

25 March 2008

Our Ref: HD/SRuralCtte/ MAR. 08
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To: The Members of the Southern Rural Committee of North Hertfordshire District Council

(Councillors: D.J. Barnard (Chairman), Tom Brindley (Vice-Chairman), Alan Bardett, John Bishop, Lee Downie, Tricia Gibbs, J. Gray, Sal Jarvis, David Miller and Mrs C.P.A. Strong)

You are invited to attend a meeting of the

SOUTHERN RURAL COMMITTEE

to be held at

**THE COUNCIL OFFICES, GERON ROAD, LETCHWORTH
GARDEN CITY**

on

WEDNESDAY 3 APRIL 2008

at

7.30 pm

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 meeting of this Committee held on 20 February 2008.	-
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 the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chairman will then decide whether the item(s) raised will be considered.	-
4 CHAIRMAN'S ANNOUNCEMENTS 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.	-
5. PARISH PLANS (NO OFFICER REPORT) There will be five presentations to the Committee as follows: 1. Codicote Parish Plan; 2. Ickleford Parish Plan; 3. Kimpton Parish Plan; 4. Knebworth Parish Plan; 5. Community Development Agency for Hertfordshire.	1
6. PUBLIC PARTICIPATION To receive petitions, comments and questions from members of the public. Public participation requests received within the agreed time will be notified to Members as soon as practicable including: 1. Possible receipt of a petition regarding a zebra crossing in Whitehorse Lane, Great Ashby. 2. Twelve grant applications have been received, at the date of publication it was not known which applicants would make a presentation.	3

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| 7. | CHAMPION NEWS AND COMMUNITY REPORT
REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES
<i>To advise the Committee of the activities and schemes with which the Community Development Officer has been involved since the last meeting held on 20 February 2008.</i> | 5 |
| 8. | ANNUAL GRANTS, DEVELOPMENT, DISCRETIONARY AND VISIONING BUDGETS 2007-2008
REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES
<i>To advise the Committee on the current expenditure and balances of the Area Committee delegated budgets.</i>
This item is "to follow" | 11 |
| 9. | OLD KNEBWORTH CONSERVATION AREA REVIEW
REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL
<i>For the Committee to review the results of the study carried out by The Conservation Studio in conjunction with alternative proposals.</i>
<i>It is expected that Martha Lytton Cobbold will give a presentation to the Committee</i> | 13 |
| 10. | SOUTHERN RURAL – THE WAY FORWARD
<i>To discuss the past years activities of the Southern Rural Area Committee and any suggested alterations for the future.</i> | 17 |

The Southern Rural Area Committee Meetings for the Civic Year 2008 – 2009 will be as follows:

12 June 2008

31 July 2008

02 October 2008

27 November 2008

22 January 2009

12 March 2009

SOUTHERN RURAL AREA COMMITTEE
3rd APRIL 2008

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

5

PARISH PLANS (NO OFFICER REPORT)

There will be five presentations to the Committee as follows:

1. Codicote Parish Plan;
2. Ickleford Parish Plan;
3. Kimpton Parish Plan;
4. Knebworth Parish Plan;
5. Community Development Agency for Hertfordshire.

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*PART 1 – PUBLIC DOCUMENT	AGENDA ITEM No. 6
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PUBLIC PARTICIPATION

To receive petitions, comments and questions from members of the public. Public participation requests received within the agreed time will be notified to Members as soon as practicable.

1. Possible receipt of a petition regarding a zebra crossing in Whitehorse Lane, Great Ashby.
2. Twelve grant applications have been received, at the date of publication it was not know which applicants would make a presentation

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*PART 1 – PUBLIC DOCUMENT	AGENDA ITEM No. 7
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TITLE: CHAMPION NEWS AND COMMUNITY REPORT

REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT & CULTURAL SERVICES

1. SUMMARY

- 1.1 To advise the Committee of the activities and schemes with which the Community Development Officer has been involved since the previous Committee meeting.
- 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. ISSUES – PROJECT/ACTIVITY/SCHEME DETAILS

2.1 **Big Lottery Playful Ideas Fund** – Since NHDC agreed to mainstream the Rural Play Project from October 2008, the Big Lottery Fund have advised us to withdraw our Playful Ideas application on the grounds that the project would no longer seem to be innovative. However, rural play project has continued to visit Parish Council's to offer assistance in applying to smaller funds to enhance the level of provision that the Rural Play Project is able to offer.

2.2 **Southern Rural Art Workshop Roadshows** – Following the Committee awarding £3,000 to support commissioning of the Letchworth Arts Centre to deliver a programme of ten art workshops, the following villages have been selected as project locations: Breachwood Green, Cockernhoe, Codicote, Graveley, Great Ashby, Holwell, Kimpton, Knebworth, Pirton & St Ippolyts.

Delivery of the specific roadshows will be included in the programmes of the following 2008 annual rural events: Codicote Village Day, Great Ashby Fun Day, Knebworth Village Festival & the Kimpton May Festival.

