

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



4 October 2019

Our Ref Letchworth – 16.10.19  
Your Ref.  
Contact. Amelia McInally  
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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,  
LETCWORTH GARDEN CITY**

On

**WEDNESDAY, 16TH 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,

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**

<b>Item</b>	<b>Page</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. MINUTES - 19 JUNE 2019</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 19 June 2019.	(Pages 5 - 12)
<b>3. 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>4. 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>5. PUBLIC PARTICIPATION</b> To receive petitions and presentations from members of the public including:  1. Resolve 2. Howard Garden Social Centre 3. Imajica Theatre Company CIC 4. Woof n Wag 5. Kings Community Church – Town Centre Christmas Cafe	
<b>6. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING DISTRICTS</b> 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.	(Pages 13 - 54)
<b>7. ANNUAL UPDATE ON SECTION 106 OBLIGATIONS FOR LETCHWORTH COMMITTEE</b> REPORT OF THE DEVELOPMENT AND CONSERVATION MANAGER  To update Members of the Letchworth Committee of S106 activity within the last financial year.	(Pages 55 - 70)

8. **GRANTS & COMMUNITY UPDATE** (Pages  
REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER 71 - 82)

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

To receive any verbal 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,  
GERNON ROAD, LETCHWORTH GARDEN CITY  
ON WEDNESDAY, 19TH JUNE, 2019 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Gary Grindal (Chairman), Helen Oliver (Vice-Chairman), Daniel Allen, Kate Aspinwall, Morgan Derbyshire, Terry Hone, David Levett, Ian Mantle, Sean Prendergast, Sue Ngwala and Adem Ruggiero-Cakir*

**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 8 members of the public.*

#### 4 APOLOGIES FOR ABSENCE

*Audio recording – Start of Item – 45 seconds*

Apologies for absence were received from Councillors Mike Rice and Deepak Sangha.

#### 5 MINUTES - 5 DECEMBER 2018

*Audio recording – Start of Item – 1 minute 7 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 5 December 2018 be approved as a true record of the proceedings and be signed by the Chairman.

#### 6 MINUTES - 6 MARCH 2019

*Audio recording – Start of Item – 1 minute 17 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 6 March 2019 be approved as a true record of the proceedings and be signed by the Chairman.

#### 7 MINUTES - 21 MAY 2019

*Audio recording – Start of Item – 1 minute 39 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 2 seconds*

There was no other business notified.

**9 CHAIRMAN'S ANNOUNCEMENTS**

*Audio recording – Start of Item – 2 minutes 26 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 Julian Cunningham, Paul Marmont and Lynda Needham;
- (3) The Chairman welcomed Councillors Morgan Derbyshire, Sean Prendergast and Adem Ruggerio-Cakir 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 PUBLIC PARTICIPATION - KIP EDUCATION**

*Audio recording – Start of Item – 6 minutes 45 seconds*

Ms Charlotte Gordon, KIP Education, thanked the Chairman for the opportunity to address the Committee and gave a PowerPoint presentation regarding their grant application.

The following Members asked questions, which were answered by Ms Gordon:

- Councillor Sue Ngwala;
- Councillor Kate Aspinwall;
- Councillor Daniel Allen;
- Councillor Helen Oliver.

The Chairman thanked Ms Gordon for her presentation.

**11 PUBLIC PARTICIPATION - SMALL ACTS OF KINDNESS**

*Audio recording – Start of Item – 21 minutes 25 seconds*

Mr Chris Hamill, Small Acts of Kindness, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their application for grant funding.

The following Members asked questions, which were answered by Mr Hamill:

- Councillor Gary Grindal;
- Councillor David Levett;
- Councillor Ian Mantle;
- Councillor Sean Prendergast

The Chairman thanked Mr Hamill for his presentation.

**12 LETCHWORTH TOWN CENTRE BID MANAGER**

*Audio recording – Start of Item – 41 minutes 6 seconds*

Prior to the item being discussed Councillor David Levett declared a disclosable interest in that he was a Director of the Letchworth BID. He advised that, as no decision was required, he would remain in the room for the presentation.

Mr Chris Wilson, Letchworth Garden City BID Manager, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the issues and activities in Letchworth Town Centre and drew attention to the following:

- He had been in post since 1 April 2019;
- Anti social behaviour had been a focus, with a meeting taking place. An alert group had been set up and banning orders and exclusion notices were now able to be used;
- Herts County YC had set up an outreach service in the Town Centre to engage with the young people;
- Events in the near future included the Food Festival and the Vintage Festival;
- There was a movement to reinstate the Letchworth Carnival, which was being looked at.

The following Members asked questions, which were answered by Mr Wilson and Councillor Levett

- Councillor Gary Grindal;
- Councillor Daniel Allen;
- Councillor Sue Ngwala;
- Councillor Terry Hone.

The Chairman thanked Mr Wilson for his presentation.

**13 GRANTS AND COMMUNITY UPDATE**

*Audio recording – Start of Item – 50 minutes 31 seconds*

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

- Restructure of the Community Engagement Team;
- Review of the Grants criteria

The following Members asked questions:

- Councillor David Levett.

**RESOLVED:** That the Committee endorses the actions taken by the Community Engagement officer to promote greater community capacity and well-being for Letchworth.

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

**14 GRANT APPLICATION - KIP EDUCATION**

*Audio recording – Start of Item – 53 minutes 46 seconds*

The Community Engagement Team Leader advised that matched funding of £5,000 was being provided to KIP Education from the Police and Crime Commissioners fund

The following Members asked questions and entered into the debate:

- Councillor Gary Grindal

It was proposed, seconded and

**RESOLVED:** That grant funding of £1,200 be awarded to Kip Education CIC to cover the cost of providing workshops in secondary schools regarding awareness of gangs and knife crime.

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

**15 GRANT APPLICATION - SMALL ACTS OF KINDNESS**

*Audio recording – Start of Item – 57 minutes 59 seconds*

The Community Engagement Team Leader advised that Letchworth and Royston had been identified as the places in North Hertfordshire with the largest population of elderly and frail people.

The sum of £1,800 was being requested from this Committee and a further application was being made to the Royston and District Committee.

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

- Councillor David Levett;
- Councillor Daniel Allen

**Wednesday, 19th June, 2019**

It was proposed by Councillor Levett that grant funding of £3,600 be awarded with £1,800 being released this year and £1,800 next year

Councillor Derbyshire seconded the proposal

**RESOLVED:**

- (1) That, subject to (2) below, grant funding of £3,600 be awarded to Small Acts of Kindness towards the care packages for socially isolated frail elderly in Letchworth;
- (2) That in respect of (1) above £1,800 be made available to Small Acts of Kindness as soon as possible and £1,800 be paid to the organisation in June 2020.

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

**16 INFORMATION NOTE - CHRISTMAS TREES IN LETCHWORTH**

*Audio recording – Start of Item – 1 hour 3 minutes 38 seconds*

The Chairman introduced the Information Note entitled Christmas Trees in Letchworth.

The District Council would in future provide some fund to Letchworth BID to purchase a Christmas Tree for the Town.

The Council also traditionally provided a Christmas tree to Garden House Hospice, although they have indicated that a tree was not required this year as they had building works planned.

The following Members took part in the debate:

- Councillor Terry Hone;
- Councillor David Levett.

The key points of the discussion were:

- That discussions should be held with the Town Centre Manager to seek their view of placement of the tree;
- That consideration should be given to where the tree should be placed, wither in Broadway Gardens or the Town Centre.

**17 PUBLIC PARTICIPATION - PLINSTON HALL**

*Audio recording – Start of Item – 1 hour 8 minutes 53 seconds*

Mr Oren Boder thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding his vision for Plinston Hall as follows:

- He currently ran a theatre company in North West London that offered theatre events, training courses and workshops;
- He started making enquiries about Plinston Hall, that had been closed for some time;
- He opened discussions with Letchworth Garden City Heritage Foundation regarding bringing the Hall back into use for the arts;
- The plan was to have a dance studio, with sprung flooring, a recording studio, a media and broadcasting studio, café, Hackspace and a theatre space in order to make an arts hub;
- His research had shown that music improved peoples ability to learn new things;

- The aim was apply this research in an educational framework to help people to enrich their learning;
- It was also planned to open a drama school in the Grammar School.

The following Members asked questions:

- Councillor Gary Grindal;
- Councillor Sue Ngwala;
- Councillor David Levett;
- Councillor Daniel Allen;

In response to those questions Mr Boder advised that:

- That there was a lot of work required on the building;
- The plan was to have something up and running in early 2020;
- There was a 3-5 year plan to complete the whole project;
- The Heritage Foundation would complete the core works on the building, which they estimated would cost approx. £100K;
- He had many people and businesses interested in supporting the project and grant applications to the Arts Council and Sports England would be submitted;
- He had no concerns regarding competition from other theatres as the main activity would be for education.

The Chairman advised that he had visited Plinston Hall with Mr Boder and was very excited by the project.

The Chairman thanked Mr Boder for his presentation and asked that he keep the Committee updated with progress.

## **18 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS**

*Audio recording – Start of Item – 1 hour 24 minutes 30 seconds*

The Chairman introduced the item and Members gave reports on the following:

### Memorial to the Late Peter Underwood

Councillor Ian Mantle advised that on Tuesday 9 July 2019 at 11.00 am in Mrs Howard Hall a plaque would be unveiled in memory of the late Peter Underwood, who undertook much work to get that hall back into use as a community venue.

### Health Hub

Members noted that the Health Hub was going ahead, although this Committee had not been informed of any plans or been involved in any discussions.

The Chairman had discussed the situation with the Deputy Chief Executive.

Councillor Terry Hone advised that the Heritage Foundation was keen to get this project moving forward and that the scheme may include children's services and dentists.

### Plastics Recycling

Councillor David Levett advised that plastics recycling machine would be delivered in the next few weeks that would issue tokens in exchange for plastics deposited. This was partly funded by Section 106 funding.

**Wednesday, 19th June, 2019**

Councillor Terry Hone advised that NHDC had taken part in the Governments consultation on waste and recycling issues including deposit and returns schemes.

Letchworth Multi Storey Car Park

Councillor Daniel Allen noted that this car park was now being closed from 7pm each evening. There have been complaints from commuters and parking had increased on roads in the area. He queried when this early closing would stop.

Councillor Ian Mantle advised that he would be talking about this issue at a briefing he was attending on 20 June 2019.

Access to Meetings

Councillor Hone noted that the doors to the Council Offices were closed before meetings ended, which prevented people from getting into the building to attend meetings.

