

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



28 February 2020

Our Ref Letchworth Committee/11.03.20  
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To: Members of the Committee: Councillor Gary Grindal (Chair), Councillor Helen Oliver (Vice-Chair), 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

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE LETCHWORTH COMMITTEE**

to be held in the

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

On

**WEDNESDAY, 11TH MARCH, 2020 AT 7.30 PM**

Yours sincerely,

Jeanette Thompson  
Service Director – Legal and Community

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

## **Agenda**

### **Part I**

| <b>Item</b> |  | <b>Page</b>       |
|-------------|--|-------------------|
| <b>1.</b>   | <b>APOLOGIES FOR ABSENCE</b>   |                   |
| <b>2.</b>   | <b>MINUTES - 7 JANUARY 2020</b><br>To take as read and approve as a true record the minutes of the meeting of the Committee held on the 7 January 2020.  | (Pages 5<br>- 12) |
| <b>3.</b>   | <b>NOTIFICATION OF OTHER BUSINESS</b><br>Members should notify the Chair of other business which they wish to be discussed at the end of either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency.<br><br>The Chair will decide whether any item(s) raised will be considered.  |                   |
| <b>4.</b>   | <b>CHAIR'S ANNOUNCEMENTS</b><br>Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chair of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote. |                   |
| <b>5.</b>   | <b>HERTFORDSHIRE CONSTABULARY</b><br>To receive a presentation from Hertfordshire Constabulary.  |                   |
| <b>6.</b>   | <b>PUBLIC PARTICIPATION</b><br>To receive petitions, comments and questions from the public including:<br><br>(1) Letchworth Garden City Collaborative<br><br>Grant Applications:<br><br>1. Green Care;<br>2. 6 <sup>th</sup> Platoon Letchworth Army Cadets; and<br>3. Letchworth Roller Hockey Club  |                   |

7. **LETCHWORTH GARDEN CITY BID MANAGER**  
To receive a verbal presentation from the Chair of Letchworth Garden City BID.
8. **GRANTS & COMMUNITY UPDATE** (Pages  
REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER 13 - 24)  
  
To advise the Committee on the current expenditure and balances of the Area Committee budgets.  
  
To bring to the Committee's attention details of recent requests received for Area Committee Grant Funding, made by community groups and local organisations, which conform to the Authority's Grants Policy approved by Cabinet on June 14th 2016.
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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## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### LETCHWORTH COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES. GERNON ROAD, LETCHWORTH GARDEN CITY  
ON TUESDAY, 7TH JANUARY, 2020 AT 7.30 PM

#### MINUTES

**Present:** *Councillors: Gary Grindal (Chair), Daniel Allen, Kate Aspinwall, Morgan Derbyshire, Ian Mantle, Sean Prendergast and Adem Ruggiero-Cakir*

**In Attendance:** *Claire Morgan (Community Engagement Team Leader), Louise Symes (Strategic Infrastructure and Projects Manager), Marie Pritchett (Parking Projects Officer), Lea Ellis (Assistant Community Engagement Officer) and Amelia McNally (Committee, Member and Scrutiny Officer)*

#### 37 APOLOGIES FOR ABSENCE

*Audio Recording – Start of Item – 1 Minute 10 Seconds*

Apologies for absence were received from Councillors:

Helen Oliver;  
Daniel Allen; (arrived at 19.54)  
Terry Hone;  
David Levett;  
Sue Ngwala; and  
Mike Rice.

#### 38 MINUTES - 16 OCTOBER 2019

*Audio Recording – Start of Item – 1 Hour 20 Minutes 27 Seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 16 October 2020 be approved as a true record of the proceedings and be signed by the Chairman.

#### 39 NOTIFICATION OF OTHER BUSINESS

*Audio recording – Start of Item – 3 Minutes 36 Seconds*

There was no other business notified.

#### 40 CHAIRMAN'S ANNOUNCEMENTS

*Audio recording – Start of Item – 3 Minutes 41 Seconds*

- (1) The Chairman announced that the Committee were not quorate that evening, however, this would not stop the meeting going ahead, but any decision required would be made under a delegated decision after the meeting.

