

12 September 2008

Our ref: B&D Ctte/Sep08  
Contact: Susanne Gow  
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To: Members of the Baldock and District Committee of North Hertfordshire District Council

(Councillors M.R.M. Muir (Chairman), I.J. Knighton (Vice-Chairman), S.K. Jarvis, Marilyn Kirkland, M.E. Weeks and A.D. Young)

You are invited to attend a meeting of the  
**BALDOCK & DISTRICT COMMITTEE**

to be held at

**THE COMMUNITY CENTRE, SIMPSON DRIVE, BALDOCK**

on

**MONDAY 22 SEPTEMBER 2008**

at

**7.30 p.m.**

Yours sincerely,

A handwritten signature in blue ink that reads "David Miley". The signature is written in a cursive style with a long, sweeping tail on the letter 'y'.

David Miley  
Democratic Services Manager

**AGENDA**  
**PART I**

<b>ITEM</b>	<b>PAGE</b>
<b>1. APOLOGIES FOR ABSENCE</b>	-
<b>2. MINUTES</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on 21 July 2008.	-
<b>3. NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency.  The Chairman will decide whether any item(s) raised will be considered.	-
<b>4. CHAIRMAN'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of business set out in the agenda, should be declared as either a prejudicial or personal interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a prejudicial interest should leave the room and not seek to influence the decision during that particular item.	-
<b>5. PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from members of the public. Any public participation requests received within the agreed time will be notified to Members as soon as practicable.	-
<b>6. BALDOCK TOWN HALL STAKEHOLDERS' GROUP</b> <i>Joanna Cherry of the Baldock Theatre Group will address the Baldock and District Committee.</i>	<b>1</b>
<b>7. PRESENTATION BY THE BALDOCK GUIDE ASSOCIATION</b> <i>A verbal presentation will be given to the Baldock and District Committee by a member of the Baldock Guide Association.</i>	<b>3</b>
<b>8. PRESENTATION ON BEHALF OF FRIENDS OF BALDOCK GREENSPACES</b> <i>Lee Tyson of the Countryside Management Service will give the Committee a verbal update on behalf of Friends of Baldock Greenspaces. Included will be Ivel Springs and Old Wallington Road.</i>	<b>5</b>
<b>9. AREA COMMITTEE SERVICE LEVEL AGREEMENTS – PROPOSALS FOR 2009-2012</b> <i>The Committee will hold a discussion before coming to a decision as to which organisations would benefit from an SLA.</i>	<b>7</b>

<b>10.</b>	<b>CHAMPION NEWS</b> REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES <i>A summary of the activities undertaken by the Community Development Officer for Baldock since the meeting of the Committee held on 21 July 2008, and events taking place in forthcoming months.</i>	<b>9</b>
<b>11.</b>	<b>BALDOCK &amp; DISTRICT COMMITTEE DEVELOPMENT AND AREA VISIONING BUDGETS 2008/2009</b> REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT & CULTURAL SERVICES <i>To take the Members through the current budget balances for the Committee Development and Area Visioning Budgets and to consider the following grant application:</i>	<b>13</b>
	<ul style="list-style-type: none"> <li>▪ Appendix 1 – Spreadsheet of Committee Delegated Budgets 2008/9</li> <li>▪ Appendix 2 – Baldock Town Hall Arts</li> <li>▪ Appendix 3 – Baldock Guide Association</li> <li>▪ Appendix 4 - NHDC Grounds Maintenance</li> <li>▪ Appendix 5 - Rotary Club of Baldock</li> <li>▪ Appendix 6 – Baldock Town Youth Football Club</li> </ul>	 17 21 22 23 24 25

The date of the next meeting of the Baldock & District Committee is:

**Monday 17 November 2008.**

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**BALDOCK & DISTRICT AREA COMMITTEE**  
Monday 22 September 2008

**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**6**

**TITLE: BALDOCK TOWN HALL STAKEHOLDERS' GROUP**

JOANNA CHERRY OF THE BALDOCK TOWN STAKEHOLDERS' GROUP WILL ADDRESS THE BALDOCK AND DISTRICT COMMITTEE.

