

3 June 2026

Our Ref Baldock and Villages Community Forum
15 June 2026

Contact. Community and Partnerships Team
Direct Dial. 01462 474207
Email. community@north-herts.gov.uk

To: Members of the Area Forum: Councillors Alistair Willoughby (Chair), Emma Rowe (Vice-Chair), Rhona Cameron, Steve Jarvis, Michael Muir, Tom Tyson and Stewart Willoughby

NOTICE IS HEREBY GIVEN OF A

**MEETING OF THE BALDOCK AND VILLAGES COMMUNITY
FORUM**

to be held in the

**BALDOCK COMMUNITY HUB, SIMPSON DRIVE, BALDOCK.
SG7 6DH**

On

MONDAY, 15TH JUNE, 2026 AT 7.30 PM

Yours sincerely,

Isabelle Alajooz
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**

Item		Page
1.	OPENING REMARKS	
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.	ANNUAL BALDOCK & VILLAGES COMMUNITY FORUM MINUTES To approve the minutes of the 2024, 2025 and 2026 Baldock & Villages Annual Community Forums.	(Pages 5 - 10)
5.	PUBLIC PARTICIPATION - GRANT APPLICATIONS To consider community grant applications for recommendation to the Executive Member for Governance.	(Pages 11 - 20)
6.	PRESENTATION - NEW LOCAL PLAN SCOPING CONSULTATION Presentation on New Local Plan scoping consultation by North Herts Council's Planning Team followed by Q&A. Consultation runs from 11 May to 28 June 2026. Share your views on: <ul style="list-style-type: none">• how you would like to be involved in shaping the Local Plan• the key issues the Local Plan should address• what should be included in the overall vision for North Herts Full details, and how to take part in the consultation can be found here: Scoping stage North Herts Council	
7.	GROWING BALDOCK Q&A The Urban & Civic Team will be available for questions.	
8.	WARD MATTERS & OUTSIDE ORGANISATIONS To receive any verbal reports from Members and members of the public regarding Ward matters and Outside Organisations.	

- 9. COMMUNITY UPDATE** (Pages 21 - 22)
To provide the Forum with an update to ensure Members are kept informed of the work of the Community and Partnerships Team.
- 10. FUTURE COMMUNITY FORUMS**
To discuss topics for future meetings.

This page is intentionally left blank

Agenda Item 4

NORTH HERTFORDSHIRE DISTRICT COUNCIL

BALDOCK AND DISTRICT COMMUNITY FORUM

MEETING HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, GERONON ROAD, LETCHWORTH, SG6 3JF
ON THURSDAY, 23RD MAY, 2024 AT 7.30 PM

MINUTES

Present: *Councillors: Rhona Cameron, Steve Jarvis, Michael Muir, Emma Rowe, Tom Tyson, Alistair Willoughby and Stewart Willoughby.*

In Attendance: *James Lovegrove (Committee, Member and Scrutiny Manager).*

1 APOLOGIES FOR ABSENCE

Audio recording – 1 hour 7 minutes and 27 seconds

N.B: There is no separate audio recording of this meeting. Time stamps refer to the recording of Annual Council on the 23 May 2024.

There were no apologies for absence.

2 ELECTION OF A CHAIR FOR CIVIC YEAR 2024-2025

Councillor Rhona Cameron proposed and Councillor Emma Rowe seconded and it was:

RESOLVED: That Councillor Alistair Willoughby be elected as Chair of the Baldock and District Community Forum for the Civic Year 2024-25.

3 ELECTION OF A VICE-CHAIR FOR CIVIC YEAR 2024-2025

Councillor Alistair Willoughby proposed and Councillor Stewart Willoughby seconded and it was:

RESOLVED: That Councillor Emma Rowe be elected as Vice-Chair of the Baldock and District Community Forum for the Civic Year 2024-25.

The meeting closed at 8.42 pm

Chair

This page is intentionally left blank

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
BALDOCK AND VILLAGES COMMUNITY FORUM**

**MEETING HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, GERONON
ROAD, LETCHWORTH, SG6 3JF
ON THURSDAY, 22ND MAY, 2025 AT 7.30 PM**

MINUTES

Present: *Councillors: Alistair Willoughby, Emma Rowe, Rhona Cameron, Steve Jarvis, Michael Muir, Tom Tyson and Stewart Willoughby.*

In Attendance: *James Lovegrove (Committee, Member and Scrutiny Manager).*

1 APOLOGIES FOR ABSENCE

Audio recording – 1 hour 4 minutes and 21 seconds

N.B: There is no separate audio recording of this meeting. Time stamps refer to the recording of Annual Council on the 22 May 2025.

There were no apologies for absence.

2 ELECTION OF A CHAIR FOR CIVIC YEAR 2025-26

Councillor Stewart Willoughby proposed and Councillor Emma Rowe seconded and it was:

RESOLVED: That Councillor Alistair Willoughby be elected as Chair of the Baldock and Villages Community Forum for the Civic Year 2025-26.

