

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



26 June 2025

Our Ref Letchworth Community Forum 9 July 2025

Contact. Community and Partnerships Team  
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To: Members of the Area Forum: 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  
GARDEN CITY, SG6 3PF**

On

**WEDNESDAY, 9TH JULY, 2025 AT 7.30 PM**

Yours sincerely,

Jeanette Thompson  
Director – Governance

**\*\*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>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>3.</b>	<b>BROADWAY CHAMBERS CONSULTATION SURVEY</b> A brief verbal update from a representative at Letchworth Garden City Heritage Foundation on their Broadway Chambers Consultation Survey.  They are exploring plans to transform Broadway Chambers into a vibrant, multi-use centre for art, heritage and community. Through their survey, they are looking for ideas and feedback from the community to help the new centre reflect the need and aspirations of the people of Letchworth.  This link has further information and access to the survey - <a href="#">Broadway Chambers - Discover Letchworth</a>	
<b>4.</b>	<b>LETCHWORTH BID TOWN CENTRE UPDATE</b> To receive a verbal update from the Letchworth BID on their work in Letchworth town centre.	
<b>5.</b>	<b>PUBLIC PARTICIPATION - GRANT APPLICATIONS</b> To consider community grant applications for recommendation to the Executive Member for Governance.	(Pages 5 - 14)
<b>6.</b>	<b>PRESENTATION - BIN COLLECTIONS: WHAT'S CHANGING</b> Presentation and Q&A from a council representative on the new bin deliveries. Information on the bin collection service changes can be found at <a href="#">Bin collection service changes   North Herts Council</a> .	

7. **COMMUNITY UPDATE** (Pages 15 - 16)  
To provide the Forum with an update to ensure Members are kept informed of the work of the Community and Partnerships Team.
8. **WARD MATTERS & OUTSIDE ORGANISATIONS**  
To receive any verbal reports from Members and questions from members of the public regarding Ward matters and Outside Organisations.
9. **FUTURE AREA FORUMS**  
To discuss topics for future meetings.

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

LETCHWORTH COMMUNITY FORUM  
DATE 9 JULY 2025

### \*PART 1 – PUBLIC DOCUMENT

#### SERVICE DIRECTORATE: GOVERNANCE

#### 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 Governance (formally 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 Governance (formerly Community & Partnerships) on the grant applications detailed below.
- 2.3 Saracens Sport Foundation - **£1,508** towards a dance project for women over 50 at Jackmans Community Centre.
- 2.4 Letchworth Educational Settlement - **£1,590** towards setting up a sewing starter course.

#### 3. BACKGROUND/ RELEVANT CONSIDERATIONS

- 3.1 The Community Grant budget for Letchworth Community Forum 2025/26 is **£18,900**.
- 3.2 No Community grant payments have been made to date for the financial year 2025/26.

#### 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 (now Governance) 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: Governance. 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 and under item 3.1 the Community Grant budget available is **£18,900**.
- 5.2 The total amount of funding requested for this meeting is **£3,098**.
- 5.3 If the applications outlined in Appendices 2 and 3 are recommended by the Forum and subsequently approved by the Executive Member for Governance (formerly Community & Partnerships), there would be **£15,802** available for Community Grants for the remainder of the 2025-2026 financial year.
- 5.4 The applications outlined in Appendices 2 and 3 have been determined to be a Subsidy under the Subsidy Control Act as there is a market for fitness classes and sewing classes. The applicants have confirmed that the value of grants that they have and will receive means that the proposed payment can be treated as Minimal Financial Assistance (MFA) under the Act. The Council will ensure that it carries out the necessary steps for the payment to be treated as MFA, but ultimate responsibility is with the applicant.

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

## **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 March 2025.

## **12. APPENDICES**

12.1 Appendix 1. Letchworth Grant Budget 25-26

12.2 Appendix 2. Saracens Sport Foundation

12.3 Appendix 3. Letchworth Educational Settlement

12.4 Appendix 4. Community Updates

## **13. CONTACT OFFICERS**

### **13.1 Author**

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## LETCHWORTH COMMUNITY FORUM

### SUMMARY FINANCIAL POSITION 2025/26

<u>Original Budget</u> <u>2025/26</u>	<u>Carry Forward Budget</u> <u>2024/25</u>	<u>Total Funding</u> <u>2025/26</u>	<u>Grants</u> <u>Allocated</u>	<u>Unallocated</u> <u>Budget</u>
£18,900		£18,900	£0	£18,900

### FUNDED PROJECTS

<u>Project</u>	<u>Forum Date</u>	<u>Grant Allocated</u>
TOTAL LETCHWORTH COMMUNITY FORUM		£0

