

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



30 September 2019

Our Ref Royston and District  
Committee  
Your Ref.  
Contact. Amelia McInally  
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To: Members of the Committee: Councillor Tony Hunter (Chairman), Councillor Bill Davidson (Vice-Chairman), Councillor Ruth Brown, Councillor Jean Green, Councillor Ben Lewis, Councillor Gerald Morris and Councillor Carol Stanier

You are invited to attend a

**MEETING OF THE ROYSTON AND DISTRICT COMMITTEE**

to be held in the

**ROOM 11, ROYSTON TOWN HALL, MELBOURN STREET,  
ROYSTON**

On

**WEDNESDAY 9 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 - 12 SEPTEMBER 2018</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 12 September 2018.	(Pages 5 - 12)
<b>3. MINUTES - 28 NOVEMBER 2018</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 28 November 2018.	(Pages 13 - 20)
<b>4. MINUTES - 13 MARCH 2019</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 13 March 2019.	(Pages 21 - 26)
<b>5. MINUTES - 3 JULY 2019</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 3 July 2019.	(Pages 27 - 34)
<b>6. 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>7. 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>8. PUBLIC PARTICIPATION</b> To receive petitions and presentations from members of the public including:  1. Enterprise East 2. BEEE Creative	

- 9. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS** (Pages 35 - 78)  
REPORT OF THE CHIEF EXECUTIVE

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

- 10. GRANTS & COMMUNITY UPDATE** (Pages 79 - 90)  
REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER

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.

- 11. HIGHWAYS ISSUES**  
The Chairman to lead a discussion regarding any issues raised, including current and proposed highways schemes.

- 12. 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

### ROYSTON AND DISTRICT COMMITTEE

MEETING HELD IN THE ROOM 11, ROYSTON TOWN HALL,  
MELBOURN STREET, ROYSTON  
ON WEDNESDAY, 12TH SEPTEMBER, 2018 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Tony Hunter (Chairman), Bill Davidson (Vice-Chairman), Ruth Brown, Sarah Dingley, Jean Green and Gerald Morris*

**In Attendance:** *Ashley Hawkins (Community Engagement Officer) and Amelia McInally (Committee, Member and Scrutiny Officer)*

**Also Present:** *At the commencement of the meeting County Councillor Fiona Hill and approximately 3 members of the public.*

#### 17 APOLOGIES FOR ABSENCE

*Audio Recording of Meeting – Start time of Item – 35 seconds*

No apologies for absence were received from Councillors.

#### 18 MINUTES - 13 JUNE 2018

*Audio Recording – Start time of Item – 42 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 13 June 2018 be approved as a true record of the proceedings and be signed by the Chairman.

#### 19 NOTIFICATION OF OTHER BUSINESS

*Audio Recording – Start time of Item – 1 minute 12 seconds*

There was no other business notified.

#### 20 CHAIRMAN'S ANNOUNCEMENTS

*Audio Recording – Start time of Item – 1 minute and 16 seconds*

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

21 PUBLIC PARTICIPATION

*Audio Recording – Start time of Item – 2 minutes 2 seconds*

Royston Cricket Club

Mr David May, Chairman and Nigel, Committee Member, Royston Cricket Club thanked the Chairman for the opportunity to address the Committee regarding their application.

Mr May informed members of the following:

- The Club started in 1760;
- It was a very active club with 150 members - adults, juniors and 5-8 year olds and an ECB All Stars Programme;
- They supported the Sunday side run by Therfield and Kelsall Sports Club;
- The Club was trying to grow participation and active sport within cricket and provide sport for those who wanted to participate;
- Team growth was needed and for this to happen investment in facilities was required to fulfil league ground requirements; and
- They had a layered plan to develop facilities at Therfield to improve training facilities and develop the club house.

In response to questions from Members, David May advised that:

- There were three streams of funding – memberships, match fees and year book in which local businesses advertise;
- Funding covered roller and engine repair. A capital pot was being developed to enable work to be done; and
- 5-8 years - non-competitive; 8-15 years – 50 players; 13-15 year olds could play adult cricket and 15+ played senior/adult cricket.

The Chairman thanked Mr May for his presentation.

*Audio Recording – Start time of Item – 7 minutes 55 seconds*

North Herts Multiple Sclerosis Society

Ms Susan Gibbons, a member of the North Herts Multiple Sclerosis Society, thanked the Chairman for the opportunity to address the Committee regarding their grant application.

- Funding was required for an innovative bike which provided bilateral and symmetrical exercise which enabled mobility, strengthening and coordination for both upper and lower limbs. The stability of the design offered more support to a greater range of users including those who had limited movement or had spasms;
- Motivational aspects were included within the programmes which would further enhance the benefits of users, encouraging symmetry and motivation to go further or faster;
- Each physio session was attended by individuals of mixed ability, including wheelchair users;
- New people were all assessed by their well-established physio with the support of a volunteer, retired physio and two pilates instructors (one of whom was also occupational therapy trained);
- Members were also offered other activities;
- 60<sup>th</sup> Anniversary in 2018. Outings and Christmas lunch all paid for by Society;

- Funds were mainly sourced from donations and flag day participation throughout North Herts during the year;
- Tesco had kindly made a donation towards the bike;
- Lunch was available for £3/head if wanted by members after physio;

In response to questions from Members Sue advised that:

- 16 members were from Royston; 11 from the Baldock, 29 were from Letchworth and 30 from Hitchin;
- There were Initiatives which were involved with Parkinson's disease;
- Balance of funds required for this would be provided by the Society;
- Funds had been requested from other area committees;
- Exercises were varied for each member on a weekly basis;
- Sessions were held in Hadleigh, Letchworth.

The Chairman thanked Ms Gibbons for her presentation.

*Audio Recording – Start time of Item – 20 minutes and 2 seconds*

#### TLG Make Lunch

Councillor Ruth Brown declared a Declarable Interest in that she was a member of the Church that ran the project, although she played no part in that project. She advised that she would remain in the room, but would take no part in the vote.

Councillor Bill Davidson declared a Declarable Interest in that his wife was on the management committee. He advised that he would remain in the room but take no part in the vote.

Ms Cate Hall, TLG Make Lunch, thanked the Chairman for the opportunity to address the Committee regarding their grant application.

- Make Lunch had now merged with TLG, a national charity which helped to reduce childhood poverty in the UK by feeding hungry children;
- Future aim was to have a lunch kitchen in every town/city wherever the need was required;
- Raised awareness of child poverty and had influenced change on a national level;
- Funding was required for first aid training as one first aider was necessary for each session;
- 30 children attended each session;
- Children who were entitled to free school meals could be referred through schools. Families who were struggling financially could also be invited;
- 350 children in Royston were entitled to free school meals;
- They had outgrown the kitchen in Town Hall and now use both the Oak Room and the Ball Room were being used at the Old Bull who had offered to cook at cost;
- Children played with crafts and games, aided by volunteers and parents had an opportunity to relax;
- They held a sponsored Christmas party;
- Hampers were delivered to families;
- Children enjoyed holidays with the Falcon Holiday group;
- Funding from various local, independent and national sources;

- Budget for 2018 was £7,000; and
- They were looking for their own building to enable expansion;

In response to questions from Members, including Councillor Morris were advised that:

- The service ran two days' per week during the school holidays only;
- First aiders needed to be retrained and they wanted more than one member of staff with the necessary training.

The Chairman thanked Ms Hall for her presentation.

## 22 HIGHWAYS ISSUES

*Audio Recording – Start time of Item – 31 minutes and 0 seconds*

County Councillor Hill reported some updates:

- Drainage work was in progress;
- There were issues on both sides of A10 with leaves only swept in certain areas. This matter had been chased, particularly regarding the left side of the road going out of Royston;
- John Street – there had been a parking issue on the corner. Due to traffic regulations already in place, yellow lines would not be possible. However, enforcement by NHDC would be taken to resolve this;
- Resurfacing work for 5 nights on A1198/A505 roundabout. Noisy work has been happening on occasions. However they do try to avoid where possible;
- Work near railway station was due to commence;
- Speed indicator devices were working well. There had been a query over the siting of a device at Barkway Road.

Councillor Ruth Brown commented that residents had contacted her about:

- The trucks going along Baldock Road and Baldock Street. She had spoken to Steve Jarvis who advised that they were discussing a weight restriction being put on the Buntingford/Baldock A507 but was awaiting relevant information before making a decision about Royston. It was felt that if this situation was not resolved, it would cause a negative impact on the surrounding areas. Lorries could still go through weight restricted area as long as they were conducting their business.

Councillor Morris advised that:

- Anstey Quarry had been closed by the Environment Agency on the 12<sup>th</sup> September 2018.

The Chairman thanked County Councillor Hill for the update.

## 23 GRANTS & COMMUNITY UPDATE

*Audio Recording – Start time of Item – 41 minutes and 8 seconds*

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

### Budgets

There was £8,100 that remained unspent for the current financial year, which included £1,000, which had been allocated from the Members' Allowances Budget.

If all of the applications for funding were granted this at this meeting, £5,235 would remain unallocated.

### Alternative Options

All of the alternative options considered were detailed in the report.

### Grant Application - TLG Make Lunch

Councillor Ruth Brown declared a Declarable Interest in that she was a member of the Church that ran the project, although she played no part in that project. She advised that she would remain in the room, but would take no part in the vote.

Councillor Bill Davidson declared a Declarable Interest in that his wife was on the management committee. He advised that he would remain in the room but take no part in the vote.

The Chairman proposed that £ £450 be awarded.

### Grant Application - McSplash Swimming Centre

In the absence of a representative from McSplash Swimming Centre, who had requested grant funding, the Communities Officer informed the Committee that:

- They provided swimming sessions for aged 8+ to adults on a Friday evening;
- There were 78 members of which 46 came from Royston;
- As they had been unable to host the 2017 swimming gala due to lack of funding, they were seeking support of £338 in order that the gala could take place in November;
- They were applying for grant funding from NHDC as South Cambs did not have such funding ability and it greatly benefitted residents of Royston.

### Pathway at the End of Green Drift

Councillor Brown had been advised by Councillor Jarvis that once the pathway at the end of Green Drift had been adopted, he would use some of his Highways Liaison Budget towards lighting. The Communities Officer advised that the delay of 18 months was due to funding of legal fees and this had been costed out and paid for.

Royston and District Twinning Association

Councillor Brown advised that the visit would coincide with the Arts Festival at the end of September with 47 Germans, 9 Spanish and 1 French. Big band and finale concert would take place on the Saturday night.

Councillor Dingley was thanked for offering to set aside tickets for musicians who were not involved in the finale concert.

Councillors were invited to attend the Civic Reception which would be held in The Old Bull Inn on Saturday 29 September. She informed that the Mayor had been invited to speak and would be in attendance.

**RESOLVED:**

- (1) That grant funding of £1,500 be awarded to Royston Cricket Club to assist with the purchase of a set of cricket sight screens;
- (2) That grant funding of £740 be awarded to North Herts MS Society to assist with the purchase of a specialist exercise bicycle;
- (3) That grant funding of £450 be awarded to TLG Make Lunch to assist with the cost of First Aid Training for the two leaders (£150 each) and 10 volunteers (£50 each).
- (4) That grant funding of £240 be awarded to McSplash Swimming Centre to assist with swimming gala costs including the hire of additional life guards, facility hire during the gala and publicity costs.
- (5) That the Committee endorses the actions taken by the Community Officer to promote greater community capacity and well-being for Royston.

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

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

*Audio Recording – Start time of Item – 56 minutes 56 seconds*

Councillor Ruth Brown informed the Committee that she had met with the Planning Control and Conservation Manager to learn more about Section 106 Unilateral Undertakings. An allocation had been made of £129,000 towards the hockey pitch and £55,000 for the A505 cycle bridge.

The Chairman advised Members that any individual, organisation or Councillor could put forward suggestions to the community team at any time with respect to Section 106 spending. He further stated that he had arranged that on 26 September 2018 all Committee Members, Town Councillors and County Councillors would be invited to an information session on Section 106.

The meeting closed at 9.05 pm

Chairman



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## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### ROYSTON AND DISTRICT COMMITTEE

MEETING HELD IN THE ROOM 11, ROYSTON TOWN HALL,  
MELBOURN STREET, ROYSTON  
ON WEDNESDAY, 28TH NOVEMBER, 2018 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Tony Hunter (Chairman), Bill Davidson (Vice-Chairman), Ruth Brown, Sarah Dingley, Jean Green and Gerald Morris*

**In Attendance:** *Ashley Hawkins (Community Engagement Officer) and Amelia McNally (Committee, Member and Scrutiny Officer)*

**Also Present:** *At the commencement of the meeting County Councillors Fiona Hill and Steve Jarvis and approximately 4 members of the public.*

#### 25 APOLOGIES FOR ABSENCE

*Audio Recording – Start time of Item – 18 seconds*

Apologies for absence were received from Councillor Ben Lewis,

#### 26 MINUTES - 12 SEPTEMBER 2018

*Audio Recording – 30 seconds*

The Committee and Member Services Officer apologised that the Minutes of the meeting held on 12 September 2019 were not available. They would be presented to the next meeting for consideration.