2.3 **Parish Plans** – In consideration of this agenda item being postponed from the 20th February 2008 Committee meeting, those Parish Councils and Parish Plan Groups who have now undertaken their respective Parish Plans have been invited back to the Area Committee meeting to each give a 5 minute presentation on how their Plans are being implemented. These are: Codicote, Ickleford, Kimpton & Knebworth. Aspects covered by each Parish include:

- The concept of your respective Parish Plan (PP)
- How you went about undertaking the PP
- The issues/obstacles you had to overcome in completing the PP
- The Community involvement/Engagement with your PP
- The 'Way Forward/Future for your PP

A representative from the Community Development Agency for Hertfordshire (CDA for Herts) as the Rural Community Council (RCC), will also be attending to give a 5 minute

presentation to outline the level of support & advice given to Parish Councils on Parish Plans.

- 2.4 **Transport Fundamental Service Review (TFSR)** – The Southern Rural Community Development Officer has been asked to represent rural views as part of the current TFSR. Discussions with Members, as well as visits to other local authorities will be undertaken to assess best value practices.
- 2.5 **North Hertfordshire Rural Strategy 2005-10** – This is currently being updated to review its Key Priorities in line with the objectives set out within the strategy. Updates will be obtained from the Council and via strategic external partnerships, to ensure it is current to 2007/08.
- 2.6 **Member Ward Visit** – A ward visit to meet with St Pauls Walden Parish Council took place on 3rd March 2008 to discuss the continued partnership working between the Council and Parish Councils, for the benefit of the community.
- 2.7 **Parish Challenge Underspend** – Part of the underspend from the 2006/07 Parish Challenge underspend has been agreed to fund the following two projects for essential new play equipment, as identified in the Council's 2004/05 'The Way Forward' which documents an audit of all rural play areas undertaken by the Council's Parks and Open Spaces Officer.

A new multi-play unit has been selected for Wymondley Parish Council to be installed in the Little Wymondley Recreation Ground and a new set of swings for Reed Parish Council to be installed in the Reed Play Area. Both installations will include the appropriate safety surfacing and it is anticipated that both installations will take place in May/June 2008. There will be photo call events arranged to officially handover the commissioned installations to the respective Parish Councils. Both Parish Councils will thereafter insure and maintain the play equipment in line with the annual independent safety inspections undertaken.

- 2.8 **Envirocrime District Audit** – The Audit Commission undertook an Envirocrime District Audit Inspection during the week commencing 10th March 2008. Meetings took place with various partner agencies, officers and Members to assess the overall functioning of environmental crime partnerships. Issues that impact on rural areas eg: fly-tipping, were considered.
- 2.9 **Annual Parish & Town Council Conference** – A meeting of officers took place on 20th March 2008 to initially plan the forthcoming 2008 conference. As in previous years all rural Members, Parish & Town Councils will be formally invited to attend. An update will be given at the meeting to advise Members of the agreed time and date.
- 2.10 **North Hertfordshire Highways Joint Member Panel (NHHJMP)** – Members of the Southern Rural Area Committee are requested to review the information presented at Appendix A. The Chairman is requested to lead a debate on potential highway projects and or traffic management schemes associated with the themes identified at 1.1 (8) Appendix A in the Southern Rural Area that could be considered for joint funding with the NHHJMP 2008/09 Discretionary Budget.

Members are also requested to list the location for disabled parking bays identified at 1.7 (6) in Appendix A.

3. RECOMMENDATIONS

- 3.1 That the Committee endorses the actions taken by the Community Development Officer to promote greater community capacity and well being for rural communities.
- 3.2 That the Committee give consideration to the information provided at Appendix A, and determine any such schemes or projects that could be considered for joint matched funding with the NHHJMP Discretionary Budget for 2008/09.
- 3.3 That the Committee also list possible locations for disabled parking bays identified at 1.7 (6) in Appendix A.

4. REASON FOR RECOMMENDATION

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

5. APPENDICES

- 5.1 Appendix A – Potential Projects or Schemes - NHHJMP 2008/09 Discretionary Budget.

6. CONTACT OFFICERS

- 6.1 Garry Gover (Community Development Officer – Southern Rural Area)
Telephone: 01462 474674
E-Mail: garry.gover@north-herts.gov.uk

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

1.1 Members' attention is drawn to Minute 39 of the Joint Member Panel Meeting (JMP) held on 28 January 2008 where under items (3), (4) and (8) it was resolved that in the next cycle of Committee meetings an officer be requested to present a report in the next cycle of Committee meetings for Members to identify:

(3) *...road safety measures that could be joint funded within the Joint Member Panel Discretionary Budget for the next and ensuing financial years;*

(4) *.... schemes in each area that could be put forward for joint funding in the JMP Discretionary Budget for 2008-2009 in accordance with the agreed themes;*

And

(8) *.....indicate the following themes with which specific schemes which could be proposed for joint funding:*

1. Minor re-surfacing works;

2. Road safety schemes;

3. Maintenance of verges;

4. Enhancement of town centres and village centres;

5. Maintenance of rural highways;

6. Referrals from NHDC Area Committees for works;

7. Maintenance in town centres.

1.2 Thus, in light of resolution (3) and above, Members are requested to list potential schemes that could be put forward for joint funding in the JMP Discretionary Budget for 2008-2009 in accordance with the 7 themes listed in resolution (8) above:

1.3 The proposed schemes listed by the Area Committee will then be forward to the North Hertfordshire Highways (NHHP) District Manager, who will then assess each of the schemes, in line with the agreed procedure set out between NHDC and HHP. Those schemes that are considered feasible and satisfy the above themes would then be reported back to the Southern Rural Committee, together with outline cost estimates to prioritise and agree match funding from their discretionary budgets in the new civic year.

