

15 July 2008

Our ref: HD/Letchworth/July.08  
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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, Gary Grindal, T.W Hone, David Kearns, Lorna Kercher, Paul Marment, Elliot Needham, Mrs. L.A. Needham and Michael Paterson).

You are invited to attend a

**MEETING OF THE LETCHWORTH COMMITTEE**

to be held at

**JACKMANS COMMUNITY CENTRE, IVEL COURT,  
LETCWORTH GARDEN CITY, HERTFORDSHIRE.  
SG6 2NL**

on

**WEDNESDAY, 23 JULY 2008**

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 meeting of this Committee held on the 4 June 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 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. CHAIRMAN'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a prejudicial or personal interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a prejudicial interest should leave the room and not seek to influence the decision during that particular item.	-
<b>5. PUBLIC PARTICIPATION</b> Presentations from: 1. Jackmans Improvement Group; 2. Rhapsode; 3. Inspector Jason Thorne (Hertfordshire Constabulary).	<b>1</b>
<b>6. LETCHWORTH AREA COMMITTEE SERVICE LEVEL AGREEMENTS – REVIEW OF 2008 – 2009 AND PROPOSALS FOR 2009 - 2012</b> REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES <i>To consider their preferred approach to the provision of locally focussed Service Level Agreements (SLA) for the period 2009 - 2012.</i>	<b>3</b>
<b>7. CHAMPION NEWS</b> REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES <i>A summary of the activities undertaken by the Community Development Officer for Letchworth Garden City since the meeting of the Committee held on 4 June 2008 and events taking place in the future.</i>	<b>15</b>

**8. LETCHWORTH COMMITTEE DEVELOPMENT & AREA VISIONING  
BUDGETS 2008/2009**

**19**

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

*The report contains the current budget balances for the Committee, and applications for grants as follows:*

- 1. Letchworth Caribbean Harmony Group;*
- 2. Howard Garden Social & Day Care Centre;*
- 3. Referral from JMP to Letchworth Committee.*

The dates for Letchworth Area Committee Meetings in the Civic Year 2008/2009 as follows:

<b>24 September 2008</b>	<b>Westbury Primary School, West View, Letchworth Garden City, Hertfordshire. SG6 3QN</b>
<b>19 November 2008</b>	<b>Wilbury Junior School, Bedford Road, Letchworth Garden City, Hertfordshire. SG6 4DU</b>
<b>14 January 2009</b>	<b>Venue to be arranged</b>
<b>11 March 2009</b>	<b>District Council Offices, Gernon Road, Letchworth Garden City, SG6 3JF</b>

**LETCHWORTH AREA COMMITTEE  
23 JULY 2008**

**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**5**

**PUBLIC PARTICIPATION**

Three presentations are expected during public participation as follows:

1. Jackmans Improvement Group
2. Rhapsode
3. Inspector Jason Thorne (Hertfordshire Police)

**TITLE OF REPORT: LETCHWORTH AREA COMMITTEE SERVICE LEVEL AGREEMENTS – REVIEW OF 2006 - 2009 AND PROPOSALS FOR 2009 – 2012****REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES****1. SUMMARY**

- 1.1 The report invites Area Committees to consider their preferred approach to the provision of locally focussed Service Level Agreements (SLA) for the period 2009-2012.
- 1.2 Any decision taken needs to be made within the context of the strategic approach to the development of the next phase of SLA for the period April 2009 – March 2012 that is currently out for consultation, prior to a final approval by Cabinet in October 2008.

**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 Cabinet approved a new comprehensive set of policies and procedures for financial assistance to voluntary and community organisations (VCOs) in November 2002 which included the establishment of SLA.
- 3.2 The first three year tranche of SLA was set up from April 1 2003 to March 31<sup>st</sup> 2006 with those organisations with whom the Council had developed a longer term grant funding relationship and was based on the work that the organisations were doing at that time. The second three year tranche of SLA commenced on April 1<sup>st</sup> 2006 and is due to time expire on March 31<sup>st</sup> 2009.
- 3.3 Prior to this date, consideration needs to be given to establishing the context and framework for the next phase of SLA for the period 2009 - 2012.
- 3.4 Though the main thrust of SLA were those funded centrally, it became apparent that at a local level, where Area Committees had funded an organisation on an historical basis for a number of years, then similar principles could be applied.
- 3.5 During 2002/3, each Area Committee determined its support for those organisations or project with which it wished to enter into a longer term funding relationship.
- 3.6 The report to Cabinet on 24<sup>th</sup> June 2008, included the following comments specifically about Area Committee SLA:

