

10 March 2023

Our Ref Baldock and District Committee 20  
March 2023

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To: Members of the Committee: Councillor Michael Muir, Councillor Juan Cowell, Councillor Steve Jarvis, Councillor Tom Tyson, Councillor Michael Weeks and Councillor Alistair Willoughby

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE BALDOCK AND DISTRICT COMMITTEE**

to be held in the

**BALDOCK COMMUNITY CENTRE, SIMPSON DRIVE,  
BALDOCK, SG7 6DH**

On

**MONDAY, 20TH MARCH, 2023 AT 7.30 PM**

Yours sincerely,

Jeanette Thompson  
Service Director – Legal and Community

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

## **Agenda Part I**

<b>Item</b>		<b>Page</b>
<b>1.</b>	<b>ELECTION OF A CHAIR AND VICE CHAIR</b> To elect a Chair and a Vice Chair for the remainder of the Civic Year	
<b>2.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>3.</b>	<b>MINUTES - 31 OCTOBER 2022</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 31 October 2022.	(Pages 5 - 8)
<b>4.</b>	<b>NOTIFICATION OF OTHER BUSINESS</b> 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.	
<b>5.</b>	<b>CHAIR'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chair of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
<b>6.</b>	<b>HERTFORDSHIRE CONSTABULARY - UPDATE</b> To receive a verbal update from Hertfordshire Constabulary on their work in the Baldock and District Area.	
<b>7.</b>	<b>PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from the public.	
<b>8.</b>	<b>GRANTS &amp; COMMUNITY UPDATE</b> <b>REPORT OF THE POLICIES AND COMMUNITIES MANAGER</b>  To provide the Committee with an update to ensure Members are kept informed of the work of the Community Engagement Team.	(Pages 9 - 16)

**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 3

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### BALDOCK AND DISTRICT COMMITTEE

MEETING HELD IN THE YOUTH WING, BALDOCK COMMUNITY CENTRE, SIMPSON  
DRIVE, SG7 6DH  
ON MONDAY, 31ST OCTOBER, 2022 AT 7.30 PM

#### MINUTES

**Present:** *Councillors: Michael Muir, Juan Cowell, Steve Jarvis, Tom Tyson, Michael Weeks and Alistair Willoughby*

**In Attendance:**

*Ashley Hawkins (Community Engagement Officer), Edward Leigh (Senior Transport Policy Officer) and Louis Mutter (Committee, Member & Scrutiny Officer)*

**Also Present:**

*At the commencement of the meeting approximately 4 members of the public, including registered speakers.*

#### 65 ELECTION OF CHAIR & VICE-CHAIR

The Committee, Member and Scrutiny Officer called for nominations for Chair of the Baldock Area Committee for the Civic Year 2022/23.

Councillor Tom Tyson nominated Councillor Steve Jarvis. Councillor Alistair Willoughby seconded.

Councillor Juan Cowell nominated Councillor Michael Muir. Councillor Michael Weeks seconded.

On the vote neither nominated candidate was successful.

The Committee was unable to elect a Chair for the remainder of the 2022/23 Civic year and instead appointed a Chair on a temporary basis for the purposes of the meeting.

Councillor Alistair Willoughby proposed and Councillor Michael Muir seconded and, following a vote it was:

**RESOLVED:** That Councillor Steve Jarvis be appointed Chair for this meeting of the Baldock Area Committee.

#### 66 APOLOGIES FOR ABSENCE

There were no apologies received from Councillors for this meeting.

#### 67 MINUTES - 20 JUNE 2022

It was:

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 20 June 2022 be approved as a true record of the proceedings and be signed by the Chair.

#### 68 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

## **69 CHAIR'S ANNOUNCEMENTS**

- (1) The Chair welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (3) Members were reminded to make declarations of interest before an item, the longer reminder about this and speaking rights was set out under Chair's Announcements on the agenda.

## **70 PUBLIC PARTICIPATION**

The Chair invited Ms. Agata Kisicka and Ms. Ethel Morrell from Nova Wellness CIC to give a verbal presentation in support of their grant application.

Ms. Morrell thanked the Chair for the opportunity to speak and highlighted the following key points:

- Nova Wellness CIC is seeking funding for holistic therapy sessions similar to those previously done in the Baldock Community Centre;
- Holistic therapy has been proven to improve wellbeing, mental health and confidence;
- After the pandemic many caring for elderly or high-risk people were able to go out into the community again; these therapy sessions aim to rebuild the community feeling for those who have had to shield;
- There had been lots of requests for more therapy sessions following the previous ones.

The following Members asked questions:

- Councillor Michael Weeks
- Councillor Michael Muir
- Councillor Steve Jarvis
- Councillor Alistair Willoughby
- Councillor Tom Tyson

In response to questions, Ms Morell and Ms. Kisicka advised:

- The amount of sessions depends on the amount of funding received; last year there were two sessions and around 20 people were invited to each session;
- Nova Wellness advertises in the Community Centre and online as well as having good relations with Herts Carers;
- Each session is for up to 20 people; they are invited to the following sessions also.

The Community Engagement Officer informed the Committee that the grant budget for the rest of the civic year is £5,200.

