

NORTH HERTFORDSHIRE DISTRICT COUNCIL



26 February 2021

Our Ref Letchworth Committee/10.03.21
Contact. Committee Services
Direct Dial. (01462) 474655
Email. committee.services@north-herts.gov.uk

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

NOTICE IS HEREBY GIVEN OF A

MEETING OF THE LETCHWORTH COMMITTEE

to be held as a

VIRTUAL MEETING

On

WEDNESDAY, 10TH MARCH, 2021 AT 7.30 PM

Yours sincerely,

Jeanette Thompson
Service Director – Legal and Community

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

Agenda

Part I

Item		Page
1.	WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY Members are requested to ensure that they are familiar with the attached summary of the Remote/Partly Remote Meetings Protocol. The full Remote/Partly Remote Meetings Protocol has been published and is available here: https://www.north-herts.gov.uk/home/council-and-democracy/council-and-committee-meetings .	(Pages 5 - 6)
2.	APOLOGIES FOR ABSENCE	
3.	MINUTES - 11 MARCH 2020 TO 9 DECEMBER 2020 To take as read and approve as a true record the minutes of the meetings of the Committee held on: 11 March 2020; 17 June 2020; 14 October 2020; 9 December 2020.	(Pages 7 - 46)
4.	NOTIFICATION OF OTHER BUSINESS Members should notify the Chair of other business which they wish to be discussed at the end of either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chair will decide whether any item(s) raised will be considered.	
5.	CHAIR'S ANNOUNCEMENTS Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chair of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
6.	HERTFORDSHIRE CONSTABULARY To receive a presentation from Hertfordshire Constabulary.	

7. PUBLIC PARTICIPATION

To receive petitions, comments and questions from the public including:

- 1) Art Box CIC
- 2) Transition Town Letchworth
- 3) WISPA (Wilbury and Icknield School Parents Association)
- 4) North Herts Diversity and Culture

8. LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

To receive a verbal presentation from the Letchworth Garden City Heritage Foundation.

9. LETCHWORTH GARDEN CITY BID MANAGER

To receive a verbal presentation from the Letchworth Garden City BID Manager.

10. GRANT APPLICATIONS AND COMMUNITY UPDATE

REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT OFFICER

(Pages
47 - 58)

To update the Committee on the activities and actions of the Community Engagement Officers, to advise on the current expenditure and balances of the delegated budgets and to consider any applications for grant funding.

11. WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

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

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REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY

A protocol regarding remote meetings has been devised as a result of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 ('the Regulations') to provide guidance for the conduct of any remote meeting of the Council, and its various Committees and Sub-Committees, held under the provisions of the Regulations and subsequent changes to the Constitution.

The full Remote / Partly Remote Meetings Protocol has been published and is available to view on the Council's website via the following link: <https://www.north-herts.gov.uk/home/council-and-democracy/council-and-committee-meetings>

The Council's adopted Constitution will continue to apply to meetings of the Council and its various Committees and Sub-Committees. Where there is a conflict between the protocol and Constitution the Constitution takes precedence.

The protocol applies to this meeting. It outlines processes for conducting remote meetings. Some key points are highlighted here for guidance:

- Prior to the start of a meeting the Committee, Member and Scrutiny Officer/Manager ('The Officer') will confirm the meeting is being streamed live. They will confirm that they can see and hear all participating Members, Officers and/or members of the public at the start or upon reconvening a meeting.
- Any person attending the meeting remotely should join no later than 15 minutes prior to allow for technical checks. They should ensure that their name on screen appears in the agreed format, as indicated in the Protocol. They should mute their microphone when not speaking. Their background should be nondescript or virtual/blurred if possible. Headsets are recommended to reduce audio feedback.
- Remember to stay in view of the camera. While on camera everything you do is visible; please observe as far as possible the etiquette you would as if attending a meeting in person.
- Be careful to prevent exempt or confidential papers being seen within the video-feed. When a meeting is in private session there should be only those entitled to be present in the room. The live stream will continue with a holding card displayed.
- If a Member wishes to speak, they should use the raise hand function. Please wait to be invited by the Chair to address the meeting. The normal procedure rules with respect to debate and speaking times will apply as per the Constitution.
- If a Member has declared a Disclosable Pecuniary Interest and is required to leave the meeting during the consideration of an item, they will be placed in the waiting room. It is the responsibility of the Member in question to remind the Chair at the start of such item. The Officer will remind the Chair to return the Member as appropriate.
- Members will need to use the tools in the "Participants" function to vote: using a green tick to indicate 'for', a red cross to indicate 'against', or the "raise hand" tool to indicate an abstention. Where a Member has had to dial into the meeting by telephone, the Chair will ask for verbal confirmation as to how they wish to vote. Leave the vote in situ until told otherwise by either the Chair or Officer.
- The Officer will clearly state the result of the vote and the Chair will then move on.
- Details of how Members voted will not be kept or minuted unless a Recorded Vote is requested or an individual requests that their vote be recorded, although voting may be seen and/or heard on the video recording.
- If there are Part 2 (confidential) items Members will be invited to join a breakout room for these items. You must accept this invitation.
- Once Part 2 (confidential) discussions have concluded Members will need to leave the breakout room. Please do not leave the meeting.

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Agenda Item 3

The following Minutes are attached for the Letchworth Committee to consider and approve:

11 March 2020;

17 June 2020;

14 October 2020;

9 December 2020.

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

**MEETING HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, GERNON ROAD,
LETCHWORTH GARDEN CITY**

ON WEDNESDAY, 11TH MARCH, 2020 AT 7.30 PM

MINUTES

Present: *Councillors: Helen Oliver (Vice-Chair), Kate Aspinwall,
Morgan Derbyshire, Ian Mantle, Sean Prendergast, Sue Ngwala,
Mike Rice and Adem Ruggiero-Cakir*

In Attendance: *Lea Ellis (Assistant Community Engagement Officer) and Amelia
McInally (Committee, Member and Scrutiny Officer)*

Also Present: *At the commencement of the meeting approximately 37 members of the
public, including registered speakers*

49 APOLOGIES FOR ABSENCE

Audio Recording – 29 Seconds

Apologies for absence were received from Councillors: Daniel Allen, Gary Grindal (*Chair*), Terry Hone and David Levett.

50 MINUTES - 7 JANUARY 2020

Audio Recording – 49 Seconds

RESOLVED: That the Minutes of the Meeting of the Committee held on 7 January 2020 be approved as a true record of the proceedings and be signed by the Vice-Chair.

51 NOTIFICATION OF OTHER BUSINESS

Audio Recording – 1 Minute 8 Seconds

There was no other business notified.

52 CHAIR'S ANNOUNCEMENTS

Audio Recording – 1 Minute 26 Seconds

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

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

53 HERTFORDSHIRE CONSTABULARY

Audio Recording – 2 Minutes 50 Seconds

Inspector James Lant thanked the Vice-Chair for the invitation to address the Committee and provided Members with a verbal presentation, as follows:

Crime Statistics:

- North Herts had continued to see an ongoing decrease in crime – there was a 2.9% crime reduction since the 1st April 2019, equating to 263 fewer offences within North Herts across the year;
- There had been an increase of 6.4% in Anti-Social Behaviour which equated to 132 more incidents - the focus point being in Letchworth;
- Burglary was down by 27 % which equated to 187 fewer offences;
- Vehicle crime was down by 24.8% which equated to 156 fewer offences; and
- There had been a 16.9% reduction in burglaries in Letchworth. However, Letchworth South East saw an increase in burglaries.

Areas for continued focus:

- Violent crime had increased by 10% however it was believed to be interlinked with the increase in ASB and recording of Domestic Abuse aligned to positive confidence in reporting; and
- There was a 6.5% increase in Domestic Abuse in Letchworth.

Campaigns:

- 21 November 2019 - Vehicle Crime Awareness, campaign targeting specifically Keyless car thefts;
- 17 – 23 November 2019 - International Fraud Recognition Week
- 6th Nov – Crime Prevention Roadshow – Letchworth
- 9th Nov – Environmental Action Day – Letchworth: and
- 12th - 19 October 2019 – Hate Crime Awareness week - Hate Crime campaigns with Jackie's Drop-in and multi-ethnic forum

Other information:

- First Priority setting forum took place in December 2019;
- Speed enforcement and Anti-Social Behaviour had been taken on board as a priority;
- Operation Kinematic had been launched as the response to a significant increase of ASB crimes and incidents being reported in Letchworth town centre.
- Together with North Herts District Council, the Constabulary's Children and Young Persons Gang Team were exploring opportunities in working with Lives not Knives which would be focused on the issues in Letchworth;
- Three dispersal orders in Letchworth (all Kinematic); and
- Aim was to increase Officers' use of legitimate and effective 'Stop and Search'.

The Vice-Chair thanked Inspector Lant for his detailed presentation and invited Members to raise any questions.

The following Members raised questions:

- Councillor Mike Rice; and
- Councillor Sue Ngwala.

In response to questions raised, Inspector Lant responded as follows:

- The success and detection rates were not currently available to him. However, those could be provided to Members via the Community Protection Manager. Some of this data may also be available online;
- Members of the public were encouraged to report crime in order for the police to get a full picture of which crimes were taking place;
- There was a risk that children were being exposed to illegal drug use in schools. However, the police were engaging with pastoral leads and ensuring that early intervention was made to prevent drug-use in schools; and
- If Parents were concerned about drug-use in a school, they should attempt to raise this with the school first before contacting the police.

54 PUBLIC PARTICIPATION - 6th PLATOON LETCHWORTH ARMY CADETS

Audio Recording – 26 Minutes 55 Seconds

Ms Zoe McDevitt, 6th Platoon Army Cadets of Letchworth thanked the Vice-Chair for the opportunity to address the Committee and the youth military organisation gave a verbal presentation in respect of their grant application, as follows:

- The organisation was open to young people aged between 12 and 18 years old;
- There were a number of benefits to joining including: learning new life skills and taking part in various activities, volunteering within the local community and being present at high profile events such as Remembrance Sunday and Armed Forces Day;
- The organisation provided cadets with a sense of belonging as well as teaching values such as respect, loyalty and self-discipline; and
- Grant funding was being asked for in order to purchase more equipment for the cadets.

The Vice-Chair thanked Ms McDevitt for her presentation.

