



**COMMUNITY SELECT COMMITTEE**

**Date: Tuesday, 21 September 2021**

**Time: 6.00pm,**

**Location: Shimkent Room - Daneshill House, Danestrete**

**Contact: Ramin Shams – 01438 242308**

Members: Councillors: S Mead (Chair), M Notley (Vice-Chair), M Arceno, S Booth,  
M Creasey, J Duncan, A Farquharson, L Harrington, C Parris and  
S Speller

---

**AGENDA**

**PART 1**

**1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

**2. MINUTES OF THE PREVIOUS MEETING - THURSDAY 15 JULY 2021**

To approve as a correct record the Minutes of the Community Select Committee held on Thursday 15 July 2021.

Pages 3 – 6

**3. PRESENTATION - BACKGROUND TO NEW TOWNS HERITAGE CENTRE BID**

To receive an officer presentation on the New Town's Heritage Centre Bid.

Verbal Report

**4. DRAFT SCOPING DOCUMENT - NEW TOWNS HERITAGE CENTRE**

To consider and amend as appropriate the draft scoping document for the scrutiny review to support the New Towns Heritage Centre funding bid.

Pages 7 – 12

**5. WORK PROGRAMME PLANNING DOCUMENT 2021/22**

To consider, note and comment on the Community Select Committee's Work Programme Planning document 2021/22.

Pages 13 – 18

**6. URGENT PART 1 BUSINESS**

To consider any Part I business accepted by the Chair as urgent

## **7. EXCLUSION OF PUBLIC AND PRESS**

To consider the following motions:

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.
2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

## **8. URGENT PART II BUSINESS**

To consider any Part II business accepted by the Chair as urgent

**NOTE: Links to Part 1 Background Documents are shown on the last page of the individual report, where this is not the case they may be viewed by using the following link to agendas for Executive meetings and then opening the agenda for Tuesday, 21 September 2021 – <http://www.stevenage.gov.uk/have-your-say/council-meetings/161153/>**

Agenda Published: 13 September 2021

STEVENAGE BOROUGH COUNCIL

## COMMUNITY SELECT COMMITTEE MINUTES

Date: Thursday, 15 July 2021

Time: 6.00pm

Place: Council Chamber, Daneshill House, Danestrete

**Present:** Councillors: Sarah Mead (Chair) (Chair), Margaret Notley (Vice-Chair) (Vice Chair), Myla Arceno, Stephen Booth, Matt Creasey, Alex Farquharson, Claire Parris and Simon Speller

**Start / End** Start Time: 6.00pm  
**Time:** End Time: 6.35pm

### 1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were submitted on behalf of Councillor Liz Harrington.

There were no declarations of interest.

The Chair then welcomed the new Members to the meeting.

### 2 **MINUTES - 2 DECEMBER 2020**

It was **RESOLVED** that the minutes of the meeting of the Community Select Committee held on 2 December 2020 be approved as a correct record subject to the following addition to Minute 3 – HCC Director of Public Health Presentation:

In response to a question from the Chair, the Director of Public Health confirmed that in the event of any future pandemic, he would recommend that the use of face coverings should be employed at a much earlier stage of the virus.

### 3 **COMMUNITY SELECT COMMITTEE WORK PROGRAMME 2021-22**

The Scrutiny Officer presented a suggested Work Programme and agenda planning for the future meetings. The Work Programme is a flexible working document that is subject to change as new issues arise.

Members were encouraged to suggest items to be included in the Work Programme at any time.

The Scrutiny Officer outlined the following key issues that would be discussed at the future meetings:

- Crime and Disorder – To be considered at the March 2022 meeting;
- Public Health – Autumn 2021. A further meeting with Jim McManus, Director

