

22 May 2026

Our Ref Royston and Villages Community Forum  
3 June 2026

Contact. Community and Partnerships Team  
Direct Dial. 01462  
Email. [community@north-herts.gov.uk](mailto:community@north-herts.gov.uk)

To: Members of the Area Forum: Councillors Tim Johnson (Chair), Bryony May (Vice-Chair), Matt Barnes, Ruth Brown, Cathy Brownjohn, Ruth Clifton, Sarah Lucas and Martin Prescott

**NOTICE IS HEREBY GIVEN OF A**

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

to be held in

**HERITAGE HALL, ROYSTON TOWN HALL,  
MELBOURN STREET, ROYSTON SG8 7DA**

On

**WEDNESDAY, 3RD 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**

<b>Item</b>	<b>Page</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. 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. ANNUAL ROYSTON AND VILLAGES COMMUNITY FORUM MINUTES</b> To approve the minutes of the 2024, 2025 and 2026 Royston & Villages Annual Community Forums.	(Pages 5 - 10)
<b>4. PUBLIC PARTICIPATION - GRANT APPLICATIONS</b>	(Pages 11 - 22)
<b>5. PRESENTATION - NEW LOCAL PLAN SCOPING CONSULTATION</b> 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"><li>• how you would like to be involved in shaping the Local Plan</li><li>• the key issues the Local Plan should address</li><li>• what should be included in the overall vision for North Herts</li></ul> Full details, and how to take part in the consultation can be found here: <a href="https://www.north-herts.gov.uk/.../share-your-views-new...">https://www.north-herts.gov.uk/.../share-your-views-new...</a>	
<b>6. COMMUNITY UPDATE</b> To provide the Forum with an update to ensure Members are kept informed of the work of the Community and Partnerships Team.	(Pages 23 - 24)
<b>7. ROYSTON TOWN COUNCIL UPDATE</b> Presented by the Royston Town Council Deputy Mayor, Tim Johnson.	

- 8. HERTFORDSHIRE COUNTY COUNCIL UPDATE**  
Presented by the Leader of Herts County Council, Steve Jarvis.
- 9. WARD MATTERS & OUTSIDE ORGANISATIONS**  
To receive any verbal reports from Members and members of the public regarding Ward matters and Outside Organisations.
- 10. OPEN DISCUSSION**  
Discussion of topics not raised in the meeting.
- 11. FUTURE AREA FORUMS**  
To discuss topics for future meetings.

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# Agenda Item 3

NORTH HERTFORDSHIRE DISTRICT COUNCIL

ROYSTON 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: Matt Barnes, Cathy Brownjohn, Ruth Brown, Ruth Clifton, Chris Hinchliff, Tim Johnson, Bryony May and Martin Prescott.

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

### 1 APOLOGIES FOR ABSENCE

*Audio Recording 1 hour 12 minutes 13 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 Matt Barnes proposed and Councillor Bryony May seconded and, it was:

**RESOLVED:** That Councillor Ruth Brown be elected as Chair of the Royston and District Community Forum for the Civic Year 2024-25.

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

Councillor Ruth Brown proposed and Councillor Matt Barnes seconded and, it was:

**RESOLVED:** That Councillor Bryony May be elected as Vice-Chair of the Royston and District Community Forum for the Civic Year 2024-25.

The meeting closed at 8.46 pm

Chair

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

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

**MINUTES**

**Present:** *Councillors: Ruth Brown, Bryony May, Matt Barnes, Cathy Brownjohn, Ruth Clifton, Martin Prescott and Sarah Lucas.*

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

**1 APOLOGIES FOR ABSENCE**

*Audio recording – 1 hour 8 minutes and 02 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 Tim Johnson.

**2 ELECTION OF A CHAIR FOR CIVIC YEAR 2025-26**

Councillor Ruth Brown proposed and Councillor Matt Barnes seconded and it was:

**RESOLVED:** That Councillor Tim Johnson be elected as Chair of the Royston and Villages Community Forum for the Civic Year 2025-26.

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

Councillor Ruth Brown proposed and Councillor Matt Barnes seconded and, it was:

**RESOLVED:** That Councillor Bryony May be elected as Vice-Chair of the Royston and Villages Community Forum for the Civic Year 2025-26.

The meeting closed at 8.40 pm

Chair

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**NORTH HERTFORDSHIRE DISTRICT COUNCIL**  
**ROYSTON 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: Tim Johnson, Bryony May, Ruth Brown, Matt Barnes, Cathy Brownjohn, Martin Prescott and Sarah Lucas.*

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

**1 APOLOGIES FOR ABSENCE**

*Audio recording – 46 minutes 09 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.*

Apologies for absence were received from Councillor Ruth Clifton.

