

27 February 2007

Our ref: Letchworth/Mar07
Contact: Tim Hobman
Direct Dial No: 01462 474353
Email address: tim.hobman@north-herts.gov.uk

To: Members of the Letchworth Committee of North Hertfordshire District Council (Councillors M. Paterson (Chairman), Simon Bloxham (Vice-Chairman), Monica Bloxham, J.M. Cunningham, Melissa Davey, Gary Grindal, T.W Hone, David Kearns, Lorna Kercher, David Levett, Lawrence McNamara, Elliot Needham, Mrs. L.A. Needham, and Diane Proudlove)

You are invited to attend a

MEETING OF THE LETCHWORTH COMMITTEE

to be held in

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

on

WEDNESDAY, 7 MARCH 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 24 January 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. LETCHWORTH GARDEN CITY TOWN CENTRE MANAGER This report will be in the form of a PowerPoint presentation by the Letchworth Garden City Town Centre Manager | 1 |
| 7. PLANNING APPLICATIONS REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL <i>Planning applications for determination by the Committee:</i> 1. 23 Eldefield, Letchworth Garden City, SG6 4BP 2. 35 Chatterton, Letchworth Garden City, SG6 2JY | 3 4 11 |
| 8. PLANNING APPEALS ORAL REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL <i>An update for the Committee on any Planning Appeals that have been lodged or determined since the meeting of the Committee held on 24 January 2007</i> | 17 |

9. CHAMPION NEWS **19**
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 24 January 2007 and events taking place in forthcoming months.

10. LETCHWORTH COMMITTEE DEVELOPMENT & AREA VISIONING BUDGETS 2006/07 **23**
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.

Future meetings of the Committee will be held on:

18 April 2007

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***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

6

TITLE OF REPORT: LETCHWORTH GARDEN CITY TOWN CENTRE MANAGER

REPORT OF THE LETCHWORTH GARDEN CITY TOWN CENTRE MANAGER

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| *PART 1 – PUBLIC DOCUMENT | AGENDA ITEM No. 7 |
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TITLE OF REPORT: PLANNING APPLICATIONS

REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL

Local Government (Access to Information) Act 1985 and Local Government Act 1972

In respect of each of the following reports concerning individual applications for planning permission, Listed Building Consent, the whole of the application file shall be regarded as background papers for the purposes of Section 100(d) of the 1972 Act.

AGENDA INDEX

| ITEM: | REF NO: | LOCATION:DESCRIPTION | CONTACT OFFICER: | PAGE: |
|--------------|----------------------|--|------------------------------------|--------------|
| 1. | 06/02718/ 1HH | 23 Eldefield, Letchworth Garden City, SG6 4BP Two storey rear extension and replacement outbuilding for No 21 Elderfield. | Simon Ellis 01462 474264 | 4 |
| 2. | 06/02809/ 1HH | 35 Chatterton, Letchworth Garden City, SG6 2JY Two storey side extension. | Simon Ellis 01462 474264 | 11 |

| | | |
|-------------------|-------------------|--|
| ITEM NO: 1 | <u>Location:</u> | 23 Eldefield, Letchworth Garden City, SG6 4BP |
| | <u>Applicant:</u> | Mr J Dufficy |
| | <u>Proposal:</u> | Two storey rear extension and replacement outbuilding for No 21 Elderfield. |
| | <u>Ref.No:</u> | 06/02718/ 1HH |
| | <u>Officer:</u> | Simon Ellis 01462 474264 |

Date of expiry of statutory period : 08 February 2007

Reason for Delay

Committee cycle.

Reason for Referral to Committee

The officer recommendation is contrary to the opinion of Letchworth Garden City Council.

1.0 Relevant History

1.1 None relevant.

2.0 Policies

2.1 **Hertfordshire Structure Plan Review 1991-2011:**
Policy 25 'Car Parking' (and supplementary planning document 'Vehicle Parking Provision at New Development).

2.2 **North Hertfordshire District Local Plan No. 2 - with Alterations:**
Policy 28 'House Extensions'
Policy 57 'Residential Guidelines and Standards'
Policy 58 'Letchworth Garden City Design Principles'

3.0 Representations

3.1 **Letchworth Garden City Council:**
Object to the application on the basis that the proposed development appears to be contrary to the requirements of Policy 28 of the North Hertfordshire District Local Plan No. 2 - with Alterations.

3.2 **Response to Neighbour Notifications:**
Nothing received.