55 PUBLIC PARTICIPATION - GREEN CARE AT NORTON CIC

Audio Recording – 35 Minutes 40 Seconds

Mr Ray Wilson, Green Care at Norton CIC, thanked the Vice-Chair for the opportunity to address the Committee and gave a PowerPoint presentation regarding their grant application, as follows:

- Green Care at Norton was a social, therapeutic and horticultural project based at the allotments at Norton, Letchworth;
- The project started in July 2019 and its first client joined in November of that year;
- The aim of the project was to work with individuals who were lonely, isolated and in long-term unemployment;
- In order to engage with individuals, Mr Wilson worked alongside settle – Tenancy Support, the job centre and Create Community Network;
- The project sought to encourage healthier eating as clients were able to eat what they had grown; and

- Surplus food was given to food banks.

The following Members asked questions:

- Councillor Mike Rice; and
- Councillor Sean Prendergast.

In response to questions raised, Mr Wilson responded as follows:

- There were currently two volunteers;
- The maximum number of participants would be 10 as some required one to one supervision; and
- Match funding had been received from Letchworth Civic Trust and Hertfordshire County Council. The latter had granted £3,300 to the project.

The Vice-Chair thanked Mr Wilson for his presentation.

56 PUBLIC PARTICIPATION - LETCHWORTH RINK ROLLER HOCKEY CLUB

Audio Recording – 49 Minutes 19 Seconds

Mrs Christine Walker, Letchworth Rink Roller Hockey Club, thanked the Vice-Chair for the opportunity to address the Committee and gave a verbal presentation regarding their grant application, as follows:

- The club was founded in 1984 by the Allen family;
- There were currently 160 memberships;
- Letchworth Rink Roller Hockey Club were one of the best teams in England;
- Training took place on a Wednesday evening at North Herts Leisure Centre and on a Thursday evening at Knights Templar;
- The junior teams (under 13s and under 15s) had 100% record that season;
- Players had historically been selected to play for England;
- Four of the under 17s had been chosen to play for the England squad in the European Championships in Portugal in September 2020;
- The under 15s team had represented England in the European Championship in two of the last three years;
- The cost of participation was high owing mainly to hall hire costs for training and tournaments;
- The cost of a junior membership was just over £500 for a year;
- A good pair of roller skates would cost around £300;
- A full goal keepers kit would cost up to £1,000;
- The membership costs discouraged some juniors from joining. Therefore, the grant requested of £2000 would fund four junior memberships for those who were financially disadvantaged; and
- Additional fundraising was taking place to raise £500 to pay for a fifth junior membership.

The following Members asked questions:

- Councillor Helen Oliver.

In response to the Member's question, Mrs Walker responded as follows:

- There were a number of people already in mind that would benefit from this help. There would also be small print on the flyers informing people of the help available; and

- It would be a good idea to take referrals from other agencies who know of individuals who would benefit from taking up the sport but were otherwise unable to do so.

The Vice-Chair thanked Mrs Walker for her presentation.

57 PUBLIC PARTICIPATION - ST THOMAS'S CHURCH, WILBURY

Audio Recording – 56 Minutes 50 Seconds

Mr Peter Willcox of St Thomas's Church, Wilbury, thanked the Vice-Chair for the opportunity to address the Committee and gave a verbal presentation in respect of their grant application as follows:

- St Thomas's Church was built in 1938;
- The back door, also installed in 1938, was now in need of replacement;
- A request of £2,000 was being made for the installation of the door; and
- The total amount needed for the new back door was £2,476. The additional amount would be found through church funds.

The Assistant Community Engagement Officer provided further information in relation to the grant application, as follows:

- The church provided a hub for the community as the Wilbury Community Café was held in the church hall once a month along with a parent and baby/toddler group and an over 60's group. Therefore, a number of people would benefit from this new door.

The Vice-Chair thanked Mr Wilcox for his presentation.

58 LETCHWORTH GARDEN CITY BID MANAGER

Audio Recording – 1 Hour 11 Minutes 13 Seconds

The Letchworth BID Manager agreed for Mr Hugh Ottewell, the newly appointed Chair of Letchworth Garden City BID, to present his report.

Mr Ottewell thanked the Chair for the opportunity to address the Committee and gave a verbal presentation, as follows:

- Mr Ottewell was voted in as Chair of Letchworth Garden City BID in November 2019;
- There were four Executive Board members and 17 Governors;
- BID meetings took place monthly;
- The Executive board met every 2 weeks;
- There were four key priority areas:
 - To enhance Letchworth and make it lively and well-promoted;
 - Businesses working together;
 - To promote a welcoming and attractive and accessible environment and town; and
 - Developing our offer.
- The key objective was to promote Letchworth as a place to work and live.

Councillor Helen Oliver added that she had received feedback from Transition Town Letchworth regarding the re-greening of Letchworth, who had hoped that consideration was given to perennial and edible plants.

The Vice-Chair thanked Mr Ottewell for his presentation.

59 PUBLIC PARTICIPATION - LETCHWORTH GARDEN CITY COLLABORATIVE

Audio Recording – 1 Hour 23 Minutes

Ms Stacey Orrow, Letchworth Garden City Collaborative, thanked the Vice-Chair for the opportunity to address the Committee and provided the Members with a verbal presentation in respect of the organisation, as follows:

- Letchworth Garden City Collaborative was formed 7 weeks ago;
- The organisation was created as a result of Ms Orrow feeling that she was the only person from her demographic of business;
- Ms Orrow felt there was a divide in the business demographic which impacted upon footfall in the town;
- 30 representatives had been pulled together;
- The aim was to strengthen the communication between those in power and those who required help;
- The aim of Letchworth Garden City Collaborative was to create a strong collaborative network and community of Letchworth based businesses in order to contribute to the economic issues faced in Letchworth;
- The aim was also to communicate with, educate and utilise resources of the network in order to improve individual businesses and the Garden City; and
- Ms Orrow was a hairdresser and her business was located in the back room of social housing property on the Jackman's estate.

The Vice-Chair thanked Ms Orrow for the presentation and stated that she looked forward to further updates.

A Member stated that the organisation embodied the principals of Letchworth of working together and investing in the community.

60 GRANTS & COMMUNITY UPDATE

Audio Recording - 1 Hour 37 Minutes

The Assistant Community Engagement Officer drew Member's attention to the report entitled Grants and Community Update and advised that there was no further update to provide. However, Members were welcome to raise any questions.

Members thanked the Community Engagement Team for their work.

RESOLVED:

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

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

61 GRANT APPLICATION - GREEN CARE AT NORTON CIC

Audio Recording – 1 Hour 4 Minutes 7 Seconds

RESOLVED: That grant funding of £2,052 be awarded to Green Care at Norton CIC to assist with the cost of the supply and installation of a polytunnel and learning shed.

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

62 GRANT APPLICATION - LETCHWORTH RINK ROLLER HOCKEY CLUB

Audio Recording – 1 Hour 7 Minutes 22 Seconds

RESOLVED: That grant funding of £2,500 be awarded to Letchworth Rink Roller Hockey Club in order for the club to provide 5 free year-long memberships to under 18's.

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

63 GRANT APPLICATION - ST THOMAS CHURCH WILBURY

Audio Recording – 1 Hour 8 Minutes 49 Seconds

RESOLVED: That grant funding of £2,500 be awarded to St Thomas's Church Wilbury for the purchase and installation of a new back door.

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

64 GRANT APPLICATION - 6th PLATOON LETCHWORTH ARMY CADETS

Audio Recording - 1 Hour 29 Seconds

A Member queried the information detailed at 10.4 on page 23 within the report which stated that the grant funding applied for in that round added up to £6,052.

In response to this, the Assistant Community Engagement Officer responded that the total grant funding applied for in that round now added up to £8,052.

Upon being put to the vote, it was:

RESOLVED: That grant funding of £2,500 be awarded to the 6th Platoon Letchworth Army Cadets to assist with the cost of the supply of new equipment in order to improve the level of training and resources.

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

65 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

Audio Recording – 1 Hour 38 Minutes 23 Seconds

Councillor Helen Oliver updated the Committee on the following matters:

- (1) The Grange Community Café would be taking place on Saturday 14 March at the Grange Baptist Church; and
- (2) On Monday 9 March, the Transport User Forum took place. The most pressing issues for residents were buses and community transport.

The meeting closed at 9.17 pm

Chair

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

**MEETING HELD AS A VIRTUAL MEETING
ON WEDNESDAY, 17TH JUNE, 2020 AT 7.30 PM**

MINUTES

- Present:** *Councillors: Daniel Allen, Morgan Derbyshire, Gary Grindal, Terry Hone, David Levett, Ian Mantle, Helen Oliver, Sean Prendergast, Sue Ngwala, Mike Rice and Adem Ruggiero-Cakir*
- In Attendance:** *Lea Ellis (Assistant Community Engagement Officer) and Hilary Dineen (Committee, Member and Scrutiny Manager)*
- Also Present:** *At the commencement of the meeting 2 members of the public, including registered speakers.*

1 WELCOME AND INTRODUCTION

Audio Recording – 18 seconds

The Committee, Member and Scrutiny Manager welcomed everyone to this virtual Letchworth Committee that it is being conducted with Members and Officers at various locations, communicating via audio/video and online.

She then gave guidance as follows:

Attendance

A roll call was undertaken to ensure that all Members and Officers could hear and be heard.

Live Streaming

The meeting was being streamed live on the Council's You Tube channel. If live streaming failed the meeting would adjourn. If the live stream could not be restored within a reasonable period then the remaining business would be considered at a later date.

If for any reason the meeting was not quorate an Officer would notify attendees by interjecting the meeting. The meeting would adjourn immediately. Once the meeting was quorate the meeting would resume. If connection could not be restored within a reasonable period, then the remaining business would be considered at a later date.

Only Members present for the entire debate and consideration of an item were entitled to vote. If technology failed for a Member during the debate and they rejoined the meeting, they would not be able to vote on that item.

Noise interference

Electronic devices should be muted and all present should have the mute button on their tablet or computer activated when not speaking.

Rules of Debate

The raise hand button (located under participants) should be used to alert the Chair that you wish to speak. Please wait for the Chair to invite you to speak before doing so.

Voting

Voting would be undertaken using the Green tick for “Yes”, Red Cross for “No” and Blue Raise Hand for “abstain”, located in the participants section at the bottom of the screen. To enable the votes to be counted, votes should not be cleared until requested to do so.

Details of how Members voted will not be kept or minuted unless a Recorded Vote was requested or an individual requests that their vote be recorded, and it will not be heard or seen on the audio and YouTube recordings of the meeting.

