

19 May 2006

Our Ref. Hitchin 5.06
Your Ref.
Contact. Nigel Schofield
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To: The Members of the Hitchin Committee of North Hertfordshire District Council:

Councillors: Judi Billing (Chairman), Derek Sheard (Vice-Chairman), Mrs A.G. Ashley, David Billing, Paul Clark, Joan Kirby, Bernard Lovewell, Lawrence Oliver, D Sangha, R. Shakespeare – Smith, Martin Stears, R.A.C. Thake and Sarah-Jane Wren.

You are invited to attend a meeting of the

HITCHIN COMMITTEE

to be held at

**CHRIST CHURCH HALL
BEDFORD ROAD, HITCHIN**

on

30 MAY 2006

at

7.30 p.m.

Yours sincerely,



David Miley
Democratic Services Manager

AGENDA - PART I

ITEM	PAGE
1. APOLOGIES FOR ABSENCE	-
2. MINUTES To take as read and approve as a true record the Minutes of the meeting of this Committee held on 18 April 2006.	-
3. NOTIFICATION OF OTHER BUSINESS 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 the item(s) raised will be considered.	-
4. DECLARATIONS OF INTEREST To receive from Members of the Committee any declarations of interest in respect of any business set out in the agenda. Members should either declare a prejudicial or personal interest and are required to notify the Chairman of the nature of any interest declared. Members declaring a prejudicial interest should leave the room and not seek to influence the decision on that particular item of business.	-
5. PUBLIC PARTICIPATION To receive petitions, comments and questions from members of the public. Presentation of a petition concerning traffic calming issues in Wilbury Way, Hitchin. Public participation requests received within the agreed time will be notified to Members as soon as practicable.	1
6. NORTH HERTFORDSHIRE DISTRICT COUNCIL – SCRUTINY COMMITTEE THE SCRUTINY TASK AND FINISH GROUP – USAGE AND PROMOTION OF MARKETS PRESENTATION BY COUNCILLOR M.R.M.MUIR	3
7. CHAMPION NEWS REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES <i>A summary of the activities undertaken by the Community Development Officer for Hitchin since the meeting held on 18 April 2006 and events planned for forthcoming months.</i>	5

ITEM		PAGE
8.	ANNUAL GRANTS, DEVELOPMENT, DISCRETIONARY AND VISIONING BUDGETS 2006/2007. REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES <i>To review the current budget balance.</i> <i>To consider the following grant applications:</i> 1. Hitchin Rugby Club 2. Hitchin Town Band	7
9.	HITCHIN TOWN CENTRE MANAGER This presentation will be in an oral format.	17

INFORMATION NOTES

The following items have been prepared as Information Notes to all Members of the Hitchin Committee and are presented as a supporting volume to the main agenda.

These items will not be published with this agenda. Copies will be deposited at Hitchin, Letchworth, Baldock and Royston Libraries for public inspection.

ITEM

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|-----------|--|----------|
| A. | HITCHIN COMMUNITY SURGERY – 6 MAY 2006 | 3 |
| | REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES | |
| B. | HITCHIN TOWN CENTRE - STREET SCENE | 5 |
| | REPORT OF THE HEAD OF LEISURE AND ENVIRONMENTAL SERVICES | |
| | This report is 'to follow'. | |

The Hitchin Committee will next meet in the Civic Year 2006/2007 as follows:

2006

11 July	Roman Catholic Hall, Nightingale Road, Hitchin	TOWN TALK
15 August	Christ Church Hall, Hitchin.	
28 September	Morrison Hall, Benslow Music Trust, Hitchin.	
31 October	Roman Catholic Hall, Nightingale Road, Hitchin	TOWN TALK
12 December	Morrison Hall, Benslow Music Trust, Hitchin.	