4.0 Planning Considerations

4.1 Site & Surroundings

- 4.1.1 The application site consists of a semi-detached dwelling and part of a shared extension between nos. 23 and 21 Eldefield, sited off the northern side of Eldefield, Letchworth. The house is of a hipped roof design with a relatively low eaves level on the front elevation, similar to the design and character of the neighbouring properties in this group. The existing house has three bedrooms and a downstairs bathroom.
- 4.1.2 The surrounding area is a relatively low-density housing area consisting of a group of semi-detached properties in a Garden City layout, characterised by wide spacing between properties and different distances between the front of houses and the highway boundary creating a sense of openness and variety along the road frontage.

4.2 Proposal

- 4.2.1 Planning permission is sought for the development of a two storey rear extension and replacement single storey rear extension. The two storey element would project 4m from the rear of the dwelling with a hipped roof design, to complement the form of the existing house. The ridge height of the proposed extension would be 7.5m above ground level which would correspond with the height of the existing dwelling roof.
- 4.2.2 The proposed extension would create an extended kitchen and dining room on the ground floor and enable an additional master bedroom, with en-suite bathroom on the first floor. The resultant dwelling would enjoy four bedrooms.
- 4.2.3 The proposal includes the replacement part of an existing shared extension between the two semi-detached properties which share the mutual boundary, namely the dwelling on the application site, no. 23 Eldefield and the adjoining neighbour, no. 21 Eldefield.

4.3 Key Issues

- 4.3.1 In my view the key issues to consider in the determination of this planning application are whether the design of the proposed extension is acceptable, whether the proposal would have an acceptable relationship with neighbouring residential properties and whether sufficient off-street car parking is available to cater for the needs of occupiers of the extended dwelling. Policies 28 and 57 of the North Hertfordshire District Local Plan No. 2 - with Alterations provide a framework for considering these issues.
- 4.3.2 Whilst the proposed extension is fairly large in scale, it has been designed to assimilate well with the existing dwelling. It would have an appropriate hipped roof form with a ridge height that matches the height of the existing dwelling roof. It would also be set in slightly from the flank elevation of the dwelling (approx. 0.5m). Therefore, from the main public vantage point (the view between nos. 23 and 25 Eldefield) the proposed development would read as an extension, subservient to the main dwelling, rather than as a continued projection. Moreover, given the long garden length I am satisfied that the proposed development would not over develop this plot, to the detriment of the character of the area.

- 4.3.3 In terms of the relationship with neighbouring residential properties, Policy 28 of the North Hertfordshire District Local Plan No. 2 - with Alterations offers guidance in relation proposals for rear extensions. It reads as follows *'rear extensions should not dominate adjoining property and should be well related to the levels of adjoining properties, the direction the houses faces, and the distance between the extension and the windows in the next door properties. For extensions less than 3 metres from the rear main wall of the existing house, the Council will normally permit development.'* This 3 metre guideline should be applied to extension proposals which adjoin a neighbour's boundary and helps to prevent an over dominating impact, or loss of daylight and sunlight to that property. This point is highlighted by Letchworth Garden City Council in their response to this application.
- 4.3.4 Considering the daylight and sunlight issue in this case, there are two factors which need to be accounted for. Firstly, the orientation of the dwelling on the application site and its neighbour is such that the rear facing windows face north, north-east. Therefore any overshadowing to the rear facing ground or first floor windows of no. 21 Eldefield would be very minimal if not at all. Secondly, the proposal involves a replacement of the existing shared single storey extension which strides the boundary between the two properties. This element already projects 2m to the rear of the two semis and already in itself affects the outlook from the nearest rear facing ground floor window of no. 21. This factor lessens the impact of the proposed two storey rear extension on the nearest window, in my opinion. Therefore, despite the fact that the proposed extension would be close to the boundary with no. 21 Eldefield, and project 4m from the rear of the dwelling any loss of daylight, sunlight or overshadowing would be very minimal.
- 4.3.5 In terms of considering any possible over dominating impact on the neighbouring property a general rule of thumb can be applied in these instances. In order to maintain an acceptable outlook from the nearest affected window a proposed two storey rear extension must not cross 45 degree lines drawn on the horizontal axis and the vertical axis, as drawn on the plans from the central point of the nearest window. Whilst the proposed extension, together with the replacement single storey shared extension, would cross a 45 degree line drawn on the horizontal axis, it would not do so on the vertical axis. From this test I conclude that the proposed development would not impact unacceptably on the outlook from the nearest affected window of no. 21 Eldefield.
- 4.3.6 I therefore conclude that the relationship between the proposed development and the nearest neighbouring property is acceptable and the proposal therefore complies with policies 28 and 57 of the North Hertfordshire District Local Plan No. 2 - with Alterations.
- 4.3.7 Turning to car parking issues, there would be at least two off-street car parking spaces available on the front driveway. The adopted residential car parking standards, 'Vehicle Parking Provision at New Development' sets out a maximum standard for four bedroom dwellings, requiring three off street spaces. The site enjoys two comfortable spaces and whilst this is below standard I do not consider that a refusal of planning permission can be justified for two reasons. Firstly, to justify a refusal of planning permission at an appeal, the Council would need to present evidence to argue that the surrounding area suffers from a lack of off street car parking and the proposal would add to this problem. I do not consider there to be such evidence. Secondly, planning permission is not required to provide additional hard standing space in the front garden of this property, should the need arise. Understanding, that the planning authority powers are completely separate from those of Letchworth Garden City Heritage Foundation.