***The Letchworth Committee Meeting became quorate on the arrival of Councillor Daniel Allen at 19:54.***

- (2) The Chairman welcomed those present at the meeting, especially those who had attended to give a presentation;
- (3) The Chairman informed the Committee of all those in attendance who were speaking, presenting and requesting grant funding under Public Participation;
- (4) The Chairman informed Members that there had been a very positive public response to the Christmas Tree in Letchworth's Broadway Gardens many compliments had been received. The Christmas Light Switching On Ceremony had been a very well managed exercise and the Chairman praised all of those who were involved its organisation.
- (5) The Chairman advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (6) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

#### **41 PUBLIC PARTICIPATION - ACCESSABLE**

*Audio Recording – Start of Item – 7 Minutes 39 Seconds*

Katie Dyton, AccessAble, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation, assisted by a PowerPoint presentation, about AccessAble. Ms Dyton drew Members' attention to the following:

- Ms Dyton managed the AccessAble Partnership in Letchworth.
- AccessAble was originally named DisabledGo and was set up in 2002 by Dr. Gregory Burke as a result of his own experiences. Dr Burke had developed and produced a surveying template of all disability groups in order to create guides.

Research had showed that:

- 98% were more likely to visit a place if access information was available beforehand;
- 4 out of 5 people checked access information on line before visiting a new place;
- 80% of the provided information was deemed inaccurate or vague;
- 81% of people checked the venue's own website first;
- 9 out of 10 people felt anxious about visiting a place for the first time;
- 76% of people would not visit a place if there were unable to obtain access information; and
- The Social Mission of AccessAble was to empower disabled people in order that they could access their community to the full by providing essential detailed accessibility information.
- The Department of Workplace and Pensions latest figures showed that there were an estimated 13.3 million disabled people in the UK.
- 45% of people in the UK have a disability, (being 1 in 4 households that are affected);
- There are 34.5 million carers across the UK
- An estimated 17 million people across the country would benefit from having access to information.

- There were currently 80 detailed access guides across Letchworth;
- Access guides were objective, factual and user driven;
- All user guides were standardised and quality assured; and
- There were just over 350 Partners and 1.5 million unique users of the AccessAble website

Ms Dyton provided Members with a detailed demonstration, explaining the level of detail of the AccessAble website for venues in Letchworth and highlighted the following:

- The website aesthetics could be changed to suit an individual user which included altering the font, layout, colour, size of text and language;
- The website and mobile app worked in conjunction with “Screen Reader” software;
- There were featured access guides on the website;
- Access routes took into consideration tactile markings, dropped kerbs and signage;
- Website included filtered venue accessibility features;
- Information was provided as to whether staff in a particular venue had disability training and;
- A large amount of information was provided in relation to a venue’s parking which included photographs, the number of blue badge holder spaces, the cost of parking and the distance from the car park to the venue’s entrance.

The following Members asked questions:

- Councillor Gary Grindal; and
- Councillor Sean Prendergast.

Ms Dyton provided the following information in response to questions raised:

- AccessAble was funded by the Letchworth BID and they were dependent on funding and;
- Statistics on how many people visited the website could be provided on request.

The Chairman thanked Ms Dyton for her presentation.

## **42 PUBLIC PARTICIPATION - LETCHWORTH GARDEN CITY FESTIVAL COMMITTEE**

*Audio Recording – Start of Item - 23 Minutes 31 Seconds*

Hilary Kemp, Chair of Letchworth Festival, thanked the Chairman for the opportunity to address the Committee and gave a verbal and Power Point presentation in respect of their grant application. She provided the Members with a detailed background to the organisation and highlighted the following:

- The festival was entirely volunteer run.
- The festival ran for two weeks and would take place from 20 June 2020 – 5 July 2020;
- The grant request was for £2,000 to assist with the cost of funding the Park Live Music Event that would take place on the last Sunday of the festival;
- Suggestions of ways in which the Festival could support and promote the aims of NHDC would be welcomed;
- 2020 was Hertfordshire’s Year of Culture, an opportunity to link up with other parties across the County to provide combined events for which initial discussions had already taken place. Further ideas by way of people or supply of venue that would bring support in order to deliver would be welcomed;
- The festival was a two-week celebration of local life;
- The festival promoted Letchworth organisations and local talent which helped to showcase their work;

- The festival aimed to promote a broad range of activities that the Community had expressed an interest in;
- The event helped to endorse a greener and cleaner Letchworth; and
- Other funding was being sought from arts and culture, Letchworth Garden City Heritage Foundation and local sponsors.