#### 27 NOTIFICATION OF OTHER BUSINESS

*Audio Recording – 2 minutes and 42 seconds*

There was no other business notified.

#### 28 CHAIRMAN'S ANNOUNCEMENTS

*Audio Recording – 2 minutes and 48 seconds*

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

- (3) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

## 29 PUBLIC PARTICIPATION - ROYSTON HISTORICAL PAGEANT

*Audio Recording – 3 minutes and 38 seconds*

Councillor Ruth Brown declared a disclosable interest in that her husband was treasurer to the Pageant.

Councillor Sarah Dingley, thanked the Chairman for the opportunity to address the Committee regarding the grant application for the Royston Historical Pageant as follows:

- Royston had a rich heritage including the cave and the medieval market town layout which was linked to James I;
- Several people had volunteered to join the Committee, Heads of local schools had been approached to take part and Scouts and Guides had been invited to contribute;
- The event would be held on the Heath with various events from the age;
- Children would learn something of their heritage and it would draw people to the Town;
- As an established date in the calendar, it would put Royston on the map;
- Items, reminiscent of the day, would be sold to raise funds for future events;

In response to questions from Members, Councillor Dingley advised that:

- Interest had been expressed from various people and Councillor Dingley had lots of experience having worked for Creative Royston;
- The date of event was 7 July 2019;
- Toilets and marketing had not been included in the original costing of £2,650 resulting in the amount required for the event being increased to £4,000;
- Despite its popularity, jousting had been ruled out due to cost. It would also have drawn in more people and the additional cars would have to be accommodated;
- There were camping restrictions on the Heath therefore all those taking part would have to attend on the day;
- As it was the first event of its kind for Royston and in order to accommodate as many people as possible, the programme of events was still being developed;
- Licensing would be required.

The Chairman thanked Councillor Dingley for her presentation.

## 30 PUBLIC PARTICIPATION - ROYSTON BOWLS CLUB

*Audio Recording – 10 minutes and 22 seconds*

Mr Steven Kilford, Royston Bowls Club, thanked the Chairman for the opportunity to address the Committee regarding their grant application.

- Royston Bowls Club was established in 1927;
- Funds were requested to purchase a de-thatcher machine. This would reduce the thicker grass otherwise known as thatch on the green which in turn produced weeds, thus reducing the need to use herbicides and pesticides;

- The de-thatcher would compact the green, make it flatter and provide an improved surface on which bowls could be played;
- The players were of diverse ages, including teenagers;
- Royston Bowls Club were beneficiaries of a large legacy and one of the stipulations was that they become a registered charity and that the bequest be used to build a new clubhouse, with any remainder being set aside for any improvements and repairs;
- The Club only operated for 5 months each year and they had a problem covering the costs.
- The Club made a loss every year with a total of £22,000 lost over the last nine years.

The following Members asked questions:

- Councillor Ruth Brown;
- Councillor Gerald Morris;
- Councillor Tony Hunter.

In response to questions, Mr Kilford advised that:

- The clubhouse was not rented out as a rule but members could use the facility free of charge and they had rented it out on a few occasions;
- They were trying to gain new sponsorship by use of advertising boards around the green and through advertising in their handbook;
- They already had two sponsors;
- They were concerned that hirers would cause a nuisance to neighbours and they were not licenced to hold music events;
- They were also concerned about the risk of damage to the green by hirers;
- The green was currently maintained by using a scarifier, rotivators and mowers;
- The use of a de-thatcher would reduce the need for addition of topsoil which would add to the costs as well as increasing the height of the green;
- A profit had been made from 1927 until 2010 and they had sold some land, these funds had been used to cover recent losses;
- They had £124,000 of the bequest remaining, which was ringfenced for the clubhouse and the current account held about £9,000;
- There were 132 members of which 96 were playing members and the remainder were social members;
- The Club was always looking to increase its numbers however bowls had been portrayed as an old people's sport;
- In recent years the game was being played by young players;
- The Club catered for both social and competitive games.
- The Club was taking part in the Tesco Bags of Help scheme and representatives from the club would be in the store for two months from 1 February 2019,

The Chairman thanked Mr Kilford for his presentation.

## **31 PUBLIC PARTICIPATION - ROYSTON CHORAL SOCIETY**

*Audio Recording – Start time of Item – 28 minutes and 2 seconds*

Councillor Ruth Brown declared a declarable interest in that she was a member of the choral society. She advised that she would remain for the presentation, but would leave the room during the debate and vote regarding the grant application.

Ms Carole Kaszak, Royston Choral Society, thanked the Chairman for the opportunity to address the Committee regarding their grant application as follows:

- Royston Choral Society had been established since 1973 and was committed to performing at least four pieces annually;
- They were involved Royston and the surrounding villages;
- The Choir was committed to performing JS Bach's "St John's Passion" in German at Easter which was quite challenging for an amateur choir;
- This performance involved a small orchestra and soloists the cost of which, including hospitality, was estimated at £5,000 and they expected to make a loss of approximately £3,000;
- Funds were to be raised through membership, ticket sales, advertising and bar sales;
- The club made a loss of £500 last year;
- They would like to expand their reputation beyond Royston
- They were looking to involve younger people.

The following Members asked questions:

- Councillor Gerald Morris.

In response to questions from Members Ms Kaszak advised that:

- Concert numbers varied depending on the event but there were usually around 200 and the costs were the same for each performance;
- Local children who studied music for GCSE and A' level might be invited to perform specific pieces of music that they were studying but this was due to be discussed at the Society's next meeting.

The Chairman thanked Ms Kaszak for her presentation.

## 32 HIGHWAYS ISSUES

*Audio Recording - 37 minutes and 7 seconds*

County Councillor Fiona Hill advised that:

- The Highways Liaison Meeting was attended by Town, District and County Councillors and Officers from the district;
- The Highways Together project was where the County Council worked with Town and Parish Councils on various projects, dates for meetings were being discussed;
- Winter programme had already begun and included community salt;
- There were questions from the 'A10 Safer Crossing Group' who wanted an update. They had received a commitment from the Executive Member at Hertfordshire County Council and he was organising a meeting between Cambridgeshire and Hertfordshire Officers and Members to try to progress things;
- Hertfordshire County Council had completed a feasibility study on a safer crossing. Hertfordshire County Council had agreed in principle to maintain the bridge that was for the benefit of non-vehicular users;
- North Herts Council had pledged Section 106. Town Council and businesses had pledged funds.
- Grants had been applied for from the PCC and Hertfordshire LEP;

- Speed indicator devices had been placed throughout the Town. There was a little funding remaining on the Highway's Locality Budget so it was likely that further sockets would be installed.
- Had worked with Councillor Dingley to try to identify and educate people on speeding;
- There had been an application at Town Council level to the PCC Road Safety Fund for more speed indicator devices and were awaiting decision.

County Councillor Steve Jarvis advised that:

- The work for next year was starting to be set out however had not yet been committed both in terms of highways locality budgets and in terms of the county wide repair budgets.
- A decision was expected once the PCC application decision was known;
- The safety issue which concerned the sign being knocked down and which pointed towards the bypass at the Macdonald's roundabout; had been delayed until next year.
- It had been agreed that LED halos would be fitted at the crossing and the work was thought to be due this financial year.

The Chairman thanked County Councillors Hill and Jarvis for their updates.

### 33 GRANTS & COMMUNITY UPDATE

Audio Recording – 43 minutes and 12 seconds

#### Budgets

The Communities Officer advised that there was £5,170 available for grant funding.

#### The Pathway at the End of Green Drift:

The Communities officer advised that the legal fees had been paid. No further progress had been reported.

#### Coombes Community Association:

There had been some anti-social behaviour at Coombes Community Centre and the Communities Officer was working in conjunction with the Police and Community Safety to address this issue.

#### Royston Christmas Market

The Royston Christmas Market would be held for the first time on Saturday 1 December 2018 in Fish Hill Square.

#### Royston First BID

The consultation period had begun and if agreed the new BID would start on 1 April 2019.

#### Section 106

Nothing had been received regarding bicycle racks but this would be chased. A lot of work had been done as to where these would be placed but it was unknown as to whether or not the costings had been done and the details would need to be clarified by Highways.

Winter Fair

Councillor Dingley thanked the Communities Officer for all his hard work during the Winter Fair as it was a major job.

Grant Application - Royston Historical Pageant

Councillor Ruth Brown declared a disclosable interest in that her husband was treasurer to the Pageant. She would therefore not take part in the vote.

Councillor Sarah Dingley declared a disclosable interest in that she was on the organising committee for the Royston Historical Pageant, She advised that she would leave the room and take no part in the debate and vote

The Communities Officer advised that this event would be a good addition to the events in the Town.

After the debate and vote Councillor Dingley returned to the room.

Grant Application - Royston Bowls Club

The Communities Officer reminded Members that:

- The Club had £124,000 which was ring fenced for clubhouse maintenance and repairs;
- This was the first application made by the Club for grant funding;
- The club had 100 members of mixed age ranges.

Grant Application - Royston Choral Society

Councillor Ruth Brown declared a declarable interest in that she was a member of the Royston Choral Society. She advised that she would leave the room and take no part in the debate and vote.

Following the vote Councillor Brown returned to the room.

**RESOLVED:**

- (1) That grant funding of £500 be awarded to Royston Historical Pageant to assist with the costs associated with a large historical event for the town in 2019;
- (2) That grant funding of £1,000 be awarded to Royston Bowls Club to purchase a machine to de-thatch the green that will help reduce disease and improve the playing surface;
- (3) That grant funding of £750 be awarded to Royston Choral Society to assist with publicity, event and equipment hire costs for their performance of St John Passion at Royston Parish Church on 6 April 2019;
- (4) That the sum of £1,500 be released in support of the Free After 3pm Parking initiative scheme for the town;
- (5) That the actions taken by the Community Officer to promote greater community capacity and well-being for Royston be endorsed.

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

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

*Audio Recording – 1 hour 2 minutes and 5 seconds*

Planning Application for 5 Green Drift

There was a Planning Application for 5 Green Drift which was initially refused and then another Planning Application was made. The Planning Control Committee refused the second application, however Councillor Brown was pleased to report that the Applicant had arranged to meet with some of the residents who had objected, to find out their concerns and try to devise a new Planning Application that everyone would be happy with.

Drive Safe Scheme

It was hoped that the launch of the Drive Safe Scheme would take place shortly. Police provided equipment to check speeding.

The meeting closed at 8.35 pm

Chairman

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# Agenda Item 4

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### ROYSTON AND DISTRICT COMMITTEE

MEETING HELD IN THE ROOM 11, ROYSTON TOWN HALL,  
MELBOURN STREET, ROYSTON  
ON WEDNESDAY, 13TH MARCH, 2019 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Tony Hunter (Chairman), Bill Davidson (Vice-Chairman), Ruth Brown, Sarah Dingley, Jean Green and Gerald Morris*

**In Attendance:** *Ashley Hawkins (Community Engagement Officer) and Amelia McNally (Committee, Member and Scrutiny Officer)*

**Also Present:** *At the commencement of the meeting County Councillor Fiona Hill and approximately 4 members of the public.*

#### 35 APOLOGIES FOR ABSENCE

*Audio recording – 11 seconds*

There were no apologies for absence.

#### 36 MINUTES - 12 SEPTEMBER 2019

*Audio Recording – 20 Seconds*

The Committee and Member Services Officer advised that the Minutes for 12 September 2018 had been tabled.

However, to enable time for Members to read these Minutes, they would be formally agreed at the next meeting.

#### 37 MINUTES - 28 NOVEMBER 2019

The Committee and Member Services Officer advised that the Minutes for 28 November 2018 had been tabled.

However, to enable time for Members to read these Minutes, they would be formally agreed at the next meeting.

#### 38 NOTIFICATION OF OTHER BUSINESS

*Audio recording – 1 minute 46 seconds*

There was no other business notified.

#### 39 CHAIRMAN'S ANNOUNCEMENTS

*Audio Recording – 1 Minute 51 Seconds.*

- (1) The Chairman welcomed everyone to the meeting, particularly the members of the public and those making presentations to the committee;

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

#### **40 PUBLIC PARTICIPATON**

*Audio Recording – 2 Minutes 52 Seconds.*

##### Royston Hospital Site.

Ms Margaret Allen, Royston Community Health CIC, thanked the Chairman for the opportunity to address the Committee and gave a verbal update on the progress at the Royston Hospital Site as follows:

- The aim was to create a Health Hub, consisting of Physiotherapists, clinics, GP's and a care home;
- The care home could be used as a transition to get people moved from the major hospitals, prior to moving back home;
- They also aimed to introduce Social Prescribing Projects on the strip of land that accompanied the plot that would include, gardening and bird watching;
- The NHS was constantly changing. Currently the Social Transformation Programme were attempting to form single, multi-disciplinary, ten-year plan to re-invest in care in the community to keep people well and out of hospital where possible and to enable people to leave hospitals earlier. The planning is continuing, but it could not be implemented the GP Network was formed and there was a deadline for this of May 2019.
- They had held some very productive joint meetings.

