

NORTH HERTFORDSHIRE DISTRICT COUNCIL



Publication Date

Our Ref Letchworth Committee/Meeting Date
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To: Members of the Committee: Councillor Daniel Allen (Chair), Councillor Sue Ngwala (Vice-Chair), Councillor Amy Allen, Councillor Kate Aspinwall, Councillor Simon Bloxham, Councillor Morgan Derbyshire, Councillor Gary Grindal, Councillor Terry Hone, Councillor David Levett, Councillor Ian Mantle, Councillor Sean Prendergast, Councillor Mike Rice and Councillor Adem Ruggiero-Cakir

NOTICE IS HEREBY GIVEN OF A

MEETING OF THE LETCHWORTH COMMITTEE

to be held in the

COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES

On

WEDNESDAY, 13TH OCTOBER, 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. APOLOGIES FOR ABSENCE	
2. MINUTES - 10 MARCH 2021, 16 JUNE 2021, 8 JULY 2021 To take as read and approve as a true record the minutes of the meeting of the Committee held on the 10 March 2021, 16 June 2021 and 8 July 2021.	(Pages 5 - 22)
3. 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.	
4. 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.	
5. PUBLIC PARTICIPATION To receive petitions, comments and questions from the public.	
6. LETCHWORTH GARDEN CITY BID MANAGER To receive a verbal presentation from the Letchworth Garden City BID Manager.	
7. SECTION 106 AND UNILATERAL UNDERTAKINGS REPORT OF THE PLANNING CONTROL AND CONSERVATION MANAGER To receive a verbal presentation from the Planning Control & Conservation Manager.	(Pages 23 - 38)
8. GRANT APPLICATIONS AND COMMUNITY UPDATE REPORT OF THE COMMUNITY ENGAGEMENT TEAM LEADER	(Pages 39 - 58)

To advise the Committee on the current expenditure and balances of the Committee Grant budgets.

To bring to the Committee's attention details of recent requests received for Committee grant funding, made by community groups and local organisations. This will include presentations from:

- Samantha Hough – Imajica Theatre Company CIC
- Agata Anna Kisicka – Nova Wellness CIC
- Robert Bentley – Hitchin and Letchworth Sea Cadets

To advise the Committee of the activities and schemes with which the Community Engagement officers have been involved in.

9. WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

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

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Public Document Pack Agenda Item 2

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

MEETING HELD AS A VIRTUAL MEETING ON WEDNESDAY, 10TH MARCH, 2021 AT 7.30 PM

MINUTES

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

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

Also Present: *At the commencement of the meeting approximately 6 members of the public, including registered speakers.*

44 WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY

Audio recording – 2 seconds

The Vice-Chair welcomed everyone to this Letchworth Area 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 Vice-Chair invited the Committee, Member and Scrutiny Officer to explain how proceedings would work and to confirm that Members and Officers were in attendance.

The Committee, Member and Scrutiny Officer undertook a roll call to ensure that all Members, Officers and registered speakers could hear and be heard and gave advice regarding the following:

The meeting was being streamed live onto YouTube and recorded via Zoom.

Extracts from the Remote/Partly Remote Meetings Protocol were included with the agenda and the full version was available on the Council's website which included information regarding:

- Live Streaming;
- Noise Interference;
- Rules of Debate;
- Voting; and
- Part 2 Items

Members were requested to ensure that they were familiar with the Protocol.

Voting would be done using the 'raise hand' button.

The Vice-Chair of the Letchworth Area Committee, Councillor Helen Oliver, started the meeting proper.

45 APOLOGIES FOR ABSENCE

Audio recording – 3 minutes 14 seconds

Apologies for absence were received from Councillor David Levett, and also from Alastair Stewart, Letchworth Garden City Heritage Foundation.

46 MINUTES - 11 MARCH 2020 TO 9 DECEMBER 2020

Audio Recording – 3 minutes 44 seconds

The Vice-Chair advised that since the beginning of March, when NHDC started to hold meetings remotely, it had not been possible to approve Minutes of meetings. Minutes could now be approved with the electronic signature of the Vice-Chair being applied following approval.

There were 4 sets of Minutes to agree:

- 11 March 2020;
- 17 June 2020;
- 14 October 2020;
- 9 December 2020.

Councillor Helen Oliver proposed, Councillor Daniel Allen seconded and it was:

RESOLVED:

- (1) That the Minutes of the Meetings of the Committee held on 11 March, 17 June, 14 October and 9 December 2020 be approved as a true record of the proceedings and be signed by the Vice-Chair;
- (2) That, with the authorization of the Vice-Chair, her electronic signature and initials be attached to the Minutes approved in (1) above.

47 NOTIFICATION OF OTHER BUSINESS

Audio recording – 5 minutes 59 seconds

There was no other business notified.

48 CHAIR'S ANNOUNCEMENTS

Audio recording – 6 minutes 2 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 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.

49 HERTFORDSHIRE CONSTABULARY

Audio recording – 1 hour 1 minute and 27 seconds

Sergeant Stephen Oliphant, Hertfordshire Constabulary, thanked the Vice-Chair for the invitation to address the Committee and provided Members with a verbal presentation including:

- Sergeant Oliphant was currently supported in the Letchworth policing team by four Police Constables and five Police Community Support Officers, with one Constable vacancy which was currently advertised;
- Priorities focused on during the last year were anti-social behaviour linked to drug-related activity (which covered people smoking drugs in public areas and dealing drugs) and speeding which was a local and national issue currently;
- To combat the above, a number of stop searches were carried out, arrests had been made for drug-related activity, and recently a closure order had been done targeting people that were committing crime, using a particular address;
- Worked with partners in Housing and NHDC issuing several Community Protection Warning Notices and Full Notices to help moderate people's behaviour;
- Daily patrols to combat Covid breaches supported by a government grant across the district;
- Overall crime for Letchworth had decreased by 27% compared to the previous year, and the total recorded crime was 1776 offences. A summary of crime figures compared to the previous year was provided as follows:
- Criminal damage had decreased by 25% with 223 offences recorded; burglaries had decreased by 40% with 97 reports; 52 dwelling burglaries had been reported this year as opposed to 103 last year (representing a 50% decrease); drug-related offences had seen an increase of 22% up to 83 which reflected the additional work and patrols put in place to target offenders and which had resulted in positive outcomes; 6 offences of robbery had been reported which was a decrease of 73% on last year; theft-related offences reported (318) were down 42%; Town Centre shop theft was down 46%; vehicle crime had seen a marginal increase with 140 offences compared to 134 last year.

The following Members commented and asked questions:

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

The Police were thanked for their proactive social media posts, for example, informing local residents via Facebook of work to address speeding in Norton village.

Sergeant Oliphant responded to questions as follows:

- The 4 Es: Engagement, Explain, Encourage, Enforce were being followed in Letchworth as part of National Police Council guidance in relation to Covid breaches. This enabled the Police to follow a stepped process when faced with a breach of the Covid regulations. If a negative response was received a Fixed Penalty Ticket could be issued.
- It was acknowledged that reported crime had gone down due to the coronavirus pandemic, for example, certain types of offences had not been committed as frequently, such as dwelling burglaries, due to people working from home;
- A definitive figure for prosecutions could not be given at this moment in time as people would appear in court via different routes. The courts had been closed for a significant period of time during the pandemic and there was a backlog of people awaiting their court appearances.

The Vice-Chair thanked Sergeant Oliphant for his presentation.

RESOLVED: That further details be forwarded by email to the Committee from Sergeant Oliphant on the current rates of prosecution.

REASON FOR DECISION: To inform the Committee of local matters relating to crime and disorder.

50 PUBLIC PARTICIPATION - OPEN ART BOX CIC

Audio recording – 7 minutes 11 seconds

Ms Christina Armstrong and Ms Anji Archer, Open Art Box CIC, thanked the Vice-Chair for the opportunity to address the Committee in support of the grant application and gave a presentation with slides including:

- Open Art Box started at the end of 2019 with the intention of operating art workshops for people living with early stage dementia around Hertfordshire;
- During the pandemic, funding was granted by Hertfordshire Community Foundation to set up home art workshops to enable Open Art Box CIC to continue its work in the community;
- In September 2020, a collaboration started with North Herts Museum, funded by an Arts Council grant, to deliver packs related to artefacts. These were delivered to 15 participants in Stevenage and 15 in North Herts;
- The weekly home art workshop packs had continued and there was now a waiting list;
- Feedback from participants and carers had been extremely positive;
- Participants work was available to view online;
- Funding was being sought for a further 10 weeks/200 boxes, and it was hoped people would be able to come out of lockdown and get involved in groups again soon.

Ms Anji Archer added:

- In addition to dementia, participants often had complex needs and the art boxes helped to support their wellbeing.

The following Members commented:

- Councillor Sean Prendergast;
- Councillor Helen Oliver.

Members congratulated Open Art Box CIC for its great work supporting people with dementia in the community.

The Vice-Chair thanked Ms Armstrong and Ms Archer for their application.

51 PUBLIC PARTICIPATION - TRANSITION TOWN LETCHWORTH/ WOOLGROVE FAMILY LEARNING ALLOTMENT

Audio recording – 23 minutes 17 seconds

Ms Diane Ketcher, Transition Town Letchworth/ Woolgrove Family Learning Allotment, thanked the Vice-Chair for the opportunity to address the Committee in support of the grant application.

Ms Ketcher gave a presentation with slides including the following:

- The application for funding by Transition Town Letchworth was to develop and maintain a half-plot allotment on the Woolgrove site on the Jackmans Estate;
- The plot had initially been supplied by North Herts District Council;
- A Heritage Foundation grant had been received for equipment and wood to construct 8 raised beds;
- The project would support families without gardens in learning how to grow their own food;
- It had been a difficult year with lockdown but a volunteer had helped to take care of the site and grow food;
- The aim of the project was to increase health and wellbeing for families in the area.

The following Councillors commented and asked questions:

- Councillor Daniel Allen;
- Councillor Helen Oliver.

Comments from Members included:

- The benefit to families was acknowledged and Transition Town Letchworth were thanked for their work on this project.

Ms Ketcher replied to questions as follows:

- The Growers Market in the Town Centre had been a useful point of contact in the past for enquiries by people wishing to grow their own food, however the future of this was currently unclear due to the pandemic.

