

NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 22 SEPTEMBER 2023

MEMBERS' INFORMATION

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Produced by the Communications Team. Any comments, suggestions or contributions should be sent to the Communications Team at MIS@north-herts.gov.uk

NEWS AND INFORMATION

AGENDA & REPORTS

PUBLISHED WEEK COMMENCING 16 SEPTEMBER 2023

Council – 28 September 2023

FORTHCOMING MEETINGS WEEK COMMENCING 23 SEPTEMBER 2023

Cabinet Panel on the Environment – 27 September 2023
Council – 28 September 2023

CHAIR'S ENGAGEMENTS WEEK COMMENCING 23 SEPTEMBER 2023

| Date | Event | Location |
|--|--|-------------------------|
| Saturday 23 September 2023 @ 1:30pm to 3:30pm | Khalsa Futsal Academy KFA 35 Year Anniversary | Fearnhill Sports Centre |
| Saturday 30 September 2023 @ 10 - 3pm | NHDC and Rotary Club, Youth Showcase Day | Market Place, Hitchin |

VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING 23 SEPTEMBER 2023

| Date | Event | Location |
|------|-------|----------|
| | None | |

OTHER EVENTS WEEK COMMENCING 23 SEPTEMBER 2023

| Date | Event | Location |
|---------------------------------------|----------------------------|-----------------|
| Tuesday 26 September 2023 @ 5:30pm | Councillor Portal Training | Council Chamber |

Consultation on the Common Housing Allocation Scheme

The district's [Common Housing Allocation Scheme](#) sets out who can apply to join the waiting list for social housing in North Herts (the Common Housing Register) and how social housing is allocated. We are reviewing the scheme in order to make sure it continues to prioritise scarce social housing for those households who need it the most. The Common Housing Allocation Scheme is published by the North Herts Housing Partnership, a partnership between North Herts Council and settle housing association.

We are proposing to make changes to the qualification criteria for who can join the Common Housing Register, namely:

- introducing different maximum income levels that a household may earn, above which a household will not qualify to join the Common Housing Register.
- introducing a new savings limit above which a household will not qualify for the Common Housing Register.
- no longer allowing home-owners to join the waiting list for general needs housing.

We are also proposing to remove preference/priority currently awarded for certain housing needs:

- **social tenants who are under-occupying sheltered housing.** There is not as much demand for sheltered housing, which allows elderly people to live independently with some support, as there is for family housing, and we are therefore proposing to remove preference for this type of housing.
- **households with young children living above the ground floor.** This will bring our policy in line with other local authorities and reflects the high demand for social housing locally, particularly for houses.
- **households with young children without access to a garden.** This will bring our policy in line with other local authorities and reflects the high demand for social housing locally, particularly for houses.
- **households who are sharing facilities with others who are not included as part of their application but who do have a legal right to reside in the property.** This would remove preference awarded for households who are separating due to relationship breakdown but who remain joint tenants.

We will be consulting with residents on these proposed changes from Friday 22 September to Friday 13 October via the Council's website (homepage and consultation page); social media channels; our e-newsletter, our Home4U site (through which social housing applications are managed), and via settle housing. Please [click here](#) to complete the survey and feel free to share.

For those residents who don't have digital access, residents can call Customer Services on 01462 474000 to make an appointment to visit the Council Offices in Letchworth and fill in the survey on our reception PCs. We would also be very grateful if members could provide support for residents to complete the survey at councillor surgeries and area forums.

We will also be consulting more widely with local partners including housing providers, Hertfordshire County Council and the Stevenage & North Herts Homeless Forum.

The new Common Housing Allocation Scheme will come into effect from 2024/25, subject to Cabinet's approval.

For further information, please contact:

Richard Mitchell, Housing Register and Accommodation Manager, richard.mitchell@north-herts.gov.uk 01462 474120; or

Martin Lawrence, Strategic Housing Manager, martin.lawrence@north-herts.gov.uk 01462 474250

For latest information on numbers of households on the Common Housing Register, social housing lets and wait times, see the Council's [social housing webpage](#).