The following Members made comment and took part in discussion:

Councillor Gary Grindal;  
Councillor Daniel Allen; and  
Councillor Kate Aspinwall

On behalf of the Members of the Letchworth Committee, the Chairman wished the Letchworth Festival every success and thanked Ms Kemp for her presentation.

After discussion and debate it was:

**RESOLVED:** That grant funding of £3,000 be awarded to Letchworth Garden City Festival Committee to assist with the cost of setting up staging for next years' arts and culture.

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

#### 43 LETCHWORTH GARDEN CITY BID MANAGER

*Audio Recording – Start of Item - 42 Minutes 10 Seconds*

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 Garden City Town Centre.

Mr Wilson informed the Members that he had been in his role of Letchworth Town Centre Manager/BID Manager for 9 months and whilst it had been a difficult financial year, he felt very positive going forward. Mr Wilson recapped on last years' events as follows:

- "The Christmas Lights Switch On" had been a great success with a footfall count of 23,700 people, with some retailers reporting 154% rise in sales that evening.
- The World Food Festival had also been a huge success in terms of entertainment.

Mr Wilson reported that there had been ongoing problems in the town with respect to anti-social behaviour and he had been working very closely with both the Police and Mr John Marshall, Community Protection at NHDC. Mr Wilson informed the Committee that a real time on-line app had been launched called DISK which had assisted greatly with the "fast-track" apprehension of criminals.

Mr Wilson stated that a new map of Letchworth Town Centre had been produced and he was currently in the process, with the assistance of The Heritage Foundation, endeavouring to make the map digital and more interactive.

Mr Wilson informed Members of the Committee of the planned Calendar of Events due to take place in Letchworth that year. The first of these being on 18 January, which was the start of 10 weeks of activities that would occur every Saturday up until 21 March 2020.

The following Members made comment and asked questions:

Councillor Gary Grindal; and



Councillor Daniel Allen

In response to questions, Mr Wilson responded as follows:

- There was a general overall positive feel in Letchworth amongst retailers and bar owners, stating that things have picked up and that there was a lot more working together as a business community; and
- That it was only when a National Company showed an interest and approached the Letting Agents that the Town Centre Manager would be informed as to what new business would take over any vacant premises.

The Chairman thanked Mr Wilson for his presentation.

#### 44 GRANT POLICY REPORT

*Audio Recording – Start of Item – 54 Minutes*

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

- The report outlined the proposed changes to the grants policy;
- The process had been simplified;
- The policy was last updated in 2016, and since then, the Area Committee Budgets had been reduced by 20% year on year;
- Organisations with charitable status, voluntary sector groups, community groups, Community Interest Companies, Community Interest Organisations, Schools, Academies, Business Improvement District Groups, Parish and Town Councils were now able to apply for grants;

The following Members made comment and asked questions:

Councillor Ian Mantle

**RESOLVED:** That the proposed review of the Community Grants Policy and criteria be noted.

**RECOMMENDED TO CABINET:** That the Community Grants Policy, criteria and outline consultation process be approved by Letchworth Committee, subject to the following amendments:

- That the word “quarterly” be removed from paragraph 4.3 of Section 4 - Application Submission Process; and
- An addition be made to the report in respect of Paragraph 6 – Terms of the Award, requesting feedback to the specific Area Committee that had initially awarded the grant funding.

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

*NB. The Consultation on the Grants Policy remains open for any further comment until midday 21 January 2020.*

#### 45 NHDC PARKING STRATEGY DRAFT PARKING OPERATIONAL GUIDELINES

*Audio Recording – Start of Item – 59 Minutes 56 Seconds*

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

- The North Hertfordshire District Council Parking Strategy 2019-2031 was adopted by Cabinet in January 2019.
- Stake Holder workshops had been held leading up to the adoption of the Strategy and there had been a lot of engagement with Key Stake Holders and Members to formulate the policy of the strategy.
- The purpose of the Strategy Document was to detail how the Council proposed to implement the Policy framework.
- An Action Plan was contained within the Strategy.
- New opportunities to manage the parking stock across the District and generate additional income had been included in the draft Parking Operational Guidelines, which included:
  - Other Services in Council Car Parks;
  - Charging for On-Street Parking;
  - Employee Parking Schemes and;
  - Sale of Permits to Non-Residents in Controlled Parking Zones.
- The North Hertfordshire District Council Parking Operational Guidelines document should be read alongside the Parking Strategy.
- Consultation was taking place with key stake holders.
- It was important that the Parking Operational Guidelines remained a living document in order to ensure it provided a flexible approach to emerging issues.
- The Parking Issues Reporting Pack allowed members of the public to report parking issues.
- The Reporting Pack sought to educate members of the public on parking related issues and different types of parking controls in order to ensure relevance and met the corporate objectives of the Council.
- Applicants must keep a log of parking issues over a four week period in order to allow for the severity to be assessed.
- 80% of residents must agree with the parking issue.
- A similar report pack was in use at Hertfordshire County Council.