2 ELECTION OF A CHAIR FOR 2020/21

Audio Recording – 5 minutes 10 seconds

The Committee, Member and Scrutiny Manager called for nominations for Chair of the Letchworth Committee for the Civic Year 2020/21

Councillor Sue Ngwala proposed, Councillor Helen Oliver seconded and it was:

RESOLVED: That Councillor Gary Grindal be appointed as Chair of the Letchworth Committee for the Civic Year 2020/21.

Councillor Gary Grindal took the Chair.

3 APOLOGIES FOR ABSENCE

Audio recording – 8 minutes 36 seconds

Apologies for absence were received from Councillor Kate Aspinwall.

4 ELECTION OF A VICE-CHAIR FOR 2020/21

Audio Recording – 7 minutes 54 seconds

The Chair called for nomination for Vice-Chair of the Letchworth Committee for the Civic Year 2020/21.

Councillor Gary Grindal proposed, Councillor Ian Mantle seconded and it was:

RESOLVED: That Councillor Helen Oliver be appointed Vice-Chair of the Letchworth Committee for the Civic Year 2020/21.

5 NOTIFICATION OF OTHER BUSINESS

Audio recording – 9 minutes 9 seconds

There was no other business notified.

6 CHAIR'S ANNOUNCEMENTS

Audio recording – 9 minutes 38 seconds

- (1) The Chair welcomed everyone to this virtual meeting of the Letchworth Committee, particularly those who had come to give a presentation.
- (2) The Chair thanked former Councillor Deepak Sangha, who had resigned as a Councillor his work for the Letchworth Community over many years.
- (3) The Chair thanked Amelia McNally who had previously been clerk to the Committee for her help.
- (4) The Chair advised that, in accordance with Council policy, this meeting was being audio recorded as well as filmed. The audio recordings would be available on Mod.gov and the film recording via the NHDC Youtube channel.
- (5) Members were reminded to make declarations of interest before an item, the detailed reminder about this and speaking rights was set out under Chair's Announcements on the agenda.

7 LETCHWORTH GARDEN CITY BID MANAGER

Audio recording – 13 minutes 39 seconds

Prior to the item being discussed Councillor Levett advised, for clarification, that he had two businesses operating in the Town Centre.

Mr Chris Wilson, Letchworth Garden City BID Manager had given his apologies that he was unable to attend this meeting.

He had provided a document entitled Online Guide to reopening Letchworth Businesses and written update that was read out by the Assistant Community Engagement Officer as follows:

- Business have been preparing their premises in anticipation of reopening;
- Special measures required included:
 - Social distancing signage;
 - Ordering PPE and service cleaning for the safety of staff and customers.
- The Town had demonstrated unprecedented support, resilience and collaboration during lockdown;
- The BID had made available a wide range of services and merchandise to enable safe reopening of businesses;
- All businesses would continue to be supported to adapt and respond to government advice and guidelines as required;
- Signage, certificates of compliance and safety measure would clearly be displayed in all businesses;
- The Covid -19 recovery Plan had been published in the agenda.

Chris Wilson was now the Managing Director of the BID.

The following Members took part in the debate:

- Councillor Gary Grindal;
- Councillor David Levett.

The following matters were raised during the debate:

- Approximately one third of businesses in Letchworth had already opened;
- Staff were posted at entrances to Garden Square in order to monitor the numbers of people within the area;
- There were 2 metre markers on the floor throughout the Town;
- Hand sanitisers had been placed around the Town;
- Businesses were finding it difficult to work out how many people could be allowed into their shop;
- A lot of businesses had benefitted from Government aid;
- There would likely be some businesses that do not reopen.

The Chair thanked the Assistant Community Engagement Officer for presenting Chris Wilson's update,

8 PUBLIC PARTICIPATION - GREENCARE NORTON

Audio recording – 22 minutes 1 second

Mr Ray Wilson, Greencare Norton thanked the Chair for the opportunity to address the Committee in support of the grant application as follows:

- At a previous meeting there had been discussion regarding making the plot more accessible to disabled users;
- Due, to Covid-19 it had been difficult to undertake research;
- He had considered four options being:
 - Wooden Decking
 - Artificial Grass
 - Self Binding Gravel (Hoggin)
 - Slab Paving
- The first 3 options all had their drawbacks such as on going maintenance, safety, high cost or long term durability;
- The best and safest option was 'council standard' paving 900mm wide laid on a deep aggregate foundation;
- He had sourced a large quantity of reclaimed paving, which would make this option more affordable;
- It was estimated that the work would cost £4,000;
- They also wished to make the actual gardening accessible through provision of wooden raised beds which could be accessed from the proposed paved pathways;
- Suitable accessible wooden rustic raised beds could be purchased for approximately £90.00 each and be constructed by the participants;
- Timber could be purchased at a low cost to construct raised beds in the new polytunnel;
- The estimated cost of the raised beds and timber would be approximately £500;
- Completion of these projects would make the plot much more accessible for those with physical disabilities, irrespective of the weather and ground conditions, and offer an opportunity not only to participate in gardening but also to simply enjoy the beauty of the location its plants and wildlife.

In response to questions from Members Mr Wilson advised that the Greencare Norton plot was sited over 2 full sized plots at the allotments in Norton.

The Chair thanked Mr Wilson for his presentation.

9 PUBLIC PARTICIPATION - LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

Audio Recording – 29 minutes 48 seconds

Prior to the item being discussed Councillor Terry Hone declared a declarable interest in that he was a member of the board and trustee of Letchworth Garden City Heritage Foundation.

Prior to the item being discussed Councillor Helen Oliver declared a declarable interest in that she was a member of the board and trustee of Letchworth Garden City Heritage Foundation.

Mr Alistair Stewart, Head of Grants, Partnerships and Community Services, Letchworth Garden City Heritage Foundation, thanked the Chair for the opportunity to update the Committee on the work undertaken during the Covid-19 pandemic as follows:

- In March they made a decision to support the areas of food, prescriptions and signposting during the pandemic;
- They had worked closely with North Herts CVS and Herts Help to set up a telephone helpline service had been set up which had taken over 1000 telephone queries;
- They had delivered prescriptions, food parcels and food boxes in association with NHDC;
- They had recruited volunteers who had given 1725 volunteer hours;
- They had worked with different food providers to support them to understand different needs;
- They had also worked with HILS and active Letchworth to provide and deliver 600 booklets that included information on health and wellbeing such as such as diet, exercising, contact information for various services and alerts regarding scams;
- They had worked closely with the Healthy Hub to share and publicise information;
- They had awarded £33,000 in grant funding to 11 organisations including SADA, digital technology for organisations and food provision;
- They had been working on blogs regarding subjects such as Citizens Advice, Food Banks, Carers in Herts and Free school meals.

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

- Councillor Daniel Allen;
- Councillor David Levett;
- Councillor Sean Prendergast.

In response to questions Mr Stewart advised:

- That the support line remained open Monday to Friday 9am to 5pm;
- That publicity surrounding the phone line would be reconsidered.

Members wished to acknowledge Feed Up Warm UP, the Need Project and Morrisons amongst others who have been supporting the local community.

The Chair thanked Mr Stewart for his presentation and for the work that the Letchworth Heritage Foundation has been undertaking.

10 GRANTS AND COMMUNITY UPDATE

Audio Recording – 45 minutes 23 seconds

The Assistant Community Engagement Officer presented the report entitled Grants and Community Update together with the following appendix:

- Committee Budgets 2020-21.

She advised that:

The Team had been extremely busy working on the current situation as well as continuing projects that had previously been started including working with YC Herts to get a Youth Council operational.

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

- Councillor Daniel Allen.

In response to questions the Assistant Community Engagement Officer advised:

- That there was no longer a restriction on the timing of organisations applying for grant funding.

Members wished to place on record their thanks to the Community Engagement Team for their hard work, particularly over the period of the pandemic.

RESOLVED:

- (1) That the Committee formally thank the Community Engagement Team for their hard work, particularly over the period of the pandemic.
- (2) That the actions taken by the Community Engagement team to promote greater community capacity and well-being for Letchworth be endorsed.

REASON FOR DECISIONS: To ensure the Committee is kept informed of the work of the Community Engagement Team.

11 GRANT APPLICATION - GREENCARE NORTON

Audio Recording – 49 minutes 12 seconds

The Assistant Community Engagement Officer advised that The Committee had previously given £2052 to Greencare Norton and that they had requested further grant funding of £2.500 for their project that was expected to cost a total of £4,000.

Members were supportive of the project but requested that any funding be conditional on a formal quote being provided.

RESOLVED: That, subject to a satisfactory quote being received, grant funding of £2.500 be awarded to Greencare Norton to provide disabled accessibility the allotment plots at Norton from the following budgets:

- £2,360 from the 2019/20 carry forward budget
- £140 from the 2020/21 budget.

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

12 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

Audio Recording – 55 minutes 3 seconds

The Chair Led a discussion regarding Ward Matters and Outside organisations. The following issues were discussed:

Letchworth Settlement

The Letchworth Settlement had made an announcement that they would be closing on 31 July 2020 with all staff being made redundant.

The following Members took part in the debate:

- Councillor Gary Grindal;
- Councillor David Levett;
- Councillor Sue Ngwala;
- Councillor Daniel Allen;
- Councillor Mike Rice;
- Councillor Terry Hone;
- Councillor Ian Mantle;
- Councillor Helen Oliver;

The comments by Members included:

- The Settlement had been self financing from courses and rental income;
- Was there any way that NHDC could support the Settlement with grant funding;
- The annual running costs of the Settlement were high;
- There were a number of other organisations that would be affected by the closure as they used facilities at the settlement;
- Can we ask the BID to provide some business advice.

The Assistant Community Engagement Officer advised that:

- The Settlement had not approached NHDC for any funding.
- There were potential grants that the Settlement could apply for;
- In the past it had been difficult to engage with this organisation;
- The Community Engagement Team had been in contact with Letchworth Garden City Heritage Foundation and Letchworth Settlement to discuss potential support that could be offered to the Settlement.;
- The ownership of the building is complicated and needed to be understood at an early stage.

Proposed Bandstand on Norton Common

There was a small groundswell of opinion that a bandstand should be reinstated on Norton Common.

The following Members took part in the debate:

- Councillor Ian Mantle;
- Councillor David Levett;
- Councillor Mike Rice;
- Councillor Daniel Allen.

Comments from Members included:

- That the original bandstand was removed as the maintenance costs were extremely high and it was never used;
- If there were a new bandstand it would have to be used regularly;
- This would be a very expensive luxury and the Council had more important things to do;
- County Councillors had been approached and had reservations regarding this project;
- The focus of events was on Broadway Gardens.
- Norton Common was now a local nature reserve, which may mean that a bandstand could not be built there.

