

11 September 2007

Our ref: Letchworth/Sep07  
Contact: Susanne Gow  
Direct Dial No: 01462 474648  
Email address: [Susanne.gow@north-herts.gov.uk](mailto:Susanne.gow@north-herts.gov.uk)

To: Members of the Letchworth Committee of North Hertfordshire District Council (Councillors D. Levett (Chairman), Melissa Davey (Vice-Chairman), S. Bloxham, John Booth, J.M. Cunningham, Allison Dear, Gary Grindal, T.W Hone, Arthur Jarman, David Kearns, Lorna Kercher, Ian Mantle and Mrs. L.A. Needham)

You are invited to attend a

**MEETING OF THE LETCHWORTH COMMITTEE**

to be held in

**THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES,  
GERNON ROAD, LETCHWORTH GARDEN CITY**

on

**WEDNESDAY, 19 SEPTEMBER 2007**

at

**7.30p.m.**

Yours sincerely,



David Miley  
Democratic Services Manager

**AGENDA**  
**PART I**

<b>ITEM</b>	<b>PAGE</b>
<b>1. APOLOGIES FOR ABSENCE</b>	-
<b>2. MINUTES</b> To take as read and approve as a true record the minutes of the special meeting of this Committee held on the 25 July 2007.	-
<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 either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency.  The Chairman will decide whether any item(s) raised will be considered.	-
<b>4. DECLARATIONS OF INTEREST</b> To receive from Members of the Committee any Declarations of Interest in respect of 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 not seek to influence the decision and leave the room during that particular item of business.	-
<b>5. PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from the public.	-
<b>6. REVIEWS OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS</b> REPORT OF THE RETURNING OFFICER AND CHIEF EXECUTIVE Report by the Democratic Services Manager regarding reviews of polling districts, places and stations in Letchworth.	<b>1</b>
<b>7. LETCHWORTH TOWN TWINNING – 25<sup>TH</sup> ANNIVERSARY YEAR WITH WISSEN (2008)</b> An oral presentation by Jon Marshall from the Letchworth Town Twinning Association, of the plans to celebrate 25 years of Letchworth's town twinning with Wissen in 2008.	<b>29</b>
<b>8. IRONHOUSE/IRONFIST BOXING CLUB, LETCHWORTH GARDEN CITY</b> An oral presentation of plans to develop a Boxing Training Gym for young people in Letchworth.	<b>31</b>
<b>9. ARTS CENTRE PROGRAMME AND ACTIVITIES UPDATE</b> Maria Iredale, Chief Executive of the Letchworth Arts Centre will give an oral update on the activities currently taking place, how the funding raised is being used, and will include feedback on recent festivals.	<b>33</b>

**10. CHAMPION NEWS** **35**  
REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND  
CULTURAL SERVICES

*A summary of the activities undertaken by the Community Development Officer for Letchworth Garden City since the meeting of the Committee held on 25 July 2007 and events taking place in the future.*

Includes the response to a request for details of enforcement measures put in place to prevent verge parking.

**11. LETCHWORTH COMMITTEE DEVELOPMENT & AREA VISIONING** **39**  
**BUDGETS 2007/2008**  
REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT &  
CULTURAL SERVICES

The current budget balances for the Committee and applications for grants as follows:

- Letchworth Town Twinning Events
- Ironhouse/Ironfist Boxing Club
- Friends of Mrs Howard Gardens

The dates of the remaining Letchworth Committee Meetings are:

- 21 November 2007
- 23 January 2008
- 19 March 2008

# LETCWORTH COMMITTEE

19 September 2007

\* PART 1 – PUBLIC DOCUMENT

AGENDA ITEM No.

**6**

## TITLE OF REPORT: REVIEWS OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

REPORT OF THE RETURNING OFFICER AND CHIEF EXECUTIVE

### 1. SUMMARY

- 1.1 The purpose of this report is to assist the Committee to consider any revisions it may feel are appropriate, to the existing polling districts and polling places within the area of the Committee and to express the views of the Committee on the location of polling stations within the area.

