

NORTH HERTFORDSHIRE DISTRICT COUNCIL



7 May 2019

Our Ref Letchworth 19.06.19
Your Ref.
Contact. Hilary Dineen
Direct Dial. (01462) 474353
Email. hilary.dineen@north-herts.gov.uk

To: Members of the Committee: Councillor Gary Grindal, Councillor Helen Oliver, Councillor Daniel Allen, Councillor Kate Aspinwall, Councillor Morgan Derbyshire, Councillor Terry Hone, Councillor David Levett, Councillor Ian Mantle, Councillor Sean Prendergast, Councillor Sue Ngwala, Councillor Mike Rice, Councillor Adem Ruggiero-Cakir and Councillor Deepak Sangha

You are invited to attend a

MEETING OF THE LETCHWORTH COMMITTEE

to be held in the

**COUNCIL CHAMBER, COUNCIL OFFICES, GERNON ROAD,
LETCHWORTH GARDEN CITY**

On

WEDNESDAY, 19TH JUNE, 2019 AT 7.30 PM

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Thompson', written over a thin horizontal line.

Jeanette Thompson
Service Director – Legal and Community

Agenda **Part I**

Item	Page
1. APOLOGIES FOR ABSENCE	
2. MINUTES - 6 MARCH 2019 To take as read and approve as a true record the minutes of the meeting of this Committee held on the 6 March 2019.	(Pages 5 - 10)
3. MINUTES - 21 MAY 2019 To take as read and approve as a true record the minutes of the meeting of this Committee held on the 21 May 2019.	(Pages 11 - 12)
4. NOTIFICATION OF OTHER BUSINESS Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chairman will decide whether any item(s) raised will be considered.	
5. CHAIRMAN'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 Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wished to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
6. PUBLIC PARTICIPATION To receive petitions and presentations from members of the public including: 1. Letchworth & Baldock District Scouts 2. Knowledge Is Power (KIP) Education 3. Small Acts of Kindness Trust	
7. LETCHWORTH TOWN CENTRE BID MANAGER To receive an oral presentation from the Letchworth Town Centre BID Manager.	

8. **GRANTS AND COMMUNITY UPDATE** (Pages
REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER 13 - 24)

To update the Committee on the activities and actions of the Communities Officer, to advise on the current expenditure and balances of the delegated budgets and to consider applications for grant funding.

9. **INFORMATION NOTE - CHRISTMAS TREES IN LETCHWORTH** (Pages
INFORMATION NOTE OF THE SERVICE DIRECTOR – RESOURCES 25 - 26)

To present some alternative options that could be considered.

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

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

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Agenda Item 2

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, GERON ROAD,
LETCHWORTH GARDEN CITY ON WEDNESDAY, 6TH MARCH, 2019 AT 7.30 PM

MINUTES

Present: *Councillors Helen Oliver (Vice-Chairman), Daniel Allen, Kate Aspinwall, Julian Cunningham, David Levett, Ian Mantle, Lynda Needham, Sue Ngwala and Mike Rice*

In Attendance: *Claire Morgan (Senior Communities Officer) and Lauren Fair (Temp Committee and Member Services Officer)*

56 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gary Grindal, Terry Hone, Paul Marment and Deepak Sangha.

57 MINUTES - 5 DECEMBER 2018

The Committee and Member Services Officer advised that the Minutes for 5 December 2018 had been tabled. However, to enable time for Members to read these Minutes, they would be formally agreed at the next meeting.

RESOLVED: That the minutes of the Meeting of the Committee held on 5 December 2018 that were distributed to Members be approved as a true record of the proceedings and be signed by the Chairman at the next Letchworth Committee Meeting.

58 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

59 CHAIRMAN'S ANNOUNCEMENTS

- (1) The Chairman welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Chairman advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (3) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

60 PUBLIC PARTICIPATION - CHURCHGATE RESURGENCE GROUP

John Wyer thanked the Chairman for the opportunity to address the Committee and gave a verbal update on the progression of the redevelopment of the Churchgate and Hitchin's market as follows:

- The aim is to create a new community hub focussed on arts and wellness, with a proportion of social housing to aid young people.

- The vision for the market is to create a new creatively curated market in a light airy building with an independently operated street food hall.

