

7 March 2008

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To: The Members of the Hitchin Committee of North Hertfordshire District Council:

Councillors: Judi Billing (Chairman), Deepak Sangha (Vice-Chairman), Mrs A.G. Ashley, David Billing, Clare Body, Paul Clark, Joan Kirby, Bernard Lovewell, Alan Millard, Lawrence Oliver, R. Shakespeare – Smith, Martin Stears, and R.A.C. Thake

You are invited to attend a meeting of the

## **HITCHIN COMMITTEE**

to be held at

**CHRIST CHURCH HALL  
BEDFORD ROAD, HITCHIN**

on

**TUESDAY 18 MARCH 2008**

at

**7.30 p.m.**

Yours sincerely,



David Miley  
Democratic Services Manager

## AGENDA - PART I

ITEM	PAGE
<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 15 January 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 the item(s) raised will be considered.	-
<b>4. DECLARATIONS OF INTEREST</b> 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.	-
<b>5. PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from members of the public. <b>PETITION – Request for a bus shelter in Redhill Road, Hitchin</b> <b>1. Land Allocation Plan – Areas H/R 14, 24, 25 and 30</b> <b>2. Land Allocation Plan – Implications for Hitchin</b> <b>3. ROTW Committee 2008</b> <b>4. Sound Base Studio – Under 18 Dry Pub</b> <b>5. The Dell, Hitchin – Community Project</b> Public participation requests received within the agreed time will be notified to Members as soon as practicable.	<b>1</b>
<b>6. WINDMILL HILL: ANTI – SOCIAL BEHAVIOUR AND A DESIGNATED PUBLIC PLACE AREA</b> REPORT OF THE HEAD OF POLICY, PARTNERSHIPS AND PERFORMANCE This report is 'to follow'.	<b>3</b>
<b>7. THE TRIANGLE CONTROLLED PARKING ZONE SCHEME</b> REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL <i>For the Hitchin Committee to be advised on the preparation and proposed implementation of the Triangle Controlled Parking Zone Scheme.</i>	<b>5</b>

<b>ITEM</b>	<b>PAGE</b>
<b>8. ON STREET PARKING ENFORCEMENT IN HITCHIN</b> REPORT OF THE HEAD OF LEISURE AND ENVIRONMENTAL SERVICES <i>To provide the Hitchin Committee with an update on street car parking enforcement in Hitchin.</i>	<b>13</b>
<b>9. HITCHIN TOWN CENTRE MANAGER</b> This presentation will be in an oral format.	<b>17</b>
<b>10. CHAMPION NEWS</b> REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES <i>To advise the Hitchin Committee of the schemes and activities undertaken by the Community Development Officer since the meeting held on 15 January 2008.</i>	<b>19</b>
<b>11. ANNUAL GRANTS, DEVELOPMENT, DISCRETIONARY AND VISIONING BUDGETS 2007– 2008</b> REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES <i>To advise the Hitchin Committee of the current expenditure and balances within the delegated budgets and consider the following grant applications:</i> <ol style="list-style-type: none"> <li>1. Rhythms of the World 2008</li> <li>2. Wymondley Football Club</li> <li>3. Minotaur Amateur Boxing Club</li> <li>4. The Hitchin Society</li> </ol>	<b>31</b>

### **INFORMATION NOTE**

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

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

<b>ITEM</b>	<b>PAGE</b>
<b>A.1, HITCHIN COMMUNITY SURGERY – 5 JANUARY, 2</b> <b>A.2, FEBRUARY AND 1 MARCH 2008</b> <b>A.3 REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES</b>	<b>1</b>

**The dates for the meetings of the Hitchin Committee in the next Civic Year 2008 -2009 will be advised as soon as they are agreed.**

**The next meeting of the Hitchin Committee has been provisionally set at Tuesday 3 June 2008**



**Hitchin Committee  
18 March 2008.**

**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**5**

**PUBLIC PARTICIPATION**

The following items have been registered for presentation to the Committee:

Petition: request for a bus shelter in Redhill Road, Hitchin

Presentations:

1. Land Allocation Plan – areas H/R 14, 24, 25 and 30
2. Land Allocation Plan – Implications for Hitchin
3. ROTW Committee 2008 - update
4. Sound Base Studio – Under 18 Dry Pub
5. The Dell, Hitchin – Community project

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<b>*Part 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM NO.</b>  <b>6</b>
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**TITLE OF REPORT: WINDMILL HILL - ANTI – SOCIAL BEHAVIOUR**

REPORT OF THE CHIEF EXECUTIVE

SERVICE AREA: POLICY, PARTNERSHIP AND PERFORMANCE (PPP)

**1. SUMMARY**

- 1.1 The report responds to issues raised by the Area Committee at their meeting on 15th January 2008 regarding anti social behaviour issues at Windmill Hill, Hitchin. The report sets out the process for putting in place a Designated Public Places Order (often referred to as an Alcohol Free Zone) and the current position regarding the use of DPPO's in North Hertfordshire
- 1.2 In addition the report explaining the requirement for a strategic approach to dealing with anti social behaviour issues in conjunction with our partners in the Crime and Disorder Reduction Partnership (C.D.R.P.)

**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 A DPPO is one of many tools that can be useful when dealing with problems such as large congregations of people drinking alcohol in public places and engaging in behaviour generally regarded as anti-social.
- 3.2 There is currently one DPPO in place in North Herts which is in the central area of Royston. Partly due to this being the first DPPO in the district and a new experience for the council and the police this took a considerable amount of time and resource to put in place.
- 3.3 It has been in place fully since November 2007.
- 3.4 In February 2007 the Councils Cabinet agreed that the Royston DPPO should be put in place for an initial period of 2 years. The 2 year period now finishes in Autumn 2009 and the impact and effectiveness of the Royston DPPO is to be monitored and evaluated throughout.
- 3.5 In 2007, Baldock Area Committee considered the use of DPPO's in Baldock (June and September 2007 Baldock Area Committee).

- 3.6 The Baldock area committee agreed not to proceed with a DPPO at this time and to await results of the Royston DPPO evaluation once it was fully completed.
- 3.7 Our partnership work on community safety is guided by the Responsible Authority Group (RAG) chaired by NHDC Chief Executive and including all Responsible Authority Partners (Police, Police Authority, Herts County Council, Primary Care Trust, Fire Service and Probation). Matters such as DPPOs must have the full support of all the partners to be successful. To date there has been no recommendation made by the Police to the RAG that a DPPO should be put in place at Windmill Hill, or any other area in the District.
- 3.8 However, recent discussions with the Police suggest that some further work is needed to resolve issues in the Windmill Hill area. This may or may not require a DPPO. It is suggested that the RAG needs to discuss the wider position and this is scheduled for the April RAG meeting.
- 3.9 Both The Police and the PPP team are in agreement that a broad strategic approach to the use of DPPO's is essential. At this time awaiting the evaluation of the Royston DPPO is still considered an appropriate way forward
- 3.10 The creation of designated areas may well lead to anti-social drinking or nuisance being displaced into areas that have not been designated for this purpose, outside the control of a Designated Public Place Order. Prior to making an area designated, guidance states that the Authority should make an assessment of all the areas to which they reasonably believe that nuisance or disorder will be displaced, including to a neighbouring authority, and ensure that all those affected by the designation are appropriately consulted.
- 3.11 Local authorities should first make assessment about the level of the antisocial drinking and disorder in areas proposed for designation. Crime Reduction and Disorder Partnerships and the police may be able to provide some level of evidence or history about the extent of the disorder or nuisance in these areas. Any proposals for a comprehensive ban on public drinking would be considered disproportionate to the intended purpose behind the measures contained within the Criminal Justice Act 2001.
- 3.12 The level and detail of the assessment and evidence required is not as extensive as previously required for establishing a byelaw. However, local authorities will have to be satisfied that the proposed area for designation has a history of anti-social drinking and disorder
- 3.13 The implementation process for a DPPO is timely and resource intensive, in particular from an enforcement perspective as the number of police officers patrolling the designated area will need to be increased.

#### **4. LEGAL IMPLICATIONS**

- 4.1 The power to designate a public place in its area as one where alcohol cannot be consumed is part of a package of measures by the Government to reduce alcohol related crime. In its Crime Related Toolkit entitled 'Alcohol Related Crime' anti-social

behaviour from underage drinking is separately identified to those measures designed to tackle similar behaviour in adults.

- 4.2 The action plan to target underage drinking includes 'proof of age' schemes, alcohol education, alternative labelling of alcohol and wider use of the powers under the Confiscation of Alcohol (Young Persons) Act 1997. In addition the Licensing Act 2003 also creates offences for the sale of alcohol to or on behalf of children
- 4.3 The introduction of measures for the designation of DPPOs under section 13 of the Criminal Justice and Police Act 2001 and more recently alcohol disorder zones under the Violent Crime Reduction Act 2006 (to tackle more serious alcohol related crime and disorder) appear to target adult related anti-social behaviour. A DPPO really does no more than replicate the right to seize alcohol from adults, similar to the powers under the Confiscation of Alcohol (Young Persons) Act 1997.
- 4.4 The Violent Crime Reduction Act 2006 also introduced a new power (section 27) for a police officer to issue a direction to an individual requiring him to leave a locality for up to 48 hours if he is likely to cause or contribute to alcohol related crime or disorder in the locality. In addition the police have existing powers to issue on the spot penalties for being drunk in the highway or other public place (section 12 Licensing Act 1872) and for disorderly behaviour while drunk in a public place (section 91 Criminal Justice Act 1967)

## **5. FINANCIAL AND RISK IMPLICATIONS**

- 5.1 DPPOs do have a number of costs attached to them as follows:
  - Signage at all entry points
  - Installation cost of notices
  - Public Notices (twice) in the local newspapers
  - Bins for disposal of alcohol
  - Officer and administration costs in handling the initial consultation and response
  - legal officer time in establishing a notice of intention and the ultimate submission to the Secretary of State if that is the final conclusion of the consultation.
- 5.2 The Royston DPPO cost approximately £1770. As this is a partnership matter we would look to resource costs for any future DPPOs via the RAG.
- 5.3 The Police will also need to consider how the DPPO will be Policed / enforced, this will usually lead to an increase in the number of police patrols.