The Vice-Chair thanked Ms Ketcher for her application.

52 PUBLIC PARTICIPATION - WILBURY AND ICKNIELD SCHOOL PARENTS ASSOCIATION

Audio recording – 34 minutes 28 seconds

NB Councillor Daniel Allen declared an interest in that his children attended the school and confirmed that he would not take part in the debate or vote on this item.

Mr Glyn Holt, of Wilbury and Icknield School Parents Association (WISPA) and Ms Julia Sonander of Transition Town Letchworth, thanked the Vice-Chair for the opportunity to address the Committee in support of the grant application.

Mr Holt gave a presentation with slides including the following:

- This was a Transition Town Letchworth project hosted by WISPA as the main beneficiary;
- Terracycle was a company which recycled hard-to-recycle plastics to divert them from landfill and incineration. WISPA had joined as many of the free schemes as possible. This meant they could recycle items such as crisp packets, baby food pouches, bread bags, etc.
- The benefits of the project were that it was a step towards a circular economy and in addition a small income was received for the waste returned;
- The project was now in its second year and it had recycled nearly half a tonne of waste and raised nearly £1000 for WISPA;
- The drop off point was in the centre of Letchworth at Morrisons and more sites were planned;

- The waste was currently sorted at the school's PTA shed which was quite cramped;
- A search for an alternative site had been undertaken in consultation with local agencies however no site had been identified so an eco-cabin at the school was being proposed;
- The eco-cabin would provide more space and enable more volunteers to join the team;
- The wider benefits would be to provide an eco-hub which could be used by the schoolchildren to participate in sorting waste, managing profits, etc.;
- Meetings, workshops and pre-loved uniform sales could also be held there and links between the school and wider community could be built.

The following Members commented:

- Councillor Terry Hone;
- Councillor Sue Ngwala;
- Councillor Helen Oliver.

Comments from Members included:

- Councillor Terry Hone, as County Council Portfolio Holder for Waste Management, was supportive of this work and happy to be contacted if needed;
- The Government strategy was moving towards the supplier of the packaging paying for the disposal of packaging;
- It was good to see this being looked at as the vast majority of residual waste collected at kerbside was packaging;
- Superdrug was looking into recycling blister packs for medication;
- The need for more space was acknowledged;
- This project would provide children with numerous learning opportunities;
- Transition Town Letchworth were thanked for their work in this area.

Mr Holt replied to questions from Members as follows:

- The project was hosted to benefit the whole of Letchworth;
- Pens which were collected were passed on to Stonehill School to be recycled;
- Various other recyclables were passed on to a collection point in Hitchin.

Ms Julia Sonander added:

- Highfield School was going to start collecting crisp packets and it was hoped that a network could be built with other schools once WISPA had the capacity to act as a hub.

The Vice-Chair thanked Mr Holt and Ms Sonander for their application.

53 PUBLIC PARTICIPATION - NORTH HERTS DIVERSITY AND CULTURE

Audio recording – 47 minutes 57 seconds

Ms Kava Johnson, North Herts Diversity and Culture, 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:

- A series of workshops had been held online as part of Black History Month in 2020 including creative writing and afro haircare and had been well attended and received good feedback from participants;
- There was a project in the pipeline to be run with primary schools initially, for students and teachers. This would take the form of a series of workshops looking at how to speak to young people about race, faith and other topics;

- North Herts Diversity and Culture was looking for schools which would want to partner with them to deliver these;
- Some events which had been delayed from October were planned to be held in May as 'Beyond Black History Month', although the timing of this was uncertain due to lockdown.

The Vice-Chair thanked Ms Johnson for her presentation.

54 LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

Audio recording - 1 hour 14 minutes 14 seconds

The Assistant Community Engagement Officer advised that Mr Alastair Stewart, Letchworth Garden City Heritage Foundation had been unable to join the Committee meeting due to being unwell but he had provided a written update to the Assistant Community Engagement Officer which she read out as follows:

- The Foundation had joined the Kickstart programme and over the coming months would be recruiting a number of young people to various roles across the organisation to support them to gain future employment;
- Planning was underway for the cinema to reopen when safe to do so;
- Standalone Farm was also planning to open when safe to do so;
- An Arts Council grant application had been successful and the Museum team were developing a mobile exhibition that could go out into the community;
- The Gallery was developing a programme and would be opening when safe to do so;
- The Foundation was working with Letchworth Schools on a funding application to support a summer holiday programme for children who were eligible for free school meals;
- They had facilitated the use of the Grammar School as a Covid vaccination centre and also units at the business centre by Sainsburys.

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

55 LETCHWORTH GARDEN CITY BID MANAGER

Audio recording – 1 hour 16 minutes 35 seconds

The Assistant Community Engagement Officer gave a verbal update on behalf of Mr Chris Wilson, Letchworth Garden City BID Manager regarding the issues and activities in Letchworth Garden City Town Centre, including:

- The re-opening of Letchworth Town Centre was anticipated on 12th April 2021 when it was hoped that approximately 81% of the town would be re-opening. Multi-agency working had been really effective and all agencies including NHDC were thanked for their support with this;
- Hospitality premises would try to open up with outside seating where space permitted and NHDC officers had been assisting with the necessary licensing requirements;
- A new initiative, 'Parking Perks', was being introduced which would refund parking charges for spending in local shops and they were trying to get shops on board. If this went well it could be rolled out across North Herts which could be useful in light of the proposed increases in parking charges.

The Vice-Chair thanked the Assistant Community Engagement Officer for giving an update on behalf of the Letchworth Garden City BID Manager.

56 GRANT APPLICATIONS AND COMMUNITY UPDATE

Audio recording – 1 hour 19 minutes 39 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:

- The report contained some feedback from projects funded in the past including a breakdown of the people who participated in the horticultural project at Greencare;
- Greencare had recently started up again with social distancing as the participants had really missed being able to work at the allotment;
- settle had offered them a second piece of land off The Crescent and Greencare was recruiting more volunteers and doing some more fundraising;
- The Settlement had been running as many courses as possible online which had enabled some people from outside the local area to participate;
- The Holocaust Memorial Day had been a fantastic event with lots of positive feedback and had attracted a global audience;
- The poet in residence from David's Bookshop had been inspired to write a poem following the event;
- The event was available to view on YouTube and planning was underway for next year's event which would be both virtual and physical.

The following Member commented on the report:

- Councillor Daniel Allen.

It was noted that the YouTube video of the Holocaust Memorial Day event had been viewed over 440 times so far.

Councillor Helen Oliver proposed, Councillor Daniel Allen seconded and it was:

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

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

57 GRANT APPLICATION - OPEN ART BOX CIC

Audio recording – 56 minutes 44 seconds

Councillor Sean Prendergast proposed, Councillor Morgan Derbyshire seconded, and it was:

RESOLVED: That grant funding of £2,500 be awarded to Open Art Box CIC for home workshop packs.

58 GRANT APPLICATION - TRANSITION TOWN LETCHWORTH/ WOOLGROVE FAMILY LEARNING ALLOTMENT

Audio recording – 58 minutes 21 seconds

Councillor Morgan Derbyshire proposed, Councillor Daniel Allen seconded, and it was:

RESOLVED: That grant funding of £400 be awarded to Transition Town Letchworth for the Woolgrove Family Learning Allotment project.

59 GRANT APPLICATION - WILBURY AND ICKNIELD SCHOOL PARENTS ASSOCIATION (WISPA)

Audio recording – 59 minutes 47 seconds

NB Councillor Daniel Allen declared an interest in that his children attended the school and confirmed that he would not take part in the debate or vote on this item.

Councillor Terry Hone proposed, Councillor Sue Ngwala seconded, and it was:

RESOLVED: That grant funding of £2000 be awarded to Wilbury and Icknield School Parents Association (WISPA) for the purchase of a portacabin to store and sort recycling (includes deduction of the planning application fee (£234), as detailed in paragraph 8.1.3 of the report of the Assistant Community Engagement Officer), subject to any necessary permission being granted, if required, as detailed in paragraph 8.1.3 of the report of the Assistant Community Engagement Officer.

60 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

Audio recording – 1 hour 25 minutes 14 seconds

There were no ward matters or outside organisation updates from Members.

The meeting closed at 8.57 pm

Vice-Chair

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

MEETING OF THE MEMBERS OF THE LETCHWORTH COMMITTEE

**MEETING HELD AS A VIRTUAL MEETING
ON WEDNESDAY, 16TH JUNE, 2021 AT 7.30 PM**

MINUTES

Present: *Councillors: Amy Allen, Daniel Allen, Kate Aspinwall, Simon Bloxham, Gary Grindal, Terry Hone, Ian Mantle, Sean Prendergast and Adem Ruggiero-Cakir*

In Attendance: *Claire Morgan (Community Engagement Team Leader) and Anna Gouveia (Committee, Member and Scrutiny Officer)*

Also Present: *At the commencement of the meeting approximately 3 members of the public, including registered speakers.*

1 WELCOME

Audio recording – 7 seconds

The Committee, Member and Scrutiny Officer welcomed everyone to this virtual meeting of Members of the Letchworth Committee that was being conducted with Members and Officers at various locations, communicating via audio/video and online.

She undertook a roll call to ensure that all Members, Officers and members of the public could hear and be heard.

The Committee, Member and Scrutiny Officer outlined the meeting procedure as follows:

- This was not a formal meeting of the Letchworth Committee;
- At the request of Members this virtual meeting had been called to allow for informal discussion of ward matters and to keep Members informed of local issues;
- This meeting had no decision-making power;
- The reports presented at this meeting were for Members' information only;
- Members should observe the usual guidance on the conduct of remote meetings as outlined in the previous Remote/Partly Remote Meetings protocol;
- Members should note that the normal requirements to declare interests remained in place for this meeting.

2 TO ELECT AN INDIVIDUAL TO CHAIR THE VIRTUAL MEETING

Audio recording – 3 minutes 07 seconds

The Committee, Member and Scrutiny Officer advised that the first order of business was to elect a Chair for this meeting.

Any Member elected as Chair would be for this meeting only. The Chair of the Committee for the Civic Year 2021/22 would be elected either at full Council or at the next meeting of this Committee.

The Committee, Member and Scrutiny Officer called for nominations for a Chair of this meeting.

Councillor Ian Mantle proposed that Councillor Daniel Allen be elected as Chair of the meeting. Councillor Gary Grindal seconded the proposal.