## **Area Committee Service Level Agreements**

In addition to the main, centrally funded SLA, Area Committees have increasingly funded smaller SLA with those local organisations with whom a longer term service relationship has been deemed appropriate and beneficial. This was one of the developments that emerged from the review of the first tranche of SLA funding summary of these SLA in October 2005.

It is appropriate that these SLA should also be reviewed during the current financial year by each Area Committees to determine whether these should be continued for a further three years (2009/12) and at what level of funding.

At the same time the review will consider the balance of funding between the Area Committees and the central SLA funds.

- 3.7 There is a growing recognition within all levels of Government of the value and importance of the voluntary and community sector (often now referred to as the 'third sector' as a provider of services. This is reflected in the development of Compacts, in the involvement of the voluntary sector in Local Strategic Partnerships, the new duty placed on partners to co-operate in the delivery of local improvement planning and in the development of Local Area Agreements.
- 3.8 If there are to be any changes to the way the SLA are administered and awarded, the minimum notice that must be given to existing SLA holders is three months in writing. Furthermore, in keeping within the terms and spirit of the North Hertfordshire Compact, there needs to be a twelve week consultation period with voluntary and community organisations on the overall strategy.
- 3.9 However, good practice suggests that if there are to be any changes to the way in which the Council wishes to continue its support for the voluntary and community sector, as much notice as possible should be given.

## **4. ISSUES - PROPOSALS FOR 2009-12**

### **Strategic Objectives for the Council**

- 4.1 All current SLA should be compliant with the LSP's district-wide Vision, the Council's Mission and Strategic Objectives.
- 4.2 The Sustainable Community Strategy that has recently been drafted has also identified a number of key priorities for the District to 2021 and it is evident that funding the voluntary and community sector is an efficient and effective way of achieving a number of its ambitions and aspirations. The use of Local Area Agreement reward grant funding via the Local Strategic Partnership to fund voluntary and community projects will also require formal corporate governance, using an SLA.
- 4.3 The Council is currently preparing the revision of its Corporate Plan 2005-2015, including three new priorities of work for 2009/10 and beyond, which are:

Green issues  
Sustainable development  
Town centre improvements

The detail of what each of these themes will include is currently under discussion and will form the basis for the new Corporate Business Planning programme for the Council.

- 4.4 The alignment and ownership of actions to be undertaken on the Council's behalf by the voluntary and community sector contributing to these themes will be included in future SLA. All organisations will be required to demonstrate how they can contribute.

### **Future Proposals for Service Level Agreements – April 2009 – March 2012**

#### **Funding Context**

- 4.5 Each Area Committee needs to consider how best it wishes to allocate its resources for the voluntary and community sector for the period 2009/12 when the present tranche of awards time-expires on March 31<sup>st</sup> 2009.
- 4.6 Within the context of the Council's Corporate Business Planning, any increased or new SLA for 2009 and beyond will be funded through the Area Committee Development budget.
- 4.7 There are no accurate figures yet available to reflect the changing demography of the district at an Area Committee level, arising from the increased population since 2001 and the review of the ward boundaries following the 2006/7 Boundary Review. Therefore, for the foreseeable future, the Development budgets for each Committee will remain as:

<b>Area Committee</b>	<b>% Population (2001 census)</b>	<b>Budget 2008/9 £</b>
Baldock	14,348 (12.27%)	18,320
Hitchin	30,851 (26.39%)	37,180
Letchworth	32,932 (28.17%)	46,150
Royston	17,002 (14.54%)	22,800
Southern Rural	21,775 (18.63%)	30,510
<b>Total</b>	<b>116,908 (100%)</b>	<b>154,960</b>