## **6. RECOMMENDATIONS**

- 6.1 It is recommended that Hitchin Area Committee notes the following information to the next RAG on April 16<sup>th</sup> 2008:
  - A detailed analysis of all anti – social behaviour and crime in the Windmill Hill area

- list of all possible interventions that should be considered as a response
- an early interim review of the Royston DPPO

6.2 It is recommended that the Area Committee receives a further report at its June 2008 meeting.

## **7. REASONS FOR RECOMMENDATIONS**

7.1 To ensure that the issue of anti social behaviour at Windmill Hill, Hitchin is considered by relevant Crime Reduction partners and to make provision for a further report on progress to the Area Committee.

## **8. APPENDICIES**

8.1 Appendix 1 – NHDC Designated Public Place Order Guidance

## **9. CONTACT OFFICERS**

Liz Green, Head of PPP, [Liz.green@north-herts.gov.uk](mailto:Liz.green@north-herts.gov.uk), Phn: 01462 474230

Linda Wharmby, Strategy Officer Community Safety, [Linda.wharmby@north-herts.gov.uk](mailto:Linda.wharmby@north-herts.gov.uk), Phn: 01462 474504

## **10. BACKGROUND PAPERS**

NHDC Designated Public Place Order Guidance – Attached as Appendix 1

# NHDC Designated Public Place Order Guidance

## Implementation Process and Frequently Asked Questions

### Evidence

Local authorities should first make assessment about the level of the antisocial drinking and disorder in areas proposed for designation. Crime Reduction and Disorder Partnerships and the police may be able to provide some level of evidence or history about the extent of the disorder or nuisance in these areas. Any proposals for a comprehensive ban on public drinking would be considered disproportionate to the intended purpose behind the measures contained within the Criminal Justice Act 2001.

The level and detail of the assessment and evidence required is not as extensive as previously required for establishing a byelaw. However, local authorities **will have to be satisfied** that the proposed area for designation has a **history of anti-social drinking and disorder**

### Displacement

The creation of designated areas may well lead to anti-social drinking or nuisance being displaced into areas that have not been designated for this purpose, outside the control of a Designated Public Place Order. Prior to making an area designated, guidance states that the Authority should make an assessment of all the areas to which they reasonably believe that nuisance or disorder will be displaced, including to a neighbouring authority, and ensure that all those affected by the designation are appropriately consulted.

### Consultation

Once the Local Authority is satisfied with the evidence gathered on the proposed area and consideration has been made to displacement they should consult the police, any parish or community councils, licensees, land owners or occupiers and receive representations about areas that will be affected by the designation order. Each premises licence holder, club premises certificate holder or other premises user in respect of premises in the public place to be designated which may be affected by the designation should also be consulted and must be informed about the effect that the order will have on their premises. It may be impractical to consult individually with all land owners and occupiers in the proposed area, therefore public consultation notices in the local press would be acceptable as part of the process.

### Implementation Process

The commencement of consideration of implementing a DPPO must first be by agreement of the Council's Cabinet, who agreed in February 2006 that the roll out of DPPOs across the district should only take place in the light of the success of the Royston pilot.

Before making an order, the local authority should:

1. publish in the local press, a notice identifying areas proposed for designation
2. set out the effect of an order being made in relation to that place; and,
3. invite representations as to whether or not an order should be made.

Local authorities should not make an order until at least 28 days after the publication of the notice (See local authorities Regulation 5).

Any objections to the proposal must be fully considered in terms of the identified. Implications for the local community and suitable responses made to the requests. These responses must be retained as evidence for the future application for implementation.

Provided the majority of the local community are in agreement, a notice of intention to implement a DPPO must be placed in the local newspaper. Alongside this, the Authority's legal team are required to draw up a formal DPPO notice.

Formal approval of the Secretary of State for implementation of a DPPO will then be sought, accompanied by evidence of consultation, responses and evidence of need, plus any recommendations regarding how the potential displacement of drinkers will be handled.

Once permission of the Secretary of State is granted, then the Authority should liaise with the Highways partnership regarding placement of signs and with the Police for an agreed implementation date on which their enforcement of the DPPO will commence.

## **Evaluation**

Consideration of the impact of displacement will be a continuing requirement as will be pre determined evaluations of the entire DPPO.

## **Legal Implications**

The power to designate a public place in its area as one where alcohol cannot be consumed is part of a package of measures by the Government to reduce alcohol related crime. In its Crime Related Toolkit entitled 'Alcohol Related Crime' anti-social behaviour from underage drinking is separately identified to those measures designed to tackle similar behaviour in adults.

The action plan to target underage drinking includes 'proof of age' schemes, alcohol education, alternative labelling of alcohol and wider use of the powers under the Confiscation of Alcohol (Young Persons) Act 1997. In addition the Licensing Act 2003 also creates offences for the sale of alcohol to or on behalf of children

The introduction of measures for the designation of DPPOs under section 13 of the Criminal Justice and Police Act 2001 and more recently alcohol disorder zones under the Violent Crime Reduction Act 2006 (to tackle more serious alcohol related crime and disorder) appear to target adult related anti-social behaviour. A DPPO really does no more than replicate the right to seize alcohol from adults, similar to the powers under the Confiscation of Alcohol (Young Persons) Act 1997.

The Violent Crime Reduction Act 2006 also introduced a new power (section 27) for a police officer to issue a direction to an individual requiring him to leave a locality for up to 48 hours if he is likely to cause or contribute to alcohol related crime or disorder in the locality. In addition the police have existing powers to issue on the spot penalties for being drunk in the highway or other public place (section 12 Licensing Act 1872) and for disorderly behaviour while drunk in a public place (section 91 Criminal Justice Act 1967)

### **Financial Implications**

Below is an example of likely cost implications:

- Signage at all entry points
- Installation cost of notices
- Public Notices (twice) in the local newspapers
- Bins for disposal of alcohol
- Officer and administration costs in handling the initial consultation and response
- legal officer time in establishing a notice of intention and the ultimate submission to the Secretary of State if that is the final conclusion of the consultation.

## Question and Answer:

### **Q. Will these measures lead to a universal ban on drinking in the open air?**

A. Clause 13 of the Act allows the Council to designate public areas for the purposes of clause 12 **where it is satisfied** that nuisance, annoyance or disorder has been associated with public drinking in that area. The offence in Clause 12 will not be consumption of alcohol in a designated public place, but drinking after being required by an officer not to do so. It will only apply in areas that have an experience of public drinking problems.

### **Q. Will DPPOs be in areas where the problem is one of under age drinking?**

A. The additional powers given to a Police Officer in a designated area are basically the **same as those already available when dealing with alcohol consumption by those under 18**. An example is an amendment to section 1(1) of the Confiscation of Alcohol (Young Persons) Act 1997. For this reason the Council should require evidence that the problem is connected to the consumption of alcohol by **those over 18 years of age**.

### **Q. Can local authorities introduce blanket restriction on alcohol consumption or create DPPOs?**

A. There are **no provisions in the 2001 Act, which allow the creation of DPPOs or blanket restriction on alcohol drinking in public**. Before an area is proposed for designation, the Council must obtain some evidence that the area has anti-social nuisance or disorder associated with it. Any proposals for a comprehensive ban on public drinking would be considered disproportionate to the intended purpose behind the measures contained in the Act.

### **Q. Can local authorities introduce a borough wide DPPO?**

A. No, the guidance states that the Council must be satisfied that there is evidence that an area suffers from anti-social behaviour or disorder due to alcohol consumption and that any order must be proportionate to the level of the problem. There is not sufficient evidence that anti-social drinking by those over 18 is a problem across the borough.

### **Q. What about anti-social drinking being displaced into non designated areas?**

A. The creation of designated areas may well lead to anti-social drinking or nuisance being displaced into areas that have not been designated for this purpose. Prior to making an area designated, the Council can make an assessment of all the areas to where they reasonably believe that nuisance or disorder will be displaced, ensuring that all those affected by the designation are appropriately consulted. Guidance issued with respect to changes that have been made following commencement of section 26 of the Violent Crime Reduction Act 2006 on the 6th April 2007 states that displacement into **areas immediately adjacent** with those being designated may be taken into account. Therefore, **before** designating an area, local authorities should make an assessment of all the areas to where they reasonably believe that nuisance or disorder will be displaced, ensuring that all those affected by the designation are appropriately consulted.

**Q. What about relaxing restrictions during public events?**

A. The Council, **with the agreement of the police**, can allow public events like festivals to proceed without any restrictions on alcohol. Since the powers are only discretionary, these can be reviewed and exercised if local circumstances demand.

**Q. Who can apply for an order?**

A. The Council is the only body that can make an order.

**Q. Is the ban time limited?**

A. The ban can be time limited to a period of say, two years, or can be open ended depending on the local circumstances and police evidence being forthcoming to show that the scheme is effective.

**Q. If the data is presented at Ward level, is there an issue over Ward boundaries, for example, if they change, or if it includes one side of a street and not the other?**

A. No, the order must specify every street and any public spaces off those streets, as well as the licensed premises to which the order will apply.

**Q. What happens if the order is made?**

A. The Council must publish the necessary announcement in the Press and provide the Police with a copy of the order including the date it becomes enforceable.

**Q. Who can enforce the order?**

A. Police Officers and Police Community Support Officers have the power to enforce the order. Community Wardens or any other officer of the council do not have enforcement powers.

**Lessons learnt from areas of Best Practice nationally. (As published by the Home Office)**

**What has been learnt?**

- Enforcement of the confiscation powers within the designated area is absolutely central to the ethos of early intervention.
- Rigorous and frequent high profile uniform enforcement is the backbone of successful alcohol confiscation powers.
- To be successful a police individual or police unit needs to have specific ownership of the problem and the continuous supply of resources to solve it.
- To be effective, the enforcement of the alcohol byelaw and confiscation powers need to be strongly tied in to targeted policing. This will help to prevent violent crime and increase public reassurance.
- Targeted enforcement activity around alcohol-related crime and disorder needs to be supported by a high profile public information/marketing campaign. Physical crime prevention support such as secure bottle bins should also be used.

- Sufficient dedicated resources need to be available if confiscation of alcohol is to be effective. If carried out in a firm but fair manner there is very little friction caused by enforcing this legislation.
- It is important to have high profile signs regarding the DPPO and oneway bins for the seized alcohol containers.

**TITLE OF REPORT: PROGRESS REPORT ON THE TRIANGLE CONTROLLED PARKING ZONE SCHEME**

REPORT BY THE HEAD OF PLANNING AND BUILDING CONTROL

**1. SUMMARY**

- 1.1 To summarise progress on the preparation and proposed implementation of the Hitchin Triangle Controlled Parking Zone Scheme (CPZ).