Letchworth Organisations

Councillor David Levett highlighted that several organisations were struggling in the current circumstances and were at risk of closure. They had been advised to contact the Community Engagement Team.

Food Rescue and Delivery

Councillor Daniel Allen highlighted that guerrilla groups had been set up in Warren Close and the Grange to collect rescued food and deliver it to those in need.

Letchworth Community

Councillor Daniel Allen acknowledged the work being undertaken by many formal and informal groups throughout Letchworth.

Roadworks

Councillor Hone advised that there would be significant roadwork on the A1M at Coreys Mill from 7 July 2020 to 12 August 2020 which could result in significant local road closures and diversions.

Councillor Surgery

The Letchworth Councillor Surgery would be held on Saturday 20 June via phone calls to the local Councillors.

Committee, Member and Scrutiny Team and IT Department

The Chairman thanked the Committee, Member and Scrutiny Team and IT Department for all of their hard work in enabling meetings to take place virtually.

RESOLVED: That the Community Engagement Team continue to engage with the Letchworth Settlement to offer support wherever possible and signpost to other organisations that may also be able to assist and that they keep the Members of the Committee updated.

The meeting closed at 9.02 pm

Chair

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

**MEETING HELD AS A VIRTUAL MEETING
ON WEDNESDAY, 14TH OCTOBER, 2020 AT 7.30 PM**

MINUTES

Present: *Councillors: Helen Oliver (Vice-Chair), Daniel Allen, Morgan Derbyshire, Terry Hone, David Levett, Ian Mantle, Sue Ngwala, Mike Rice and Adem Ruggiero-Cakir*

In Attendance: *Claire Morgan (Community Engagement Team Leader), Simon Ellis (Development and Conservation Manager), Hilary Dineen (Committee, Member and Scrutiny Manager) and Anna Gouveia (Committee, Member and Scrutiny Officer)*

Also Present: *At the commencement of the meeting approximately 7 members of the public, including registered speakers.*

13 WELCOME AND INTRODUCTION

Audio recording – 10 seconds

The Vice-Chair welcomed everyone to this virtual Letchworth Committee meeting that was being conducted with Members and Officers at various locations, communicating via audio/video.

The Committee, Member and Scrutiny Officer undertook a roll call and gave guidance as follows:

The meeting was being streamed live on the Council's YouTube channel. If live streaming failed the meeting would adjourn. If the live stream could not be restored within a reasonable period then the remaining business would be considered at a later date.

If for any reason the meeting was not quorate an Officer would notify attendees by interjecting the meeting. The meeting would adjourn immediately. Once the meeting was quorate the meeting would resume. If connection could not be restored within a reasonable period, then the remaining business would be considered at a later date.

Only Members present for the entire debate and consideration of an item were entitled to vote. If technology failed for a Member during the debate and they rejoined the meeting, they would not be able to vote on that item.

Electronic devices should be muted and all present should have the mute button on their tablet or computer activated when not speaking.

The raise hand button should be used to alert the Vice-Chair that you wish to speak. Please wait for the Vice-Chair to invite you to speak before doing so.

Voting would be undertaken using the Green tick for "Yes", Red Cross for "No" and Blue Raise Hand for "abstain". To enable the votes to be counted, votes should not be cleared until requested to do so.

Details of how Members voted would not be kept or minuted unless a Recorded Vote was requested or an individual requests that their vote be recorded, and it would not be heard or seen on the audio and YouTube recordings of the meeting.

The Vice-Chair, Councillor Helen Oliver started the meeting proper.

14 APOLOGIES FOR ABSENCE

Audio recording – 4 minutes 48 seconds

Apologies for absence were received from Councillors Gary Grindal (Vice-Chair), Kate Aspinwall and Sean Prendergast.

The Vice-Chair passed on the Committee's best wishes to Councillor Gary Grindal.

15 NOTIFICATION OF OTHER BUSINESS

Audio recording – 5 minutes 12 seconds

There was no other business notified.

16 CHAIR'S ANNOUNCEMENTS

Audio recording – 5 minutes 22 seconds

- (1) The Vice-Chair welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Vice-Chair advised that, in accordance with Council Policy, the meeting would be audio recorded as well as filmed. The audio recordings would be available to view on Mod.gov and the film recording via the NHDC YouTube channel.
- (3) The Vice-Chair 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.

17 PUBLIC PARTICIPATION - 7TH LETCHWORTH SCOUTS

Audio recording – 6 minutes 27 seconds

Ms Jackie Hare, Group Scout Leader, 7th Letchworth Scouts thanked the Vice-Chair for the opportunity to address the Committee in support of the grant application as follows:

- The 7th Letchworth Scouts group had 56 children attending primarily from the Wilbury Estate;
- It was a long-standing group which recently celebrated its 75th anniversary and was highly regarded in the district;
- The grant application for £760 was being made to help pay towards the forthcoming annual census fee to the national Scouting body';
- The census fee helped to pay for training, campsites, insurance, support and some permanent staff;
- The money collected by the district helped to pay for the District Headquarters, minibuses, international and district expeditions, halls and storage, leader support and uniform and funding weekly activities for the young people;
- The Covid-19 pandemic had resulted in a reduction in fundraising.

The Vice-Chair thanked Ms Jackie Hare for her application.

18 PUBLIC PARTICIPATION - THE SETTLEMENT

Audio recording – 12 minutes 07 seconds

Mr Nigel Carrick, The Settlement, thanked the Vice-Chair for the opportunity to address the Committee in support of their grant application as follows:

- The Settlement had been due to close for financial reasons;
- Fundraising had been carried out and donations and grants to cover running costs had been received;
- The cost of running The Settlement on an annual basis was £150,000;
- Participation in classes was currently limited due to the Covid-19 pandemic;
- Classes were now being moved online or partially online where possible;
- The grant application for £2,000 was being made to help buy digital equipment such as laptops, microphones and screens.

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

- Councillor Sue Ngwala;
- Councillor David Levett;
- Councillor Mike Rice.

Members congratulated Mr Carrick and The Settlement on their fundraising efforts and their success in keeping The Settlement open.

Mr Carrick advised that there was external redecoration work to be done to the building as a condition of the lease. He confirmed that The Settlement had a 50 year lease.

The Vice-Chair thanked Mr Nigel Carrick for his presentation.

19 PUBLIC PARTICIPATION - SMALL ACTS OF KINDNESS

Audio Recording 32 minutes 17 seconds

Ms Lynne Misner, Chief Executive, Small Acts of Kindness, thanked the Vice-Chair for the opportunity to address the Committee and gave a verbal presentation in respect of her organisation and its activities which included the following:

- Since grant funding had been awarded last year, the 'Warm in Winter' gift bags had been distributed to over 600 recipients;
- Positive feedback had been received from Letchworth residents who had received the bags;
- Ms Misner thanked the Committee for its support;
- Members were requested to let Lynne know of anyone they knew who would benefit from the bags, and also of any activities in the local area;
- 4,000 bags had been packed to go out;
- The qualifying age for receiving a gift bag was 55, the average age of recipients was early 80s.

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

- Councillor Sue Ngwala;
- Councillor Helen Oliver;
- Councillor Mike Rice.

Members congratulated Ms Misner and Small Acts of Kindness on their great work in the community.

The Vice-Chair thanked Ms Misner for her presentation.

20 PUBLIC PARTICIPATION - NORTH HERTS AFRICAN CARIBBEAN COMMUNITY

Audio Recording 39 minutes 43 seconds

Ms Kava Johnson, North Herts African Caribbean Community thanked the Vice-Chair for the opportunity to address the Committee and provided Members with a verbal presentation in respect of her organisation and its activities which included the following:

- The group had been formed to bring together lots of different groups following the 'Black Lives Matter' peaceful protest in Hitchin, with the goal of sharing culture;
- Plans for Black History Month to share culture with the community had included a gala dinner and partnership work with the Broadway Cinema, haircare workshops and exhibitions;
- As much as possible had been moved online due to the Covid-19 pandemic and some events had been postponed until 2021;
- Thanks were conveyed for the grant given by the Committee which had been put towards supporting the community to do as much as possible during the lockdown period to bring the community together;
- Online poetry for mental health workshops and haircare workshops online had been held;
- Plans for the future included supporting community groups, local entrepreneurs and children and young people's activities next year;
- Support was welcomed from people of all backgrounds.

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

- Councillor Sue Ngwala;
- Councillor Helen Oliver.

The Community Engagement Team Leader confirmed that the group had received grant funding of £4,000 from the district-wide fund. She added that North Herts Museum had a Black History Month exhibition.

The Vice-Chair thanked Ms Johnson for her presentation.

21 PUBLIC PARTICIPATION - LETCHWORTH SAFE CYCLING AND WALKING NETWORK

Audio Recording 51 minutes 39 seconds

Ms Julia Sonander, Letchworth Safe Cycling and Walking Network, thanked the Vice-Chair for the opportunity to address the Committee and provided the Members with a presentation in respect of her organisation and its activities which included the following:

- Work was being done by Letchworth Cyclists Group to create a safe cycling network for cyclists aged 8 upwards;
- The aim was to assist all to cycle with confidence;
- The webpage of the Letchworth Cyclists Group (transitionletchworth.org/letchworth-cyclists) contained a detailed report of schemes and an interactive open street map;
- The group was looking at various schemes including re-designing roads to include cycle lanes; 'Dutch' roundabouts; toucan and parallel (tiger) crossings; direct routes and quiet roads;
- There was benefit in having a 'big picture' vision and a comprehensive cycle network plan, although it was acknowledged that it may take some time to implement;
- The plan could be used to ensure that any new schemes fitted into the wider network plan, that the plan was considered during highways works and new developments, and that opportunities for transport funding, for example from Covid-19 funding sources, could be swiftly accessed;
- Support was sought for the idea of having a comprehensive cycle network plan for Letchworth and for working up 'The Community Plan for a Letchworth Cycling and Walking Network' into an adopted NHDC plan.

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

- Councillor Ian Mantle;
- Councillor David Levett;
- Councillor Helen Oliver;
- Councillor Terry Hone;
- Councillor Sue Ngwala.

Members were supportive of the initiatives as presented. It was suggested that the Cycling Group work with the NHDC Transport Officer to discuss how to improve cycling facilities in Letchworth. Liaison with County Council would also be essential. It was noted that the Transport Users Forum was looking to schedule a meeting on walking and cycling to which all relevant stakeholders would be invited.