The Chairman advised that he would take this matter up with relevant officers

The meeting closed at 9.07 pm

Chairman

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**LETCWORTH COMMITTEE  
16 OCTOBER 2019**

**PART 1 – PUBLIC DOCUMENT**

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

REPORT OF: CHIEF EXECUTIVE

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

COUNCIL PRIORITY: RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

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 Letchworth 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:

Event	Date
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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01462 414212

**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>

## 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 Priors	Hitchin Priors	Hitchin	2001	No changes proposed.	No changes proposed.
St Johns Community Centre, St Johns Road	BCB	Hitchin Priors	Hitchin Priors	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 Priors	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.	The areas known as Ivel Court and Hadleigh be moved from Polling District CCA to CCB
Jackmans Old Library, Ivel Court	CCB	Letchworth South East	Letchworth South East	Letchworth	1887	No changes proposed.	As above.
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 Polling District CCE be incorporated into Polling District CCC.
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.	New Polling Station identified - Cloisters Dining Hall
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 Hill Rooms, Fish Hill	DBB,DBB2,DB C,DBE	Royston Heath	Royston Heath	Royston	1759	No changes proposed.	No changes proposed.
Coombe's 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	FEEB,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.
Wytham Hall, 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:

	<b>Baldock</b>
	<b>Hitchin</b>
	<b>Letchworth</b>
	<b>Royston</b>
	<b>Southern Rural</b>

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Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
<b>Therfield Chapel</b>	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.
<b>Kelshall Village Hall</b>	Kelshall	Ermine		136						
<b>Benslow Music School</b>		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!!!			
<b>Icknield Walk First School</b>		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 accessible 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.			
							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.	Move to 1. Youth Centre on Meridian School Site. 2. Royston Leisure Centre		
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.  The 2 elections this year in quick succession caused great disruption and frustration to ourselves as a 2 parent working family.	No alternative sited		
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.  If there is nothing that can be done we will of course continue to provide a venue.	1. Guide Hut - 2. Leisure Centre		
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
<b>Tannery Drift School</b>		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 itenary 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.
<b>Tannery Drift</b>		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.			
<b>Grange Youth Wing</b>		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		
<b>Grange Comm Centre</b>				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. 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.			No Action Needed
							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
<b>The Annex, LGC Academy</b>		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			
<b>Baptist Church Hall</b>		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
<b>Whitehill School</b>		Hitchin Highbury	Hitchin	3311	Suzanne Godfrey, Elector	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			
<b>Whitehill School</b>		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
<b>Not Specific</b>					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
<b>Not Specific</b>		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
<b>Not Specific</b>		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. At this time, I dont see any reason to amend the polling stations in this ward. They are well locates and known by residents			No Action needed

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
<b>St. Georges Hall</b>	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
<b>Weston Village Hall</b>	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
<b>Kimpton Memorial Hall</b>				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
<b>Rushden Village Hall</b>				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.			
<b>Wallington Village Hall</b>				124			Approximately 15% of households in the village contain at least one adult who does not drive. Approximately 25% of our residents are retired. We have a number of residents who are elderly and frail or have disabilities, including one person who is a permanent wheelchair user.		The Returning Officer would like to thank Rushden and Wallington Parish Council for their continued support	
<b>Page 27</b>							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.			No Action needed

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:			
							· 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 Ruggiero-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



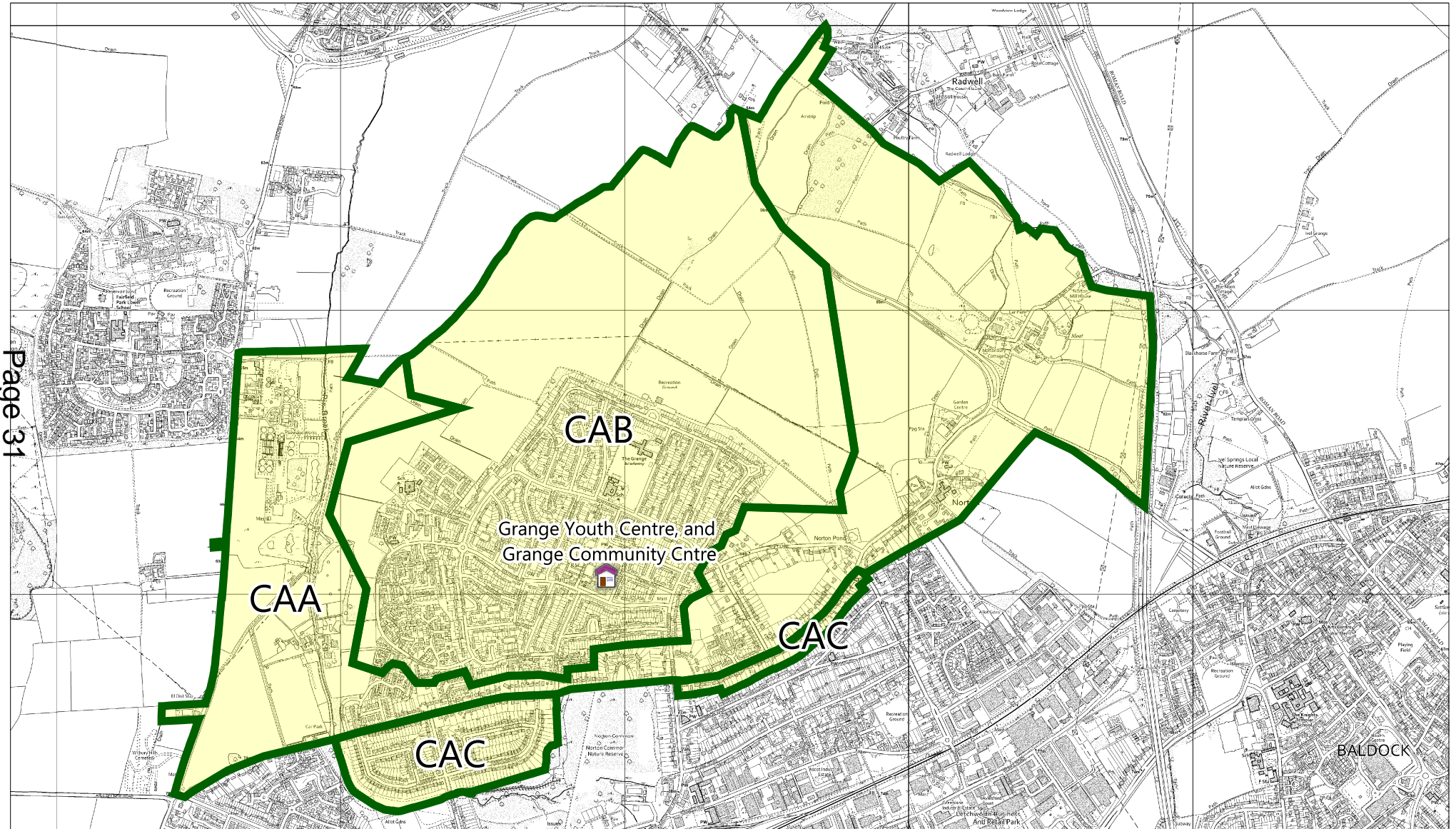
Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
Westmill Community Centre			Hitchin	3518	Mrs M Furr	Letter	In reply to your letter concerning polling places and stations. I spoke to three separate groups at the Community 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.			
Page 29 Coombes Community Centre			Royston	2521	Gillian Morland, Centre Manager	Email	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. 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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# Grange Youth Centre & Grange Community Centre - Letchworth Grange Ward

Grange Youth Centre, and Grange Community Centre, Middlefields and Pelican Way,  
Letchworth Garden City, Herts, SG6 4NR

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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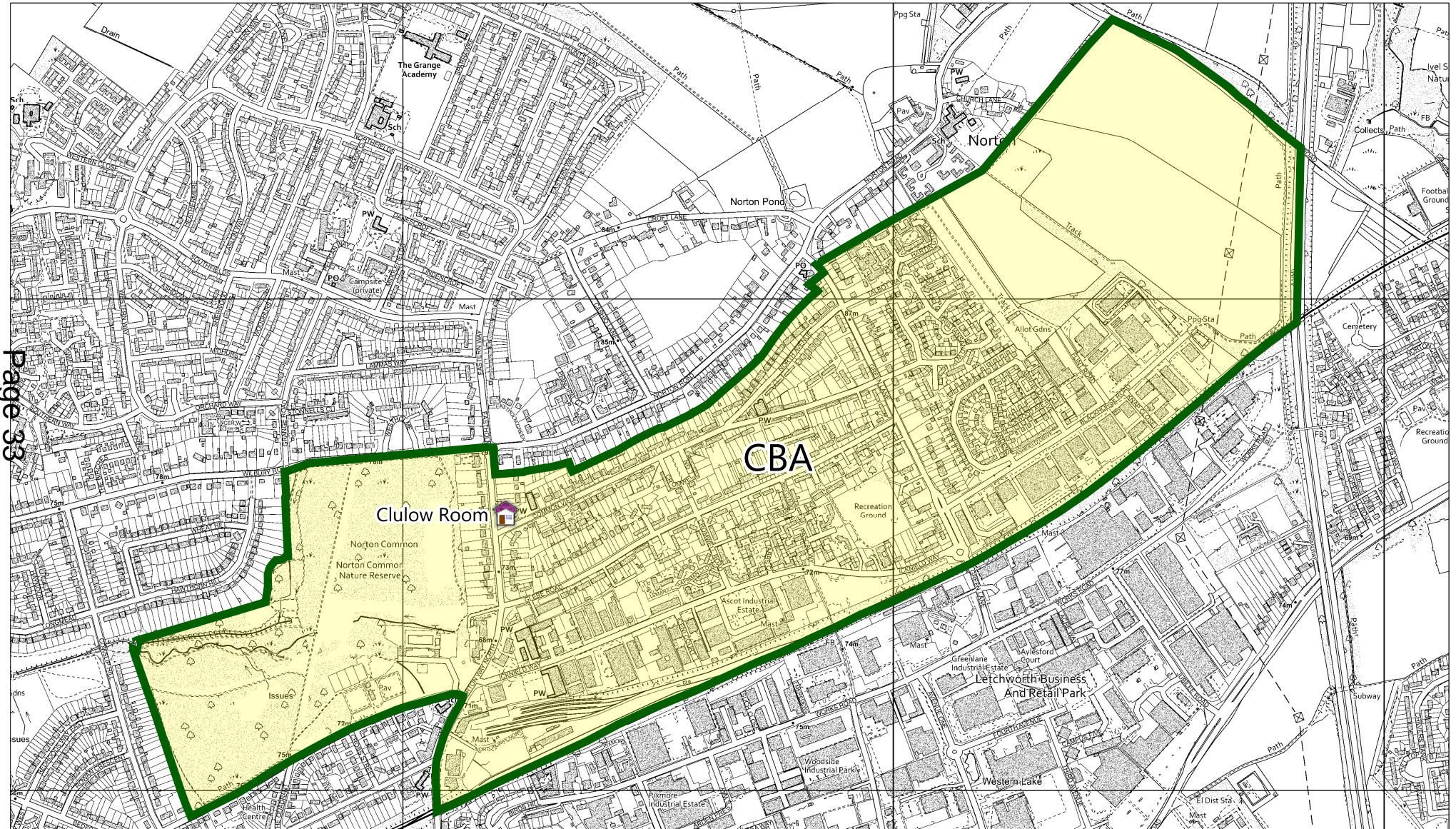
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# Clulow Room - Letchworth East Ward

Clulow Room, St George's Hall, Common View,  
Letchworth Garden City, Herts, SG6 1DA