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**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**7**

**PRESENTATION BY THE BALDOCK GUIDE ASSOCIATION**

A VERBAL PRESENTATION WILL BE GIVEN TO THE BALDOCK AND DISTRICT COMMITTEE BY A MEMBER OF THE BALDOCK GUIDE ASSOCIATION.

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**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**8**

**PRESENTATION ON BEHALF OF FRIENDS OF BALDOCK GREENSPACES**

LEE TYSON OF THE COUNTRYSIDE MANAGEMENT SERVICE WILL GIVE THE COMMITTEE A VERBAL UPDATE ON BEHALF OF FRIENDS OF BALDOCK GREENSPACES. INCLUDED WILL BE IVEL SPRINGS AND OLD WALLINGTON ROAD.

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**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**9**

**AREA COMMITTEE SERVICE LEVEL AGREEMENTS – PROPOSALS FOR 2009-2012**

THE COMMITTEE WILL HOLD A DISCUSSION BEFORE DECIDING WHICH ORGANISATIONS WOULD BENEFIT FROM SERVICE LEVEL AGREEMENTS.

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**TITLE: CHAMPION NEWS**

**REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES**

**1. SUMMARY**

- 1.1 To advise the Committee of the activities and schemes with which the Community Development Officer has been involved.
- 1.2 To bring to the Committee's attention some important community based activities that will be taking place during the next few months.

**2. FORWARD PLAN**

- 2.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

**3. ISSUES – PROJECT/ACTIVITY/SCHEME DETAILS**

**3.1 Baldock Town Centre Enhancement Scheme**

The contractors, Skanska McNicholas have been on site for four months, and are currently making good progress with their works to ensure that they are on schedule with the overall programme.

They have progressed with the footway and parking bays along the northern side of Whitehorse Street, the footways along Hitchin Street and a significant portion of the footway along the eastern side of High Street.

Works have included the laying of York stone paviers along the frontage of the buildings in High Street and Whitehorse Street and a tarmac temporary surface being laid in preparation for a gravel buff footway surface to be laid throughout the area towards the end of the contract.

The contractors are presently undertaking works in Sun Street and it is their intention to complete the granite sets in Sun Street and at the entrance to Whitehorse Street in time for the Baldock Fair arriving in early October.

The contractors have tried to keep disruption to a minimum and will continue to work together with local businesses and residents to accommodate their access requirements. Where possible, the contractors have handed back parts of the site for parking to allow the town to continue functioning during the works.

An updated version of the contractors work programme is available on the Council's website, and details of the design can be viewed on the MasterPlan displayed at the Community Centre, in Simpson Drive

The Council has appointed a surveying company, to undertake condition surveys of cellars where considered necessary so as to ensure that the cellars do not conflict with the proposed works and that all necessary precautions can be followed during construction.

At present the scheme is progressing on budget and within programme.

### **3.1 Old Wallington Path**

Two ditch board bridges have now been built by volunteers from Countryside Management Service. The Planting Scheme will be taking place sometime between November and January.

### **3.2 Clothall Village Hall**

The old Village Hall has now been demolished and the land is presently being prepared for a large amount of soil removal prior to the construction of the new building.

### **3.3 Baldock Youth Council**

The Community Development Officer has brought together a group to set up and steer a Youth Council for young people who either live or go to school in Baldock. In addition to Officers and Councillors from the authority, the group consists of representatives from Youth Connexions, the Police, and the Extended Schools Coordinator. Throughout September and October, the Youth Council will be advertised through schools and youth groups.

In early October, some of the Steering Group will visit Knights Templar and engage with other groups of young people in the town. They plan to inform as many young people as possible and invite them to an event which will endeavour to provide them with more information about why they might like to be involved and what Youth Councils can achieve in their local area.

From this event it is hoped that a group of young people will be recruited to form the Youth Council. The steering group will assist them in finding a venue for the Youth Council to meet, help develop the formation of a committee, draw up a constitution, set up a bank account and to gel as a team.

This process will take place during October and November this year. By December it is expected that the first formal meeting of the Baldock Youth Council will be able to take place.