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

- Councillor Ruth Brown;
- Councillor Sarah Dingley;
- Councillor Gerald Morris;
- Councillor Bill Davidson.

In response to the questions raised Mrs Allen advised:

- They would like an integrated care home that was accessible by other services such as GPs and physiotherapists;
- The land is currently owned by the NHS and the major contributors to the business model are still yet to be confirmed;
- That this does not necessarily mean an increase in the number of GP's, but it does mean that GPs in Royston would have the opportunity to use the hospital building to take advantage of shared help, technology and services such as phlebotomy;
- Doctors will have the opportunity to operate out of the hospital or to run specific clinics from inside the hub;
- The future of the existing surgeries in Royston was still uncertain.

The Chairman thanked Ms Allen for her presentation.

*Audio Recording – 27 Minutes 57 Seconds*

Royston University of the Third Age

Councillor Jean Green declared a disclosable interest in that she was a member of the Royston University of the Third Age. She advised that she would abstain from voting.

Ms Jackie Gellert, Royston University of the Third Age, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for Royston University of the Third Age as follows:

- U3A had been running since 2015 and was aimed at older people in the Royston area;
- Membership fees were £14 per annum;
- They currently had almost 500 members;
- They started in the Town Hall, but having outgrown these facilities, now met in the Parish Church;
- Each meeting consisted of tea, coffee and a chat prior to listening to one of the guest speakers;
- Sadly there had been a fire in the Parish Church and they had returned to the Town Hall, although the room was too small for the numbers attending.
- They were currently renting equipment to enable presentations to be relayed to other rooms so that all of the Members could take part in the meeting;
- The application was for grant funding to enable them to purchase webcams and equipment to relay presentations to another room in order to ensure their growing membership could take part in meetings.

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

- Councillor Gerald Morris;
- Councillor Tony Hunter.

In response to the questions raised Mrs Gellert advised:

- Although there was money in the bank, most of this had been collected for specific projects and outings.
- The members were all from the local area.

The Chairman thanked Ms Gellert for her presentation.

## **41 HIGHWAYS ISSUES**

*Audio Recording – Start Time of Item – 36 Minutes 40 Seconds.*

The Chairman invited County Councillor Fiona Hill to lead the discussion regarding current and proposed highways schemes, as follows:

- With regards to Speed Indicator Devices (SIDs), funding had been secured to install a device in London Road. This funding will include repair and maintenance over the next five years;
- Garden Walk has 20mph flashing signs, and SID sockets were in place;
- A crossing patrol would be extremely useful in this area and the position was being advertised;
- A safety assessment had been carried out regarding the crossing at Melbourn Street.

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

- Councillor Ruth Brown;
- Councillor Sarah Dingley;
- Councillor Tony Hunter;
- Councillor Jean Green;
- Councillor Gerald Morris.

In response to questions County Councillor Hill advised:

- The Police do visit Garden Walk;
- The Police and NHDC Parking Enforcement were regularly contacted to request a presence;
- The Waste vehicles were struggling to pass parked vehicles in John Street.

## 42 GRANTS & COMMUNITY UPDATE

*Audio Recording – Start Time of Item – 51 Minutes 44 Seconds*

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

### Budgets

The Communities Officer advised that the Committee had a budget of £1,420.

### Pathway at the End of Green Drift

That with regards to the pathway at the end of Green Drift, there are no current plans to adopt the pathway, but it was planned to get the path adopted as a right of way so that plans could progress.

### Coombes Community Centre

The Coombes Community Association were looking to create an outdoor area to alleviate the issue of anti-social behaviour.

Councillor Bill Davidson advised that lights had been installed and that there were plans for a CCTV camera.

### Royston First BID

The ballot to continue the BID for a further 5 years had been successful.

The following Member asked questions:

- Councillor Ruth Brown.

The Chairman confirmed that the BID had a new business plan, which was the basis of the BID for the next 5 years.

### Section 106

The Communities Officer confirmed that the list of projects detailed in Paragraph 8.2.7 was not a complete list.

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

- Councillor Ruth Brown;
- Councillor Tony Hunter.

The Chairman confirmed that the list was only a few of the items.

Members requested that the full list of projects be circulated.

**RESOLVED:**

- (1) That the actions taken by the Community Officer to promote greater community capacity and well-being for Royston be noted;
- (2) That any unspent funds from the 2018/19 financial year be allocated to Community and Environmental Initiatives;
- (3) That the Communities Officer be requested to circulate the full list of projects suggested for Section 106 funding to all Members of the Royston Committee.

**REASON FOR DECISIONS:**

- (1) To ensure the Committee is kept informed of the work of the Community Officer;
- (2) To inform Members of the financial resources available to the Committee.

**43 GRANT APPLICATION - ROYSTON UNIVERSITY OF THE THIRD AGE**

Councillor Jean Green had previously declared a disclosable interest in that she was a member of the Royston University of the Third Age. She advised that she would abstain from voting.

**RESOLVED:** That grant funding of £850 be awarded to Royston University of the Third Age to help towards the costs of providing equipment to aid in their monthly meetings;

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

**44 GRANT APPLICATION - BANNER FOR PROMOTION OF COUNCILLOR SURGERIES**

**RESOLVED:** That grant funding of £100 be awarded to purchase a teardrop banner to better publicise councillor surgeries.

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

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

*Audio Recording – 1 hour, 6 Minutes and 18 Seconds*

Concern Regarding a Facebook Post

Councillor Morris shared a concern regarding a Facebook post regarding a car following children in Therfield and has asked members to be vigilant.

Black Squirrel Credit Union

Councillor Dingley advised that the new Black Squirrel Credit Union office would be every Monday morning from 10.00am to 11:30am in the Royston Evangelical Church.

This will be advertised.

Planning Application for 5 Green Drift

Councillor Brown advised that following the rejection of the planning application for 5 Green Drift, the applicant has since met with local residents and had formulated a more sustainable application.

Town Twinning Poster

Councillor Green presented the poster regarding Town Twinning in North Hertfordshire.

Councillor Brown advised that the Town Twinning committee were still looking for hosts for French families in May.

Health And Wellbeing Team

Councillor Hunter advised that they had been successful in securing £50,000 of funding into the North Herts budget for the Health and Wellbeing Team. This Team worked to promote physical activity, wellbeing and support for the young and the elderly.

Planned projects included:

- A toddler's/adult cycling programme
- Fit feed and read programme for 8-11-year-old children who receive free school meals will be taking place in the summer holidays, working with the Hertfordshire Sports Partnership;
- MIND were currently coordinating gardening projects with Tesco's, supported by NHDC.

The meeting closed at 8.45 pm

Chairman

# Agenda Item 5

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### ROYSTON AND DISTRICT COMMITTEE

MEETING HELD IN THE ROOM 11, ROYSTON TOWN HALL, MELBOURN STREET,  
ROYSTON ON WEDNESDAY, 3RD JULY, 2019 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Councillor Tony Hunter (Chairman), Councillor Bill Davidson (Vice-Chairman), Ruth Brown, Gerald Morris and Carol Stanier*

**In Attendance:** *Simon Ellis (Development and Conservation Manager), Ashley Hawkins (Community Engagement Officer) and Amelia McInally (Committee, Member and Scrutiny Officer)*

**Also Present:** *At the commencement of the meeting approximately 5 members of the public, including registered speakers.*

#### 4 APOLOGIES FOR ABSENCE

*Audio Recording – Start of Item – 24 Seconds*

Apologies for absence were received from Councillor Jean Green.

#### 5 MINUTES - 12 SEPTEMBER 2018

The Chairman was certain of inaccuracy within some of the items. The Chairman agreed to consult with the Committee Clerk in order to correct the wording of the Minutes.

**RESOLVED:** The Minutes of the Meeting of the Committee held on 12 September 2018 be approved as a true record of the proceedings and be signed by the Chairman at the next meeting of the Royston and District Committee.

#### 6 MINUTES - 28 NOVEMBER 2018

The Chairman was certain of inaccuracy within some of the items. The Chairman agreed to consult with the Committee Clerk in order to correct the wording of the Minutes.

**RESOLVED:** The Minutes of the Meeting of the Committee held on 28 November 2018 be approved as a true record of the proceedings and be signed by the Chairman at the next meeting of the Royston and District Committee.

#### 7 MINUTES - 13 MARCH 2019

The Chairman was certain of inaccuracy within some of the items. The Chairman agreed to consult with the Committee Clerk in order to correct the wording of the Minutes.

**RESOLVED:** The Minutes of the Meeting of the Committee held on 13 March 2019 be approved as a true record of the proceedings and be signed by the Chairman at the next meeting of the Royston and District Committee.

**8 MINUTES - 21 MAY 2019**

**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.

**9 NOTIFICATION OF OTHER BUSINESS**

*Audio Recording – Start of Item – 3 Minutes, 23 Seconds*

There was no other business notified.

**10 CHAIRMAN'S ANNOUNCEMENTS**

*Audio Recording – Start of Item – 3 Minutes, 33 Seconds*

- (1) The Chairman welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Chairman thanked former Councillor Sarah Dingley, who was no longer a Member of the Committee, for all of her hard work;
- (3) The Chairman welcomed Councillor Carol Stanier who was new to the Committee;
- (4) The Chairman advised that, in accordance with Council Policy, the meeting was being audio recorded; and
- (5) 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.

**11 PUBLIC PARTICIPATION HOME-START ROYSTON & SOUTH CAMBRIDGESHIRE**

*Audio Recording – Start of Item – 5 Minutes, 18 Seconds*

Ms Amanda Hourmand thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for Home-Start Royston.

The following Members asked questions, which were answered by Amanda Hourmand:

- Councillor Ruth Brown

The Chairman thanked Ms Hourmand for her presentation.

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

*Audio Recording – Start of Item – 15 Minutes, 4 Seconds*

Ms Lynne Misner thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for Small Acts of Kindness.

The following Members asked questions, which were answered by Lynne Misner:

- Councillor Gerald Morris
- Councillor Tony Hunter
- Councillor Ruth Brown

The Chairman thanked Ms Misner for her presentation.

**13 PUBLIC PARTICIPATION - ROTARY CLUB OF ROYSTON**

*Audio Recording – Start of Item – 25 Minutes, 3 Seconds*

Mr Brian Whittaker thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant funding application for the Rotary Club of Royston.

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

- Councillor Gerald Morris
- Councillor Ruth Brown

The Chairman thanked Mr Whittaker for his presentation.

**14 GRANTS & COMMUNITY UPDATE**

*Audio Recording – Start of Item – 32 Minutes, 35 Seconds*

The Community Engagement Officer presented the report entitled Grants and Community Update.

The Community Engagement Officer drew the Members attention to allocated funding that had been granted by the Royston and District Committee at the November 2018 Meeting to Royston Bowls Club to purchase a de-thatching machine. Royston Bowls Club had since informed that they had been unable to raise the necessary funds to purchase the desired machine, but, had instead purchased a verticutter machine. Whilst their new machine was not of the same specification as the de-thatching machine it was not dissimilar and assisted greatly with the required maintenance of the green.

Royston Bowls Club had advised the Community Engagement Officer of the purchase in March and hoped that the Committee acknowledged that it was a purchase in keeping with the grant funding award. The Community Engagement Officer was seeking confirmation from the Committee that the funding had been spent in line with the original application.

The following Members sought clarification and asked questions:

- Councillor Carol Stanier
- Councillor Ruth Brown
- Councillor Gerald Morris

It was

**RESOLVED:**

- (1) That any unspent funds from the 2018/19 financial year be allocated to community initiatives;
- (2) The Members endorsed the purchase of a verticutter in place of a de-thatcher by Royston Bowls Club, and that the grant funding agreed at the November 2018 meeting had been spent in line with the original grant application which had contributed to the overall project; and
- (3) That the actions taken by the Community Development Officer to promote greater community capacity and well-being for Royston and District be endorsed.

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

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

*Audio Recording – Start of Item – 38 Minutes, 28 Seconds*

The Community Engagement Officer advised that matched funding of £1,050 was being provided to Small Acts of Kindness from Letchworth & District Committee.

The Chairman, on behalf of Royston and District Committed, commended all of the work carried out by Small Acts of Kindness

It was proposed by Councillor Tony Hunter, seconded by Councillor Gerald Morris and

**RESOLVED:** That Grant Funding of £700 was awarded to Small Acts of Kindness to assist with the purchase and distribution of “Warm In Winter” bags to older vulnerable people within the community.