**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 A report outlining the way forward was last presented to Hitchin Committee in April 2006. That report outlined the following issues:

- (i) Representatives from the Triangle Residents Associations approached the Council requesting an investigation into their residential area, which appeared to be suffering from additional parked vehicles, which appeared to be non-resident vehicles associated with the railway station and schools and businesses in the areas;
- (ii) The original intent was to introduce some form of control into Dacre Road and Radcliffe Road in conjunction with then proposed traffic management scheme to improve the environment for the residents of the area;
- (iii) An early survey of residents undertaken by the local Resident Association revealed a number of residents in the adjoining streets also parked in Dacre Road and Radcliff Road and it became apparent that the original area or zone needed to expand to include Nightingale Road, Walsworth Road, Verulam Road, Convent Close, Forge close, St Annes Road and Garden Row;
- (iv) A further concern revolved around whether Florence Street, Kings Road and Alexandra Road should be included in the proposals considering their juxtaposition to the proposed zone and the real possibility of the transference of parked vehicle into these roads. These roads were ultimately included in the proposals and consulted along with the rest of the zone, in late 2005;

- (v) Subsequent to the development of the proposals some residents questioned the robustness of the consultation process and a further questionnaire was provide to all residents to enable them to agree or disagree with the proposals. A second resident associations namely, TRAPS (Triangle Residents Against the Parking Proposals) became actively involved in the proposed scheme, and has since resulted in a number of discussions over the last year with officers, local members and the two Residents Associations over the most appropriate mechanism for progressing the proposed scheme.
- 3.2 These deliberations in particular related to the demands of TRAPS have not helped in progressing the scheme and these issues together with the constrained engineering capacity has led to competing priorities with a number of key strategic priorities that require engineering input, namely the Baldock Town Centre enhancement Scheme and the need to deliver other CPZ and TRO schemes across the district.
- 3.3 As a means of progressing the scheme, consultants have been appointed to assist the Planning Projects Team in delivering the number of agreed CPZ and TRO schemes. The consultants, Jacobs, are well experienced in preparing and implementing CPZ schemes as well as engaging with the local community and dealing with challenging issues and objections that may arise in response to such scheme proposals.

#### **4. THE WAY FORWARD**

- 4.1 Jacobs, together with NHDC officers have prepared an indicative programme. It is to be noted that the delivery of this programme depends on the nature and type of objections received and whether there would be a need to refer comments back to the Hitchin Committee and the timing of these committee meetings in the new civic year. The proposed programme is tabled at Appendix A to this report.
- 4.2 Jacobs, together with NHDC officers met with the TRA and TRAPS in November 2007 where it was noted that one of the key issues raised was that in previous consultation exercises residents felt that they had insufficient information to enable them to properly respond to the pre-scheme questionnaire relating to permit parking. It was agreed that an exhibition should be organised to explain the proposed parking scheme, which seeks to cover The Triangle area, including loading restrictions for S&K Stores in Dacre Road and the northern extension as shown on the attached plan at Appendix B.
- 4.3 As part of the consultation process an exhibition will be held during the w/c 7 April 2008 (date and venue to be reported at the Committee meeting). A consultation leaflet including a questionnaire and plan will be distributed to all properties within the proposed scheme area a week prior to the exhibition to inform residents about the exhibition and to give them time to familiarise themselves with the proposal . The consultation period will run for a period of 3 weeks from 31<sup>st</sup> March to 21<sup>st</sup> April 2008.
- 4.4 Depending on the level of response and the type of objections received, a decision will need to be made as how the scheme should be taken forward, this may require a Member decision, and could impact on the overall programme given the timing of the next Hitchin Area Committee meeting in new civic year.

- 4.5 Should an Area Committee decision not be required, (i.e. where 50% or more positive response/support is gained) and an agreement is reached through delegated officer powers to proceed with the whole scheme, then the necessary legal steps will be followed to formally advertise the intention to make a Traffic Regulation Order for the CPZ in May to then be followed with the publishing of the Order in late June 2008, having given due consideration to and resolving any outstanding objections, with the view to implementing the scheme and issuing permits in mid July 2008.
- 4.6 However, in the case of a number of objections being submitted and a mixed level of support, this could result in a number of options being pursued such as:
- (i) progressing The Triangle area alone, if there is no public support from residents in the northern extension;
  - (ii) progressing the northern extension alone, if there is no support from residents in The Triangle area;
  - (iii) Do nothing if there is no support from either area.

Under the normal procedure a report would then need to be presented to the Area Committee for their agreed way forward. It is suggested, given the timing of area committee meetings in the new civic year, that the committee agrees for the delegated officer, namely the Head of Planning and Building Control, in consultation with the Hitchin Chair and the Planning and Transport Portfolio Holder the resolution of any objections arising from the pre-scheme consultation and agree the most appropriate way forward, rather than wait for the next area committee in June 2008.

## **5. LEGAL IMPLICATIONS**

- 5.1 If the recommendation is to proceed with the scheme following the consultation in April the formal process of implementing a Traffic Regulation Order will commence. This process must be completed in accordance with the Road Traffic Act - The Local Authorities' Traffic Orders (Procedure) Regulations 1996. This process involves the advertising of the intention to make the orders and legally enables a further opportunity for formal objections to the proposals which must be considered before any TRO can be confirmed.

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

- 6.1 The costs of implementation of Controlled Parking Schemes is included within the councils capital budgets.
- 6.2 With regard to risk there are significant reputational risks associated with the non-delivery of these services which have a very high public profile. The Council's risk register is being updated to reflect these areas of risk and how they will be managed.

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

- 7.1 There are no new human resource or equalities implications other than ongoing officer time in respect of managing the consultants to deliver the necessary scheme.

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

- 8.1 There has been a considerable amount of pre-consultation on the proposed scheme in terms of resident input and direct discussions with the two residents associations and local Councillors.

## **9. RECOMMENDATIONS**

- 9.1 That the Committee notes the content of this report and endorses the proposed programme for The Triangle CPZ scheme as set out in Appendix A.
- 9.2 That the Committee delegates to the Head of Planning and Building Control, in consultation with the Hitchin Chair and the Planning and Transport Portfolio Holder the resolution of any objections arising from the pre-scheme consultation and agree the most appropriate way forward.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 In order to ensure that The Triangle CPZ scheme is delivered within this coming financial year and the Member and public expectations are managed.

## **11. ALTERNATIVE OPTIONS CONSIDERED**

- 11.1 There are four options to be considered following the pre-scheme consultation in April. These being:
- (i) the whole area, i.e. The Triangle itself and northern extension;
  - (ii) The Triangle alone, if there is no public support from residents in the northern extension;
  - (iii) the northern extension alone, if there is no support from residents in the Triangle area;
  - (iv) Do nothing if there is no support from either area.

## **12. APPENDICES**

- 12.1 Appendix A: Proposed Programme for the progressing The Triangle CPZ Scheme
- 12.2 Appendix B: Plan showing the extent of the proposed Triangle CPZ scheme.

**13. CONTACT OFFICERS**

Louise Symes, Planning Projects Manager, 01462 474359

Terry Nickolls, Principal Engineer, 01462 474425

David Scholes, Head of Planning & Building control

**14. BACKGROUND PAPERS**

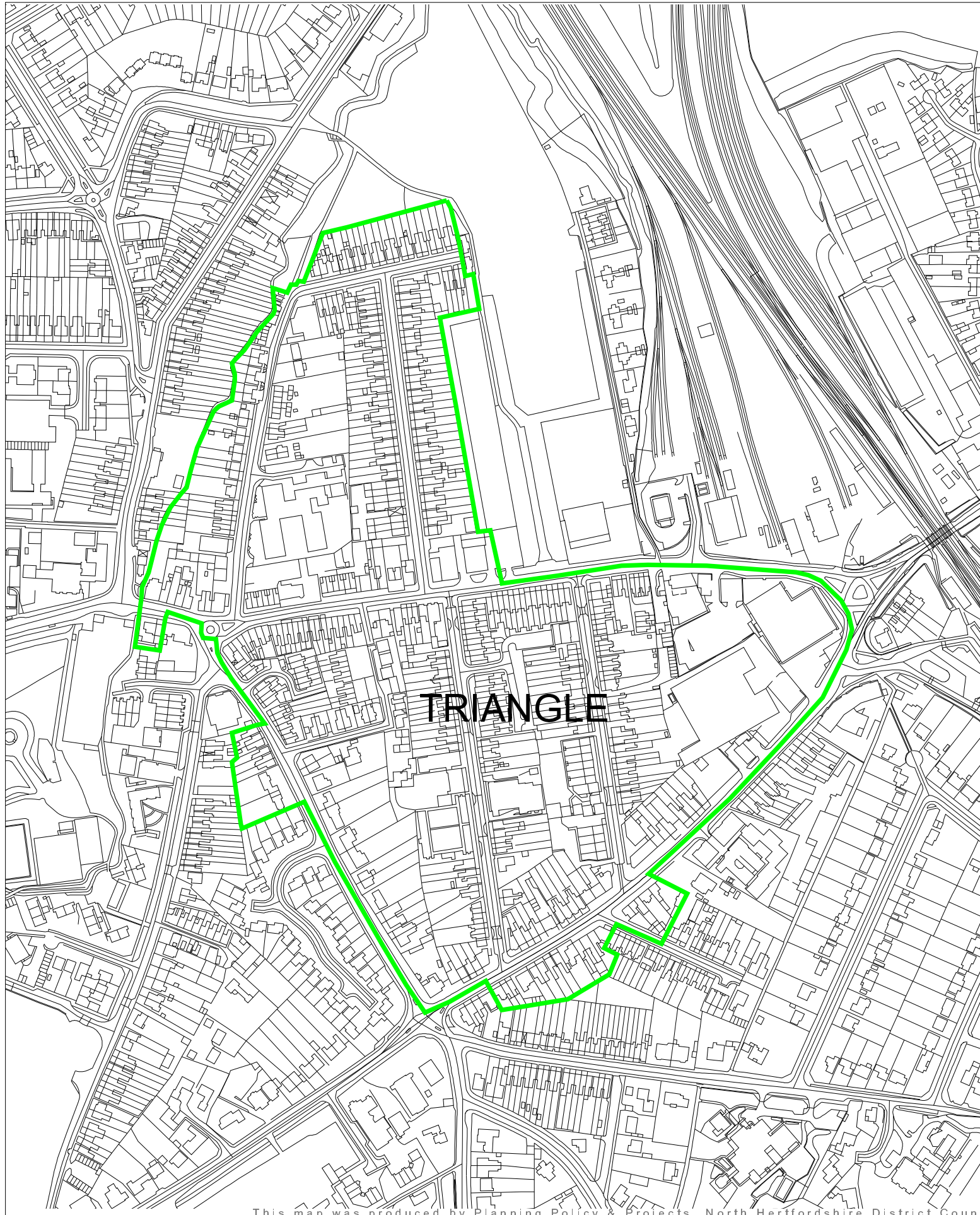
Previous committee reports and consultation papers.