#### **Service Context**

- 4.8 It is suggested that during the course of the 2009/10 Corporate Business Planning process, each Area Committee needs to determine the following actions:
1. That it wishes to conclude new SLA for a three year period
  2. If so, if it wishes to continue to fund some or all of the existing tranche
  3. If not, with whom it would wish to enter into new SLA
  4. The level of its funds that it wishes to commit to SLA
- 4.9 The Council's proposed strategy for 2009-12 provides a framework within which Area Committees can consider their preferred options. This is summarised in Appendix 1

4.10 The proposed indicative timescale for negotiation of the new phase of SLA is:

<b>ACTION</b>	<b>TIMESCALE</b>
Approval by Cabinet of outline proposals for consultation	24 <sup>th</sup> June 2008
Approval of final report by Cabinet	21 <sup>st</sup> October 2008
Start review of individual SLA for 2009/12	27 <sup>th</sup> October 2008
Complete review of individual SLA	31 <sup>st</sup> December 2008
Write to all projects with new SLA	31 <sup>st</sup> January 2009
Start next three year tranche of SLA	1 <sup>st</sup> April 2009

4.11 The review of performance of each SLA for this Committee for 2007/8 is summarised in Appendix 2

4.12 As part of the review of both the Major and Minor SLA (centrally funded), consideration will be given to those organisations which clearly have a local rather than a district wide focus to be administered, funded, monitored and evaluated through Area Committees.

## **5. LEGAL IMPLICATIONS**

5.1 The Terms of Reference in relation to Area Committees confirm that they may establish and maintain relationships with outside bodies/voluntary organisations which includes discretionary grant aid/financial support. However this does not include grants for district wide activities.

5.2 When re-negotiating SLA these may need to comply with the Council's Contract Procurement Rules.

5.3 Section 2 Local Government Act 2000 provides that the Council has power to do anything which it considers likely to promote or improve the economic, social or environmental well-being of its area. This would apply on the basis that financial assistance to voluntary and community organisations improves the economic, social or environmental well-being of the District or part of it.

5.4 Section 137 Local Government Act 1972 provides specific authority for the Council to incur expenditure on anything which is in the interests of and will bring direct benefit to its area. This includes a charity or other body operating for public service.

5.5 To better reflect current legislation pertaining to contracts, it is proposed that revised and improved SLA documentation will be introduced in the renegotiation of the SLA for introduction in 2009/10.

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

6.1 The total Area Committee Development budget for 2008/9 is £154,960

6.2 When the Area Committee SLA were originally set up, the expenditure was transferred from the Committee's Development budget and a small separate SLA budget heading was created.

6.3 A more detailed analysis of each SLA with budget and performance information is set out in Appendix 2.

- 6.4 The Area Committee Development Budgets for 2009/10 have not yet been agreed. However, for the past few years, given the significant carry forward for Area Committee Development budgets, there has been no inflationary allowance, so an assumption is made that the baseline for 2009/10 will be the same as 2008/9.

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

- 7.1 The local SLA are managed by the Community Development Officer as part of their regular work programme.
- 7.2 However, a Business Process Review has been commissioned this year to review the most effective and efficient way in which SLA and the more general grant awarding arrangements can be improved.
- 7.3 The great majority of the voluntary and community projects that are funded by the Council have equality and social inclusion as a key objective of their purpose. Such projects work very closely with and for the more disadvantaged and potentially socially excluded within our communities. There is a strong argument to be made that if the Council did not provide financial support for projects to do the work that they do, then it would, itself, have to meet the needs of such people in other ways.

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

- 8.1 Each organisation having a Service Level Agreement with the Council had an annual review with the Community Development Officer.
- 8.2 There will be in-depth consultation with the North Hertfordshire Compact prior to the final report being submitted to Cabinet for its meeting on 21<sup>st</sup> October 2008.
- 8.3 Members who represent the Council on the management committees/boards of voluntary groups and organisations will be consulted and their comments considered within the final report to Cabinet.