### 2. FORWARD PLAN

- 2.1 This report does not contain a recommendation on a key decision.

### 3. BACKGROUND

- 3.1 The Committee will recall that, as a result of the Periodic Electoral Boundary Review of North Hertfordshire (PER), revised electoral arrangements were put in place in time for the elections held on 3 May 2007.
- 3.2 At that time it was necessary to revise the existing polling districts and polling places where streets and properties had been moved from one Ward to another. The impact of the PER was such that the exercise became a complete review for the whole of the Council's area.
- 3.3 During the January 2007 Committee Cycle, the Committee agreed necessary changes to the polling districts, and that in future the area defining a polling place would be co-terminus with the polling districts. Subsequently, the Electoral Registration Officer published a revised electoral register on 1 March 2007.
- 3.4 The Electoral Administration Act 2006 introduced a duty for all polling districts, polling places and polling stations, to be reviewed by the end of 2007 (and at least every four years thereafter). Notwithstanding the review of the electoral arrangements concluded in January 2007, the Council is required to give further consideration to the arrangements for polling districts and polling places. The following procedure is to be followed:
- Public notice to be given (See Appendix A);
  - Consideration should be given to sending copies of the public notice to interested parties such as Councillors, stakeholders and disability groups;
  - Having received representations, the Council must devise a proposal and agree new arrangements where necessary;

- In conjunction with this review, the Returning Officer must review the locations of each of the polling stations.
- 3.5 Notice of the review has been given to the public via the local press and the Council's website. In addition, a copy of the notice has been sent to Council stakeholders and community groups. As part of that consultation, the views of all members of the Council are being sought via area committees and, where necessary, new proposals will be formulated.
- 3.6 In reviewing the current arrangements, the attention of the Committee is drawn to the following reference documents attached as appendices to this report:
- 3.7 APPENDIX B - Maps of existing polling districts and street indexes.
- 3.8 APPENDIX C – Descriptions of the existing locations of polling stations, numbers of electors per polling district and numbers of absent voters. Proposed residential property development figures over the next four years.
- 3.9 The following definitions are provided to assist the Committee:
- A **Polling District** is the area created by the division of a constituency, division or ward into smaller parts, within which polling places may be determined and polling stations placed;
  - A **Polling Place** is the building or area in which polling stations will be selected by the Returning Officer.

#### 4. ISSUES

- 4.1 In considering the establishment or variation of polling districts and places the following rules apply:
- a) all electors must be given such reasonable facilities for voting as are practicable in the circumstances and in particular, so far as is reasonable, the places designated shall be accessible to electors who are disabled;
  - b) The designated polling place shall be small enough to indicate to electors in different parts of the polling district how they will be able to reach the polling station;
  - c) Each parish or community shall in the absence of special circumstances be a separate polling district or districts;
  - d) A polling place need not be designated for any polling district if the size and other circumstances are such that the situation does not materially affect the convenience of the electors or any body of them. In these circumstances, the polling place is defined as the area of the polling district.
- 4.2 In an ideal world, Returning Officers would have the choice of a range of fully accessible buildings, conveniently located. In practice this is not always the case and there may be little choice available. If it is necessary to use a place where the access is not ideal then every reasonable adjustment will be made.

#### 5. LEGAL IMPLICATIONS

- 5.1 Section 18 of the 1983 Representation of the People Act requires that every Parliamentary Constituency is divided into polling districts and that a polling place be determined for each polling district. It is the duty of the Council to so divide its area. Constituency polling districts are also used for local government electoral purposes.

5.2 Provisions within the Electoral Administration Act 2006 require each local authority to undertake a complete review of the polling arrangements within the Council's area by no later than December 2007 and thereafter at four yearly intervals. This review enables the Council to discharge this responsibility.

5.3 Within the Council's Constitution, this responsibility is delegated to area committees.

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

6.1 There are no financial implications within this report.

6.2 Failure to review the Polling District Scheme at this time will mean that the Council will be acting contrary to the Electoral Administration Act 2006.