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

- Councillor Daniel Allen
- Councillor Mike Rice
- Councillor Julian Cunningham
- Councillor David Levett

In response to the questions raised Mr Wyer advanced:

- That the market does not intend to compete with the businesses of Letchworth.
- The bid area is for the whole centre but the phase one bid covers only the feasibility to examine this project in more depth.

61 PUBLIC PARTICIPATION - FUTURE HIGH STREET FUND AND DRAFT BID

Graham Fisher, Pam Burn and Dr Tim Ramsbottom thanked the Chairman for the opportunity to address the Committee and gave a verbal update on the progression of the Letchworth future high street fund as follows:

- Letchworth is currently one of the worst performing high streets in the District when compared in terms of vacancies, footfalls and retailer dissatisfaction.
- They aim to create a health hub by relocating public services into the town centre. This in turn will increase footfall in the area.
- It is a two phase programme, firstly consisting of a new combined GP practice, followed by introducing ancillary health practices.
- The prediction is that footfall will increase by 5000 for phase one, and then on at a rate of 15% each week as the project expands.

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

- Councillor Daniel Allen
- Councillor Kate Aspinwall
- Councillor Sue Ngwala
- Councillor David Levett
- Councillor Helen Oliver

In response to the questions raised those presenting advanced:

- There will be ample space for doctors and ambulance vehicles. With regards to transport for the public, they will be reliant upon the multi-storey car park, the bus stop outside and they will also look into the possibility of minibus transport for regular clinic use.
- There is no private healthcare funding involved, the project is primarily property led and paid for over time by the NHS.
- The aim is that this is a solution to the issue of access to GP appointments.
- Moving forward the group is looking to seek patient consultation.
- The group could not confirm whether this would affect a satellite surgery running outside of the Town Centre.

62 PUBLIC PARTICIPATION - HIOME-START HERTFORDSHIRE

Pauline Kellet 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:

Wednesday, 6th March, 2019

- Home-Start are a well-regarded charity, who recruits and trains volunteers to support families in their own homes.
- They are seeking funding to cover half of the costs of working with the six families on the waiting list in Letchworth for a period of six months.

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

- Councillor Mike Rice
- Councillor Julian Cunningham
- Councillor Sue Ngwala
- Councillor Lynda Needham
- Councillor Ian Mantle

In response to the questions raised Ms Kellet advanced:

- That any funding from this committee will only relate to those families in Letchworth.
- They are diversifying their income by various different methods of fundraising.
- The families are often referred to the charity by social care and health professionals.
- That in 2017/18, Home-Start Hertfordshire supported 323 families, which included 767 children.

63 PUBLIC PARTICIPATION - KHALSA FOOTBALL ACADEMY

Bal Singh thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for The Khalsa Football Academy as follows:

- They are a group attempting to focus on hate crime, racism, anti-social behaviour.
- They applied for funding to produce young role model leaders aged 14-18 to aid special needs children and to also create a hub for parents and carers.

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

- Councillor Mike Rice
- Councillor Julian Cunningham
- Councillor Sue Ngwala
- Councillor Lynda Needham
- Councillor Ian Mantle
- Councillor David Levett
- Councillor Daniel Allen
- Councillor Kate Aspinwall

In response to the questions raised Mr Singh advanced:

- That they had previously set up a disability programme for female participants.
- The tutor and coach are different roles as the tutor applies accreditation whereas the coach coordinates the weekly events.
- Their funding from the health lottery is ringfenced around the mentoring programme only.
- The special needs programme is still in it's early stages as a pilot project.
- They are currently not applying for funding from the FA as their bursaries do not relate to the special needs programme.
- There is no other group in Hertfordshire that offers the same provisions for children with Autism.
- The youth leaders themselves would also have the opportunity to gain accreditation.

64 PUBLIC PARTICIPATION - NORTH HERTS 50+ FORUM

Sweenie Gunasekera thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for North Herts 50+ Forum as follows:

- The group aims to bring together elderly people to give them guidance and to also combat loneliness.
- They have requested funds for publicity, advertising and social media campaigns to recruit new members who may be isolated and lonely.

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

- Councillor Julian Cunningham
- Councillor David Levett
- Councillor Daniel Allen
- Councillor Kate Aspinwall

In response to the questions raised Ms Gunasekera advanced:

- Their membership fee is used to cover the cost of the halls and guest speakers.
- Their quote for publicity includes the creation of a website.
- They are working with Hertfordshire County Council on the Connected Lives Initiative.
- The group was established in 2010, and they are still using the same funds granted to them from Comic Relief from this date.

