

10 September 2024

Our Ref Letchworth Community Forum 18
September 2024
Contact. Community / Partnerships Team
Direct Dial. (01462) 474274
Email. community@north-herts.gov.uk

To: Members of the Committee: Councillors Sadie Billing (Chair), Tamsin Thomas (Vice-Chair), Amy Allen, Daniel Allen, Tina Bhartwas, David Chalmers, Mick Debenham, Emma Fernandes, Ian Mantle, Sean Nolan, Sean Prendergast and Claire Winchester

NOTICE IS HEREBY GIVEN OF A

MEETING OF THE LETCHWORTH COMMUNITY FORUM

to be held in the

**LETCHWORTH LIBRARY, BROADWAY, LETCHWORTH, SG6
3PF**

On

WEDNESDAY, 18TH SEPTEMBER, 2024 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. VOTING IN CHAIR Cllr Sadie Billing (Chair) and Cllr Tamsin Thomas (Vice-Chair) have sent their apologies and therefore a Chair for this meeting is to be voted in.	
2. APOLOGIES FOR ABSENCE	
3. 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.	
4. PUBLIC PARTICIPATION - GRANT APPLICATIONS To consider community grant applications for recommendation to the Executive Member for Community and Partnerships.	(Pages 5 - 18)
5. YOUTH FOCUSED PRESENTATIONS Presentations from: Hertfordshire County Council – Services for Young People Letchworth Garden City Heritage Foundation Cool Cats Club	
6. COMMUNITY UPDATE To provide the Forum with an update to ensure Members are kept informed of the work of the Community and Partnerships Team.	
7. WARD MATTERS & OUTSIDE ORGANISATIONS To receive any verbal reports from Members and questions from members of the public regarding Ward matters and Outside Organisations.	
8. FUTURE AREA FORUMS To discuss topics for future meetings.	

Agenda Item 4

REPORT (FOR RECOMMENDATION & NOTING BY COMMUNITY FORUM)

LETCWORTH COMMUNITY FORUM
DATE 18 SEPTEMBER 2024

*PART 1 – PUBLIC DOCUMENT

SERVICE DIRECTORATE: LEGAL & COMMUNITY

1. EXECUTIVE SUMMARY

- 1.1 To advise the Community 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 Community 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 Angels Support Group Hitchin - **£1,502** towards part-funding their online support groups and workshops for a year, for Letchworth based families.
- 2.4 Groundwork East - **£2,367** to fund their Grow It, Cook It, Share It course for 6 weeks.
- 2.5 Open Art Box CIC - **£1,440** towards 12 wellbeing art workshop sessions, for Tabor Court residents.

3. BACKGROUND/ RELEVANT CONSIDERATIONS

- 3.1 There is total resource of **£16,652** for Letchworth Community Grants in 2024/25. Community grant payments totalling **£9,969** has been allocated to date, as itemised in Appendix 1. The remaining budget available for community grants for the Letchworth area for 2024/25 therefore stands at **£6,683**.

4. LEGAL IMPLICATIONS

- 4.1 Following the decision of Full Council on 18 April 2023, a Community 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 Paragraph 3.1 and detailed in Appendix 1, the remaining Community Grant budget available is **£6,683**.

- 5.2 The total amount of funding requested for this meeting is **£5,309**.

- 5.3 If the applications outlined in Appendix 2, 3 and 4 are recommended by the Forum and subsequently approved by the Executive Member for Community & Partnerships, there would be **£1,374** available for Community Grants for the remainder of the 24-25 financial year.

6. RISK IMPLICATIONS

- 6.1 Good risk management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.

- 6.2 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 positive environmental implications associated with Groundwork East's grant application. They will be helping the community to gain a better awareness around collective impacts/responsibilities on the environment, topics will include reducing food miles, recycling green waste etc.

10. HUMAN RESOURCE IMPLICATIONS

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

11. BACKGROUND PAPERS

11.1 Terms of Reference for Community Forums, Section 9 of the Council Constitution updated April 2024.

11.2 Community Grants Criteria Policy May 2023.

12. APPENDICES

12.1 Appendix 1. Letchworth Community Grant Budget 24-25

12.2 Appendix 2. Angels Support Group Hitchin

12.3 Appendix 3. Groundwork East

12.4 Appendix 4. Open Art Box CIC

12.5 Appendix 5. Community Updates

13. CONTACT OFFICERS

13.1 Author

Aimee Flack – Community & Partnerships Officer
Email: aimee.flack@north-herts.gov.uk

13.2 Contributors

Ellie Hollingsworth, Policy and Strategy Officer
Email: ellie.hollingsworth@north-herts.gov.uk

Antonio Ciampa, Accountancy Manager
Email: antonio.ciampa@north-herts.gov.uk

Rebecca Webb, HR Services Manager
Email: rebecca.webb@north-herts.gov.uk

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

Ian Couper, Service Director: Resources
Email: ian.couper@north-herts.gov.uk

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LETCHWORTH COMMUNITY FORUM

SUMMARY FINANCIAL POSITION 2024/25

<u>Original Budget</u> <u>2024/25</u>	<u>Carry Forward Budget</u> <u>2023/24</u>	<u>Total Funding</u> <u>2024/25</u>	<u>Grants</u> <u>Allocated</u>	<u>Unallocated</u> <u>Budget</u>
£16,000	£652	£16,652	£9,969	£6,683