#### **3.4 Baldock Town Hall Renovation Works**

Good progress has been made to the renovation works during the summer. The fire alarm system has been installed and is awaiting commissioning. The dry rot has been removed, three new windows have been installed and a new floor has been installed in the upstairs kitchen. The contractors are currently preparing all areas for painting and are due to complete works by the end of September.

#### **3.5 Baldock Arts and the Performing Arts Festival in October**

The Community Development Officer has been assisting the Baldock Arts Group with their Premises Licence Application. A full and very varied programme is being drawn up and will be publicised soon, final dates have still to be confirmed.

#### **3.6 Christchurch Summer Holiday Club**

The Summer Holiday club was very successful with approximately 50 children attending during the week.

#### **3.7 New Sound System for St Mary's Church**

The new sound system is now successfully installed in St Mary's Church. This provides much more reliable amplification, especially for voices, and will greatly enhance some of the forthcoming events such as the Fashion show on October 24<sup>th</sup>, the Pasque Harmony Choir concert on the 13<sup>th</sup> December, as well as other school choir concerts and rehearsals.

### **4. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS**

4.1 Consultation with the respective agencies, organisations and Ward Members has taken place with regards to the projects, activities and events mentioned in Section 4 of this report.

### **5. RECOMMENDATION**

5.1 That the Committee endorses the actions taken by the Community Development Officer to promote greater community capacity and well being.

**6. REASONS FOR RECOMMENDATION**

- 6.1 That the Committee enforces the actions and policies involved in the tasks and projects undertaken by the Community Development Officer.

**7. CONTACT OFFICER**

- 7.1 Claire Morgan (Community Development Officer – Baldock & District Area)  
Telephone: 01462 474226  
E-Mail: [claire.morgan@north-herts.gov.uk](mailto:claire.morgan@north-herts.gov.uk)

**TITLE: BALDOCK & DISTRICT COMMITTEE DEVELOPMENT & AREA VISIONING BUDGETS 2008/9**

REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

**1. SUMMARY**

- 1.1 To advise the Committee on the delegated budgets for financial year 2008/09.
- 1.2 To bring to the Committee's attention details of recent application, allocation and commitment of delegated funds for Community initiatives and projects.

**2. FORWARD PLAN**

- 2.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

**3. BACKGROUND**

- 3.1 Not Applicable.

**4. ISSUES - AND FUNDING DECISIONS TO BE MADE**

- 4.1 **Town Hall Arts**  
Request for £1000 towards a three week festival of performing arts in October and early November 2008.
- 4.2 **Baldock Guide Association**  
Request for £2937.50 grant funding to draw up a feasibility study to ascertain the full costs and investment required regarding the refurbishment of the existing building or rebuilding a new facility.
- 4.3 **Nightingale Park Waste Bin**  
Grant request of £306 to provide and install an additional Waste bin in Nightingale Park.
- 4.4 **Rotary Club - Christmas Lights**  
Request for £1000 grant funding to assist in extending the display of Christmas lights in the Town Centre.

4.5 **Baldock Town Youth Football Club**  
Request for £1000 grant funding to provide training equipment, coaches and CRB checks for volunteers.

4.6 **Service Level Agreements (S.L.A.'s)**  
Following the report to the Committee of the Head of Community Development & Cultural Services at the last meeting, Members are requested to consider the provision of Service Level Agreements for the forthcoming financial year 2009/10.

## 5. **LEGAL IMPLICATIONS**

5.1 The Committee has delegated powers to administer funds from the budgets described.

5.2 There are no other legal implications pertinent to this report.

## 6. **FINANCIAL AND RISK IMPLICATIONS**

6.1 Members are asked to note the information detailed in Appendix 1 of the report, which relates to the Area Committee budget balances for the current financial year 2008/09.

6.2 The spreadsheet also details the pre-allocations carried forward from the previous financial year 2007/08 to the current financial year 2008/09.

6.3 In addition, the spreadsheet includes the balances relating to allocated Visioning Budgets available within the Baldock & District area.

## 7. **HUMAN RESOURCE AND EQUALITIES IMPLICATIONS**

7.1 There are no human resource and equalities implications pertinent to this report.

## 8. **CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS**

8.1 Consultation with the respective Ward Members has occurred in connection with the pre-allocation of funds for Community Initiative & Projects from the previous financial year 2007/08.