The following Members made comment and asked questions:

- Councillor Kate Aspinwall; and
- Councillor Gary Grindal

***RESOLVED:***

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

***RECOMMENDED TO CABINET:***

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

- (3) That delegated authority be given to the Service Director - Regulatory to approve minor amendments and format changes to the draft Parking Operational Guidelines as required in consultation with the Executive Member and Deputy for Planning and Transport;
- (4) That officers proceed with the work associated with the key projects listed in the Parking Strategy Strategic Action Plan using the Parking Operational Guidelines to implement the policy framework.

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

NB. *The Consultation on the Parking Strategy Draft Parking Operational Guidelines remains open for any further comment until midday 21 January 2020.*

#### 46 GRANTS & COMMUNITY UPDATE

*Audio Recording – Start of Item – 1 Hour 12 Minutes 38 Seconds*

The Assistant Community Engagement Officer presented her report and informed Members of the Letchworth Committee as follows:

There had been extremely positive feedback from The Community Christmas Café for which the Committee had provided funding. The Heritage Foundation had made donation of a shop, this had opened on the three Saturdays prior to Christmas Day. Due to it's great success the Café was opened once again on the Saturday after Christmas, (28 December 2019). An email of thanks from the organisers that detailed the facts and figures of the accomplishment was read out. There was a strong chance that the Community Christmas Café would open again in 2020.

The owners of the fruit and vegetable stall in Letchworth Garden Square had made a generous contribution, along with a local butchers on Christmas Day. The Howard Day Centre opened in order that Christmas meals were prepared for approximately 10 people who would have otherwise been on their own. Both Councillor Daniel Allen and Councillor David Levett had supported the event at the Howard Centre on Christmas Day.

The Assistant Community Engagement Officer provided Members with the Budget figures for Letchworth Committee stating that the remaining funds available for that civic year was £11,080.

**RESOLVED:**

- (1) That the budgetary expenditure, balances and carry forwards from the Discretionary Budgets be noted;
- (2) That the actions taken by the Community Development Officer to promote greater community capacity and well-being for Letchworth Garden City be endorsed.

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

#### 47 GRANT APPLICATION - LETCHWORTH GARDEN CITY FESTIVAL COMMITTEE

**Tuesday, 7th January, 2020**

**RESOLVED:** That grant funding of £3,000 be awarded to Letchworth Garden City Festival Committee to assist with the cost of setting up staging for next years' arts and culture.

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

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

*Audio Recording – Start of Item – 1 Hour 19 Minutes 58 Seconds*

No Ward matters were raised by Members.

The meeting closed at 8.55 pm

Chair

**LETCHWORTH COMMITTEE  
11 MARCH 2020**

**\*PART 1 – PUBLIC DOCUMENT**

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

REPORT OF THE POLICY & COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER: COMMUNITY ENGAGEMENT

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

NEW COUNCIL PRIORITY: BUILD THRIVING AND RESILIENT COMMUNITIES

**1 EXECUTIVE SUMMARY**

- 1.1 To advise the Committee on the current expenditure and balances of the Committee Grant budgets
- 1.2 To bring to the Committee's attention details of recent requests received for Committee grant funding, made by community groups and local organisations
- 1.3 To advise the Committee of the activities and schemes with which the Community Engagement officers have been involved in.
- 1.4 To bring to the Committee's attention some important community-based activities that will take place during the next few months.

**2 RECOMMENDATIONS**

- 2.1 That the Committee be recommended to consider allocating funding from their discretionary community budget towards the projects below.
- 2.2 **£2052** to Green Care at Norton CIC for a polytunnel and shed as outlined in 8.1.1
- 2.3 **£2000** to Letchworth Roller Hockey Club for four junior memberships as outlined in 8.1.2
- 2.4 **£2000** to 6<sup>th</sup> Platoon Letchworth Air Cadets towards equipment as outlined in 8.1.3

- |     |  |
|-----|--|
| 2.5 | That the Committee be recommended to endorse 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 regarding funding proposals for Committee Funds.