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

**16 GRANT APPLICATION - ROTARY CLUB OF ROYSTON**

*Audio Recording – Start of Item – 39 Minutes, 55 Seconds*

The Community Engagement Officer reminded Members that the Rotary Club of Royston were seeking funding support to assist with costs for running the annual Youth Makes Music Concert and the monthly Royston Rotary Memory Café.

The Chairman, on behalf of the Royston and District Committee, commended all of the work carried out by the Rotary Club of Royston.

It was proposed by Councillor Tony Hunter, seconded by Councillor Bill Davidson and

**RESOLVED:** That Grant Funding of £1,000 was awarded to The Rotary Club of Royston to assist with publicity, transport and room hire costs in connection with running the annual Youth Makes Music Concert and the monthly Royston Rotary Memory Café.

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

## 17 GRANT APPLICATION - HOME-START ROYSTON & SOUTH CAMBRIDGESHIRE

*Audio Recording – Start of Item – 41 Minutes, 28 Seconds*

It was proposed, seconded and

**RESOLVED:** That Grant Funding of £1,050 was awarded to Home-Start Royston & South Cambridge to provide support through the home visiting service to one vulnerable family in the Royston area for the duration of a year.

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

## 18 ANNUAL UPDATE ON S106 OBLIGATIONS FOR ROYSTON AND DISTRICT

*Audio Recording – Start of Item – 49 Minutes, 45 Seconds*

The Development and Conservation Manager thanked the opportunity to address the Committee. Before he provided the Royston and District Committee with the annual update on the details of progress made on all Section 106 Obligations within Royston District during the last financial year 2018/19. The Development and Conservation Manager informed the Committee that the S106 Monitoring System was audited last year, and had been very thoroughly audited twice in the last 5 years. He reported that there had been an extremely positive outcome and from this an Action Plan had been achieved and “Decisions” were on the website which would be regularly updated.

The Development and Conservation Manager explained that unlike previous reports the format of the information presented had been changed to more accurately reflect the diminishing role of discretionary Section 106 funds, and the changing restrictions around the collection and distribution of funds.

The Development and Conservation Manager drew the attention of Members to the tables provided within the report highlighting the change of emphasis as follows:

- Tables 1 and 1a Set out the details of all of the new Section 106 Obligations entered into between developers and the Council.
- Table 2 Set out details of all payments received from developers relating to developments and earlier agreements and identified projects the money had been received for.
- Table 3 Detailed all of the S106 funds allocated, but where projects had not been implemented.
- Tables 4 and 5 Set out details of the funds that remained and not yet allocated for both Royston Town and Royston Rural Parishes.

**Wednesday, 3rd July, 2019**

The Development and Conservation Manager stated that the report set out the current position with respect to changing legislation, how future planning policy would perhaps reflect that, and outlined progress of a revised strategy to seek wider community and ward Member involvement in identifying relevant projects.

The Development and Conservation Manager also drew the Members attention to the table within the report a list of the remaining discretionary funds which had not been allocated under each category for Royston and Royston Rural Parishes.

The following Members asked questions and took part in discussions with The Development and Conservation Manager:

- Councillor Ruth Brown
- Councillor Tony Hunter
- Councillor Gerald Morris
- Councillor Carol Stanier

The Chairman thanked The Development and Conservation Manager for his very informative presentation and

**RESOLVED:**

- (1) That the contents of the report titled Section 106 and Unilateral Undertakings be noted;
- (2) That a report shall continue to be presented to this Committee on an annual basis;
- (3) That any Member of the Royston and District Committee with specific requirement of S106 detail contact The Development and Conservation Manager directly; and
- (4) That, other than where a contribution had been negotiated for a specific purpose or project, Ward Members of the area where the Section 106 Obligation or Unilateral Undertaking funding was generated and the Area Committee be consulted prior to funding being allocated away from that area or a village location to a town. Members noted that the discretionary funds were rapidly diminishing and would not be replaced under current legislation and practice, as was set out in the report.

**REASON FOR DECISION:** To ensure that there is a robust system for negotiating and managing Section 106 and Unilateral Undertakings, and to ensure that this was kept under constant review in order that this activity is managed in an appropriate manner.

**19 HIGHWAYS ISSUES**

*Audio Recording – Start of Item – 1 Hour, 20 Minutes, 22 Seconds*

The Chairman welcomed County Councillor Fiona Hill who updated the Committee on several Highways Issues.

- Various resurfacing schemes across the towns and villages
- Update on Speed Indicator Devices
- Working on Safety Issues in Garden Walk
- Addressing Speeding Issues in Royston Town
- A number of speed surveys had been carried out
- Safer crossing on the A505

The Chairman thanked County Councillor Fiona Hill for bringing The Melbourn Greenway Consultation to the Committee's attention.

**20 THE MELBOURN GREENWAY CONSULTATION - GREATER CAMBRIDGE PARTNERSHIP**

*Audio Recording – Start of Item – 1 Hour, 22 Minutes, 44 Seconds*

The Royston and District Committee collectively completed a questionnaire in respect of The Melbourn Greenway Consultation – Greater Cambridge Partnership.

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

*Audio Recording – Start of Item – 1 Hour, 41 Minutes, 58 Seconds*

Councillor Ruth Brown informed the Committee that since she had been an elected Councillor she had not been routinely contacted when Parish or Town Councillors had objected to a Planning Application in order to call it in. She assured the Members that Planning Officers would, from now on, as a matter of course keep Members informed.

The Chairman stated that this had always been standard practice.

Councillor Ruth Brown informed that she was waiting to be provided with a meeting date from Royston First.

Town Twinning

- 53 French had visited at the end of May 2019
- A successful Civic Reception had been enjoyed by all attendees
- AGM had taken place

The Chairman reported on Royston's Christmas Tree and confirmed that the tree would remain in the same situation as in previous years, being the main focal point.

The Chairman stated that the next Royston and District Committee Meeting would be held on Wednesday 9 October 2019.

The Chairman informed the Committee that the next Royston Surgery would be held at Angel Pavement on Saturday 6 July 2019.

The meeting closed at 9.16pm.

Chairman

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**ROYSTON AND DISTRICT COMMITTEE  
9 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 Royston and District Committee:

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

**3. REASONS FOR RECOMMENDATIONS**

- 3.1. The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary Polling Districts and Polling Places. The compulsory review must commence and conclude between 1 October 2018 and 31 January 2020 (inclusive).

**4. ALTERNATIVE OPTIONS CONSIDERED**

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

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

- 5.1. The consultation stage is for representations and comments to be made on the existing and proposed arrangements for polling districts, polling places and polling stations. When conducting the review the Council must:
- Consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in North Hertfordshire;
  - Seek representations from electors and other interested persons and bodies including elected representatives and such persons that have a particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
- 5.2 Formal notice of the review required the Council to give notice of the review by displaying the Notice on its website, which was also published in both the Royston Crow and the Comet on Thursday 15 August 2019.
- 5.3 Information was circulated via the Members' Information Note, publicised through the Council's Communications Team via a Press Release and social media channels, the Community Engagement Team promoted the Review via the Engage North Herts Facebook Group, and emails and letters were circulated to the over 200 contacts including the Council's Citizens Panel, MPs and MEPs.
- 5.4 The representations received during the consultation are summarised in Appendix B, along with the considerations given when determining whether to relocate a polling station.
- 5.5 Both the Acting Returning Officers for Stevenage Borough Council, and St Albans City and District Council, have responded and have no comments to make to any proposals in respect to the areas they have responsibility for in a Parliamentary election.

## **6. FORWARD PLAN**

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

## **7. BACKGROUND**

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

7.2 Definitions:

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

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

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

**8. RELEVANT CONSIDERATIONS**

8.1. Review Timetable:

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

**9. LEGAL IMPLICATIONS**

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

## **10. FINANCIAL IMPLICATIONS**

- 10.1 As the population of the District, and consequently the number of electors increase as new residential developments proceed, will mean new polling stations may be required and therefore have ongoing cost implications.
- 10.2 The anticipated costs of the various elections are taken into account during the annual budget setting process.
- 10.3 For a Town/Parish/County Council elections the costs are recharged to the respective authority (unless a year when a District Council election is held in which case the costs are proportioned between the respective Councils).
- 10.4 For other elections claims are made to the Cabinet Office for reimbursement of the fees incurred i.e. Parliamentary/European elections, which are not always wholly successful.

## **11. RISK IMPLICATIONS**

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

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

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

## **12. EQUALITIES IMPLICATIONS**

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

12.2. As part of the review the Council must:

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

### **13. SOCIAL VALUE IMPLICATIONS**

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

### **14. HUMAN RESOURCE IMPLICATIONS**

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

### **15. APPENDICES**

15.1. Appendix A Returning Officer’s Proposals

15.2. Appendix B Consultation responses

15.3. Appendix C Maps (Polling District boundaries are shown in green).

### **16. CONTACT OFFICERS**

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**17. BACKGROUND PAPERS**

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

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

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

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

## APPENDIX A

## RETURNING OFFICER'S PROPOSALS

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

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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 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.  If you wish to make a further on site review of the facilities, please do not hesitate to make an appointment.		The Returning Officer thanks Benslow Music School for their continued support	No Action Needed
		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.  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!!!		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
<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.  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.	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.

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 49</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

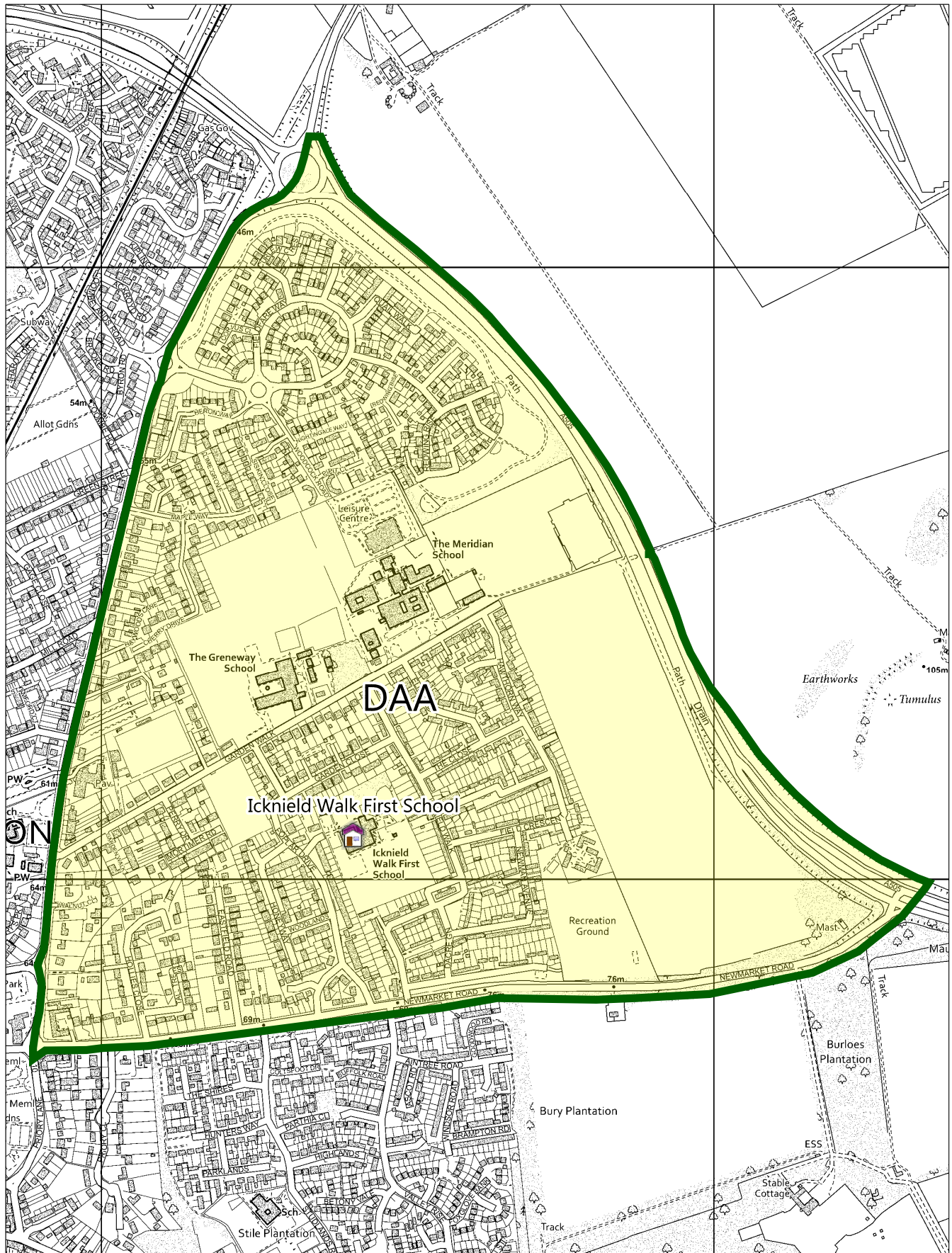
Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
Westmill Community Centre			Hitchin	3518	Mrs M Furr	Letter	In reply to your letter concerning polling places and stations. I spoke to three separate groups at the Community 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 Chammings 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 1 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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# Icknield Walk First School - Royston Meridian Ward