2007

23 January	Roman Catholic Hall, Nightingale Road, Hitchin (or other venue tbc)	TOWN TALK
6 March	Roman Catholic Hall, Nightingale Road, Hitchin (or other venue tbc)	
17 April	Roman Catholic Hall, Nightingale Road, Hitchin (or other venue tbc)	TOWN TALK

HITCHIN COMMITTEE

30 May 2006

*PART 1 – PUBLIC DOCUMENT

AGENDA ITEM No.

5

PUBLIC PARTICIPATION

To receive a petition concerning traffic calming issues in Wilbury Way, Hitchin.

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***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

6

NORTH HERTFORDSHIRE DISTRICT COUNCIL – SCRUTINY COMMITTEE

TASK AND FINISH GROUP – USAGE AND PROMOTION OF MARKETS

This item will be in the format of an oral presentation by Councillor M.R.M. Muir – the lead Member of the Task and Finish Group.

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TITLE OF REPORT: CHAMPION NEWS

REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To advise the Committee of the activities and schemes with which the Community Development Officer has been involved during the past month.
- 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. THE 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. PROJECT/ACTIVITY/SCHEME DETAILS

- 3.1 Youth Works - Westmill Project – the feasibility study has been assessed and approved for the project to go ahead. The advert for the post of Youth Works Manager at Westmill was published and the closing date for applications is 17th May. Interviews will be held on Monday 22nd May.
- 3.2 Triangle Festival - the application for a premises licence for Ransoms Recreation Ground has been submitted and the appropriate notices put around the area. The group are waiting to hear from Awards for All regarding their funding application for £5,000.
- 3.3 Vaisakhi - the Vaisakhi Procession on 15th April went well with no major snags. Attendances were estimated by the Police to have been 1,000. Planning is already underway between the organisers and responsible authorities for Vaisakhi 2007 which will be on 14th April. There may be some routing changes, but these will need to be fully discussed with the organisers.
- 3.4 Hitchin Town Centre Christmas Road Closures 2006 - the proposed dates for the Hitchin celebrations will be Sundays December 10th and 17th. Discussions are taking place between the District Council, County Council and Highways Partnership to ensure that the necessary road closures are put in place.
- 3.5 Pavilions - discussions have been taking place with Hitchin Sunday Football League with a view to the footballers taking over the Pavilions. It is proposed that a Members Working group be arranged to discuss the detail of the proposal at an evening meeting in June and a report of the findings and recommendations be reported to the Committee in July.

- 3.6 Windmill Hill - a meeting with the contractor has taken place on site and they are going to provide outline estimates to install a ramped access onto the hill from the lower end of Mount Garrison. This will include bollards to prevent cars parking over the existing footway.

Outline estimates will also be received for minor repair work to the existing wall and an estimate of what a new retaining wall would cost.

A feasibility study of the options that are available will be reported to the Committee for their consideration.

- 3.7 Anderson Shelter - a positive result of community work has been achieved whilst working with a resident with the result that the Museum has been donated an Anderson Shelter.

- 3.8 Town Talk Planning Issues - a meeting has been arranged as a result of the planning questions raised at the March Town Talk. This will take place on Wednesday 7th June at Church House, Churchyard at 7.30.

- 3.9 Forthcoming Events -

Saturday 27th May - Triangle Festival Awareness Day - Market Place

1st and 2nd July - Triangle Festival, Ransoms Recreation Ground

2nd July - Triangle Garden Open Day

15th and 16th July - Rhythms of the World

4. RECOMMENDATIONS

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

5. REASON FOR RECOMMENDATION

- 5.1 To ensure that the Committee are kept informed of the work of the Community Development Officer.

6. CONTACT OFFICER

- 6.1. Margaret Bracey, Community Development Officer. Ext: 4830.
Email. Margaret.bracey@north-herts.gov.uk.