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### Programme for The Triangle Permit Parking Area, Hitchin

The proposed programme for this scheme is as follows:-

Dates (week commencing)	Activities
31 March 2008	Deliver consultation material, including questionnaire and scheme layout plan to all homes in the area. This would include both the southern part of the zone, i.e. Dacre Road, Radcliffe Road, Verulam Road etc; and the northern part, i.e. Kings Road, Florence Street etc; plus other homes eligible to apply for a permit should a scheme be introduced
7 April 2008	Exhibition at a local venue (probably the Church Hall in Dacre Road). Plans of the proposed parking layout will be on display. Other information would be available, such as a detailed explanation of how any permit scheme would operate and answers to frequently asked questions. Officers of NHDC and staff of Jacobs will be available to explain the principles of the scheme and answer any specific questions that residents or other interested parties may raise.
21 April 2008	Deadline for receipt of questionnaires.
28 April 2008	NHDC officers, and Members if necessary, with advice from Jacobs' staff, would consider the results of the consultation exercise and determine how to take the scheme forward.
5 May 2008	If it is decided to proceed with a residents' permit parking scheme, in all or part of the area, the draft TRO would be finalised. Obtain approval from Hertfordshire County Council.
12 May 2008	Advertise intention to make TRO in the local press and on street. Statutory consultations with organisations, such as the emergency services, would be undertaken at the same time.
9 June 2008	End of public notice period and deadline for receipt of objections.
16 June 2008	Decision on whether to proceed with scheme. Finalise signing and road marking layout
23 June 2008	Making of TRO
30 June 2008	Publish making of the TRO Start issuing permits
14 July 2008	Implementation date.



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**TITLE OF REPORT: ON STREET CAR PARKING ENFORCEMENT IN HITCHIN**

## REPORT OF THE HEAD OF LEISURE AND ENVIRONMENTAL SERVICES

**1. PURPOSE OF REPORT**

- 1.1 To provide Hitchin Members with an update of the on street car parking enforcement in Hitchin.

**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 On 17 December 2002 the Chief Constable of Hertfordshire wrote to all the districts and the County Council to inform them that as of the end of March 2004 they would withdraw their traffic warden service in Hertfordshire.
- 3.2 North Hertfordshire District Council investigated the possibility of undertaking on street enforcement and on 16 December 2003 Cabinet agreed the following:

***RESOLVED***

- (1) That an application be submitted to the Secretary of State for Transport, through Hertfordshire County Council, to adopt powers under the Road Traffic Act 1991 with the intention of this authority operating Decriminalised Parking Enforcement from October 2004.
- 3.3 The Council applied to the Secretary of State for Transport and undertook the necessary tasks to enable the Council to undertake Decriminalised Parking Enforcement, this took slightly longer than first anticipated, however, as of 15<sup>th</sup> January 2005 the Council commenced enforcement throughout the District.
- 3.4 Prior to taking over the on street enforcement the Council was only responsible for off street enforcement (car parks) and employed six Parking Attendants (PA's). Due to the increased responsibilities for undertaking Decriminalised Parking Enforcement the Council employed an additional four PA's, therefore providing ten PA's to undertake the enforcement for on street and off street parking.

**4. PARKING ENFORCEMENT**

- 4.1 The Council is responsible for the enforcement of 352 Traffic Regulation Orders (TRO's), 67 Control Parking Zones (CPZ's) and 2400 spaces in car parks. In Hitchin this equates to 113 TRO, 19 CPZ's and 1230 spaces in car parks. All of this is managed under the Road Traffic Act 1991, which the Council must comply with.

4.2 As of 31 March 2008 a new Act comes into force and the Council is currently updating its systems and procedures to ensure that we will be compliant. The new act is called the Traffic Management Act 2004 (TMA). The key differences between the current Act and the TMA are as follows:

- Parking Attendants will be called Civil Enforcement Officers, however, their responsibilities will remain the same.
- There will be a 2 stage charging scale for Penalty Charge Notices, a higher rate of £70 and a lower rate of £50, therefore the offender will be charged on the severity of the contravention. The higher and lower contraventions are detailed in the Act, therefore, the Council cannot amend these. If the person pays their Penalty Charge Notice within 14 days of the date of issue they will still be entitled to a 50 per cent discount.

4.3 As explained in 3.4 above the Council employs ten PA's, due to the shift patterns six PA's are on shift at any one time and three PA's are normally based in Hitchin and patrol the town's car parks and streets where Traffic Regulation Orders and Control Parking Zones are in place. The PA's have set patrols which ensures the TRO's and CPZ 's are enforced.

4.4 Enforcement is reliant on the road lines and signs being kept up to date, therefore, as work is undertaken on the highways, the Council needs to ensure it regularly monitors, updates and re-instates these, as and when required. Due to the complexity of these processes, there are inevitably periods when some areas are not legally enforceable. The above listed processes are designed to ensure these are kept to a minimum level.

4.5 The following table shows the number of PCN's issued and paid in 2007.

	PCNs Issued for District	PCNs Issued for Hitchin	% issued in Hitchin
On Street	5219	2795	54%
CPZ	1468	549	37%
Off Street	6951	4532	65%
Rural	67	0	0%
Total	13706	7876	57%

4.6 Of the 13,706 PCN's that were issued, 9881 were paid and 2795 were waived by the Council. Processing continued on the remaining 1,030 that were challenged and were considered. If the offender is not satisfied with the Council's decision they can appeal to the National Parking Adjudication Service, last year 30 cases were heard and 22 were won by the person that was issued with the PCN.

4.7 Officers recently visited Hitchin on a Tuesday and surveyed many streets and identified very little illegal parking taking place.

4.8 The Council works closely with Herts County Council and Highways Authority to deal with any Highway issues. They have recently contributed towards the improvements to the street lines within the District and work is currently underway on ensuring all signs are updated.

## 5. LEGAL IMPLICATIONS

5.1 There are no legal implications that directly affect this report.

## 6. FINANCIAL AND HUMAN RESOURCE IMPLICATIONS

6.1 The following table provides the net cost for operating Parking Services. Any surpluses made from on street car parking must be ring fenced and can only be expended on on street car parking enforcement.

Service Area	Actual 04/05	Actual 05/06	Actual 2006/07	Projected Outturn 2007/08
Set up costs	£270,243	£0	£0	£0
Off street	-£594,198	-£350,184	-£729,897	-£680,740
On street	£20,176	£187,259	£266,532	£249,970
Residents parking	-£15,257	£99,537	£83,934	£114,790
<b>Grand Total</b>	<b>-£319,035</b>	<b>-£63,388</b>	<b>-£379,432</b>	<b>-£315,980</b>

6.2 The 2004/2005 figures are disproportionate for on street as enforcement started in January 2005, the main costs that year were the set up costs.

6.3 The cost of providing on street enforcement has increased since 2005/06. This has increased by 25 per cent and is currently being funded by the Council to the value of approximately £250,000. When the Council took on this responsibility the aim was for the on street enforcement to break even.

6.4 The following table shows the income that has been received for off street and on street. The continued increase of off street income demonstrates that the on street enforcement is working relatively effectively.

Income	Actual 04/05	Actual 05/06	Actual 2006/07	Projected Outturn 2007/08
<b>Off Street income</b>				
Car Parking Charges	£913,103	£930,626	£1,092,423	£1,164,000
Parking Permits	£70,134	£78,426	£115,763	£136,390
Penalty Charge Notice	£141,903	£118,785	£158,831	£181,970
<b>Grand Total</b>	<b>£1,125,141</b>	<b>£1,127,837</b>	<b>£1,367,017</b>	<b>£1,482,360</b>
<b>On Street income</b>				
Parking Permits	£0	£262	£405	£650
Penalty Charge Notice	£42,510	£224,590	£197,596	£202,270
<b>Grand Total</b>	<b>£42,510</b>	<b>£224,852</b>	<b>£198,001</b>	<b>£202,920</b>

6.5 There are no Human Resource Implications.

**7. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS**

7.1 Consultation has been undertaken with representatives from the Hitchin Area Committee and the Portfolio Holder for Transport and Planning.

**8. RECOMMENDATIONS**

8.1 For Hitchin Area Committee to note and comment on this report.

**9. REASON FOR RECOMMENDATIONS**

9.1 To allow the Hitchin Committee make known its views on the current situation concerning on street parking enforcement.

**10. APPENDICES**

10.1 None

**11. CONTACT OFFICERS**

11.1 Vaughan Watson, Head of Leisure and Environmental Services, Tel 01462 474641, email [vaughan.watson@north-herts.gov.uk](mailto:vaughan.watson@north-herts.gov.uk).

11.2 Steven Crowley, Contracts and Projects Manager, Tel 01462 474211, email [steve.crowley@north-herts.gov.uk](mailto:steve.crowley@north-herts.gov.uk).

**THE HITCHIN TOWN CENTRE MANAGER**

This presentation will be in an oral format.

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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. 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 **Tilehouse Street Pre-School** - Phase 1 of the pre-school outdoor area has been completed. Hitchin Area Committee supported this with a grant. As this year is the pre-school's 40<sup>th</sup> anniversary they will be celebrating by holding an open day on Saturday 26<sup>th</sup> April, 2008. This will give them the opportunity to thank all who have supported the project and to 'show off' the new outdoor play area and garden. Fund raising continues for the new children's toilets and a cover over the play area.
- 3.2 **Triangle Festival** – the Triangle Festival planned for June, 2008, will now take place in September, 2008.
- 3.3 **The Voice of Hitchin Youth** – the Voice held an Easter Card Competition through the three senior schools in Hitchin and received approximately 50 entries. The standard was excellent and the judges found it very difficult to choose three winners. The prizes of vouchers were donated by Hitchin Youth Trust. The cards will be sold on the Voice stall in Hitchin Market Place on Saturday 1<sup>st</sup> March, 2008. The Voice have chosen Keech Cottage Children's Hospice as their charity to support and funds raised will go to this. Left over cards will be given to Elmside Home.
- 3.4 **Hitchin Allotments** –  
  
Burford Way – minor improvements works continue. There is a new site representative.  
Old Hale Way – Damage to roadway by National Grid to be rectified. Buzzworks is applying to WREN for their funding.  
Ransoms – there is a new site representative.  
Pirton Road – Phase 2 of the roadway works to take place.