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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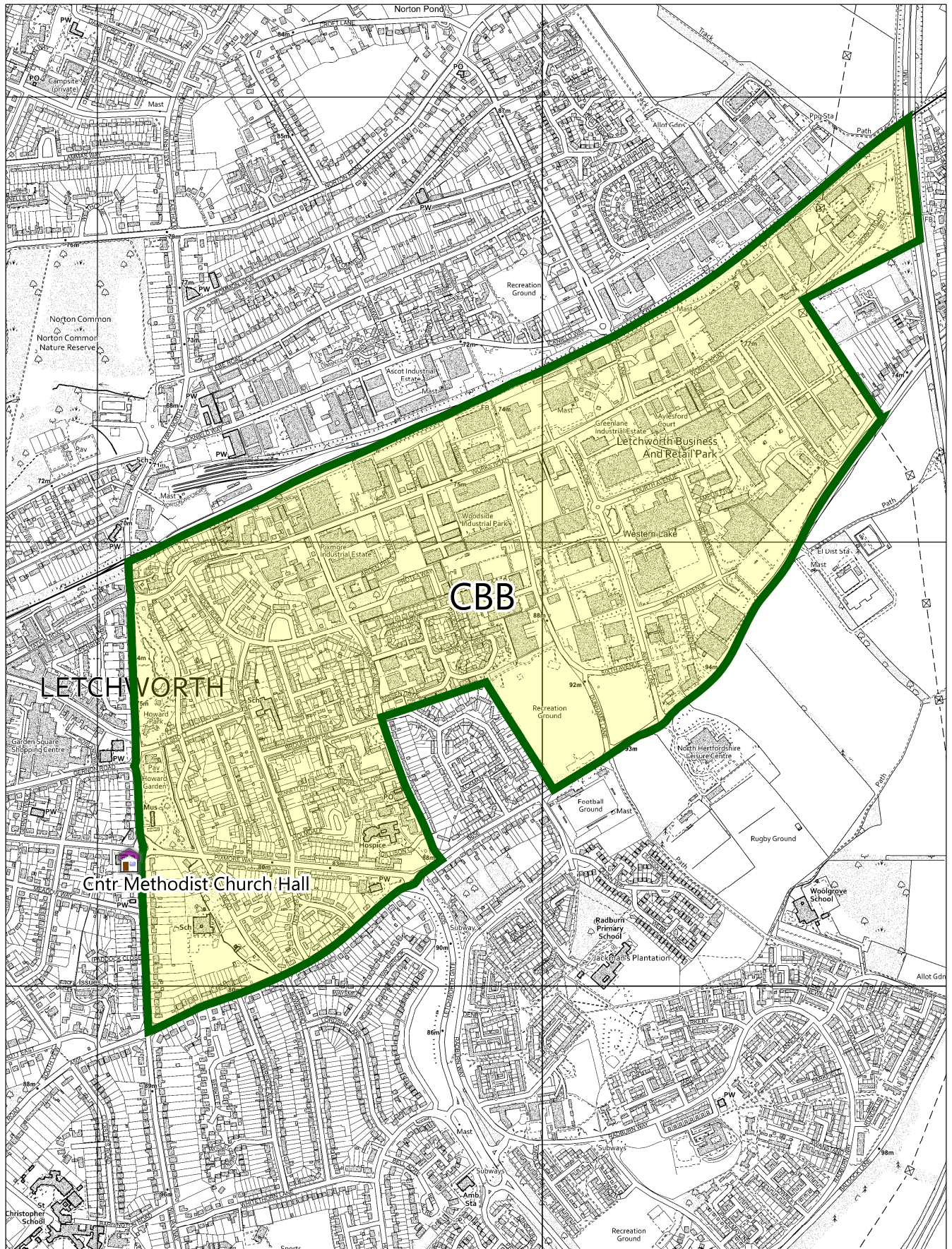
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# Cntr Methodist Church Hall - Letchworth East Ward

Cntr Methodist Church Hall, Norton Way South,  
Letchworth Garden City, Herts, SG6 3TR

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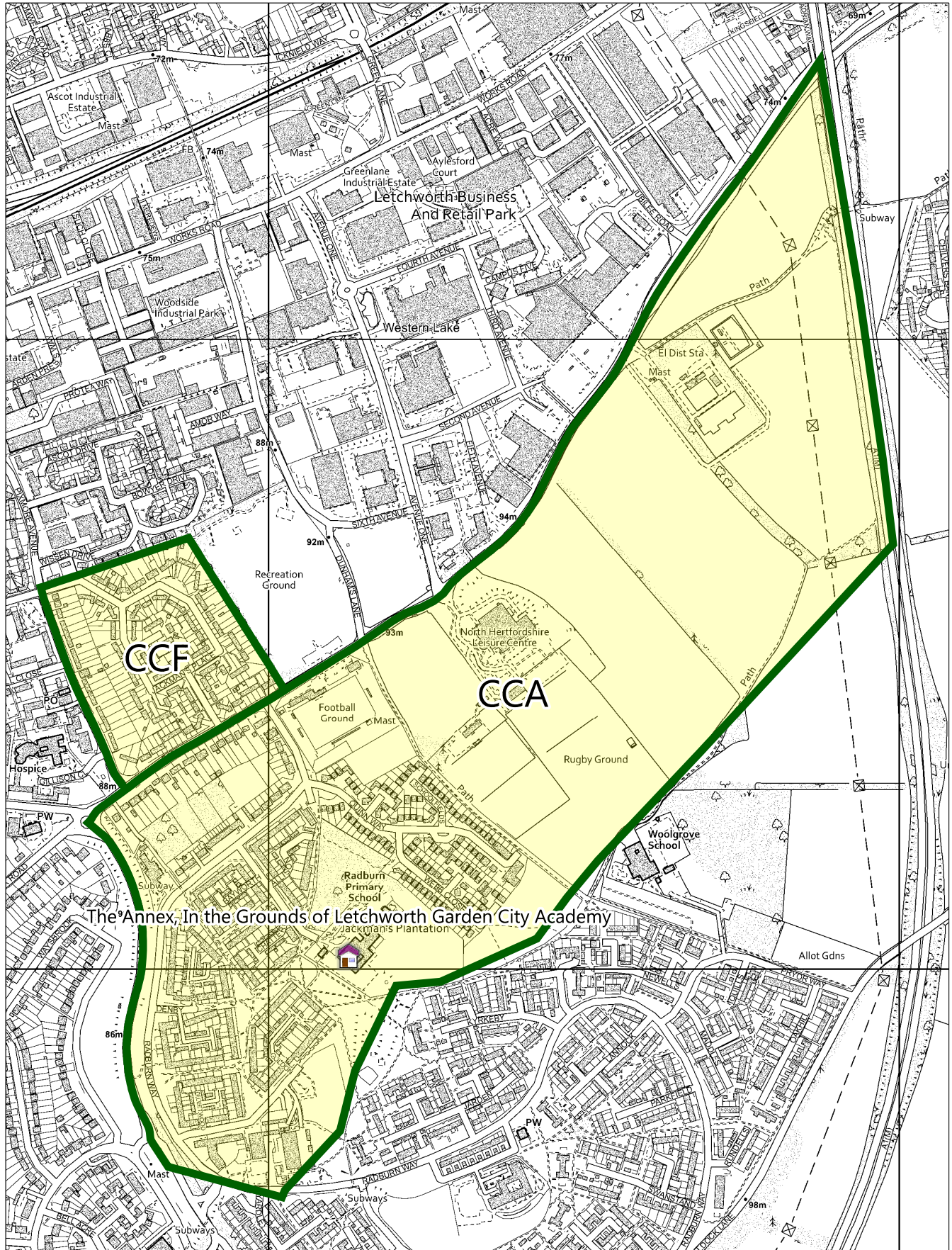
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# The Annex, In the Grounds of Letchworth Garden City Academy - Letchworth South East Ward

The Annex, In the Grounds of Letchworth Garden City Academy,  
OFF Radburn Way, Letchworth Garden City, Herts, SG6 2JZ

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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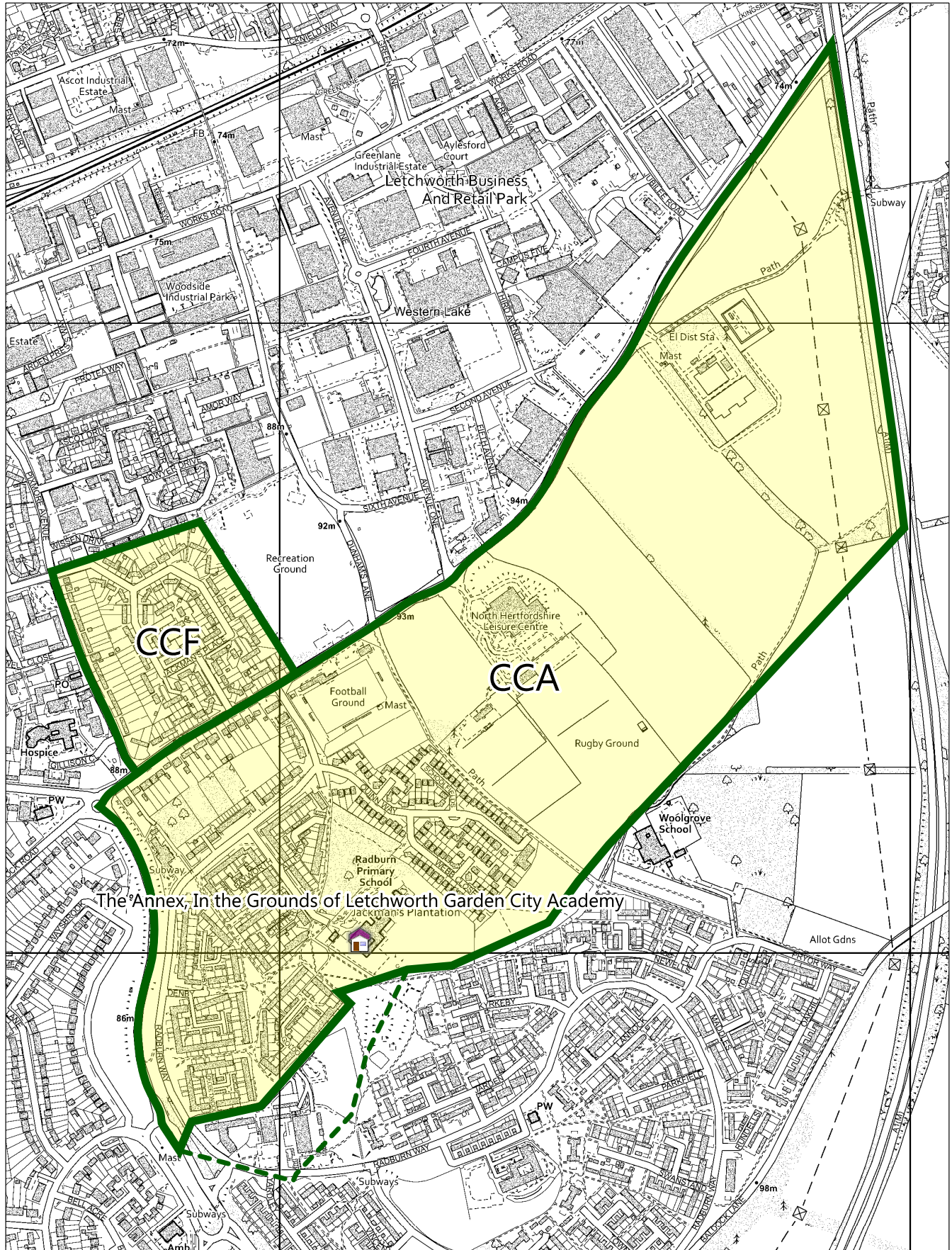
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# The Annex, In the Grounds of Letchworth Garden City Academy - Letchworth South East Ward