TITLE OF REPORT: ANNUAL GRANTS, DEVELOPMENT, DISCRETIONARY AND VISIONING BUDGETS 2006//2007

REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To advise the Committee of the current expenditure and balances of the Area Committee's delegated funds.
- 1.2 For the Committee to consider the level of financial assistance to be awarded to Hitchin Rugby Club.
- 1.3 For the Committee to consider the level of assistance to be awarded to Hitchin Town Band.
- 1.4 For the Committee to confirm its contribution of £5,000 to The Triangle Festival, agreed in principle as a partnership project between NHDC and a local community organisation at the meeting in March 2006, subject to further details being made available.

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. ANNUAL GRANTS, DEVELOPMENT, DISCRETIONARY AND VISIONING BUDGETS UPDATE

- 3.1 Attached as Appendix A.

4. LEGAL IMPLICATIONS

- 4.1 The Committee has delegated powers to administer funds from the budgets described.
- 4.2 There are no legal implications pertinent to this report.

5. FINANCIAL AND HUMAN RESOURCE IMPLICATIONS

- 5.1 There are no financial implications that have not been specified in the main body of the report.

6. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 6.1 Ward Members will be consulted about relevant grant applications.
- 6.2 Ward Members will be consulted in connection with projects that have been carried forward from previous years.

7. RECOMMENDATIONS

- 7.1 The Committee is asked to note the current expenditure and balance of the Development budget.
- 7.2 That the Committee confirm the £5,000 to The Triangle Festival as set out in 1.4.
- 7.3 That the Committee allocate £1,000 to Hitchin Rugby Club as set out in Appendix B.
- 7.7 That the Committee allocate £1,000 to Hitchin Town Band as set out in Appendix C.

8. REASONS FOR RECOMMENDATIONS

- 8.1 This report is intended simply to inform Members of the financial resources available to the Committee. It draws attention to the current budgetary situation, assists in the effective financial management of the Area Committee's budget and ensures actions are performed within the Authority's Financial Regulations and the guidance contained in the Grants procedure.
- 8.2 The awarding of financial assistance to voluntary organisations and the use of discretionary spending allows the Committee to further the aims and Strategic Objectives of the Council.

9. APPENDICES

- 9.1 Appendix A – Annual Grant and Development Discretionary Budget Update
- 9.2 Appendix B - Grant Application from Hitchin Rugby Club.
- 9.4 Appendix C - Grant Application from Hitchin Town Band.

10. CONTACT OFFICERS

- 10.1 Margaret Bracey, Community Development Officer, margaret.bracey@north-herts.gov.uk, x4830

Steve Smither, Group Accountant Customer Services, steve.smither@north-herts.gov.uk, x4566

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HITCHIN AREA COMMITTEE BUDGET 2006/2007

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>					
Visioning	£166,580	£50,840	£17,241	£33,599	£115,740					
Central Area Grants	£36,930	£20,249	£400	£19,849	£16,681					
Discretionary - Bearton Ward	£13,950	£12,450	£275	£12,175	£1,500					
Discretionary - Highbury Ward	£26,360	£24,860	£4,786	£20,074	£1,500					
Discretionary - Oughton Ward	£6,940	£5,940	£105	£5,835	£1,000					
Discretionary - Priory Ward	£3,700	£2,700	£500	£2,200	£1,000					
Discretionary - Walsworth Ward	£6,580	£5,080	£156	£4,924	£1,500					
Total	£261,040	£122,119	£23,463	£98,656	£138,921					