### **6. FORWARD PLAN**

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

### **7. BACKGROUND**

- 7.1 With reference to the Council's Constitution, Section 9.3 Area Committees will include budgets for the purpose of providing grants and discretionary budgets that may be used within the area of the Committee for economic, social and environmental well-being. Under the current grant criteria there is no upper limit outlined for the amount of grant funding to be allocated which can be decided at the Committee's discretion.

- 7.2 Members are asked to note the information detailed in Appendix 1. Letchworth Area Committee Budget Spread sheet, which relates to the Area Committee budget balances for 2019/20. The spreadsheet also details pre-allocated sums carried forward from the previous financial years, including balances and past expenditure.

8. **RELEVANT CONSIDERATIONS-** it is noted that all the applicants applied for amounts over the policy figure of £1,500. Committee members are at liberty to grant a higher amount if they so wish and it is further noted that the Letchworth area committee has sufficient funds in the 2019/2020 budget which will accommodate.

8.1 **Grant Applications**

8.1.1

|                                  |   |
|----------------------------------|---|
| <b>Applicant Project</b>         | <b>Green Care at Norton CIC</b><br>Supply and installation of a polytunnel and learning shed. |
| <b>Sum requested</b>             | £2,052  |
| <b>Total project cost</b>        | £3,197.16   |
| <b>Match funding</b>             | £1,145  |
| <b>Annual expenditure</b>        | £unknown as only set up in July 2019  |
| <b>Funds held</b>                | £100  |
| <b>Previous support</b>          | £0  |
| <b>NHDC Policy met</b>           | Yes   |
| <b>Current council priority:</b> | Attractive and Thriving   |
| <b>New council priority:</b>     | Build thriving and resilient communities  |

In July 2019 a Social and Therapeutic Horticulture project was launched, known as Green Care at Norton CIC. The aim of this project is to use allotment gardening to bring about positive changes in the lives of people living with loneliness, unemployment or who are socially excluded through mental illness, learning difficulties or social deprivation. This allotment gardening opportunity will use plants and gardens to improve physical and mental health, as well as communication and thinking skills. Participants grow their own food and learn the economic and other benefits of growing food. In addition, the allotment plot is used as a safe and secure place to develop participant's ability to mix socially, make friends and learn practical skills that will help them be more independent. This funding will go towards a polytunnel and social shed so that the project can be an all year-round activity. They want to purchase a wide tunnel in order that the project can be accessible those with physical disabilities.

### Match Funding

The group has applied to the Letchworth Civic Trust for £745 and a further £400 is anticipated via small scale events such as plant sales and a coffee morning.

The allotment space has been given free of charge for the first year by NHDC. The applicant has secured good contacts with Settle, Letchworth Heritage Foundation, the Job Centre and Create Communities and is currently working with four adults with different abilities and a further three about to start.

The applicant is requesting £2,052. Under the current grant criteria members are at liberty to award any amount they wish up to the available budget as outlined in Appendix 1.

#### 8.1.2

|                                 |  |
|---------------------------------|--|
| <b>Applicant</b>                | <b>Letchworth Rink Roller Hockey Club</b>            |
| <b>Project</b>                  | To offer 5 free year-long memberships to under 18's. |
| <b>Sum requested</b>            | £2000  |
| <b>Total project cost</b>       | £2,500   |
| <b>Match funding</b>            | £500   |
| <b>Annual expenditure</b>       | £23,142  |
| <b>Funds held</b>               | £6,296 (August 2019)                                 |
| <b>Previous support</b>         | £0   |
| <b>NHDC Policy met</b>          | Yes  |
| <b>Current Council priority</b> | Attractive and Thriving                              |
| <b>New Council priority</b>     | Build thriving and resilient communities             |

The club's emphasis is on developing young players. They have 1 x Under 11 team, 2 x Under 13s, 2 x Under 15s and 2 x Under 17s. Although junior members have reduced fees, the cost of participation is high, due mainly to hall hire costs for training and tournaments. The cost of a junior membership is a little more than £500 per year (excluding kit and travel). This cost discourages new junior members, especially those from disadvantaged backgrounds. Physical exercise plays an essential part in the welfare of our mental health. The club would like to offer five free places to attract new junior members. **The funding will go to the club and NOT to individual new members.**



Annual expenditure:

£23,142 (£22,200 of this goes on hall hire, club league and cup fees, a trainer and internet management)

Funds Held

£332 (August 2019) plus £5,964 in a separate fundraising account which will be used to renew equipment and kit (for example two sets of goal posts are needed and cost £3000-£3500. Subs are still at 2018 prices so subsidies to cover hire costs will be £1,500-£2,000) Other spending from this account covers safeguarding training, DBS processing and coaching.