The Annex, In the Grounds of Letchworth Garden City Academy, OFF Radburn Way, Letchworth Garden City, Herts, SG6 2JZ

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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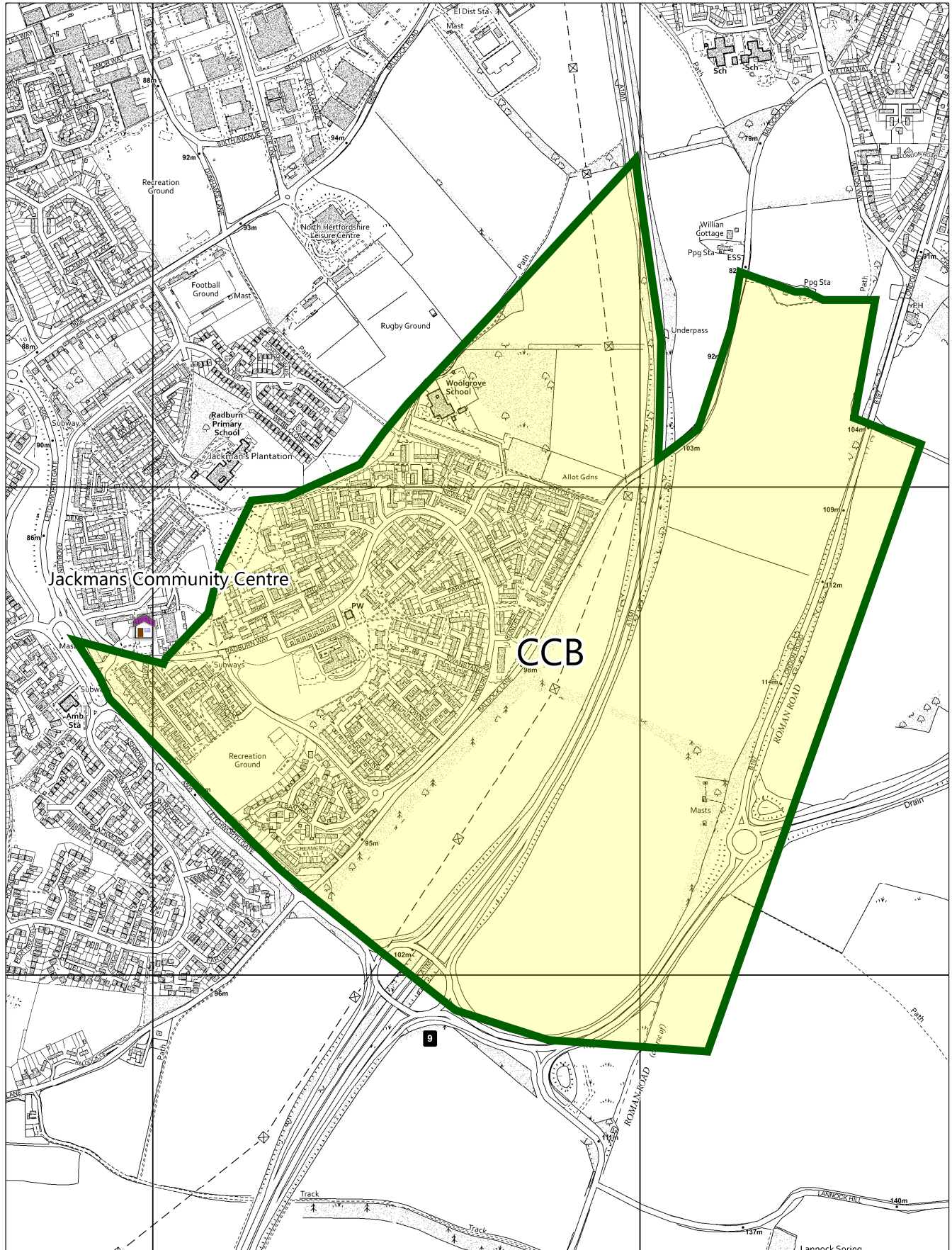
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# Jackmans Community Centre - Letchworth South East Ward

Jackmans Community Centre, The Old Jackman's Library,  
Ivel Court, Letchworth Garden City, SG6 2NL

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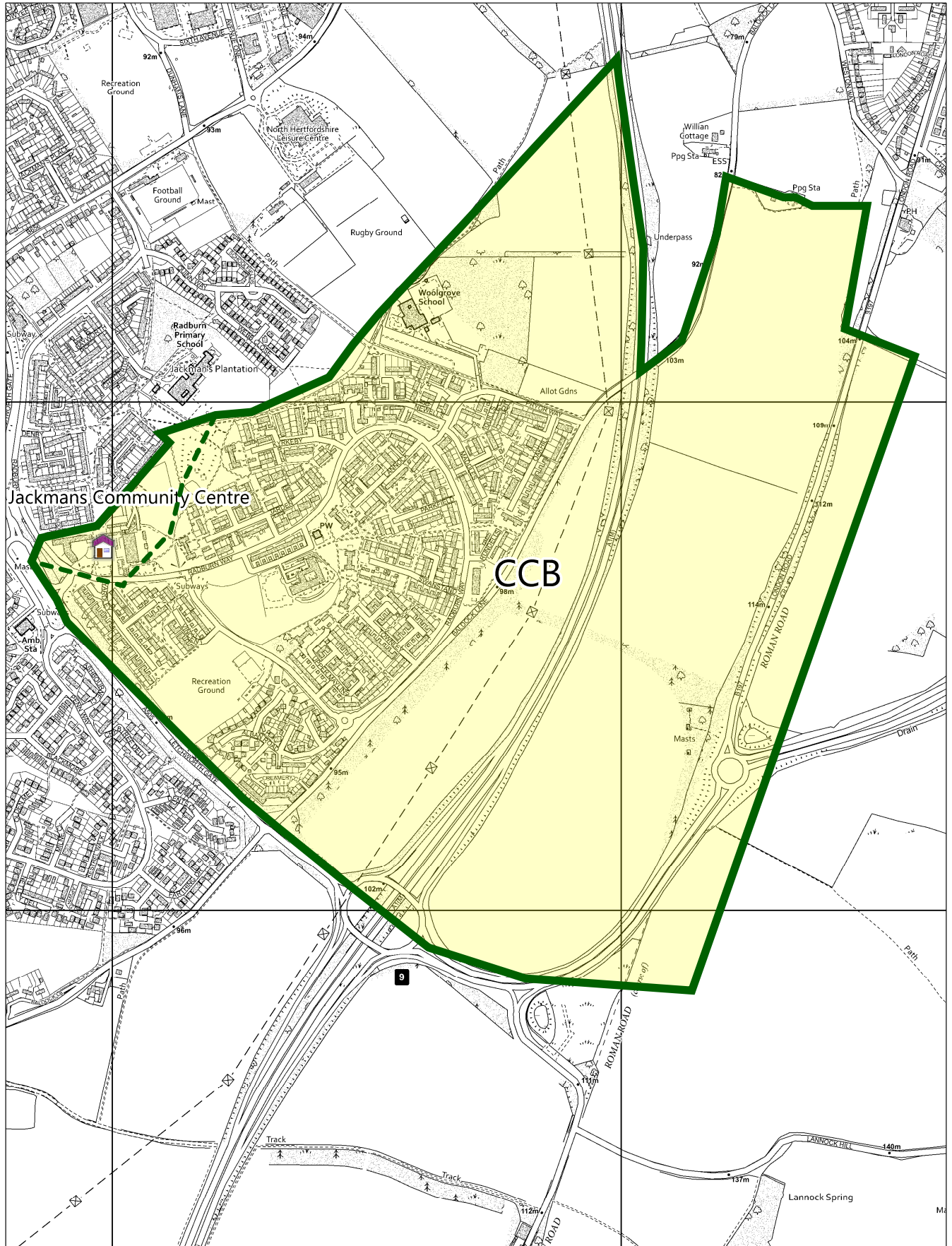


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# Jackmans Community Centre - Letchworth South East Ward

Jackmans Community Centre, The Old Jackman's Library,  
Ivel Court, Letchworth Garden City, SG6 2NL

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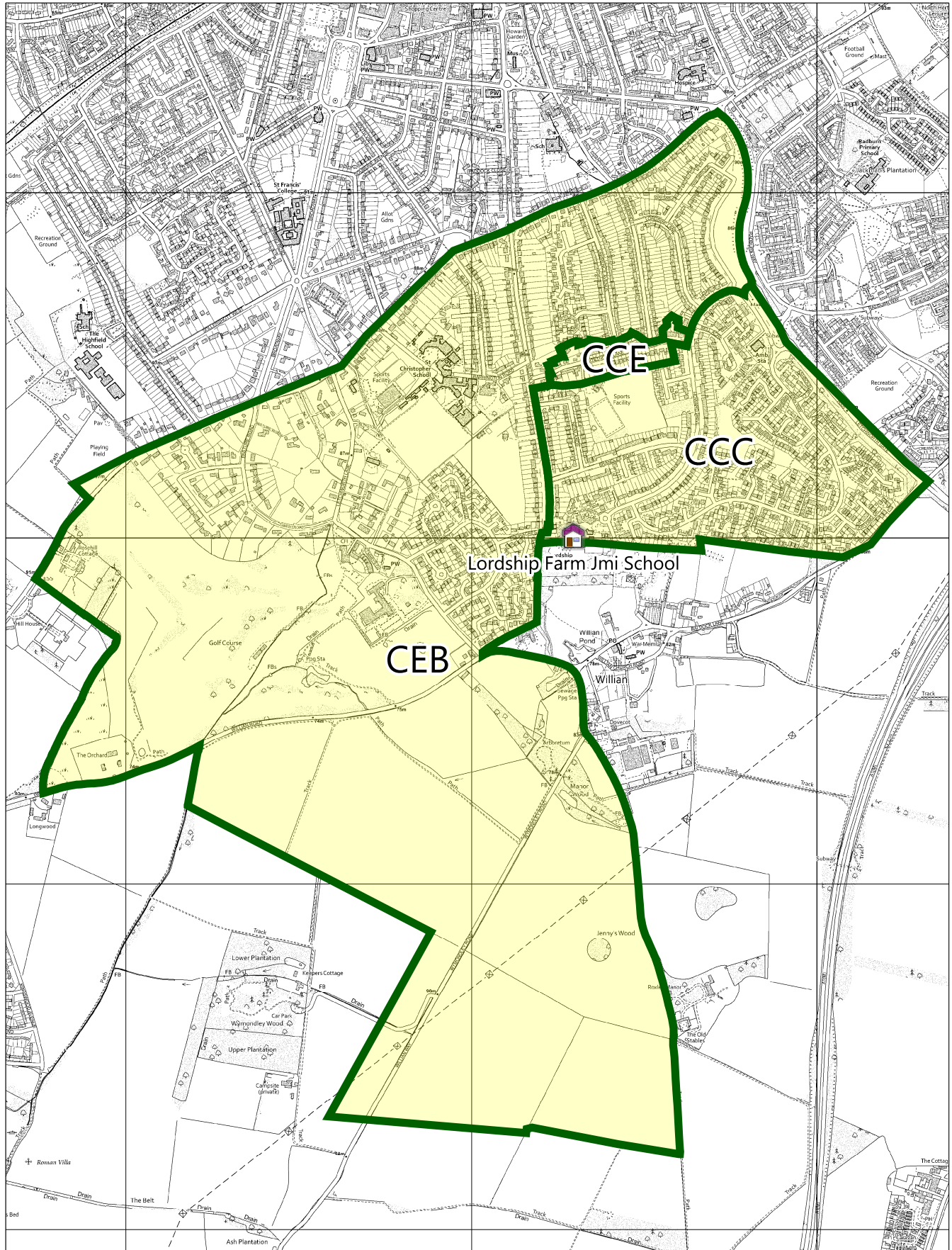
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# Lordship Farm Jmi School - Letchworth South East & South West Wards