1.4 The amount to be put forward as part of the JMP Discretionary Budget for 2008-2009 contribution is yet to be finalised and will be reported at the JMP meeting on 21 April 2008, and will be reported together with the proposed outline schemes to the Area Committees.

2007-2008 Agreed Schemes:

1.5 For information, the agreed 2007-2008 JMP Discretionary budget of £100,000 is the entire discretionary budget funding available to the JMP Panel and must support all costs associated with the approved schemes, i.e. works, design, consultation, plus any investigations and feasibility studies.

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

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

(Budget = £100,000) **£100,000**

1.7 Disabled Parking Bays

Members' attention is also drawn to item 37 of the JMP minutes of 28 January 2008 where:

(6) That the NHDC – Hertfordshire Highways Liaison Officer be requested to provide (via Champion News) to each of the five NHDC Area Committees at the earliest opportunity the relevant list of possible locations for Disabled Bays in each area as prepared in consultation with the North Herts District Manager;

1.8 It is to be noted that the JMP also resolved that all matters concerning the development of a Disabled Parking Bays Strategy be taken forward in liaison with the NHDC Transport Fundamental Service Review Group. Disabled parking bays have been included in the scoping report for the Transport FSR agreed by PARC on 31st January 2008, and will be taken forward as part of the review.

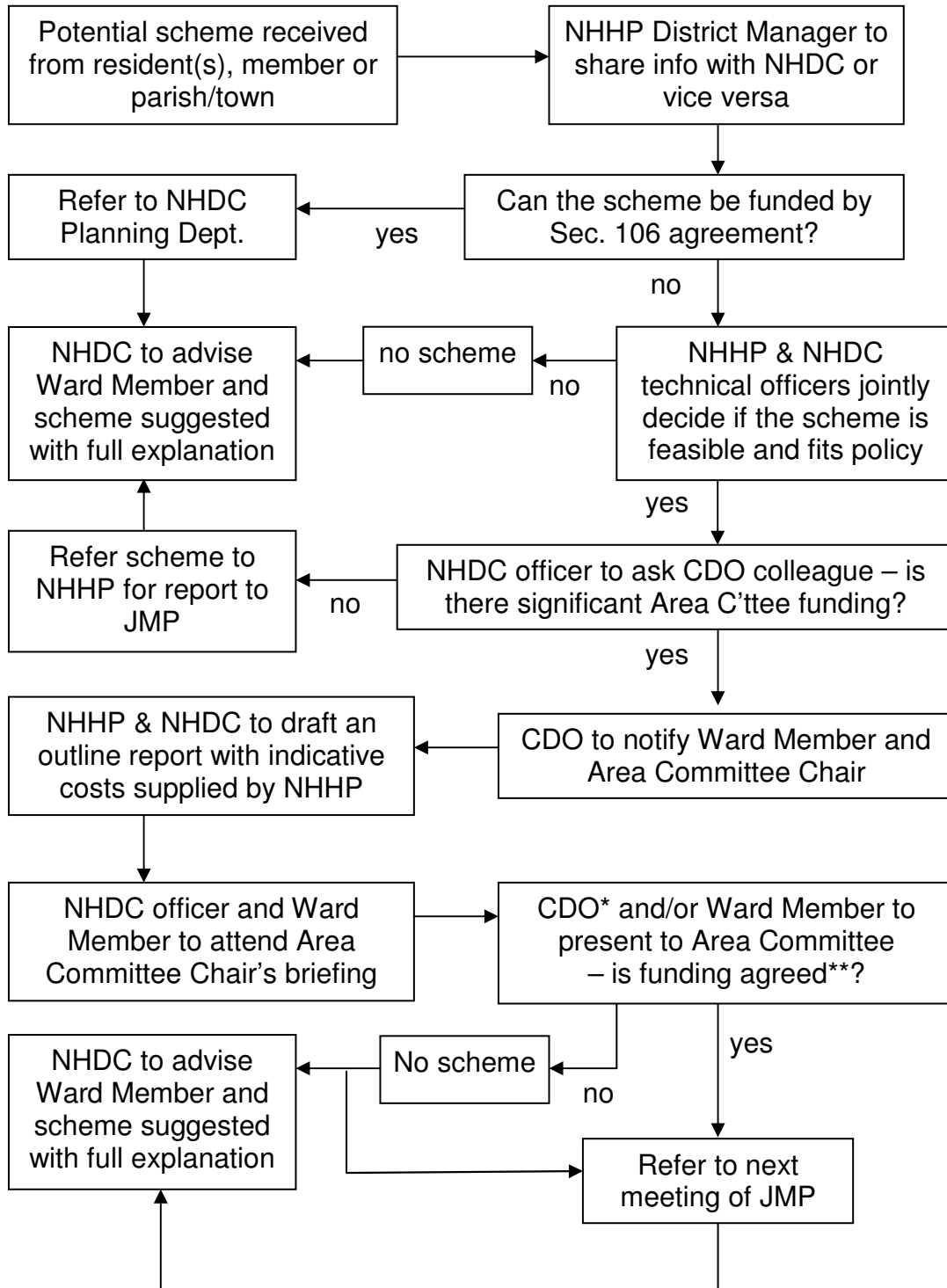
In conclusion:

1.9 Members are therefore requested to:

a) list PROJECTS or SCHEMES in the Southern Rural Area that they wish to put forward for inclusion in the JMP Discretionary budget for 2008-2009; and

b) list possible locations for Disabled Bays at the Southern Rural Committee meeting, or alternatively they either email Louise Symes, Projects Manager in Planning Services (louise.symes@north-herts.gov.uk) direct with their proposals or pass to the Southern Rural Committee Administrator by Friday 11 April 2008.