## **9. RECOMMENDATIONS**

The Area Committee is asked to:

- 9.1 Note the review of the local SLA arrangements for 2007/8 as set out in Appendix 2.
- 9.2 Note that a rebalancing of the funding of SLA is proposed to reflect better the district wide/local area focus.
- 9.3 Determine the approach to be adopted for any further tranche of SLA to be funded through Area Committees for 2009/12.
- 9.4 Confirm that the detailed negotiations with individual projects will be conducted by relevant officers, in consultation with the Portfolio Holder for Community Engagement and Rural Affairs (for Major and Minor funded projects) and Area Committee Chairmen.
- 9.5 Note the proposed timescale for implementing the new SLA.
- 9.6 Receive a further report on SLA outcomes later in the year as part of the Corporate Business Planning Process.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 To confirm the future strategic policy direction for the programme of financial assistance for the voluntary and community sector, through the negotiation of SLA.

## **11. APPENDICES**

- 11.1 Appendix 1 - Proposed Framework for the Renegotiation of SLA
- 11.2 Appendix 2 - Performance Review of SLA 2007/8

## **12. CONTACT OFFICERS**

- 12.1 Patrick Candler  
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## **13. BACKGROUND PAPERS**

- 13.1 Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.

## **APPENDIX 1**

### **Proposed Framework for Re-Negotiation of SLA**

Subject to final decisions on the Corporate Business Planning process for 2009/10, for the next three years (April 2009 – March 2012), the current programme of Service Level Agreements should be renegotiated in compliance with the following conditions:

1. There should be a comprehensive review of the current SLA arrangements to ensure that all organisations have fully complied with the terms and conditions of the agreement and have met targets that were agreed during the second phase 2006-2009.
2. If a project/scheme is not compliant or met its targets, then the Council may wish to withdraw its financial support. Any savings made here can be redirected into other schemes.
3. Existing organisations will be expected to link their activities into the three new Council priorities. If a project or organisation is no longer able to reflect the new strategic themes or the Council in its work, the Council may wish to terminate funding.
4. The Council will be able to identify any gaps in service and commission applications from new organisations, specifically to help implement its new strategic priorities, but any financial assistance for these would have to come from within the existing budget provision.
5. If an organisation no longer wished to continue its work then the contract would be formally concluded and funds could be redirected.
6. Consideration of longer term “exit strategies” will be given as part of the re-negotiation of the SLA.
7. The Council will delineate between those SLA that have a clear district-wide remit which should remain centrally funded and those that have a clearer local focus that can be funded from Area Committees.



## APPENDIX 2

### PERFORMANCE REVIEW OF SLA FOR 2007/8

SLA	Budget 2007/8	SLA Funds	User Figures	Commentary
Howard Garden Social Club	£4,793	General running of the centre and its activities, eg: the Social Club	116 members (69 attendees per day care session)  Average 345 attendees each week, totals 17,940 per year.	<p>The Social Club meets Monday to Friday primarily for adults over 50. Open from 9.00am to 4.00pm</p> <p>Main activities offered are swimming, table tennis, board games, keep fit and art classes.</p> <p>The Centre itself is open 7 days a week and used by a number of other groups e.g. Asian Community, Royal British Legion, The Royal Naval Assoc, Letchworth Caribbean Harmony, Mind Yourself &amp; Slimming World.</p> <p>Other activities/ events includes volunteers lunch, Easter Service, pub outing for day care, talk by PCSO on hate crime, visit to Bury Lane Farm, Christmas lunch, Summer/ Spring Fayre, fund raising open days, street collection etc.</p>
Letchworth Settlement	£357	General running of the centre and its activities	1200 attendees each year	<p>An Adult Education Centre and a charity. Run courses Monday to Friday with 3 sessions a day.</p> <p>Teach over 50 different subjects each year.</p> <p>In addition several other groups and clubs use the centre such as : Camera Club, Lace Making, Wine Appreciation, Gardening Club, Philosophy, Table Tennis and a Amateur Dramatics Club.</p>