- of Public Health was welcomed by Members;
- Neighbourhood Wardens – a review would include interviews with the Wardens to identify the effectiveness of the working arrangements and the area based working model and to hear what the Wardens have been doing as Covid-19 Marshals during the Pandemic;
- Sports and Leisure – Ongoing scrutiny of the new Leisure Contract options which is scheduled to be awarded in December 2022 through PHAG (Portfolio Holder Advisory Group) meetings;
- Complaints/Your Say System – Further interviews with the Assistant Director (Digital and Transformation) on the performance of the System for a one-off update at a future CSC meeting;
- Damp and Mould – to receive a report on the progress of the implementation of the Scrutiny Committee’s recommendations following the review for a one-off update at a future CSC meeting;
- Cultural Strategy – an invitation be extended to Councillor Richard Henry, the Portfolio Holder for Children, Young People, Leisure and Culture to request an update on the Strategy;
- Third (Voluntary) Sector Review – scrutiny of this issue to be delayed to 2022/23 due to the impact of the Pandemic on the sector;
- Leisure – all aspects of Leisure including the Ridlins Athletics Track to be brought together and considered as one issue;
- Temporary Accommodation – members no longer require this item and it was agreed to withdraw it from the work programme;
- Housing Allocations Policy Review – the new Interim Assistant Director (Housing and Investment) be invited to a future meeting for interview on this subject.

The Committee then considered the possibility of the new Town Heritage Centre being the substantive matter to be considered this Municipal Year. Members agreed that this should form part of the Committee’s work programme and the review should include working with local schools, visits to other similar facilities, interviews with representatives from Arts Council England and other exemplars in this area and also working with current SBC Museum staff.

It was **RESOLVED**:

1. That the Committee noted the Work Programme.
2. That the substantive item for the year be the preparatory work for the new Town Heritage Centre.

#### 4 **ACTION TRACKER**

The Scrutiny Officer presented the Action Tracker to the Committee. The Action Tracker contained useful information to track the progress of items that the Committee had previously scrutinised.

It was **RESOLVED**:

That the Committee noted the Action Tracker

5 **URGENT PART I BUSINESS**

None.

6 **EXCLUSION OF PUBLIC AND PRESS**

Not required.

7 **URGENT PART II BUSINESS**

None.

**CHAIR**

This page is intentionally left blank

# DRAFT

## Template Scoping Document

<b>Community Select Committee</b>	
<b>Scrutiny Review Title:</b>	<b>New Towns Heritage Centre Review</b>
<b>Background issues</b> to review – rationale for scrutinising this issue:	When Members considered their work programme for the 2021-22 Municipal Year at its meeting in July 2021 it was agreed to include an exploratory review item on the New Town's Heritage Centre project to help assist the process.
Is this issue covered by Corporate Plans?	Yes this is a direct ambition of the Council in its SG1 regeneration plans.
<b>Focus of the review:</b> (State what the review focus will be)	<p><u>What needs to be included in a successful project to deliver a New Town's Heritage Centre?</u></p> <ul style="list-style-type: none"><li>• How can the New Towns history be shared with local residents and with a wider audience through a successful bid and project?</li><li>• How will young people be engaged in this project through local schools? – What ways would Schools like to be engaged in this project?</li><li>• Establish where the funding for such a project would be met from and what are the bid criterias?</li><li>• How is the Council using what it currently has at the Museum e.g. the archive of audible history?</li><li>• What do residents want from a New Town's Heritage Centre?</li><li>• What is the access to Stevenage's cultural heritage, and how can it be promoted?</li><li>• Visit other leading Museums and Heritage Centres to see what is possible</li><li>• Establish what equalities and diversity measures will be considered for this project?</li></ul> <p>Aims:</p> <ul style="list-style-type: none"><li>• That the Committee can work quickly to help influence the final submission of the New Town's Heritage Centre bid team</li></ul>