FUNDED PROJECTS

<u>Project</u>	<u>Forum Date</u>	<u>Grant Allocated</u>
Army Cadets - new training equipment and subsidy for cadets to attend training courses	05-Jun-24	£1,750
Creative Chefs Community Interest Company - cooking sessions for children	05-Jun-24	£1,951
Herts Vision Loss - establish Sight Life Social Group in Letchworth	05-Jun-24	£2,000
Letchworth Men's Shed - weekly woodturning sessions for older men	05-Jun-24	£708
Respair Therapy Community Interest Company - new parents support group	05-Jun-24	£2,060
The Sadie Centre - training programme for trainers in the Positive Movement technique	05-Jun-24	£1,500
TOTAL LETCHWORTH COMMUNITY FORUM		£9,969

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Appendix 2: Angels Support Group Hitchin

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6072		
Name of Organisation	Angels Support Group Hitchin		
Organisation Type	Registered Charity		
Ward	All of Letchworth		
Project Type	Online support groups and workshops		
Green option considered?	/		
NHC Councillor involvement that may constitute a conflict of interest	None that we know of		
Previous financial support within six years	None		
Documentation reviewed and approved*	Safeguarding	Yes	Accounts
	Demonstrates clear governance	Yes	
Total applied for	£1,502	Total project cost	£2,139
Officer Summary			

Angels Support Group Hitchin provide support and guidance to parents/carers/siblings of children who are diagnosed with Attention Deficit Hyperactivity Disorder (ADHD) and/or Autistic Spectrum Disorder (ASD) and their associated conditions.

Based in Hertfordshire, they provide individualised, professional expertise and advice. They work alongside parents to build understanding of their children's conditions, their rights, ensuring their needs are met at home, at school, and in the community. Their key aim is to maximise the individual potential of each child and young person.

They are applying for funding to part-fund their online support groups and workshops for a year, to cover the cost of their Letchworth based families. They are also applying to all other Community Forums, to cover the costs of attendees from other areas, which are listed at the end of this document.

They run 50 online groups a year comprising of 38 x 2-hour daytime groups (half a support group format with a facilitator and half workshops on a variety of topics) and 12 evening online support groups. As the project is run virtually, they can have up to 50 participants per group. Their groups run weekly on Tuesdays at 10am-12pm. They also run evening online support groups for those unable to access daytime groups, that run four times a term on a Thursday evening from 7.30pm-8.30pm.

Last year 245 parents attended the online support groups, attending an average of three groups over the year. 82 of those parents were from North Herts and 24 of those were from Letchworth.

They are contributing £491 through community fundraising and £146 from the National Lottery.

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

Below is a breakdown of costs of the project in proportion to costs relating to Letchworth attendees:

- Contribution towards staff costs to run the support groups, admin and management related to the groups - £1,561
- Contribution towards running costs: zoom licences, facilitator costs - £300
- Contribution towards overheads: insurance, website costs, rent - £278

Below is a breakdown of the funding they are applying for from the other Community Forums. Costs have been worked out in proportion to how many attendees they expect from each area, based on previous year's figures.

- Baldock Community Forum - £1,828
- Hitchin Community Forum - £1,940
- Royston Community Forum - £1,063
- Southern Rural Community Forum - £2,232

Appendix 3: Groundwork East

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6085			
Name of Organisation	Groundwork East			
Organisation Type	Registered Charity			
Ward	Wilbury			
Project Type	Wellbeing project for families			
Green option considered?	Attendees will gain a better awareness around collective impacts/responsibilities on the environment where topics will include reducing food miles, recycling green waste etc.			
NHC Councillor involvement that may constitute a conflict of interest	None that we know of			
Previous financial support within six years	None			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£2,367	Total project cost	£2,367	
Officer Summary				
<p>Groundwork East takes practical action to create a fair and green future in which people, places, and nature thrive. They support local communities and businesses to build capacity and resilience to tackle hardship, achieve a just transition to net-zero and help nature recover in a way that reduces inequality and leads to better work and healthier, happier lives.</p> <p>They are applying for funding for their Grow It, Cook It, Share It course at Icknield Family centre. It is delivered in person, over 6 weeks, with 2-hour sessions each week. It teaches families how to grow their own fruit and vegetables through supervised gardening and how to prepare healthy meals through simple cooking sessions.</p> <p>By working together on the practical tasks, and sharing a meal together, families will have the chance to develop their confidence; build friendships and support networks that will last beyond the formal learning environment. By encouraging learners to participate in outdoor practical activities they are also supporting them to improve their physical health and mental wellbeing and that of their whole family.</p> <p>The course will take place at the Icknield Family Centre, where they have an established partnership and have delivered these courses for a number of years. Both their outdoor space and classroom setting is utilised. On average, they predict 20 beneficiaries per course.</p> <p>Courses are delivered by experienced tutors who have practical skills and experience of growing and cooking, as well as working with adult and pre-school children. Course delivery is underpinned by a tried-and-tested quality system. Funding for the course would enable individuals to attend the course free of charge.</p>				