3 ELECTION OF A VICE-CHAIR FOR CIVIC YEAR 2025-26

Councillor Rhona Cameron proposed and Councillor Stewart Willoughby seconded and it was:

RESOLVED: That Councillor Emma Rowe be elected as Vice-Chair of the Baldock and Villages Community Forum for the Civic Year 2025-26.

The meeting closed at 8.36 pm

Chair

This page is intentionally left blank

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
BALDOCK AND VILLAGES COMMUNITY FORUM**

**MEETING HELD IN THE COUNCIL CHAMBER - DISTRICT COUNCIL OFFICES, GERONON
ROAD, LETCHWORTH, SG6 3JF
ON THURSDAY, 21ST MAY, 2026 AT 7.30 PM**

MINUTES

Present: *Councillors: Alistair Willoughby, Emma Rowe, Steve Jarvis, Michael Muir, Tom Tyson, Stewart Willoughby and Rhona Cameron.*

In Attendance: *Robert Filby (Committee, Member and Scrutiny Officer) and James Lovegrove (Committee, Member and Scrutiny Manager).*

1 APOLOGIES FOR ABSENCE

Audio recording – 42 minutes 2 seconds

N.B. There is no separate audio recording of this meeting. Time stamps refer to the recording of Annual Council on the 21 May 2026.

No apologies for absence were received.

2 ELECTION OF A CHAIR FOR THE CIVIC YEAR 2026/27

Councillor Stewart Willoughby proposed and Councillor Rhona Cameron seconded and, it was:

RESOLVED: That Councillor Alistair Willoughby be elected as Chair of the Baldock and Villages Community Forum for the Civic Year 2026-27.

3 ELECTION OF A VICE-CHAIR FOR THE CIVIC YEAR 2026/27

Councillor Stewart Willoughby proposed and Councillor Rhona Cameron seconded and, it was:

RESOLVED: That Councillor Emma Rowe be elected as Vice-Chair of the Baldock and Villages Community Forum for the Civic Year 2026-27.

The meeting closed at 8.14 pm

Chair

This page is intentionally left blank

REPORT (FOR RECOMMENDATION & NOTING BY COMMUNITY FORUM)

BALDOCK & VILLAGES COMMUNITY FORUM MONDAY 15th JUNE 2026

*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 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 on the grant applications detailed below.
- 2.3 Avenue Park Sports Club - **£598** for the cost of lockers for the women's changing rooms.
- 2.4 Baldock Community Centre Association 2025 - **£1,500** towards new chairs and tables with storage trolleys.

3. BACKGROUND/ RELEVANT CONSIDERATIONS

- 3.1 The Community Grant budget for Baldock & Villages Community Forum 2026/27 is **£9,587**.
- 3.2 No community grant payments have been made to date for the financial year 2026/27.

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 Governance on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.9(b)(iii)A of the constitution, in consultation with the Service Director: Governance. That decision

will be subject to a five clear working day call-in period, following publication in the Members Information Bulletin (MIB) and on the Council's website.

4.2 The Terms of Reference of the Community Forum can be found in Section 9 of the constitution which states that the forum will *'consider and act as an advisory body to the relevant Executive Member responsible for grants who approves these (in consultation with the relevant Director)'*.

4.3 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 **£9,587**.

5.2 The total amount of funding requested for this meeting is **£2,098**.

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, there would be **£7,489** available for Community Grants for the remainder of the 2026/27 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.

7.3 The funding for Avenue Park Sports Club (2.3) will have positive equalities implications. It will enable a more inclusive environment by bringing their female changing facilities to the standards of the male changing facilities. Adding lockers allows female users to safely store personal belongings, promoting accessibility and equalising the standards for women and men at the club.

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. [Council constitution | North Herts Council](#)

11.2 [Community Grants Criteria Policy March 2025](#)

12. APPENDICES

12.1 Appendix 1. Baldock & Villages Community Grant Budget 26-27

12.2 Appendix 2. Avenue Park Sports Club

12.3 Appendix 3. Baldock Community Centre Association 2025

12.4 Appendix 4. Community Updates

13. CONTACT OFFICERS

13.1 Author

Tracy Westgate, Community Partnerships Officer

Email: tracy.westgate@north-herts.gov.uk

13.2 Contributors

Daisy Haris, Policy and Strategy Officer

Email: daisy.harris@north-herts.gov.uk

Luke Franklin, Service Accountant

Email: luke.franklin@north-herts.gov.uk

Claire Morgan, Community / Partnerships Team Leader

Email: claire.morgan@north-herts.gov.uk

Tim Everitt, Performance & Risk Officer

Email: tim.everitt@north-herts.gov.uk

This page is intentionally left blank

This page is intentionally left blank

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	CG-351		
Name of Organisation	Avenue Park Sports Club (APSC)		
Organisation Type	Sports Club		
Ward	Baldock West		
Project Type	Facility upgrade		
Green option considered?	N/A		
NHC Councillor involvement that may constitute a conflict of interest	None		
Previous financial support within six years	APSC received a grant for £1,020 from the September 2025 Forum to resolve issues with the plumbing in the Gents WC.		
Documentation reviewed and approved*	Safeguarding	Yes	Accounts
	Demonstrates clear governance	Yes	
Total applied for	£598	Total project cost	£598

Officer Summary

Avenue Park Sports Club’s new management team is committed to enhancing the quality of its facilities and expanding its membership base. As part of their development plan, the Club is actively working to attract new members, including through partnerships and affiliations with other local sports organisations.

