

29 May 2007

Our ref: Letchworth/Jun07
Contact: Susanne Gow
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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, 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

**COMMITTEE ROOM 1, COUNCIL OFFICES, GERNON
ROAD, LETCHWORTH GARDEN CITY**

on

WEDNESDAY, 6 JUNE 2007

at

7.30p.m.

Yours sincerely,



David Miley
Democratic Services Manager

AGENDA
PART I

ITEM	PAGE
1. APOLOGIES FOR ABSENCE	-
2. MINUTES To take as read and approve as a true record the minutes of the special meeting of this Committee held on the 18 April 2007.	-
3. NOTIFICATION OF OTHER BUSINESS Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of 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.	-
4. DECLARATIONS OF INTEREST 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.	-
5. PUBLIC PARTICIPATION To receive petitions, comments and questions from the public. At the time of preparing the agenda no requests to speak had been received. Any public participation received within the agreed time scale will be notified to Members as soon as practicable.	-
6. PRESENTATION BY LETCHWORTH ARTS CENTRE <i>Presentation by the Arts Development Manager, Letchworth Arts Centre.</i>	1
7. PRESENTATION - RAPAI <i>Live presentation and update on plans for the Festival.</i>	3
8. CHAMPION NEWS REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES <i>A summary of the activities undertaken by the Community Development Officer for Letchworth Garden City since the meeting of the Committee held on 18 April 2007 and events taking place in the future.</i>	5

9. LETCHWORTH COMMITTEE DEVELOPMENT & AREA VISIONING BUDGETS 2007/08 **11**
REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

To advise the committee on the current expenditure and balances of the Area Committee delegated budgets;

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;

To ask the Committee to consider projects for funding from the Area Committee delegated budgets.

10. COMMITTEE MEETINGS 2007/2008 **21**

To determine the dates for the remaining five meetings for 2007/08.

The date of the next and future Committee Meetings will be decided at Item 10 above.

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LETCHWORTH COMMITTEE

6 June 2007

PART 1 – PUBLIC DOCUMENT

AGENDA ITEM No.

6

TITLE OF REPORT: LETCHWORTH ARTS CENTRE

To advise Members of the Letchworth Committee that there will be a presentation by Maria Iredale, Arts Development Manager, Letchworth Arts Centre.

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PART 1 – PUBLIC DOCUMENT

AGENDA ITEM No.

7

TITLE OF REPORT: RAP-AID

To advise Members of the Letchworth Committee that there will be a presentation representatives of Rap-Aid.

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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 Jackmans Improvement Group has now been given a licence to utilise the old Jackmans Library as a centre for children and young people. The facility has already hosted some functions with the Youth Service due to start delivering a service in mid June.

It is anticipated that the Pre School Learning Alliance will rent the facility during the day for a range of activities that will include toddler groups and post-natal health care sessions.

3.2 Letchworth Urban Youth Festival, June 30-July 1

This event is due to take place on Saturday June 30 and Sunday July 1. Construction of the stage on Broadway Gardens will take place on Friday June 29. An overview of the event is as follows:

Venue	Description of activities
Broadway Gardens	<ul style="list-style-type: none"> Stage acts that will include a range of local young people's bands coupled with a half hour DJ Stage show that will be repeated three times each day. Tented workshops for young people on themes such as

	Acting; Street Art; DJ ing; careers in the media; Stand up comedy and many others.
Eastcheap	<ul style="list-style-type: none"> • European and North African produce market.
Leys Square	<ul style="list-style-type: none"> • Stalls to be utilised by local voluntary or charitable groups.
Letchworth Arts Centre	<ul style="list-style-type: none"> • Art activities
Howard Park	<ul style="list-style-type: none"> • Funfair rides

Letchworth Arts Centre is co-ordinating this event, and so far has successfully raised £22,500 from external grant sources toward this event with some applications still outstanding.

The publicity and marketing campaign for this event has now started with the following actions being taken or planned:

- Leaflets to be circulated to all secondary schools in North Hertfordshire
- Leaflets to be circulated to libraries, leisure centres, Tourist information, public buildings and community centres.
- A dedicated website will provide details of the event, attractions and workshops
- Press releases will be circulated to local media organisations with journalists invited to the event.
- Interviews will be sourced on local radio stations before and ideally during the event.
- The event promoters (CCEM) also hope to use HCC, NHDC and Letchworth Arts Centre Websites.
- Letchworth Arts Centre will also be publicising the event direct to local arts and young people's groups.