There being no other nominations it was:

AGREED: That Councillor Daniel Allen be elected as Chair for this meeting of the Members of the Letchworth Committee.

3 APOLOGIES FOR ABSENCE

Audio recording – 4 minutes 01 second

Apologies for absence had been received from Councillors Morgan Derbyshire, David Levett, Sue Ngwala and Mike Rice.

4 NOTIFICATION OF OTHER BUSINESS FOR DISCUSSION

Audio recording – 4 minutes 20 seconds

There was no other business notified.

5 TO RECEIVE ANY ANNOUNCEMENTS

Audio recording – 4 minutes 37 seconds

- (1) The Chair thanked Members of the Committee for the nomination;
- (2) The Chair welcomed those present at the meeting, especially those who had attended to give a presentation.

6 PUBLIC PARTICIPATION - MAKE LUNCH LETCHWORTH

Audio recording – 4 minutes 52 seconds

Mr Chris Brothers and Ms Emma Vernon, Make Lunch Letchworth, thanked the Chair for the opportunity to address the Committee in support of their grant application and delivered a PowerPoint presentation as follows:

- Make Lunch Letchworth was a charity which provided children with hot meals as well as activities during the school holidays;
- Statistics showed that one quarter of children in Letchworth were in poverty;
- This was a national initiative which had been taken up by New Life Church, Letchworth in the summer of 2019, working with a number of churches across the town;
- Before the pandemic, a Lunch Club was organised with activities and food;
- Food boxes and Christmas bags had been delivered during the pandemic;
- A blended model was planned for Summer 2021 with Lunch Clubs and recipe boxes, the group was hoping to reach 40 families.

The following Members commented and asked questions:

- Councillor Daniel Allen;
- Councillor Gary Grindal;
- Councillor Sean Prendergast;
- Councillor Terry Hone.

Comments from Members included:

- The charity may wish to approach Housing Associations to identify referrals;
- Councillor Terry Hone would consider a funding request from his County Council Locality Budget.

Mr Brothers and Ms Vernon advised that:

- Make Lunch Letchworth were aware of the provision of food to families from other charities, but for data protection reasons there was no definitive list of families in receipt of support;
- A grant had also been requested from Letchworth Garden City Heritage Foundation;
- Referrals were received from schools and churches.

The Chair thanked Mr Brothers and Ms Vernon for their application.

The Community Engagement Team Leader advised that, as this was not a formal meeting, the Committee would be asked to make a recommendation which would be considered after the meeting by the Executive Member for Community Engagement.

7 PRESENTATION BY LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

Audio recording – 27 minutes 03 seconds

Mr Alistair Stewart, Letchworth Garden City Heritage Foundation, thanked the Chair for the opportunity to address the Committee and gave an update on the activities of his organisation as follows:

- The cinema had re-opened and had been very popular. Sci-fi film week was being held between 25th June to 8th July 2021;
- The farm was open on a ticket-only basis and had been popular;
- Arts, culture and heritage were now being supported with a mixed funding model;
- The gallery had been hosting ticket-only events;
- The café area in the gallery was being developed as a community area;
- An outreach programme was being developed to take art out into the community, this would start with family art sessions at the Jackmans estate;
- A Youth Arts Forum had been set up for ages 16-23;
- The museum had been taken out into the community;
- Feedback had been received on the types of activities that people would like to see in the community and funding would be sought for these;
- Work was being undertaken with other organisations on a town-wide approach to the Happy Project – four hours of activities per day, four days per week, in the holidays for children who received free school meals; there were places for 60-90 children per week;
- In order to provide cooked meals, it was hoped that Herts Catering would be able to set up a base in Letchworth otherwise the meals will be a 30 minute drive away; the funding application was around £46,000;
- Continued support for foodbanks with grants as there was still a clear need;
- They were halfway through their community-based grants programme;
- Grants had been awarded to Growing People (mental health support), TTL, MS Therapy Centre, Letchworth Swimming Club, Letchworth Corner Sports Club and Kings Community Church; the next grants committee meeting was at the end of July;
- The need for financial management support and advice had been identified as a strategic priority and they were working with partners on this and gathering data;
- Grant support continued for the Letchworth Family Support Team who worked to support children at risk of being excluded from school – there was a higher level of need in Letchworth than nearest neighbours Hitchin and Baldock;

- The Foundation was moving away from grant funding to look at more long-term commissioning work to support key strategic aims;
- Social action volunteering was being developed;
- The Foundation was looking at audience development in the commercial sector (cinema, farm and gallery).

The following Members commented and asked questions:

- Councillor Daniel Allen

Mr Stewart advised that:

- Individual companies had been considered for the hot meals initiative, however the funding application had to fit with the government guidelines on healthy eating and school meals which was very prescriptive;
- Spirella Ballroom was being 'mothballed' while the Foundation considered how best to utilise it, the difficulty being that the ballroom was on the top floor and Covid-19 restrictions strictly limited the use of the lift;
- Should Members wish to know more about any of the elements of the update, they were welcome to email Mr Stewart.

The Chair thanked Mr Stewart for his presentation.

8 LETCHWORTH GARDEN CITY BID MANAGER

Audio recording – 53 minutes 39 seconds

Mr Chris Wilson, Letchworth Garden City BID Manager, was unable to attend the meeting.

9 GRANTS & COMMUNITY UPDATE

Audio recording – 53 minutes 40 seconds

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

- Appendix 1 – 2021/22 Financial Year Budget Sheet.

She informed Members that the Committee had a budget of £11,000 plus unallocated funds carried forward from the 2020/21 Civic Year bringing the total available to allocate during the 2021/22 Civic Year to £13,800.

She further updated Members on the following:

Food Provision Network

- Some funding and supermarket vouchers had been provided to groups across the district such as the Wilbury Community Forum, Letchworth Foodbank, Kings Community Church and the Letchworth Schools Partnership;
- There was some funding left which could potentially be used to top up the Make Lunch Letchworth project.

Food and Drink Festival

- The Letchworth Food and Drink Festival was going ahead on 25th-27th June 2021 and had some great food and drink stalls participating.

Grant Funding

- Make Lunch Letchworth were seeking grant funding of £2,940 for food and educational activities during school holidays for families in receipt of free school meals;
- They had also submitted a grant application to Letchworth Garden City Heritage Foundation for £2,000 which would be considered in July;
- Members could consider recommending the £940 and if the grant application to the Heritage Foundation was unsuccessful, then Make Lunch Letchworth could come back to the Committee in October for further funding.

The following Members took part in debate:

- Councillor Gary Grindal;
- Councillor Ian Mantle;
- Councillor Kate Aspinwall;
- Councillor Terry Hone.

The following points were made in debate:

- This was the first meeting of the Civic Year and there was a chance that the Committee could be inundated with requests for support from many worthy good causes in the months ahead;
- It was possible that the Heritage Foundation and County Councillor Hone would be able to provide some funding support;
- If there were any difficulties obtaining the remaining funding then the applicants were welcome to come back to the Committee;
- The suggestion was made that the two other County Councillors covering parts of Letchworth could be approached for funding;
- The use of emergency powers could be considered again in future to ensure that the organisation could continue to operate;
- The Committee was supportive of the great work being done by Make Lunch Letchworth.

Councillor Gary Grindal proposed that the Executive Member for Community Engagement be advised that the Members of the Letchworth Committee supported the award of grant funding of £940 to Make Lunch Letchworth as detailed in the report. Councillor Mantle seconded the proposal and it was:

AGREED:

- (1) That the Members of the Letchworth Committee support the award of £940 in grant funding to 'Make Lunch Letchworth', for food and educational activities during school holidays for families in receipt of free school meals;
- (2) That the Executive Member for Community Engagement be requested to consider and support the grant funding application, as detailed in (1) above.

REASON FOR RECOMMENDATION: The awarding of financial assistance to voluntary organisations and the use of discretionary spending allow the Committee to further the aims of the Council Plan.

10 WARD MATTERS AND OUTSIDE ORGANISATIONS

Audio recording – 1 hour 32 minutes and 58 seconds

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

The following issues were discussed:

Letchworth Civic Trust Grants

Councillor Daniel Allen advised that:

- The Letchworth Civic Trust gave grants to anyone from the town who was going to university or undertaking further education or an apprenticeship, and all were encouraged to apply.

The meeting closed at 8.35 pm

Chair

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

**MEETING HELD IN THE HITCHIN TOWN HALL, BRAND ST, HITCHIN SG5 1JE
ON THURSDAY, 8TH JULY, 2021 AT 8.24 PM**

MINUTES

Present: *Councillors: Amy Allen, Daniel Allen, Simon Bloxham, Morgan Derbyshire, Gary Grindal, Terry Hone, David Levett, Ian Mantle, Sean Prendergast, Sue Ngwala, Mike Rice and Adem Ruggiero-Cakir*

In Attendance: *William Edwards (Committee, Member and Scrutiny Officer)*

Also Present: *At the commencement of the meeting those Members who had attended the Council meeting on 8 July 2021 and 1 Member of the public.*

1 APOLOGIES FOR ABSENCE

Audio recording – Council - 8 July 2021 – 53 minutes 48 seconds

Apologies for absence were received from Councillor Kate Aspinwall.

2 ELECTION OF A CHAIR FOR THE CIVIC YEAR 2021/22

Audio recording – Council – 8 July 2021 – 54 minutes 1 second

The Chair of the Council meeting called for nominations for Chair of the Letchworth Committee for the Civic Year 2021/22.

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

RESOLVED: That Councillor Daniel Allen be elected as Chair of the Letchworth Committee for the Civic Year 2021/22.

3 ELECTION OF A VICE-CHAIR FOR THE CIVIC YEAR 2021/22

Audio recording – Council – 8 July 2021 – 54 minutes 27 seconds

The Chair of the Letchworth Committee called for nominations for Vice-Chair of the Letchworth Committee for the Civic Year 2021/22.

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

RESOLVED: That Councillor Sue Ngwala be elected as Vice Chair of the Letchworth Committee for the Civic Year 2021/22.