Wednesday Drop-in Club	£502	Hire of Methodist Church	30- 40 each week  1800 attendees each year	<p>Meets 1 day a week at Central Methodist Church Hall, between 10.30 am and 4.00pm. The main beneficiaries are adults with learning difficulties and disabilities.</p> <p>Activities on a weekly basis include art, craft, flower arranging, bingo, snooker, table tennis, carpet bowls, scrabble, dominoes and quiz sessions.</p> <p>Provide a hot meal weekly for those who want it. Also provide transport by minibus to the facility.</p> <p>Group own a 15 seater, 2 wheelchair access vehicle in partnership with the Central Methodist Church and undertake a range of visits during the course of the year to local visitor attractions and places of interest.</p>
Hall Subsidies Budget	£8,750	Use of Brotherhood Hall by NH CVS & LGC band. (Grant not paid to group directly)	<p>LGC band: 30 members</p> <p>1500 attendees each year.</p> <p>CVS Coffee bar: Average 20 attendees per day</p> <p>4160 attendees each year</p>	<p>LGC Band: Meets every Wednesday &amp; Sunday between 7.45 – 9.45pm for band rehearsals.</p> <p>CVS runs a subsidised coffee bar, 4 days a week, between 10am to 12 noon for people of all ages.</p> <p>Project running for over 23 years.</p> <p>Run by volunteers. Any profits made are donated to the Garden House Hospice.</p> <p>Support clients of Leisure Direct.</p>

Yvonne Savage Club for the Blind	£300	Hire of Central Methodist Church	36 members 1800 attendees each year	Meets once a month at Central Methodist Church (3 <sup>rd</sup> Tuesdays from 12-3pm). Provide lunch and entertainment. Lunch cost £2- . Provided trip to Willen Lake in Milton Keynes, a Garden Party in July and a Christmas Party in December to members.
Kiran Playscheme	£784	Equipment, activities, trips, venue hires etc.	150 children supported by adults	Run a play scheme for three weeks in Letchworth during the summer holidays from Wilbury Junior School. Time 10am to 3.30pm, Monday to Friday.
Letchworth Arts Centre	£27,500	Full time staff posts	In excess of 15,000 each year	<p>Open 6 days a week (7 days a week for public hires). Open from 10.00 am to 9.00pm. Galleries closing at 5.00pm.</p> <p>Activities include:</p> <p>16 young people's music events with an overall attendance of over 1,700 teenagers.</p> <p>Had 68 private hires for both parties and business uses.</p> <p>12 Comedy nights. Comedy Clubs average attendance around 95 people per show.</p> <p>4 Children's theatre shows with attendance of 60-80 parents and children per show.</p> <p>5 adult Theatre shows, two amateur productions and three professional touring companies with attendance between 20 and 60 people for each performance.</p> <p>6 music performances with a rock, blues or jazz themes, with attendances varying from 6 to 90 people.</p> <p>6 Children's Discos for children up to 11</p>

				<p>The galleries have been full throughout the 12- month period, with in the region of 9,000 visits (including the café).</p> <p>The Beryl Cook exhibition generated sales of over £4,000 and brought in around 2,000 visitors. People came to see the exhibition from as far away as France.</p> <p>There are currently 25 classes a week, with an average of eight people on each.</p> <p>Raised £29,000 for the Letchworth Summer Festival to be organised by CCEM (this did not take place)</p> <p>Organised a smaller community festival in June/July</p> <p>The Arts Award has had a successful moderation, with nine students achieving Bronze, the first in North Herts to do so. Completed three community murals in conjunction with local schools and community groups.</p>
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**TITLE OF REPORT: CHAMPION NEWS - LETCHWORTH AREA COMMITTEE**

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 Letchworth Youth Council**

Meetings are fortnightly at Mrs Howard Hall. In addition the group also meets every Monday and Tuesday between 4.00 – 6.00pm to use the cyber café at Mrs Howard Hall to design their own website.

The group invited Steve Gibbs from Herts Police to their meeting on 26<sup>th</sup> June to discuss personal safety issues for young people. Youth Members are considering a range of options based on the suggestion by Police, which includes carrying out a road safety campaign amongst their peers and adults.

The Youth Council is planning an official launch event on 27<sup>th</sup> September at Mrs Howard Hall, which will be a joint event with the Youth Service incorporating the end of Summer Youthoria celebration.

### 3.2 **North Herts Big FAB Event (Fifty and Above)**

The event was deemed a success, with more than 100 attendees, 21 Information Stalls and involved 16 discussion groups talking around an Agenda that was drawn up on the day by the participating public.