3.3 RAP-AID Letchworth Festival, July 23 - 28

Rap-Aid have submitted a grant application for this event, which is included as part of the following financial report. The programme is based over a week period commencing on July 23. The event overview is as follows:

Venue	Activity and description
Howard Park	Picnics, parent and children activities, children's entertainers and dance performers. It is expected that there will be a presence on the park for at least three days in the week commencing July 23.
Howard Gardens	Stalls, Table top sales, pitch and putt and bowls on the green. It is also expected that there will be a display about Letchworth over the years.
Mrs Howard Hall	Art activities, music exhibitions, music tuition and computer games workshops. It is expected that this venue will be used most evenings during the week.
Broadway Gardens	Main stage area to be utilised on Saturday July 28 with funfair rides also on the grass area.
Broadway walk	Community and Voluntary stalls.
Hogs Head square	Acoustic stage to be run on two evenings (exact dates to be confirmed) and also on Sat 28 July.
Tapas bar	Couples evening with guitar music.
Arena Tavern	Mid week local band performance night on Thursday July 26.

Leys Square	Acoustic and light jazz bands on Friday July 27 evening.
Iceland square	Children's rides, face painters, balloon manipulation throughout the week.

Rap-Aid hope to make the town centre a vibrant place during the festival week, with bunting planned to ensure that the town has a festival atmosphere for the week. They also hope that this event will help stimulate the local shopping economy.

The group are currently working through their plans with the relevant local authorities, and it is conceivable that plans will change subject to advice from bodies such as Hertfordshire constabulary or NHDC enforcement services.

Rap-Aid have budgeted a total of £45,900 for the festival and have outstanding applications to a number of grant aiding bodies, with decisions expected between mid June and early July. In the event the group are not successful in raising the necessary funds they have contingency plans to reduce the scale of the event to reduce costs to approximately £25,000.

3.4 **Rap-Aid Football Festival 18th & 19th August 2007**

Following the success of the Easter Estate based soccer training events Rap-Aid have extended their training sessions to occur each week through to the Festival Weekend in August.

3.5 **Church Without Walls**

Letchworth Garden City Church have notified NHDC that they would like to use Broadway Gardens for an outdoor service on July 15 at 10am. Officers have informed a number of agencies about this event through the Safety Advisory Team (SAT) but anticipate that the event will go ahead successfully.

3.6 **Letchworth Youth Council**

Officers are continuing to assist the Letchworth Garden City Council and Rap-Aid in the formation of a representative Youth Forum / Council for Letchworth.

3.7 **North Herts Youth Conference**

Plans are continuing to be developed to stage the first ever conference for young people in North Herts. It is hoped that representatives from all of the District's Senior Schools will attend event on Thursday 12th July 2007 at Plinston Hall Letchworth.

3.8 **Lions Event**

Letchworth Lions will be running their annual fun day in Howard Park on July 21 with a range of activities planned that will appeal to family groups.

3.9 **Grange Developments**

NHDC has received the final payment of the £38,000 project planning grant. HLF are currently assessing our application with the results anticipated after Sept 07. In the meantime NHDC Parks and Countryside section would like to establish a "Friends of Group" for the park.

3.10 **Grange Improvement Forum**

Following correspondence relating to the potential improvement of the shopping precinct area on the Grange, the Community Development Manager and Parks and Countryside Development Manager have visited the site and looked at the suggestions that have been submitted by the Grange Improvement Forum (GIF).

As the land in question is owned by either the Highways authority or NHH, officers have suggested that GIF contact these bodies with a view to obtaining their views on the feasibility of suggestions. Officers have further advised that this committee may then consider an application for a grant to assist any subsequent improvements, such as the current initiative of enhancing the walk through at Middlefields shops with an inter schools mural project.

3.11 **Redevelopment of Howard Park**

The new community garden is nearing completion. The recent rain has helped with the establishment of the newly planted shrubs and grass seed. An official opening is planned for June.

3.12 **Letchworth Outdoor Pool**

Scheduled works are on track with all due to be complete before the pool opens on May 26, with the exception of the water feature which will be installed before the school holidays.

Opening hours will be 8am to 6.30 pm everyday with extended opening on Monday, Wednesday, Friday and Saturday until 7.30pm. The Friday extended opening will be for adults only.

3.13 **Norton Common**

As part of the councils Play Area & Outdoor Youth Provision strategy a new play area is scheduled for Norton Common. On the 16th May a public display of the proposals was held on the common and the proposal for a new toddler play area on the grass area near the open air pool was well received.

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 OFFICER

- 6.1 Tim Stephen, Community Development Manager, x4386 e-mail tim.stephen@north-herts.gov.uk

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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.