4.4 **Conclusion**

- 4.4.1 Taking account of the above factors I consider that the proposed extension represents an appropriate form of design in relation to the character of the dwelling. Subject to the imposition of a suitably worded planning condition preventing the insertion of first floor windows in the flank elevations of the proposed extension (to prevent overlooking), I am satisfied that the development would not harm the amenities enjoyed by occupiers of nearby residential properties. I am also satisfied that sufficient off-road car parking is available on this site to cater for the needs of the extended dwelling.

5.0 Legal Implications

- 5.1 In making decisions on applications submitted under the Town and Country Planning legislation, the Council is required to have regard to the provisions of the development plan and to any other material considerations. The decision must be in accordance with the plan unless the material considerations indicate otherwise. Where the decision is to refuse or restrictive conditions are attached, the applicant has a right of appeal against the decision.

6.0 Recommendation

- 6.1 That planning permission be **GRANTED** subject to the following conditions:
1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
 2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting, approved documents and plans, or with minor modifications of those details which have previously been agreed in writing by the Local Planning Authority as being not materially different from those thereby permitted.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.
 3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking or re-enacting that order), no windows shall be installed above ground floor level in the flank elevations of the two storey rear extension hereby permitted without the specific grant of planning permission by the Local Planning Authority.

Reason: To prevent overlooking of neighbouring residential properties and to enable the Local Planning Authority to exercise control over any future alterations to the extension.

Reason for Decision

In the opinion of the Local Planning Authority, the proposed development represents an appropriate form of design in this locality. It would not harm the amenities enjoyed by occupiers of nearby residential properties or harm highway conditions in the vicinity of the application site. As such the proposal complies with the provisions of the development plan as summarised below:

Hertfordshire Structure Plan Review 1991-2011:

Policy 25 'Car Parking' (and supplementary planning guidance 'Vehicle Parking Provision at New Development')

North Hertfordshire District Local Plan No. 2 - with Alterations:

Policy 28 'House Extensions'

Policy 57 'Residential Guidelines and Standards'

Policy 58 'Letchworth Garden City Design Principles'

area, bordered by open ground and Radburn School to the south east.

4.2 Proposal

- 4.2.1 Planning permission is sought for the development of a two storey side extension. The proposal is of an unusual design in that it would have the appearance of a single storey side extension when viewed from certain angles. The extension would have a relatively shallow pitched roof with a ridge height at 5.5m, which compares with 7.5m for the existing dwelling. The extension would project approximately 4.8m to the side of the dwelling and have a maximum depth of 8.5m. The proposed extension would incorporate a dining room and study on the ground floor and an extended bedroom in the roof space above.