To support this growth and ensure an inclusive, welcoming environment for all, the Club has identified a key area for improvement within its female changing facilities. Currently, there are no lockers available, limiting the ability for female users to safely store personal belongings while participating in sporting activities.

The installation of secure lockers will significantly improve the experience for female members, promoting confidence, accessibility, and equality of provision across the Club. This development will bring the female facilities in line with those available to male users, demonstrating the Club’s commitment to fairness, safety, and modern standards.

By investing in these improvements, Avenue Park Sports Club aims to create a more inclusive environment that encourages greater female participation, supports membership growth, and strengthens its role as a valued community sports hub.

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

This page is intentionally left blank

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	CG-350			
Name of Organisation	Baldock Community Centre Association 2025 (aka The Baldock Community Hub)			
Organisation Type	CIO			
Ward	Baldock West			
Project Type	Facilities			
Green option considered?	N/A			
NHC Councillor involvement that may constitute a conflict of interest	Cllr A Willoughby and Cllr E Rowe are on the board of trustees for BCCA25. Cllr S Willoughby and Cllr R Cameron are the NHC representatives on BCCA25.			
Previous financial support within six years	BCCA25 is a new entity, and whilst the previous BCCA had received funding, it is not the same organisation.			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£1,500	Total project cost	£4,000	

Officer Summary

The Baldock Community Hub are seeking support to upgrade the facilities, in particular the tables and chairs across all the hireable spaces within the Hub.

Apart from the poor condition of the existing furniture, the current tables and chairs are heavy, difficult to move, and no longer compliant with current safety standards, with many chairs showing exposed foam. This creates risks for users and places unnecessary strain on staff and volunteers who must regularly clear and reset spaces for activities. The weight and bulk of the current furniture also lead to chairs and tables being dragged/pushed across the hall floors, which are currently awaiting varnishing and are vulnerable to damage.

Replacing this furniture with lightweight, foldable chairs and tables (stored on mobile trolleys which form part of this application) will make room changes quicker, safer, and more accessible for all groups using the building. This upgrade will reduce manual-handling risks, protect the hall floors, and ensure that all seating meets modern regulatory requirements, supporting a safer and more flexible community facility. Having the furniture on moveable trolleys will also assist in moving furniture to where it is needed on a given day (or easily moving out of the way of a particular group/activity), improving the usability of the space and maximising earning potential of the centre.

The total project cost is just over £4,000. Since taking control of the running of the centre on 1st April, three very successful fundraisers have been held, generating just under £3,000 in profits to be reinvested in lots of new equipment (e.g. card machines, tills and online booking facilities), with many more fundraising activities planned for May, June and beyond. This grant application asks for £1,500 towards the costs of a furniture replacement and will put £2,500 towards the project from its fundraising activities in April, May and June.

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

This page is intentionally left blank

Districtwide Community Updates

- The North Herts Heroes winners were celebrated at an awards event on Thursday 19 March, where they were recognised as outstanding individuals who make a positive difference in our local community - [Community champions celebrated at North Herts Heroes awards 2026 | North Herts Council](#)
- The new Community Grants Application platform launched on 17 November. The application form can be found here [Community grants | North Herts Council](#). If councillors or organisations would like any guidance on this, please speak to the Community Partnerships Officer or get in touch with the team via community@north-herts.gov.uk.
- Co-ordinating various local and district wide Network Groups including Youth Action, Food Provision, Arts and Culture, Green and Growing Group and the new Community Centres Network 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 running of the Baldock Community Centre has transferred to Baldock Community Centre Association 2025 and the venue has been rebranded as Baldock Community Hub.
- The Hertfordshire Health Walks team from County hosted their inaugural Baldock Health Walk, starting and finishing at Baldock Community Hub, which was very well supported with 18 attendees, which includes 4 staff.
- The next Growing Baldock Advisory Forum meeting hosted by Urban & Civic is due to take place online, on Thursday 11th June.
- Osbourn Court Care Home have conducted dementia training for local Police Officers.
- Parish Council meeting attendance. I have attended 46 to date @ 27th May 2026, of which 19 have been this year and 11 of those since our last Forum.
- I have completed the Community Centre Project which covered the whole of North Herts which culminated in a very successful meeting on 19th May. The outcome of that meeting is the creation of a Community Centre Network Group which I will facilitate going forward.
- Confirmation to Councillors that I am available for meetings or ward walks if that would be beneficial.

This page is intentionally left blank