65 LETCHWORTH TOWN CENTRE BID MANAGER

Unfortunately, Patricia Saunders was unable to attend the meeting to make a presentation.

66 GRANTS & COMMUNITY UPDATE

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

BUDGETS

Members considered the Area Committee Budget.

RESOLVED:

- (1) That the actions taken by the Community Officer to promote greater community capacity and well-being for Letchworth be noted;
- (2) That any unspent funds from the 2018/19 financial year be allocated to Community Initiatives

REASON FOR DECISIONS:

- (1) To ensure the Committee is kept informed of the work of the Community Officer;
- (2) To inform Members of the financial resources available to the Committee. It draws attention to the current budgetary situation by assisting in the effective financial management of the 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.

67 GRANT APPLICATION - HOMESTART HERTFORDSHIRE

RESOLVED: That grant funding of £5000 be awarded to Home-Start Hertfordshire, to cover the six months of care for Letchworth Families.

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

68 GRANT APPLICATION - KHALSA FOOTBALL ACADEMY

RESOLVED: That Khasla Football Academy be requested provide more information in order for the Committee to make an informed decision about the allocation of funds.

REASON FOR DECISION: To support the work of the local community and clubs.

69 GRANT APPLICATION - NORTH HERTS 50+ FORUM

RESOLVED: That grant funding of £1200 be awarded to the North Herts 50+ Forum to cover the costs of their advertising and website set up.

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

70 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

No Ward matters were raised by Members.

The meeting closed at 9.20 pm

Chairman

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Agenda Item 3

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES,
GERNON ROAD, LETCHWORTH GARDEN CITY
ON TUESDAY, 21ST MAY, 2019 AT 9.07 PM

MINUTES

Present: *Councillors Daniel Allen, Kate Aspinwall, Morgan Derbyshire, Terry Hone, David Levett, Ian Mantle, Sean Prendergast, Sue Ngwala, Mike Rice and Adem Ruggiero-Cakir*

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

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Deepak Sangha.

2 APPOINTMENT OF A CHAIRMAN

It was proposed by Councillor Ian Mantle, seconded by Councillor Kate Aspinwall and:

RESOLVED: That Councillor Gary Grindal be appointed Chairman of the Letchworth Committee for the 2019/20 Civic Year.

3 APPOINTMENT OF A VICE-CHAIRMAN

It was proposed by Councillor Ruggiero-Cakir , seconded by Councillor Sue Ngwala and:

RESOLVED: That Councillor Helen Oliver be appointed Vice-Chairman of the Letchworth Committee for the 2019/20 Civic Year.

The meeting closed at 9.08 pm

Chairman

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**LETCHWORTH COMMITTEE
19 JUNE 2019**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: GRANTS & COMMUNITY UPDATE

REPORT OF THE POLICY & COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER FOR 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 **£1,800** to Small Acts of Kindness towards the care packages for socially isolated frail elderly in Letchworth. As outlined in 8.1.1
- 2.3 **£1,200** to Kip Education CIC to cover the cost of providing workshops in secondary schools regarding awareness of gangs and knife crime as outlined in 8.1.2
- 2.4 That the Committee endorses the actions taken by the Community Engagement officer to promote greater community capacity and well-being for Letchworth.

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. Letchworth 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 Project	Small Acts of Kindness Provision of care packages to socially isolated frail elderly.
Sum requested	£1,800
Total project cost	£2,500
Match funding	£700 Royston & District Committee
Annual expenditure	£84,287.55
Funds held	£18,955.33
Previous support	£2,700 in December 2016 split between; all 5 area committees.
NHDC Policy met	Yes
Strategic objective met	Attractive & Thriving

Small Acts of Kindness is seeking funding support from both the Letchworth and Royston & District Committees to assist with the purchase and distribution of 100 Warm In Winter Gift Bags to older people living in North Herts. Funding would be split in the ratio of 60% Letchworth and 40% Royston based on the identified recipients of the bags. Elderly residents in Royston and Letchworth have been identified as needing support as those areas have a higher population of older residents. Requests for the bags have come from North Herts CVS, North Herts Community Transport and Hertfordshire Independent Living Services.