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

Councillor Matt Barnes proposed and Councillor Ruth Brown seconded and, it was:

**RESOLVED:** That Councillor Tim Johnson be elected as Chair of the Royston and Villages Community Forum for the Civic Year 2026-27.

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

Councillor Matt Barnes proposed and Councillor Ruth Brown seconded and, it was:

**RESOLVED:** That Councillor Bryony May be elected as Vice-Chair of the Royston and Villages Community Forum for the Civic Year 2026-27.

The meeting closed at 8.18 pm

Chair

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

ROYSTON & VILLAGES COMMUNITY FORUM  
3 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 Barkway Social Club - **£1,500** towards replacing furniture.
- 2.4 Creative Chefs - **£1,140** towards their Community Cook sessions for carers.
- 2.5 Flipside C2C CIC - **£1,500** towards venue hire for their pilot programme helping people to gain skills to get into work.

#### **3. BACKGROUND/ RELEVANT CONSIDERATIONS**

- 3.1 The Community Grant budget for Royston & Villages Community Forum 2026/27 is **£10,300**.
- 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 Community & Partnerships (now 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 **£10,300**

5.2 The total amount of funding requested for this meeting is **£4,140**.

5.3 If the applications outlined in Appendices 24 are recommended by the Forum and subsequently approved by the Executive Member for Governance there would be **£6,160** available for Community Grants for the remainder of the 2026-2027 financial year.

5.4 Precepting authorities have the ability to raise additional funds by raising their precept.

## **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 May 2024 [Council constitution | North Herts Council](#)

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

## **12. APPENDICES**

12.1 Appendix 1. Royston Community grant budget - 2026-27 financial year opening position

12.2 Appendix 2. Barkway Social Club

12.3 Appendix 3. Creative Chefs CIC

12.4 Appendix 4. Flipside C2C CIC

12.5 Appendix 5. Community Updates

## **13. CONTACT OFFICERS**

### **13.1 Author**

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**ROYSTON AND DISTRICT COMMUNITY FORUM**

**SUMMARY FINANCIAL POSITION 2026/27**

<b><u>Original Budget</u></b> <b><u>2026/27</u></b>	<b><u>Carry Forward</u></b> <b><u>Budget 2025/26</u></b>	<b><u>Total Funding</u></b> <b><u>2026/27</u></b>	<b><u>Grants</u></b> <b><u>Allocated</u></b>	<b><u>Unallocated</u></b> <b><u>Budget</u></b>
£10,300	£0	£10,300	£0	£10,300

**FUNDED PROJECTS**

<b><u>Project</u></b>	<b><u>Forum Date</u></b>	<b><u>Grant Allocated</u></b>
<b>TOTAL ROYSTON AND DISTRICT</b>		<b>£0</b>

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**=Document Control:**

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	CG-357			
Name of Organisation	Creative Chefs CIC			
Organisation Type	CIC (Community Interest Company)			
Ward	Royston			
Project Type	Cooking sessions for carers.			
Green option considered?	N/A			
NHC Councillor involvement that may constitute a conflict of interest	N/A			
Previous financial support within six years	June 2024 - £1,951 Letchworth Community Grant September 2024 - £1,912 Baldock Community Forum September 2024 - £1,612 Royston Community Forum October 2024 - £6,750 North Herts Prosperity Fund (UKSPF)			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£1,140	Total project cost	£1,460.00	

**Officer Summary**

Creative Chefs aim to educate children, families, and adults about the importance of healthy eating and to teach them how to prepare nutritious, affordable meals using seasonal ingredients. They promote cooking as a tool for wellbeing, confidence, and community connection.

They are asking for a grant towards Community Cook, an initiative designed to bring people together through accessible, hands-on cooking experiences. These monthly sessions based at the Old School House offer carers the opportunity to step away from their usual day and enjoy a 90 min cooking session. The session offers a safe space for carers to relax and enjoy some time themselves. The lessons are structured to be engaging and easy to follow, catering to a wide range of abilities from those who cook regularly to complete beginners. They teach participants how to cook using seasonal ingredients, how to reduce food waste and adopt environmentally responsible habits.

These skills help households to save money while contributing to a more sustainable future. Each participant is provided with all ingredients and equipment needed to prepare their meals plus containers and a bag to transport the meals home.