SAVE THE DATE

CIVIC DINNER AND AWARD CEREMONY

To be held in the Hitchin Town Hall, Brand Street, Hitchin,
Hertfordshire, SG5 1JE

On

Friday 1 March 2024

From 7:30pm

All proceeds from this event will be donated to the Chair's chosen
charities, **Feed Up Warm Up** and **Resolve**.

The donation of raffle prizes will be appreciated. To donate a
raffle prize please contact Chairs.Secretary@north-herts.gov.uk.



**North
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**LEGAL & COMMUNITY
COMMITTEE & MEMBER SERVICES**

MEMBERS INFORMATION NOTE

Supporting Councillors as Digital Citizens

We have arranged a LGA funded course for Members which will focus on “Supporting Councillors as Digital Citizens”. This will take place on Wednesday 18 October 2023 at 6pm via Zoom. The session will last approximately 2 hours and will cover the following:

- Online harassment/stalking
- Trolling, online bullying and threats
- How to be a responsible digital citizen
- Different social media platforms
- Legislative protection
- Posting as a Councillor and a private citizen

This course has been arranged following the Debate Not Hate motion which was passed at [Annual Council in May 2023](#). This has been agreed with all political Group Leaders and they feel it is important that as many Members attend as possible to ensure you have the tools you need to use social media responsibly, and to be able to deal with any potential issues which may occur.

If you would like to attend this course, please contact Committee.Services@north-herts.gov.uk and you will be sent the Zoom details.

For further information please contact:

James Lovegrove
Committee, Member and Scrutiny Manager
01462 474204
James.Lovegrove@north-herts.gov.uk

Committee Services
01462 474655
Committee.Services@north-herts.gov.uk



**North
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**Regulatory – Environmental Health
Private Sector Housing Standards**

MEMBERS INFORMATION NOTE

Official Guidance for the understanding and addressing of the health risks of damp and mould in the home

Following the publication of the Coroner's report into the death of 2-year old Awaab Ishak in 2020, who was living at the time in his family's home rented from a social landlord in Rochdale, the Government started to put into place measures to reduce the risk of a repeat of the circumstances that led to his death. These measures focus on mitigating the impact of damp and mould in the rented housing sector, and although seek to use an existing enforcement tool for this risk, this tool, the Housing Health and Safety Rating System has still to be sufficiently updated to fully accommodate the risks posed by damp or mould. The rented housing sector and regulators are awaiting this now overdue update, but Environmental Health will publicise and use this guidance to help those in our rented housing sector better understand their obligations and expectations.

This guidance [Damp and mould: understanding and addressing the health risks for rented housing providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/damp-and-mould-understanding-and-addressing-the-health-risks-for-rented-housing-providers) is aimed at landlords to ensure their premises is compliant and does not pose a damp and mould risk, but it has been presented in a long and complex format, often linking to other long and complex pre-existing formal documents, which some may find difficult to understand or adhere to. Environmental Health will promote this guidance, but we are working to develop an alternative aimed at everyone in this sector, but which will be more straightforward and easier to read and understand; Members will be advised when this becomes available.

For more information please contact:

Frank Harrison
Environmental Health Manager
Tel: 01462 474 861
Email: frank.harrison@north-herts.gov.uk



**North
Herts**
Council

**REGULATORY SERVICE AREA
STRATEGIC PLANNING
22 September 2023**

MEMBERS INFORMATION NOTE

**Update on the Luton Airport Expansion
Development Consent Order Examination Note 3**

Overview:

Updates on the Luton Airport expansion proposals have been reported regularly to Cabinet through the Strategic Planning Matters Report and through MIS reported on 4 August and 8 September 2023.

This third note provides an update on the Examination process in terms of recent documents submitted to the Examining Authority and on the Issue Specific Hearing Sessions.

Examination Process:

The Luton Airport Expansion Development Consent Order (DCO) application is available to view on the Planning Inspectorate (PINS) website at:

<https://infrastructure.planninginspectorate.gov.uk/projects/eastern/london-luton-airport-expansion/>

The Examination process opened on 10th August 2023 and is expected to close on 10th February 2024.