Lordship Farm Jmi School, Entry Via Howard Drive,  
Letchworth Garden City, Herts, SG6 3UF

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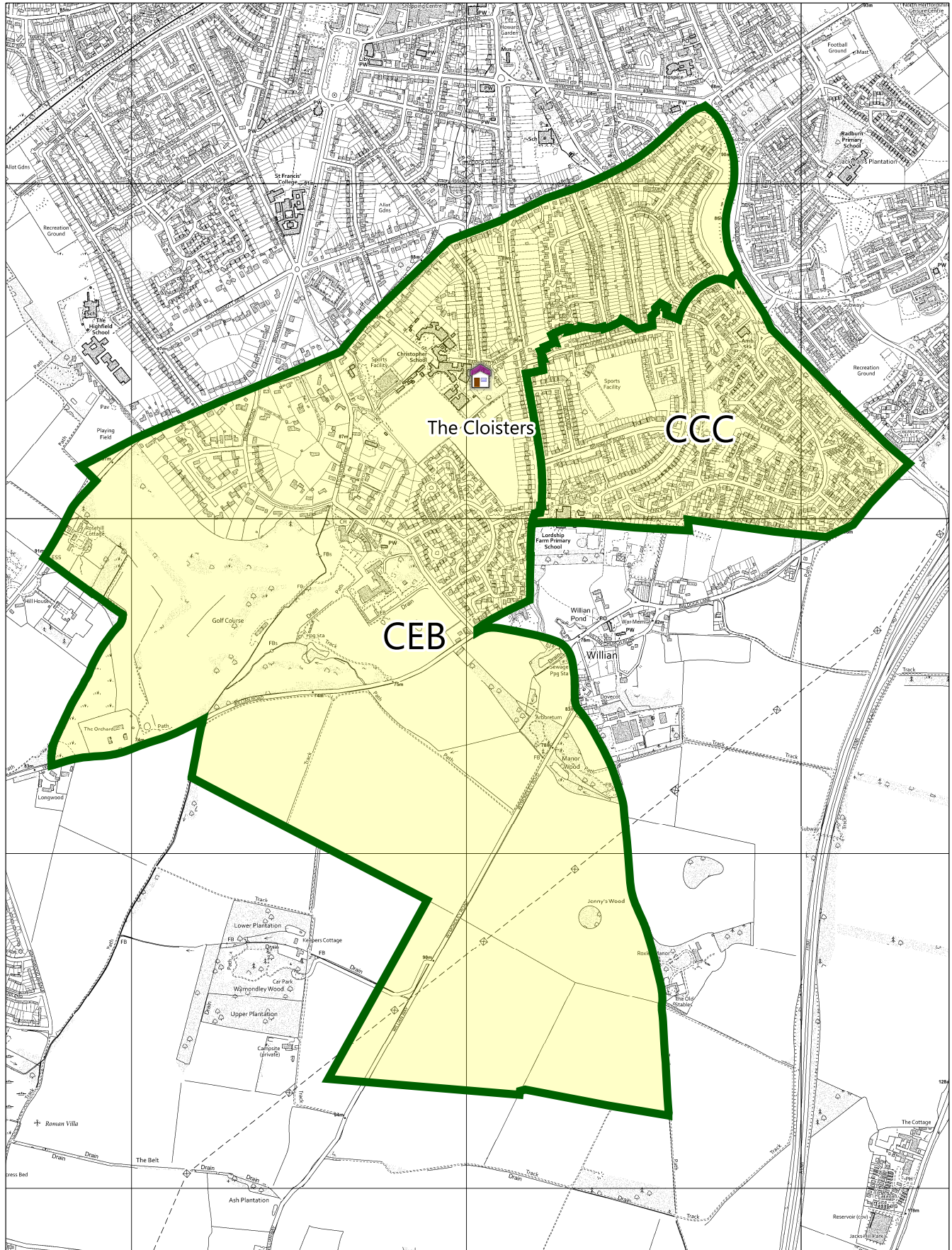
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# The Cloisters - Letchworth South East & South West Wards

The Cloisters, Barrington Road,  
Letchworth Garden City, SG6 3TH

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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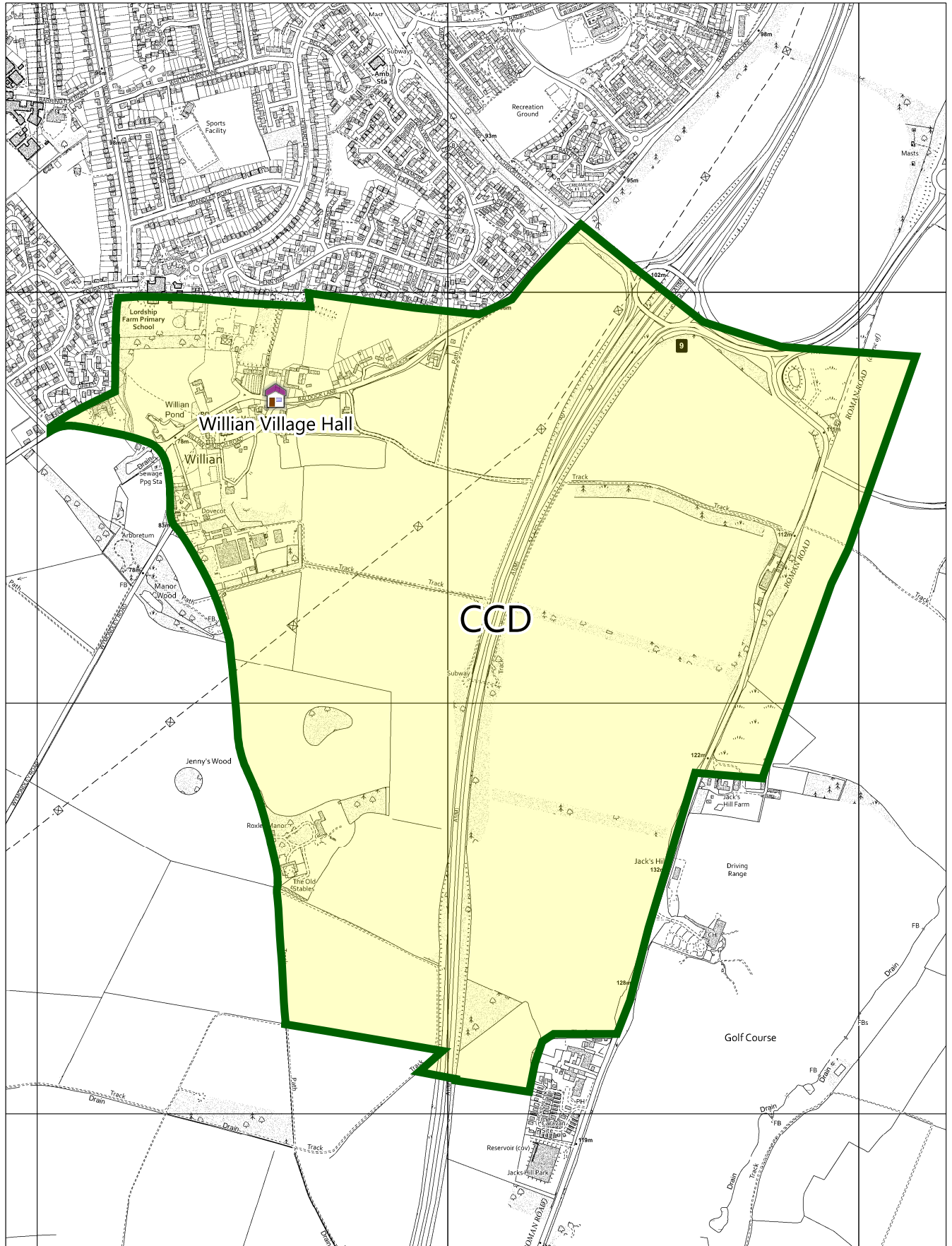


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# Willian Village Hall - Letchworth South East Ward