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 Two grant applications have been received which are as follows:
 - An application for financial assistance toward the Rap-Aid Letchworth Festival.
 - An application for assistance from Willian Village HallA grant report for each of the above is detailed in Appendix 2 and 3 respectively.
- 4.2 A spreadsheet showing detailed spend to date of the Area Development budget is enclosed as Appendix 1.

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 allocates the sum of £1,000 toward the Letchworth Festival.
- 9.3 That the Committee allocates the sum of £300 toward Willian Village Hall.

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 2007/8.
- 12.2 Appendix 2 – Grant report on behalf of the Letchworth Festival.
- 12.3 Appendix 3 – Grant report on behalf of Willian Village Hall.

13. CONTACT OFFICERS

- 13.1 Tim Stephen
Community Development Manager
Telephone: 01462 474386
E Mail Tim.Stephen@north-herts.gov.uk

13.2 Lois Stewart, Group Accountant
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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>	£34,713	£34,513	£11,995	£22,518	£200
<u>Capital Visioning</u>	£120,100	£103,745	£0	£103,745	£16,355
<u>Jackmans Improvement</u>	£2,828	£2,828	£0	£2,828	£0
<u>Small Area Grants</u>	£21,256	£16,376	£1,175	£15,201	£4,880
<u>Discretionary</u>	£50,198	£45,603	£27,946	£17,657	£4,595
<u>General Town Centre</u>	£9,430	£5,910	£0	£5,910	£3,520
Total	£238,525	£208,975	£41,116	£167,859	£29,550

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		
		2005/2006	Grange Youth Wing	£10,000	14.12.05	£8,334	£1,666		
		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	£0	£5,000		
		2006/2007	Toddler & Youth Groups - Jackmans Library	£6,263	07.03.07	£0	£6,263		
		2007/2008	St Georges Church - Youth Project	£750	18.04.07	£750	£0		
Total	£34,713			£34,513		£11,995	£22,518	£200	

<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	£0	£28,000		
	£120,100			£103,745		£0	£103,745	£16,355	

JACKMAN'S IMPROVEMENT	Funding		Project	Allocated	Date	Spent	Outstanding	Unallocated	Comments
Brought forward	£2,828		Underpass Mural Jackmans Estate	£2,828	07.03.07	£0	£2,828		
Total	£2,828			£2,828		£0	£2,828	£0	

DEVELOPMENT BUDGETS

SMALL AREA GRANTS	Funding		Project	Allocated	Date	Spent	Outstanding	Unallocated	Comments
Preallocated amount C/F from 0607	£7,786		Underpass Mural on Jackmans Estate	£737	07.03.07	£0	£737		
			Jackmans Community Gardens	£2,312	07.03.07	£0	£2,312		
			Toddler & Youth Groups - Jackmans Library	£737	07.03.07	£0	£737		
			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		
Total	£21,256			£16,376		£1,175	£15,201	£4,880	

<u>Discretionary Budgets</u>	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
Preallocated Funds Brought Forward from 06/07	£26,948		CCTV Temple Rec Ground	£5,500	25.05.05	£4,284	£1,216		
			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	£0	£300		
			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	£0	£2,688		
			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		
			Letchworth Arts Centre	£11,830	02.10.06	£11,825	£5		
			Letchworth Settlement	£650	18.04.07	£650	£0		
			TRUST Recycling Project	£1,000	18.04.07	£1,000	£0		
Total	£50,198			£45,603		£27,946	£17,657	£4,595	

<u>GENERAL (TOWN CENTRE)</u>	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
Base Budget 2007/08	£9,430		Letchworth Arts Centre	£5,910	02.10.06	£0	£5,910		
Total	£9,430			£5,910		£0	£5,910	£3,520	







TITLE OF REPORT: COMMITTEE DATES FOR 2007/08

REPORT OF THE HEAD OF LEGAL & DEMOCRATIC SERVICES

1. PURPOSE OF REPORT

- 1.1 To seek approval to the remaining 5 dates for meetings of the Committee in 2007/08.

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. SUGGESTED DATES

- 3.1 The following dates are suggested for the remaining 5 meetings of the Area Committee in 2007/08:

- (i) Wednesday, 25 July 2007
- (ii) Wednesday, 19 September 2007
- (iii) Wednesday, 21 November 2007
- (iv) Wednesday, 23 January 2008
- (v) Wednesday, 19 March 2008

- 3.2 The dates provide for (roughly) a two month gap between meetings. Members' views are invited.

4. RECOMMENDATIONS

- 4.1 That the Committee agrees dates for its remaining 5 meetings in 2007/08.

5. CONTACT OFFICER

- 5.1 Ian Gourlay, Senior Committee & Member Services Officer x4403
E-mail: ian.gourlay@north-herts.gov.uk