- 3.5 **Hitchin Bowling Club** – the new fence has now been installed at the Public Car Park side of the bowling green. This should reduce anti social behaviour that has happened previously at the bowling green.
- 3.6 **Purwell Stay and Play @ Easter** - Children's Services Team, with the support of Ward members, are holding a Stay and Play @ Easter holiday scheme with activities including Sports, Arts and Craft and parachute games.
- 3.7 **Hitchin Counselling Service** – has been very successful with regards to funding. It has received an Awards for All grant and also Hertfordshire Community Foundation has granted base budget funding for three years from April 2008. The Service thanked Hitchin Committee for their recent grant support and said it will not be submitting a further grant application.
- 3.8 **Proposed School Surgeries** – as part of engaging with young people it was suggested that Councillors could go into schools at lunchtimes, in the playground if dry and in the dining hall if wet, to engage with the pupils. The week beginning May 19 2008, has been suggested as a suitable week for this. The proposal is for one lunchtime in each Senior School, say the Tuesday, Wednesday and Thursday of that week. The schools have been contacted and are very supportive of the proposal.

The Annual Democracy Week Question time will take place in Hitchin this year during the week beginning the 13 October 2008.

- 3.9 **Town Talk** - Notes and any actions arising from the last Town Talk, held on Tuesday 15 January, 2008, are attached as Appendix B.
- 3.10 **Youth Diversionary Activities** – have been instigated again on Windmill Hill, Bancroft Gardens, Bancroft Youth Centre and the Market area. A recent audit of Windmill Hill suggested lighting may help improve the area. Soundbase are continuing their search for a suitable place for an Under 18 dry pub and further information will be available from their presentation to the Committee.
- 3.11 **Task and Finish Group Recommendations Update** - attached as Appendix A (TO FOLLOW)
- 3.12 **Rhythms of the World** - with the decision on the site for the 2008 ROTW Festival having been confirmed, the organisers now proceed to raise funds and sponsorship for the event. Further information will be available from their presentation to the Committee.
- 3.13 **North Hertfordshire Book Festival** – the Festival this year takes place from February 26 until March 16. A number of events take place in Hitchin and have been publicised.

Wednesday 5 March – A Taste of Honey with Gill Farrington @ Hitchin Library 7.45pm

Saturday 8 March – Horrid Henry Read Together Workshop @ Hitchin Library 2.30pm

Adrian Magson - Instore Signing @ Waterstones 10.30am

Tuesday 11 March - Lady Constance Lytton talk by Clare Fleck, Archivist, Knebworth House @ Hitchin Museum 2pm

Wednesday 12 March – Crime Readers Day – a quartet of crime writing specialists @ The Sun Hotel 1pm

Thursday 13 March – Meet a Roman Centurion @ Hitchin Museum 4pm

Exciting Archaeology @ The Sun Hotel 7.45pm

Friday 14 March – The Bombe Machine @ Hitchin Museum 11am  
Saturday 15 March – Book Bonanza @ Oxfam 11am

- 3.14 **Hitchin Link** – the twin town of Bingen in Germany is developing a Friendship Garden and has asked its twin towns to design a garden. Hitchin Link has designed the Hitchin space around a lavender theme. The Link has also contributed 24 'Pride of England' roses. It is currently raising £1,000 to place a bench in the Friendship Garden.

Hitchin Link has 150 very active members linking with the twin towns of Bingen in Germany and Nuits Saint Georges in France. A number of organisations and clubs have also linked with the twin towns.

- 3.15 **Ward Police Locality Panels** – meetings of the Ward Locality Panels take place every three months where issues are discussed and priorities identified. Actions by the various partners on the panel to resolve the issues are then agreed. Some of the issues identified have been anti-social behaviour, fly tipping, excess speed and responsible dog ownership.

- 3.16 **2012 Olympics** – it has been announced that Hitchin Boys School has been successfully identified as a training camp, for table-tennis, for the 2012 Olympics.

- 3.17 **Update on Bancroft Hall** – following the last Hitchin Committee, progress has been made on the proposals set out for the Bancroft Hall. There have been meetings between the respective interested parties to consider the option of a children and young person's centre with café facilities and these are in the process of being firmed up. There have also been discussions between the community organisations and the Council as to the technical aspects of the proposal with regards to planning, conservation, design, parks, site management and building ownership. Again these are still a matter of negotiation and further meetings and site visits are planned.

The report on the Bancroft Hall to the Portfolio Holders for Community Engagement and Finance is in the final stages of preparation. The Caldicott Group is on track to submit its funding application to EEDA by the end of March.

- 3.18 **North Hertfordshire Highways – Joint Member Panel** – Members of the Hitchin Committee are requested to review the information presented at Appendix C and the Chairman is requested to lead a debate on potential highway projects and or traffic management schemes associated with the themes identified at 1.1 (8) Appendix C in the Hitchin Area that could be considered for joint funding with the JMP Discretionary Budget 2008 – 2009.

#### 4. RECOMMENDATION

- 4.1 That the Committee endorses the actions taken by the Community Development Officer to promote greater community capacity and well-being.
- 4.2 That the Committee with consideration to the information provided at Appendix C provide to the Projects Officer – Planning Control or Hitchin Committee Administrator (preferably by email) any such schemes or projects that could be considered for joint matched funding with the JMP Discretionary Budget for 2008-2009.

**5. REASON FOR RECOMMENDATION**

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

**6. APPENDICES**

- 6.1 Appendix A – Task and Finish Group Recommendations Update – TO FOLLOW
- 6.2 Appendix B – Town Talk Notes 10 January 2008.
- 6.3 Appendix C – JMP – Discretionary Budget 2008-2009 Potential Projects or Schemes

**7. CONTACT OFFICER**

- 7.1 Margaret Bracey, Community Development Officer. Ext: 4830.  
Email. [margaret.bracey@north-herts.gov.uk](mailto:margaret.bracey@north-herts.gov.uk).

## APPENDIX A

### CADWELL LANE ENVIRONMENTAL AND SAFETY ISSUES TASK AND FINISH GROUP

#### PROGRESS REPORT – FEBRUARY 2008

##### Housing & Environmental Health Service

Recommendation		Progress on implementation @ February 2008
S3	That the Council's Housing and Environmental Health Service formally contact the Environment Agency with an offer to provide technical advice on local pollution matters (such as noise and dust control) regarding that regulator's deliberations concerning the revision of the current H Williams & Sons Limited Waste Management Licence.	The Environment Agency (EA) has been contacted by officers of the Environmental Protection Team with the offer to provide technical advice on local pollution matters. The Agency has commented that it will consider the Council's comments regarding H William's noise and dust control measures when deciding any revision of H. Williams & Sons Ltd. Waste Management Licence and/or a renewal application for a "Paragraph 45" exemption for their site at Hitchin Railway Sidings.
S4	That the Council's Housing and Environmental Health Service investigate the ownership and, if possible, the leasing of the access road off St Michaels Road to the Hitchin railway sidings and the H Williams & Sons Ltd. site at Wallace Way. The information gathered to be considered as part of any investigation relating to environmental protection complaints.	Enquires by officers of the Environmental Protection Team have now established the ownership of the access road. Communication has commenced with the freeholder of this land regarding potential improvements.
M2	That the Council's Housing and Environmental Health Service expand the Council's current nitrogen dioxide (NO <sub>2</sub> ) passive diffusion tube network to include four additional locations around Cadwell Lane and St Michaels Road. The exact locations for monitoring to be determined in consultation with representatives of the Cadwell Lane Residents Association and Hitchin Residents Alliance. The results from monitoring to be considered in respect of the Council's obligations regarding Local Air Quality Management (LAQM) as defined by the Environment Act 1995.	The Environmental Protection Manager, in consultation with Cadwell Lane Residents Association and Hitchin Residence Alliance, visited the locality and identified six potential monitoring sites on 25 <sup>th</sup> February 2008. A final decision on which four sites will be used for NO <sub>2</sub> diffusion tube monitoring will be made shortly. Monitoring will commence in April 2008 and the results arising from this exercise will contribute to a formal assessment of local air quality as per the Council's duties contained within Environment Act 1995.

## Planning & Building Control Service

	Recommendation	Progress on implementation @ February 2008
S7	<p>Request Hertfordshire County Council, where it acts as the Local Planning Authority, to undertake monitoring and any subsequent action (including enforcement action) that may be appropriate to ensure that there are no outstanding issues relating to the planning control of certain industrial sites in the Cadwell Lane and St Michaels Road areas.</p> <p>That this Council, undertakes monitoring and any subsequent action (including enforcement action) that may be appropriate to ensure that there are no outstanding issues relating to the planning control of North Herts industrial sites in the Cadwell Lane area.</p>	<p>Close monitoring of any potential enforcement issues in this area is ongoing in liaison with the County Council where the sites are under their jurisdiction. Any action taken will be included in the report to the Planning Control Committee.</p>
M1	<p>That the Council's Planning &amp; Building Control Service enter into communication with the Highway Authority as regards the possible benefits accruing from the use of Traffic Regulation Orders (TROs) in relation to traffic management issues such as road markings, speed limits and goods vehicle access to Cadwell Lane, Hillfield Avenue and Girdle Road. Options supported by the Highway Authority shall be the subject of early Council consultation with the local community.</p>	<p>Not yet discussed with Highway Authority but officer discussion within NHDC suggests that weight restrictions at, or on, the approaches to Cadwell Lane will not be practical or enforceable. Limited information exists concerning the inappropriate use of Hillfield Avenue or Girdle Road.</p> <p>Advice has been received from Herts Police to the effect that speeding isn't a significant problem; likewise, accident statistics do not confirm that there is a particular issue either.</p> <p>See also L1, below, because if there is to be a review of the Hitchin Transport Plan then these issues need to be examined as part of that work.</p>
M6	<p>To request the Highways Authority to keep the condition of other traffic routes in to the Hitchin industrial area under regular review and to undertake remedial works as required.</p>	<p>Highways Authority informed of recommendation.</p>
M7	<p>To explore use of existing and future S106 money to finance safety improvements at Cadwell crossroads and, if supported by consultation with the local community, traffic calming in the four arms of the crossroads.</p>	<p>No opportunities have arisen since the Task and Finish Group concluded.</p>

M8	Reiterate the need for the content of the saved policies nos. 36 and 37 of the North Hertfordshire District Local Plan No.2 with Alterations to be continued in the LDF, and to be rigorously applied until the new access road is available.	The saved policies, which will continue to be applied, will remain in existence until such time they are superseded by new policies in the new DPDs. These will be adopted in 2010, subject to a successful examination and binding Inspector's report.
M9	Any future planning approvals for industrial sites to include, if appropriate, suitable conditions restricting the nature and extent of the business, and to have regard to the highway & amenity impact.	See M7.
L1	That the Council's Planning & Building Control Service continues to seek resources to review the Hitchin Transport Plan and the Local Transport Plan. Specific regard should be had to improving access to the Hitchin Industrial Area of as well as related improvements within the town to the benefit of all Hitchin businesses and residents. As part of this process the potential for, and practicality of, a Northern Access Road and a new rail freight siding in the vicinity should be explored along with a suitable re-use of the existing rail freight siding. Early discussions should be initiated with potential funding partners.	Under discussion with Hertfordshire County Council. In addition, discussions remain ongoing with GO-East concerning GAF3 funding and its possible uses.

