

Publication Date

Our Ref Letchworth Area Forum/Meeting Date  
Contact. Community & Partnerships  
Direct Dial. (01462) 474209  
Email. [community@north-herts.gov.uk](mailto:community@north-herts.gov.uk)

To: Members of the Committee: Councillor Tom Plater (Chair), Councillor Sean Prendergast (Vice-Chair), Councillor Amy Allen, Councillor Daniel Allen, Councillor Simon Bloxham, Councillor Mick Debenham, Councillor Terry Hone, Councillor David Levett, Councillor Ian Mantle, Councillor Daniel Marsh, Councillor Sean Nolan, Councillor Tamsin Thomas and Councillor Phil Weeder

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE LETCHWORTH AREA FORUM**

to be held in the

**HOWARD GARDEN SOCIAL CENTRE - NORTON WAY S,  
LETCWORTH GARDEN CITY SG6 1SU**

On

**WEDNESDAY, 20TH SEPTEMBER, 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>APOLOGIES FOR ABSENCE</b>	
<b>2.</b>	<b>CHAIRS 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>3.</b>	<b>PUBLIC PARTICIPATION - GRANT APPLICATIONS</b> To consider community grant applications for recommendation to the Executive Member for Community and Partnerships.	
<b>4.</b>	<b>GRANT &amp; COMMUNITY UPDATE</b> To provide the Forum with an update to ensure Members are kept informed of the work of the Community and Partnership Team.	(Pages 3 - 12)
<b>5.</b>	<b>PRESENTATION - TOWN CENTRE STRATEGY</b> Presentation from Letchworth BID and Letchworth Heritage Foundation followed by Q&A.	
<b>6.</b>	<b>PRESENTATION - TRANSPORT</b> Presentation from North Herts Council's Senior Transport Policy Officer followed by Q&A.	
<b>7.</b>	<b>WARD MATTERS AND OUTSIDE ORGANISATIONS</b> To receive any verbal reports from Members and members of the public regarding Ward matters and Outside Organisations.	
<b>8.</b>	<b>FUTURE AREA FORUMS</b> To discuss topics for future meetings and discuss the virtual winter meetings.	

## REPORT (FOR RECOMMENDATION & NOTING BY AREA FORUM)

### LETCHWORTH AREA FORUM DATE 20 September 2023

#### \*PART 1 – PUBLIC DOCUMENT

#### SERVICE DIRECTORATE: LEGAL & COMMUNITY

#### 1. EXECUTIVE SUMMARY

- 1.1 To advise the Area Forum on the current expenditure and balances of the Community Grant budget.
- 1.2 To bring to the Forum's attention details of recent requests received for Community grant funding, made by community groups and local organisations.
- 1.3 To enable Forum Members to make recommendations to the Executive Member for Community & Partnerships on grant applications.
- 1.4 To advise the Forum of the activities and schemes with which Community & Partnerships officers have been involved in and some important community-based activities that will take place during the next few months.

#### 2. RECOMMENDATIONS

##### THAT THE AREA FORUM:

- 2.1. Considers and notes the information within this report.
- 2.2. Makes recommendations to the Executive Member for Community & Partnerships on the grant applications detailed below.
- 2.3. Sadie Centre - £850 towards the cost of a defibrillator and a cabinet, to be fitted on the external wall of our classroom building.

#### 3. BACKGROUND/ RELEVANT CONSIDERATIONS

- 3.1 The community grant base budget for Letchworth Area Forum 2023/24 is £11,000.
- 3.2 The grant budget carried over from 2022/23 was £84.
- 3.3 As outlined in Appendix 1 a £2,000 grant has been repaid by WISPA.
- 3.4 The budget available for community grants for the Letchworth area stands at **£11,200**.