The main issues to emerge from discussion group feedback were:

- a. Public Transport – Lack of Bus Routes
- b. Face to face provision of information
- c. Local Leisure Facilities and Activities
- d. Low cost meeting room hire

The feedback from the discussion groups has been distributed to those partnership organisations who are in a position to make decisions on the issues raised and to those individuals who have specifically requested a copy.

The details and actions emerging will be used to draw up the 50+ Development Plan 2009-2012

### 3.3 **Wilbury Youth Issues**

The CDO is currently working with Rap-Aid to put together a programme of football coaching during the summer holiday for young people, aged 6 – 13 and 13 plus , on every Tuesday and Thursday, 11am–1.00 pm at Archers Way Recreational Ground.

Young people will also have the opportunity to participate in street dance classes, a variety of art projects, including a short film / documentary production sponsored by the MTV Boom Project and usage of the Rap-Aid facilities within Mrs Howard Hall two evenings a week.

### 3.4 **Rap-Aid**

The CDO recently supported the group with a successful first stage Mediabox funding application. The 2<sup>nd</sup> stage application which involves a community media/radio project will be worth £45k.

The outcome of the 2<sup>nd</sup> stage application will be known after 10<sup>th</sup> July 2008.

### 3.5 **Westbury Action Group (WAG)**

A walkabout on the estate took place on 3<sup>rd</sup> June 2008 with the members of the WAG and elected ward members from NHDC & LGCTC. Officers from NHDC, Herts Police and NHH were also present. A number of actions were identified and appropriate agencies agreed to deal with them accordingly.

Further details for the group is available on their website  
<http://westbury-lgc.no-ip.org>

3.6 **Jack Wilkinson Memorial Garden**

Re-planting of stolen shrubs and trees has taken place recently with the £300 additional funding support from the Letchworth Area Committee. Fortunately there have been no further reports on missing shrubs/ trees.

**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 Ashuk Ahmed, Community Development Officer, Letchworth. Te: x4225  
e-mail [ashuk.ahmed@north-herts.gov.uk](mailto:ashuk.ahmed@north-herts.gov.uk)

**TITLE OF REPORT: LETCHWORTH AREA COMMITTEE DEVELOPMENT & AREA  
VISIONING BUDGETS 2008/09**

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.

**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. FUNDING DECISIONS TO BE MADE / CONSIDERED**

- 4.1 A spreadsheet showing the detailed spend to date of the Area Development budget is enclosed as Appendix 1.
- 4.2 Three grant / funding requests have been made for the Area Committee to consider:

**1. Letchworth Caribbean Harmony Group** – support funding to promote Black History Month in October '08 and a children's party in December 2008.

**2. Howard Garden Social & Day Care Centre** – support funding for the purchase of new & replacement of the old equipment within the centre to support the interest of over 50s clients to help them maintain their independence and access improved services / provision.

**3. Referral from North Hertfordshire Highways Partnership – Joint Member Panel to Letchworth Committee** - the following schemes were approved by the North Hertfordshire Highways Partnership – Joint Member Panel at its meeting held on 23 June 2008, subject to a 50 percent joint matched funding from this Committee.

The Committee is therefore asked to consider support for these schemes at the costs indicated.

1. Abbots Road – treatment proposed is single rail fence at total cost of £5000 (£2500 required as matched funding)
2. Mill Way – treatment proposed is single rail fence at a total cost of £5000 (£2500 required as matched funding)

4.3 The Committee is also asked to note the comments made in Appendix 5 regarding other schemes.

## **5. LEGAL IMPLICATIONS**

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

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

- 6.1 Members are asked to note the information detailed in Appendix 1 of the report, which relates to the Area Committee budget balances for the current financial year 2008/09.
- 6.2 The spreadsheet also details the pre-allocations carried forward from the previous financial year 2007/08 to the current financial year 2008/09.
- 6.3 In addition, the spreadsheet includes the balances relating to allocated Visioning Budgets available within the Letchworth area.