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

Below is a breakdown of costs of the project:

- Staff time per session (including travel from main office in Hatfield) 3 hours x £53 = £159, 6 sessions - **£954**
- Planning, Preparing & Purchasing resources (food, seeds, etc). 2.5 hours x £53 = £132.50 x 6 - **£795**
- Site Visit, Risk Assessment, Management/Evaluation, Marketing: 6 hours (£53) - **£318**
- Project Costs: seeds, food for cooking activities, composts, pots, growing diaries for families, printing, etc. - **£150**
- Mileage for 6 Sessions & Site Visit - **£150**

Below is a breakdown of the funding they are applying for from the other Community Forums.

- Baldock Community Forum - £2,367
- Hitchin Community Forum - £2,367
- Royston Community Forum - £2,367
- Southern Rural Community Forum - £1,982

Appendix 4: Open Art Box CIC

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6072		
Name of Organisation	Open Art Box CIC		
Organisation Type	Community Interest Company		
Ward	Wilbury		
Project Type	To enhance and improve the wellbeing of residents living with Dementia, through art workshops.		
Green option considered?	/		
NHC Councillor involvement that may constitute a conflict of interest	None that we know of		
Previous financial support within six years	Yes – They received £2,500 in 2021 from the Letchworth Community Fund towards home art workshop packs, for residents living with Dementia. They received £3,505 in 2022 from Health Protection Board funding which was to help groups during Covid, this went towards home art workshop packs for residents living with Dementia.		
Documentation reviewed and approved*	Safeguarding	No	Accounts
	Demonstrates clear governance	Yes	Yes
Total applied for	£1,440	Total project cost	£1,800
Officer Summary			
<p>Open Art Box CIC (OAB) promotes the participation in the visual arts to enhance and improve the wellbeing of those affected by dementia in Hertfordshire.</p> <p>They are applying for funding to deliver art workshop sessions at Tabor Court from October to March 2025. The workshop sessions will take place fortnightly on a Tuesday morning 10am-12.20pm in a space within the communal area at Tabor Court.</p> <p>The workshops are designed to incorporate the needs of the participants by providing a creative stimulus and a variety of themed art activities that are engaging and challenging. Visual interpretations are brought to the sessions such as art post cards, books, printed images and objects to allow conversation about the activity. This helps support the participants to engage with the group and encourage ideas for them to use.</p> <p>Since an initial trial art workshop two years ago at Tabor Court, OAB have been regularly running art workshops for the residents of Tabor Court. The participants have engaged with all aspects of visual creativity and have displayed their artwork around the building as a result.</p> <p>The art workshops are an enjoyable experience, offering conversations, laughter and creativity in a safe and friendly environment. Feedback is always positive, and participants are thankful for the time they have had in the session, and they always want more.</p> <p>Currently 10 residents have been attending the workshop sessions, further promotion will be done to encourage more residents to come along. It is envisaged up to 15 participants living at Tabor Court will attend the art sessions. This number is due to the size of space available to run the workshops.</p>			

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

OAB will buy good quality art materials from local businesses to use in the sessions, in the past they have used Tim's Art Supplies in Letchworth.

Breakdown of costs

Delivering 12 sessions - includes preparation, planning, travel and delivery - £ 120 per session, total is 1,440.

Material costs for 12 sessions, £30 per session, total is £360.

Open Art Box are contributing £360 through fundraising and donations.

Districtwide Community Updates
<ul style="list-style-type: none">• Co-ordinating various local and district wide Network Groups including Youth Action, Food Provision, Arts and Culture and Green and Growing Group.• Coordinating voluntary support response to Asylum Seekers based in North Herts.• Continuing to facilitate NHC Councillors' Community Surgeries.• Sharing and disseminating information on social media and to mailing lists, keeping in touch with the community, voluntary, statutory, and non-statutory agencies.• The team have a budget of £210,000 from the Department for Levelling Up, Housing and Communities (DLUHC) to use for applications for grant funding of between £5,000 and £20,000. The deadline for applications is midnight on 1st September. Successful applicants should receive funding by the end of October, to be spent by end of March 2025.
Area Community Updates
<ul style="list-style-type: none">• Working with the Royal British Legion and Letchworth BID to deliver the Letchworth Remembrance Day parade 2024.• Garden Square Shopping Centre and Letchworth Garden City Heritage Foundation have worked with a local artist, towards completion of an art mural.• Ward walks with new Local Councillors to be arranged.• Attending the next Letchworth Great Place to Grow Up event.• Attending the opening of the new Emil Dale Academy.• North Herts Council is working with the Letchworth Garden City Heritage Foundation and Letchworth BID on the town centre development plan.

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