4.3 Key Issues

- 4.3.1 The key issues to consider in the determination of this application are whether the design of the extension is acceptable, taking account of the character of the area, whether the extension would have an acceptable relationship with neighbouring residential properties and whether sufficient off street car parking would be available to serve the needs of the resultant dwelling. Policies 28 and 57 of the North Hertfordshire District Local Plan No. 2 - with Alterations provide a useful framework for assessing these issues.
- 4.3.2 The extension would have an unusual shaped footprint in that it has been positioned to fit on this corner of the garden, behind the existing 2m high boundary wall. When seen from the front of the dwelling, the extension would appear subservient with a 1m set back from the front elevation, behind the boundary wall. The proposed extension would wrap around the boundary of the garden and project to the rear of the property towards the boundary with no. 36 Chatterton. In my opinion whilst the structure would have an unusual roof form and overall shape as a result, given its relatively low height and position to the side and rear of the dwelling it would not dominate the existing dwelling or appear incongruous in the street scene. I therefore conclude that the design of the proposed extension is acceptable in this locality.
- 4.3.3 Turning to the relationship with neighbouring properties, the most sensitive relationship would be with no. 36 Chatterton. In particular, given the proximity of the proposed extension to the boundary the issue of privacy needs to be carefully considered. The ground floor windows would face the well screened common boundary (fence and conifer trees), and whilst the proposal is technically a two storey side extension the first floor windows would be at a relatively low height. In any event, the most obvious first floor window, proposed in the gable end of the extension, would face away from no. 36 Chatterton towards the footpath at the front of the site. In my opinion this window would not offer any unacceptable overlooking opportunities towards no. 36 Chatterton. In this and in all other respects I consider that the proposed development would have an acceptable relationship with neighbouring properties.
- 4.3.4 Policy 28 of the North Hertfordshire District Local Plan No. 2 - with Alterations states that *'The Council will normally refuse planning permission for extensions which would result in a deficiency, or worsen an existing deficiency, of off-street car parking spaces based upon standards....'* The existing dwelling has four bedrooms and one off street car parking space is available, two below the relevant standard. However, the proposed extension would not increase the number of bedrooms in the property, providing as it would an extension to an existing bedroom within the roof space. As a consequence I am satisfied that this proposal would comply with the requirements of Policy 28 in that the existing deficiency would not be worsened.

4.4 **Conclusion**

- 4.4.1 Taking account of the factors discussed above I am satisfied that the proposed extension would have an acceptable design, sufficient private garden space would remain, contrary to the opinion of Letchworth Garden City Council, and there would be no unacceptable impact on neighbouring properties or on highway conditions in the vicinity of the site.

5.0 Legal Implications

- 5.1 In making decisions on applications submitted under the Town and Country Planning legislation, the Council is required to have regard to the provisions of the development plan and to any other material considerations. The decision must be in accordance with the plan unless the material considerations indicate otherwise. Where the decision is to refuse or restrictive conditions are attached, the applicant has a right of appeal against the decision.

6.0 Recommendation

- 6.1 That planning permission be **GRANTED** subject to the following conditions:
1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
 2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting, approved documents and plans, or with minor modifications of those details which have previously been agreed in writing by the Local Planning Authority as being not materially different from those thereby permitted.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.
 3. **Details and/or samples of materials to be used on all external elevations and the roof of the development hereby permitted shall be submitted to and approved in writing by the Local Planning Authority before the development is commenced. The approved materials shall be implemented on site.**

Reason: To ensure that the development will have an acceptable appearance which does not detract from the appearance and character of the surrounding area.
 4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking or re-enacting that order) no further windows, other than those shown on the approved plans, shall be installed above ground floor level in the extension hereby permitted without the specific grant of planning permission by the Local Planning Authority.

Reason: To prevent overlooking of neighbouring residential properties and to enable the Local Planning Authority to retain control over future alterations to the extension.

Reason for Decision

In the opinion of the Local Planning Authority, the proposed extension would have an acceptable design in this locality, it would not impact unacceptably on the amenities enjoyed by occupiers of adjoining residential properties or on highway conditions in the vicinity of the site. As such the proposed development complies with the provisions of the development plan as summarised below:

Hertfordshire Structure Plan Review 1991-2011:

Policy 25 'Car Parking' (and supplementary planning guidance 'Vehicle Parking Provision at New Development')

North Hertfordshire District Local Plan No. 2 - with Alterations:

Policy 28 'House Extensions'

Policy 57 'Residential Guidelines and Standards'

Policy 58 'Letchworth Garden City Design Principles'

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

8

TITLE OF REPORT: PLANNING APPEALS

REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL

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| *PART 1 – PUBLIC DOCUMENT | <p style="text-align: center;">AGENDA ITEM No</p> <p style="text-align: center; font-size: 2em;">9</p> |
|---------------------------|--|

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

2 THE FORWARD PLAN

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

3. PROJECT/ ACTIVITY/ SCHEME DETAILS

3.1 Jackmans Youth Provision

The ‘Jackmans Youth and Children’s Project Group’ is now leading on the development of services for young people on the Jackmans estate, and hopes to consult young people on exactly what they want in the near future. Unfortunately the possible development of an IT based facility at Lannock School has been put on hold until the review of primary schools in Letchworth has been completed.

However, the group has suggested that the vacant ex-library building could be used as a facility to host both youth, children and parents groups in the short term future. Officers have also spoken to other agencies (including the youth service, the extended schools consortium and North Herts Homes) who have also expressed a wish to use the facility and support service provision.