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

7.1 The Returning Officer keeps the location of polling stations under review. A decision to allow polling places to be coterminous with polling districts will allow the Returning Officer to act without delay in relocating a polling station where access issues arise.

## **8. RECOMMENDATIONS**

8.1 That the Committee reviews the current scheme of polling districts and polling places within the area of the Committee.

8.2 That the Committee considers the locations of the polling stations within the area of the Committee and makes comment on their location and fitness for purpose, where necessary, to the Returning Officer.

## **9. REASONS FOR RECOMMENDATIONS**

9.1 To enable the Council to review the Authority's polling districts and polling places.

## **10. APPENDICES**

10.1 Appendix A - Notice of Review

10.2 Appendix B – Maps of existing polling districts

10.3 Appendix C – Descriptions of the existing locations of polling stations, numbers of electors per polling district and numbers of absent voters. Proposed residential property development figures over the next four years.

## **11. CONTACT OFFICERS**

11.1 John Campbell (Chief Executive and Returning Officer)  
Tel: 01462 474300  
E-Mail : [john.campbell@north-herts.gov.uk](mailto:john.campbell@north-herts.gov.uk)

11.2 David Miley (Democratic Services Manager)  
Tel. 01462 474208  
E-Mail: [david.miley@north-herts.gov.uk](mailto:david.miley@north-herts.gov.uk)

11.3 Julie Williams (Electoral Services Manager)  
Tel. 01462 474305  
E-Mail: [julie.williams@north-herts.gov.uk](mailto:julie.williams@north-herts.gov.uk)

## **12. BACKGROUND PAPERS**

12.1 Electoral Commission Circular EC28/2007

POLLING STATION REVIEW IN NORTH HERTFORDSHIRE

Explanatory Note:

A review of all Polling Districts and Polling Places within the North Hertfordshire District Council area will be taking place during the next few months.

For the purposes of Elections the Local Authority area is split into a number of Polling Districts. Within the Polling District there can be a number of Polling Places containing the various Polling Stations where votes can be cast during an Election. North Hertfordshire District Council will be seeking comments from Electors and other interested parties as to the suitability of the current arrangements. See the official Notice below for further details on how to comment.

**POLLING DISTRICTS, POLLING PLACES AND  
POLLING STATIONS REVIEW**

Notice is hereby given that in accordance with the Electoral Administration Act 2006 (section 16). North Hertfordshire District Council will be conducting a review of Parliamentary Polling Districts and Polling Places for all the wards within its area during the coming months.

Any elector living within the area may make written representation as to whether they consider their polling facilities to be reasonable and practicable. The submission may include general comments about the suitability of the place used with regards to size and location.

The Returning Officer would particularly welcome representation from any person or body with expertise in access issues for persons with any form of disability. Any

person or body making representations regarding unsuitable polling places, should, if possible give alternative places that may be used. All comments received will be considered and adjustments may be made where it is considered reasonable and practicable.

If you wish to submit your views, please write to;

Electoral Services  
North Hertfordshire District Council  
Town Lodge  
Gernon Road  
Letchworth Garden City  
Herts SG6 3HN.

Or email [elections@north-herts.gov.uk](mailto:elections@north-herts.gov.uk)

The closing date for the receipt of initial representations is Friday 21 September 2007.

All representations will be available for inspection, by appointment, during office hours.

The Returning Officer expects to publish a proposed scheme on 27 September 2007 and make this available for consultation until 12 October 2007. Copies of the proposals, when published, will be available at Council Offices, Gernon Road, Letchworth Garden City and local libraries.

The Council will consider the proposed scheme at its Council meeting on 29 November 2007, in time for the publication of the revised Register of Electors on 1 December 2007.

If you have any questions or require further information regarding this review please contact, Julie Williams, Electoral Services Manager on 01462 474305.