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



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

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

All decisions and outcomes to be recorded for learning purposes

**TITLE: GRANTS TO VOLUNTARY ORGANISATIONS AND DEVELOPMENT BUDGET
2007 - 2008**

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.

2. FORWARD PLAN

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

3. BACKGROUND

- 3.1 A spreadsheet detailing the total spends to date of the Area Development Budgets is enclosed as Appendix 3.
- 3.2 The Committee has now agreed its programme of awards to community organisations for 2007/08 on a meeting by meeting basis. All Parish Councils & Parish Meetings, Community & Voluntary Groups and Organisations have been advised on this change and invited to apply for grant-aid. This process has resulted in a further thirteen grant applications being submitted for consideration as set out in Appendices 1.1 – 1.13.
- 3.3 The Committee is asked to note the Area Committee Discretionary Base Budget for 2007/08 is £23,510.
- 3.4 The Committee is asked to note the Area Committee Discretionary Base Budget for 2008/09 is £23,510.
- 3.5 The Committee is asked to note that the Member Ward Budget for 2007/08 of £700 per Member must be allocated by April 3rd 2008.
- 3.6 The Committee is asked to note that the Member Ward Budget for 2008/09 of £700 per Member must be allocated by March 31st 2009.
- 3.7 The Covert CCTV Wireless equipment has now been delivered to the Council and is already being actively deployed in identified 'hotspots' across the Southern Rural area. The existing peripatetic Covert CCTV will also continue to be deployed where specific applications dictate, across the Southern Rural Area of the district by the Council's Enforcement team.

- 3.8 At the 2007/8 Year end, a pre-payment adjustment will be completed for the four year extended warranty for the CCTV equipment. The total of £5,200 has been allocated towards this from the pre-allocated Revenue Visioning Budget.
- 3.9 The first year of the extended warranty of £1,300 for the CCTV equipment, beyond the manufacturers standard 12 month warranty, relates to 2008/09.
- 3.10 **SCooTS 2 Wheels Scheme** – The Committee requested a 6 monthly progress update report on the scheme, since receiving a previous update at the 19th September 2007 Committee meeting.

The scheme is now running at full capacity with 13 North Herts clients signed up to the scheme. The 2 Wheels Coordinator (2WC) has recently spent much of his time identifying further funding opportunities to ensure the longer term revenue sustainability of the scheme, as well as networking with potential new clients and business contacts.

The current clients on the scheme are from the following North Herts villages: Hexton (2 clients), Kimpton (3 clients), Knebworth (1 client), Sandon (2 clients), St Ippolyts (3 clients), Therfield (1 client) & Weston (1 client). There is also another client from Welwyn who is fully financed on the scheme by Connexions.

Since the scheme was set up in March 2007 there have been a total of 164 enquiries from North Herts of which 35 were since September 2007. There have also been 29 from East Herts.

The 2WC has just secured a further £40,000 revenue in 2 tranches of £20,000 funding from the BAA Communities Trust Board in East Herts to support the scheme. This funding will be reviewed after one year.

Each client remains on the scheme for a period of nine months and the 2WC will discuss with the clients employers the opportunity to offer on-going support and funding once the client comes off the scheme.

Various environmentally friendly scooter options such as electric models are still under consideration in recognising the need to reduce the carbon emissions.

The SCooTS Steering Group of partnership organisations continue to meet every three months to ensure that the scheme's key objectives are met in providing a loan scooter for a period of nine months to any rural young person between the ages of 16 – 25 years old.

The 2008/09 tranche of £5,000 funding to the scheme supported by the committee will be released in early April 2008.

- 3.11 **Area Committee Budgets** - In response to the concerns raised at the Southern Rural Committee meeting on 20th February 2008, there is no in-balance between giving grant aid to external groups and the Council commissioning work to meet particular programmes or objectives. It is, however, fair to say that different funding procurement approaches are taken dependent to whether the Area Committee is responding to an external request or deciding to commission work itself.

To put this in context, the Policies and Procedures for Financial Assistance to Voluntary and Community organisations (November 2002) comprise both a general

and more specific set of criteria, guidance and conditions that enable external organisations to apply for funding from the Council. In most cases, applications are made to support a particular aim, aspiration or ambition particular to the project, but in order to receive funding, there must be a link to one or more of the Council's Strategic Objectives. The prime beneficiary will be the project itself with the impact on the Council being of secondary benefit.

For such requests and dependent upon the nature and value of the project, the Council will only pay a percentage of the total costs. For all external grant applications under £500, 100% award can be made.