The meeting closed at 8.26 pm

Chair

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***PART 1 – PUBLIC DOCUMENT**

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

REPORT OF: DEVELOPMENT AND CONSERVATION MANAGER

EXECUTIVE MEMBER: PLANNING AND TRANSPORT

COUNCIL PRIORITY: SERVING OUR COMMUNITIES

1. EXECUTIVE SUMMARY

- 1.1 This report provides Members of the Letchworth Area Committee with the annual update on the details of progress made on all Section 106 Obligations within Letchworth during the financial year 2020/21.
- 1.2 The format of the information presented reflects the diminishing role of discretionary Section 106 funds, that unilateral undertakings are very rarely received and changing restrictions around the collection and distribution of funds. The information provided in the appendices reflects this. For the financial year 2020/21 there were no new agreements entered into between applicants and the Council for sites in Letchworth. There were also no payments received from developer in relation to earlier agreement. The table therefore set out in **appendix 1** documents all current funds allocated during the last financial and **appendix 2** shows current outstanding unallocated funds for Letchworth.
- 1.3 The report also sets out the current position with respect to changing legislation, how future planning policy may reflect this and outlines progress of a revised strategy to seek wider community and ward Member involvement in identifying relevant projects at the earliest possible stage in the planning process.

2. RECOMMENDATIONS

- 2.1 That Members note the content of this report.
- 2.2 That Members agree that a report shall continue to be presented on an annual basis to the Area Committee, which sets out full records of all Section 106 activity for the preceding financial year and which reflects changes in legislation and practice.
- 2.3 That, other than where a contribution has been negotiated for a specific purpose or project, Ward Members of the area where the Section 106 Obligation or Unilateral Undertaking funding is generated and the Area Committee be consulted prior to funding being allocated away from that area. Members must note that the discretionary funds are rapidly diminishing and will not be replaced under current legislation and practice, for reasons that are set out in this report.

3. REASONS FOR RECOMMENDATIONS

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

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 It is not considered that an alternative viable option is available at this time for the Council to manage and maintain records of Section 106 agreements and Unilateral Undertakings.
- 4.2 As from December 2020 the Ministry for Housing Communities and Local Government has required each local authority in England to provide annual Infrastructure Funding Statements (IFS). Such statements provide a full annual audit of all S106 activity throughout the District and the information provided is very similar to that which is presented to each Area Committee but of course covers the whole District and cannot be differentiated into Area Committee records. The first IFS for NHDC was published in December 2020. Despite the annual publication of S106 activity across the District, Executive Members have advised that Area Committees still need to be updated on an annual basis of activity specific to their localities and this report is a continuation of that. A copy of the December 2020 IFS can be found on the following link:
<https://www.north-herts.gov.uk/home/planning/apply-planning-permission/planning-obligations/developer-contributions>

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 This report is being presented to each Area Committee so that all Ward Members are fully aware of the progress and updated in relation this matter. No external organisations have been consulted.

6. FORWARD PLAN

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

7. BACKGROUND

- 7.1 The Council introduced a Planning Obligations Supplementary Planning Document (SPD) in 2006 giving a formula for developers to calculate what their Section 106 costs might be. Its introduction has led to the majority of sites within the District since 2006 contributing towards the cost of infrastructure. Unilateral undertakings are a particular type of obligation under Section 106 that are only signed by the developer, instead of bilaterally by both the Council, and the developer.
- 7.2 The main objective of the SPD was to ensure that the additional demands upon infrastructure, services and facilities from new development are provided for and are put in place at the right time to contribute to the Council's priorities and capital programme.
- 7.3 The Community Infrastructure levy (CIL) regulations came into force in April 2010 and from this time the District has had the option of adopting a locally set CIL tariff to replace the use of S106 Obligations to secure developer contributions. However, through successive administrations the Council has up to now decided not to adopt a CIL tariff

so on that basis the District continues to rely upon site-specific Section 106 legal agreements to secure developer contributions towards infrastructure provision.

- 7.4 In March 2021, Cabinet resolved not to pursue a Community Infrastructure Levy (CIL) for the time being. This decision recognised that the key risk in pursuing CIL at that point was that any proposals may be overtaken by a national levy approach as mooted in the Planning White Paper rendering any preparatory works and costs abortive. Moreover, implementing CIL requires an up-to-date and adopted Local Plan. A decision on adoption of the Plan is expected before the end of this year.
- 7.5 Given the progress and presently anticipated outcomes of the Local Plan examination, in concert with the Government's stated timetable for progressing the White Paper proposals, it was considered most appropriate to focus resources towards ensuring the Council has the right tools to appropriately guide the most significant development schemes in the District.
- 7.6 However this matter will be revisited once the programme of work to support the new Local Plan is substantially progressed – thereby freeing up officer resource – and / or there is greater clarity on the Government's proposals and timetable for planning reform.
- 7.7 Following this decision, Cabinet resolved in July 2021 that the draft Developer Contributions SPD continue to be used as a material consideration in relevant planning decisions pending adoption of the new Local Plan. Officers will determine whether any areas of the Developer Contributions SPD require additional work prior to adoption and present any revised draft or final version(s) to Cabinet for their approval.
- 7.8 The implementation of the changes to the Community Infrastructure Levy Regulations introduced in April 2015 with regard to the pooling limits has meant that the 'tariff' system used to calculate contributions as set out in the SPD is now principally used only as a negotiating tool associated with a specific infrastructure project, otherwise it has little or no relevance. The pooling restriction was however lifted on 1 September 2019.
- 7.9 It has been agreed previously that annual reports on the status of the agreements be presented to the Area Committees so that Members are fully aware of the infrastructure projects the contributions are used towards in their particular area.

8. RELEVANT CONSIDERATIONS

8.1 Current legislation

8.1.1 The Community Infrastructure Levy (CIL) regulations set out three statutory tests which must be satisfied in order for planning obligations to be required. These tests are also set out within The National Planning Policy Framework (NPPF) which came into force on 28 March 2012 and repeated in the latest version of the NPPF at paragraph 57 (July 2021). The three statutory which all S106 Obligations must comply with are as follows:

- **Necessary to make the proposed development acceptable in planning terms;**
- **Directly related to the proposed development; and**
- **Fair and reasonably related in scale and kind to the proposed development**

8.1.2 The pooling limit introduced in April 2015 applied to any obligation which was completed after 6 April 2010. From 6 April 2015, in the determination of a planning application after this date the local planning authority was not allowed to request S106 funding for an 'infrastructure project' or 'types of infrastructure' if more than 5 obligations since 6 April 2010 have already been committed to that project.

A 'type of infrastructure' relates to the categories set out in the Council's SPD and is as follows:-

- community centre/halls;
- leisure facilities;
- play space;
- pitch sport;
- informal open space;
- sustainable transport; and
- waste collection facilities and recycling.

There is also provision for contributions towards public realm from non-residential development.

8.1.3 The Housing White Paper (February 2017) indicated that CIL was to be reviewed in Autumn 2017 in preparation for the Budget which was to include reform of S106 Obligations. This review was completed in September 2018 and one of its key recommendations was to abolish the 'pooling' restriction as it has the effect of preventing local planning authorities from considering the cumulative effect of developments on key services and infrastructure. The government had indicated that it would introduce legislation to remove the pooling restrictions which would represent a positive reform by providing more scope for Section 106 Obligations but also less incentive to adopt a CIL tariff as a result. The limitation was finally lifted by revisions to relevant regulations on 1 September 2019. The implication for this loosening of restrictions are being considered by officers and will be reflected in the forthcoming new Supplementary Planning Document relating to Planning Obligations. The draft document was presented to Cabinet in January 2020 and following a consultation exercise the final version was presented to Cabinet in July 2020. Cabinet endorsed the new Planning Obligations SPD but due to the postponement of the 2011-2031 Local Plan, the new SPD cannot be adopted until the new Local Plan is adopted, so any resolution to adopt the SPD will need to await the completion of the new Local Plan.

8.1.4 The recent publication of the White Paper 'Planning for the Future' may have implications for the future of S106 Obligations and locally applied CILs. The White Paper suggests that the government intends to abolish S106 Obligations insofar as they relate to financial contributions towards services and remove locally based CIL tariffs to be replaced by centrally set CIL rates that would apply across England, removing any local weighting or discretion over CIL levies.

8.2. Implications for the collecting of infrastructure contributions

8.2.1 The pooling restrictions related to the determination of planning applications after 6 April 2015 but it did not prevent:-

- i) the pooling of the contributions from more than 5 obligations which have been completed since 6 April 2010. This means that already collected S106 money from obligations after 6 April 2010 can still be pooled more than 5 times and spent after 6 April 2015. I would also confirm that this does not affect any funds that remain from prior to 2010 which to date have either not been allocated to a specific project or the implementation and spend is beyond 2015.
- ii) payments being collected after 6th April 2015 provided the obligations were before this date and they can be allocated as at present.

- 8.2.2 I can confirm that since 6 April 2010 more than 5 obligations have already been agreed breaching the pooling limit on each of the categories in the SPD and from April 2015 no further obligations have been agreed using the 'tariff system' within the SPD.
- 8.2.3 As the agreement to contributions now relate to specific infrastructure projects it is necessary for the Local Planning Authority to be a party to any agreement so the present and future use of Unilateral Undertakings will be limited and only used in exceptional circumstances.
- 8.2.4 Negotiations to seek contributions in accordance with the legislation and in particular the tests continue but as reported in previous years, there have been more challenges by developers citing amongst other matters the viability of a scheme and the specific need for the contributions.
- 8.2.5 Over the last few years, since the changes to the regulations Officers have progressed a limited number of agreements for major developments with the emphasis being the justification in order that the authority are not open to challenge. The agreed heads of terms for any application are set out in reports to the Planning Control Committee or delegated file notes associated with each planning application.
- 8.2.6 Since 2014 and reflected in the latest version of the National Planning Practice Guidance (NPPG) when implementing S106 Obligations no financial contributions can be sought for developments of 10 dwellings or less but in certain designated rural areas the Council may apply a lower threshold of 5 dwellings below which no affordable housing or financial contributions should be sought.