Small Acts of Kindness was set up in 2014 as a Community Interest Company. In 2018 it was registered as a CIO with the Charity Commission. It is made up of 15 Committee Members and 150 Volunteers. Since 2014, the group have been sourcing and distributing Warm in Winter Gift Bags to elderly people. The bags contain a large fleecy blanket, thermal socks, hat and gloves and a mug together with a selection of hot drinks and soup. The application is criteria compliant and the officer recommendation is for the award of £1,800.

8.1.2

Applicant Project	KIP Education CIC Gang & Knife Crime workshops in with year 9's
Sum requested	£1,200
Total project cost	£5,000
Match funding	Police Crime Commissioner Fund
Annual expenditure	£30,603.38
Funds held	£21,078.68
Previous support	None

NHDC Policy met Yes
Strategic objective met Attractive & Thriving, Prosper and Protect

KIP Education CIC, is an organisation focused on young people's self-esteem and confidence and the repercussions of those needs not being met, whether it be around sexual health, addiction, self-harm, knife-crime & gangs or bullying.

They are requesting funds towards running sessions for approximately 400 year 9s across both Highfield and Fearnhill Schools covering Gang's and Knife crime.

KIP Educations Gang & Knife Crime Session is a lively session led by an ex-gang member/criminal justice expert who delivers the workshop to young people of all ages. It is an interactive workshop, capturing all learning styles.

Through measuring "distance travelled" they will evidence a positive behaviour attitude change around:

- Changing attitudes towards Serious Crime
- Changing perceptions around reporting knife crime
- Awareness of the consequences of committing serious crime
- Changing perceptions around girls committing serious crime
- Opening diversionary activities for young people in Hertfordshire
- Awareness of local support services

KIP education are confident that by delivering these sessions their work will support young people, support services and the local community in the following ways:

Build on success – Support the current work in the county increasing referrals and joined up working to provide targeted, continued support.

Crime & Serious Crime – Change attitudes and behaviours around crime and serious crime, by engaging with young people through their services and reducing crime figures across Hertfordshire.

Misuse of Drugs and Alcohol – By reducing behaviour associated with the misuse of drugs and alcohol young people will see increased health benefits and life choices with the community feeling safer and seeing reduced anti-social behaviour incidents.

8.2 Community Engagement and update on Previous Grants awarded

8.2.1 Policy and Community Engagement Team Restructure

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

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

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

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

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

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

8.2.2 Plans for Plinston Hall

Community Engagement Team Leader has been liaising with a new group in the process of setting up who intend to take over the lease to operate Plinston Hall as a Youth and Community venue.

The group are called OB1 and plan to change the name of the building to the Cantina. Their plans include operating a youth and community café, a youth club, music rehearsal rooms, recording and radio facilities, renovating the dance studios and theatre space to hire to community groups, dance groups, amateur dramatic groups and so on. They are looking into starting a Hackspace for Letchworth along side a 'Men in Sheds' type project that targets older men who are more likely to be socially excluded to work together making, mending and providing practical activities that encourage shoulder to shoulder communication.

The project is in the very early stages. The group are in the process of negating a lease agreement with the Heritage Foundation as well as looking at what form of company set up would be suit their purpose and objectives.

It is hoped to organise a site visit for Members in the near future to hear first hand from the group about their plans.

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.

All carry forward amounts from previous years:

2017/18	£2,232
2018/19	£15,500

Providing a total of **£28,732** in the budgets to provide grant funding.

- 10.2 Should Members be minded to provide grant funding as requested under recommendation 2.1 the total spend from the Committee Budget will be **£3,000**

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

- 16.1 Author: Claire Morgan, Community Engagement Team Leader
Email: claire.morgan@north-herts.gov.uk ext. 4226

Contributors: Reuben Ayavoo, Policy & Community Engagement Manager
Email: reuben.ayavoo@north-herts.gov.uk

Karen Pulham, Assistant Accountant
Email: Karen.pulham@north-herts.gov.uk

Yvette Roberts, Legal Officer)
Email: Yvette.roberts@north-herts.gov.uk

Kerry Shorrocks, Corporate Human Resources Manager
Email: Kerry.shorrocks@north-herts.gov.uk

Tim Everitt, Performance & Risk Officer
Email: tim.everitt@north-herts.gov.uk

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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Letchworth Budget 2019/20