Area Committees operating under their Terms of Reference have to allocate any devolved or discretionary budgets within the terms determined by the Council. Furthermore, the Policies and Procedures do give Area Committees a degree of discretion and flexibility in allocating their budgets. For example, Ward Member budgets can be used in full in response to requests from Members.

With regard to Area Committee's 'commissioning' work, funding can be in full or in part, again, dependent upon the nature of the work or project being undertaken. Any such work will be of primary benefit to the Council as it is choosing to use this procurement approach to achieve activities or work programmes that it cannot do itself.

The Policies and Procedures for Financial Assistance are presently under review and a Member Workshop is being planned to be part of this process, though a date has yet to be set.

- 3.12 The Head of Community Development & Cultural Services has advised that where there are multi Member Wards, it is good practice, and indeed custom & practice, for Members to advise their colleagues on any community grant requests. This will avoid any potential application conflicts and ensuring that multiple requests are managed in a coordinated way from the same organisation.
- 3.13 The CDO ensured that the current edition of the Council's Outlook magazine maximised the publicity of grant-aid that the Council has awarded to voluntary & community groups/organisations. The edition promoted a number of projects which received successful awards from the Council's Parish Challenge funding stream. The CDO is the Lead Officer for Parish Challenge, Playground Challenge & Parish Enhancement & Cleansing Fund.

4. LEGAL IMPLICATIONS

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

5. FINANCIAL AND RISK IMPLICATIONS

- 5.1 Members are asked to note the information detailed in Appendix 3 of the report, which relates to the Area Committee budget balances for the past financial year 2006/07, as well as for the current financial year 2007/08.
- 5.2 The spreadsheet also details the pre-allocations carried forward from the previous financial years 2005/06 and 2006/07.

- 5.3 The Committee originally allocated part of its Revenue Visioning Budget in support of Village Halls Networking Events, as this project was identified in the 2003 Visioning Position Statement. The project is now complete and there remains an underspend of £990.00. The Committee are asked to consider re-allocating the underspend in support of a 'North Hertfordshire Village of the Year' Award. This is a rural initiative identified in the Council's 2005-10 North Hertfordshire Rural Strategy (NHRS) and the Corporate Plan.

The Committee, along with the other 4 Area Committees of Hitchin, Letchworth, Baldock and Royston will also be requested to allocate a budget in support of this new rural initiative. A new criteria will need to be agreed and the Committee are asked to propose a new set of criteria for consideration by the Head of Community Development & Cultural Services, in consultation with the relevant Portfolio Holder(s).

The Campaign for Rural England (CPRE) currently act as an umbrella organisation to organise annual 'Village of the Year' Awards and they have agreed to oversee the organisation of this new award. The CPRE as outlined in the NHRS is the most appropriate partnership organisation to oversee this new annual award, as they have vast experience in operating similar schemes.

The Southern Rural Community Development Officer has had preliminary discussions with the CPRE and has been advised that they would be willing to oversee organising the new initiative, on behalf of the Council. The Chairman of the Council would be considered to be the most appropriate Member to act as one of the judges for the award.

If the Committee were in support of re-allocating the budget, it is proposed that the first award would take place for the period 2009/10.

- 5.4 Hertfordshire Highways have advised that the total costs for the Highways project in Codicote will now only cost £4,000 and not the anticipated £9,000 previously advised. Members agreed to support the project with an award of £4,500 on a 50% matched funded from its 2006/07 budget. In consideration of the revised project cost, the Committee are now asked to consider re-allocating the underspend of £2,500 towards another generic Southern Rural Highways project.
- 5.5 In addition, the spreadsheet includes the balances and past expenditure relating to the allocated Area Visioning Budgets available to the Committee.
- 5.6 The total budget for the Committee for 2007/08 is £30,510, including a Ward Members budget of £7,000.
- 5.7 The current unallocated base budget is £15,982.
- 5.8 The Committee is to note that the total base budget for 2008/09 is £30,510, including a Ward Members budget of £7,000. As the Committee meeting is taking place over a timeline of two financial years, it can allocate funds from its' 2007/08 budget, as well as from its' 2008/09 budget.
- 5.9 Nine discretionary grant applications to the requested total of £5,005 which are criteria compliant, have been received as outlined in Appendices 1.1 – 1.13 for consideration under funding from the Committee's 2007/08 Base Budget.

- 5.10 Two discretionary grant applications to the requested total of £2,000 which are criteria compliant, have been received as outlined in Appendices 1.1 – 1.13 for consideration in principle under funding from the Committee's 2008/09 Base Budget.
- 5.11 Two discretionary grant applications to the requested total of £2,000 are not criteria compliant and ineligible for funding, have been received as outlined in Appendices 1.1 – 1.13.
- 5.12 There will be representatives attending the Committee meeting to make a maximum of 5 minutes presentation from the following organisations: Codicote Parish Council, Codicote Youth Project, CodiFest, Knebworth Parish Council, Lilley Parish Council, Offley Pre-School Group & Pirton Playgroup.
- 5.13 Should the grants totalling £5,505 be supported from the 2007/08 budget, the base budget will then be £10,477. All grant applications received up to 3rd April 2008 will be considered at the meeting. The meeting will also review the allocation of unallocated budgets & re-allocated of previous allocated budgets.
- 5.14 The current unallocated Members Ward Discretionary Budget is £2,980. All grant applications received after this meeting and up to the 3rd April 2008 will be considered at the meeting. The meeting will also review the allocation of unallocated grants.
- 5.13 This Area Committee meeting being the last of the 2007/08 Committee cycle, must allocate all of its 2007/08 unallocated budget, including all 2007/08 Ward Member budgets. All grant applications were received up to the 3rd April 2008 and must be allocated at the meeting.
- 5.15 It is possible that there will be funds remaining unallocated from the Committee Discretionary Budget and from the Member Ward Discretionary Budgets in the 2007/08 financial year. To ensure that all the budget is allocated, the Community Development Officer consulted with the Committee Chairman and Members ahead of the Committee meeting on 3rd April 2008.

6. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 6.1 Consultation with the respective Ward Members will always take place in connection with the pre-allocation of funds for community projects in 2007/08 and 2008/09, as it has done so from the previous financial years 2005/06 and 2006/07. Ward Members are advised prior to each meeting of all requests for financial assistance coming from their Ward.

7. RECOMMENDATIONS

- 7.1 The Committee is asked to note the budgetary expenditure, balances and carry forwards from the Ward Development Budgets and the allocated Visioning Budgets as set out in Appendix 3.
- 7.2 The Committee is asked to allocate grants to applicants as detailed in Appendices 1.1 – 1.13.
- 7.3 As there are two grant applications from Codicote Parish Council, the Committee may want to reduce the amounts recommended. Custom and Practice has been that when

more than one application is submitted from the same organisation, a diminished scale is applied against the recommendations.

- 7.4 The Committee are asked to recommend reallocating the £990 from the Revenue Visioning budget previously allocated to Village Halls, to support a North Hertfordshire 'Village of the Year Award and to propose a new set of criteria for consideration by the Head of Community Development in consultation with the relevant Portfolio Holder(s). If the Committee were in support of re-allocating the budget, it is proposed that the first award would take place for the period 2009/10.
- 7.5 The Committee are asked to reallocate the underspend of £2,500 from the Hertfordshire Highways Codicote project towards a matched funded Southern Rural Highways project. Members are also asked to propose projects for consideration.
- 7.6 The Committee considered its programme of awards to community organisations for this financial year 2007/08 on a meeting by meeting basis. This ensured that the management of grants is more effective and to grant-aid all voluntary groups and organisations, in support of their project needs.

8. REASONS FOR RECOMMENDATIONS

- 8.1 The awarding of financial assistance to voluntary and community organisations, schemes and initiatives.
- 8.2 That all unallocated budgets must be allocated at the Committee meeting on 3rd April 2008.

9. APPENDICES

- 9.1 Appendix 1.1 – 1.13 – Grant Applications submitted for consideration.

Chesfield Ward

Appendix 1.1: Grant request from Wymondley Parish Council

Codicote Ward

Appendix 1.2: Grant request from 1st Codicote Scout Group

Appendix 1.3: Grant request from Codicote Village Day Committee

Appendix 1.4: Grant request from Codicote Parish Council

Appendix 1.5: Grant request from Codicote Parish Council

Appendix 1.6: Grant request from Codicote Youth Project

Appendix 1.7: Grant request from CodiFest

Hitchwood, Offa & Hoo Ward

Appendix 1.8: Grant request from Lilley Parish Council

Appendix 1.9: Grant request from Offley Pre-School Group

Appendix 1.10: Grant request from Pirton Playgroup

Appendix 1.11: Grant request from Whitwell Steam and Country Fair

Knebworth Ward

Appendix 1.12: Grant request from Knebworth Festival Committee

Appendix 1.13: Grant request from Knebworth Parish Council

9.2 Appendix 2 - Summary of applications, criteria compliance and matched funding for 2007/08 & awarded in principle for 2008/09 funding and those applications ineligible for funding.

9.3 Appendix 3 – Spreadsheet of Committee Delegated Budgets 2006/07 & 2007/08.

10. CONTACT OFFICERS

10.1 Garry Gover
Community Development Officer – Southern Rural
Telephone: 01462 474674
E Mail: garry.gover@north-herts.gov.uk

10.2 Lois Stewart
Group Accountant - Customer Services
Telephone: 01462 474566
E Mail: lois.stewart@north-herts.gov.uk

10.3 Dr Patrick Candler
Head of Community Development & Cultural Services
Telephone: 01462 474823
E Mail: patrick.candler@north-herts.gov.uk

Summary of Applications, Criteria Compliance and Matched Funding for 2007/8 & Awarded in principle for 2008/09 funding & those applications ineligible for funding.