8.3 **Use of existing funds**

- 8.3.1 The three tests set out in paragraph 8.1.1 equally apply when allocating the monies received for the defined purpose. The applicant who has entered into a Section 106 Obligation or a unilateral undertaking has a right to seek a refund if these monies are not used for the appropriate purposes identified in either the specific agreement or the adopted SPD. Moreover, most Section 106 Obligations contain a 10 year pay back clause which the Council must meet if it has been unable to spend / allocate the funds to the identified project.
- 8.3.2 The important issue in this respect is that the spending of the contributions must be to **mitigate the effect of the development** i.e. that is the only reason for seeking contributions in the first instance.
- 8.3.3 An example of this would be an increased use and pressure on any play space within the vicinity of the site which may require additional equipment. There is no restriction for drawing down contributions from both Section 106 and UUs for a specific project subject to the recent changes in legislation.
- 8.3.4 To summarise the overall strategy for the spending of this money is principally by way of the Council's adopted capital projects and strategies e.g. the Greenspace Management Strategy which provides the background and justification for projects.
- 8.3.5 For infrastructure projects in outside of the control of this Council, where a commitment is shown and there is a justifiable need to improve the infrastructure, a project plan is required together with an order or receipt, before the contributions would be payable. Finally, other projects have been identified and come forward through local Councillors or the Community Development Officers.

8.4 **SECTION 106 ACTIVITY FOR LETCHWORTH 2020/21**

- 8.4.1 For this year I have set out relevant information in the appendices. As there were no new agreements for Letchworth there is no table for this category. The remaining tables set out Payments received for Letchworth, funds allocated for Letchworth and then remaining funds for Letchworth.
- 8.4.2 As can be seen from these tables, as a result of CIL regulation restrictions, the number of new S106 Obligations entered into in the last financial year is very low. Also the discretionary pot and available funds where some discretion is allowed as to which projects can be funded is diminishing and will not be replaced. As a result of these realities and without an adopted CIL tariff the Council must look at other strategies to maximise the return of S106 funding for the benefit of our communities.

8.4.7 NEXT STEPS

- 8.4.8 To maximise future returns from S106 Obligations focus must turn to identifying relevant projects before the grant of planning permission and it is this area where work is on-going to improve the level of Member and community involvement
- 8.4.9 Officers have established with relevant Executive Members a more effective ward councillor consultation process for each qualifying planning application in their areas (i.e any scheme of over 10 dwellings). The consultation process enables Councillors to remain neutral on the outcome of the planning application (importantly not fettering their discretion if they sit on the Planning Control Committee) whilst at the same time using their local knowledge to assist officers in identifying local projects which may benefit from S106 funds.
- 8.4.10 For Parished areas and areas with Town Council representation the process involves greater involvement with the Parish and Town Councils, again striking a balance between allowing Parish and Town Council's to express their opinion on the merits of an planning application proposal but also seeking their input both as identifiers of potential projects and the deliverers of those projects in many instances.
- 8.4.11 For the remaining but ever diminishing discretionary funds Community Development Officers will continue to work with the Development and Conservation Manager and S106 Monitoring and Compliance Officer to distribute these funds to relevant organisations who are able to deliver key infrastructure for the benefit of the wider community.

9. LEGAL IMPLICATIONS

- 9.1 The Council requires Section 106 Agreements and Unilateral Undertakings where appropriate under the Town and Country Planning Acts where development involves matters which cannot be controlled by planning conditions. There are strict rules which govern the negotiation and implementation of matters covered by Section 106 Agreements and in essence these need to relate to the development proposed both in scale and kind. The Section 106 SPD has been formulated with those principles in mind and the implementation of the SPD is being undertaken in a satisfactory manner.

10. FINANCIAL IMPLICATIONS

- 10.1 Interest accruing on S106 receipts is pooled corporately and included in the total income arising from investments. This is the case with all of the Council's 'reserves' and investment interest is then used to contribute towards General Fund revenue expenditure. Risk arising from interest rate fluctuations is considered in the Corporate

Business Planning process and is a consideration when setting the level of balances. There may be occasions where the S106 agreement requires a refund with interest in the event that prescribed works are not acted upon.

10.2 The financial implications of a planning permission may be agreed but if the planning permission is not implemented the monies will not be received.

10.3 When negotiating monies for capital schemes there may be a delay in implementing those schemes which may result in a change of cost.

11. RISK IMPLICATIONS

11.1 The work associated with the implementation of the requirements of the Community Infrastructure Levy Regulations and the Section 106 SPD is currently contained within the existing work plans and resources. A review of the document has been incorporated within the work programme for the Local Plan following the resolution of Cabinet in July 2103 not to pursue a Community Infrastructure Levy for this Council for the time being.

12 EQUALITIES IMPLICATIONS

12.1 The Equality Act 2010 came into force on the 1st October 2010, a major piece of legislation. The Act also created a new Public Sector Equality Duty, which came into force on the 5th April 2011. There is a General duty, described in 12.2, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.

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

12.3 There are not considered to be any direct equality issues arising from this report.

13. SOCIAL VALUE IMPLICATIONS

13.1 As the recommendations made in this report do not constitute a public service contract, the measurement of 'social value' as required by the Public Services (Social Value) Act 2012 need not be applied, although equalities implications and opportunities are identified in the relevant section at paragraphs 12.

14. ENVIRONMENTAL IMPLICATIONS

14.1 There are no known Environmental Implications associated with this report.

15 HUMAN RESOURCE IMPLICATIONS

15.1 There are no new human resource implications arising from the contents of this report as the monitoring of Section106 and Unilateral Undertakings is currently undertaken using existing staff resources.

16. APPENDICES

- 16.1 **Appendix 1** – Letchworth – allocations 2020/21
- Appendix 2** – Letchworth - remaining funds

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

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

S106 Monitoring
Allocated Obligations - Letchworth 01.04.2020-31.03.2021

Town	Recipient	Details of related planning application	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date	Amount Received	Amount Allocated to Project	Status
Obligation Type: Play Space									
Letchworth	NHDC	08/00987/1 Former Murco Filling Station, Southfields, Letchworth, SG6 4LU Redevelopment of site for residential purposes (affordable housing) comprising a terrace of 2 x 2 bedroom, 2 x 3 bedroom and 1 x 5 bedroom houses and erection of 3 storey building to provide 12 x 1 bedroom flats, 17 parking spaces, formation of new vehicular access onto Pelican Way and Southfields, following closure of two existing vehicular accesses, bin store, landscaping and ancillary works.	13/01/2009	S106	Play Space Allocated to enhancements at Grange Playing fields	N/A	7,923.92	7,923.32	Allocated
Letchworth	NHDC	09/00114/1 Former Neosid Site, Icknield Way, Letchworth Approval of siting, design, external appearance and landscaping details of 115 dwellings comprising the following mix 16 x 4 bed dwellings; 40 x 3 bed houses; 19 x 2 bed houses; 18 x 2 bed flats and 22 x 1 bed flats (29 affordable units); 60 associated garages; 158 associated parking spaces, bin and cycle stores; landscaping, utilising and altering two existing accesses off Icknield Way and associated infrastructure pursuant to outline planning permission ref no 05/00511/1 granted on 4 October 2007	28/09/2007	S106	Play Space Play Area Scheme - allocated to improved biodiversity for Natural Play at Wilbury Recreation Ground (original requirement of S106 Agreement - sum paid in lieu of play equipment by Croudace Homes, this money is to be spent at the recreation ground opposite the site only - allocated use meets this requirement)	N/A	5,000.00	5,000.00	Allocated

S106 Monitoring
Allocated Obligations - Letchworth 01.04.2020-31.03.2021

Letchworth	NHDC	10/00278/1 Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City Erection of 3 x 2 bedroom dwellings, 4 x 3 bedroom dwelling, 1 x 1 bedroom flat and 2 x 2 bedroom flats (housing mix: 100% affordable housing for rent), 12 parking spaces & 9 garage spaces, bin & cycle stores and ancillary works.	17/06/2010	S106	Play Space Allocated to Howard Park	09/12/2025	8,149.32	8,149.32	Allocated
Obligation Type: Pitch Sports									
Letchworth	NHDC	08/02929/1 38-42 Leys Avenue, Letchworth Conversion and change of use of first and second floor offices to 1 x 3 bedroom and 2 x 2 bedroom flats following demolition of rear extensions. Reinstatement of and alterations to rear elevations and insertion of a dormer window in front roof slope and addition of a window in front gable. Alterations to shop front to facilitate use of ground floor as 2 shop units.s	26/06/2009	UU	Pitch Sport Allocated to project for provision of goals at football pitches across Letchworth	N/A	1,029.81	1,029.81	Allocated
Letchworth	NHDC	09/02167/1 Natwest, Station Place, Letchworth Garden City, SG6 3AQ Conversion of first floor office space into 3 one bedroom flats. External alterations at second floor involving changes to openings.	29/01/2010	UU	Pitch Sport Allocated to project for provision of goals at football pitches across Letchworth	N/A	692.78	692.78	Allocated
Letchworth	NHDC	09/02218/1 1 Northfields, Letchworth Garden City, SG6 4RJ Single storey front and side extensions to facilitate conversion of existing 3 bedroom dwelling into 1 x 3 bedroom dwelling and 1 x 1 bedroom dwelling with 4 associated parking spaces and ancillary works	08/12/2009	UU	Pitch Sport Allocated to project for provision of goals at football pitches across Letchworth	N/A	208.18	208.18	Allocated

S106 Monitoring
Allocated Obligations - Letchworth 01.04.2020-31.03.2021

Letchworth	NHDC	10/00799/1 Sollershott Hall, Sollershott East, Letchworth Garden City, SG6 3PL Three storey extension to existing 1960's building to provide 3 x 2 bedroom dwellings, provision of 4 associated parking spaces and ancillary works following demolition of 5 existing garages.	04/05/2010	UU	Pitch Sport Allocated to project for provision of goals at football pitches across Letchworth	N/A	979.92	979.92	Allocated
Letchworth	NHDC	10/01087/1 50c Station Road, Letchworth Garden City, SG6 3BE Change of use and conversion of 1st and 2nd floors of photographers studios to 1 x 1 bedroom flat and 1 x 2 bedroom flat, 2 associated parking spaces and ancillary works..	24/06/2010	UU	Pitch Sport Allocated to project for provision of goals at football pitches across Letchworth	N/A	443.84	443.84	Allocated
Letchworth	NHDC	11/00110/1 Land at 99 Northfields, Letchworth Garden City, SG6 4QX Single storey building attached to existing dwelling to provide 1 x 1 bedroom dwelling with 1 associated parking space and ancillary works following demolition of existing garage. Insertion of first floor window in front elevation of existing dwelling.	10/02/2011	UU	Pitch Sport Allocated to project for provision of goals at football pitches across Letchworth	N/A	221.94	221.94	Allocated
Letchworth	NHDC	12/00708/1 St John Ambulance Brigade HQ, Birds Hill, Letchworth Garden City Erection of one three bedroom dwelling with 2 associated car parking spaces, vehicular access onto Birds Hill and ancillary works following demolition of existing single storey buildings	10/05/2012	UU	Pitch Sport Allocated to project for provision of goals at football pitches across Letchworth	N/A	467.28	467.28	Allocated
Letchworth	NHDC	12/02492/1 31 Gaunts Way, Letchworth Garden City, SG6 4PJ Detached 3 bedroom dwelling with 1 associated parking space. Detached double garage following demolition of existing garage to provide a garage for existing house and proposed dwelling	14/11/2012	UU	Pitch Sport Allocated to project for provision of goals at football pitches across Letchworth	N/A	472.48	472.48	Allocated