Icknield Walk First School, Poplar Drive,  
Royston, SG8 7EZ

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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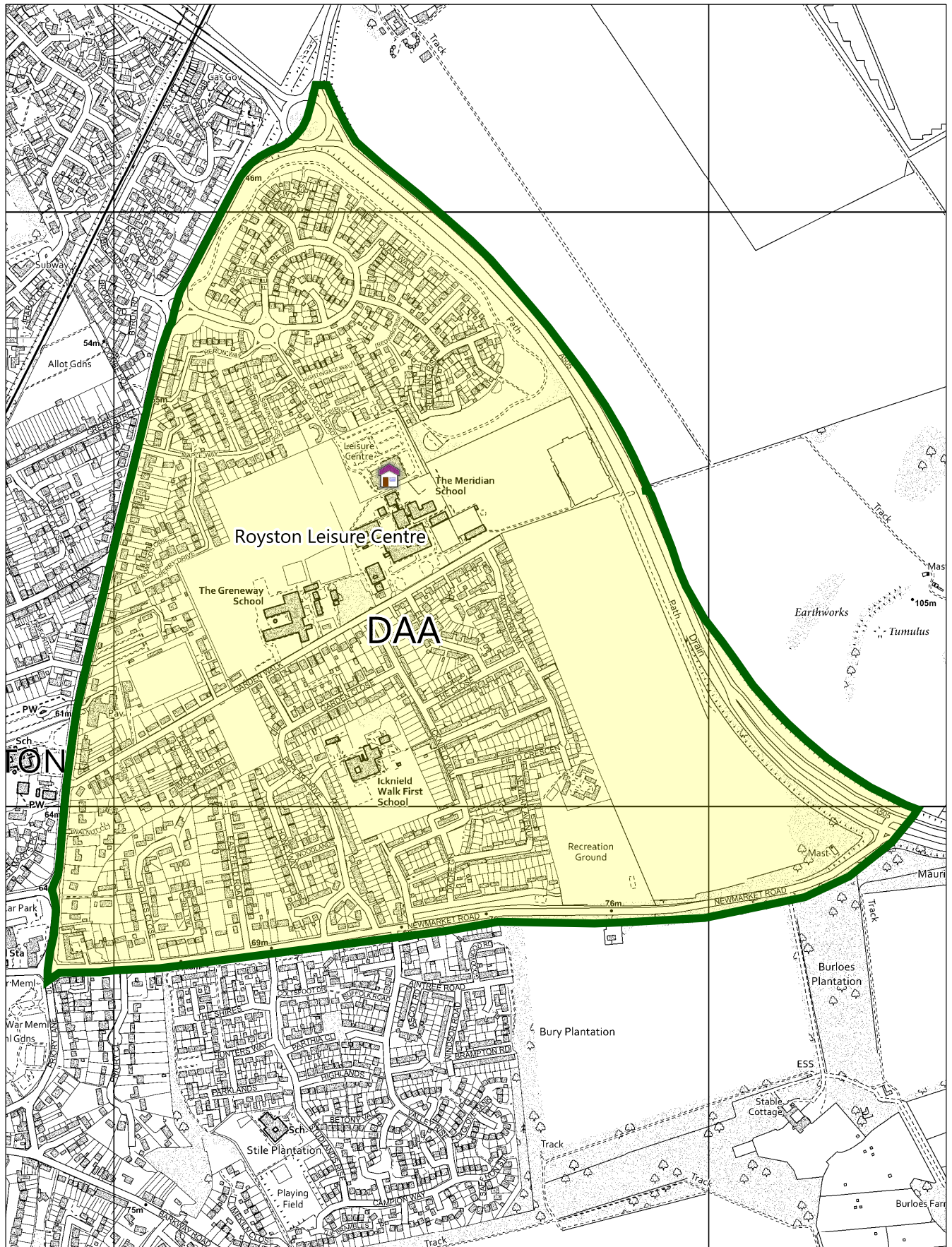


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# Royston Leisure Centre - Royston Meridian Ward

Royston Leisure Centre, Woodcock Road,  
Royston, SG8 7XT

# NORTH HERTFORDSHIRE DISTRICT COUNCIL



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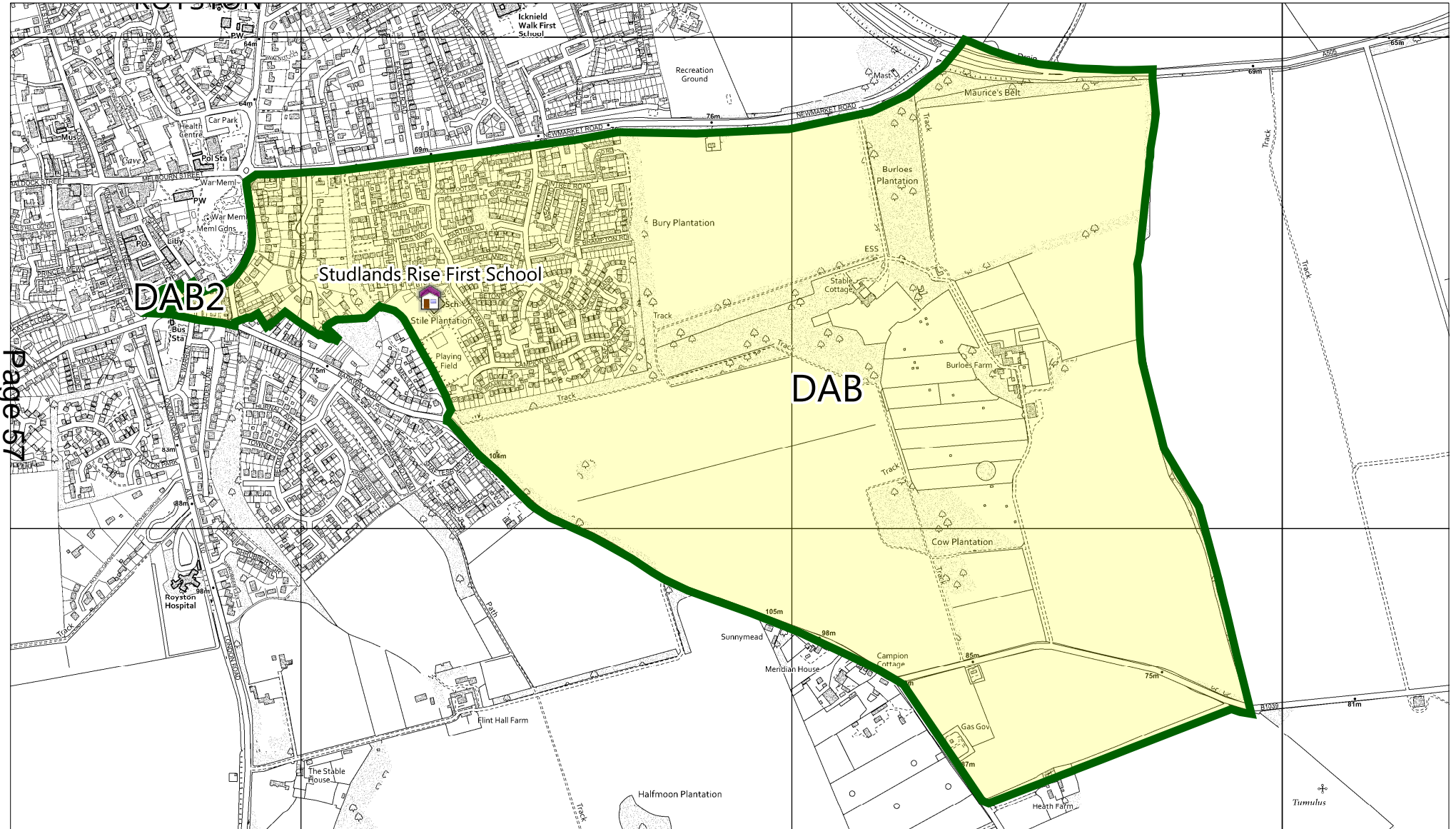


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# Studlands Rise First School - Royston Meridian Ward

Studlands Rise First School, Studlands Rise,  
Royston, Herts, SG8 9HB

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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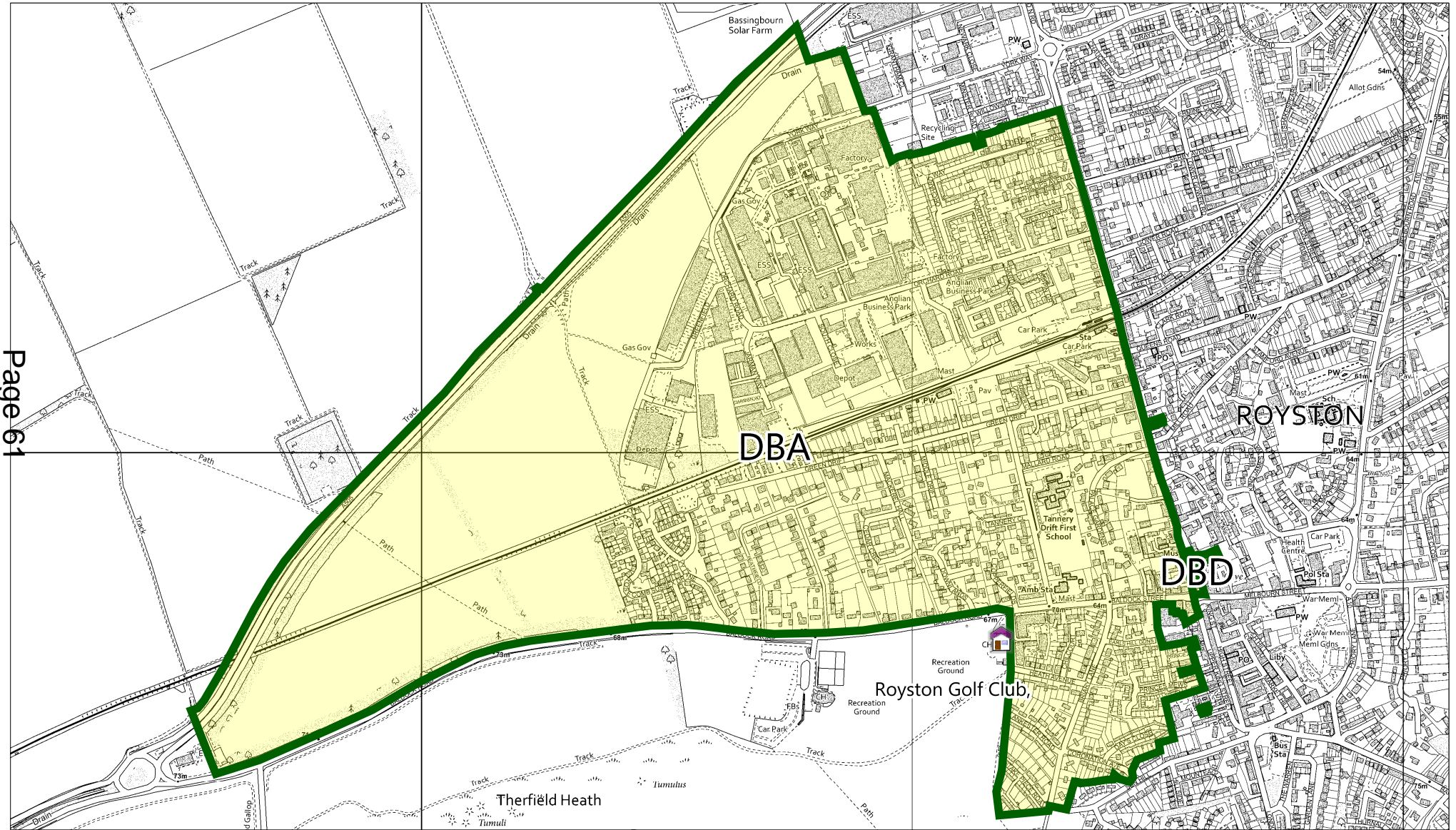


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# Royston Golf Club- Royston Heath Ward