The Vice-Chair thanked Ms Sonander for her presentation.

22 LETCHWORTH GARDEN CITY BID MANAGER

Audio recording – 1 hour 13 minutes 55 seconds

Mr Chris Wilson, Letchworth Garden City BID Manager, thanked the Vice-Chair for the opportunity to address the Committee and gave a verbal presentation regarding the issues and activities in Letchworth Garden City Town Centre including:

- September footfall YTD was down by 11%; October footfall was down 34% due to people staying at home during the current Covid-19 pandemic;
- 'Shop Local Shop Safe' signage had been put up and hand sanitiser stations put in place;
- New planters had been installed in Leys Avenue and Arena Parade Canopy;
- The Christmas light switch on had been attended by over 23,000 people last year;
- Money that would have been invested in entertainment for this event had gone into a new lighting scheme;
- A Christmas market was scheduled for 3rd - 6th December; a virtual Christmas market was planned;

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

- Councillor Helen Oliver;
- Councillor Daniel Allen;
- Councillor David Levett.

Members conveyed their thanks to the BID for its support in helping local businesses with the challenges brought about by the Covid-19 pandemic.

It was confirmed that an Escape Room was coming to the town and various vacant premises were being filled. The Carnival was planned to return next year.

It was noted that visitors were coming from other towns to visit Letchworth which was welcomed.

The Vice-Chair thanked Mr Wilson for his presentation.

23 LETCHWORTH GARDEN CITY HERITAGE FOUNDATION - UPDATE

Audio Recording 1 hour 26 minutes 04 seconds

Mr Stuart Sapsford, Letchworth Garden City Heritage Foundation, thanked the Vice-Chair for the opportunity to address the Committee and gave the Members a verbal update on the Heritage Foundation's activities over the past few months including:

- It had been a challenging period due to the Covid-19 pandemic;
- Income from the property portfolio was down by £2.5m (20%) and the loss of income was expected to continue for 2021 and potentially 2022;
- A strategic review of the business model had been carried out to identify savings. This had resulted in some redundancies and services being cut;
- Funding of £224,000 had been secured from the Arts Council through the Cultural Recovery Fund which had given a lifeline to services – this would be used to create some posts to support heritage and cultural offers;
- The £600,000 per annum grants budget would continue to be provided to the community;
- The Community Response Service had been formed to support people affected by Covid-19;
- Services cut included: Active Letchworth; the theatre until at least the end of 2021; the Community Transport Service; Discover Letchworth and the Ernest Gardiner Treatment Centre;
- Short-term investment for the museum service collection and the Broadway Gallery had been secured;
- The ambition for 2021 was that the Cinema and Standalone Farm would generate greater revenues to support re-investment in the community;
- Services which remained included Stewardship and Development; the Cinema; cultural learning for children and young people; the Families and Child Development project primarily focused on the Jackman's Estate supporting families in poverty in that area;
- The focus would be on creating strong partnerships within the town, new activities and drawing in money from other funders to do more as well as supporting the vulnerable groups emerging with the pandemic which was pushing people into poverty;
- Delays with the Local Plan process were significant;
- The Foundation was part of the strategy group identifying ways of drawing people into the town;

- Other priorities included income recovery, ensuring tenants could remain; supporting new organisations and businesses to take on tenancies; looking at housing within the Local Plan and LG1 and other schemes and initiatives; working with local entrepreneurs and activists to support health and wellbeing and culture; celebrating the green spaces; attracting more people to Letchworth and giving opportunities to people within the town;
- The new strategy would be publicised later in the year.

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

- Councillor David Levett;
- Councillor Morgan Derbyshire;
- Councillor Ian Mantle;
- Councillor Mike Rice.

In response to questions Mr Sapsford advised:

- That the Foundation was looking at alternative models to deliver the Community Transport Scheme more cost-effectively.
- That the Ernest Gardiner Treatment Centre cost in the region of £350,000 per annum to run and its specialist staff had sadly been made redundant.
- The Heritage Foundation was working with the Primary Care Network to establish a Covid Assessment Centre and in the future a Covid Rehabilitation Centre at the premises but in the short to medium term it could not be supported.

The Vice-Chair thanked Mr Sapsford for his presentation and looked forward to working collaboratively with the Foundation in the future.

A comfort break was held at 21.14

Following the comfort break the Committee Member and Scrutiny Officer undertook a roll call.

24 ANNUAL UPDATE ON S106 OBLIGATIONS

Audio Recording 1 hour 55 minutes 12 seconds

The Development and Conservation Manager presented the report entitled Annual Update on S106 Obligations together with the following appendix:

- Appendix 1 - Current Held Funds Letchworth.

He drew attention to the following:

- There was now a need to collate information district-wide and send it to central government, as an Infrastructure Funding Statement, every year from December 2020 – this would be an annual account of everything that has happened across the district in the previous financial year – Area Committee updates would continue each year;
- He was looking at a Business Case for a Small Sites Community Infrastructure Levy to obtain funding from smaller scale developments;
- This could be affected by planning reforms proposed in the government White Paper. The government was looking at a national levy which would be a uniform charge across the country to give more certainty to the development industry. There was no firm legislation on this yet and it may take some time to be implemented;
- In July 2020 the new planning obligations Supplementary Planning Document had been endorsed and would take effect subject to the Local Plan being adopted;

- There was Informal Open Space funding of approximately £17,000 available as well as funding for Pitch Sport which could potentially be used for some projects which had been earmarked for capital funding, for example the landscaping around the War Memorial;
- There was £89,000 available under Sustainable Transport Funding. The Transport Officer could co-ordinate with Hertfordshire County Council to draw down some of that funding for cycle projects;
- The Pitch Sports budget could be used to fund some football goals on the recreational grounds;
- There was £120,000 in funding available for Healthcare. This could be used for the Health Hub project planned in the centre of Letchworth.

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

- Councillor Helen Oliver;
- Councillor Sue Ngwala.

In response to questions the Development and Conservation Manager advised that once funding was received the Council had 10 years to spend it and this was closely monitored to ensure funding was spent before the deadline.

The Vice-Chair thanked the Development and Conservation Manager for presenting his report.

Councillor Helen Oliver proposed, Councillor Morgan Derbyshire seconded and it was

RESOLVED:

- (1) That the content of the report entitled Annual Update on S106 Obligations be noted.
- (2) That it be agreed that a report continue to be presented on an annual basis to the Letchworth Committee, which sets out full records of all Section 106 activity for the preceding financial year and which reflects changes in legislation and practice.
- (3) That, other than where a contribution has been negotiated for a specific purpose or project, Ward Members of the area where the Section 106 Obligation or Unilateral Undertaking funding is generated and the Area Committee be consulted prior to funding being allocated away from that area. Members must note that the discretionary funds are rapidly diminishing and will not be replaced under current legislation and practice, for reasons that are set out in the report.

REASONS FOR DECISIONS:

- (1) To ensure that there is a robust system for negotiating and managing Section 106 Obligations and Unilateral Undertakings, that records activity for each financial year and is placed in the public domain.
- (2) To ensure that the process is kept under constant review and Member scrutiny and that the risk associated with this activity is managed in an appropriate manner.

25 GRANT APPLICATIONS AND COMMUNITY UPDATE

Audio recording – 23 minutes 3 seconds and 2 hours 8 minutes 8 seconds

The Community Engagement Team Leader presented the report entitled Grants and Community Update, together with the following appendix:

- Appendix 1 - Committee Budgets 2020/21

She advised that:

- Following grants made at the meeting, there was £8,100 remaining in the budget for the last two meetings of the financial year;
- The grant to Letchworth Rink Hockey had been released;
- The grant to Small Acts of Kindness had been released for this year;
- Many projects were ongoing, in particular the team were working with youth provision, mental health, Holocaust Memorial Day and setting up the Volunteer Awards.

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

- Councillor Mike Rice.

Councillor Helen Oliver proposed, Councillor Mike Rice seconded and it was:

RESOLVED: To endorse the actions taken by the Community Engagement Team to promote greater community capacity and well-being for Letchworth.

REASON FOR DECISION: To ensure the Committee is kept informed of the work of the Community Engagement Team.

26 GRANT APPLICATION - THE SETTLEMENT

Audio recording – 23 minutes 55 seconds

The Community Engagement Team Leader advised that The Settlement was requesting £2000 in grant funding.

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

- Councillor Terry Hone;
- Councillor Daniel Allen.

In response to questions Mr Carrick confirmed that the amount requested was £2000 and this would be sufficient to cover costs.

It was proposed by Councillor Morgan Derbyshire, seconded by Councillor Ian Mantle and:

RESOLVED: That grant funding of £2,000 be awarded to The Settlement for electronic and computer equipment to allow online access for participants.

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

27 GRANT APPLICATION - 7TH LETCHWORTH SCOUTS

Audio recording – 30 minutes 22 seconds

Prior to consideration of the item Councillor Daniel Allen declared a declarable interest in that his children attended the 7th Letchworth Scout Group. He advised that he would not take part in the debate or vote.

It was proposed by Councillor Mike Rice, seconded by Councillor Terry Hone and:

RESOLVED: That grant funding of £760 be awarded to 7th Letchworth Scouts to support payment of the annual census fee to the national Scouting body.

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

28 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

Audio recording – 2 hours 12 minutes

The Vice-Chair led a discussion regarding Ward Matters and Outside Organisations. The following issues were discussed:

All Saints Church, Willian

Councillor David Levett advised that:

- The internal space of the Church was being reconfigured to make it a more flexible, communal space early in the New Year;
- Suggestions were welcome for storage sites and/ or a new site for the historic church organ.

RESOLVED:

- (1) That Members be requested to inform Councillor Levett if they knew of a new home or temporary storage facility for the All Saints church organ which was due to be removed from the building;
- (2) That All Saints Church, Willian be advised to contact the Community Engagement Team to discuss funding stream opportunities.

REASON FOR DECISION: To ensure that the Letchworth Committee is kept apprised of matters affecting Wards and Outside Organisations.

St Michael's Church

Councillor Mike Rice advised that:

- The cost of repairing St Michael's Church was too great therefore the decision had sadly been taken to remove it.

Members suggested that the Committee be involved in looking at what would be placed on this important and prominent town site in future.

Remembrance Sunday Events

The Committee, Member and Scrutiny Manager advised that:

- The National British Legion had advised not to undertake parades or services;
- The details of the event in Letchworth were still to be confirmed;
- If there were no formal events, wreaths would be laid at the memorials outside usual times to prevent gatherings due to the Covid-19 pandemic;

- Members were requested not to attend unless invited because the organisers were having to undertake risk assessments and 'Track and Trace' obligations;
- If a service was confirmed in Letchworth, the Vice-Vice-Chair of the Council would lay the wreath.