#### 4. LEGAL IMPLICATIONS

- 4.1 Following the decision of Full Council on 18 April 2023, an Area Forum shall consider applications for community grants in its area and make recommendations to the Executive Member for Community & Partnerships on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.8(b)((ii)A 5 of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a 5 clear working day call-in period,

following publication in the Members Information Service (MIS) and on the Council's website.

- 4.2 Other issues raised in this report are for information and noting and therefore no direct legal implications arise.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 As outlined in Appendix 1 a £2,000 grant has been repaid by WISPA.
- 5.2 As outlined in Appendix 1 and under item 3.3 the Community Grant budget available is **£11,200**.
- 5.2 If the applications outlined in Appendix 2 are recommended, there would be **£10,350** available for Community Grants for the remainder of the 23-24 financial year.

## **6. RISK IMPLICATIONS**

- 6.1 There are no relevant risk entries that have been recorded on Ideagen Risk Management, 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.

## **7. EQUALITIES IMPLICATIONS**

- 7.1 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.
- 7.2 Community Grant funds are 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.

## **8. SOCIAL VALUE IMPLICATIONS**

- 8.1 The Social Value Act and "go local" policy do not apply to the matters contained within this report, as there are no recommendations on procurement.

## **9. ENVIRONMENTAL IMPLICATIONS**

- 9.1 There are no known Environmental impacts or requirements that apply to this report.

## **10. HUMAN RESOURCE IMPLICATIONS**

10. The activities details of the Community & Partnerships team are covered by existing budgets.

## **11. BACKGROUND PAPERS**

- 11.1 Terms of Reference for Area Forums, Section 9 of Council Constitution updated May 2023.
- 11.2 Community grants Criteria Policy May 2023.

## **12. APPENDICES**

- 12.1 Appendix 1. Letchworth Community Grant Budget 23-24
- 12.2 Appendix 2. Sadie Centre
- 12.4 Appendix 3. Community Updates

## **13. CONTACT OFFICERS**

### **13.1 Author**

Danny Pearson – Community & Partnerships Officer  
Email: [danny.pearson@north-herts.gov.uk](mailto:danny.pearson@north-herts.gov.uk)

### **13.2 Contributors**

Reuben Ayavoo, Policy & Communities Manager  
Email: [reuben.ayavoo@north-herts.gov.uk](mailto:reuben.ayavoo@north-herts.gov.uk)

Claire Morgan, Community Partnerships Team Leader  
Email: [claire.morgan@north-herts.gov.uk](mailto:claire.morgan@north-herts.gov.uk)

Dean Fury, Corporate Support Accountant  
Email: [dean.fury@north-herts.gov.uk](mailto:dean.fury@north-herts.gov.uk)

Yvette Roberts, Legal Officer  
Email: [Yvette.roberts@north-herts.gov.uk](mailto:Yvette.roberts@north-herts.gov.uk)

Rebecca Webb, HR Services Manager  
Email: [Rebecca.Webb@north-herts.gov.uk](mailto:Rebecca.Webb@north-herts.gov.uk)

Tim Everitt, Performance & Risk Officer  
Email: [tim.everitt@north-herts.gov.uk](mailto:tim.everitt@north-herts.gov.uk)

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**LETCWORTH AREA FORUM BUDGET 2023/24**

<b>SUMMARY/ TOTALS</b>	<b>Funding</b>	<b>Grants Repaid</b>	<b>Allocated or Pending Approval</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>				
<b>Budget brought forward from 2022/23</b>	£84.00	£2,000.00	£1,884.00	£1,884.00	£0.00	£200.00				
<b>Budget 2023/24</b>	£11,000.00	£0.00	£0.00	£0.00	£0.00	£11,000.00				
<b>Total</b>	<b>£11,084.00</b>	<b>£2,000.00</b>	<b>£1,884.00</b>	<b>£1,884.00</b>	<b>£0.00</b>	<b>£11,200.00</b>				