## APPENDIX C

LETCHWORTH EAST	CBA	The Clulow Room, St.Georges Hall, Common View, Letchworth Garden City, Herts, SG6 1DA	Elec2029 PV199 PP17	Situated in the North of the Ward and in the North West of the Polling District, next to St. Georges Church entrance via Common View
LETCHWORTH EAST	CBB	Central Methodist Church Hall, Norton Way South, Letchworth, SG6 3TR	Elec1865 PV201 PP80	Situated in Letchworth South West. Along Norton Way South, travelling South Polling Station on the right hand side
LETCHWORTH GRANGE	CAA	Grange Fellowship Community Centre, Middlefields, Letchworth Garden City, Herts, SG6 4NG	Elec916 PV157 PP2	To the South of the ward, south of the Polling District, situated behind the parade of shops. Opposite the Pelican Pub
LETCHWORTH GRANGE	CAB	Grange Youth Centre, Pelican Way, Letchworth Garden City, Herts, SG6 4NR	Elec4901 PV616 PP1	Situated next to the Grange Fellowship Community Centre, entrance via Pelican Way
LETCHWORTH SOUTH EAST	CCA	Radburn Primary School, Teacher Resource Centre, Radburn Way, Letchworth Garden City, Herts, SG6 2JZ	Elec1657 PV211 PP0	Situated on the Jackmans estate to the North East of the Ward and to the East of the Polling District
LETCHWORTH SOUTH EAST	CCB	Lannock Primary School, Whiteway, Letchworth Garden City, Herts, SG6 2PP	Elec2060 PV200 PP0	Situated on the Jackmans Estate to the South of the Ward and to the West of the Polling District next to the North Herts language centre
LETCHWORTH SOUTH EAST	CCC	Lordship Farm Jmi School, Entry Via Howard Drive, Letchworth Garden City,	Elec1885 PV216 PP0	On the Lordship Farm Estate in the west of the ward and the West of the Polling District,

## APPENDIX C

		Herts, SG6 3UF		Entry next to the Lordship Centre along Howard Drive
LETCHWORTH SOUTH EAST	CCD	Willian Village Hall, Willian, Letchworth Garden City, Herts, SG6 2AP	Elec219 PV22 PP3	To the South of the ward, situated in the East of the Polling District. On Baldock Lane Opposite the junction with Willian Church Rd
LETCHWORTH SOUTH WEST	CEA	St Michael`s Church Hall, Broadway, Letchworth Garden City, Herts, SG6 3PQ	Elec4102 PV207 PP54	To the North of the Ward, centrally located within the Polling District. Next to St Michael The Archangel Church
LETCHWORTH SOUTH WEST	CEB	Lordship Farm Jmi School, Entry Via Howard Drive, Letchworth Garden City, Herts, SG6 3UF	Elec1928 PV304 PP0	Not within the ward, on the Lordship Farm Estate in the Letchworth South East ward. Entry next to the Lordship Centre along Howard Drive
LETCHWORTH WILBURY	CD	Wilbury J.M. School, Bedford Road, Letchworth Garden City,	Elec4049 PV489 PP0	To the East of the ward, situated in the East of the Polling District. Entry is along Bedford Road

Key

Elec – No. of Electors

PV – Postal Voters

PP – Proposed Properties

<b>PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No.</b> <b>7</b>
---------------------------------	------------------------------------

**TITLE OF REPORT: LETCHWORTH TOWN TWINNING – 25<sup>TH</sup> ANNIVERSARY YEAR WITH WISSEN (2008)**

To advise Members of the Letchworth Committee that there will be an oral presentation by Jon Marshall of the Letchworth Town Twinning Association, on the Association's plans to celebrate 25 years of town twinning with Wissen, Germany.

- THIS PAGE IS BLANK -

<b>PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No.</b> <b>8</b>
---------------------------------	------------------------------------

**TITLE OF REPORT: IRONHOUSE/IRONFIST BOXING CLUB, LETCHWORTH**

An oral presentation will be made of plans to found and develop a Boxing Training Gym for young people in Letchworth.

**- THIS PAGE IS BLANK -**

<b>PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No.</b> <b>9</b>
---------------------------------	------------------------------------

**TITLE OF REPORT: LETCHWORTH ARTS CENTRE PROGRAMME AND ACTIVITIES UPDATE**

Maria Iredale, Chief Executive of the Letchworth Arts Centre, will give an oral update on the activities currently taking place at the Centre, and of how the funding raised is being used, the report to include feedback on recent festivals.