Through 2024/5 and 2025/26 the delivery of Creative Chefs sessions in Royston was mainly funded through the Household Support Fund. The venue that the sessions will be running at is funded by North Herts Council's Community Wellbeing team's Healthy Hub budget – Herts County Council funded – and the space is being offered in kind once a month in order to bring various health and wellbeing services into Royston (which is the remit of the Healthy Hub). Creative Chefs have costed this in-kind support at the value of £320.

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

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**=Document Control:**

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	CG-355			
Name of Organisation	Barkway Social Club			
Organisation Type	Club			
Ward	Ermine			
Project Type	Furniture as part of a larger project to rejuvenate the club.			
Green option considered?	N/A			
NHC Councillor involvement that may constitute a conflict of interest	Yes - Cllr Ruth Brown has been approached by the Club for a Locality Budget grant.			
Previous financial support within six years	None			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£1,500	Total project cost	£2,824.54	
<b>Officer Summary</b>				
<p>Barkway Social Club Social is a space for all residents of Barkway and surrounding villages. It has pool and snooker tables, a darts board and board games, as well as hosting special events. The Club is staffed by volunteers.</p> <p>The current building needs extensive work, they are using their reserves to pay for new windows. Moving forwards, they also need to repaint the exterior, a new internal door, a new fire door, a new shed roof, a new connecting roof and new sinks in the toilets.</p> <p>As part of the project to rejuvenate the building, they are requesting funds towards new furniture, which will help the club sustain membership and become a more welcoming space. They will be fundraising and applying for other grants to help complete the wider project.</p>				

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

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**=Document Control:**

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	CG-307		
Name of Organisation	Flipside C2C CIC		
Organisation Type	CIC (Community Interest Company)		
Ward	Royston and villages		
Project Type	Venue hire for pilot year of helping people into employment.		
Green option considered?	N/A		
NHC Councillor involvement that may constitute a conflict of interest	Yes - Cllrs Ruth Brown and Tim Johnson, as part of their role as Town Councillors, voted on a Royston Town Council Grant towards this project.		
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	£2,100 – venue hire. Total project cost £59,394

**Officer Summary**

Flipside C2C CIC are launching a pilot programme supporting people facing life’s toughest challenges, including homelessness, addiction, long-term unemployment, and social exclusion. The aim is to help people into employment. The pilot will support 50 people. The group are requesting funding for venue hire at Coombes Community Centre.

Workshop sessions cover confidence-building and motivational skills, foundational skills such as digital literacy and budgeting, pre-employment skills including CV writing and interview practice, and therapeutic activities.

It has been determined there is need for this through local data on unemployment and social disadvantage in Royston and surrounding areas, feedback from homelessness and recovery services, adult social care, JobCentre Plus, and health settings, and direct conversations with people who have experienced barriers to employment.

Secondary beneficiaries include the wider community, as participants’ progress contributes to stronger families, workplaces, and neighbourhoods. Employers and local organisations also benefit, gaining access to motivated, skilled individuals and participating in a model that demonstrates effective, community-based support for people re-entering the labour market.

Room hire comes to £2,100. This equates to around £42 per participant for a full year of small group and individual sessions. Flipside are requesting £1,500, with £600 already granted by Royston Town Council.

\*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>• Students from a primary school will be visiting the Council Offices for an event about local democracy.</li><li>• 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.</li><li>• 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 - <a href="#">Community champions celebrated at North Herts Heroes awards 2026   North Herts Council</a></li><li>• The new Community Grants Application platform launched on 17 November. The application form can be found here <a href="#">Community grants   North Herts Council</a>. 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 <a href="mailto:community@north-herts.gov.uk">community@north-herts.gov.uk</a>.</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>• Coordinating voluntary support response to Asylum Seekers based in North Herts.</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></ul>
<b>Area Community Updates</b>
<p>The Community Partnerships Officer continues to build and foster relationships within the community.</p> <p>The CP Officer:</p> <ul style="list-style-type: none"><li>• Attended several Annual Parish Meetings, including Royston Town Council, Reed and Barley.</li><li>• Attended a conference about supporting Communities During Adverse Weather for the VCFSE sector.</li><li>• Is talking to North Herts Centre for Voluntary Service about the organisation of the Volunteer Fair and Summit they have been granted funds for from the Royston &amp; Villages Community Forum budget.</li></ul> <p>A reminder to Councillors that they are very welcome to arrange any meetings or ward walks with the Community Partnerships Officer.</p>

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