S106 Monitoring
Allocated Obligations - Letchworth 01.04.2020-31.03.2021

Letchworth	NHDC	13/00869/1 11 Arena Parade and 29 Eastcheap, Letchworth Garden City, SG6 3BY Change of use of 1st and 2nd floors from retail storage to 4 x 2 bedroom flats. First and second floor rear extension to provide internal staircase. Replacement rear external timber staircase with timber roof, removal of existing lift and motor tower and ancillary works	11/07/2013	UU	Pitch Sport Allocated to project for provision of goals at football pitches across Letchworth	N/A	1,365.61	1,365.61	Allocated
Obligation Type: Informal Open Space									
Letchworth	NHDC	10/00278/1 Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City Erection of 3 x 2 bedroom dwellings, 4 x 3 bedroom dwelling, 1 x 1 bedroom flat and 2 x 2 bedroom flats (housing mix: 100% affordable housing for rent), 12 parking spaces & 9 garage spaces, bin & cycle stores and ancillary works.	17/06/2010	S106	Informal Open Space Allocated to Howard Park	09/12/2025	4405.11	4405.11	Allocated
Obligation Type: Affordable Housing									
Letchworth	NHDC	13/02277/1 20-22 Station Road, Letchworth Erection of part two and part three storey building comprising 25 one and two bedroom retirement apartments with communal facilities and associated parking, access, landscaping and ancillary works following demolition of former garage buildings.	25/07/2014	S106	Affordable Housing Sum to be applied to provision of affordable housing within the locality of North Hertfordshire - allocated for spend at John Barker Place, Hitchin	27/04/2025	50,078.03	50,078.03	Allocated

S106 Monitoring
Live Obligations - Letchworth 01.04.2020-31.03.2021

Town	Recipient	Details of related planning application	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date	Amount Received	Status
Obligation Type: Affordable Housing								
Letchworth	NHDC	14/01080/1 Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6 Change of use, conversion and extension of Commerce House	23/02/2015	S106	Affordable Housing To be spent following first occupation of dwellings approved	17/02/2028	206,855.00	Live to be allocated
Obligation Type: Community Centres								
Letchworth	NHDC	14/01080/1 Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6 Change of use, conversion and extension of Commerce House	23/02/2015	S106	Community Centres Towards community centres serving the development.	17/02/2028	18,054.24	Live to be allocated
Letchworth	NHDC	14/01403/1 Former Factory Site, Land on the north west side, Blackhorse Road, Letchworth Garden City Residential redevelopment of site to provide 159 dwellings comprising of 12 x 1 bedroom flats; 24 x 2 bedroom flats; 12 x 2 bedroom houses; 30 x 3 bedroom houses and 81 x 4 bedroom houses. Two new vehicular accesses onto Blackhorse Road following closure of existing accesses; associated parking and internal access roads, landscaping, amenity spaces and ancillary works following demolition of existing factory building.	10/11/2014	S106	Community Centres Towards the provision of community centres serving the development	23/03/2025	10,372.02	Live to be allocated
Obligation Type: Healthcare								

S106 Monitoring
Live Obligations - Letchworth 01.04.2020-31.03.2021

Letchworth	NHDC	14/01403/1 Former Factory Site, Land on the north west side, Blackhorse Road, Letchworth Garden City Residential redevelopment of site to provide 159 dwellings comprising of 12 x 1 bedroom flats; 24 x 2 bedroom flats; 12 x 2 bedroom houses; 30 x 3 bedroom houses and 81 x 4 bedroom houses. Two new vehicular accesses onto Blackhorse Road following closure of existing accesses; associated parking and internal access roads, landscaping, amenity spaces and ancillary works following demolition of existing factory building.	10/11/2014	S106	Healthcare Contribution Provision of healthcare facilities serving the locality of the development	23/03/2025	120,587.59	Live to be allocated
Obligation Type: Informal Open Space								
Letchworth	NHDC	10/00472/1 Former Westbury Primary School, West View, Letchworth Garden City, SG6 3QN Residential development of 38 units comprising conversion and alterations of existing school buildings to provide 9 x 3 bedroom houses, 10 x 2 bedroom houses, 4 x 2 bedroom flats and 3 x 1 bedroom flats and erection of 4 x 3 bedroom houses and 8 x 2 bedroom houses (housing mix: 65% market housing and 35% affordable housing), 62 parking spaces, cycle and bin stores, new vehicular access onto West View and associated infrastructure following demolition of entrance building, assembly hall and detached outbuilding	26/03/2012	S106	Informal Open Space	23/01/2023	12,666.97	Live to be allocated
Obligation Type: Play								
Letchworth	NHDC	06/02029/1- Erection of 14 no. affordable housing units consisting of 2 no. three bedroom houses, 4 no. two bedroom houses, 4 no. two bedroom flats and 4 no. one bedroom flats and associated infrastructure. Location: West Part of Former Norton School Site, Norton Road, Letchworth. DEED OF MODIFICATION TO S106 UNDER APPLICATION 04/00199/1.		S106	Play Area Total contribution received: £17,574.80 Provision of floodlights at wheeled sports facility at Norton Common (see notes in Comments) - £7217.93 spent year 19/20. £8294.35 spent year end 20/21. Project complete. Balance £2069.52 available for allocation to alternative project	23/01/2023	2,069.52	Live to be allocated
Letchworth	NHDC	17/02180/1 Site Of Former Lannock Primary School Outline application (all matters reserved except access) for residential development up to 44 dwellings	27/03/2018	S106	Play Equipment Towards the provision of additional equipment at the Jarden Play Area	N/A	29,453.00	Live to be allocated
Obligation Type: Sustainable transport								

S106 Monitoring
Live Obligations - Letchworth 01.04.2020-31.03.2021

Letchworth	NHDC	01/01513/1 - Care home comprising 22 self contained units and 20 dwellings etc., The Orchards, Orchard Way, Letchworth. (Applicants: HCC and St Pancras and Humanist Housing Association)	01/11/2002	S106	Sustainable Transport Total contribution received: £5,000 £4,747.00 spent Transition Town Letchworth Cycle Initiative of provision of cycle racks and storage shelters across Letchworth - NHDC Community Development Team co-ordinating this project Balance £253.00 remains available for allocation	N/A	253.00	Live to be allocated
Letchworth	NHDC	05/00307/1 - Former Bridger Packaging Site	13/01/2006	UU	Sustainable Transport Total contribution received: £38,500 £29,926.80 spent project for Cycle Racks across Letchworth as part of project by Transition Towns Balance remaining £8573.20 - Note: At least £5000 of this must be spent on improvement to pedestrian crossing on Norton Way North	N/A	8,573.20	Live to be allocated
Letchworth	NHDC	06/00283/01 - Unilateral Erection of Class B8 Distribution Warehouse and ancillary offices; 46 car parking spaces, service yard and loading bays with access of Dunhams Lane and 10m wide soft landscaping buffer strip to western boundary of site. Site: Car park rear of Skillcentre site fronting, Dunhams Lane, Letchworth Garden City, SG6. Applicant: Altro Ltd (Autoglym Division), Works Road	18/05/2005	UU	Sustainable Transport For the provision of off-site transport infrastructure improvements	N/A	10,000.00	Live to be allocated
Letchworth	NHDC	08/02803/1 Trembaths, Talbot Way, Letchworth Garden City, SG6 1UA Erection of detached single storey building with glazed link to existing nursing home to provide 10 additional bedrooms. Three additional car parking spaces (total 14 spaces), and ancillary works	06/02/2009	UU	Sustainable transport	N/A	1,740.58	Live to be allocated
Letchworth	NHDC	14/00219/1 Lidl Cotton Brown Park, Letchworth Single storey detached building to provide replacement retail food store (1407 sq m. sales area) following demolition of existing food store, provision of 135 car parking spaces, landscaping and ancillary works	16/04/2014	UU	Sustainable transport	N/A	22,335.91	Live to be allocated
Letchworth	NHDC	14/00733/1 Former Letchworth Power Station Site, Works Road, Letchworth Erection of four industrial units for mixed B1/B2/B8 use; provision of 119 car parking spaces; cycle storage and bin stores and ancillary works.	18/08/2014	UU	Sustainable transport	N/A	27,063.16	Live to be allocated

S106 Monitoring
Live Obligations - Letchworth 01.04.2020-31.03.2021

Letchworth	NHDC	14/01403/1 Former Factory Site, Land on the north west side, Blackhorse Road, Letchworth Garden City Residential redevelopment of site to provide 159 dwellings comprising of 12 x 1 bedroom flats; 24 x 2 bedroom flats; 12 x 2 bedroom houses; 30 x 3 bedroom houses and 81 x 4 bedroom houses. Two new vehicular accesses onto Blackhorse Road following closure of existing accesses; associated parking and internal access roads, landscaping, amenity spaces and ancillary works following demolition of existing factory building.	13/01/2006	UU	Sustainable Transport Total contribution received: £63,791.73 £28,594.16 spent on Transition Town Letchworth Cycle Initiative of provision of cycle racks and storage shelters across Letchworth. £21,482.04 spent on Transition Town Letchworth Cycle Initiative of provision of cycle racks and storage shelters across Letchworth Balance £13,968.53 is to be allocated to alternative project	N/A	13,968.53	Live to be allocated
Obligation Type: Waste and Recycling								
Letchworth	NHDC	17/00905/1 Garages at, Bittern Way, Letchworth Garden City Residential development comprising 3.5 storey building to provide 13 affordable flats with associated parking following demolition of existing garages	12/10/2017	UU	Waste and Recycling Provision of waste and recycling facilities serving the development	N/A	497.45	Live to be allocated

SOUTHERN RURAL COMMITTEE 21 OCTOBER 2021

*PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: GRANTS & COMMUNITY UPDATE

REPORT OF: THE POLICY & COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER: 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 **£1,120** to Kimpton Parish Council towards the cost provision of a defibrillator to be situated within a red telephone kiosk outside the Bright Star PH in Peters Green as outlined in 8.1.1
- 2.3 **£5,449** to Offley Allotment Association towards the installation of running water on the allotment sites. outlined in 8.1.2
- 2.4 **£2,225** to Wymondley Parish Council to purchase of and installation of a Tier 1 defibrillator 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 Southern Rural.