Officers are confident that the building could be made suitable for interim use by these groups and young people with a financial input by this committee. Having the building in use may also reduce incidents of vandalism and Anti-Social activity in the Ivel Court area that are likely to continue whilst the facility remains vacant.

3.2 **Youth Council**

The Community Development Team has commissioned Rap-Aid to assist in the development and formation of a representative Youth Council for the town. It is also proposed that Letchworth Garden City Council also takes on a partnership role on this project – which will be based at Mrs Howard Hall.

3.3 **Letchworth Winter Events Committee**

The new Town Centre manager has formed a committee to address the co-ordination of Christmas festivities and winter events. North Herts District Council will be represented on this group by the Community Development Manager.

3.4 **Grange Recreation Ground**

NHDC Parks and Open Spaces have placed the order for the installation of a Basketball court on this area, which should be in place by this committee meeting.

Consultation with the community and young people in the area has not highlighted a need for a BMX track, which will now not progress as a project. However, NHDC has now appointed a 'preferred bidder' (Leisurepark) for the creation of a skate park, and consultation with them is underway with regards to the design of this facility.

3.5 **Howard Hall**

At the time of writing, handover of the facility from builders to NHDC is imminent. The existing tenants and relevant officers are aware of this committee's wish to have both a tour and a public open day.

3.6 **Redevelopment of Howard Gardens**

Further consultations have been held to look specifically at proposed designs, with officers now in consultation with the Heritage Lottery Foundation.

3.7 **Letchworth Arts Centre**

The Arts Centre is now open and officers will orally feedback on the success of the grand opening on February 23.

3.8 **Jackmans Mural Project**

Following on from the success of the Grange underpass mural, the Chief Executive of Letchworth Arts Centre is in the process of organizing a similar project on the Jackmans estate. A request for financial assistance for this is enclosed as part of the finance report.

3.9 **Letchworth Outdoor Pool**

The Leisure Projects manager has now confirmed that it is not possible to specifically quantify the number of people who utilised the outdoor pool during the additional hour of opening (on four days of the week) in previous years. However systems have now been put in place to do this during 2007.

A quotation from Stevenage Leisure Limited for providing this service during 2007 has been received and is detailed in the financial report.

3.10 Grange Improvement Forum

The Senior Community Development Officer is assisting the development of the group and their chosen initiatives, primarily the enhancement of the area in front of and directly associated to the shops.

From the open public meeting held on Tuesday 20th February 2007 at the Grange Youth Centre the following points were discussed:-

The Groundworks Garden project update
Design Schemes and Proposal for the shops area
Volunteering to be a member of the forum
Youth Issues
Addressing the Alcohol related issues in the area

3.11 Grange Youth Centre

The Senior Community Development Officer is assisting the Management Committee with regards to a number of operational and funding issues. The Committee is also endeavoring to take on control and responsibility of the Youth Club's Trust status and the remaining funds left over from the old Club's Trustee and Management group.

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

TITLE OF REPORT: LETCHWORTH COMMITTEE DEVELOPMENT & AREA VISIONING BUDGETS 2006/07

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 The Leisure Projects Manager , following consultation with Stevenage Leisure Limited, has received a quoted fee of £5,175 for extending the opening of Letchworth Outdoor Pool on Monday, Wednesday, Friday and Saturdays from 6.30pm to 7.30pm as has been the case for the previous few years. Should members indicate that they wish to support this initiative, funds will be committed in principle from the 2007/08 budget.
- 4.2 The Committee has agreed in principle grants to the value of £27,500 to Letchworth Arts Centre (LAC) from the 2007/08 year. Letchworth Arts Centre have recently obtained a grant from the Waste Recycling Group (WREN) of £35,000, but need a third party to contribute £3,850 to WREN in order to unlock this grant. LAC have requested that this committee consider allocating £3,850 this financial year to pay direct to WREN enabling them to draw down the external investment. Should the committee agree to this request £3,850 would be allocated from this years budget, and deducted from the 2007/08 grant.