Royston Golf Club, Baldock Road,  
Royston, SG8 5BG

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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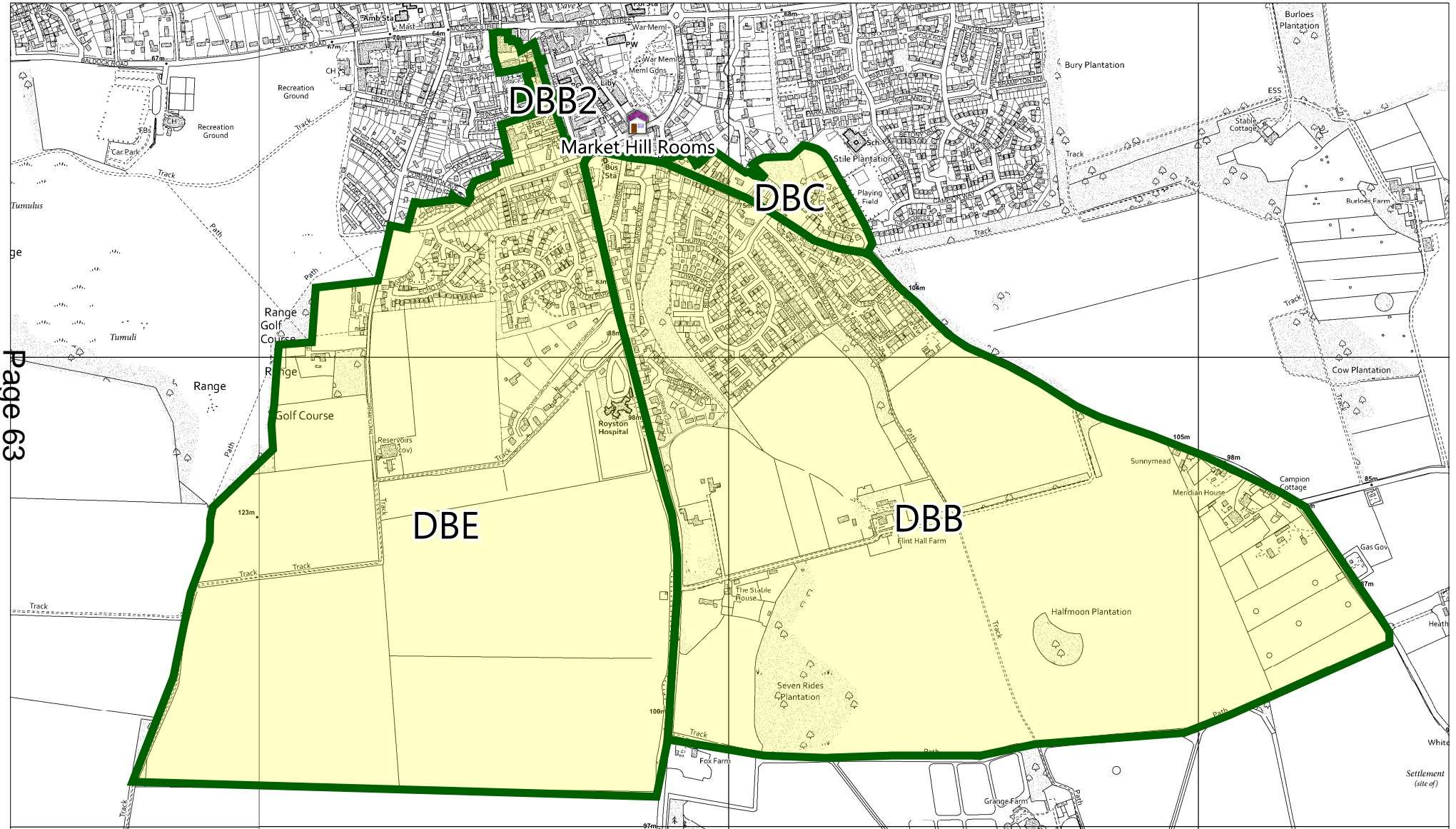


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# Market Hill Rooms - Royston Heath Ward

Market Hill Rooms, Market Hill,  
Royston, Herts, SG8 7DA

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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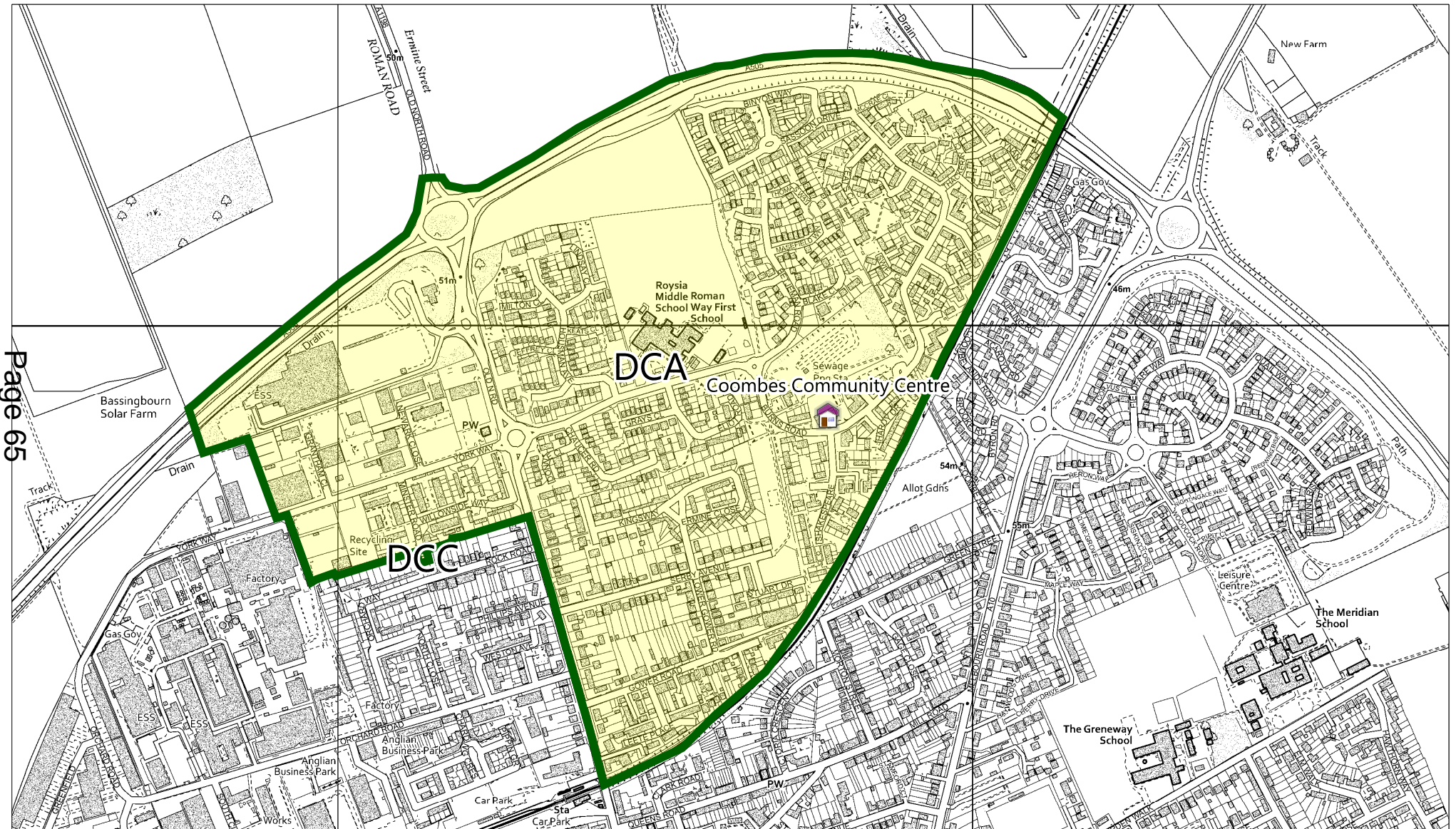


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# Coombes Community Centre - Royston Palace Ward

Coombes Community Centre, Burns Road,  
Royston, Herts, SG8 5PT

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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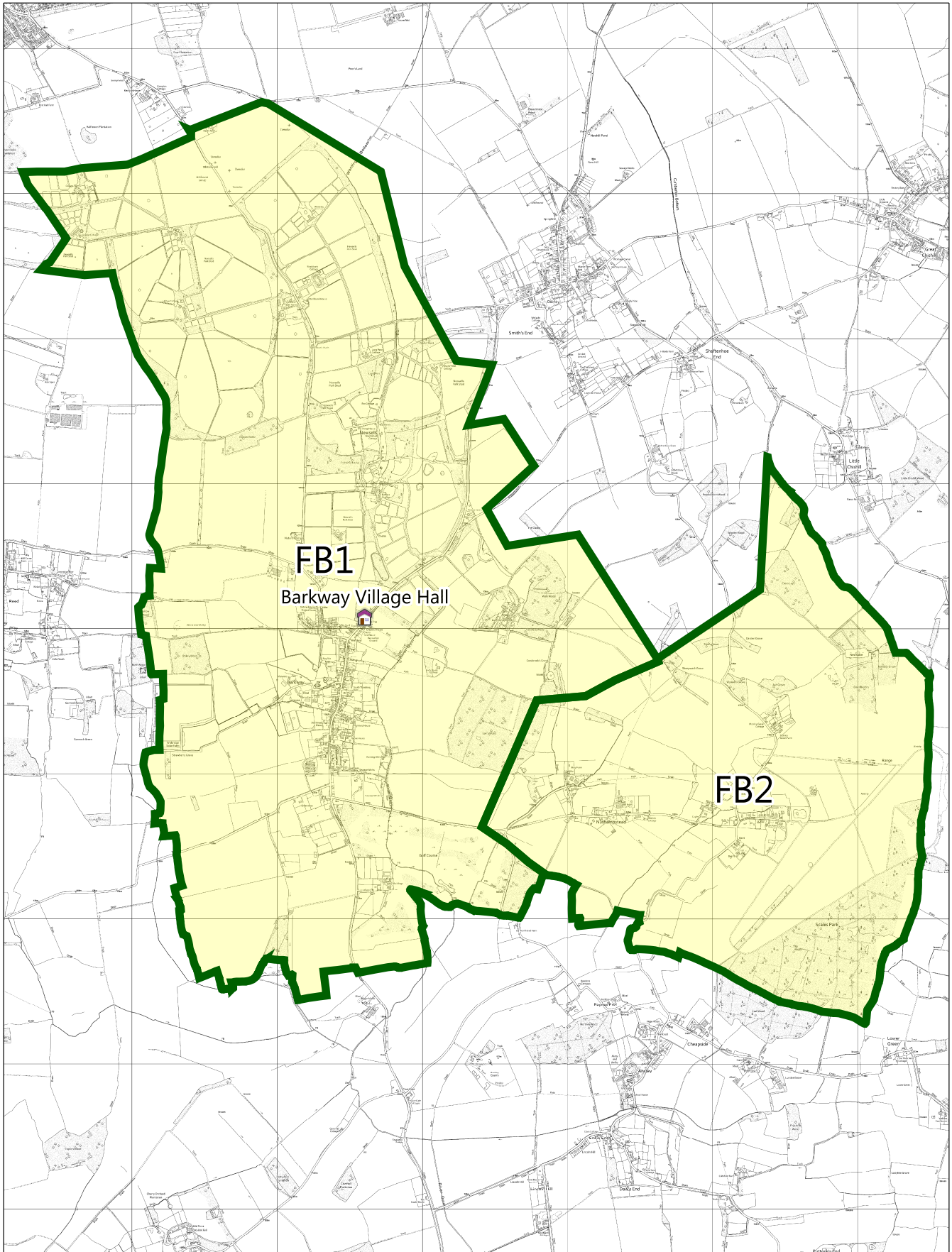


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# Barkway Village Hall - Ermine Ward