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>
<u>Discretionary Grants brought forward from 2017/18</u>	£17,732	£0	£0	£0	£17,732
<u>Discretionary Grants 2018/19</u>	£11,000	£0	£0	£0	£11,000
Total	£28,732	£0	£0	£0	£28,732

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Letchworth Budget 2019/20

DISCRETIONARY BUDGETS

	<u>Funding</u>	<u>Code</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>		
Funds Brought Forward from 18/19	£17,732						£0			
							£0			
							£0			
							£0			
							£0			
							£0			
							£0			
							£0			
							£0			
							£0			
							£0			
							£0			
							£0			
							£0			
							£0			
							£0			
Total	£17,732	11910006980		£0		£0	£0	£17,732		

DISCRETIONARY BUDGETS

	<u>Funding</u>	<u>Code</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>	
2019/20										
Base Budget	£11,000									
Total	£11,000	11910006980		£0		£0	£0	£11,000		

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**LETCWORTH COMMITTEE
19 JUNE 2019**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF INFORMATION NOTE CHRISTMAS TREES IN LETCWORTH

INFORMATION NOTE OF THE SERVICE DIRECTOR - RESOURCES

EXECUTIVE MEMBER FOR COMMUNITY ENGAGEMENT

PRIORITY: ATTRACTIVE AND THRIVING

1. SUMMARY

The Council has historically provided two Christmas Trees in Letchworth, one on Broadway Gardens and one at the Garden House Hospice (as well as one in each of Baldock, Hitchin and Royston). This involves arranging and paying for the supply, installation, lighting and removal of the trees. This has generally worked out at about £2k per tree.

This information note presents some alternative options that could be considered. The Committee may want to comment on the options presented.

2. STEPS TO DATE

Following a request from the Town Centre Manager in Hitchin, the Council agreed to provide grant funding of £2k to enable the Town Centre Manager to arrange the tree directly. This enables it to be co-ordinated alongside the other festive decorations. We have also been informed by our current supplier that they will no longer be able to supply trees to us, and initial market research suggests that there are a limited number of suppliers around. As a result we are reviewing whether there might be better options for the other trees.

3. INFORMATION TO NOTE

Tree at Garden House Hospice

The history of this tree seems unclear, but it has been provided by the Council over a number of years. Therefore an expectation has been established that it will continue to be provided. The Council does not provide trees to any other charities within the District. For this year (December 2019) the hospice are having building works taking place and would be looking to have a smaller tree than usual. They are also planning that their annual "Lights of Life" event will take place at Broadway Gardens, and have made an events application for this.

Tree at Broadway Gardens

The tree at Broadway Gardens does not act as the centre point of the Christmas light switch on and is away from the town centre. The Letchworth BID, Heritage Foundation and Garden Square Shopping Centre arrange their own decorations and events for the town (usually including two other Christmas Trees). There is therefore a question as to the value that the tree provides and whether the funding could be better used for a similar but alternative use.

For this year, this is complicated by the fact that the Hospice would like to use the tree. In the past their event has included individuals providing a donation to dedicate a light on the tree. It is unclear how this would work on a tree that is not directly theirs, including a tree on Broadway Gardens, but this can be discussed subsequently.

4. NEXT STEPS

In relation to the Christmas tree at the Garden House Hospice, the Committee may want to provide a view on:

- Whether you agree the Council should fund the smaller tree at the Hospice for this year? If so, we can discuss with the Hospice whether the Council provides this directly or see if they can arrange and have the costs reimbursed through a grant payment.
- Whether the Council should review the arrangements in relation to the Christmas tree from December 2021 onwards? This could include providing grant funding so that the Hospice can arrange it directly, reducing funding for the tree or indeed ceasing funding for the tree.

In relation to the Christmas tree at Broadway Gardens, the committee may want to provide a view on:

- The principle of whether the Council should continue to provide a tree at Broadway Gardens or whether the funding could be better used for an alternative festive use?
- If an alternative is proposed, whether this should be from this year, or delayed until 2020? This would (subject to other applications and events licenses) allow the hospice to have their event this year?

5. APPENDICES

None

6. CONTACT OFFICERS

Ian Couper, Service Director: Resources
ian.couper@north-herts.gov.uk; ext: 4243

7. BACKGROUND PAPERS

None