## Community Development and Cultural Services

Recommendation		Progress on implementation @ February 2008
M3	A positive and continuing dialogue between H Williams & Sons Ltd. and representatives from the Cadwell Lane Residents Association and Hitchin Residents Alliance be encouraged to assist in the early identification of issues and where possible a co-operative response.	Communication continues between the Cadwell Lane Residents Association and Hitchin Residents Alliance. The residents have made a response to the Task and Finish Group recommendations.
M5	That industrial site businesses operating within the vicinity of Cadwell Lane be asked to consider entering into a dialogue with each other with a view to identifying and resolving difficulties experienced by the local community.	Community Development will continue to work with the Residents and support them in any communication forums they decide with the businesses in the area.



## **Town Talk Notes– Tuesday 15<sup>th</sup> January 2008 – 6.15 pm – 7.15pm**

The Chair, Councillor Jud Billing, welcomed everybody to the Town Talk and announced that part of the Town Talk this evening would be consultation about the options for Bancroft Hall.

It was also announced that the Notes from the Town Talk are available on the About My Area website [www.aboutmyarea.co.uk/SG5](http://www.aboutmyarea.co.uk/SG5) or SG4.

### **Items to be discussed –**

Bancroft Hall  
Police Report and specifically Windmill Hill

### **Issues Raised by members of the public present**

Representation of Charlton Village  
Public tennis courts in Bancroft  
Freedom of Information Act – Council interpretation  
Lack of response to Councillors' Surgeries

### **Bancroft Hall**

Dr Patrick Candler, Head of Community Development and Cultural Services, introduced the rationale behind the Report which went to Cabinet on 18<sup>th</sup> December, 2007. He outlined the five options in the report and advised that Cabinet had resolved that Options 2 and 3 be the preferred options for the future of Bancroft Hall and be subject to further consultation and assessment.

Option 2 – Children and Young People's Centre with Community use including a Café in the Park

Option 3 - Private Development Opportunity for the site.

Consultation had began at a meeting of the Friends of Bancroft Gardens on Wednesday 19<sup>th</sup> December, 2007. Following the consultation tonight a Report will be presented to the Portfolio Holders for Community Engagement and Finance for their consideration. The three options that were not supported by Cabinet were because they did not meet the Council's policy of transferring the Bancroft Hall to a third party with no residual costs to the Council.

The Children's Centre could have different permutations around the options. For example the former toilet building could be used for other purposes.

Bobbie Harwood, from The Caldicot Centre, emphasised that the proposed Children and Young People's Centre would be a mixed use community building and that groups using the Hall would continue to have use of it.

She saw it is a fantastic opportunity and discussions would continue incorporating a Café which would be a cohesive unit in the Park that will cater for a wide section of the community and young people.

Toilets would be required in the facility and perhaps outside too for public use.

Ellie Clark, Hitchin Forum, stated that she found the project incredibly exciting and an opportunity for a fantastic and interesting design.

A show of hands was asked for in respect of the options and the majority present (22 approximately) were in favour of proceeding with Option 2 to include a Café.

### **Freedom of Information Act – Council interpretation**

It was suggested by a member of the public that the Council is not acting in the best interests of the public when dealing with the Freedom of the Information Act.

Councillor Judi Billing said that she also had concerns about information not being available and would be raising this issue with an Officer. She would report back to the next Town Talk.

### **Public Tennis Courts in Bancroft Gardens**

A member of the public said that the nets were not in place at the Tennis Courts but was informed that these were in the process of being put back.

**Action - The nets were taken down for the Youth Diversionary Activities taking place there. These have been started again and two courts nets have been taken down but two remain.**

### **Representation of Charlton Village**

John Pearce a resident of Charlton Village asked if this was the correct place to raise issues about Charlton Village and was informed it was. He said that with the property development in the village at the moment there is a proliferation of signs around the village and wondered if these were all necessary.

He was asked if he would like to do a presentation about Charlton Village and the issues at the next Hitchin Area Committee meeting on the 18<sup>th</sup> March.

Margaret to contact him and arrange this.

**Action – The issues that John Pearce raised, as an individual, are being dealt with and a presentation is not applicable at this time.**

## **Lack of response to Councillor Surgeries**

A member of the public again brought up the lack of response to Councillor Surgery queries. One resident also present had received two letters in response to a Surgery query but unfortunately they contradicted each other.

The Chair said that this was a continuing problem and when questions are raised about this issue there never seems to be a satisfactory answer.

Dr Patrick Candler, Head of Community Development and Cultural Services, apologised on behalf of the Council, that the system did not appear to be working. He said that he would investigate and there would be a report back on this issue at the next Town Talk on 18<sup>th</sup> March, 2008.

**Action – The issue raised at the Town Talk about the Council’s 3C procedures to deal with the Compliments, Comments and Complaints was taken up by the Head of Community Development who asked that the Customer Services Manager carry out an in-depth investigation as to what had happened. She concluded that the series of communications between the complainant and the Council had not been properly followed and that there were grounds for a Stage 2 complaint. This was undertaken by the Head of Housing and Environmental Health and a full explanation and apology was given. The complainant has a right of appeal and it is understood that further discussions are currently being planned.**

## **Police Report**

Inspector Julie Wheatley gave a report on crime statistics for the period from 15/11/07 to 14/01/08. Overall crime is down compared with the same period last year. There have been significant reductions in the levels of violent crimes reported from within the town centre and adjoining wards. This is attributable to a number of operations the Police have run in the town centre on Friday and Saturday evenings with partner agencies.

There had been a number of dwelling burglaries in the Purwell and Oakfields Estates and an operation to target specific areas to provide crime prevention assessment and advice to householders had been carried out in the areas.

A dedicated steering group has been formed with all partner agencies and representatives from the local community to help resolve the issues with the young people on Windmill Hill on a Friday and Saturday night..

It is known that this problem is seasonal but there will be a problem this year and there will be diversionary activities taking place as happened last year. She requested the support of the members for pursuing an Alcohol Free Zone on Windmill Hill.

Inspector Wheatley was asked how many young people were gathering on the hill and was there an indication of where they come from. She replies that there could be 350+ young people and they mainly come from Stevenage, Biggleswade and Luton. There was a social networking website that encouraged young people to Windmill Hill.

Councillor Allison Ashley said that her concern was that if there was an Alcohol Free Zone for Windmill Hill this may lead to displacement perhaps to the Market Place and Bancroft Gardens.

A number of members of the public raised issues with the Inspector who dealt with them.

It was requested that a Report about Parking come to the next meeting.

**NORTH HERTFORDSHIRE HIGHWAYS PARTNERSHIP – JOINT MEMBER PANEL DISCRETIONARY BUDGET 2008-2009 – POTENTIAL PROJECTS OR SCHEMES**

- 1.1 Members attention is drawn to minute 39 of the Joint Member Panel Meeting (JMP) held on 28 January 2008 where under items (3), (4) and (8) it was resolved that in the next cycle of Committee meetings an officer be requested to present a report in the next cycle of Committee meetings for Members to identify:
- (3) *...road safety measures that could be joint funded within the Joint Member Panel Discretionary Budget for the next and ensuing financial years;*
  - (4) *.... schemes in each area that could be put forward for joint funding in the JMP Discretionary Budget for 2008-2009 in accordance with the agreed themes;*
- And*
- (8) *.....indicate the following themes with which specific schemes which could be proposed for joint funding:*
    - 1. Minor re-surfacing works;*
    - 2. Road safety schemes;*
    - 3. Maintenance of verges;*
    - 4. Enhancement of town centres and village centres;*
    - 5. Maintenance of rural highways;*
    - 6. Referrals from NHDC Area Committees for works;*
    - 7. Maintenance in town centres.*
- 1.2 Thus, in light of resolution (3) and above Members are requested to list potential schemes that could be put forward for joint funding in the JMP Discretionary Budget for 2008-2009 in accordance with the 7 themes listed in resolution (8) above:
- 1.3 The proposed schemes listed by the Area Committee will then be forward to the North Herts Highways (HHP) District Manager who will then assess each of the schemes, in line with the agreed procedure set out between NHDC and HHP. Those schemes that are considered feasible and satisfy the above themes would then be reported back to the Area Committee together with outline cost estimates to prioritise and agree match funding from their discretionary budgets in the new civic year.
- 1.4 The amount to be put forward as part of the JMP Discretionary Budget for 2008-2009 contribution is yet to be finalised and will be reported at the JMP meeting in 21 April 2008, and will be reported together with the proposed outline schemes to the Area Committees.
- 2007-2008 Agreed Schemes:**
- 1.5 For information the agreed 2007-2008 JMP Discretionary budget of £100,000 is the entire discretionary budget funding available to the JMP Panel and must support all costs associated with the approved schemes, i.e. works, design, consultation plus any investigations and feasibility studies.