8.2 Consultation with the respective officers and external agencies/groups has taken place with regard to funding proposals for Area Committee Ward Discretionary Development Funds.

## **9. RECOMMENDATIONS**

- 9.1 The Committee is asked to note the budgetary expenditure, current balances and carry forwards from the Ward Development Budgets 07/08, the Small Area Grants Budget and the allocated Visioning Budgets.
- 9.2 That the Committee notes and acknowledges the pre-allocations of uncommitted Ward Development Discretionary Funds to respective projects and initiatives within each Ward Budget.
- 9.3 That the Committee considers a grant allocation of £1,000 towards a performance arts festival that will utilise the renovations which have taken place at Baldock Town Hall.
- 9.4 That the Committee reconsiders a funding allocation of £1,000 (max. grant available) towards a feasibility study to ascertain the benefits of either refurbishing the existing building or rebuilding a new facility for the Baldock Guides Association.
- 9.5 That the Committee considers a funding allocation of £306 for the installation of a new waste bin in Nightingale Park.
- 9.6 That the Committee considers a funding allocation of £1,000 (max. grant available) to Baldock Rotary Club towards new LED Christmas light panels for the High Street.
- 9.7 That the Committee considers a funding allocation of £1,000 to Baldock Town Youth Football Club, towards costs of training coaches, providing new equipment and covering the costs of CRB checks for volunteers.
- 9.8 That the Committee considers the provision of Service Level Agreements to local organisations for the financial years 2009/12.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 The allocation of funds will improve the services provided by the local organisations and groups that are available and accessed by various members of the community.

## **11. ALTERNATIVE OPTIONS CONSIDERED**

- 11.1 Not applicable.

## **12. APPENDICES**

- 12.1 Appendix 1 – Spreadsheet of Committee Delegated Budgets 2007/08.
- 12.2 Appendix 2 – Town Hall Arts - Grant form.
- 12.3 Appendix 3 – Baldock Guide Association – Grant form.
- 12.4 Appendix 4 – Waste Bin for Nightingale Park – Grant form.
- 12.5 Appendix 5 – Rotary Club of Baldock – Grant form.
- 12.6 Appendix 6 – Baldock Town Youth Football Club – Grant form

## **13. CONTACT OFFICERS**

- 13.1 Claire Morgan (Community Development Officer - Baldock & District Area)  
Telephone: 01462 474226  
E-Mail: [claire.morgan@north-herts.gov.uk](mailto:claire.morgan@north-herts.gov.uk)
- 13.2 Jodie Penfold (Group Accountant – Customer Services)  
Telephone: 01462 474566  
E-Mail: [jodie.penfold@north-herts.gov.uk](mailto:jodie.penfold@north-herts.gov.uk)

## **14. BACKGROUND PAPERS**

- 14.1 None.

**BALDOCK AREA COMMITTEE BUDGET 2008/09**

<b>SUMMARY/ TOTALS</b>	<b>Funding</b>	<b>Allocated</b>	<b>Spent</b>	<b>Ousting</b>	<b>Unallocated Budget</b>					
<b>VISIONING</b>	£2,470	£2,470	£2,470	£0	£0					
<b>SMALL AREA GRANTS</b>	£190	£0	£0	£0	£190					
<b>BALDOCK TOWN</b>	£21,270	£13,098	£974	£12,124	£8,172					
<b>BALDOCK EAST</b>	£11,513	£8,888	£4,185	£4,703	£2,626					
<b>ARBURY</b>	£9,070	£6,000	£0	£6,000	£3,070					
<b>WESTON &amp; SANDON</b>	£6,750	£4,210	£0	£4,210	£2,540					
<b>Total</b>	<b>£51,263</b>	<b>£34,666</b>	<b>£7,629</b>	<b>£27,037</b>	<b>£16,598</b>					