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

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

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

- 8.1 Consultation with Members has occurred in connection with the allocation of funds for Community Projects.
- 8.2 Consultation with the respective officers and external agencies / groups has taken place with regard to funding proposals for Area Committee Discretionary Development Funds.

## **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 notes and acknowledges the amounts of uncommitted Development Discretionary Funds within each respective Budget and considers the allocation of those funds to projects and initiatives.
- 9.3 That the Committee allocates a grant of £1,000 as support funding associated with the Letchworth Caribbean Harmony Group.
- 9.4 That the Committee allocates a grant of £900 as support funding associated with the Howard Garden & Day Care Centre.
- 9.5 That the Committee consider the level of assistance to the North Hertfordshire Highways Partnership – Joint Member Panel schemes below:
  - 1. Abbots Road – treatment proposed is single rail fence, costing £5000 (£2500 required matched funding)
  - 2. Mill Way – treatment proposed is single rail fence, costing £5000 (£2500 required matched funding)

## **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. APPENDICES**

- 11.1 Appendix 1 – Spreadsheet of Committee Delegated Budgets 2008/09.
- 11.2 Appendix 2 – Letchworth Caribbean Harmony Group Grant Form.
- 11.3 Appendix 3 – Howard Garden Social & Day Care Centre Grant Form.

- 11.4 Appendix 4 – North Hertfordshire Highways Partnership – Joint Member Panel – Extract from draft minutes of the meeting held on 23 June 2008.
- 11.5 Appendix 5 – North Hertfordshire Highways Partnership – Joint Member Panel – Table of schemes considered.

## **12. CONTACT OFFICERS**

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**Letchworth Budget 2008/2009**

<b>REVENUE VISIONING</b>	<b>Funding</b>	<b>Year Allocated</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 2007/08	£22,888	2004/2005	Youth Council	£2,000	22.12.04	£155	£1,845		
		2006/2007	Street Planting	£5,000	05.07.06	£3,589	£1,411		Accrual not adjusted on appendix c, have lost 1370
		2006/2007	Toddler & Youth Groups - Jackmans Library	£6,263	07.03.07	£2,843	£3,420		
		2007/2008	3 Dog Waste Bins	£795	23.01.08	£789	£6		
		2007/2008	Wilbury Youth Diversionary Project	£8,830	19.03.08	£0	£8,830		
<b>Total</b>	<b>£22,888</b>			<b>£22,888</b>		<b>£7,376</b>	<b>£15,512</b>	<b>£0</b>	

<b>CAPITAL VISIONING</b>	<b>Funding</b>	<b>Year Allocated</b>	<b>Project</b>	<b>Allocated</b>	<b>Date</b>	<b>Spent</b>	<b>Outstanding</b>	<b>Unallocated</b>	<b>Comments</b>
Capital Visioning	£92,100		Youth Facility - Jackmans Estate	£30,000	02.10.06	£0	£30,000		
			Grange Community Garden Project	£45,745	13.12.06	£0	£45,745		
			Norton Common Management Plan	£16,355	19.03.08	£0	£16,355		
	<b>£92,100</b>			<b>£92,100</b>		<b>£0</b>	<b>£92,100</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>
Base Budget 2008/09	£13,470		Letchworth Arts Centre	£5,380	02.10.06	£0	£5,380		
			Extra Opening Hours - Letchworth Outdoor Pool	£5,370	04.06.08	£0	£5,370		
<b>Total</b>	<b>£13,470</b>			<b>£10,750</b>		<b>£0</b>	<b>£10,750</b>	<b>£2,720</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 07/08	£500		Haselfoot Lighting	£500	19.09.07	£500	£0		
Base Budget 2008/09	£23,250		Letchworth Arts Centre	£11,750	02.10.06	£11,750	£0		
			Wilbury Youth Provisions	£5,080	04.06.08	£0	£5,080		
			Jack Wilkinson Memorial Garden	£300	04.06.08	£0	£300		
<b>Total</b>	<b>£23,750</b>			<b>£17,630</b>		<b>£12,250</b>	<b>£5,380</b>	<b>£6,120</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>
Preallocated Funds Brought Forward from 07/08	£3,540		Hanging Baskets	£3,540	19.03.08	£0	£3,540			
Base Budget 2008/09	£9,430		Letchworth Arts Centre	£5,370	02.10.06	£0	£5,370			
<b>Total</b>	<b>£12,970</b>			<b>£8,910</b>		<b>£0</b>	<b>£8,910</b>	<b>£4,060</b>		