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## Appendix 2: Saracens Sport Foundation

### =Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6119			
Name of Organisation	Saracens Sport Foundation			
Organisation Type	Registered Charity			
Ward	Letchworth South East			
Project Type	Active			
Green option considered?	N/A			
NHC Councillor involvement that may constitute a conflict of interest	None known			
Previous financial support within six years	No			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£1,508	Total project cost		£4,556

#### Officer Summary

Saracens Sport Foundation deliver community projects in response to specific needs and are seeking funding for their dance project 'Love to Dance' which is held at Jackmans Community Centre. Love to dance offers a 90-minute dance class specifically designed for women over 50.

The sessions include warm-up exercises, learning new dance routines, and a cool-down period. There is also opportunity to socialise, to foster connections and camaraderie. The sessions take place every Monday from 10:00 - 11:30 am. The project will run for a total of 42 sessions in a year for up to 10 participants per session.

The class cost for participants is £5.60 for 1.5 hours. They have conducted price comparisons with similar community dance programs to ensure their costs are competitive, with their budgeted costs being lower than the average cost per session in similar programs. Regular impact assessments on participants' physical health, social interaction, and mental well-being help justify the costs involved.

The need for this program was identified through research, which revealed that the over-50 community is one of the most likely to be inactive. This inactivity increases their vulnerability to long-term health conditions and illnesses such as obesity, diabetes, and cardiovascular diseases. Additionally, inactivity contributes to social isolation, which can lead to depression and other mental health issues.

The funding will cover essential running costs, including the hall hire, dance teacher's fees, administrative staff salaries, the booking platform, the music license, refreshments and new music speaker. They are contributing £3,048 towards these costs, which will be raised through the ticket sales and unrestricted funding.

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

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## Appendix 3: Letchworth Educational Settlement

### =Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6117			
Name of Organisation	Letchworth Educational Settlement			
Organisation Type	Registered Charity			
Ward	Letchworth Norton			
Project Type	Educational			
Green option considered?	N/A			
NHC Councillor involvement that may constitute a conflict of interest	None known			
Previous financial support within six years	Yes - £2,000 in October 2020 from the Letchworth Committee for computer equipment			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£1,590	Total project cost		£1,590

#### Officer Summary

Letchworth Educational Settlement has been offering adult classes for over a century. It is a much-loved institution providing an attractive environment for those looking for an interesting activity, to learn, to create, to meet new friends and reduce isolation.

The Settlement sees a demand for a sewing starter course. For this they have two sewing machines already donated and are applying for funding for the remaining six new Brother SH40 sewing machines.

They are proposing to start with 2 hour sewing workshops on Saturday mornings. It is usual for them to start on a small scale and build up to 10 week courses, which would then run 3 times a year. Their standard student charge for a 2 hour session is £15, to cover their tutor and overhead costs.

New sewing students are reluctant to purchase a sewing machine, therefore providing a machine to use in class makes it more accessible. The Settlement will be signposting students to the Letchworth Garden Shed should they wish to borrow a machine outside of class to practice on.

The Brother SH40 is a tutor-recommended machine ideal for adult learners. The tutors know the machines well and can carry out basic maintenance and troubleshooting in class. Having researched costs, they would purchase from a Hertfordshire based supplier, a practical choice for easier support during the warranty period. They are also using reserves and fundraising for new tables.

The Settlement consider this to be a good investment as the course will help people learn a new skill and become more resourceful. If successful, the intention is also to run one or two free workshops, which they hope to fund from other organisations.

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

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## Districtwide Community Updates

- The Community Grants Policy was updated in March 2025. Some changes to be aware of include changes to the minimum amount that can be applied for, the maximum amount that can be applied for and that Business Improvement Districts (BID's) can no longer apply as they have access to other funds via UKSPF. Please read the criteria in full on the NHC grants webpage [Community grants | North Herts Council](#).
- 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.

## Area Community Updates

The Community Partnerships Officer Update:

- We held our first in-person Jackmans Network meeting at the Jackmans Community Centre. It was well attended, and we have received positive feedback about how new connections have been made thanks to this network.
- The first in person Arts and Culture Network meeting was held at Broadway Gallery, which was attended by 15 members from across North Herts. This included the Letchworth Heritage Foundation, the Settlement, Letchworth Festival and local artists in Letchworth. Following positive feedback, we plan to hold the next one in-person in September.
- Our Green and Growing network met at Croft Lane Orchards, where the Letchworth Heritage Foundation hope to establish the site as a nature reserve and develop the community element. Below are photographs from the meeting.



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