER: COMMUNITY ENGAGEMENT

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

NEW COUNCIL PRIORITY: BUILD THRIVING AND RESILIENT COMMUNITIES

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 be recommended to consider allocating funding from their discretionary community budget towards the projects below.
- 2.2 **£1,006** to Feed Up Warm Up (FUWU) to assist with the cost of publicity materials and staff uniforms as outlined in 8.1.1.
- 2.3 That **£350** to Climb Hitchin to assist with the cost of training 6 new volunteer climbing wall instructors as outlined in 8.1.2.

- 2.4 That the Committee be recommended to endorse the actions taken by the Community Engagement team to promote greater community capacity and well-being for Hitchin.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To ensure the Committee is kept informed of the work of the Community 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 regarding funding proposals for Committee Funds.

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 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

Applicant	Feed Up Warm Up (FUWU)
Project	The purchase of publicity materials and staff uniforms.
Sum requested	£1006
Total project cost	£1552
Match funding	£546
Annual expenditure	Not available see below.
Funds held	£22,258.50
Previous support	None
NHDC Policy met	Yes

Current council priority: Prosper and Protect / Response and Efficient

New council priority: Build thriving and resilient communities

Feed Up Warm Up was first set up in November 2018, with the aim of relieving the needs of homeless persons, or those at risk of homelessness, in Hitchin & Stevenage and the surrounding areas by the provision of a weekly drop-in centre in both towns, also street outreach. We provide food, clothing, care and support to vulnerable people, and if required we signpost them to other services.

Annual expenditure:

Due to the charity only becoming registered with the charities commission in November 2019 and with many changes happening in the first year; Feed Up Warm Up are unable to provide a figure which outlines their annual expenditure.

Funds held:

Please note that although FUWU are currently financially secure, there are many amounts of money which are ringfenced as they have been donated for specific projects. For example, the charity has recently purchased two vans; one of which is for outreach and the other is a welfare van. These vans will require finance for general running costs. FUWU also keep a contingency budget in case of a need for emergency accommodation or furniture provision for its clients.

The group are requesting £1,006. 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

Applicant Project	Climb Hitchin Providing site specific Indoor Climbing Wall instructor training to 6 volunteers.
Sum requested	£350
Total project cost	£500
Match funding	£150
Annual expenditure	£8259.40 <i>please note this is a forecasted figure for January through to December 2020.</i>
Funds held	£1125.60
Previous support	None
NHDC Policy met	Yes
Current council priority:	Attractive and Thriving/ Prosper and Protect / Response and Efficient
New council priority:	Build thriving and resilient communities

Climb Hitchin was established in April 2019 and is a volunteer led charity group promoting and supporting both indoor and outdoor rock climbing and bouldering for adults aged 18+ in Hitchin and the surrounding areas. They provide instruction so that people can start climbing in a safe manner and begin to access the wonderful range of both indoor and outdoor climbing that the UK has to offer.

The group are requesting £350. 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.

8.2 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. This involved:

- Offering advice and signposting to assist Westmill Community Centre around their lunch club project and establishing themselves as food collection point.
- Providing advice and support to Feed Up Warm Up with their grant application.
- Supporting groups such as: Hitchin Senior Citizens, Westmill Community Association Committee and Walsworth Festival Committee.

- Facilitating cross-departmental discussions at the Westmill Network Group about a joint up approach to combat ASB on Westmill. Agencies involved were; the Community Centre, YC Herts, Police, NHDC Community Protection, NHDC Community Engagement and NHDC Councillors among others.
- Working in partnership with Planning Policy to create community engagement events in Hitchin Schools and Town Centre location as follow up to the Special Town Centre, Town Talk. In schools, Councillors will facilitate discussions around what students think would make someone visit Hitchin town centre. The town centre will focus on its offerings in areas such as; Transport, The Market, Cultural, Leisure and Retail.
- Chairing various district wide Network Groups such as Youth Action, Food Provision, Homelessness Stakeholders and Green and Growing. These groups provide an opportunity to; share best practise, highlight existing services and streamline processes.
- Organising NHDC Holocaust Memorial Day Service 2020 which took place in Howard Park, Letchworth on Monday 27 January. The service received lots of positive feedback and there were around 40 attendees including members, officers, the public and MP Oliver Heald. A planning meeting will take place in early May to discuss arrangements for 2021.
- Arranging the Chair's Volunteer Achievement Awards which took place as part of the Chair's Civic Reception on Friday 28 February. The evening was a great success – each of the six award winners received a trophy, flowers and a voucher which were presented by Cllr Jean Green.
- Continuing to support members in the provision of monthly Councillors' Surgeries in Hitchin, Letchworth and Royston.

8.2.2 Update on Keech Hospice

NHDC provided Keech with £1,500 grant funding at the October 2019 meeting to support their 24-hour children's advice line. The 24-hour children's advice line underpins our care services by providing children access to specialist advice and support whenever and wherever it is needed. It is available to any family and healthcare professional caring for a child with a life-limiting condition from North Hertfordshire and across our wide catchment areas.

Since the grant awarded by North Hertfordshire District Council in October 2019, Keech have supported 31 children with life-limiting conditions and their relatives from North Hertfordshire. From October to December, families from North Hertfordshire have been supported 27 times through telephone support.

As a charity, Keech rely on the local community and supporters like NHDC for 70% of their funding. While Keech do receive limited statutory funding from the NHS, it is simply not enough to continue their work. NHDC's support has helped Keech to continue providing around the clock access to specialist care where and when it is needed.

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.

8.3.2 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 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.

10.2 The agreed budget for this financial year is £11,000 in line with the 20% reduction in grant budgets as agreed by full council. Carry over amounts from the 2018/19 budgets have been fully utilised.

10.3 Thus far Hitchin committee has provided £9,976 grant funding from 2019/20 budget leaving £1026 to utilise for this meeting – the last of this financial year.

- 10.4 The grant funding applied for in this round adds up to **£1,356**. The committee does not have sufficient funds to award the full amount to both organisations as outlined on the report. Therefore, members are requested to divide the remaining £1,026 between the two applications however they feel is most appropriate while liaising with the applicants.

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" requirements 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.