As previously advised, the three Hertfordshire hosts authorities, i.e., North Herts Council (NHC), Hertfordshire County Council (HCC) and Dacorum Borough Council (DBC) have commissioned specialist technical consultants and a legal team to assist with the preparation and submission of relevant documentation as required by the Examining Authority. These being solicitors from Pinsent & Masons and technical officers from WSP.

The procedure for the Examination process, including submission deadlines and the Issue Specific Hearing Sessions are set out in the Planning Inspectorate's Rule 8 letter (dated 17th August 2023) at Annex A.

[TR020001-001276-LUTN-Rule-8-and-hearings-notification-letter.pdf](#)
([planninginspectorate.gov.uk](#))

The recent requirement for the Council to meet the Examining Authority's requirements for Deadline 2 included:

- the preparation and submission of a revised PADSS (Principal Areas of Disagreement) by 12 September, and
- to inform the Examining authority at which Issue Specific Hearings the host authorities wish to have a representation.

The joint Hertfordshire PADSS is available to view on the PINS website at:
[Microsoft Word - Luton Airport Expansion DCO Principal areas of disagreement summary statement \(PADSS\) P02 \(planninginspectorate.gov.uk\)](#)

The Issue Specific Hearings:

The three Hertfordshire Host Authorities have registered their interest to speak at all of the Issue Specific Hearing Sessions, where the Council will be represented by a solicitor from Pinsent & Masons and various technical experts from WSP. Officers are working together with the legal team and its consultants in preparing a statement of case for the various hearing sessions. These statements will be based on significant issues raised in the PADSS that the Council, together with the other Hertfordshire Host authorities, considers should be explored at the relevant hearing sessions.

The Issue Specific Hearing (ISH) sessions are as set out in Annex A of the Rule 8 letter and will run from Tuesday 26th to Friday 29th September. These sessions are summarised below:

26 September 2023 - Issue Specific Hearing (ISH1)

- on the draft DCO

26 September 2023 - Compulsory Acquisition Hearing (CAH1)

- On compulsory land acquisition

27 September 2023 - Issue Specific Hearing (ISH2)

- Need, Socio-Economic matters, Green House Gases and Climate Change

27 September 2023 - Issue Specific Hearing (ISH3)

- Noise and vibration and related effects

28 September 2023 - Issue Specific Hearing (ISH4)

- Traffic and Transport

28 September 2023 - Issue Specific Hearing (ISH5)

- Air Quality and related effects

29 September 2023 - Issue Specific Hearing (ISH6)

- Biodiversity, Water, Land-Use, Landscape and Visual, Design and Heritage and any other matters.

The Examination Timetable can be viewed via the following link:

[Examination timetable - London Luton Airport Expansion - National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://planninginspectorate.gov.uk)

Agendas for each of the ISHs are also published on the PINS Website at:
[Documents | London Luton Airport Expansion \(planninginspectorate.gov.uk\)](https://planninginspectorate.gov.uk)

The Hearing sessions will be blended, i.e., where interested parties can attend either in person or virtually. All sessions will be livestreamed and details to view the livestream will be made available on the PINS *project page* shortly before the event is scheduled to begin. Link to the Project Page:

[London Luton Airport Expansion | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://planninginspectorate.gov.uk)

Statement of Common Ground (SoCG):

The Applicant has also submitted to PINS a draft SoCG for North Hertfordshire which is under preparation, and it is to be noted that there are a number of outstanding issues that are ongoing and under discussion. The Applicant is yet to address the issues raised through the PADSS. This will be the subject of the Hearing Sessions and the SoCG will be ongoing through the Examination process as matters are discussed and resolved as to whether both parties can reach mutual agreement or agree to disagree on certain issues.

The Deadlines for future SoGC through the Examination process are as Follows:

D3 – 5th October

D6 – 8th December

D9 – 30th January – Final submission.

The Council will work together with its specialist consultants and the other Hertfordshire host authorities in seeking to resolve the various issues through the SoCG.