**- THIS PAGE IS BLANK -**

<b>*PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No</b>  <b>10</b>
----------------------------------	--

**TITLE OF REPORT: CHAMPION NEWS - LETCHWORTH**

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 Team has been involved.
- 1.2 To bring to the Committee's attention some important community based activities that will be taking place during the next few months.

**2 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 Jackmans Youth Provision**

The Jackman's Improvement Group with partner agencies are continuing to develop the services and facilities currently being provided.

Pool tables, Air Hockey & Table Tennis Tables, plus other multi-media equipment have been purchased in direct response to requests by local young people.

Herts County Council have assigned a number of part time Youth Workers to deliver activities during the dedicated evenings of operation. In addition, the Youth Service has recently assigned a Development Officer to assist in the practicalities behind running the youth facility.

All other partner agencies including NHDC continue to give the project full support and assistance. Rap-Aid are also looking into the possibility of delivering sessions for the younger age groups on other times during the week.

### 3.2 **Grange Youth Provision**

The Youth Wing's Management Committee is due to meet on 13th September 2007 to continue to develop the provision of activities for young people on the Grange.

The group still needs volunteers to come forward to continue to enhance the services provided and endeavour to seek further funding and equipment.

The Management Committee is looking to achieve Trust status later in the year and will formally alter its constitution to enable this to be achieved.

### 3.3 **Rap-Aid Football Festival 18<sup>th</sup> August 2007**

The Football Festival took place on Saturday 18th August 2007 and blessed with dry but overcast weather.

All in all, over 100 children and young people from the various estates and areas within the town took part in the various knock out tournaments.

The event was facilitated by local partners of the Letchworth Youth Action Group and coordinated by Rap-Aid.

It is hope that the initiative will be continued and that next year's festival and training regime engages more young people who perhaps do not usually access such activates.

### 3.4 **Letchworth Youth Council**

As part of the Letchworth Action Group, a multi-agency partnership, which supports activities for Young People in Letchworth, officers are continuing to assist the Letchworth Garden City Council and Rap-Aid in the formation of a representative Youth Forum / Council for Letchworth.

It is hoped that an embryonic Youth Forum / Council will be formed early in the new School Calendar year, with the majority of engagement occurring in Mrs Howard Hall and more formal sessions occurring at the Garden City Council offices.

### 3.5 **Grass Verges**

The issue of verge parking / damage in Letchworth Garden City has been a source of much confusion over recent years.

The law relating to damage to verges is summarised below:

- a) Section 16 of the 1955 Hertfordshire County Council "good rule and governance" byelaw states:

*"Verges.- Where any grass margin or verge has been laid out by the side of any carriageway, being a highway, for ornamental purposes and has not been dedicated for use by vehicular traffic, no person shall drive or place any vehicle or cause the same to be driven or placed upon such grass margin or verge so as to cause or be likely to cause injury to its turf or any trees, shrubs or plants growing thereon."*

Section 16 applies to Letchworth Garden City only and the an offence associated with it is punishable by a fine of up to £500 upon conviction in a Magistrates' Court.

b) It could be argued that damage to a verge amounts to obstruction with regard to Section 137 of the Highways Act 1980.

This is normally at matter for the Highways Authority (i.e. Hertfordshire County Council) to pursue.

It can be noted that North Hertfordshire District Council has no direct legal power to deal with damage to grass verges, as the enforcement of the above provisions are for Hertfordshire County Council to undertake.

Historically, Hertfordshire County Council has delegated the power to enforce Section 137 of the Highways Act 1980 to this Council, but any such agreement expired some years ago.

Officers can find no record of any power associated with the enforcement of Section 16 of the 1955 byelaw offences being delegated to this Council at any time.

Hertfordshire Highways have recently approached this Council with view to creating a new Highways Agency Agreement, so that North Hertfordshire District can take on highway enforcement issues (including the enforcement of the 1955 byelaw in respect of verge parking / damage).