## **71 CONSULTATION ON NORTH HERTFORDSHIRE DISTRICT LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN**

The Senior Transport Policy Officer presented the report entitled Consultation on North Hertfordshire District Local Walking & Cycling Infrastructure Plan and opened the meeting to questions. The following Members asked questions:

- Councillor Michael Weeks
- Councillor Juan Cowell
- Councillor Michael Muir
- Councillor Tom Tyson
- Councillor Alistair Willoughby

In response to questions the Senior Transport Policy Officer advised:

- Lots of people are actively looking for safe walking and cycling alternatives; Hertfordshire County Council are looking to spend a large sum across the county as a part of the Urban Transport Plan;
- Transport Officers are providing the evidence, it's the Members that decide what is a priority and what money should be allocated where;
- 20 MPH policies do not necessarily need to be done through the LCWIP; if there is strong local support for a 20 MPH zone this should be channelled through a County Councillor;
- Speed bumps/cushions are no longer a recommended traffic calming measure; other measures, such as narrowing the carriageway, or adding pinch points or chicanes, are considered more effective at reducing speeds without unwanted side-effects. Members are encouraged to identify through the LCWIP consultation streets that would benefit from traffic calming measures.

It was:

**RESOLVED:** That the Committee:

- (1) Notes the report;
- (2) Be encouraged to, individually and through the Area Committee, respond to the North Hertfordshire District LCWIP consultation draft attached at Appendix 1, and encourage residents and local organisations to do so too.

## **72 GRANTS & COMMUNITY UPDATES**

The Community Engagement Officer presented the report entitled Grants & Community Updates and highlighted the following points:

- Key point in the report is 8.3.1, which details different options for Councillor surgeries in Baldock;
- Baldock is the only town that doesn't hold Councillor surgeries regularly;
- Baldock has seen the Charter Fair and Cycle Challenge and will be hosting Fireworks Events across the town and the Christmas Market in the future.

The following Members took part in the debate:

- Councillor Alistair Willoughby
- Councillor Juan Cowell
- Councillor Michael Muir
- Councillor Michael Weeks
- Councillor Tom Tyson
- Councillor Steve Jarvis

Councillor Steve Jarvis commented that it would be nicer to host Councillor surgeries in the High Street in Baldock, but the most populated place is probably Tesco.

The Committee agreed that subject to approval from Tesco, they would host the surgeries there. They also agreed that they would assess the situation early next year and look to relocate to the High Street if necessary.

The Community Engagement Officer stated that he would need to check the availability of certain equipment such as gazebos.

Councillor Michael Weeks commented that he had received a number of complaints from local businesses about the timing of the Fair. Businesses felt that the Fair came too early on the Saturday and prevented the possibility of shops opening for a few hours.

The Community Engagement Officer stated that, had the Fair come later, they would have been unable to get set up in daylight and would miss an evening as a result.

**RESOLVED:**

- (1) That £2,000 be awarded to Nova Wellness CIC to assist with costs for running four, one-hour sessions for 20 carers based in Baldock as outlined in 8.1.1.
- (2) That the Committee will look to hold a Councillor Surgery at Tesco's once a month on a Saturday at either 10:30am to 12 noon or 10:00am to 11:30am subject to approval of Tesco, as outlined in 8.3.10 of the officer's report.
- (3) That the Committee endorses the actions taken by the Community Engagement Officer to promote greater community capacity and well-being for Baldock.

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

Councillor Steve Jarvis as Chair invited Members of the Committee to provide any Ward updates.

Councillor Michael Muir asked the Committee that they should let him know of any road issues in the town so he can deal with them as a County Councillor.

**74 POSSIBLE AGENDA ITEMS FOR FUTURE MEETINGS**

The Chair asked Members with additional agenda items to email the Committee Clerk or the Community Engagement Officer whenever possible.

The meeting closed at 8.32 pm

Chair



## BALDOCK COMMITTEE 20th March 2023

### \*PART 1 – PUBLIC DOCUMENT

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

**REPORT OF:** THE POLICY & COMMUNITIES MANAGER

**EXECUTIVE MEMBER:** COMMUNITY ENGAGEMENT

**CURRENT COUNCIL PRIORITIES:** PEOPLE FIRST, SUSTAINABILITY, A BRIGHTER FUTURE TOGETHER

#### **1 EXECUTIVE SUMMARY**

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

#### **2 RECOMMENDATIONS**

- 2.1 That the Committee considers allocating funding from their discretionary community budget towards the projects below:
- 2.2 **£750** to Headway Hertfordshire towards peer support group sessions as outlined in paragraphs 8.1.1-8.1.4 of this report.
- 2.3 That the Committee agrees that any unspent funds from the 2022/23 financial year be allocated to the Baldock Area Committee budget for the 2023/24 period.
- 2.4 That the Committee be recommended to endorse the actions taken by the Community Engagement Team to promote greater community capacity and well-being for Baldock.

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

- 3.1 To ensure Members are 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 July 2021.
- 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, during 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. Baldock Area Committee Budget spreadsheet, which relates to the Area Committee budget balances for 2022/23. The spreadsheet also details pre-allocated sums carried forward from the previous financial years, including balances and past expenditure.