The meeting closed at 9.54 pm

Chair

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

MEETING HELD AS A VIRTUAL MEETING ON WEDNESDAY, 9TH DECEMBER, 2020 AT 7.30 PM

MINUTES

Present: *Councillors: Helen Oliver (Vice-Chair), Daniel Allen, Kate Aspinwall, Morgan Derbyshire, Terry Hone, David Levett, Ian Mantle, Sean Prendergast, Mike Rice and Adem Ruggiero-Cakir*

In Attendance: *Lea Ellis (Assistant Community Engagement Officer), Matthew Hepburn (Committee, Member and Scrutiny Officer) and Anna Gouveia (Committee, Member and Scrutiny Officer)*

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

29 WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY

Audio recording – 9 seconds

The Vice-Chair welcomed everyone to this Letchworth Committee meeting that was being conducted with Members and Officers at various locations, communicating via audio/video and online. There was also the opportunity for the public and press to listen to and view proceedings.

The Committee, Member and Scrutiny Officer undertook a roll call and drew attention to the Remote/Partly Remote Meetings Protocol Summary which gave advice regarding the following:

- Attendance;
- Live Streaming;
- Noise interference;
- Rules of Debate;
- Voting; and
- Part 2 Items.

The Vice-Chair, Councillor Helen Oliver, started the meeting proper.

30 APOLOGIES FOR ABSENCE

Audio recording – 2 minutes 55 seconds

Apologies for absence were received from Councillors Gary Grindal and Sue Ngwala.

31 NOTIFICATION OF OTHER BUSINESS

Audio recording – 3 minutes 6 seconds

There was no other business notified.

32 CHAIR'S ANNOUNCEMENTS

Audio recording – 3 minutes 10 seconds

- (1) The Vice-Chair welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Vice-Chair advised that, in accordance with Council Policy, the meeting would be audio recorded as well as filmed. The audio recordings would be available to view on Mod.gov and the film recording via the NHDC YouTube channel.
- (3) The Vice-Chair 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.

33 PUBLIC PARTICIPATION - GREENCARE AT NORTON

Audio recording – 4 minutes 43 seconds

Mr Ray Wilson, Managing Director of Greencare at Norton, thanked the Vice-Chair for the opportunity to address the Committee in support of the grant application as follows:

- Mr Wilson thanked Members for their help and support with the Greencare project at Norton;
- One of the plots had been made accessible for people with mobility issues;
- Disruption had been caused by the pandemic;
- They were currently working with 10 adults with various needs;
- Grant funding was being requested for a toilet facility on site;
- There were plans for a social enterprise.

The following Members asked questions:

- Councillor David Levett;
- Councillor Daniel Allen.

Members congratulated Mr Wilson on the project. It was suggested that the Letchworth Civic Trust could be approached for revenue funding if required. The Letchworth masonic lodges were also suggested as potential sponsors.

Mr Wilson advised that:

- The toilet would be a temporary solution which was required immediately, and a more permanent solution would be looked into in the future;
- Additional funding streams and income generation were both being explored.

The Vice-Chair thanked Mr Ray Wilson for his application.

34 PUBLIC PARTICIPATION - LETCHWORTH RINK HOCKEY CLUB

Audio recording – 14 minutes 14 seconds

NB Councillor Kate Aspinwall joined the meeting at 7.50pm.

Ms Aude Mongiatti, Letchworth Rink Hockey Club, thanked the Vice-Chair for the opportunity to address the Committee in support of the grant application as follows:

- The club had suffered financially due to the Covid-19 pandemic and had lost all its fundraising opportunities during the 2020 season;
- The club invested resources into its junior players who had been successful in the leagues and selected for the national team;
- Financial support was requested to enable the National Head Coach to train new coaches for junior players and for a monthly training session from the National Head Coach for the junior players;
- The club was very grateful to the Committee for a previous grant which had helped nine junior players with their fees and monthly subscription;
- The club had hoped to fundraise approximately £300 to meet the cost of this project and some other funding streams were being explored.

The following Members asked questions:

- Councillor Helen Oliver;
- Councillor Terry Hone;
- Councillor Daniel Allen;
- Councillor Mike Rice.

Members' comments included:

- Hertfordshire County Council had a locality budget which was there to support charitable events and opportunities, and Councillor Terry Hone was the person to contact in that regard.

Ms Aude Mongiatti advised that:

- The previous grant received from the Committee had enabled the club to support some junior players who might not otherwise have been able to participate due to the investment involved in buying kit, funding subscriptions, insurance and other expenses;
- Further information could be provided to the Committee on the possibility of funding from sponsors;
- Between 15 and 20 of the junior members who would benefit from this funding were from Letchworth (which represented approximately half of the juniors).

The Assistant Community Engagement Officer confirmed that previous funding support of £2,500 awarded in the previous financial year had been paid to the club.

The Vice-Chair thanked Ms Aude Mongiatti for her application.

35 PUBLIC PARTICIPATION - REVEREND TREVOR SHARP

Audio recording – 41 minutes 10 seconds

The Reverend Trevor Sharp, Vicar of St George and St Nicholas Norton, thanked the Vice-Chair for the opportunity to address the Committee and provided Members with a verbal presentation in respect of the church's activities during lockdown including:

- Churches had shared many of the difficulties experienced by small businesses and all people brought about by the Covid-19 pandemic;
- Restrictions in place had been very upsetting regarding funerals, and weddings had been also been cancelled due to restrictions on numbers attending;
- The church had set up a 'Love Thy Neighbour' scheme where volunteers from the church, Letchworth Rugby Club and wider community had done shopping for vulnerable people, collected prescriptions and even helped with dog walking;

- Volunteers had telephoned people who were feeling isolated to combat loneliness in the community which had been highlighted during the pandemic;
- Services had been live-streamed during lockdown and some services had been able to start taking place in church again which was really valuable to give some the opportunity to go out;
- A programme of family Christmas services was being held within the guidelines;
- The pandemic had brought the community closer together but also highlighted the difficulties of loneliness experienced in the community.

The following Members asked questions:

- Councillor Daniel Allen;
- Councillor David Levett.

The Revered Trevor Sharp advised that:

- St Michael's Church, Broadway was sadly shutting down as the building was unsafe and the church could not afford to fund repairs;
- The existing three parishes of St George's, St Paul's and St Thomas' would serve Letchworth in the future;
- Live-streamed services had been well-attended and had opened up a new medium for people to attend without travelling to the church including the elderly.

The Vice-Chair thanked Reverend Trevor Sharp for his presentation.

36 PUBLIC PARTICIPATION - NORTH HERTS AFRICAN CARIBBEAN COMMUNITY

Audio recording – 51 minutes 59 seconds

Ms Kava Johnson, North Herts African Caribbean Community thanked the Vice-Chair for the opportunity to address the Committee and provided Members with a verbal presentation in respect of her organisation and its activities including:

- Committee funding had been received to carry out some activities during Black History Month;
- Some activities had been able to be done online, e.g. the plaits and braids and poetry workshops which had been well-attended;
- Activities had been extended beyond Black History Month to provide ongoing activities throughout the year;
- Doing activities online had enabled the group to extend their reach and they were working in partnership with other community groups across North Hertfordshire to deliver sports and social activities;
- The group was looking for other income streams and putting together funding applications to do more to serve the community.

The Vice-Chair thanked Ms Johnson for her presentation.

37 PUBLIC PARTICIPATION - GARDEN HOUSE HOSPICE

Audio recording - 1 hour 44 seconds

Ms Claire Lunnon, Garden House Hospice, thanked the Vice-Chair for the opportunity to address the Committee and provided the Members with a presentation in respect of the grant funded recent Lights of Life event including:

- The usual annual Remembrance Service could not be held due to the Covid restrictions so a pre-recorded Service of Remembrance was held on 22nd November in the gardens which had been lit up following the funding that had been received;
- The service was put online and received over 3,500 views;
- A slide show of pictures of the event was shown to the Committee;
- Each evening between 23rd – 29th November, twenty-minute slots were available for people to visit the garden, look at the stars that had been sent in or write a star and hang it up, and light a candle;
- Over 800 stars had been written and about 300 people had visited;
- People surveyed had felt that it had been a suitable tribute which exceeded their expectations and they would like to see it again next year;
- Over £51,000 had been raised which was the most that had ever been raised with this kind of service.

The Vice-Chair congratulated Ms Claire Lunnon for putting on such a great event and thanked her for her presentation.

38 LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

Audio recording 55 minutes 44 seconds

The Letchworth Garden City Heritage Foundation had been unable to join the Committee due to technical difficulties so the Assistant Community Engagement Officer read out an update on their behalf including:

- The re-opening of the cinema, gallery and museum were being supported with cultural recovery funding;
- The farm was planned to be re-opened in February 2021;
- The Culture and Heritage Strategy was being developed;
- The Foundation was working with the BID to support 'Shop Local';
- There were continuing challenges on property income particularly with leisure and office sectors and commercial rent arrears were rising;
- A new strategy was being developed to support local social action mitigating the effects of increasing poverty and unemployment whilst nurturing local enterprise;
- The Foundation was working in partnership with Citizens Advice, using asset-based community development to support the Money Advice programme;
- They were working on local service maps to support other projects they were funding;
- Grants awarded included £6000 to Howard Garden Day and Social Care Centre; £3000 to Norton Methodist Community Hall; £4,500 to Create Network; £1,800 to Letchworth Garden City Samba; £610 to Talking News; £187 for books to Fearnhill School; £1,480 to the Letchworth Centre for Healthy Living and £13,900 to Tilehouse Counselling;
- They continued to keep in touch with the food provision groups and had awarded a grant of £14,280 to Letchworth Foodbank;
- They were likely to have a £35,000 grant underspend at the end of the year.

In response to a Member's question, the Assistant Community Engagement Officer undertook to ask the Letchworth Heritage Foundation if they had a strategy for spending the underspend.

The Vice-Chair thanked the Assistant Community Engagement Officer for presenting the update on behalf of the Letchworth Heritage Foundation.

39 LETCHWORTH GARDEN CITY BID MANAGER

Audio recording – 1 hour 6 minutes 7 seconds

The Vice-Chair informed the Committee that the BID Manager had been unable to attend the Committee that evening. She advised that it was an incredibly busy time for the BID who had been doing a lot to support local businesses.