Since this proposal does not extend to the reimbursement of the costs associated with this significant new workload, a growth bid has been put forward for a Highways Enforcement Officer as part of the Service and Financial Planning process for 2008/2009.

As matters stand, however, Enforcement Officers from this Council's Licensing and Enforcement Team are limited to the undertaking of educational activities to remind the occupiers of properties in areas that are particularly prone to verge damage (for example Abbots Road) of the existence of the 1955 byelaw; they also write warning letters to those who are caught parking their cars on the verge.

### **3.6 Westbury Area Community Action - Wednesday 26th September 7.30pm**

Officers are supporting a multi-agency group in the possible formation of a Community Association group for the Westbury area, similar in style to the JIG & GIF organisations.

An open evening has been arranged inviting the local community to become engaged and take an active part in what happens in the Westbury.

The meeting has been scheduled for 26th September 2007, 7.30pm at the Westbury Primary School, with a number of community development professionals offering advice and assistance.

### 3.7 **Town Centre Christmas Festivities**

Officers are supporting a multi-agency group chaired by the Town Centre Manger in the development of a jointly coordinated Christmas Festivities Programme for the town.

Provisional plans include the following:-

- Farmers & Continental Markets
- Santa Parade & 'Switch On' of Christmas Lights
- Town Band Event
- Carol Concert
- Rap-Aid Winter Festival
- Christmas Activities at the Arts Centre

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

- 4.1 Consultation has taken place with the respective agencies, organisations and ward members with regards to the activities and events mentioned in section 3 of the report.

## 5. **RECOMMENDATIONS**

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

## 6. **CONTACT OFFICERS**

- 6.1 Stuart Izzard Senior Community Officer x4854  
e-mail [stuart.izzard@north-herts.gov.uk](mailto:stuart.izzard@north-herts.gov.uk)
- 6.2 Ashuk Ahmed Community Development Officer - Letchworth x4225  
e-mail [ashuk.ahmed@north-herts.gov.uk](mailto:ashuk.ahmed@north-herts.gov.uk)

**TITLE OF REPORT: LETCHWORTH COMMITTEE DEVELOPMENT & AREA VISIONING BUDGETS 2007/08**

REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

**1. SUMMARY**

- 1.1 To advise the Committee on the current expenditure and balances of the Area Committee delegated budgets.
- 1.2 To bring to the Committee's attention details of recent requests received for Area Committee Development Discretionary Grant Funding made by community groups and local organisations.
- 1.3 To ask the Committee to consider projects for funding from the Area Committee delegated budgets.
- 1.4 To ask the Committee to consider the allocation of funds to establish dedicated Ward Discretionary Grant Budgets.

**2. FORWARD PLAN**

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

**3. BACKGROUND**

- 3.1 Not applicable.

**4. ISSUES – FUNDING DECISIONS TO BE MADE**

- 4.1 A spreadsheet showing detailed spend to date of the Area Development budget is enclosed as Appendix 1.
- 4.2 Three grant applications / requests have been made for the Area Committee to consider:
  - 1 Letchworth Town Twinning Association – Presentation at Committee
  - 2 Ironhouse / Ironfist Boxing Club LGC – Presentation at Committee
  - 3 Friends of Mrs Howard Gardens Group – Officer update at Committee

- 4.3 The creation of individual Ward Discretionary Grant Budgets based on £500 per Member.

Proposed Discretionary Grant Funds for each Ward

Letchworth East 2 x £500 = £1,000

Letchworth Grange 3 x £500 = £1,500

Letchworth South East 3 x £500 = £1,500

Letchworth South West 3 x £500 = £1,500

Letchworth Wilbury 2 x £500 = £1,000

This equates to a total of £6,500

There is a total of £4,711 unallocated funds remaining in the General Discretionary Budget, a total of £1,160 unallocated funds in the Small Area Grant Budget and a total of £3,520 unallocated funds in the General Town Centre Grant Budget.

There are sufficient funds to finance dedicated Ward Discretionary Grant Funds as detailed above if members so wish.

Efforts are also being pursued to secure any surplus allocated funds (that are no longer required for the original initiative) within the Area Committee's Budget for reallocation back into the appropriate Grant Budget.

