



NORTH HERTFORDSHIRE DISTRICT COUNCIL

15 June 2026

Our Ref Letchworth Community Forum 24 June 2026
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

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

On

WEDNESDAY, 24TH 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.	APOLOGIES FOR ABSENCE	
2.	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.	
3.	ANNUAL LETCHWORTH COMMUNITY FORUM MINUTES To approve the annual minutes of the 2024, 2025 and 2026 Letchworth Community Forums.	(Pages 5 - 10)
4.	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: https://www.north-herts.gov.uk/.../share-your-views-new...	
5.	PRESENTATION - IMPACTFUL LIVES Presentation by Impactful Lives on what's available for LGBTQ+ people in Letchworth and Hertfordshire, followed by Q&A.	
6.	LETCHWORTH BID UPDATE To receive a verbal update from the Letchworth BID on their work in Letchworth town centre.	
7.	PUBLIC PARTICIPATION - GRANT APPLICATIONS	(Pages

To consider community grant applications for recommendation to the Executive Member for Governance. 11 - 22)

8. **COMMUNITY UPDATE** (Pages 23 - 24)
To provide the Forum with an update to ensure Members are kept informed of the work of the Community and Partnerships Team.

9. **WARD MATTERS & OUTSIDE ORGANISATIONS**
To receive any verbal reports from Members and questions from members of the public regarding Ward matters and Outside Organisations.

10. **FUTURE AREA FORUMS**
To discuss topics for future meetings.

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Agenda Item 3

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH 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: Sadie Billing, Tamsin Thomas, Amy Allen, Daniel Allen, Tina Bhartwas, David Chalmers, Mick Debenham, Emma Fernandes, Ian Mantle, Sean Nolan, Sean Prendergast and Claire Winchester.*

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

1 APOLOGIES FOR ABSENCE

Audio Recording 1 hour 10 minutes 50 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 Tamsin Thomas proposed and Councillor Amy Allen seconded and, it was:

RESOLVED: That Councillor Sadie Billing be elected as Chair of the Letchworth Community Forum for the Civic Year 2024-25.

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

Councillor Sadie Billing proposed and Councillor Amy Allen seconded and, it was:

RESOLVED: That Councillor Tamsin Thomas be elected as Vice-Chair of the Letchworth Community Forum for the Civic Year 2024-25.

The meeting closed at 8.45 pm

Chair

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH 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: Sadie Billing, Amy Allen, Daniel Allen, Tina Bhartwas, David Chalmers, Mick Debenham, Emma Fernandes, Ian Mantle, Sean Nolan, Sean Prendergast and Claire Winchester.*

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

1 APOLOGIES FOR ABSENCE

Audio recording – 1 hour 6 minutes and 54 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.

Apologies for absence were received from Councillor Tamsin Thomas.

2 ELECTION OF A CHAIR FOR CIVIC YEAR 2025-26

Councillor Sean Nolan proposed and Councillor Ian Mantle seconded and, it was:

RESOLVED: That Councillor Sadie Billing be elected as Chair of the Letchworth Community Forum for the Civic Year 2025-26.

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

Councillor Daniel Allen proposed and Councillor Sadie Billing seconded and, it was:

RESOLVED: That Councillor Tamsin Thomas be elected as Vice-Chair of the Letchworth Community Forum for the Civic Year 2025-26.

The meeting closed at 8.39 pm

Chair

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH 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: Sadie Billing, Tamsin Thomas, Amy Allen, Daniel Allen, Tina Bhartwas, David Chalmers, Mick Debenham, Emma Fernandes, Ian Mantle, Sean Nolan, Sean Prendergast and Claire Winchester.*

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

1 APOLOGIES FOR ABSENCE

Audio recording – 44 minutes 51 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 Sean Nolan proposed and Councillor Ian Mantle seconded and, it was:

RESOLVED: That Councillor Sadie Billing be elected as Chair of the Letchworth Community Forum for the Civic Year 2026-27.

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

Councillor Sadie Billing proposed and Councillor Daniel Allen seconded and, it was:

RESOLVED: That Councillor Tamsin Thomas be elected as Vice-Chair of the Letchworth Community Forum for the Civic Year 2026-27.