Willian Village Hall, Willian,  
Letchworth Garden City, Herts, SG6 2AP

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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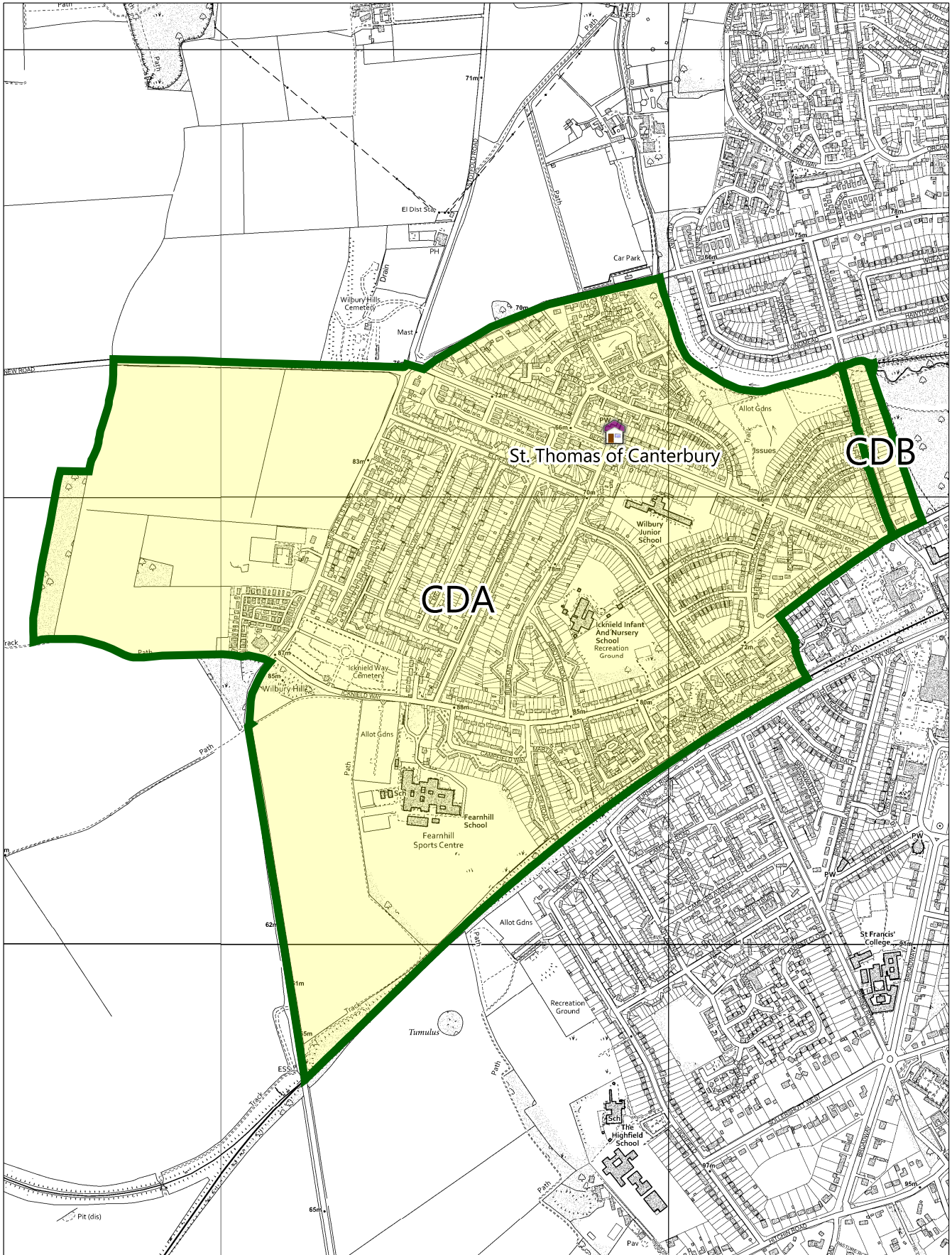
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# St. Thomas of Canterbury - Letchworth Wilbury Ward

St.Thomas of Canterbury, Bedford Road,  
Letchworth Garden City, Herts, SG6 4DU

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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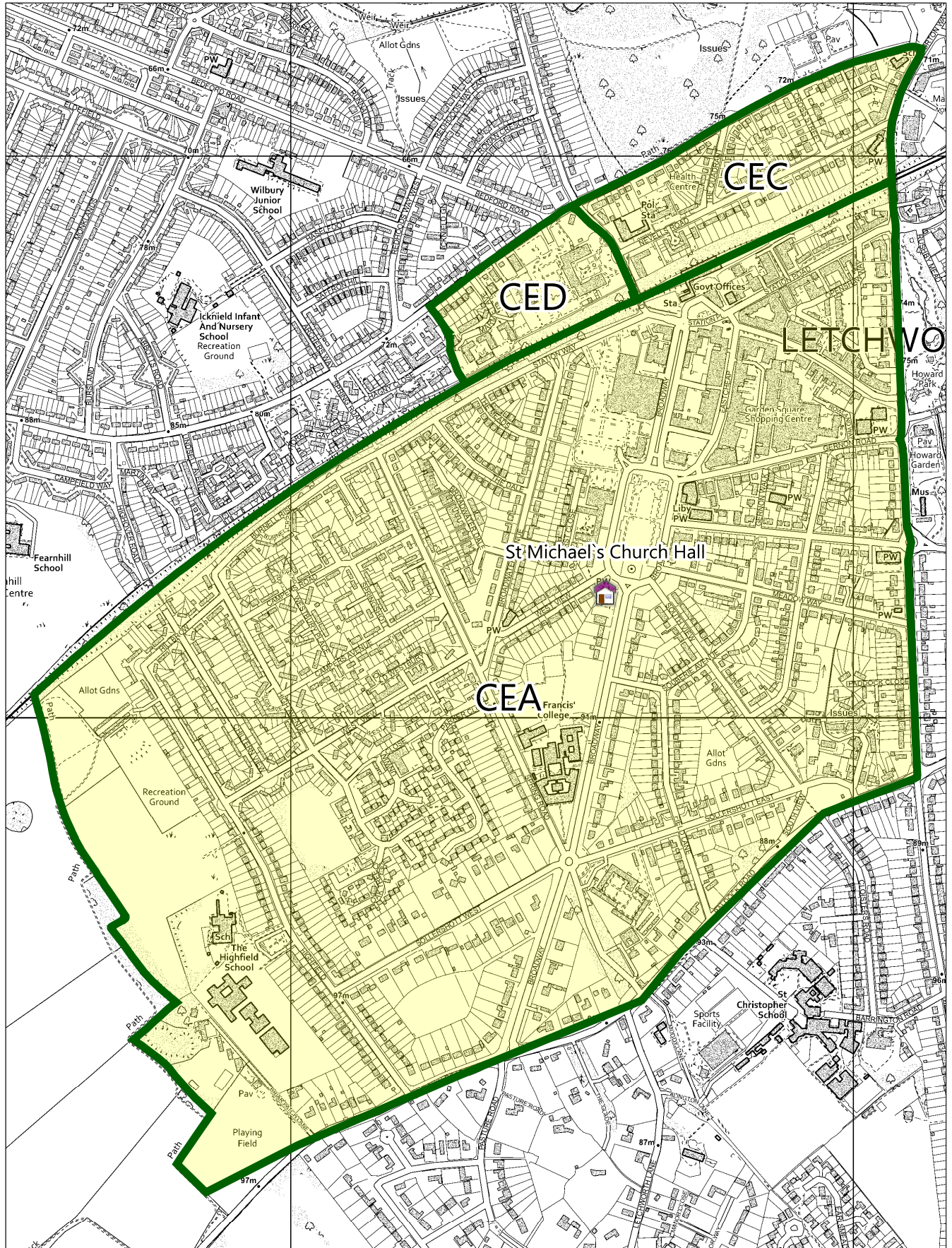
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# St Michael's Church Hall - Letchworth South West Ward

St Michael's Church Hall, Broadway,  
Letchworth Garden City, Herts, SG6 3PQ

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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**LETCWORTH COMMITTEE  
16 OCTOBER 2019**

**PUBLIC DOCUMENT**

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

REPORT OF: THE 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 Letchworth Committee with the annual update on the details of progress made on all Section 106 Obligations within the Letchworth 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. For the financial year 2018/19 and up to the time of writing there have been no new 106 agreements completed. There have also been no new payments received from developers during the same period relating to the Letchworth Area Committee area. Table 1 sets out details of funds allocated during the previous financial year received from earlier agreements (i.e. pre 31.03.18). Table 2 details remaining funds that have yet to be allocated for Letchworth (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 LETCHWORTH 2018/19

8.4.1 **Table 1:** Funds allocated during financial year 2018/19 and up to now:

Town	Planning ref.	Planning permission	Date of agreement	Amount allocated	Purpose
Letchworth	05/00307/1	Erection of 77 dwellings at former Bridger Packing Works site, Birds Hill, Letchworth	09.01.2006	£19,850	Play space Baldock Road recreation ground. Floodlight provision
Letchworth	06/00832/1	250 no. dwellings at former Skills Centre, Dunhams Lane, Letchworth	01.12.2007	£76,718	Play space Baldock Road recreation ground. Floodlight provision
Letchworth	06/02029/1	Erection of 14 no. dwellings at former Norton School site, Norton Road, Letchworth	29.01.2009	£17,574.80	Play space Baldock Road recreation ground. Floodlight provision
Letchworth	05/00511/1 and 09/00114/1	Erection of 115 no. dwellings at former Neosid site, Icknield Way, Letchworth	28.09.2007	£28,407.78	Improvements to Norton Common Recreation Ground
Letchworth	14/01080/1	Leys Square, retail and residential development of 47 no. flats	23.02.2015	£19,595.81	Improvements to Norton Common footpaths

8.4.2 **Table 2:** Funds remaining for each category as discretionary spend for Letchworth area (see appendix 1). For ease of reference a summary is provided below:

### Letchworth:

**Affordable Housing (can be spent anywhere in the District):** £206,855

**Community Centres:** £28,426.26

**Health Care (for CCG and NHS):** £120,587.59

**Informal Open Space:** £15,163.65

**Sustainable Transport:** £113,861.18

8.4.3 As can be seen from these tables, as a result of CIL regulation restrictions, there have been no new S106 Obligations entered into in the last financial year or any new payments received. 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.

#### **8.4.4 NEXT STEPS**

8.4.5 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

8.4.6 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.

8.4.7 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.

8.4.8 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 2018 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 2:** Remaining discretionary funds for Letchworth.

## **16. CONTACT OFFICERS**

### ***Report Author***

- 16.1 Simon Ellis, Development and Conservation Manager  
01462 474264 [simon.ellis@north-herts.gov.uk](mailto:simon.ellis@north-herts.gov.uk)

### ***Contributors***

- 16.2 Stephanie Blunt, Section 106 Monitoring and Compliance Officer  
01462 474308 [stephanie.blunt@north-herts.gov.uk](mailto:stephanie.blunt@north-herts.gov.uk)
- 16.3 Dean Fury, Community Support Accountant  
01462 474509 [dean.fury@north-herts.gov.uk](mailto:dean.fury@north-herts.gov.uk)

## **17. BACKGROUND PAPERS**

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

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

Town: Letchworth Planning Obligation Type: Affordable Housing

<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>
Letchworth	NHDC	14/01080/1 Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6 Change of use, conversion and extension of Commerce House including addition of third floor to provide 21 x 2 bed apartments and 5 x 1 bedroom apartments at upper levels, following partial demolition of existing building. Demolition of 23/25 Leys Avenue and erection of three storey building comprising 275 sq m flexible Class A1-A4 floorspace at ground floor and 10 x 2 bedroom apartments and 2 x 1 bedroom apartments at upper levels. Demolition of existing outbuilding on land adjacent to 21 Leys Avenue and erection of a three storey building with accommodation in roof space comprising 224 sq m flexible Class A1-A4 floorspace at ground floor and 5 x 2 bed apartments and 4 x 1 bed apartments at upper levels. Demolition of covered entrance to Garden Square Shopping Centre, associated car parking spaces and ancillary works	23/02/2015	S106	Affordable Housing To be spent following first occupation of dwellings approved. Definition from Agreement: Sum to be applied towards the provision of Affordable Housing within the District of North Hertfordshire	17/02/2028 10 years from date of commencement of development (to be confirmed when started)	206,855.00	206,855.00	LIVE TO BE ALLOCATED