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. Southern Rural Committee Budget Spread sheet, which relates to the Committee budget balances for 2021/22. The spreadsheet also details pre-allocated sums carried forward from the previous financial year, including balances and past expenditure.

- 8. **RELEVANT CONSIDERATIONS-** Councillors are at liberty to consider any amount requested in a grant application if the committee has sufficient funds in the 2021/2022 budget.

8.1 Grant Applications

8.1.1

Applicant	Kimpton Parish Council
Project	Provision of a defibrillator.
Sum requested	£1,120
Total project cost	£1,720
Joint funding	£600 split between Kimpton PC and Peters Green Village Hall
NHDC Policy met	YES
Council Priorities	Build thriving and resilient communities

The Kimpton PC have worked in partnership with the Bright Start Public House and Peter's Green Village Hall on a project to situate a defibrillator in the red telephone kiosk provided by the pub for use for residents and visitors of Peters Green.

The residents of the hamlet, Peters Green, have lobbied for the provision of a life-saving defibrillator to be located within a red telephone kiosk outside the Bright Star PH. Currently the closest defibrillator is 2 miles away in Kimpton.

Defibrillators (also known as AEDs) are medical devices that help and support a rescue for a patient in Cardiac Arrest. An automated external defibrillator is a portable electronic device that automatically diagnoses the potentially life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and can treat them through defibrillation, the application of electrical therapy which seeks to stop the arrhythmia, allowing the heart to re-establish an effective rhythm.

The defibrillator chosen has the latest functionality, is easy to use and is suitable for use on adults and children. It is the same brand and model as those situated in other parts of the parish. This gives consistency across the parish which is important as Community Heartbeat Trust provide community training sessions generating knowledge and confidence in the mobilisation of the unit by residents.

Community Heartbeat Trust pioneered the concept of Community Public Access Defibrillators (CPAD) in the UK.

The Parish Council have agreed to take on the maintenance responsibility of the equipment going forward.

8.1.2

Applicant	Offley Allotment Association
Project	Installation of running water on the allotment sites.
Sum requested	£5,449
Total project cost	£5,449
Joint funding	£400 Quiz Night
NHDC Policy met	YES
Council Priorities	Build thriving and resilient communities

The Offley Allotment Association were set up this year in order to provide allotments for the members of the allotment association, therefore benefiting the local community with a source of fresh fruit and vegetables, exercise and community spirit.

If successful, this grant would be spent on installing running water on the allotment sites. Currently, plot holders do not have access to these facilities, which will reduce the long-term sustainability of the site as members are less willing to rent allotment plots without these facilities. Following the cost of the initial installation and setup, plot holders will pay individually for water usage. As the site currently hosts 29 plots, this means that in just three years the 'investment' cost per plot, per annum will be less than £63.

Offley Allotment Committee believes that this offers significant value for money as the positive social impact on the health and wellbeing of Offley residents by providing access to a thriving allotment site is significant. The site and the allotmenting community are a longstanding and much-loved feature of Great Offley, with a regular allotment blog in the Village Voice magazine and strong links to the local school. Unfortunately, there is a risk that if they are unable to provide basic facilities such as security and water, fewer residents will want to maintain allotments on this site and a valuable community asset could be lost. The association is also committed to maintaining accessible rent pricing so that anyone can contribute and benefit from having an allotment, without funding to support specific improvement works this will pose a significant challenge.

The site benefits all allotment members, local wildlife (troughs will give drinking water), the local school and the community as a whole. With a diverse population of older adults and young families, the allotments serve as a source for community cohesion and education. The Offley Endowed Primary and Nursery School has had a plot for many years, which they use to inspire and educate young pupils. A large proportion of plot holders are older and/or retired, for many of them the allotments play a key role in their physical and mental wellbeing, as well as offering opportunities to socialise. Since the association was founded earlier this year, they have also seen an influx of young professionals and young families to the allotment site, creating opportunities for well-established and newly arrived residents to forge connections. Finally, the allotments provide a haven for local wildlife and insects, with several plots featuring bug hotels. The association is currently considering a proposal from members to dedicate a portion of the site to wildflowers, which would also benefit the local bee population. This will be challenging or impossible to maintain without viable water provision.

The water installation will be completed within 6 months of the full amount being fundraised/received.

The allotment committee are striving to make the allotments a community hub, using them as a way to promote and encourage community spirit and the enjoyment of allotment gardening and develop the community's gardening skills and knowledge.

The allotment fundraising committee are also actively involved in providing events that not only are a fundraising asset but also provide some much-needed community engagement. For example, the allotment fundraising committee have arranged to run a 'Christmas Market' and the Christmas Light switch on in the village as well as a quiz night in the village hall and further events are planned in the future. By creating a thriving and proactive community group, they hope to create new opportunities to bring people together and to engage with local businesses. For example, the Christmas Market

fundraising event planned for December 2021 will likely include local entrepreneurs and artisans from Offley Hoo farm.

The costs are outlined below:

Affinity water to instal a water supply from the road onto the allotment plot, including all contestable and non-contestable works	£3,660.00
Water pipes, connectors, stop clock, digger hire, labour and water troughs	£1,789.70
Total (A)	£5,449.70

8.1.3

Applicant	Wymondley Parish Council
Project	provision of a defibrillator.
Sum requested	£2,225
Total project cost	£2,225
Joint funding	None identified
NHDC Policy met	YES
Council Priorities	Build thriving and resilient communities

Funding is requested for the purchase of and installation of a Tier 1 defibrillator (i.e., one that suits the community/untrained user situation). The defibrillator will be installed on the outside wall of the Bucks Head Public House, Little Wymondley SG4 7HY so it is in a central and easily accessible location within the Parish and access to it will be available 24 hours a day/ 7 days a week. The Parish Council have permission to site the equipment in this location.

There is currently one defibrillator within the Parish, but this is installed inside the Sports Pavilion at Little Wymondley Recreation Ground. Accessibility to it depends on the Sports Pavilion being in use; it is primarily for use by the sports clubs and teams that use the Sports Pavilion.

Various quotes have been obtained for defibrillators but following research with other Clerks it is felt that the defibrillators offered by the Community Heartbeat Trust on a Managed Solution Partnership offer the best value for money.

The need for a fully accessible defibrillator within the Parish has again been highlighted by events during the opening matches of the delayed Euros 2020; proximity to these life saving devices can help save the life of someone experiencing a sudden cardiac arrest.

St John's Ambulance encourages all workplaces, schools, and public buildings to have a defibrillator on site.

The Parish Council will also seek to identify training for interested local residents on how to undertake CPR and to use the defibrillator e.g., from St Johns' Ambulance.

No one organisation has the legal responsibility to provide a defibrillator for use by members of a community. However, given the need to be able to access one quickly if someone is having a cardiac arrest either at home, whilst at work or visiting others. It makes sense that this is done on a small geographic scale e.g., on a Parish basis. The Parish Council considers that the health and welfare of its parishioners will benefit from having a fully accessible defibrillator; it is envisaged that it could well save a life/ lives. The Parish Council does not have the finance to achieve this as it has other funding priorities at the present time, including ones that have arisen as a result of the impact of the COVID-19 pandemic. The Parish Council will be responsible for the ongoing maintenance of the defibrillator once purchased and installed.

8.2 Community Engagement Update

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

- Supporting various local and district wide Network Groups such as Youth Action, Food Provision and the newly formed Arts and Culture Network.
- Continuing to work with, and add to, the Arts Cooperative which was set up after the Hitchin Arts and Culture Town Talk
- Assisting in Charnwood House (former Hitchin Museum) Open Days.
- 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.
- Gathering speakers and information for the Cabinet Panel for Community Engagement and Co-operative Development.
- Assisting in the organisation of the Chair's Volunteer Awards and next year's Holocaust Memorial Day Event.
- Working with groups to help them secure funding from the new Health Protection Board Covid Fund.

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 2021/22
- 10.2 The carry over amount from 2020/21 was £165.00 this was utilised as part of the £500 grant to Lilley Parish Council for their notice board.

The budget for 2021/22 is £8,700 and the £1,500 awarded to Kings Warden PC for the Sound Monitoring equipment has been returned. Therefore, there was £10,200 to utilise in the budget, £2,835 has been spent at the meeting in June.

Therefore, the total funds available to allocate this financial year is **£7,365**

- 10.3 The grant funding applications for this meeting total £8,794.00, which exceeds the amount available to grant in the budget by £1,429.00 (£8,794.00 - £7,365.00 = £1,429.00).
The committee is not able to allocate more than the available area committee budget. If the three grant applications considered at this meeting are approved for funding, then the committee members will need to agree as to what specific proportion each project will receive from the £7,365.00 available.