	<ul style="list-style-type: none"> <li>• That the work the review undertakes can help support a successful bid</li> </ul>
<p><b>Timing issues:</b> Are there any timing constraints to when the review can be carried out?</p>	<p>The AD Communities &amp; Neighbourhoods has advised that work should begin as soon as possible and be concluded by the end of the Calendar year to be in line with the regeneration funding bid timeline. The review will have to fit in with the timing of the other Select Committee review work programme items. To this end it may be necessary for the review work to be undertaken outside of the main Select Committee meetings in order for the work to be completed in time.</p>
<p>The Committee will meet on (provide <b>dates</b> if known):</p>	<p>Dates: Day/Month/Time/Venue</p> <ul style="list-style-type: none"> <li>• Chair and Vice-Chair and AD Communities &amp; Neighbourhoods meet together August/early September to establish the review scope</li> <li>• Some site visits dates to be agreed and carried out in Sep/Oct 2021</li> <li>• 21 September 2021 – Presentation from Officers on the issues to be covered in the review and agree the scoping document</li> <li>• Small Member working group meet up in Sep/Oct to progress the review, speak to witnesses and present progress to the Select Committee in October 2021</li> <li>• Early recommendations and outline draft report to Select Committee in November</li> <li>• Final recommendations &amp; report – December 2021</li> </ul>
<p><b>SBC Leads</b> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):</p>	<p><i>Officers have suggested the following people:</i></p> <ul style="list-style-type: none"> <li>• <i>Executive Portfolio Holder(s) for Children, Young People and Leisure Cllr Richard Henry</i></li> <li>• <i>Assistant Director Communities &amp; Neighbourhoods, Rob Gregory</i></li> <li>• <i>Museum Manager, Jo Ward</i></li> <li>• <i>Culture Wellbeing &amp; Leisure Services Manager, Geoff Caine</i></li> </ul>
<p>Any <b>other witnesses</b> (external persons/critical friend)?:</p>	<p>To be identified by the Committee at the scoping meeting. <i>Possible options identified by officers:</i></p> <ul style="list-style-type: none"> <li>• <i>John Mead as "Critical Friend" Co-optee to the review – John is a former SBC Councillor and has an extensive CV and experience in leading and advising on culture/heritage projects in his professional capacity</i></li> <li>• <i>Youth Mayor/ Youth Council for comment from younger people (include Chair of the YC)</i></li> </ul>
<p><b>Allocation of lead Members</b> on</p>	<p>To be identified by the Committee at the scoping meeting.</p>

<p>specific individual issues/questions:</p> <p>Any other Questions Members wish to cover:</p>	<p>Members will undertake their own desktop and fact finding research and ask questions on the following areas (list the issues to address during the interviews):</p> <p><b>To be identified</b></p>
<p><b><u>Site visits and evidence gathering in the Community</u></b></p>	<p>Site visits to various museums and heritage centres would be helpful to the review. This can be carried out during September and October 2021.</p>
<p><b><u>Equalities and Diversity issues:</u></b> The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised</p>	<p>It was agreed that the review would address equalities and diversity issues directly in the review.</p> <p><b><u>Equalities &amp; Diversity Issues</u></b> – Are there any E&amp;D issues to consider in this review? –</p> <p>The review should consider what equality and diversity issues a successful New Towns Heritage Centre bid should encompass?</p>
<p><b><u>Constraints</u></b> (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):</p>	<p><i>To be identified by the Committee at the scoping meeting 21 September 2021</i> (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</p> <p>Any other matters that could be part of a wider Cultural Framework but are not directly addressed by the review should be directed to the Assistant Director for Communities &amp; Neighbourhoods.</p>
<p><b><u>Background Documents/data</u></b> that can be provided to the review</p>	<p><i>As identified by the Committee at the draft scoping meeting 21 September 2021:</i></p> <p>Evidence requested:</p> <ul style="list-style-type: none"> <li>• New Towns Heritage Centre Regeneration Bid Criteria</li> <li>• Links to past SBC Museum scrutiny reviews</li> </ul>
<p><b><u>Agreed Milestones and review sign off</u></b> -To be agreed by Members and officers</p>	<p><i>Formal response from Executive Portfolio Holder (Executives have a Statutory requirement to respond to Scrutiny review recommendations two months after receiving a final report and recommendations of a review: <b>Date Executive Portfolio responses are expected</b> (dependent on the final report &amp; executive portfolio response template publishing date): <b>DD MM YY</b></i></p> <p><b>Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): <b>DD MM YY</b></b> (Close to this date the Select Committee will receive a report at a Committee meeting to agree the final sign off of the review recommendations)</p>

This page is intentionally left blank

Issues that arose during discussion with the Chair and Vice-Chair considering the content of the draft scoping document for the New Towns Heritage Centre