The meeting closed at 8.17 pm

Chair

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REPORT (FOR RECOMMENDATION & NOTING BY COMMUNITY FORUM)

LETCWORTH COMMUNITY FORUM
DATE 24 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 Letchworth Garden Shed - **£1,551** towards the purchase of electrical appliances to expand borrowable items stock.
- 2.4 Caring Herts CIC - **£1,500** towards the running of weekly Wellbeing Hub Sessions.
- 2.5 Letchworth Sports and Tennis Club - **£1,000** towards the installation of cavity wall insulation of their squash block.

3. BACKGROUND/ RELEVANT CONSIDERATIONS

- 3.1 The Community Grant budget for Letchworth Community Forum 2026/27 is £21,404.
- 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 5 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 **£21,404**.

5.2 The total amount of funding requested for this meeting is **£4,051**.

5.3 If the applications outlined in Appendices 2 - 4 are recommended by the Forum and subsequently approved by the Executive Member for Governance there would be **£17,353** available for Community Grants for the remainder of the 2026-2027 financial year.

5.4 The application outlined in Appendix 4 has been determined to be a subsidy under the Subsidy Control Act. Appendix 4 is a subsidy as there is a market for hire of squash courts. The applicant has 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 positive environmental implications associated with the Letchworth Garden Shed’s application. The funding would help them to buy more tools that can be borrowed by residents, rather than buying, which can help reduce consumption of raw materials, manufacturing impacts and the emissions involved in delivery. There are also positive environmental implications associated with the Sports and Tennis Club’s application. The funding would help them install new cavity wall insulation for their squash block which would make it more energy efficient.

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 May 2024 [Council constitution | North Herts Council](#)
- 11.2 [Community Grants Criteria Policy March 2025](#)

12. APPENDICES

- 12.1 Appendix 1. Letchworth Grant Budget 26-27
- 12.2 Appendix 2. Letchworth Garden Shed CIC
- 12.3 Appendix 3. Caring Herts CIC
- 12.4 Appendix 4. Letchworth Sports and Tennis Club Ltd
- 12.5 Appendix 5. Community Updates

13. CONTACT OFFICERS

13.1 Author

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Appendix 2. Letchworth Garden Shed CIC

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	CG-337			
Name of Organisation	Letchworth Garden Shed CIC			
Organisation Type	Community Interest Company			
Ward	Letchworth South West			
Project Type	Sustainability			
Green option considered?	Being able to borrow tools can help residents buy less, reducing consumption of raw materials, manufacturing impacts and the emissions involved in delivery. Additionally, the portable power station can be charged by the solar panels the Shed already has in stock.			
NHC Councillor involvement that may constitute a conflict of interest	None known.			
Previous financial support within six years	March 2023, £1,160 - Letchworth Area Forum October 2024, £5,500 - UKSPF funding			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£1,551	Total project cost	£1,551	

Officer Summary

[Letchworth Garden Shed CIC](#) (The Shed) is a library of things, lending out a wide range of items for nominal fees. This activity embeds and encourages a meaningful sustainability practice in the community. When you can reliably borrow more, you can buy less and also enriches the lives of people where tasks/activities/adventures no longer rely on being able to buy the associated equipment outright.

They are requesting funding for electrical appliances to expand their stock of borrowable items available to the community. All these items have either been requested by multiple borrowers and/or nominated by local groups as something that would be useful for them.

The items are:

- Portable power station (Bluetti) - £1,199
- Vax Spot Wash - £110
- Makitia Drill Kit with batteries and chargers - £112
- Makita Oscillating Multitool - £130

They are excited especially by the potential of the portable power station where Love Letchworth and Men in Sheds have both endorsed the usefulness of this appliance for local groups.

Due to the current global climate effecting prices and the Shed's dedication to finding the best deals, if they are awarded the funding, the above prices might have changed by the time they receive funds. If they have gone up, then they will purchase less items. If the prices go down, any extra funding left over would go towards purchasing other items needed.

Whilst the Shed aren't contributing to this specific project, their contributions are focused on the overall operational costs which includes cost of the premises, utilities and expenses.