Total 206855

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

Town: Letchworth Planning Obligation Type: Community Centres

<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>
Letchworth	NHDC	14/01080/1 Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6 Change of use, conversion and extension of Commerce House including addition of third floor to provide 21 x 2 bed apartments and 5 x 1 bedroom apartments at upper levels, following partial demolition of existing building. Demolition of 23/25 Leys Avenue and erection of three storey building comprising 275 sq m flexible Class A1-A4 floorspace at ground floor and 10 x 2 bedroom apartments and 2 x 1 bedroom apartments at upper levels. Demolition of existing outbuilding on land adjacent to 21 Leys Avenue and erection of a three storey building with accommodation in roof space comprising 224 sq m flexible Class A1-A4 floorspace at ground floor and 5 x 2 bed apartments and 4 x 1 bed apartments at upper levels. Demolition of covered entrance to Garden Square Shopping Centre, associated car parking spaces and ancillary works	23/02/2015	S106	Community Centres Definition from Agreement: Towards community centres serving the development.	17/02/2028 10 years from date of commencement of development	18,054.24	18,054.24	LIVE TO BE ALLOCATED
Letchworth	NHDC	14/01403/1 Former Factory Site, Land on the north west side, Blackhorse Road, Letchworth Garden City Residential redevelopment of site to provide 159 dwellings comprising of 12 x 1 bedroom flats; 24 x 2 bedroom flats; 12 x 2 bedroom houses; 30 x 3 bedroom houses and 81 x 4 bedroom houses. Two new vehicular accesses onto Blackhorse Road following closure of existing accesses; associated parking and internal access roads, landscaping, amenity spaces and ancillary works following demolition of existing factory building.	10/11/2014	S106	Community Centres Definition from Agreement: Towards the provision of community centres serving the development	23/03/2025	£10,372.02	10,372.02	LIVE TO BE ALLOCATED

Total 28426.26

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

Town: Letchworth Planning Obligation Type: Healthcare

<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>
Letchworth	NHDC	14/01403/1 Former Factory Site, Land on the north west side, Blackhorse Road, Letchworth Garden City Residential redevelopment of site to provide 159 dwellings comprising of 12 x 1 bedroom flats; 24 x 2 bedroom flats; 12 x 2 bedroom houses; 30 x 3 bedroom houses and 81 x 4 bedroom houses. Two new vehicular accesses onto Blackhorse Road following closure of existing accesses; associated parking and internal access roads, landscaping, amenity spaces and ancillary works following demolition of existing factory building.	10/11/2014	S106	Healthcare Contribution Definition from Agreement: Provision of healthcare facilities serving the locality of the development	23/03/2025	£120,587.59	120,587.59	LIVE TO BE ALLOCATED

Total 120587.59

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

Town: Letchworth Planning Obligation Type: Informal 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>
Letchworth	NHDC	10/00472/1 Former Westbury Primary School, West View, Letchworth Garden City, SG6 3QN Residential development of 38 units comprising conversion and alterations of existing school buildings to provide 9 x 3 bedroom houses, 10 x 2 bedroom houses, 4 x 2 bedroom flats and 3 x 1 bedroom flats and erection of 4 x 3 bedroom houses and 8 x 2 bedroom houses (housing mix: 65% market housing and 35% affordable housing), 62 parking spaces, cycle and bin stores, new vehicular access onto West View and associated infrastructure following demolition of entrance building, assembly hall and detached outbuilding	26/03/2012	S106	Informal Open Space Definition from Agreement: Towards the cost of informal open space facilities serving the development	23/01/2023	£12,666.97	12,666.97	LIVE TO BE ALLOCATED
Letchworth	NHDC	14/01080/1 Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6 Change of use, conversion and extension of Commerce House including addition of third floor to provide 21 x 2 bed apartments and 5 x 1 bedroom apartments at upper levels, following partial demolition of existing building. Demolition of 23/25 Leys Avenue and erection of three storey building comprising 275 sq m flexible Class A1-A4 floorspace at ground floor and 10 x 2 bedroom apartments and 2 x 1 bedroom apartments at upper levels. Demolition of existing outbuilding on land adjacent to 21 Leys Avenue and erection of a three storey building with accommodation in roof space comprising 224 sq m flexible Class A1-A4 floorspace at ground floor and 5 x 2 bed apartments and 4 x 1 bed apartments at upper levels. Demolition of covered entrance to Garden Square Shopping Centre, associated car parking spaces and ancillary works	23/02/2015	S106	Informal Open Space £17,099.13 Allocated to extension of footpaths and incorporating suitable drainage at Norton Common to facilitate access for visitors to Common £2496.68 balance remains available for another project Definition from Agreement: Sum towards the enhancement and maintenance of open Space within Letchworth	17/02/2028 10 years from date of commencement of development	19,595.81	2,496.68	Part allocated, part live to be allocated

Total 15163.65



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

Town: Letchworth Planning Obligation Type: Sustainable Transport

<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>
Letchworth	NHDC	01/01513/1 - Care home comprising 22 self contained units and 20 dwellings etc., The Orchards, Orchard Way, Letchworth. (Applicants: HCC and St Pancras and Humanist Housing Association)	01/11/2002	S106	Sustainable Transport Upon the commencement of the development H.C.C. and the Housing Association to pay NHDC £5,000 towards the provision of a local cycle network and a bus shelter in Orchard Way. Spent Transition Town Letchworth Cycle Initiative of provision of cycle racks and storage shelters across Letchworth - NHDC Community Development Team co-ordinating this project. <u>Balance to be allocated to another project</u>	None Stated	£5,000.00	253.00	Part spent, balance live to be allocated
Letchworth	NHDC	<b>05/00307/1 - Former Bridger Packaging Site</b>	13th January 2006	UU	Sustainable Transport The developer to make a sustainable transport contribution of £38500 to NHDC towards the upgrading of public transport facilities and pedestrian improvement works. At least £5000 of this shall be applied towards the provision of a new crossing along Norton Way North, Letchworth. This will be payable on the commencement date as defined in the S106 agreement above.	No repayment clause	£38,500	38,500.00	Live
Letchworth	NHDC	<b>06/00283/01 - Unilateral</b> Erection of Class B8 Distribution Warehouse and ancillary offices; 46 car parking spaces, service yard and loading bays with access of Dunhams Lane and 10m wide soft landscaping buffer strip to western boundary of site. Site: Car park rear of Skillcentre site fronting, Dunhams Lane, Letchworth Garden City, SG6. Applicant: Altro Ltd (Autoglym Division), Works Road	18/05/2005	UU	Sustainable Transport For the provision of off-site transport infrastructure improvements	No repayment clause	£10,000	10,000.00	LIVE TO BE ALLOCATED
Letchworth	NHDC	08/02803/1 Trembaths, Talbot Way, Letchworth Garden City, SG6 1UA Erection of detached single storey building with glazed link to existing nursing home to provide 10 additional bedrooms. Three additional car parking spaces (total 14 spaces), and ancillary works	06/02/2009	UU	Sustainable Transport	N/A	£1,740.58	1,740.58	LIVE TO BE ALLOCATED

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

Letchworth	NHDC	14/00219/1 Lidl Cotton Brown Park, Letchworth Single storey detached building to provide replacement retail food store (1407 sq m. sales area) following demolition of existing food store, provision of 135 car parking spaces, landscaping and ancillary works	16/04/2014	UU	Sustainable Transport	N/A	22,335.91	22,335.91	LIVE TO BE ALLOCATED
Letchworth	NHDC	14/00733/1 Former Letchworth Power Station Site, Works Road, Letchworth Erection of four industrial units for mixed B1/B2/B8 use; provision of 119 car parking spaces; cycle storage and bin stores and ancillary works.	Not Listed	UU	Sustainable Transport	N/A	27,063.16	27,063.16	LIVE TO BE ALLOCATED
Letchworth	NHDC	14/01403/1 Former Factory Site, Land on the north west side, Blackhorse Road, Letchworth Garden City Residential redevelopment of site to provide 159 dwellings comprising of 12 x 1 bedroom flats; 24 x 2 bedroom flats; 12 x 2 bedroom houses; 30 x 3 bedroom houses and 81 x 4 bedroom houses. Two new vehicular accesses onto Blackhorse Road following closure of existing accesses; associated parking and internal access roads, landscaping, amenity spaces and ancillary works following demolition of existing factory building.	10/11/2014	S106	Sustainable Transport Allocated to Transition Town Letchworth Cycle Initiative of provision of cycle racks and storage shelters across Letchworth - NHDC Community Development Team co-ordinating this project. £28,594.16 spent - 20/12/2017. £21,482.04 spent - various dates 2018 Balance is to be allocated to alternative project Definition from Agreement: Sum to be applied as a contribution towards the design and construction of highway improvement works, traffic management schemes, traffic studies improvements to public transport and/or such measures as will encourage users of the development to travel to and from the development by means of transport other than the private car which the Director in his absolute discretion determines will contribute to the improvement of highway conditions on parts of the network affected by traffic associated with the development	23/03/2025	£63,791.73	13,968.53	Part spent, balance live to be allocated

Total 113861.18

**LETCHWORTH COMMITTEE**  
**DATE: 16 OCTOBER 2019**

**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 **£5,000** to Resolve towards setting up utilities in their new town centre premises as outlined in 8.1.1
- 2.3 **£1,500** to Howard Garden Social and Day Care Centre to install new security shutters as outlined in 8.1.2
- 2.4 **£1,450** to Imajica Theatre Company to go towards the December Community Pantomime as outlined in 8.1.3.
- 2.5 **£1,451** to Woof n Wag to build a sensory garden for dogs and humans as outlined in 8.1.4
- 2.6 **£700** to Kings Community Church for a joint project to run a Christmas Café in Letchworth Town Centre as outlined in 8.1.5
- 2.7 That the Committee endorses the actions taken by the Community Engagement team 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 Committee Budget Spread sheet, which relates to the 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 Project</b>	<b>Resolve</b> Supporting the treatment and rehabilitation of people suffering from substance/alcohol misuse problems and homelessness.
<b>Sum requested</b>	£5,000
<b>Total project cost</b>	£50,648.99 (relocation cost)
<b>Match funding</b>	£274,418.00 (includes Big lottery 3 year revenue funding)
<b>Annual expenditure</b>	£266.2k
<b>Funds held</b>	£140,576.15 (29/07/2019)
<b>Previous support</b>	£1,274 – December 2016 from Hitchin Committee
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Prosper and Protect, Responsive and Efficient

Resolve is abstinence based structured drug & alcohol treatment day service for adults. They support people with substance / alcohol addiction issues, who are homeless, sleeping rough and/or at risk of immediate homelessness.

Resolve supports people by way of a range of therapeutic services; group therapy, one-to-one counselling, key work support including access to a wide range of services both in-house and delivered by partner organisations and access to housing through partnership with housing providers both social and sheltered accommodation.

Resolve is the only drug & alcohol service in Herts who also deliver street work. Our street workers go out onto the streets to find people and to support them into treatment, into accommodation and then onward into independent living in combination with a structured treatment programme as appropriate.

Having operated successfully for many years at their Welwyn Garden premises, Resolve wanted to expand the service into North Hertfordshire. They are currently located at the Westmill Community Centre in Hitchin however; their main client group would find the service easier to access from a Town Centre location in Letchworth.

As Letchworth is a hub for other services such as the Council offices, Jobcentre, Citizens Advice people with housing issues would be travelling to this area. If in addition they have addiction issues then Resolve will be well positioned nearby to drop in to.

They have been offered a 10 year lease on a Letchworth town centre premises by the Heritage Foundation. The building is part of a former shop unit on Leys Avenue which is why the utilities need to be separated from the other part of the building.