- This review is perhaps something that could be done in stages the first stage is about supporting the vision/bid stage up to Dec with draft recommendations/report
- Officers (Jo/Geoff/Annie) to prepare a brief presentation to CSC Members for 21 September meeting on what the bid process and visioning stage is about and where CSC Members input can help
- First stage is about the type of Heritage Centre would be envisioned for Stevenage – a destination place for the story of the New Towns but also relevant to everyday people of Stevenage – the detail of what would be in it the who and the what would be to follow
- It's not just about the building but about approaches to Stevenage and how can we build interest and entice people to visit it – QR codes on approaches to the town, interactive experience, holograms in open spaces/on buildings in the town square. Push the boundaries of the physical museum
- Tell the story of the New Towns and what it was like for the pioneers from London – oral histories
- Members would like to be engaged in asking residents what they would like in a Heritage Centre? Simple survey? What is unique and quintessentially associated with Stevenage? Make use of Facebook pages or other social media to engage (Check with SBC Communications team to see if they can assist?)
- Build a digital heritage/local history map – 'who lived here?' – crowd sourcing to edit and fill
- Consider using an advertisement in the Comet to engage local people (Rob to investigate?)
- Consider involving the Comet re their digital archive?
- In terms of the Scoping document – (i) alongside the aspiration to engage young people in this project – ask Schools how they would like to be engaged? (ii) How are we using what we already have at the Museum? (iii) What do residents want? (iv) Access to Stevenage's cultural heritage – how to promote it? (v) confirm that the legacy aspiration for the project is to build something long term

Timeline for first stage of the review:

- CSC Meeting on 21 September – receive presentation, agree scope, engage members in lead roles for their own research
- Carry out a couple of site visits to other Heritage Centre Museums (Sep/Oct)
- Some of the CSC Members to work informally together outside of the main formal Committee meetings to progress the review – Scrutiny Officer to assist and co-ordinate following the 21 Sep meeting (Sep/Oct)
- Late October (date to be advised) main CSC Committee to meet and report back on progress from site visits and informal working group
- Tuesday 30 November – early recommendations/draft report
- Thursday 16 December – Report and recommendations for first stage of the review

An early action for the Museum Manager is to advise on 2 or 3 possibilities for a site visit suggestions for CSC Members to visit a Heritage Museum? It is hoped that these visits can spark ideas etc. They would need to be done in Sep/Oct so would have to move fast to do this. This maybe something we offer and can sort out rail tickets (depending on the venues)? Some Members may choose to go under their own steam if they can't make any suggested visit dates re work commitments etc. It is hoped that by the 21 September meeting officers are able to advise on a few suggestions at the meeting.

This page is intentionally left blank

**Work Programme Planning – Community Select Committee 2021-22**

Review item:	Key issues:	Who involved?	Actions required:	Timescales (Provisional/ confirmed meeting dates	Scoping required:
Main review for CSC 2021/22 - <b>New Town Heritage Centre</b>	<p>- The history of Stevenage as a New Town is an important one, and is of national significance as the first New Town.</p> <p>- The story needs to be told so our young people can be proud of their town and the securing of NTHC can be given every chance to succeed</p>	<p>Executive Portfolio Holder for Communities, Culture &amp; Sport , Cllr Richard Henry; AD Communities, Rob Gregory; Museum Manager, Jo Ward, Head of Sports &amp; Leisure, Geoff Caine</p> <p>Co-optee – John Mead (former Councillor Mead has experience in cultural heritage projects)</p> <p>Possible witnesses: working with local schools, visits to other similar facilities/new</p>	<p>The Scrutiny Officer set up a meeting with Rob Gregory, Jo Ward, Geoff Caine, Chair, Sarah Mead &amp; Vice-Chair, Margaret Notley</p>	<p>To be advised.</p> <p><b><u>Tuesday 21 September 2021</u></b> – Presentation from Officers and consider draft scoping document</p> <p>Site visits – Sep/Oct 2021 – to be advised</p> <p>Member working group to work outside formal committee meetings – Sep/Oct 2021</p> <p><b><u>Late October</u></b> (new date to be advised) for formal committee</p>	<p>Full Scope required - To be drafted as a working document and brought to the first planning meeting – Scope discussed with Chair &amp; Vice-Chair <b><u>Monday 6 September 2021</u></b></p>