## APPENDIX C

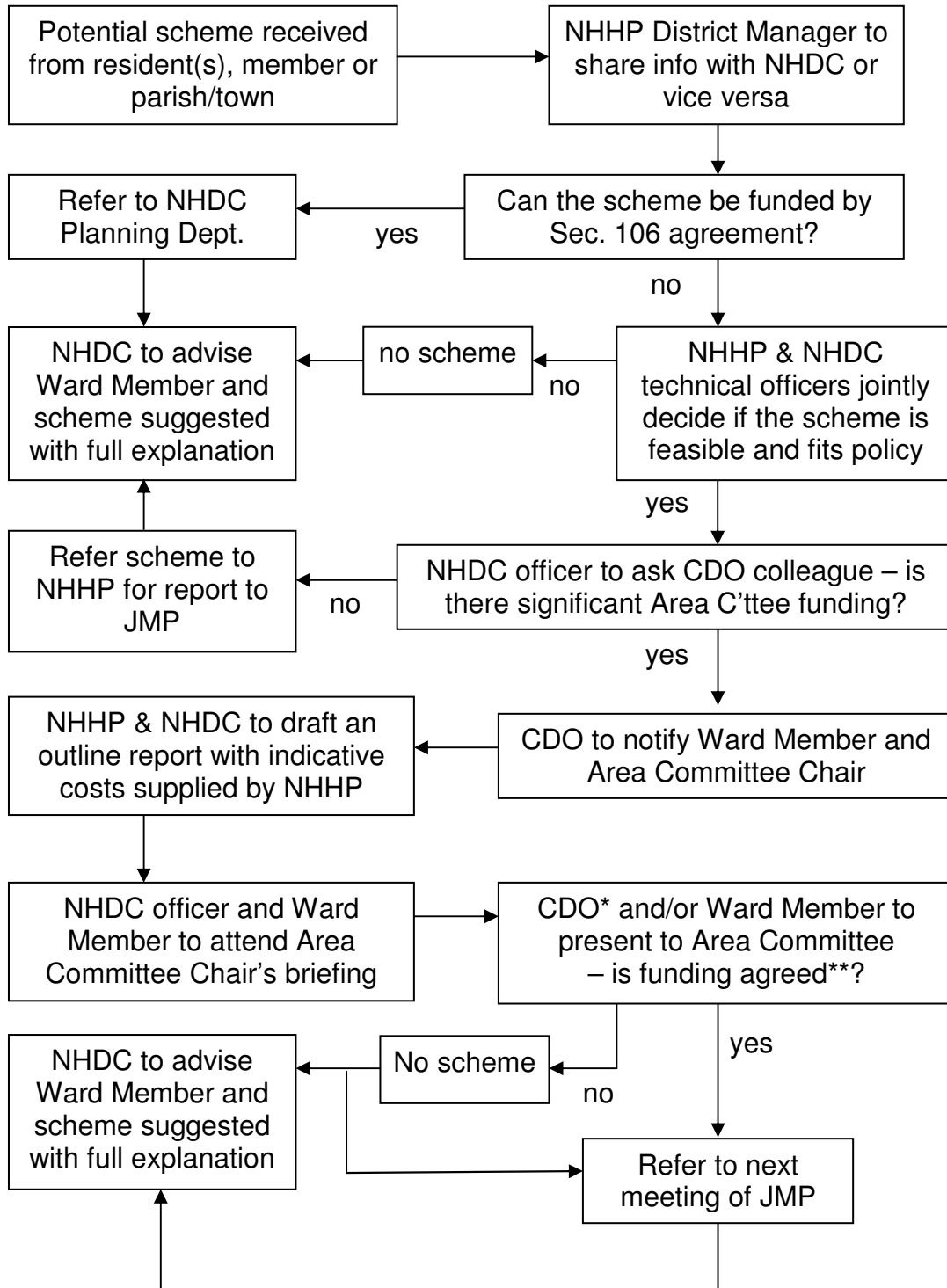
- 1.6 The following schemes listed below are the agreed schemes for 2007-2008 as presented to the JMP on 28 January 2008:

a)	A10 London Road, Royston - VA Sign (design fee)	2,000
b)	Verge Protection Works	40,000
c)	Jacksons Lane, Reed - New footway	8,250
d)	Maintenance of VA signs	1,000
e)	Norton Road/Pond Lane - Waiting restrictions (Baldock AC)	1,000
f)	Evaluation of VA sign sites (Hitchin AC)	500
g)	The Maples - Waiting restrictions (Hitchin AC)	3,000
h)	A602/Sunnyside Road - Right turn ban (Hitchin AC)	3,000
i)	Briary Lane/Sun Hill - Waiting restrictions (Royston AC)	5,000
j)	B656 Codicote speed limit extension (S Rural AC)	2,000
k)	Rock Road Royston - Extension of waiting restrictions	3,000
l)	Footway Surfacing Package	31,250
	<b>Total - approved schemes</b>	
		(Budget = £100,000) <b><u>£100,000</u></b>

**In conclusion:**

- 1.7 Members are therefore requested to list PROJECTS or SCHEMES in Hitchin that they wish to put forward for inclusion in the JMP Discretionary budget for 2008-2009 at the Hitchin Committee meeting or alternatively they either email Louise Symes, Projects Manager in Planning Services (louise.symes@north-herts.gov.uk) direct with their proposals or pass to the Hitchin Committee Administrator by Friday 11 April 2008.

Process for progressing joint funding NHHP:NHDC - DRAFT ver.2, 3/12/04



\* CDO may be replaced by NHDC engineer or other officer if the report is very technical or complex

\*\* Funding agreed = Area Committee agree the proportion or maximum they will fund and delegate decision on exact figures to NHDC Officers

**All decisions and outcomes to be recorded for learning purposes**

**TITLE OF REPORT: ANNUAL GRANTS, DEVELOPMENT, DISCRETIONARY AND VISIONING BUDGETS 2007/2008**

**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 Rhythms of the World – Appendix B.
- 1.3 For the Committee to consider the level of financial assistance to be awarded to the Wymondley Park Football Club – Appendix C.
- 1.4 For the Committee to consider the level of financial assistance to be awarded to Minotaur Amateur Boxing Club – Appendix D.
- 1.5 For the Committee to consider the level of financial assistance to be awarded to Hitchin Society – Appendix E.

**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 The present summary is 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 have been 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 allocate £10,000 to Rhythms of the World as set out in Appendix B from the 2008/2009 budget.
- 7.3 That the Committee allocate £370 to Wymondley Football Club as set out in Appendix C from the 2008/2009 budget.
- 7.4 That the Committee allocate £890 to Minotaur Amateur Boxing Club as set out in Appendix D from the 2008/2009 budget.
- 7.5 That the Committee allocate £440 to Hitchin Society as set out in Appendix E from the 2008/2009 budget.

## **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 – Rhythms of the World
- 9.3 Appendix C – Grant Application – Wymondley Football Club
- 9.4 Appendix D – Grant Application – Minotaur Amateur Boxing Club
- 9.5 Appendix E – Grant Application – Hitchin Society

## **10. CONTACT OFFICERS**

- 10.1 Margaret Bracey, Community Development Officer, [margaret.bracey@north-herts.gov.uk](mailto:margaret.bracey@north-herts.gov.uk) - x 4830

Lois Stewart, Group Accountant, [lois.stewart@north-herts.gov.uk](mailto:lois.stewart@north-herts.gov.uk) – x 4566



**HITCHIN AREA COMMITTEE BUDGET 2007/2008**

REVENUE VISIONING	Funding	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2006/07	£7,260	Town Centre Strategy	£930	21.10.03	£927	£3		Originally allocated £1,500 but £570 reallocated to Central Area Grants for HTCI Grant
less Town Centre Strategy grant reallocated to Central Area Budget for HTCI grant	-£570	BMX Dirt Bike Track	£2,500	01.03.05	£2,298	£202		
Less East of England Dev Agency reallocated to central area grants	-£2,792	East of England Dev Agency	£468	24.03.06	£468	£0		
<b>Total</b>	<b>£3,898</b>		<b>£3,898</b>		<b>£3,693</b>	<b>£205</b>	<b>£0</b>	

CAPITAL VISIONING	Funding	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Capital Visioning	£112,600	Bancroft Gardens	£67,500	15.08.06	£0	£67,500		
		Windmill Hill	£42,850	15.08.06	£0	£42,850		
<b>Total</b>	<b>£112,600</b>		<b>£110,350</b>		<b>£0</b>	<b>£110,350</b>	<b>£2,250</b>	

DEVELOPMENT BUDGETS								
Central Area Grants	Funding	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Base Budget 2007/08	£22,610	Vaisakhi Festival	£1,000	06.03.07	£1,000	£0		
plus £8,070 from Member ward budgets	£8,070	Rhythms of the World Festival	£10,000	06.03.07	£10,000	£0		
Plus £2750 from Bearton Ward	£2,780	Walsworth Festival	£2,000	12.12.06	£2,000	£0		
Less overspend on Triangle Festival plus Hitchin Town Centre Strategy Grant reallocated from Revenue Visioning	-£134	Triangle Festival	£3,000	17.04.07	£3,134	-£134		
plus Rise in Town Centre Bollards Grant reallocated from Priory Ward	£570	Hitchin Town Centre Initiative	£5,860	12.06.07	£5,860	£0		
plus East of England Dev Agency reallocated from Visioning	£290	Hitchin Pavilions	£4,000	26.07.07	£4,000	£0		
	£2,792	The Angels Group	£200	26.07.07	£200	£0		
		Bancroft Project	£300	26.07.07	£300	£0		
		Youth Project - Westmill Estate	£10,000	24.01.06	£10,000	£0		
<b>Total</b>	<b>£36,978</b>		<b>£36,360</b>		<b>£36,494</b>	<b>-£134</b>	<b>£618</b>	

Bearton	Funding	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2006/07	£11,780	Triangle Garden	£5,000	26.07.07	£0	£5,000		
less £1280 reallocated to Central Area Budget	-£1,280	Triangle Planning	£5,000	26.07.07	£0	£5,000		
		Bee Keepers	£500	31.03.07	£0	£500		
Member Discretionary Budget 2007/08								
Member 1	£500							
Member 2	£500							
Member 3	£500							
Above member budgets reallocated to Central Area budget	-£1,500							
<b>Total</b>	<b>£10,500</b>		<b>£10,500</b>		<b>£0</b>	<b>£10,500</b>	<b>£0</b>	

Highbury	Funding	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2006/07	£19,580	Leisure Projects	£1,580	25.03.03	£345	£1,235		Original Amount allocated £7580 and spend £727. £2623 reallocated to other projects in Highbury Ward.
		CCTV Camera	£1,300	15.01.08	£0	£1,300		Allocated from Leisure Projects C/F
		Trees	£1,200	15.01.08	£0	£1,200		Allocated from Leisure Projects C/F
		Play Equipment	£500	19.02.08	£0	£500		
		Vehicle Activated Signs - Stevenage Road	£4,000	25.03.03	£0	£4,000		Project did not meet criteria
		Vehicle Activated Signs - Wymondley Road	£4,000	25.03.03	£0	£4,000		Completed and invoice received.
		Park Gate Parking Initiative - The Maples/Stevenage Rd	£3,000	21.10.03	£0	£3,000		Ongoing
		Town Centre Manager	£4,000	01.03.01	£4,000	£0		
Member Discretionary Budget 2007/08								
Member 1	£500	Bancroft Project	£210	25.09.07	210	£0		
Member 2	£500	Hitchin Counselling Service	£300	25.09.07	300	£0		
Member 3	£500	St Johns Community Centre	£520	17.01.08	£519	£1		
<b>Total</b>	<b>£21,080</b>		<b>£20,610</b>		<b>£5,374</b>	<b>£15,236</b>	<b>£470</b>	