<b>2022/23</b>	<b>Funding</b>		<b>Project</b>	<b>Allocated or Pending Approval</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated</b>	
<b>Funds Brought Forward from 2022/23</b>	£84.00								
<b>Grant Allocated in 2022/23 repaid by WISPA</b>	£2,000.00								
			<b>North Herts 50 Plus Forum - advertsing &amp; minibus hire</b>	£884.00	05-Jul-23	£884.00	£0.00		
			<b>Headway Hertfordshire - peer support group sessions</b>	£1,000.00	05-Jul-23	£1,000.00	£0.00		
<b>Total</b>	<b>£2,084.00</b>			<b>£1,884.00</b>		<b>£1,884.00</b>	<b>£0.00</b>	<b>£200.00</b>	

<b>2023/24</b>	<b>Funding</b>		<b>Project</b>	<b>Allocated or Pending Approval</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated</b>	<b>Comments</b>
<b>Base Budget</b>	£11,000.00								
<b>Total</b>	<b>£11,000.00</b>			<b>£0.00</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£11,000.00</b>	

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Appendix 2 – Sadie Centre

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6004		
Name of Organisation	Sadie Centre		
Organisation Type	Registered Charity		
Ward	Letchworth		
Project Type	To fund the cost of a defibrillator and a cabinet, to be fitted on the external wall of our classroom building.		
Green option considered?			
NHC Councillor involvement that may constitute a conflict of interest			
Previous financial support within six years	None		
Documentation reviewed and approved*	Safeguarding	Yes	Accounts
	Demonstrates clear governance	Yes	
Total applied for	£850	Total project cost	£2,099
<b>Officer Summary</b>			
<p>Please note they are also asking the Hitchin Area Forum for the same amount. This will help to fund the cost of a defibrillator and a cabinet, to be fitted on the external wall of our classroom building – The Turner building – for all Centre users and staff to have access to.</p>			

\*Funding will only be released on receipt and approval of all supporting documentation

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<b>Districtwide Community Updates</b>
<ul style="list-style-type: none"><li>• The Policy &amp; Strategy team have drafted the criteria for the Community Investment Fund with support from the Community Partnerships team. Looking to launch the fund at the beginning of September.</li><li>• The first meeting of the Wellbeing networking group was held on July 19<sup>th</sup>. Held at the Sadie Centre.</li><li>• Commencing planning of the North Herts Heroes awards, which will be launched in November.</li><li>• Coordinating voluntary support response to Asylum Seekers based in North Herts.</li><li>• Co-ordinating various local and district wide Network Groups including Youth Action, Food Provision, Arts and Culture and Green and Growing Group.</li><li>• Continuing to facilitate NHC Councillors' Community Surgeries.</li><li>• Sharing and disseminating information on social media and to mailing lists, keeping in touch with the community, voluntary, statutory and non-statutory agencies.</li><li>• Working in partnership with the ground maintenance contractor John O'Conner, we're aiming for 'bee friendly' status for Letchworth, and if successful will roll out to other towns in the district <a href="https://www.north-herts.gov.uk">'Bee' part of it!   North Herts Council (north-herts.gov.uk)</a></li><li>• New Community Partnership Officer covering Baldock started 10<sup>th</sup> July.</li></ul>
<b>Area Community Updates</b>
<ul style="list-style-type: none"><li>• Working in partnership with Rotary Club of Hitchin Tilehouse on the Youth Showcase event which will be held on 30 September.</li><li>• Supporting the <a href="#">Samarivans</a> charity art project.</li><li>• The World of Peter Rabbit™ Storytime Trail at North Herts Museum</li><li>• Facilitated NHDC stall at Hitchin Eco Day – Looking at NHC attending again in 2024 and hopefully the Letchworth Eco Festival too.</li><li>• Working with Letchworth Bid and Garden Square Shopping Centre to identify possible locations, and artists, for potential street art projects.</li><li>• Attending JAG meetings and passing on information from local residents.</li></ul>

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