Barkway Village Hall, Cambridge Road,  
Barkway, SG8 8BS

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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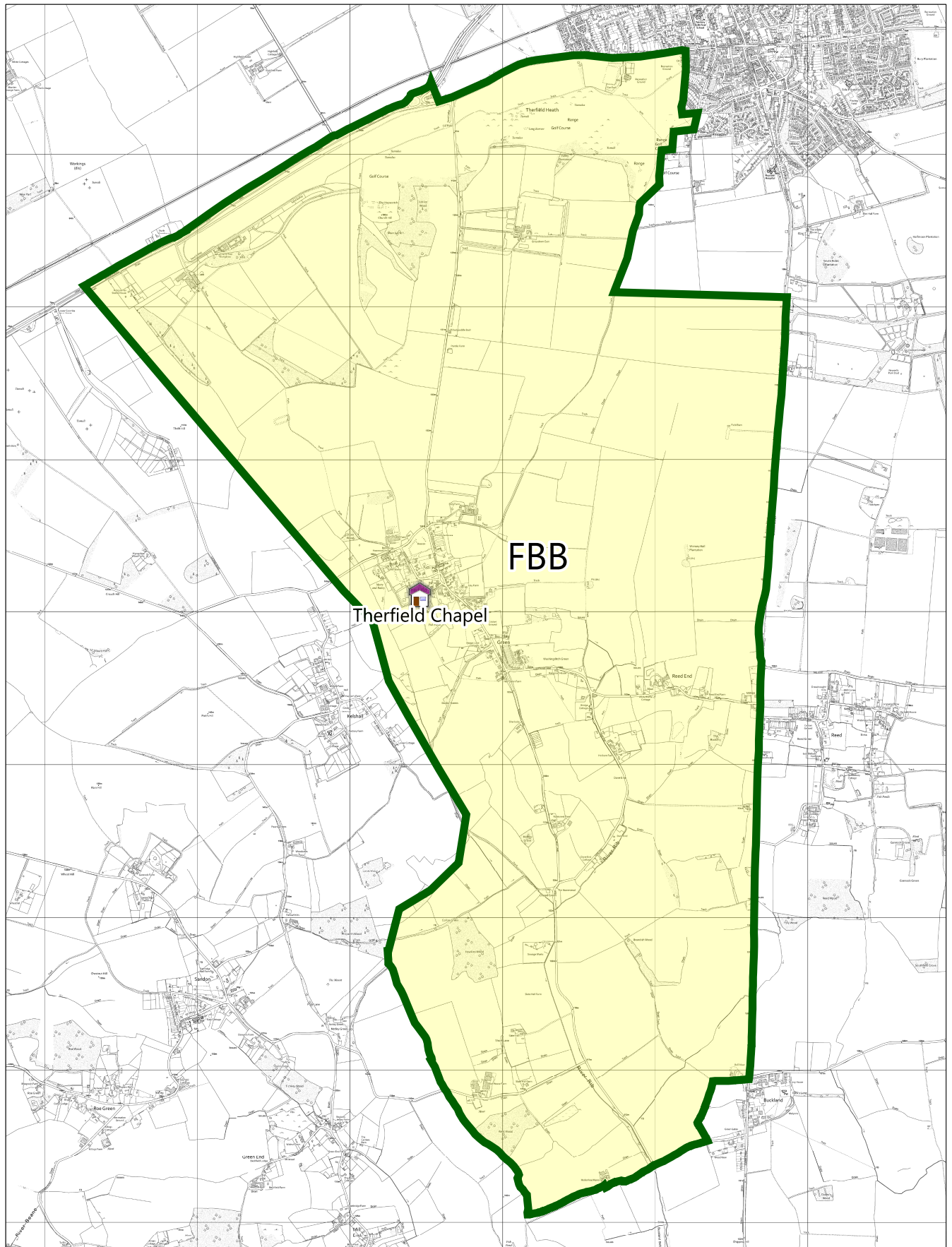


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**Therfield Chapel -  
Ermine Ward**

Therfield Chapel, Wellhead,  
Therfield, Herts, SG8 9PZ

**NORTH HERTFORDSHIRE  
DISTRICT COUNCIL**



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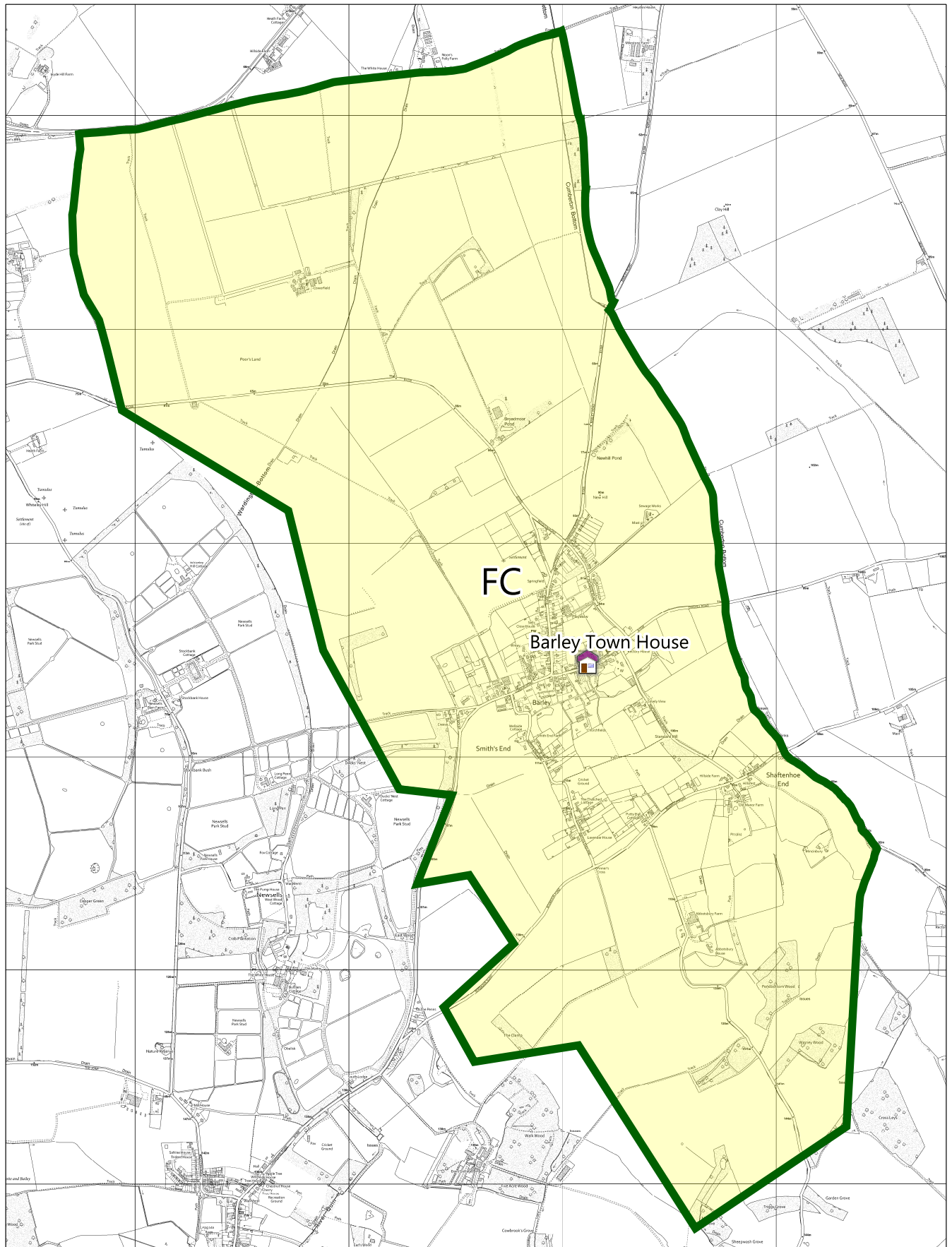


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# Barley Town House - Ermine Ward

Barley Town House, Church End,  
Barley, Royston, Herts, SG8 8JW

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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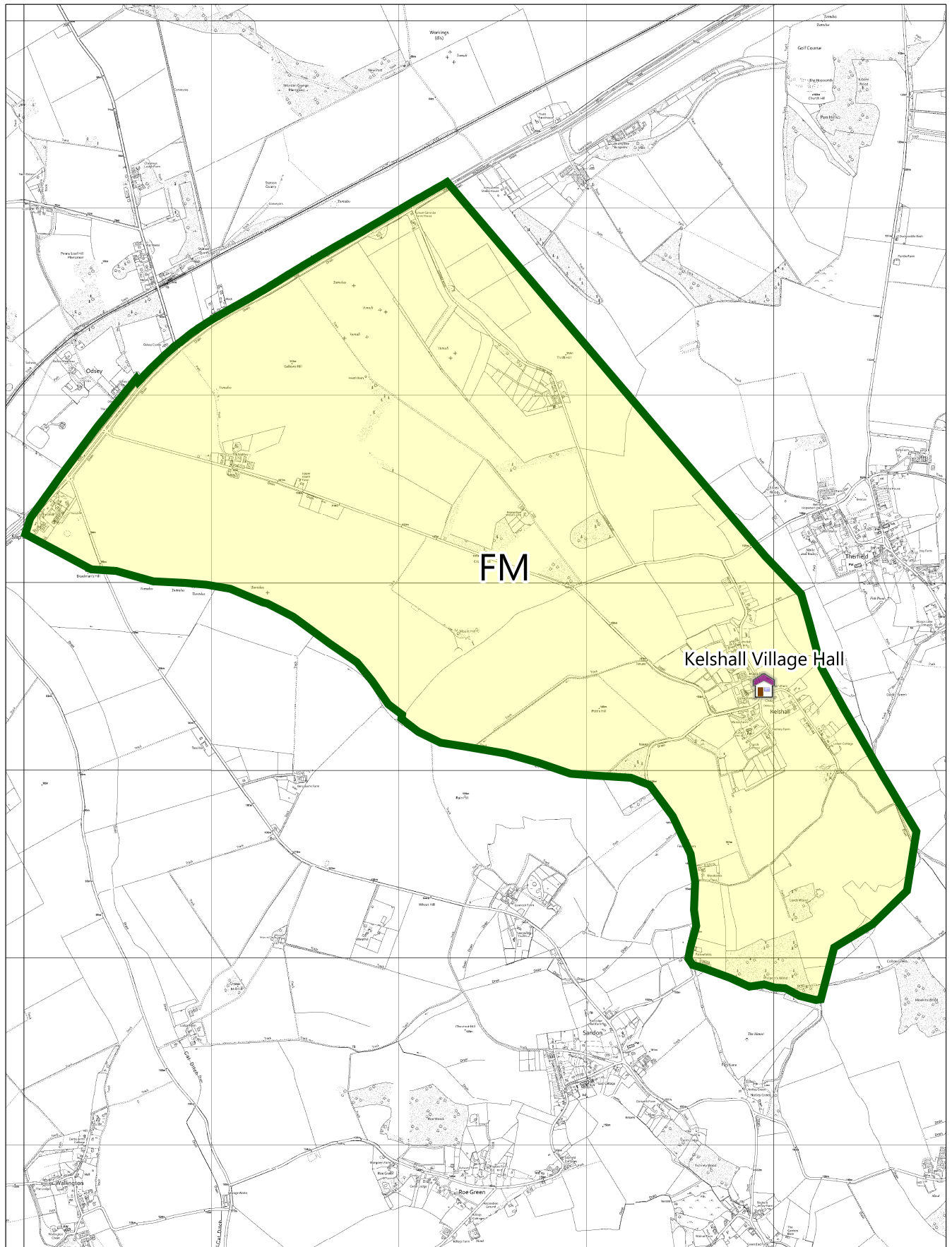


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# Kelshall Village Hall - Ermine Ward

Kelshall Village Hall, Village Green,  
Kelshall, Herts, SG8 9SE

## NORTH HERTFORDSHIRE DISTRICT COUNCIL



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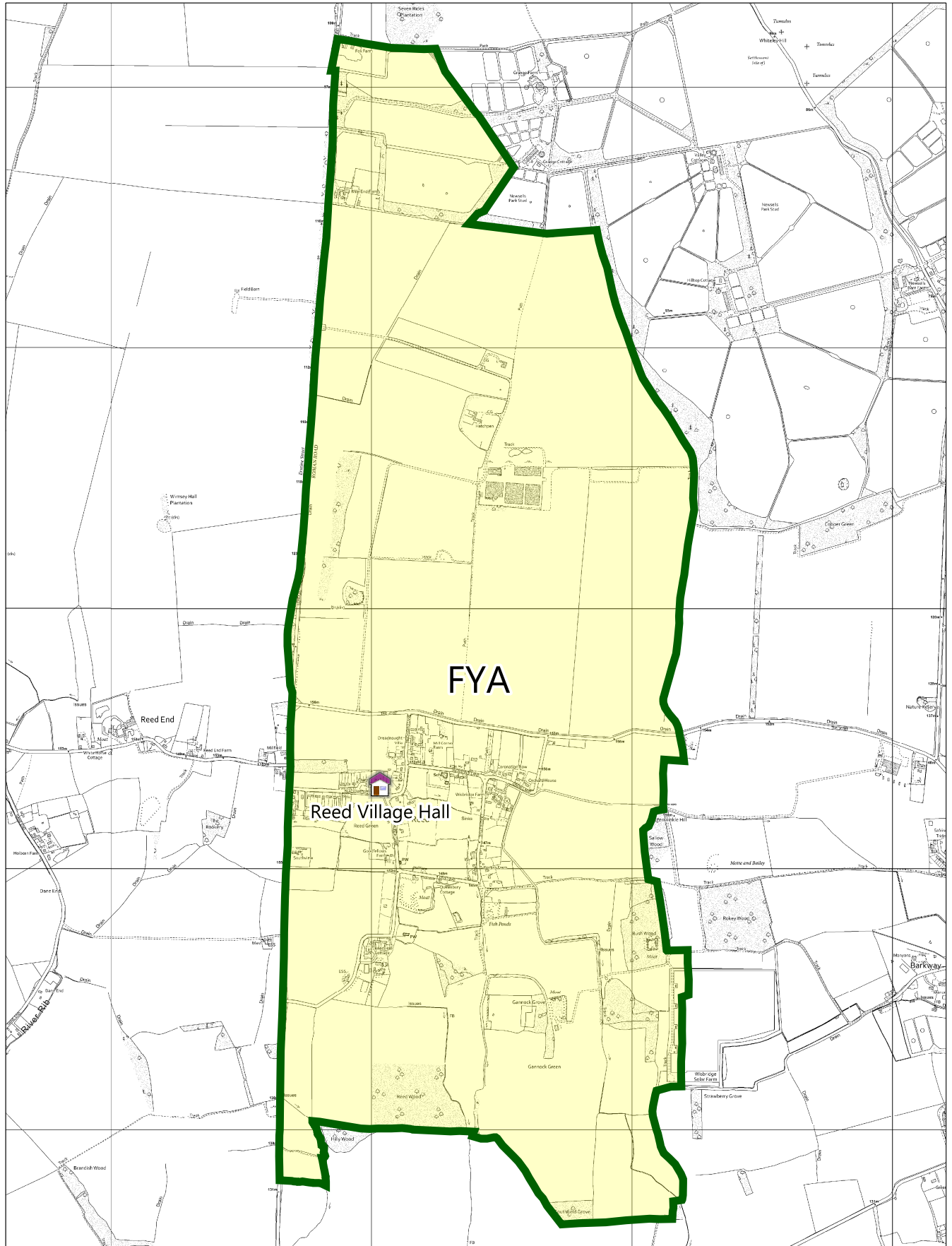