The applicant is requesting £2,000. Under the current grant criteria members are at liberty to award any amount they wish up to the available budget as outlined in Appendix 1.

8.1.3

|                                 |  |
|---------------------------------|--|
| <b>Applicant</b>                | <b>6<sup>th</sup> Platoon Letchworth Army Cadets</b> |
| <b>Project</b>                  | New Equipment  |
| <b>Sum requested</b>            | £2000  |
| <b>Total project cost</b>       | £2,768.72  |
| <b>Match funding</b>            | £600   |
| <b>Annual expenditure</b>       | £5,445.36  |
| <b>Funds held</b>               | £23.71   |
| <b>Previous support</b>         | £0   |
| <b>NHDC Policy met</b>          | Yes  |
| <b>Current Council priority</b> | Prosper and Protect                                  |
| <b>New Council priority</b>     | Build thriving and resilient communities             |

The Army Cadet Force is a youth voluntary organisation providing young people of Letchworth between the ages of 12-18 of all abilities and backgrounds the opportunity to grow, learn new skills, have adventures and overcome challenges. The group is looking to fund damaged kit such as webbing that is needed to help improve the level of training and resources for weekend camps and to fix general wear and tear in and around the detachment. It is also planning a 4-day Battle Tour Trip around France and Belgium later this year (Aug 2020). Cadets are each doing their own personal fundraising (bag packing, car washing etc) and would like to go to Belgium to lay a wreath to remember the Letchworth Satterthwaite brothers who served in WW1. New kit will be vital towards this trip and other activities.

The Army Cadet Force is sponsored by the Army on behalf of the MOD with a set annual budget so that it can deliver a cadet training syllabus for cadets which is the same across the Air Cadets who are sponsored by the RAF and Sea Cadets who are sponsored by the Royal Navy. It's not unusual for local ACF detachments to be given grants which is then specifically used for the good and benefit of that local ACF detachment and therefore seen to be serving that local youth community. Whilst there is a central bank account, there are individual detachment funding columns and any donated money will go directly to the named Detachment and invoices can be shown as evidence.

The applicant is requesting £2,000. Under the current grant criteria members are at liberty to award any amount they wish up to the available budget as outlined in Appendix 1.

## **8.2 Community Engagement and update on Previous Grants awarded**

### **8.2.1 Policy and Community Engagement Team**

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

- Working with the North Herts Pickleball Club to make an application for funds to resurface a public court on Norton Common. This involved extensive liaison between the club, Service Manager and Area Monitoring Officer for Green Spaces, Councillors and the Area Manager from DOE Sport (specialists in the construction of synthetic sports pitches). Further to advice from Green Spaces and the Area Monitoring Officer, the decision has been made that re-surfacing the court is not a viable option and in fact the coating could be detrimental to the surface. However, it has been agreed that under recommendation the court surface will be power washed twice a year to allow safe play to continue.
- Continued work to engage young people to form a North Herts Youth Council liaising with YC Herts and local Councillors.
- Attended meetings with members of the Housing and Homelessness Team and Green Spaces to share what the role of the Community Engagement Team is and how we can best work together.
- Planning a district-wide environmental awareness event for April called Waste Not Want Less.
- The setting up of a new network group for all those involved in community projects working in gardens and allotments.
- Attended a new group called Edi-Cit-Net. Letchworth is part of the Edible Cities Network (EdiCitNet), which is a five-year EU-funded research-based international project working with a consortium of partners including universities, NGO, cities, and institutional bodies.

- Working with a young businesswoman who is keen to support small local and independent businesses in Letchworth Town Centre. I will attend the next network meeting with Letchworth Heritage Foundation, the Local Enterprise Partnership and Small and Medium Enterprises.
- Forged links with Community Development Officers from Stevenage Borough Council

#### 8.2.2 Community Christmas Café

The Café was a great success and was extended from three Saturdays to four. It was a great opportunity to be able to support so many families and those in need. There was some wonderful conversation with individuals, as well as educating people to take and use the food on offer to save it going into landfill.