- 4.3 There is £16,355 currently unallocated in the area capital visioning budget, and a combined total of £35,869 unallocated in the Revenue Visioning budget comprised of; Jackmans Improvement budget, Small Area Grants, Discretionary and Town Centre Budgets. At the January meeting of this committee, members requested that officers compile suggestions as to how these budgets could be used.
- 4.4 Members have enquired as to the possibility of 'crowning' trees in Pixmore Avenue. The NHDC arboriculturalist has advised that work is likely to proceed in the near future, using funds allocated by Herts County Council.
- 4.5 One application for a small grant has been received from Norton Road Bowls Club.
- 4.6 The following table details suggestions for use of these unallocated funds:

| Suggestion | Approximate Cost | Notes |
|---|---|--|
| 1. Replace damaged bench on South View. | £400 for bench made from recycled materials. | Suggestion highlighted by a ward member |
| 2. Replace worn out bench on Spring Road (Hitchin road end) | £400 (as above). A wooden bench would cost approximately £900. | Suggestion from parks and open spaces team |
| 3. Installation of dog waste bin on Willian Road, equidistant between Letchworth Lane and the 4 X 4 Garage near Hitchin | £450 plus annual revenue implication of £70 per year | Suggestion from ward member. Price includes 1 yrs collection fee. |
| 4. Revenue funding for youth initiatives at the Spring Road Scout Hut. | £5,000, based on the employment of two workers for one night a week for 40 weeks. | Funds would be used to hire youth workers for a range of youth services. Facilitation of such services in this area has been an aspiration of this committee in recent meetings. |
| 5. Underpass mural on the Jackmans estate | £3,500 | Officers, with assistance from Letchworth Arts Centre, have identified the underpass near Freeman House (going underneath Radburn Way) as suitable for a project similar to the successful one that occurred on the Grange estate. |
| 6. Jackmans Community Garden | £5,000 , pending specific project plan. | N. Herts Homes are expected to contribute at least 50% of this project. Total cost is currently unknown but likely to be in excess of £10,000. |
| 7. Contribution towards capital works associated with the improvement of the Rushby Meade Scout base | £5,000 | Total cost of works is £38,000, with the local scout organisation currently raising funds for this project. |

| | | |
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| 8. Allocation of funds to make the old Jackmans Library into a temporary base for parent and child groups in the day and youth groups in the evening. Funds will act as 'seedcorn' funding. | £7,000 | Funds to be used predominantly to make building suitable and buy basic equipment. Contributions from North Herts Homes and Letchworth Town Council are expected and the facility should get a least 15 months of use. |
| 9. Contribution of funds for winter festival activities | £2,500 | The New Town Centre manager is establishing a multi agency group to co-ordinate activities and potentially develop new ones. Any contribution would include funds for a possible carol concert. |
| 10. Allocation of funds to Letchworth Arts Centre to enable them to 'unlock' WREN funding. | £3,850 | See section 4.2 |
| 11. Funds to create 3 new plots on the Norton Rd Allotments | £600 | Removal of compost site has made the creation of new plots available. There are no budgets available for this purpose. |
| 12. Allocation of small grant to the Norton Road Bowls Club | £1,000 | Grant report enclosed as appendix 2 |

4.7 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 2006/07. Any underspent budget could be requested to be carried forward into 2007/8 financial year to fund projects from April 2007 onwards.

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 Members and appropriate officers have been asked to input suggestions for community projects. Feedback gained has been used to compile the table in section 4.6

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 agree an allocation 'in principle' of £5,175 from the 2007/08 budget to enable Letchworth Outdoor Pool to extend its opening hours.
- 9.3 That the committee allocated grants to projects as detailed in section 4.6 with funds coming from the following budgets:

| Suggestion | Amount recommended | Budget |
|--|--|--|
| 1. Replace damaged bench on South View. | £400 | Discretionary budget |
| 2. Replace worn out bench on Spring Road (Hitchin road end) | £400 | Discretionary budget |
| 3. Installation of dog waste bin on Willian Road, equidistant between Letchworth Lane and the 4 X 4 Garage near Hitchin | £450 plus annual revenue implication of £70 per year | Discretionary budget |
| 4. Revenue funding for youth initiatives at the Spring Road Scout Hut. | £5,000 | Revenue Visioning |
| 5. Underpass mural on the Jackmans estate | £3,500 | Small Area Grants – 737 Jackmans budget - 2828 |
| 6. Jackmans Community Garden | £5,000 | Discretionary – 2688 Small Area Grants - 2312 |
| 7. Contribution towards capital works associated with the improvement of the Rushby Meade Scout base | £5,000 | Discretionary budget |
| 8. Allocation of funds to make the old Jackmans Library into a temporary base for parent and child groups in the day and youth groups in the evening | £7,000 | Revenue Visioning – 6263 Small Area Grants - 737 |
| 9. Contribution of funds for winter festival activities | £2,500 | Small Area Grants |
| 10. Allocation of funds to Letchworth Arts Centre to enable them to 'unlock' WREN funding. | £3,850 (amount to then be deducted from 07/08 award) | Discretionary budget – 1920 Town Centre Budget - 1930 |

| | | |
|---|--------------|---|
| 11. Funds to create 3 new plots on the Norton Rd Allotments | £500 £100 | Discretionary Budget Small Area Grants |
| 12. Allocation of small grant to the Norton Road Bowls Club | £1,000 | Small Area grants |
| Total | 34,600 | |
| Amount outstanding | 1169 | In small area grants |

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 2006/07.