Oughton	Funding	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2006/07	£5,590	Road Safety and Traffic Calming	£2,590	25.03.03	£0	£2,590		
		Traffic Calming Moss Way/Redhill Rd	£3,000		£0	£3,000		
Member Discretionary Budgets 2007/08								
Member 1	£500	Bancroft Project	£140	25.09.07	£140	£0		
Member 2	£500	Hitchin Counselling Service	£200	25.09.07	£200	£0		
		The Coffee Mill	£330	23.10.06	£330	£0		
<b>Total</b>	<b>£6,590</b>		<b>£6,260</b>		<b>£670</b>	<b>£5,590</b>	<b>£330</b>	

Priory	Funding	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2006/07	£2,200	Town Centre Manager	£1,500	31.03.04	£1,500	£0		
Less Rise Bollards in Town Centre Grant reallocated to Central Area Grants for HTC/ Grant	-£290	Removal & Replacement of Trees	£410	31.03.07	£413	-£3		
Member Discretionary Budget 2007/08								
Member 1	£500	Bancroft Project	£140	25.09.07	£140	£0		
Member 2	£500	Hitchin Counselling Service	£200	25.09.07	£200	£0		
<b>Total</b>	<b>£2,910</b>		<b>£2,250</b>		<b>£2,253</b>	<b>-£3</b>	<b>£660</b>	

Walsworth	Funding	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2006/07	£64	Community Meetings - Hardy Close residents	£64	30.08.06	£87	-£23		
Member Discretionary Budget 2007/08								
Member 1	£500	Bancroft Project	£210	25.09.07	£210	£0		
Member 2	£500	Hitchin Counselling Service	£300	25.09.07	£300	£0		
Member 3	£500	Walsworth Community Centre	£330	14.01.08	£330	£0		
		Purwell Playschemes	£510	06.02.08	£0	£510		
<b>Total</b>	<b>£1,564</b>		<b>£1,414</b>		<b>£927</b>	<b>£487</b>	<b>£150</b>	



**HITCHIN AREA COMMITTEE BUDGET 2007/2008**

<b>SUMMARY/ TOTALS</b>	<b>Funding</b>	<b>Allocated</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated Budget</b>
<b>Revenue Visioning</b>	£3,898	£3,898	£3,693	£205	£0
<b>Capital Visioning</b>	£112,600	£110,350	£0	£110,350	£2,250
<b>Central Area Grants</b>	£36,978	£36,360	£36,494	-£134	£618
<b>Discretionary - Bearton Ward</b>	£10,500	£10,500	£0	£10,500	£0
<b>Discretionary - Highbury Ward</b>	£21,080	£20,610	£5,374	£15,236	£470
<b>Discretionary - Oughton Ward</b>	£6,590	£6,260	£670	£5,590	£330
<b>Discretionary - Priory Ward</b>	£2,910	£2,250	£2,253	-£3	£660
<b>Discretionary - Walsworth Ward</b>	£1,564	£1,414	£927	£487	£150
<b>Total</b>	£196,120	£191,642	£49,411	£142,231	£4,478

## HITCHIN AREA COMMITTEE

18 March 2008

The following document is provided as an Information Note to Members of the Hitchin Area Committee and is available for public inspection at Hitchin, Letchworth, Baldock and Royston Libraries.

**PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**A.1**

**TITLE OF REPORT: HITCHIN COMMUNITY SURGERY – 5 JANUARY 2008**

REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES

Page 1

**PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**A.2**

**TITLE OF REPORT: HITCHIN COMMUNITY SURGERY – 2 FEBRUARY 2008**

REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES

Page 2

**PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**A.3**

**TITLE OF REPORT: HITCHIN COMMUNITY SURGERY – 1 MARCH 2008**

REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES

Page 4

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**TITLE OF REPORT: HITCHIN COMMUNITY SURGERY – 5 JANUARY 2008  
INFORMATION NOTE****REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES**

District Councillors: Judi Billing, Clare Body and Lawrence Oliver were in attendance assisted by Susanne Gow as Support Officer.

Six Hitchin residents and one St. Ippolyts resident attended the Surgery with **12** enquiries. These enquiries were passed to the Customer Services Centre for processing. The Customer Services Manager is requested to copy to Ward Councillors the responses sent to the surgery visitor.

**ENQUIRY**

- Request for information update regarding pedestrian crossing at junction of Crabbs Close and Old Park Road (two residents of Crabbs Close);
- Request for enforcement officers conduct a 'dawn raid' in St. John's Road to monitor on pavement parking;
- Request for enforcement officers to conduct a 'dawn raid' in Hampden Road to monitor on pavement parking;
- Request for relevant authorities to investigate very low seats in Garden of Rest adjacent to Church House and increase height of seat;
- High Street drains are blocked by tarmac used by contractors to make repairs to pavement;
- High Street rain gullies are broken;
- Complaint about the lack of plastic bottle collection OVER Christmas and New Year at bring banks; Brink Banks at St. Johns Road, Woodside, Walsworth and Woolgrove Road (West) overflowing and lots of bags and boxes adjacent to bring banks.
- Graffiti in many parts of Bearton Ward needs to be cleaned, also NHDC should advise BT of the need to cleanse the green junction boxes at street corners and footways;
- Could the Transport Policy Officer and the Portfolio Holder for Planning and Transport make the necessary enquiries and prepare a response to the enquiry;
- A visitor requested assistance in her search for suitable housing via NHH;
- Graffiti needs cleaning in Portmill Lane, Monks Way, West alley and the Hitchin Market Area;
- Pavement outside Rosebys in High Street needs repair.

**TITLE OF REPORT: HITCHIN COMMUNITY SURGERY – 2 FEBRUARY 2008  
INFORMATION NOTE****REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES**

District Councillors: Deepak Sangha, Martin Stears, Lawrence Oliver and Ray Shakespeare-Smith were in attendance assisted by Janette Smith as Support Officer.

Ten Hitchin residents and one Stevenage resident attended the Surgery with **20** enquiries. These enquiries were passed to the Customer Services Centre for processing. The Customer Services Manager is requested to copy to Ward Councillors the responses sent to the surgery visitor.

**ENQUIRY**

- Cadwell Lane resurfacing work is of a poor standard and not in accordance with Hertfordshire Highways commitment, nor as expected by the Cadwell Lane Task and Finish Group;
- The Land Allocation Consultation Document indicates that the railway sidings in the industrial area have been allocated for a sports ground (cricket or football). This is contrary to the Cadwell Lane Task and Finish Group recommendations that the sidings be allocated for scrap metal movement in and out of the scrap metal processing plant;
- Plastic recycling bring bank in Nightingale Road has been removed – why? And when in position was not emptied frequently enough (not even once a week);
- Insufficient supply of black and blue boxes to residents of St. Annes Court – please supply to all residents to ensure enough boxes, even if residents do not apply for such boxes;
- Too much industrial traffic using Cadwell Lane, a link road to the Stotfold Road is essential;
- Information requested on the retention of Transco site for possible rail link;
- Concern over state of roads in Hitchin, potholes in Walsworth Road and Hermitage Road;
- Gratings at bottom of Hollow Lane need attention – blocked;
- Is there a river warden? (Hiz?) – ‘river is a mess’;
- Graffiti on footpath from Windmill Hill to Highbury should be cleaned up and the litter is not collected;
- Large refuse bins outside Starbucks in Market Place are permanently outside – should be moved;
- Hitchin Town Centre retail outlets should keep their pavement areas clean and clear of rubbish;
- Regular updates on the proposed location for ROTW Festival in 2008;
- Request for Licensing Department to provide details of regulations to prevent unlicensed events on open fields, such as former Priory Park;
- Request for the timing at Pelican Crossing at Paynes Park to The Lairage to be increased – 30 seconds is too short for elderly people;
- Request for lockable bollards at all entrances to the Churchyard area in order to stop vehicles driving to shops as pavement is breaking;
- Request for pedestrian traffic light controlled crossing in Bancroft opposite Regal Court because vehicles are driven too fast along Bancroft. Dangerous for elderly people to cross the road;

- Why was Woodside Car Park taped off on Sat 2 February ?– more than one third closed;
- Visitor's daughter with cerebral palsey is on North Herts Homes and Howard Cottage housing registers. Currently in a Hampshire Twinning Housing Association. Applicant has points with NHH. Applicant would like to move to LGC to be much nearer her family.

**TITLE OF REPORT: HITCHIN COMMUNITY SURGERY – 1 MARCH 2008  
INFORMATION NOTE****REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES**

District Councillors: Alison Ashley, Lawrence Oliver and Ray Shakespeare - Smith were in attendance assisted by Janette Smyth as Support Officer.

Six Hitchin residents and one Cockernhoe resident attended the Surgery with **13** enquiries. These enquiries were passed to the Customer Services Centre for processing. The Customer Services Manager is requested to copy to Ward Councillors the responses sent to the surgery visitor.

**ENQUIRY**

- Recycling boxes in Maxwells Path are not collected as per schedule and when they are the boxes are not placed where collected from. 'left in the middle of the road';
- Enquiry of expansion of Luton into North Hertfordshire and development of East Luton;
- Request for pedestrian crossing in Redhill Road near roundabout junction with Bedford Road and at Bearton Road also near roundabout junction with Bedford Road;
- Recently laid tarmac in Lylec Row is breaking up;
- Water mains leak at top of Kershaws Hill, passageway across to St. Johns Road;
- Water is ponding at pedestrian crossing in Hermitage Road;
- Request for details of next chewing gum removal campaign from Hitchin Town centre pedestrian areas and footways;
- Request for details of next painting of street furniture in Hitchin Town Centre;
- When will broken paving slabs, damaged gullies and sunken drain in high street be attended to?
- When will parking on pavements be prohibited in Hitchin?
- Request for details of introduction of part time enforcement to regulate evening parking in Hitchin Town Centre;
- Request for names of which Councillors will be attending the Community Surgery;
- Visitors to surgeries are not receiving any feedback or acknowledgement.