<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>
Pre allocated Funds Brought Forward from 2005/06	£39,290	2003/2004	Bring Bank (Woodside Screening)	£17,530	21.10.03	£10,544	£6,986		Completed/Reallocate outstanding
		2004/2005	Town Centre Strategy	£1,500	21.10.03	£927	£573		Ongoing
		2004/2005	Visioning Presentations	£500	02.11.04	£443	£57		Ongoing
		2004/2005	Enhancement of Triangle Area	£3,130	02.11.04	£0	£3,130		Ongoing
		2004/2005	Enhancement of Triangle Area (funded from Area Committee)	£1,870	02.11.04	£0	£1,870		Ongoing
		2005/2006	Churchgate Project	£4,000	24.05.05	£2,635	£1,365		Ongoing
		2005/2006	BMX Dirt Bike Track	£2,500	01.03.05	£1,372	£1,128		Ongoing
		2005/2006	Tree Planting - Butts Close	£1,500	08.11.05	£0	£1,500		Awaiting completion
		2005/2006	Community Centre Leaflet	£700	08.11.05	£0	£700		Awaiting completion`
		2005/2006	Cabbies Hut Market Place	£1,300	24.01.06	£1,320	-£20		Completed
		2005/06	East of England Dev Agency	£3,260	24.03.06	£0	£3,260		Awaiting completion
Visioning Community Projects 05/06 C/F	£14,690	2006/07	Hitchin Town Centre Initiative - Hanging Baskets	£11,750	18.04.06	£0	£11,750		Awaiting completion
		2006/07	Hanging Baskets - Market Place, Hitchin	£1,300	18.04.06	£0	£1,300		Awaiting completion
Capital Visioning	£112,600								
Total	£166,580			£50,840		£17,241	£33,599	£115,740	

<u>Highbury</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>
Pre allocated Funds Brought Forward from 2005/06	£24,860		Leisure Projects	£7,580	25.03.03	£382	£7,198		Ongoing
			Parking Projects	£5,500	25.03.03	£554	£4,946		Ongoing
			The Maples/Stevenage Road	£2,000	21.10.03	£0	£2,000		Ongoing
			Traffic Calming Proposals, Avenue/Chiltern Road	£5,000	01.03.01	£0	£5,000		Ongoing
			Brookview Play Area	£3,430	31.03.04	£3,000	£430		Completed /Reallocate outstanding
			The Dell - Tree Felling and Rubbish Removal	£1,200	16.08.05	£700	£500		Completed
			Replace Tree in Woodside Carpark	£150	24.01.05	£150	£0		Completed
Member Discretionary Budget 2006/07	£1,500								
Total	£26,360			£24,860		£4,786	£20,074	£1,500	

<u>Oughton</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>
Pre allocated Funds Brought Forward from 2005/06	£5,940		Road Safety and Traffic Calming	£2,590	25.03.03	£0	£2,590		Ongoing
			Traffic Calming Moss Way/Redhill Rd	£3,000		£0	£3,000		Ongoing
			Dog Bin - Lucas Lane	£350	04/05 & 08-11-05	£105	£245		Awaiting completion
									£270 allocated in 05/06 - total cost of bin is £350
Member Discretionary Budgets 2006/07	£1,000								
Total	£6,940			£5,940		£105	£5,835	£1,000	

<u>Priory</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>
Pre allocated Funds Brought Forward from 2005/06	£2,700		Town Centre Manager	£1,500	31.03.04	£0	£1,500		Ongoing
			Rise Bollards in Town Centre	£700	31.03.04	£0	£700		Ongoing
			Replace Trees in Various Locations	£500	24.01.05	£500	£0		Completed
Member Discretionary Budget 2006/07	£1,000								
Total	£3,700			£2,700		£500	£2,200	£1,000	

<u>Walsworth</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>
Pre allocated Funds Brought Forward from 2005/06	£5,080		Tarmacing Walsworth Common	£4,610		£0	£4,610		Reallocated to another project
			Walsworth Festival	£120	24.05.05	£0	£120		Awaiting settlement
			Dog Bin for Purwell Meadows - Chaucer Way Exit	£350	14.02.06	£156	£194		Awaiting completion
Member Discretionary Budget 2006/07	£1,500								
Total	£6,580			£5,080		£156	£4,924	£1,500	

TITLE OF REPORT: HITCHIN TOWN CENTRE MANGER

This item will be in the format of an oral presentation by the Hitchin Town Centre Manager.

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