12.2 Appendix 2 – grant report on behalf of the Norton Road Bowls Club.

13. CONTACT OFFICERS

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

13.2 Anita Thomas, Group Accountant
Telephone: 01462 474451
E Mail Anita.thomas@north-herts.gov.uk

Letchworth Budget 2006/07

| <u>SUMMARY/ TOTALS</u> | <u>Funding</u> | <u>Allocated</u> | <u>Spent</u> | <u>Outstanding</u> | <u>Unallocated Budget</u> |
|------------------------------|-----------------|------------------|----------------|--------------------|---------------------------|
| <u>Revenue Visioning</u> | £70,060 | £58,797 | £40,029 | £19,034 | £11,263 |
| <u>Capital Visioning</u> | £120,100 | £103,745 | £0 | £103,745 | £16,355 |
| <u>Jackmans Improvement</u> | £2,828 | £0 | £0 | £0 | £2,828 |
| <u>Other Allocated Funds</u> | £5,000 | £5,000 | £5,000 | £0 | £0 |
| <u>Small Area Grants</u> | £18,470 | £9,680 | £9,680 | £0 | £8,790 |
| <u>Discretionary</u> | £39,248 | £28,190 | £22,745 | £5,587 | £11,058 |
| <u>General Town Centre</u> | £24,430 | £22,500 | £22,500 | £0 | £1,930 |
| Total | £280,136 | £227,912 | £99,954 | £128,366 | £52,224 |

Letchworth Budget 2006/07

| REVENUE VISIONING | Funding | Year Allocated | Project | Allocated | Date | Spent | Outstanding | Unallocated | Comments |
|---|----------------|-----------------------|----------------------------------|------------------|--------------------------------|----------------|--------------------|--------------------|---|
| Preallocated Funds Brought Forward from 05/06 - Main Visioning Budget | £20,730 | 2004/2005 | 5 Recycling Litter Bins | £3,597 | 10.03.04 & 06.07.05 & 28.09.05 | £3,597 | £0 | | Allocated Originally £7030, remaining £3430 reallocated to Community Projects |
| Relocation of Pedestrian Phasing | -£5,000 | 2004/2005 | Southern Way Landscaping Project | £3,200 | 3.11.04 | £3,248 | £0 | | |
| Relocation of Recycling Bins | -£3,430 | 2005/2006 | Grange Regeneration Group | £500 | 09.11.05 | £0 | £500 | | |
| | | 2005/2006 | Skate Board Events | £5,000 | 08.03.06 | £5,000 | £0 | | |
| Preallocated Funds Brought Forward from 05/06 - Area Visioning Budget | £39,000 | 2004/2005 | Youth Council | £2,000 | 22.12.04 | £50 | £1,950 | | |
| | | 2005/2006 | Course for Skateboard Tutors | £5,000 | 28.09.05 | £5,000 | £0 | | |
| | | 2005/2006 | Tree Planting - Various Sites | £15,000 | 09.11.05 | £9,494 | £5,506 | | |
| | | 2005/2006 | Grange Youth Wing | £10,000 | 14.12.05 | £8,295 | £1,705 | | |
| | | 2005/2006 | Norton Road Speed Calming | £5,000 | 14.12.05 | £0 | £5,000 | | |
| | | 2005/2006 | Jackmans Youth Shelter | £2,000 | 14.12.05 | £2,218 | £0 | | |
| Visioning Community Projects (C/F 2005/06) | £10,330 | 2006/2007 | Street Planting | £5,000 | 05.07.06 | £1,595 | £3,405 | | |
| Plus Pedestrian Phasing | £5,000 | | Carol Concert | £1,000 | 08.11.06 | £556 | £444 | | |
| Plus Recycling Bins Reallocation | £3,430 | | Youth Concert | £1,500 | 08.11.06 | £976 | £524 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Total | £70,060 | | | £58,797 | | £40,029 | £19,034 | £11,263 | |

| CAPITAL VISIONING | Funding | Year Allocated | Project | Allocated | Date | Spent | Outstanding | Unallocated | Comments |
|--------------------------|-----------------|-----------------------|-----------------------------------|------------------|-------------|--------------|--------------------|--------------------|-----------------|
| 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 | Year Allocated | Project | Allocated | Date | Spent | Outstanding | Unallocated | Comments |
|------------------------------|----------------|-----------------------|----------------|------------------|-------------|--------------|--------------------|--------------------|-----------------|
| Brought forward | £2,828 | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Total | £2,828 | | | £0 | | £0 | £0 | £2,828 | |