## **5. LEGAL IMPLICATIONS**

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

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

- 6.1 Members are asked to note the information detailed in Appendix 1 of the report, which relates to the Area Committee budget balances for the current financial year 2007/08.

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

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

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

- 8.1 Consultation with Members and the community has occurred in connection with the allocation of funds for Community Projects.

## **9. RECOMMENDATIONS**

- 9.1 The Committee is asked to note the budgetary expenditure, balances and carry forwards from the Development Budgets and the Visioning Budgets.
- 9.2 That the Committee allocate a grant of £1,000 as support funding associated with the Town Twinning 25<sup>th</sup> Anniversary Celebrations.
- 9.3 That the Committee consider a grant of £500 to the development of the Ironhouse / Ironfist Boxing Club LGC.
- 9.4 That the Committee allocate the sum of £500 to the start up and support fees associated with the development of The Friends of Mrs Howard Gardens Group.
- 9.5 That the Committee approve the allocation of £6,500 of unallocated funds to create separate Ward Discretionary Grant Budgets.

## **10. REASONS FOR RECOMMENDATIONS**

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

## **11. ALTERNATIVE OPTIONS CONSIDERED**

- 11.1 Not applicable.

## **12. APPENDICES**

- 12.1 Appendix 1 – Spreadsheet of Committee Delegated Budgets 2007/08.

## **13. CONTACT OFFICERS**

- 13.1 Stuart Izzard  
Senior Community Development Officer  
Telephone: 01462 474854  
E Mail [stuart.izzard@north-herts.gov.uk](mailto:stuart.izzard@north-herts.gov.uk)
- 13.2 Lois Stewart, Group Accountant  
Telephone: 01462 474451  
E Mail [lois.stewart@north-herts.gov.u](mailto:lois.stewart@north-herts.gov.u)

## Letchworth Budget 2007/2008

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>
<u>Revenue Visioning</u>	£34,523	£34,513	£20,499	£14,204	£10
<u>Capital Visioning</u>	£120,100	£103,745	£20,595	£83,150	£16,355
<u>Jackmans Improvement</u>	£2,828	£2,828	£2,828	£0	£0
<u>Small Area Grants</u>	£21,256	£20,096	£8,116	£11,980	£1,160
<u>Discretionary</u>	£45,814	£41,103	£27,650	£13,453	£4,711
<u>General Town Centre</u>	£9,430	£5,910	£0	£5,910	£3,520
<b>Total</b>	<b>£233,951</b>	<b>£208,195</b>	<b>£79,688</b>	<b>£128,697</b>	<b>£25,756</b>



**Letchworth Budget 2007/2008**

<u>REVENUE 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</u>	<u>Comments</u>
Preallocated amount C/F from 2006/07	£33,763	2005/2006	Grange Regeneration Group	£500	09.11.05	£0	£500		
Unallocated amount C/F (Projects reallocated from 0607)	£950	2004/2005	Youth Council	£2,000	22.12.04	£50	£1,950		
Less Grange Youth Wing overspend	-190	2005/2006	Grange Youth Wing	£10,000	14.12.05	£10,190	£0		
		2005/2006	Norton Road Speed Calming	£5,000	14.12.05	£0	£5,000		
		2006/2007	Street Planting	£5,000	05.07.06	£2,861	£2,139		
		2006/2007	Youth Initiatives, Spring Rd Scout Hut	£5,000	07.03.07	£5,000	£0		
		2006/2007	Toddler & Youth Groups - Jackmans Library	£6,263	07.03.07	£1,648	£4,615		
		2007/2008	St Georges Church - Youth Project	£750	18.04.07	£750	£0		
<b>Total</b>	<b>£34,523</b>			<b>£34,513</b>		<b>£20,499</b>	<b>£14,204</b>	<b>£10</b>	