This is a substantial project to relocate an organisation that will provide a very valuable service within the Town hence the request is higher than the £1,500 recommended upper limit. Given the amount of carry forward from last year there are more than sufficient funds within the budget to accommodate this.

8.1.2

<b>Applicant Project</b>	<b>Howard Garden Social and Day Care Centre</b> Purchase replacement security shutters for the entrance
<b>Sum requested</b>	£1,500
<b>Total project cost</b>	£1,914
<b>Match funding</b>	£414.00 Funding raised from their Spring Fair event
<b>Annual expenditure</b>	£55,258
<b>Funds held</b>	£172,010 (restricted)
<b>Previous support</b>	£4,500 – September 2016
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Prosper and Protect

The funding is required for the replacement of the worn out security shutter with an aluminium roller shutter door.

The Howard Garden Social and Day Care Centre provide a place to go for older people. As well as daily lunches at very reasonable cost there is a diary of regular activities to take part in from table tennis to watercolour painting.

This charity last year celebrated its 65<sup>th</sup> anniversary and is still going strong. It helps to prevent the older people of the community from feeling isolated. Some of the members only have company when they attend the centre and it provides a real life line for many of the members. People can take part in activities, or simply sit and have a chat and a cup of tea.

8.1.3

<b>Applicant Project</b>	<b>Imajica Theatre Company</b> Community Pantomime.
<b>Sum requested</b>	£1,450
<b>Total project cost</b>	£4,950
<b>Match funding</b>	£540 from fundraising £800 from sponsorship and then rest from expected ticket sales.
<b>Annual expenditure</b>	£26,145
<b>Funds held</b>	£1,546
<b>Previous support</b>	£600 in 2015
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Attractive and Thriving

Imajica Theatre Company CIC creates interactive immersive musicals, interactive workshops and a theatre-in-education programme for the younger audience, sharing environmental & educational messages. Imajica promote positive wellbeing and encourage young people to actively participate in the arts. As specialists in relaxed theatre which caters for all needs, Imajica adopt a multi-sensory approach, to develop important life skills that can be transposed in everyday life.

Imajica Theatre are requesting funds for their community pantomime programme taking place Saturday 14th and Sunday 15th December with performances at 11am and 2pm on both days at St Christopher School Auditorium Theatre.

The funding requested will provide both affordable and complementary tickets to families who might not otherwise have access to the performing arts in the community. There will be a weekend of high-quality performance in the local community for the younger audience welcoming those with additional needs including those on low incomes.

The performances will be publicised via school assemblies, leaflets in school book bags, social media and vinyl banners placed around the town.

#### 8.1.4

<b>Applicant</b>	<b>Woof N Wag</b>
<b>Project</b>	Sensory Garden for Dogs and their owners
<b>Sum requested</b>	£1,451
<b>Total project cost</b>	£1,501
<b>Match funding</b>	£50.00 from donations, £10,000 LGCHF
<b>Annual expenditure</b>	£42,683.10
<b>Funds held</b>	£7,639
<b>Previous support</b>	None
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Attractive and Thriving, Prosper and Protect

Woof N Wag Dog Training CIC believes that everyone should have the opportunity to train and seek advice on behavioural issues with their dogs irrespective of background, income or ability. They want to work with people of all ages and abilities especially those who are older or with mental health issues or disabilities. Woof N Wag's mission is to create a community hub for individuals and families to come together with the aim of responsible dog ownership, bringing people from different backgrounds together and providing a closer-knit community. Their work helps and supports those people who own a dog, thinking of getting a dog and those who have a fear of dogs.

Woof N Wag requires funding towards creating a sensory garden to support dogs (and humans) who need a calming space and will also provide additional mental and emotional stimulation. The garden will consist of plants including lavender, rosemary, marigold, peppermint and wheatgrass which have been shown to reduce stress levels in dogs. They plan to use environmentally friendly resources and recycle throughout the project, such as using bottle tops, Eco bricks and old tyres to create the tranquil space.

#### 8.1.5

<b>Applicant</b>	<b>Kings Community Church</b>
<b>Project</b>	Christmas Café (Pop-Up shop in the Shopping Centre)
<b>Sum requested</b>	£700.00
<b>Total project cost</b>	£700.00
<b>Match funding</b>	In-kind contribution of a shop unit
<b>Annual expenditure</b>	£46,254.56
<b>Funds held</b>	As of December 2018 £12,766
<b>Previous support</b>	£450 - 2017 for a gazebo
<b>NHDC Policy met</b>	Not at present
<b>Strategic objective met</b>	Attractive and Thriving

The Norton Methodist Church in partnership with the Kings Community (Baptist) Church and the Salvation Army aim to join forces in order to run a Christmas Café. Utilising one of the empty shop units, probably in Garden Square Shopping Centre, they intend to open each Saturday through December for anyone to drop in for a cup of tea and toast or a biscuit.

The churches are very aware that this holiday period can be very difficult for many. Issues such as loneliness, isolation, financial issues and mental health problems can all be magnified at this time. Therefore the Café is aimed to be a place where people can come and find support. The Churches intend to have people providing debt advice, provide craft activities such as making recycled wrapping paper and Christmas cards. As well as, craft activities, refreshments, gift wrapping, an 'In the Picture' Photo Booth, local information, advice and access to food banks. It will be a hub for all over the Christmas period offering resources such as a food boutique table, befriending and signposting to other services.

In this instance the funds will be held by Kings Community Church but it will be a joint project.

As this project involves bringing partners together from many organisations it's quite a complex task. For this reason the organisers haven't yet been able to provide all the supporting information to fully assess the application.

However, as the project is obviously time sensitive and would be providing a valuable service to the local community, the application has been submitted to the Letchworth Committee for consideration as is.

The funding they have requested is for basic equipment such as aprons, tea towels, cleaning products, craft materials, publicity costs such as leaflet printing to advertise to parents via school book bags.

Regarding the accounts these are for Kings Community Church and relate to the stipend for the Pastor and the costs involved of running a lively community venue. Funding for this Christmas Café project will be ring fenced.

**The following project has been put forward under the delegated decision process as the requested funding was required for an event due to take place before the next Committee meeting on 16<sup>th</sup> October.**

8.1.6

<b>Applicant</b>	<b>Project 15 Contemporary Arts</b>
<b>Project</b>	Making art available to all by providing free exhibitions and face to face contact with artists.
<b>Sum requested</b>	£485
<b>Total project cost</b>	£485
<b>Match funding</b>	£2000*
<b>Annual expenditure</b>	£0
<b>Funds held</b>	£11.03
<b>Previous support</b>	£0
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	<i>Attractive and Thriving</i>



Project 15 is a group of local contemporary artists, providing pop up exhibitions to the general public.

\*The Letchworth Heritage Foundation has given them a shop unit to use for the whole of September, free of charge. It will be at 30 Leys Avenue, SG6 3EF. The rent would be approximately £2000 if they were to hire it privately.

They estimate from previous exhibitions that 30-50 people will visit the exhibition daily. Anyone walking through the town will be able to view the changing space free of charge.

They will also be encouraging schools and colleges to visit by means of emails and telephone conversations..

Project 15 has endeavoured to provide pop up exhibitions on a yearly basis over the course of several years, since 2011. These exhibitions are open to the general public free of charge, providing an opportunity for visitors to view the art work and engage with the artists who are present. The artwork displayed is different to work that is displayed in a commercial gallery. Amongst the volunteers are two retired tutors and one working tutor, and a mature student studying at Anglia Ruskin at MA level.

They are passionate about art education, fully informed and art should be made accessible for everyone.

## **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.
- Garden Square Shopping Centre is planning on having late night opening on every Friday in December on the run up to Christmas. The shops will be open until 8.00pm. We have been investigating whether it's feasible to initiate a 'free after three' parking scheme in the Letchworth Multi-storey car park. Officers are currently looking at what the costs would be and would expect those costs to be covered by other means. This scheme has worked in Royston where the, Royston Committee, BID, Town and Hertfordshire County Councillors have contributed to cover the costs. At the time of writing it has not been ascertained whether this scheme would be feasible in Letchworth.
- The first Letchworth Town Talk was held and was met with a good response; Town Centre surgeries are now on a monthly basis.
- After a restructure of the police Safer Neighbourhood Team, we are forging links with new officers

- A first meeting was held at The Grange to address provision for young people- more support is needed.
- Our new Face Book group is up and running, Engage North Herts, bringing together community groups from across the district.

#### 8.2.2 Update on Plans for Plinston Hall

Oren Boder of the OB1 project at Plinston Hall has continued his liaisons with the Heritage Foundation and other similar projects. On advisement he is now taking the project forward as a Community Interest Company.

#### 8.2.3 Update on KIP Education Project

KIP have spent the summer planning and sessions have begun this term.

### 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 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 1 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.

The carry over amount from 2018/19 was £17,732 of which £3,066 has been used. This leaves £12,866 in the carry over amount and these funds will be utilised prior to spending the 19/20 budget.

The total grant funding applied for in this round equates to **£10,856** including the £485 for Project 15 (agreed under delegated authority). Therefore, if members are minded to agree these applications this would leave £2,280 in the 2018/19 carry forward in addition to the 11,000 in the 19/20.

Leaving **£13,280** in the budgets to provide grant funding for the next two meeting this financial year

## **11. RISK IMPLICATIONS**

11.1 There are no relevant risk entries that have been recorded on Pentana Risk, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

## **12. EQUALITIES IMPLICATIONS**

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 Area committee funding is awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

## **13. SOCIAL VALUE IMPLICATIONS**

13.1 The Social Value Act and "go local" policy do not apply to this report.

## **14. HUMAN RESOURCE IMPLICATIONS**

14.1 There are no pertinent Human Resource implications associated with any items within this report.

## **15. APPENDICES**

- 15.1 Appendix 1 - 2019/20 financial year budget sheet

## **16. CONTACT OFFICERS**

- 16.1 Author: Claire Morgan, Community Engagement Team Leader  
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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.

**LETCWORTH 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 2018/19</u>	£17,732	£4,866	£3,066	£1,800	£12,866					
<u>Discretionary Grants 2019/20</u>	£11,000	£0	£0	£0	£11,000					
<b>Total</b>	<b>£28,732</b>	<b>£4,866</b>	<b>£3,066</b>	<b>£1,800</b>	<b>£23,866</b>					

**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			Knowledge Is Power (KIP) Education	£1,200	19/06/19	£1,200	£0		
				Small Acts Of Kindness	£3,600	19/06/19	£1,800	£1,800		<b>£1800 in June 2020</b>
				Flags Banners and Case	£66	03/07/19	£66	£0		
								£0		
								£0		
								£0		
								£0		
								£0		
								£0		
								£0		
								£0		
								£0		
								£0		
<b>Total</b>	<b>£17,732</b>				<b>£4,866</b>		<b>£3,066</b>	<b>£1,800</b>	<b>£12,866</b>	

**DISCRETIONARY BUDGETS**

	<u>Funding</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							£0		
								£0		
								£0		
<b>Total</b>	<b>£11,000</b>				<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£11,000</b>	

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