Any left-over food was handed out to passers-by. Volunteers supported by baking and covering shifts. Thanks also go to the Heritage Foundation, Citizens Advice and Herts Young Homeless, the Need Project and Best Before Café.

The donations box collected £328 which was divided between the Need Project and the Salvation Army.





### Project 15 Art Installation

The month-long exhibition held in a shop unit on Leys Avenue went very well. A total of eight different local artists were able to exhibit in three different exhibitions over the whole month.

Approximately 400 visitors over the course of the month dropped in. Artists received feedback from visitors saying how this was a brilliant opportunity to engage with artists on a personal level who could then explain the concepts behind their work.

### KIP Education

The project delivered a very successful session to students of Fearnhill School on drugs and alcohol in the Autumn term and are scheduled to do the same in April to parents and students at Hitchin Boys School. KIP has also arranged to host a county-wide conference in May to address the issues of youth violence, County Lines and young people's mental health.

### Resolve

All the grant, along with the other funding secured for the move was spent on the refurbishment of the Letchworth site.

Since moving to Letchworth, Resolve has a threefold increase in client numbers with 17 new referrals since 1st January 2020 alone.

Referrals are now coming from Settle who now provide a bi-weekly surgery for housing needs at Letchworth. Community Mental Health, Childrens' Services and Job Centre Plus also provide a regular surgery at the site and we are seeing increasing numbers of people being referred from the statutory drug and alcohol treatment services CGL and The Living Room.

Recently, we have seen two people “walk in”, which means people locally are also becoming aware that Resolve is in the locality. This is clearly a great thing for the awareness of the service for residents.

The second phase of the refit is almost finished, so visitors are welcome if any of the Councillors or officers would like to drop in. Thursdays are best; contact Trish, Senior project Manager details online <https://resolve-online.org/north-herts-service/>





### Imajica Theatre Company

The Christmas panto was a great success. 540 people attended with 70% of those having additional needs so funding was much appreciated.



### **8.3 Highways Matters**

- 8.3.1 This section is included within the community update report for each committee cycle to facilitate debate and enable appropriate feedback on any of the proposed or listed Highways related schemes.
- 8.3.2 Any new proposals or revised schemes will be forwarded to the respective Herts County Councillor for consideration who will in turn report back and advise the Committee accordingly.

### **9. LEGAL IMPLICATIONS**

- 9.1 The Area Committees have delegated power under section 9.8.1 (a) & (b) to allocate discretionary budgets and devolved budgets within the terms determined by the Council and outlined in the current Grant Policy agreed by Cabinet in June 2016. Section 9.8.2 (g) of the Constitution in respect of Area Committees' Terms of Reference provides that they may: "establish and maintain relationships with outside bodies/voluntary organisations operating specifically with the area including, where appropriate, the provision of discretionary grant aid/financial support etc. but excluding grants for district-wide activities".
- 9.2 Chapter 1, s1-8 of the Localism Act 2011 provides a General Power of Competence which gives local authorities the powers to do anything provided that it is not specifically prohibited in legislation.
- 9.3 Section 137 of the Local Government Act 1972 provides specific authority for the Council to incur expenditure on anything which is in the interests of and will bring direct benefit to its area. This includes a charity or other body operating for public service.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 As outlined in Appendix A Committee budget 2019/20.
- 10.2 The agreed budget for this financial year is £11,000 in line with the 20% reduction in grant budgets as agreed by full council. The carry over amount from 2018/19 was £17,732 which has been fully allocated with £15,932 spent in 2019/20 and £1800 allocated for spend in 2020/21.
- 10.3 Thus far Letchworth committee has allocated and spent £920 from the 2019/20 budget leaving £10,080 to utilise for this meeting – the last of this financial year.
- 10.4 The grant funding applied for in this round adds up to **£6,052**. The committee has sufficient funds to award the full amount to all organisations as outlined on the report. If all the grants considered at this meeting are agreed it will leave a carry-over amount of £4,028.

## **11. RISK IMPLICATIONS**

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

## **12. EQUALITIES IMPLICATIONS**

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2. Area committee funding is awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

## **13. SOCIAL VALUE IMPLICATIONS**

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

## **14. HUMAN RESOURCE IMPLICATIONS**

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

## **15. APPENDICES**

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

## **16. CONTACT OFFICERS**

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## **17. BACKGROUND PAPERS**

- 17.1 Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.
- 17.2 Review of Grant Policy Cabinet June 2016.