**Letchworth Budget 2008/2009**

<b><u>SUMMARY/ TOTALS</u></b>	<b><u>Funding</u></b>	<b><u>Allocated</u></b>	<b><u>Spent</u></b>	<b><u>Outstanding</u></b>	<b><u>Unallocated Budget</u></b>
<b><u>Revenue Visioning</u></b>	£22,888	£22,888	£7,376	£15,512	£0
<b><u>Capital Visioning</u></b>	£92,100	£92,100	£0	£92,100	£0
<b><u>Small Area Grants</u></b>	£13,470	£10,750	£0	£10,750	£2,720
<b><u>Discretionary</u></b>	£23,750	£17,630	£12,250	£5,380	£6,120
<b><u>General Town Centre</u></b>	£12,970	£8,910	£0	£8,910	£4,060
<b>Total</b>	<b>£165,178</b>	<b>£152,278</b>	<b>£19,626</b>	<b>£132,652</b>	<b>£12,900</b>

**NORTH HERTFORDSHIRE HIGHWAYS PARTNERSHIP – JOINT MEMBER PANEL**

*Extract from draft minutes*

**18. JOINT MEMBER PANEL DISCRETIONARY BUDGET**

**RESOLVED:**

- (1) That the possible schemes as presented at Paragraph 5.3 be agreed subject to the provision of 50 per cent matched funding from the respective Area Committee and respective Parish Council (if appropriate);
- (2) That in order for the schemes listed at Paragraph 5.3 to be completed or commenced in 2008-2009 the North Herts District Manager be requested to commence design work on schemes as appropriate;
- (3) That the North Herts District Manager be requested to convene a site meeting in Wymondley Road, Hitchin to determine the location of a second 'flashing school sign';
- (4) That the North Herts District Manager be requested to assess the costs of widening the footway in Letchworth Lane approaching the junction with the A505 Hitchin Road;
- (5) That the cost of a Vehicle Activated Sign (est. £6000) in Woolgrove Road, Hitchin be added to the list of possible schemes for 2008-2009 and subject to 50 per cent matched funding from the Hitchin Area Committee

**REASONS FOR DECISIONS:**

To allow the JMP comment on and make suggestions for items to be included in the JMP Discretionary Budget for 2008-2009.

**PROPOSED SCHEMES REFERRED FROM NHDC AREA COMMITTEES TO JMP MEETING 21 APRIL 2008  
(Version 3 – 10/07/2008)**

**LETCHWORTH COMMITTEE**

Proposed Schemes:

<b>Type of Scheme</b>	<b>Location</b>	<b>Details</b>	<b>Raised at Committee, Member Liaison or Individual Member</b>	<b>Proposed officer action and JMP meeting (21/04/08) actions</b>
Traffic schemes	Junction of Letchworth Lane and Willian Road	Considered an accident black-spot	Cllr Hone	None proposed. Change of priority investigated through Letchworth and Baldock Transport Plan but found not to be viable.
	A505 Letchworth Gate	Possible change to dual carriageway	Letchworth Cttee June 08	To be considered as part of Hertfordshire Infrastructure Investment Strategy.
	Letchworth Lane	Provide footway, near Hitchin Road junction	County Cllr Emsall (JMP June 08)	Possible JMP discretionary funded scheme, to be investigated by HH officers and reported to Oct 08 JMP meeting.
Maintenance of Verges	Abbotts Road	Damage caused by parking	Cllr Grindal	<b>Added to JMP programme of verge protection measures. Single rail fence - estimated cost £5,000. 50% contribution sought, i.e. <u>£2,500</u> from Letchworth Committee.</b>
	Mull Way	Damage caused by parking and vehicle access to drives that have no crossover installed	Cllr Grindal	<b>Added to JMP programme of verge protection measures. Single rail fence - estimated cost £5,000. 50% contribution sought, i.e. <u>£2,500</u> from Letchworth Committee.</b>