<u>VISIONING</u>	<u>Funding</u>	<u>Year Allocated</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>	<u>Comments</u>
Preallocated Funds C/F from 2007/08	£2,470	2005/2006		Town Centre Strategy	£2,470	11.04.05	£2,470	£0		
<b>Total</b>	<b>£2,470</b>				<b>£2,470</b>		<b>£2,470</b>	<b>£0</b>	<b>£0</b>	

<u>DEVELOPMENT BUDGETS</u>										
<u>SMALL AREA GRANTS</u>	<u>Funding</u>			<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>	<u>Comments</u>
Base Budget 2008/09	£190									
<b>Total</b>	<b>£190</b>				<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£190</b>	

<b>BALDOCK TOWN</b>	<b>Funding</b>		<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>	<b>Comments</b>
Preallocated Funds Brought Forward from 07/08	£11,840		Baldock Allotment Association - plot for disabled holders at North Rd	£390	26.09.05	£0	£390		
			Town Centre Enhancement Works	£4,410	02.04.07	£0	£4,410		
			Friends of Baldock Greenspaces	£380	07.08.07	£366	£14		
			Town Projects Initiatives	£6,090	17.03.08	£0	£6,090		
			Baldock Town Cricket Club	£570	17.03.08	£0	£570		
Base Budget 2008/09	£9,430		Herts Action on Disability	£190	02.06.08	£190	£0		
			CCTV Camera for The Tene	£400	02.06.08	£0	£400		
			Christchurch Holiday Clubs	£228	21.07.08	£228	£0		
			St Mary's Parish Church	£190	21.07.08	£190	£0		
			Baldock Neighbourhood Panel	£250	05.09.08	£0	£250		
<b>Total</b>	<b>£21,270</b>			<b>£13,098</b>		<b>£974</b>	<b>£12,124</b>	<b>£8,172</b>	

<b>BALDOCK EAST</b>	<b>Funding</b>		<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>	<b>Comments</b>
Preallocated Funds Brought Forward from 07/08	£8,613		Spring Bulbs	£50	24.08.06	£0	£50		
			Clothall Common - Enviromental Projects - C	£6,273	02.04.07	£3,993	£2,280		
			Clothall Common - Enviromental Projects	£1,940	17.03.08	£0	£1,940		
			Friends of Baldock Greenspaces	£120	07.08.07	£0	£120		
			North Herts Book Festival	£50	21.01.08	£0	£50		
			Baldock Town Cricket Club	£180	17.03.08	£0	£180		
Base Budget 2008/09	£2,900		Herts Action on Disability	£60	02.06.08	£60	£0		
			Christchurch Holiday Clubs	£72	21.07.08	£72	£0		
			St Mary's Church	£60	21.07.08	£60	£0		
			Baldock Neighbourhood Panel	£83	05.09.08	£0	£83		
<b>Total</b>	<b>£11,513</b>			<b>£8,888</b>		<b>£4,185</b>	<b>£4,703</b>	<b>£2,626</b>	

Appendix 1

<b>ARBURY</b>	<b>Funding</b>		<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>	<b>Comments</b>
Preallocated Funds Brought Forward from 07/08	£5,810		Community Visioning Project - Bygrave Village Green	£1,000	07.02.08	£0	£1,000		
			Youth Development Projects	£3,190	07.02.08	£0	£3,190		
			Rural Youth Projects	£1,620	17.03.08	£0	£1,620		
Base Budget 2008/09	£3,260		Printing Works for Caldecote Church	£190	29.08.08	£0	£190		
<b>Total</b>	<b>£9,070</b>			<b>£6,000</b>		<b>£0</b>	<b>£6,000</b>	<b>£3,070</b>	

<b>WESTON &amp; SANDON</b>	<b>Funding</b>		<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>	<b>Comments</b>
Preallocated Funds Brought Forward from 07/08	£4,210		Weston Footpath Lighting Project	£2,250	02.04.07	£0	£2,250		
			Sandon Village Hall Chairs	£1,200	17.04.08	£0	£1,200		
			Rural Development Projects	£760	17.04.08	£0	£760		
Base Budget 2008/09	£2,540								
<b>Total</b>	<b>£6,750</b>			<b>£4,210</b>		<b>£0</b>	<b>£4,210</b>	<b>£2,540</b>	