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

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Appendix 3. Caring Herts CIC

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	CG-359		
Name of Organisation	Caring Herts CIC		
Organisation Type	Community Interest Company		
Ward	All		
Project Type	Wellbeing for older people		
Green option considered?	N/A		
NHC Councillor involvement that may constitute a conflict of interest	None known		
Previous financial support within six years	None		
Documentation reviewed and approved*	Safeguarding	Yes	Accounts
	Demonstrates clear governance	Yes	
Total applied for	£1,500	Total project cost	£11,700.50

Officer Summary

[Caring Herts CIC](#) exists to support older members of the North Hertfordshire and Stevenage community who are experiencing loneliness or social isolation, giving them confidence to live well and enjoy life to the fullest.

They currently run 14 Wellbeing Hubs every week, consisting of seated exercise and offering companionship, advice, a listening ear and, most importantly: fun. They are applying for funding towards the costs of one of their Letchworth Wellbeing Hubs that takes place every Friday morning 10:30m - 12:30pm at Norton Methodist Church.

As people live longer, this brings both opportunities and challenges. Longer life can be fulfilling, but increasing evidence and practical examples from attendees informs that there are significant increases; risk of social isolation, loneliness, and declining mental wellbeing if community connections are not supported.

They have previously evaluated the effectiveness of this service:

- 92% of their hub attendees feel less lonely and isolated
- 87% feel more mobile, balanced and steady on their feet
- 77% feel more independent

It costs £11,700.50 to run these sessions for a year and they are seeking funding towards the costs of hall hire, which is a discounted rate of £36 per week. £8,000 is raised through membership fees and £2,200.50 through fundraising.

More than 100 residents of Letchworth will benefit, including older people who attend, their family and carers and the volunteers who support the Wellbeing Hub.

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

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Appendix 4. Letchworth Sports and Tennis Club Ltd

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	CG-243			
Name of Organisation	Letchworth Sports and Tennis Club Ltd			
Organisation Type	Club			
Ward	Letchworth South West			
Project Type	Active			
Green option considered?	By installing new cavity wall insulation, the squash block will become significantly more energy efficient.			
NHC Councillor involvement that may constitute a conflict of interest	None known.			
Previous financial support within six years	None			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£1,000	Total project cost	£5,500	

Officer Summary

[Letchworth Sports and Tennis Club](#) (LSTC) is a long-established, not-for-profit organisation serving the community of Letchworth Garden City. They provide accessible sport and leisure opportunities for members, residents, schools, and community groups, supporting participation across all ages and abilities.

They are requesting £1,000 towards the installation of new cavity wall insulation for the squash block, to improve energy efficiency. LSTC have already secured funding of £4,500 from the Letchworth Garden City Heritage Foundation.

Currently, the facility is uncomfortable during colder months, which can discourage participation. The primary objective is to create a warmer, more welcoming environment that supports increased engagement in squash. It is expected to improve member retention and they are looking to drive growth in junior and female participation.

It is also currently costly to heat and therefore will reduce energy consumption and operating costs. This will all contribute to the club's long-term sustainability.

Squash is a lesser-known sport, but relatively easy to take up, creating a healthier lifestyle for local residents. Existing partnerships, particularly with St Francis College and other local schools, will continue to provide a steady pipeline of participants for coaching sessions and leagues.

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

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Districtwide Community Updates

- The CP Team facilitated the set up of a Community Centres Network, the first meeting of which was held on 19 May. The event was successful and there was positive feedback from attendees.
- 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 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 continues to build and foster relationships within the community. This includes attending:

- Letchworth Garden City Heritage Foundation's (LGCHF) partner meeting, to start planning around Letchworth's 125th anniversary, which will be in 2028.
- LGCHF's Garden City Meeting.
- Hertfordshire Volunteer Fair, organised by [GoVolHerts](#). Where there were over 30 charities and organisations sharing what opportunities are available.

North Herts CVS have organised a Volunteering Summit in Letchworth in July for Local Charities and Community Groups - [Volunteering Summit 2026: For Local Charities & Community Groups](#)

A reminder to Councillors that they are very welcome to arrange any meetings or ward walks with the Community Partnerships Officer.

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