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 Environmental Impact Assessment has been undertaken. The application for Offley Allotment and the related actions have been considered and on balance it is likely that positive environmental impacts will outweigh and outnumber any negative impacts. The allotment makes good use of water butts to collect rain water and this will remain their preferred water source. However, drier spells mean that there is a need for a supplementary water source on-site. An on-site source can help to reduce the journeys made by car to the allotment as there will no longer be a need to transport water from home. It is therefore suggested to proceed with 'No major change' to the actions. Please see the attached Environmental Impact Assessment for further information

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 – 2021/22 financial year budget sheet.
- 16.2 Appendix 2 – Environmental Impact form for Offley Allotment Association

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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

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SOUTHERN RURAL AREA COMMITTEE BUDGET 2021/22

SUMMARY/ TOTALS	Funding	Allocated	Spent	Outstanding	Unallocated Budget					
CARRY FORWARD BUDGET 2020/21	£165	£165	£165	£0	£0					
BASE BUDGET 2021/22	£10,200	£2,835	£2,835	£0	£7,365					
TOTAL	£10,365	£3,000	£3,000	£0	£7,365					

<u>2020/21</u>	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Amount</u>	<u>Comments</u>
CARRY FORWARD BUDGET 2020/21	£165		Lilley Parish Council - noticeboard	£165	24-Jun-21	£165	£0		Total grant awarded £500. £335 from 2021/22 budget
	£165			£165		£165	£0	£0	

<u>2021/22</u>	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Amount</u>	<u>Comments</u>
BASE BUDGET 2021/22	£8,700		Lilley Parish Council - noticeboard	£335	24-Jun-21	£335	£0		Total grant awarded £500. £165 from 2020/21 c/fwd budget
Repayment of Grant 4656 - Kings Walden PC	£1,500		Kimpton Cricket Club - wicket mower	£2,500	24-Jun-21	£2,500	£0		
	£10,200			£2,835		£2,835	£0	£7,365	

ENVIRONMENTAL IMPLICATIONS SECTION

BACKGROUND INFORMATION

1.0 What is meant by Environmental Implications?

In May 2019, NHDC declared a Climate Emergency. As part of that motion it was agreed that ***'officers would ensure that, as the Council's policies are routinely reviewed, specific consideration is given to how policies and our related decisions and actions, affect our contribution to climate change, and where necessary, update these policies to reduce our impact wherever possible.'***

This guidance provides a means to undertake this specific consideration when reviewing policies and any related decisions and actions.

The revised report template will carry this additional section for completion by officers:

"ENVIRONMENTAL IMPLICATIONS

Use one of the following paragraphs only

14.1. There are no known Environmental impacts or requirements that apply to [the actions/ Policy/this report].

14.2. Environmental Impact Assessment has been undertaken. [The actions / Policy /this report] have been considered and [there are/ are no relevant adaptations/ mitigation measure that could be applied] [the following adaptations/ mitigations have been included – as detailed in X]."

If the report has identified environmental impact, then this guidance assists the author to articulate them in a uniform manner.

2.0 Identifying who is responsible for the Environmental Implications Assessment

The person identified to undertake the Environmental Implications Assessment should be the person with whom responsibility for evidencing need to change a policy or service decision rests.

It is advisable that assessment should only be taken by council officers in their relevant policy/service areas. This will ensure that proper ownership of the analysis is maintained, that there is sufficient knowledge of the service itself, and any results of the analysis inform future service development and improvement.

3.0 Conducting an Environmental Implications Analysis and Assessment

The assessment and its principles apply to existing as well as new and proposed policies. In order to be most effective, any Environmental Implications Assessment should begin with analysis during policy development or at the early stages of a policy review, considering its possible effects well in advance of implementation. The assessment form includes example questions to help guide your consideration of the environmental impact of the policy.

3.1 Undertaking analysis: what environmental information can I use?

The analysis you undertake will inform your assessment. It is important that information about the projected impact of the policy is appropriate, factual and reliable.

If you do not have environmental information about a particular policy, consider whether you need to fill these information gaps by surveys or other engagement or stakeholder meetings. This may include, in the longer term, questions included in the District Wide or Citizens Panel surveys, for example, or the making use of community events to test agreement with a policy decision that clearly impacts our contribution to climate change. You might also consider engaging with environmental organisations.

3.2 The findings

Having reviewed your analysis and assessment, there are four main steps that you can take with regard to any proposal you are making:

No major change – The analysis demonstrates that the policy is robust, and the evidence shows no potential of adverse impacts.

Adjust the policy – This involves taking steps to remove barriers or to better promote a reduction in the impact on the environment. It can mean introducing measures to mitigate the potential effect.

Continue the policy – This means adopting your proposals, despite any adverse effect or missed opportunities to reduce the impact on the environment.

Stop and remove the policy – If there are adverse effects that are not justified and cannot be mitigated, you will want to consider stopping the policy altogether.

4.0 Monitoring and review

Assessment is an ongoing process that does not end once a policy has been agreed or implemented. Service provision, demographics, and the physical environment may change, or new options to reduce an adverse effect could become apparent. This does not mean repeating the analysis, but using the experience gained through implementation to check the findings and to make any necessary adjustments.

Consider:

- How you will measure the effects of the policy
- When the policy will be reviewed and what could trigger an early revision
- Who will be responsible for monitoring and review
- What type of information is needed for monitoring and how often it will be analysed
- How to engage stakeholders in implementation, monitoring and review

5.0 Publication

It is recommended that the Council should publish information on environmental analysis alongside the policy or decision that it refers to. Arrangements have been made to ensure that reference to environmental analysis appears in all formal committee reports on the corporate template.

Environmental Implications assessment

1. Name of activity:	<i>Offley Allotment Association wish to be connected to the mains water supply</i>				
2. Main purpose of activity:	<i>To benefit the current allotment holders and encourage more people to make use of them.</i>				
3. List the information, data or evidence used in this assessment:	<i>Qualitative information from Offley Allotments, analysed by the Policy & Community Engagement Team.</i>				
Area of Potential Impact	Examples to Consider (non-exhaustive)	Neutral (X)	Negative (X)	Positive (X)	Describe the contribution/impact on the area that the decision may have - assess whether this impact is a negative or positive or neutral one. Negative: What are the risks? Positive: What are the benefits?
1. Impact on greenhouse emission and support adaption to the effects of climate change	<p>Will energy needs be met through renewable sources?</p> <p>Will it reduce emissions through retrofitting new technology?</p> <p>Will it reduce greenhouse gas emissions by reducing energy consumption and the need to travel?</p>			People growing their own produce has a positive impact on climate change	<p>Negative</p> <hr/> <p>Positive</p> <p>POSITIVE</p>
2. Use of natural resources including water and energy	<p>Will it reduce water consumption?</p> <p>Will it reduce energy consumption?</p>			The allotmenters currently collect rainwater as much as they can. However,	<p>Negative</p> <hr/> <p>Positive</p>

				<p>this is weather dependant so if it's been dry, they have to bring water from their homes and it's too heavy to carry without a car so most will drive. Rather than necessarily increasing, water usage will be shifted from the allotmenters' homes to on-site, and having water on-site will mean that there are fewer car journeys required to transport water.</p>	<p>POSITIVE</p>
<p><i>3. Minimisation of flood risks to the area (i.e. promotion of SUD's. protect surface and ground water quality)</i></p>	<p>Will it minimise flood risk from all sources of flooding?</p>	<p>This will not impact either way on flood risk or ground water quality</p>			<p>Negative</p>
	<p>Will it reduce property damage due to storm events/ heavy rainfall by improving flood resistance and flood resilience?</p>				<p>Positive</p>
<p><i>4. To protect, enhance and create environments that encourage and support biodiversity</i></p>	<p>Will it protect, enhance and increase biodiversity and protect habitats?</p>			<p>The allotments will improve biodiversity most of the allotments leave a wild area to attract pollinators and the local primary school and playgroup</p>	<p>Negative</p>
	<p>Will it improve access to and promote educational value of sites of biodiversity interest?</p>				<p>Positive</p>
					<p>POSITIVE</p>

				use the site for educational purposes	
<p>5. To improve Air Quality</p> <p><i>(air quality describes how polluted the air we breathe is)</i></p>	Will it improve air quality?			<p>The more horticulture taking place on the site the more the plants growing there will assist with air quality</p>	Negative
	Will it reduce emissions of key pollutants?				Positive POSITIVE
<p>6. To reduce need to travel, the use of private motorised vehicular transport as well as encourage walking, cycling, and use of public transport</p>	Will it encourage increased walking, cycling and use of public transport?			<p>By providing suitable allotment site in the village will mean that residents will not have to drive to allotments further afield.</p>	Negative
	Will it increase the proportion of journeys using modes other than a car?				Positive POSITIVE

<p>7. To reduce waste production and increase recycling, recovery and reuse of waste</p>	Will it lead to reduced consumption of materials and resources?			<p>It could possibly reduce household waste by use of composting.</p>	Negative
	Will it reduce household waste?				Positive POSITIVE
	Will it reduce construction waste?				
	Will it increase recovery recycling and re-use?				
					Negative

<p><i>8. To enhance the public realm and street improvements</i></p>	<p>Will it reduce litter? Will it enhance the quality of public realm?</p>	<p>The impact on this is Neutral</p>			<p>Positive</p>
<p><i>9. To protect, enhance and seek opportunities to increase open space</i></p>	<p>Will it improve open space? Will it improve landscape character? Will it minimise development on Greenfield sites?</p>	<p>The impact on this is Neutral</p>			<p>Negative</p> <p>Positive</p>
<p><i>10. To reduce noise and impact of noise</i></p>	<p>Will it reduce noise pollution from vehicles?</p>	<p>The impact on this is Neutral</p>			<p>Negative</p> <p>Positive</p>

6.0 Results			
	Yes	No	
Were positive impacts identified?	Yes	<input type="checkbox"/>	6 positive impacts were identified
Were negative impacts identified (what actions were taken)	<input type="checkbox"/>	None	
7.0 Consultation, decisions and actions			
Describe the decision on this activity (refer to section 3.2)			
No major change: To provide grant funding from Community grants towards the installation of mains water to the site			
List all actions identified to address/mitigate negative impact or promote positive impact			
Action	Responsible person		Completion due date
PR regarding the grant award and the environmental benefits	Claire Morgan		01.11.21
When, how and by whom will these actions be monitored?			
To be monitored by the Community Engagement team (with input from the Corporate Policy Team) through liaison with Offley allotment about their water usage and other environmental impacts one year after funding release (if the application is successful).			
8.0 Signatures			
Assessor (report author):			
Name:	Claire Morgan	Signature**	Claire Morgan
Validated by (line manager):			
Name:	Reuben Ayavoo	Signature**	Reuben Ayavoo
Forward to the Corporate Policy inbox: corporatepolicy@north-herts.gov.uk			
Signature**	Georgina Chapman		
Assessment date:	28/09/2021	Review date:	One year after funding release.

**** Please type your name to allow forms to be sent electronically.
A copy of this form should be forwarded to corporatepolicy@north-herts.gov.uk and a duplicate filed on the council's report system, alongside any report proposing a decision on policy or service change.**

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