If Members had any questions, the Assistant Community Engagement Officer could direct them to the BID Manager, or alternatively the Vice-Chair advised that she sat on the BID Board so any questions could be directed to her after the meeting.

40 GRANT APPLICATIONS AND COMMUNITY UPDATE

Audio recording – 1 hour 6 minutes 47 seconds

The Assistant Community Engagement Officer presented the report entitled Grants and Community Update, together with the following appendix:

- Appendix 1 – 2020/21 Financial Year Budget Sheet

She advised that:

- Photographs of Greencare at Norton had been included in the report to show Members what the funding previously granted had been spent on;
- Imajica Theatre Company had finished filming their Seasonal Pantomime and tickets could now be booked for the online show;
- The Community Engagement Team were considering further ways of promoting the Zoom town surgeries to more residents.

The following Members asked questions and took part in discussion:

- Councillor David Levett;
- Councillor Kate Aspinwall.

Members raised the following topics:

- The lighting in Howard Park and Gardens had not been working for several months despite being reported many times. This made it dangerous and difficult to walk through the area at night and late afternoon. An update on this matter was requested before the Committee's next meeting;
- The Committee passed on its thanks to the Assistant Community Engagement Officer and her team for all their support during the Covid-19 pandemic.

RESOLVED:

- (1) That the actions taken by the Community Engagement Team to promote greater community capacity and well-being for Letchworth be endorsed;
- (2) That the Assistant Community Engagement Officer be requested to seek an update on the functioning of the lighting in Howard Park and Gardens before the next meeting of the Committee.

REASON FOR DECISION: To ensure the Committee is kept informed of the work of the Community Engagement Team.

41 GRANT APPLICATION - GREENCARE AT NORTON

Audio recording – 28 minutes 9 seconds

The Vice-Chair led a debate on the award of grant funding as per the application submitted by Greencare at Norton.

The Assistant Community Engagement Officer advised that a further application would be likely from Greencare in a few month's time for a compost toilet and the Committee could decide to provide funding for that at this meeting, which would still leave a good amount in the budget for the March meeting.

The following Members took part in debate:

- Councillor David Levett.

Members comments included:

- It was suggested that it would be a little premature to award additional funding at this stage as Greencare were still looking into longer-term options for a more permanent toilet facility.

It was proposed by Councillor David Levett, seconded by Councillor Daniel Allen and:

RESOLVED: That grant funding of £400 be awarded to Greencare at Norton for a small shed and portaloo to address exclusion issues.

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

42 GRANT APPLICATION - LETCHWORTH RINK HOCKEY CLUB

Audio recording – 29 minutes 23 seconds

The Vice-Chair led a debate on the award of grant funding as per the application submitted by Letchworth Rink Hockey Club.

The Assistant Community Engagement Officer advised that the club had gone above and beyond what had been asked of them last time by the Committee as they had funded twice the amount of young players who might not have otherwise been able to afford to participate, which had resulted in the need for further funding for this training.

The following Members took part in debate:

- Councillor Daniel Allen;
- Councillor David Levett;
- Councillor Mike Rice.

Members' debate included:

- There was concern about funding the full amount requested in light of the recent award of £2,500 granted to the Letchworth Rink Hockey Club by the Committee and the fact that there were many organisations in need of funding at the present time due to the Covid-19 pandemic, the fact that it was such a niche sport, and that only approximately half of the beneficiaries would be from Letchworth;

- More information would be useful on the sponsors' contributions and the monies coming in and going out of the club which could be considered by the Committee at the next possible opportunity;
- It was suggested that the club could approach organisations or bodies for funding in the regional areas where other club participants were from;
- It was noted that sponsors did not always provide money but often subsidised kit and equipment in return for advertising.

It was proposed by Councillor Helen Oliver, seconded by Councillor Kate Aspinwall and:

RESOLVED: That the decision to grant funding of £1,350 to Letchworth Rink Hockey Club for training for junior teams and new coaches be deferred.

The reason for deferral being that Members requested that further information regarding sponsorship, membership catchment area, and details of any other bodies which had been approached for funding be presented to the Committee at the next available opportunity.

REASON FOR DECISION: To ensure all appropriate funding avenues had been explored.

43 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

Audio recording – 1 hour 11 minutes 54 seconds

The Vice-Chair led a discussion regarding Ward Matters and Outside Organisations.

The following issues were discussed:

Refuse Collections

Councillor Daniel Allen advised that:

- There had been a lot of comments received about the lack of bin emptying in the Wilbury area;
- Everyone was encouraged to report any overflowing bins immediately.

Letchworth Men in Sheds Group

Councillor Daniel Allen advised that:

- The Letchworth Men in Sheds Group was looking for a new site and had enquired about the old Bowls Club at the back of the Three Horseshoes public house in Norton.
- Members were requested to contact Councillor Allen with any information.

Holocaust Memorial Day – Virtual Event

The Assistant Community Engagement Officer advised that:

- Holocaust Memorial Day would be happening virtually on 27th January 2021;
- This would include a poster competition for primary school aged children, a creative writing competition for young people aged 11-18, and a full line-up of other events happening to mark the day.

Chair's Volunteer Awards

The Assistant Community Engagement Officer advised that:

- Nominations were now open for the Chair's Volunteer Awards and the deadline was 18th December 2020;
- Nominations for four different awards could be made via the website;
- Letchworth Garden City Heritage Foundation was also holding volunteer awards.

RESOLVED:

- (1) That Members be reminded to report any missed refuse collections in their ward;
- (2) That Members be requested to contact Councillor Daniel Allen if they knew who to contact regarding the Bowls Club at the back of the Three Horseshoes public house as a potential site for the Letchworth Men in Sheds Group;
- (3) That Members be requested to share details of the Holocaust Memorial Day – Virtual Event.

REASON FOR DECISION: To ensure that the Letchworth Committee is kept apprised of matters affecting Wards and Outside Organisations.

The meeting closed at 8.46 pm

Chair

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**LETCHWORTH COMMITTEE
10 MARCH 2021**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: GRANTS & COMMUNITY UPDATE

REPORT OF THE POLICY & COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER FOR COMMUNITY ENGAGEMENT

CURRENT COUNCIL PRIORITIES: BUILD THRIVING AND RESILIENT COMMUNITIES

1 EXECUTIVE SUMMARY

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

2 RECOMMENDATIONS

- 2.1 That the Committee be recommended to consider allocating funding from their discretionary community budget towards the projects below.
- 2.2 **£2500** to Open Art Box CIC for Home Workshop Packs as outlined in 8.1.1
- 2.3 **£400** to Transition Town Letchworth for gardening supplies as outlined in 8.1.2
- 2.4 **£2234** to Wilbury & Icknield School Parents Association (WISPA) for a portacabin as outlined in 8.1.3
- 2.5 That the Committee be recommended to endorse the actions taken by the Community Engagement team to promote greater community capacity and well-being for Letchworth.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To ensure the Committee is kept informed of the work of the Community Engagement Team.
- 3.2 This report is intended to inform Members of the financial resources available to the Committee. It draws attention to the current budgetary situation by assisting in the effective financial management of the Area Committee's budget. This ensures that all actions are performed in line with the Authority's Financial Regulations, the Council's Constitution, and the guidance of the Grants Policy as agreed by Cabinet in January 2020
- 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 Council Plan.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. There are no alternative options being proposed other than those detailed within the text of this report. However, in the course of debate at committee, Members may wish to comment and offer additional views on any of the items included within this report.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 Consultation with Members has occurred in connection with the allocation of funds for Community Projects
- 5.2 Consultation with the respective officers and external bodies/groups has taken place regarding funding proposals for Committee Funds.

6. FORWARD PLAN

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

7. BACKGROUND

- 7.1 With reference to the Council's Constitution, Section 9.3 Area Committees will include budgets for the purpose of providing grants and discretionary budgets that may be used within the area of the Committee for economic, social and environmental well-being.
- 7.2 Members are asked to note the information detailed in Appendix 1. Letchworth Area Committee Budget Spread sheet, which relates to the Area Committee budget balances for 2020/21. The spreadsheet also details pre-allocated sums carried forward from the previous financial years, including balances and past expenditure.

- 8. **RELEVANT CONSIDERATIONS-** Councillors are at liberty to consider any amount requested in a grant application as long as the Letchworth area committee has sufficient funds in the 2020/2021 budget.

8.1 Grant Applications

8.1.1

Applicant	Art Box CIC
Project	Home Workshop Packs
Sum requested	£2,500
Total project cost	£3,280
Match funding	£780 personal donations and fundraising
Previous support	£0
NHDC Policy met	Yes
Council Objective:	Building thriving and resilient communities

The main activity of this group is to deliver visual arts activities for people living with dementia and their carers to help enhance their quality of life and wellbeing. They have been providing home workshop packs for people living with dementia and their caregivers since April 2020.

These packs are delivered weekly and contain all the prepared art materials required to carry out an art activity; clear instructions with photo demonstrations, plus specific tools to aid accessibility (eg; non-slip mats; pencil grips and self-opening scissors).

Art Box have worked hard to build a format; a wealth of resources and art materials that support people to access a wide variety of engaging art activities from their homes safely and cost effectively through the Covid-19 crisis.

They have been supporting over 30 families across Hertfordshire with 15 of these living in North Hertfordshire. This funding would allow them to deliver new art packs to their current Letchworth participants for at least 10 weeks (from March-May) as well as reach more local families while the current restrictions are likely to continue to prevent people accessing physical groups.

The art activities are specifically designed for people living with early-stage dementia and their carers, who are shielding at home during the pandemic.

People living with dementia are most likely to be elderly and therefore many of the participants have been shielding for the majority of the last year. Carers have been under greater pressure to keep their loved ones stimulated, engaged and well. The packs offer regular, structured challenges that enable a chance to try new art mediums and explore a creative outlet for both the person with dementia and their carer to share in.

Art Box currently have participants from North Herts, with the majority of these (80%) residents of Letchworth, who will be receiving weekly packs. (15 households) for 10 weeks from 15th March to 21st May 2021.

The requested funding is to enable the project to increase this number to 20 households.

It is worth noting that this project had been operating in a physical sense in collaboration with North Herts Museum prior to the pandemic but was able to adapt so are offering museum artefacts for people to view at home.

Although Art Box CIC has been in operation only since 2019, the artists involved have been working with the community on art projects for many years.