Review item:	Key issues:	Who involved?	Actions required:	Timescales (Provisional/ confirmed meeting dates	Scoping required:
		towns, interviews with representatives from Arts Council England and with SBC Museum staff		meeting – Interview witnesses/receive feedback from Member working group  Early recommendations to <b><u>Tuesday 30 November</u></b> (new extra date not currently in the corporate calendar)  Final report – <b><u>Thursday 16 December</u></b> (new extra date not currently in the corporate calendar)	
Crime and Disorder		Executive Portfolio Holder for Communities, Community Safety and Equalities, Cllr		March 2022 (either 10, 23 29)	No scope required

Review item:	Key issues:	Who involved?	Actions required:	Timescales (Provisional/ confirmed meeting dates	Scoping required:
		Jackie Hollywell, Sarah Pateman			
Public Health		HCC Director of Public Health, Jim McManus, AD Rob Gregory	Scrutiny Officer contact Jim McManus to confirm a date	Provisional date – <b><u>Wednesday 3 November 2021</u></b> (back up date 18 January 2022)	No scope required – To follow the format of previous meetings with input from the HCC Director of Public Health re Impact of Covid-19 on other public health issues, questions from Members and input from SBC officers re the Council's Healthy Stevenage – Health & Wellbeing Strategy
Neighbourhood Wardens	A presentation on the work of the Neighbourhood Wardens to provide an opportunity to interview some of the Wardens to identify	AD Communities, Rob Gregory, Neighbourhood Wardens	Scrutiny Officer contact AD Rob Gregory re possible timeline and date for bringing to the CSC	AD Communities, Rob Gregory – Jane Konopka/Dave Armitage have advised that officers can provide a presentation to the	No scope required – as a one off session at a CSC meeting

Review item:	Key issues:	Who involved?	Actions required:	Timescales (Provisional/ confirmed meeting dates	Scoping required:
	the effectiveness of the working arrangements and the area based working model and to hear what the Wardens have been doing as Covid-19 Marshals during the Pandemic			CSC meeting in <b>late October</b>	
Sports and Leisure	Ongoing scrutiny of the new leisure contract options which is scheduled to be awarded in December 2022 through PHAG (Portfolio Holder Advisory Group) meetings	Assistant Director Communities, Rob Gregory; Head of Leisure, Geoff Caine; Executive Portfolio Holder for Children, Young People, Leisure & Culture.	Scrutiny Officer contact AD Rob Gregory re possible timeline and date for Portfolio Holder Advisory Group (PHAG)	To be advised by the AD Communities – This is now to be held as a Portfolio Holder Advisory (PHAG) Meeting – possible date <b>27 or 28 September</b> – to be advised	No scope required
Complaints/Your Say System	to hold a further interview with the	AD (Digital and Transformation), Ruth	Scrutiny Officer to contact the AD, Digital	To be advised.	No scope required.

Review item:	Key issues:	Who involved?	Actions required:	Timescales (Provisional/ confirmed meeting dates	Scoping required:
	Assistant Director (Digital and Transformation) on the performance of the System for a one-off update at a future CSC meeting	Luscombe.	& Transformation about bringing back an update to the CSC (as previously offered).		
Damp and Mould	To receive a report on the progress of the implementation of the Scrutiny Committee's recommendations following the review for a one-off update at a future CSC meeting	Interim Assistant Director Housing, Executive Portfolio Holder for Housing, Keith Peirson, Housing Investment Programme Manager.	Scrutiny Officer to contact the interim AD, Housing about bringing back an update to the CSC.	During Quarter 3 (Oct to Dec) – <i>Tue 30 November 2021</i> (to be advised)	No scope required.
Cultural Strategy	to receive an update from the Portfolio Holder for Children, Young People, Leisure	Assistant Director Communities, Rob Gregory; Head of Leisure, Geoff Caine; Executive Portfolio	Scrutiny Officer contact AD Rob Gregory re possible timeline and date for bringing to the CSC	To be advised by the AD Communities.	No scope required

Review item:	Key issues:	Who involved?	Actions required:	Timescales (Provisional/ confirmed meeting dates	Scoping required:
	and Culture	Holder for Children, Young People, Leisure & Culture.			
Housing Allocations Policy Review	the new Interim Assistant Director (Housing and Investment) be invited to a future meeting for interview on this subject	Interim Assistant Director Housing, Executive Portfolio Holder for Housing.	Scrutiny Officer to contact the interim AD, Housing about timing to bring to the CSC.	To be advised.	No scope required.