<u>CAPITAL 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</u>	<u>Comments</u>
Capital Visioning	£120,100		Youth Facility - Jackmans Estate	£30,000	02.10.06	£0	£30,000		
			Grange Community Garden Project	£45,745	13.12.06	£0	£45,745		
			Letchworth Open Air Swimming Pool	£28,000	13.12.06	£20,595	£7,405		
	<b>£120,100</b>			<b>£103,745</b>		<b>£20,595</b>	<b>£83,150</b>	<b>£16,355</b>	

<u>JACKMAN'S IMPROVEMENT</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</u>	<u>Comments</u>
Brought forward	£2,828		Underpass Mural Jackmans Estate	£2,828	07.03.07	£2,828	£0		
<b>Total</b>	<b>£2,828</b>			<b>£2,828</b>		<b>£2,828</b>	<b>£0</b>	<b>£0</b>	

**DEVELOPMENT BUDGETS**

<b>SMALL AREA GRANTS</b>	<b>Funding</b>		<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated</b>	<b>Comments</b>
Preallocated amount C/F from 0607	£7,786		Underpass Mural on Jackmans Estate	£737	07.03.07	£172	£565		
			Jackmans Community Gardens	£2,312	07.03.07	£2,312	£0		
			Toddler & Youth Groups - Jackmans Library	£737	07.03.07	£737	£0		
			Winter Festival	£2,500	07.03.07	£0	£2,500		
			Allotments - Norton Rd	£300	07.03.07	£300	£0		
			Tree Works	£1,200	07.03.07	£0	£1,200		
Base Budget 2007/08	£13,470		Tree Works	£1,800	07.03.07	£0	£1,800		
			Letchworth Arts Centre	£5,910	02.10.06	£0	£5,910		
			Buddhist Community Centre	£880	18.04.07	£875	£5		
			Rap Aid Festival	£2,250	06.06.07	£2,250	£0		
			William Village Hall	£520	06.06.07	£520	£0		
			Letchworth Rugby Club	£950	25.07.07	£950	£0		
<b>Total</b>	<b>£21,256</b>			<b>£20,096</b>		<b>£8,116</b>	<b>£11,980</b>	<b>£1,160</b>	

<b>Discretionary Budgets</b>	<b>Funding</b>		<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated</b>	<b>Comments</b>
Preallocated Funds Brought Forward from 06/07	£21,448		Hanging Baskets/Planters	£9,010	08.03.06	£8,939	£71		
			Tree Maintenance and additional Watering	£3,000	05.07.06	£0	£3,000		
			North Herts Book Festival	£300	01.02.07	£300	£0		
			Replace Bench on South View	£400	07.03.07	£371	£29		
			Replace Bench on Spring Rd	£400	07.03.07	£371	£29		
			Dog Bin on William Rd	£450	07.03.07	£206	£244		
			Jackmans Community Gardens	£2,688	07.03.07	£2,688	£0		
			Works on Rushby Meade Scout Base	£5,000	07.03.07	£0	£5,000		
			Allotments - Norton Rd	£200	07.03.07	£300	-£100		
Base Budget 2007/08	£23,250		Additional Opening Hours - Letchworth Outdoor Pool	£5,175	15.03.07	£0	£5,175		
CCTV Temple Rec Gardens Reallocated back to base budget	£1,216		Letchworth Arts Centre	£11,830	02.10.06	£11,825	£5		
less allotment overspend	-£100		Letchworth Settlement	£650	18.04.07	£650	£0		
			TRUST Recycling Project	£1,000	18.04.07	£1,000	£0		
			Grange Improvement Forum	£1,000	25.07.07	£1,000	£0		
<b>Total</b>	<b>£45,814</b>			<b>£41,103</b>		<b>£27,650</b>	<b>£13,453</b>	<b>£4,711</b>	

<b>GENERAL (TOWN CENTRE)</b>	<b>Funding</b>		<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated</b>	<b>Comments</b>
Base Budget 2007/08	£9,430		Letchworth Arts Centre	£5,910	02.10.06	£0	£5,910		

<b>Total</b>	<b>£9,430</b>		<b>£5,910</b>		<b>£0</b>	<b>£5,910</b>	<b>£3,520</b>	
--------------	---------------	--	---------------	--	-----------	---------------	---------------	--