### **8. RELEVANT CONSIDERATIONS**

Councillors are at liberty to consider any amount requested in a grant application as long as the Baldock Area Committee has sufficient funds in the 2022/2023 budget.

## 8.1 Grant Applications

### 8.1.1

<b>Applicant Project</b>	<b>Headway Hertfordshire</b> Peer support group sessions for people affected by brain injury.
<b>Sum requested</b>	<b>£750</b>
<b>Total project cost</b>	£2,600
<b>Match funding</b>	£100 fundraising £600 Coop fund £400 The Hospital Saturday fund <i>£750 Headway are approaching Letchworth Area Committee at the June/July meeting having deferred from March.</i>
<b>Previous support</b>	2018: £1,500 Letchworth Committee; £1,500 Hitchin Committee.
<b>NHDC Policy met</b>	Yes
<b>Council objectives</b>	<b>People First</b> <b>A brighter future together</b>

8.1.2 Headway Hertfordshire offer care, support and education/information to those over 18 affected by an acquired brain injury. They support more than 200 residents in North Herts, of which approximately 30% are in Baldock and the surrounding area.

8.1.3 The group would like funding towards running peer support group sessions, which will deliver stimulating content, and offer service users and their carers opportunities to communicate and socialise. The funding would help cover the cost of hall hire, staff and activities.

8.1.4 Having run similar sessions in other areas and a well-received pilot session at Letchworth Salvation Hall, Headway aims to start the sessions in May. There will be two sessions each month for a period of 10 months.

## 8.2 Community Engagement Update and previous grants awarded

### 8.2.1 Baldock Councillor Surgery

8.2.2 At the October 2022 Baldock Committee meeting, Councillors agreed to trial Councillor Surgeries in Baldock for a six-month period. These would be held on the last Saturday of every month 10.30am-12noon outside Tesco.

8.2.3 Officers liaised with the store manager of Baldock Tesco who gave permission for the surgeries to go ahead. Officers promoted the surgery on social media and in The Comet Newspaper Online and provided posters for promoting the surgery.

8.2.4 The first surgery was held on Saturday 28 January and was well supported with Councillors responding to around 15 queries from the public.

### 8.2.5 Community Engagement Team

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

- Supporting local community groups and initiatives, including Baldock Community Forum.
- Co-ordinating support for asylum seekers at Days Inn (Baldock) and Villare (Hitchin).
- Supporting North Herts CVS and Letchworth Heritage Foundation with planning the All About Us Community Conference, an event for groups districtwide. [All About Us Community Conference Tickets, Thu 23 Mar 2023 at 09:30 | Eventbrite](#)
- Co-ordinating and hosting the North Herts Heroes Awards 2023. The event can be viewed here: [North Herts Heroes Awards 2023 - YouTube](#)
- The team co-ordinated an event for Holocaust Memorial Day which was on 27<sup>th</sup> January 2023. The recording can be viewed online [North Herts Council marks Holocaust Memorial Day | North Herts Council \(north-herts.gov.uk\)](#).
- Continuing to share and disseminate information on social media and to mailing lists, keeping in touch with the community, voluntary, statutory and non-statutory agencies.
- Facilitating NHC Councillors' Community Surgeries.

### 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 July 2021. 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 1. Baldock Area Committee Budget spreadsheet.
- 10.2 The 2022/23 base budget was **£5,000**, with **£2,565** carried forward from the 2021/22 budget, giving a total budget for the year of **£7,565**. Grants awarded to date total **£2,000**. This leaves a budget available of **£5,565**.
- 10.3 The grant applications for this meeting total **£750** and if Members agree the grants outlined in this report this will leave a balance of **£4,815** to carry forward into the 2023/24 budget.

## **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 There are no known Environmental impacts or requirements that apply to this report.

## **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. Baldock Area Committee Budget spreadsheet

## **17. CONTACT OFFICERS**

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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 July 2021.



<b>Total</b>	<b>£1,000</b>				<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£1,000</b>		

<b>ARBURY</b>	<b>Funding</b>			<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>	<b>Comments</b>
Funds Brought Forward from 2021/22	£462			Nova Wellness	£300		£300	£0		
<b>Total</b>	<b>£462</b>				<b>£300</b>		<b>£300</b>	<b>£0</b>	<b>£162</b>	

<b>ARBURY</b>	<b>Funding</b>			<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>	<b>Comments</b>
2022/23 Base Budget	£900							£0		
<b>Total</b>	<b>£900</b>				<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£900</b>	

<b>WESTON &amp; SANDON</b>	<b>Funding</b>			<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>	<b>Comments</b>
Funds Brought Forward from 2021/22	£359			Nova Wellness	£200		£200	£0		
<b>Total</b>	<b>£359</b>				<b>£200</b>		<b>£200</b>	<b>£0</b>	<b>£159</b>	

<b>WESTON &amp; SANDON</b>	<b>Funding</b>			<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>	<b>Comments</b>
2022/23 Base Budget	£700							£0		
<b>Total</b>	<b>£700</b>				<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£700</b>	