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# Reed Village Hall - Ermine Ward

Reed Village Hall, Blacksmiths Lane,  
Reed, Herts, SG8 8AX

# NORTH HERTFORDSHIRE DISTRICT COUNCIL



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**ROYSTON & DISTRICT AREA COMMITTEE  
9 OCTOBER 2019**

**PUBLIC DOCUMENT**

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

**REPORT OF : *POLICY & COMMUNITY ENGAGEMENT MANAGER***

**EXECUTIVE MEMBER FOR COMMUNITY ENGAGEMENT**

**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 Area Committee budgets.
- 1.2 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 14<sup>th</sup> 2016.
- 1.3 To advise the Committee of the activities and schemes with which the Community Engagement Officer has been involved.
- 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 Committee be recommended to make a Grant Award of £1,380 to BEEE Creative CIC to assist with costs for running 60 creative movement workshops at Royston & District Museum and Art Gallery. Funding will be used to assist with dance artist fees, travel costs, publicity costs and insurance and music licence costs as detailed in 8.1.1.
- 2.2 Committee be recommended to make a Grant Award of £1,340 to Enterprise East to assist with costs for running a series of workshops between Jan and March 2020 for up to 15 people local to the Royston area. Funding would be used to cover venue hire and marketing costs as detailed in 8.1.2 below.
- 2.3 Committee members are to comment on point 8.2.2 with reference to Town Talks and to agree as a Committee if they would like these introduced in Royston and held prior to future Royston & District Committee Meetings
- 2.4 That the Committee endorses the actions taken by the Community Engagement Officer to promote greater community capacity and well-being for Royston.

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 To ensure the Committee is kept informed of the work of the Community Officer.
- 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 Area 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 A. Royston 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 2018/19 financial years, including balances and past expenditure.

7.3 Funding available for the Committee to allocate in the 2019/20 is summarised below:

	2018/19 Carry Forward	2019/20 Base Budget	Total Budget
Royston	£34	£3,720	£3,754

## 8. RELEVANT CONSIDERATIONS

### 8.1 Grant Applications

#### 8.1.1

<b>Applicant Project</b>	<b>BEEE Creative CIC</b> Funding support to assist with costs for running dance workshops at Royston Museum
<b>Sum requested</b>	£1,380
<b>Total project cost</b>	£4,880
<b>Match funding</b>	£2,250 Own Funds £350 HCC Locality Budget £900 Voluntary Contributions
<b>Annual expenditure</b>	£73,098.00
<b>Funds held</b>	£25,612.00
<b>Previous support</b>	None
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Attractive & Thriving

BEEE Creative is seeking funding support from the Royston & District Committee to assist with costs for running 60 creative movement workshops at Royston & District Museum and Art Gallery. Funding will be used to assist with dance artist fees, travel costs, publicity costs and insurance and music licence costs.

BEEE Creative (Community Interest Company) supports and delivers community projects that give people access to arts opportunities. The group was set up in May 2017 and consists of 4 Committee members, 1 part time paid member of staff and 14 volunteers. The group will run 60 creative movement workshops at Royston and District Museum and Art Gallery for families with pre-school children and for older adults aged 65+ from October 2019 to July 2020. Around 500 people will benefit from the workshops. The application is criteria compliant and the officer recommendation is an award of £1,380.

## 8.1.2

<b>Applicant Project</b>	<b>Enterprise East</b> Funding support to assist with venue hire and marketing costs for workshops between Jan & March 2020.
<b>Sum requested</b>	£1,340
<b>Total project cost</b>	£4,140
<b>Match funding</b>	£1,800 Enterprise East funds £1,000 Fowler Smith & Jones Trust
<b>Annual expenditure</b>	£11,818.00
<b>Funds held</b>	£5,800.00
<b>Previous support</b>	None
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Attractive & Thriving

Enterprise East is looking for funding support from the Royston & District Committee to assist with costs for running a series of workshops between Jan and March 2020 for up to 15 people local to the Royston area who are furthest removed from employment including those with learning difficulties, homeless, ex-offenders etc

Enterprise East is a Community Interest Company which provides employment support through Inclusion and Thrive workshops. The organisation was set up in 2017 and is made up of 1 full time paid member of staff, 7 part time paid members of staff and 5 volunteers. Enterprise East services promote community cohesion and reach out to those who are disadvantaged by disability and circumstance, with tailored access to training and employment. The workshops will engage with 15 people from the Royston area. Workshops will be held in venues yet to be confirmed but will include Coombes Community Centre, Market Hill Rooms, Royston Golf Club, Royston Methodist Church and Royston Football Club. These venues are all run independent of NHDC so funding for venue hire costs is criteria compliant. This is the first time that the group has applied for funding from the Royston & District Committee and the officer recommendation is for an award of £1,340.

## 8.2 Community Engagement Updates

### 8.2.1 Pathway at end of Green Drift

The pathway at end of Green Drift is now a formal Public Right Of Way and signage is now in place.

The Royston CEO continues to liaise with Members and Officers at Hertfordshire County Council with the medium term aim to have the path resurfaced and lighting installed. This is not likely until at the earliest 2021.

#### 8.2.2 Town Talk

A suggestion was made by a member of the Royston & District Committee if Town Talk could be introduced as an additional means of community engagement and held prior to future Royston & District Committee meetings. Royston currently holds a Councillor Surgery approximately once every two months which is supported by Town, District and County Councillors as well as Hertfordshire Constabulary. Hitchin, Letchworth and Baldock all have Town Talks prior to Committee meetings with varying levels of success and interest. Town Talks are held prior to the Committee Meeting, starting at 630pm and finishing at 715pm. These are attended by Committee members and it is usually the Community Engagement Officer (CEO) who minutes the meeting.

#### 8.2.3 Coombes Community Association

The Royston Community Engagement Officer (CEO) continues to sit on the above group which meets on a quarterly basis and provides advice and support accordingly.

Over recent months there has been a significant increase in vandalism and anti-social behaviour targeted at the centre. The Royston CEO continues to work with the Coombes Community Association, the Police and the Community Safety Team at the Council to address the issue.

#### 8.2.4 Royston Pageant

The Royston Pageant was held for the first time on Sunday 7<sup>th</sup> July and was well supported by the people of Royston and from further afield. The event catered for all ages and passed without incident.

The Royston CEO provided pre event support and also marshal support on the day.

#### 8.2.5 Creative Royston

Creative Royston (formerly known as Royston Festival) will be holding its 30<sup>th</sup> festival between 20<sup>th</sup> and 29<sup>th</sup> September. This is one of the key events in the Royston Calendar and includes a range of activities for all ages to enjoy, from art to music. The highlight of the event is the Festival Day which will be held in Priory Memorial Gardens on Saturday 28<sup>th</sup> September.

The Royston CEO is supporting the group with their licence applications, event plan and will also provide marshal support to the event In Priory Memorial Gardens on the 28<sup>th</sup> September.

#### 8.2.6 Royston Town Centre Working Party

The Royston CEO continues to sit on the Royston Town Centre Working Party. The group meets on a quarterly basis and focuses on tackling waste issues within the town. The group is made up of colleagues from Waste and the contractor Urbaser, Royston First, Chamber of Commerce and both District and County Councillors.

#### 8.2.7 Street Food Heroes

Following its success in 2018, Street Food Heroes returned to Royston Priory Memorial Gardens in July, August and September. Again these proved extremely popular and were well supported by the people of Royston.

### 8.2.8 Bus Shelters

The Royston CEO is working with colleagues at Hertfordshire County Council and its contractors to install two new bus shelters in the town. These will be located on Icknield Walk and Melbourn Road. Funding for these has been allocated from S106 Sustainable Transport monies and the shelters should be installed by 2<sup>nd</sup> quarter of 2020.

### 8.2.9 Bicycle racks

The Royston CEO is working with Royston Town Council Councillors to bring additional bicycle racks into the town. It is envisaged that the bicycle racks will be installed in the Market Hill car park area which is owned by the Royston Town Council. Funding for this project has been secured from S106 Sustainable Transport monies.

### 8.2.10 Developer Contributions / s106 & other Capital Funding projects

The Royston CEO has worked with external groups and colleagues in the Planning Department in the potential utilisation developer contributions and other sources of capital funding available.

#### **Projects in process:**

- Enhancement of sporting facilities at Royston Heath with the Conservators.
- The possibility of seeking a new venue for Royston Scouts currently based at Roysia School.
- Barkway PC re the installation & disabled access to the Recreation Ground & Pavilion
- Royston British Legion, internal refurbishments & enhancements which will result in an application to the CFCPFS in September / October 2019.
- 

If members have any projects in mind which may potentially benefit from utilising capital funds derived via the Planning process please contact the Communities Officer to investigate further possibilities.

The Communities Team is also collating a database of future requirements in terms of community need across the District in preparation & response to potential developments arising from the Local Plan.

Such perceived need will be communicated to planning officers to assist when negotiating any new planning obligation with prospective developers. Similarly, if Members have any suggestions of suitable projects or possible future requirements within their wards please inform the Communities Officer.

## 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 A Committee budget 2019/20

All carry forward amounts from 2018/19 total **£34**.

Total funds therefore available to the Committee are **£3,754**.

- 10.2 Should Members be minded to provide grant funding as requested under recommendations 2.1 to 2.2 the total spend from the Committee Budget will be **£2,720**, which would leave the Committee with **£1,034** to allocate in the remaining 2 meeting of the Committee in the 2019/20 financial year. The Committee has also provided £1,500 annually from its budget towards the Free After 3pm Parking Initiative. If grant funding as requested was awarded the Committee would not be able to commit the full amount of £1,500 and this may impact on whether the Initiative can operate in the future.

## **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 A - 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.

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**ROYSTON AND DISTRICT COMMITTEE BUDGET 2019/20**

<b>SUMMARY/ TOTALS</b>	<b>Funding</b>	<b>Allocated</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>					
<b>CARRY FORWARD BUDGET 2018/19</b>	<b>£2,920</b>	<b>£2,920</b>	<b>£2,886</b>	<b>£34</b>	<b>£0</b>					
<b>DEVELOPMENT BUDGET 2019/20</b>	<b>£6,000</b>	<b>£2,280</b>	<b>£2,280</b>	<b>£0</b>	<b>£3,720</b>					
<b>Total</b>	<b>£8,920</b>	<b>£5,200</b>	<b>£5,166</b>	<b>£34</b>	<b>£3,720</b>					

**DEVELOPMENT BUDGETS**

	<b>Funding</b>		<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Amount</b>	<b>Comments</b>
<b>CARRY FORWARD BUDGET 2018/19</b>	<b>£2,920</b>		<b>11930006826</b> Banner for Councillor Surgeries	£100	13/3/19	£66	£34		Actual Cost was less than allocated amount
			<b>11930006826</b> Royston University of the Third Age	£850	13/3/19	£850	£0		
			<b>11930006826</b> Royston Free after 3pm Initiative	£1,500	12/9/19	£1,500	£0		
			<b>11930006826</b> Home-Start Royston and South Cambs	£470	17/7/19	£470	£0		Total Grant £1050
<b>Total</b>	<b>£2,920</b>		<b>11930006980</b>	<b>£2,920</b>		<b>£2,886</b>	<b>£34</b>	<b>£0</b>	

**DEVELOPMENT BUDGETS**

	<b>Funding</b>		<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Amount</b>	<b>Comments</b>
<b>BASE BUDGET 2019/20</b>							£0		
<b>Original budget</b>	<b>£6,000</b>		<b>11930006826</b> Home-Start Royston and South Cambs	£580	03/07/2019	£580	£0		
			<b>11930006826</b> Small Acts of Kindness	£700	03/07/2019	£700	£0		
			<b>11930006826</b> Rotary Club of Royston	£1,000	03/07/2019	£1,000	£0		
							£0		
							£0		
<b>Total</b>	<b>£6,000</b>		<b>11930006980</b>	<b>£2,280</b>		<b>£2,280</b>	<b>£0</b>	<b>£3,720</b>	

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