Group / Organisation	Summary of Project	Total	Raised	Request	Recommend	Matched Funding
1st Codicote Scout Group	Replacement of camping equipment	£540.27	£40.27	£500.00	£500.00 *	Existing funds
Codicote Parish Council	Purchase of four folding chairs	£100.00	£0.00	£100.00	£100.00 *	
Codicote Parish Council	Provision of internet access and IT training to residents	£140.00	£0.00	£140.00	£140.00 *	
Codicote Village Day Committee	Support for event programme production costs	£4,583.00	£500.00	£1,000.00	£1,000.00 #	Codicote PC
Codicote Youth Project	Maintenance of dance classes	£2,183.00	£800.00	£1,250.00	£1,250.00 *	Expected income from events
Codi-Fest	One-day music festival	£35,500.00	£32,000.00 (anticipated)	£1,000.00	£1,000.00 #	Event income, Codicote P C
Knebworth Festival Committee	2008 Knebworth Festival support grant	£7,195.00	£4,600.00	£1,000.00	£0.00 ~	Knebworth Village Trust & surplus funds
Knebworth Parish Council	Upgrade to gents' toilet in Knebworth Village Hall	£1,015.00	£500	£515.00	£500 *	Parish Precept
Lilley Parish Council	Provision of new village noticeboard	£490.00	£0.00	£490.00	£490.00 *	
Offley Pre-School Group	Replacement wall panels for portacabin & new toilet doors	£2,180.00	£930.00	£1,250.00	£1,250.00 *	Funds raised to date
Pirton Playgroup	Provision of a laptop towards website provision	£656.00	£256.00	£400.00	£400.00 *	Fundraising to date.

Whitwell Steam and Country Fair	To support costs of organising 2008 community event	£14,667	£0.00	£1,000.00	£0.00 ~	
Wymondley Parish Council	Erection of mesh fencing for Great Wymondley Recreation Ground	£1,750.00	£875.00	£875.00	£875.00 *	HCC School Travel Plan
Total project cost of grants						
		£70,999.27	£40,501.27	£9,520	£7,505	
Base Budget for 2007/08		£23,510				
Grant requests for approval from 2007/08 Budget indicated with *		£ 5,505				
Grant requests for approval from 2008/09 Budget indicated with #		£ 2,000				
Grant requests not criteria compliant and ineligible indicated with ~		£ 2,000				
Unallocated Base Budget should grants be approved		£10,477				

SOUTHERN RURAL AREA COMMITTEE BUDGET 2007/2008

SUMMARY/ TOTALS	Funding	Allocated	Spent	Outstanding	Unallocated Budget				
Revenue Visioning	£15,629	£15,629	£5,829	£9,800	£0				
Capital Visioning	£79,600	£40,000	£30,000	£10,000	£39,600				
Discretionary Budget 0708	£23,510	£7,528	£4,528	3000	£15,982				
Member Discretionary Budget 0708	£7,000	£4,020	£1,934	£2,086	£2,980				
Preallocated Amounts carried forward from 0607	£13,425	£13,425	£3,117	£10,308	£0				
TOTAL	£139,164	£80,602	£45,408	£35,194	£58,562				

REVENUE VISIONING	Funding	Year Allocated	Codes	Project	Allocated	Date	Spent	Outstanding	Unallocated	Comments
Preallocated Budgets Brought Forward from 0607	£15,629	2005/06		Southern Rural - Community Events	£500	16.03.06	£453	£47		
		2005/06		Southern Rural - Volunteers	£1,000	16.03.06	£0	£1,000		
		2005/06		Southern Rural - Parish Plans	£4,150	16.03.06	£782	£3,368		
		2005/06		Southern Rural - Village Halls	£990	16.03.06	£0	£990		Spend was never drawn down so £990 still to spend
		2005/06		Southern Rural - Youth Events	£500	16.03.06	£0	£500		Spend was never drawn down so £500 still to spend
		2005/06		Southern Rural - Anti Flytipping	£3,289	16.03.06	£3,294	-£5		
				Southern Rural - Warranty for CCTV Cameras	£5,200	16.11.06	£1,300	£3,900		
Total	£15,629				£15,629		£5,829	£9,800	£0	

CAPITAL VISIONING SR	Funding	Year Allocated		Project	Allocated	Date	Spent	Outstanding	Unallocated	Comments
Capital Visioning SR	£79,600	2006/07		Scooter & Cycle Transport Solutions (Scoots)	£15,000	13.07.06	£5,000	£10,000		
				CCTV Cameras	£25,000	16.11.06	£25,000	£0		Originally allocated £31,900 but only spent £25,000. £6,900 reallocated back to base
	£79,600				£40,000		£30,000	£10,000	£39,600	

DEVELOPMENT BUDGETS	Funding		Project	Allocated	Date	Spent	Outstanding	Unallocated Amount	Comments
Preallocated Funds Brought forward from 2006/2007	£5,265		Preston Cricket Club	£1,000	02.02.06	£1,000	£0		
			Preston Tennis Club	£448	02.02.06	£0	£448		
			Offley Parish Council	£1,000	02.02.06	£1,000	£0		
			Preston Cricket Club	£1,000	24.08.06	£0	£1,000		
			Codi-fest	£1,000	01.02.07	£1,000	£0		
			Preston Cricket Club	£700	01.02.07	£0	£700		
			Flower Beds for Ickleford PC	£117	28.02.07	£117	£0		
				£5,265		£3,117	£2,148	£0	
Underspend C/F 0607	£8,160		Highways Project - Codicote	£4,500	15.03.07	£0	£4,500		
			Southern Rural Community Projects	£3,660	15.03.07	£2,814	£846		
				£8,160		£2,814	£5,346	£0	
Base Budget 07/08	£23,510		Codicote Village Day	£1,000	14.06.07	£1,000	£0		
			Sticky Mitts Arts & Crafts Group	£650	14.06.07	£650	£0		
			Knebworth Youth Football Club	£896	14.06.07	£896	£0		
			Hexton Village Play Group	£1,233	14.06.07	£1,233	£0		
			Offley Parish Council - Dog Bins	£384	13.12.07	£384	£0		
			Offley Pre-School Group	£365	13.12.07	£365	£0		
			Letchworth Arts Centre	£3,000	20.02.08	£0	£3,000		
				£7,528		£4,528	£3,000	£15,982	
Member Discretionary Awards £700 per Member 0708	£7,000		Transport and Hall Hire costs for Knebworth Town Twinning	£220	09.05.07	£220	£0		
			Cost of Marquee	£100	14.06.07	£100	£0		
			Kimpton Parish Council	£249	24.08.07	£249	£0		
			Knebworth Link Up Club	£56	26.09.07	£56	£0		
			Knebworth Link Up Club	£94	26.09.07	£94	£0		
			Trinity Church	£249	12.11.07	£249	£0		
			Trinity Church	£249	12.11.07	£249	£0		
			Ickleford Parish Council	£213	04.02.08	£213	£0		
			Knebworth Parish Council	£175	03.03.08	£175	£0		
			Knebworth Parish Council	£175	03.03.08	£175	£0		
			Wymondley Luncheon & Social Club	£235	13.03.08	£0	£235		
			Wymondley Luncheon & Social Club	£235	13.03.08	£0	£235		
			Codicote Youth Project	£154	13.03.08	£154	£0		