8.1.2

Applicant	Transition Town Letchworth
Project	Woolgrove Family Learning Allotment
Sum requested	£400
Total project cost	£400
Match funding	£0
Previous support	£0
NHDC Policy met	Yes
Council Objective:	Building thriving and resilient communities Respond to challenges to the environment

Funding is sought for the continuation of the Woolgrove Family Learning Allotment project which started last year just before lockdown.

The intention was to support the ongoing funding needs of this educational activity from the umbrella organisation Transition Town Letchworth's food initiatives which have fundraising capability, for example the popular Grower's Market stall and apple pressing. It was also expected we would set up an effective composting system on the allotment to replenish the raised beds. Covid-19 restrictions have meant that:

- fundraising activities that were to have supported this educational project could not be delivered
- the key project volunteer is required to shield and as a result composting has not been effectively introduced yet.

They are therefore seeking funding to help kick-start this project again in 2021, by purchasing topsoil/ compost for the raised beds and seeds and other sundries.

The project is aimed at families living on Jackman's estate. Covid restrictions have made it difficult to find families to take part in this project but the aim is to prepare and look after the raised beds so families can take over when Covid restrictions are reduced. If Covid restrictions persist the produce grown will be donated to local families or the foodbank.

The allotment can support up to four families from the Jackman's estate at a time. The hope is that once families feel confident in growing their own food that they will take on their own allotment. Two families have already gone on to do this. Two families are currently established on the educational allotment and there is space for two more families.

Transition Town Letchworth are a local group of volunteers who are working to build a sustainable Letchworth. Details can be found here: <http://www.transitionlethworth.org/>

8.1.3

Applicant	Wilbury & Icknield School Parents Association (WISPA)
Project	Install a portacabin on school site
Sum requested	£2234
Total project cost	£4,234
Match funding	£2000 requested from Letchworth Heritage Foundation
Previous support	£0
NHDC Policy met	Yes
Council Objective:	Building thriving and resilient communities Respond to challenges to the environment

Wilbury Junior School is signed up to collect materials for several TerraCycle recycling streams. Transition Town Letchworth support this activity by managing town centre collection points which have been set up (with support of the Community Engagement Team) to allow the wider community to join in with this initiative. The school's ability to recycle materials and raise funds is limited by having insufficient space to sort and store the waste. There are minimum volumes that must be reached before materials can be sent to TerraCycle and schools only receive rewards if this weight is reached, so storage space is essential for ensuring the school maximises their fundraising from their recycling activity.

The materials are currently stored in a very small shed and sorting must take place outside. Finding a time when volunteers are available, and the weather is amenable for sorting is an ongoing challenge. The funding being requested will be used to go towards the purchase of a portacabin. The portacabin will be in the grounds of Wilbury Junior School and will be both a storage and sorting centre for TerraCycle and a base for the children's' environmental clubs and activities. It will also be available to be used for community initiatives outside school hours.

Wilbury Junior School headteacher sees the portacabin becoming a hub for local community initiatives, helping to build a stronger more resilient local community.

Information about the terracycling in Letchworth can be found here: <http://www.transitionlethworth.org/terracycle/>

It is still unclear (10-02-21) as to whether this project needs planning permission for the portacabin. However, the grant request covers the cost to obtain this if required. It is acknowledged that we cannot give funding to pay for planning permission. If funding is agreed, it will only be given once any necessary permission is granted.

The portacabin is not a fixed asset belonging to NHDC so does not need to be considered under Capital and Facilities funding.

8.2 Community Engagement and update on Previous Grants awarded

8.2.1 Policy and Community Engagement Team

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

- Facilitating network meetings to ensure community groups are kept in touch.
- Assisting in the organisation of the Chair's Volunteer Awards and this year's Holocaust Memorial Day Event.
- Continuing to share and disseminate information on social media and to mailing lists, keeping in touch with the community, voluntary, statutory and non-statutory agencies.
- Facilitating virtual Councillors' Surgeries via Zoom.
- Attending meetings of the North Herts Youth Strategy Group, North Herts Families First and the Family Support Service Partnership.
- Liaising with grant applicants and supporting them in accurately completing the forms.
- Continuing participation in the Inclusion Group, Shaping Our Future and the Staff Consultation Forum.
- Supporting colleagues in the Community Engagement Team by facilitating a Mental Health workshop
- Helping to cover duties of vacant Assistant Community Engagement Officer role
- Supporting colleagues across NHDC by offering online social groups.
- I was tasked to enquire about the poor lighting situation on Howard Park Gardens (HPG). I have been informed that new LED lighting has been installed. Park Ranger Tony Goodwin, employed by John O'Connor but working closely with the NHDC Grounds Team, explained that the lighting issue had taken a long time to be addressed. For his ongoing work at Howard Park Gardens, Tony gave this feedback:

- From my side the major requirement remains for a properly positioned CCTV camera, but I know this is a big ask.
- I am very keen to engage with young people in HPG. I already have hooks-ups with local schools and NHC [we support youngsters doing work experience from NHC Supported Learning team]. Sadly these are currently curtailed due to the pandemic.
- we also work with Groundwork East on youth work. [also currently curtailed].
- our challenge is reaching the young people who already feel disaffected and excluded from society.
- I would be keen to be involved in any initiatives
- The idea of a shelter for teenagers has been discussed a number of times since I have been in role, my understanding is that the heritage aspects of the Park make this tricky, I feel some parties feel it might encourage ASB also.

8.2.2 Update on Previous Grants Awarded

- Letchworth Rink Hockey club were asked to come back with further information, however on reflection and with current circumstances they have decided to postpone their application for the foreseeable future.
- Green Care at Norton - Due to Covid restrictions and the Christmas period activities are on hold. A couple of participants including a helper have been attending to necessary tasks but for most participants the project is currently closed. This is proving very difficult in terms of mental health for some. However, all the preparation is in place for the toilet and it just requires assembly when easing of restrictions allow. Moreover, Green Care has been able to secure a new piece of land for free in order to expand the project into a social enterprise.

This is a brief breakdown of current participants:

1. Middle aged man living alone but in sheltered accommodation, significant learning difficulties. Long term unemployed isolated
2. Middle aged man long term unemployed, living alone has issues with depression and alcohol
3. Middle aged man living alone severe depression issues (has been in patient) long term unemployed-also major physical health issues impacting on his mobility
4. Male Syrian refugee, traumatised in Syria, with physical disability long term unemployed very little spoken English

5. Young man living with mum isolated with significant physical issues and autism long term unemployed
6. Young woman with serious mental health issues including autism living with parents unemployed
7. Professional woman currently unable to work through mental health and personal issues
8. Younger well-educated man unemployed through prolonged issues with depression currently living with parents
9. Younger man struggling with depression and mental health in general unable to work
10. Older woman living alone and isolated has a number of issues impacting on her mobility. Sometimes confused.

8.3 Highways Matters

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

9. LEGAL IMPLICATIONS

- 9.1 Sections 9.8.1 (a) and 9.8.1 (b) of the Council's Constitution in respect of the Area Committees' Terms of Reference, notes the following:- To allocate discretionary budgets within the terms determined by the Council and to allocate devolved budgets and activities within the terms determined by the Council. This is outlined in the current Grant Policy agreed by Cabinet in January 2020. Section 9.8.2 (h) of the Constitution in respect of Area Committees' Terms of Reference notes 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 2020/21.

10.2 The carry over amount from 2019/20 was £4,828. However, a grant of £3,000 awarded to the Letchworth Festival in 2019/20 has been refunded as the event was cancelled due to Covid-19. This increased the carry forward funding to £7,828, which has been fully spent.

The budget for 2020/21 is £11,000 of which £3,300 has been spent leaving £7,700 to be allocated.

10.3 The grant funding applications for this meeting total **£5,134**. The committee has sufficient funds to award the full amount to all organisations as outlined on the report. If all the grants considered at this meeting are agreed it will leave a carry-over amount of **£2,566**.

11. RISK IMPLICATIONS

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

12. EQUALITIES IMPLICATIONS

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

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

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

14.1 The grant application for a portacabin at Wilbury Junior School has the potential to create positive environmental implications as the intention is to facilitate increased levels of recycling.

15. HUMAN RESOURCE IMPLICATIONS

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

16. APPENDICES

- 16.1 Appendix 1 – 2020/21 Financial Year Budget Sheet.

17. CONTACT OFFICERS

- 17.1 Author: Lea Ellis, Assistant Community Engagement Officer
Email: lea.ellis@north-herts.gov.uk ext.4380

Contributors: Reuben Ayavoo, Policy & Community Engagement Manager
Email: reuben.ayavoo@north-herts.gov.uk ext. 4212

Anne Miller, Assistant Accountant
Email: Anne.Miller@north-herts.gov.uk ext. 4374

Yvette Roberts, Legal Officer
Email: Yvette.roberts@north-herts.gov.uk ext. 4310

Jo Keshishian, Acting HR Services Manager
Email: jo.keshishian@north-herts.gov.uk ext. 4314

Tim Everitt, Performance & Risk Officer
Email: tim.everitt@north-herts.gov.uk ext. 4646

18. BACKGROUND PAPERS

- 18.1 Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.
- 18.2 Review of Grant Policy Cabinet January 2020

LETCHWORTH BUDGET 2020/21

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>					
<u>Discretionary Grants brought forward from 2019/20</u>	£7,828	£7,828	£7,828	£0	£0					
<u>Discretionary Grants 2020/21</u>	£11,000	£3,300	£3,300	£0	£7,700					
Total	£18,828	£11,128	£11,128	£0	£7,700					

DISCRETIONARY BUDGETS

	<u>Funding</u>	<u>Code</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	
Funds Brought Forward from 19/20	£4,828		Small Acts Of Kindness	£1,800	19/06/19	£1,800	£0		
Returned Payment - Letchworth Garden City Festival Committee	£3,000		Letchworth Rink Roller Hockey Club	£2,500	11/03/20	£2,500	£0		
			Tilehouse Counselling	£640	14/04/20	£640	£0		
			North Herts Centre for Voluntary Service	£528	02/04/20	£528	£0		
			Green Care at Norton CIC	£2,360	01/07/20	£2,360	£0		
Total	£7,828			£7,828		£7,828	£0	£0	

DISCRETIONARY BUDGETS

	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
2020/21									
Base Budget	£11,000		Green Care at Norton CIC	£140	01/07/20	£140	£0		
			Letchworth Settlement	£2,000	22/10/20	£2,000	£0		
			7th Letchworth Scout Group	£760	22/10/20	£760	£0		
			Green Care at Norton CIC	£400	09/12/20	£400	£0		
							£0		
Total	£11,000			£3,300		£3,300	£0	£7,700	

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