Letchworth Budget 2006/07

| OTHER ALLOCATED FUNDS | Funding | | Project | Allocated | Date | Spent | Outstanding | Unallocated | Comments |
|--|----------------|--|--------------------------|------------------|-------------|---------------|--------------------|--------------------|------------------|
| Pre allocated funds Brought Forward from 2005/06 | £5,000 | | LGC Eagles Football Club | £5,000 | 10.12.03 | £5,000 | £0 | | Work in Progress |
| | | | | | | | | | |
| Total | £5,000 | | | £5,000 | | £5,000 | £0 | £0 | |

DEVELOPMENT BUDGETS

| SMALL AREA GRANTS | Funding | | Project | Allocated | Date | Spent | Outstanding | Unallocated | Comments |
|---|----------------|--|--|------------------|-------------|---------------|--------------------|--------------------|--|
| Preallocated Budgets Brought Forward from 05/06 | £5,000 | | Rap Aid Music Festival | £5,000 | 13.04.05 | £5,000 | £0 | | |
| | | | | | | | | | |
| Base Budget 06/07 | £13,470 | | Royal Naval Association | £750 | 19.04.06 | £750 | £0 | | |
| | | | Letchworth Tennis Club | £300 | 19.04.06 | £300 | £0 | | |
| | | | Letchworth Lions Club | £200 | 19.04.06 | £200 | £0 | | |
| | | | Letchworth Festival | £2,500 | 19.04.06 | £2,500 | £0 | | Money Transferred to new Letchworth Festival Code (1416 014) |
| | | | Letchworth Outdoor Pool - additional opening hours | £930 | 24.05.06 | 930 | £0 | | |
| Total | £18,470 | | | £9,680 | | £9,680 | £0 | £8,790 | |

| Discretionary Budgets | Funding | | Project | Allocated | Date | Spent | Outstanding | Unallocated | Comments |
|---|----------------|--|--|------------------|-------------|----------------|--------------------|--------------------|---|
| Preallocated Funds Brought Forward from 05/06 | £16,140 | | CCTV Temple Rec Ground | £5,500 | 25.05.05 | £4,284 | £1,216 | | |
| | | | Bench at Temple Gardens Recreation Ground | £630 | 14.12.05 | £772 | £0 | | Overspent by £142 |
| | | | Speed Activated Sign in Willian | £1,000 | 08.03.06 | £1,000 | £0 | | |
| | | | Hanging Baskets/Planters | £9,010 | 08.03.06 | £8,939 | £71 | | |
| | | | | | | | | | |
| Base Budget 06/07 | £23,250 | | Letchworth Festival | £2,500 | 19.04.06 | £2,500 | £0 | | Money Transferred to new Letchworth Festival Budget Code (1416 014) |
| Less Overspend - Bench at Temple Gardens | -£142 | | Letchworth Outdoor Pool - additional opening hours | £4,000 | 24.05.06 | £4,000 | £0 | | |
| | | | Tree Maintenance and additional Watering | £3,000 | 05.07.06 | £0 | £3,000 | | |
| | | | Grange Baptist Church | £1,250 | 02.10.06 | £1,250 | £0 | | |
| | | | Wednesday Drop -in Club | £1,000 | 13.12.06 | £0 | £1,000 | | |
| | | | North Herts Book Festival | £300 | 01.02.07 | £0 | £300 | | |
| Total | £39,248 | | | £28,190 | | £22,745 | £5,587 | £11,058 | |

| GENERAL (TOWN CENTRE) | Funding | | Project | Allocated | Date | Spent | Outstanding | Unallocated | Comments |
|---|----------------|--|----------------------|------------------|-------------|----------------|--------------------|--------------------|---|
| Preallocated Funds Brought Forward from 05/06 | £15,000 | | LGC Arts Partnership | £15,000 | 25.05.05 | £15,000 | £0 | | Money Transferred to LGC Arts Partnership Code (1416 013) |
| | | | | | | | | | |
| Base Budget 06/07 | £9,430 | | Letchworth Festival | £7,500 | 19.04.06 | £7,500 | £0 | | Money transferred to new Letchworth Festival Budget Code (1416 014) |
| Total | £24,430 | | | £22,500 | | £22,500 | £0 | £1,930 | |

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