				Codicote Parish Council - Light	£147	13.03.08	£0	£147		
				Codicote Parish Council - Planting Project	£150	13.03.08	£0	£150		
				Codicote Parish Plan Action Group	£249	13.03.08	£0	£249		
				Kimpton Parish Council- Whiteboard	£174	13.03.08	£0	£174		
				Kimpton Parish Council - Hall Liner	£249	13.03.08	£0	£249		
				Lilley Parish Council	£182	13.03.08	£0	£182		
				Dog Bin	£210	14.03.08	£0	£210		
				Dog Bin	£210	14.03.08	£0	£210		
				Dog Litter Signs	£45	14.03.08	£0	£45		
					£4,020		£1,934	£2,086	£2,980	
				Total	£43,935					
					£24,973		£12,393	£12,580	£18,962	

Note: Year end need to do payment in advance accrual. £5,200 has spend against Warranty. £1,300 relates to 2007/08.

TITLE OF REPORT: OLD KNEBORTH CONSERVATION AREA REVIEW

REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL

1. SUMMARY

1.1 On 20 February 2008, Southern Rural Committee resolved:

Minute 51

(2) That a recommendation to Cabinet concerning the Old Knebworth Conservation Area appraisal and map be deferred until the next meeting of the Southern Rural Area Committee to be held on 3 April 2008 to allow further consultation, clarification and assessment of proposal made by Knebworth Estates.

2. FORWARD PLAN

2.1 This Report contains a recommendation on a key decision that was notified to the public in the Forward Plan on the 1st March 2008.

3. PUBLIC CONSULTATION

3.1 Details of public consultation were reported to Southern Rural Area Committee on 20 February 2008 (minute 51 refers)

4. ISSUES

Legislative and planning requirements

4.1 These matters were reported to Southern Rural Area Committee on 20 February 2008 (minute 51 refers)

5. OLD KNEBORTH CONSERVATION AREA REVIEW

Proposed text changes in response to representations and information received

5.1 Officers still propose that the amendments as laid out at paragraphs 5.1 to 5.10 of the report to Southern Rural Area Committee on 20 February 2008 be supported.

Proposed changes to map in response to representations and information received

5.2 Officers still propose that the amendments as laid out at paragraphs 5.11 to 5.25 of the report to Southern Rural Area Committee on 20 February 2008 be supported.

6.0 HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

6.1 None

7.0 CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

7.1 See public consultation above.

8.0 RECOMMENDATIONS

8.1 Officers propose that Southern Rural Committee support the following recommendation.

Recommendation

That Southern Rural Committee supports the revised Old Knebworth Conservation Area appraisal and map as considered at paragraphs 5.1 to 5.25 of the report taken to Southern Rural Committee on 20 February 2008.

The Committee's views together with the recommendations made at Southern Rural Committee on 20 February 2008, are to be reported to Cabinet at its meeting on 8th April 2008.

9.0 REASONS FOR RECOMMENDATIONS

9.1 To ensure that the Council's statutory duties are carried out and that targets set by the Council with respect to BV219, are satisfied.

9.2 To enable the Council to adopt an up-to-date review of Old Knebworth Conservation Area with appropriate documents to inform future planning decisions.

10.0 APPENDICES

10.1 See background papers at 12.1.

11.0 CONTACT OFFICERS

11.1 Mark Simmons (Conservation Officer)
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12.0 BACKGROUND PAPERS

12.1 The following documents are background papers and can all be viewed on the Council's website at www.north-herts.gov.uk . The relevant web page is Planning Services/Planning Control and Conservation/The Conservation & Heritage Team. The documents can also be viewed at the Council Offices, Gernon Road, Letchworth Garden City by contacting the officers referred to above.

- Agenda Item No.6 to Southern Rural Committee on 20th February 2008 with appendices.

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

10

SOUTHERN RURAL – THE WAY FORWARD

The Chairman to lead a discussion on the past years activities of the Southern Rural Area Committee and any suggested alterations for the future.

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