The LR and NHC draft SoCG is available to view on the PINS website at:

[TR020001-001671-8.16 SoCG between London Luton Airport Limited and North Hertfordshire District Council.pdf \(planninginspectorate.gov.uk\)](https://planninginspectorate.gov.uk)

Future updates:

Officers will continue to provide updates on the Examination via MIS and details on the council responses through the Strategic Planning Matters reports to Cabinet.

All Documents relating to the Examination submitted by the Applicant and interested parties is constantly being uploaded and available to view on the PINS website at:

[Documents | London Luton Airport Expansion \(planninginspectorate.gov.uk\)](https://planninginspectorate.gov.uk)

Note:

As can be seen the deadlines for document submissions and hearings are incredibly tight and were also unhelpfully been during the summer holiday period. Given the deadlines cannot be amended officers are focussing on the Council's response to Examination, as such, other projects will be delayed which unfortunately cannot be helped.

For more information please contact:

Louise Symes
Strategic Infrastructure & Projects Manager
Tel: 01462 474359
Email: louise.symes@north-herts.gov.uk



**North
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**LEGAL AND COMMUNITY
COMMITTEE & MEMBER SERVICES**

MEMBERS INFORMATION NOTE

LGA Training Sessions

This LGA have advised of several upcoming courses which may be of interest to Members and can be signed up to directly through the LGA Website using the links included below.

[Data and Managing Council Performance – Introductory Training for Councillors](#)

Monday 25 September, 14:00-16:30

Good use of data within councils is crucial to informing decision-making and monitoring performance. This introductory session will help councillors to understand data, interpret performance reports, ask the right questions and use data to make informed decisions.

[Building Your Confidence as a Councillor Workshop](#)

Tuesday 10 October, 12:00-13:30

This short, engaging and interactive course for new councillors will give them easy-to-implement tips and practical advice about how to overcome their self-doubt and use their values to build their resilience.

[Finance without Numbers – An Introduction to Local Government Finance](#)

Thursday 2 November, 18:00-19:30

Following on from the success of our first event where over 200 members attended, this virtual event is being repeated for newly elected members or those just looking to refresh their financial skills. The event will provide an overview of local government finance without any numbers - focussing instead on roles and responsibilities, key terminology and processes. It will give you an understanding of both what you need to be aware of in your role and what you need to understand about your authority's role.

These sessions will be via Zoom and are free for Councillors to attend. Should you have any questions, or are more interested in LGA Training Courses, please contact:

James Lovegrove

01462 474204

James.Lovegrove@north-herts.gov.uk

Committee Services

01462 474655

Committee.Services@north-herts.gov.uk

IT UPDATE

Laptop Update Project (Laptop V3)

The upgrade for all required staff to the V3 laptops is now completed.

The movement to this technology will enable us to reduce our requirement on the older Citrix technology and we are planning to reduce the capacity of this service on 30th September.

We currently have some trial V3 laptops out with Cllrs and we will be expanding this service out soon. We understand that not one solution will work for everyone, so we will be consulting with each Cllr individually to understand your needs and the suitability of which device would work best for you. We will ensure that you have the necessary equipment you need.

Windows 11 – Trial

We are currently trialling the Windows 11 operating system, this is a pro-active move, NHC have traditionally allowed vendor forced changes to dictate our operating system upgrades, normally we have moved very close to product end of life. The trial of Windows 11 will enable us to move well in advance of Windows 10 retirement and enable us to utilise even more of our Microsoft E5 agreement sooner. One of the key areas we will be trialling is the remote deployment of Windows 11. The investment in time and any technology will not require every office to personally visit the council offices for the windows 11 upgrade saving a significant amount of time at the deployment stage.

For more information please contact:

Name: Darren Edwards
Title: IT Manager
Tel: 01462 474455
Darren.edwards@north-herts.gov.uk

RESOURCES

MEMBERS INFORMATION NOTE

Nominations to the Asset of Community Value register

Under the Assets of Community Value (Community Right to Bid) we may receive nominations to list assets within our District, whether they are NHDC owned or not. When a valid nomination is received, we will inform all Councillors. Subsequently we will also notify Councillors of whether the listing nomination was successful or not.

This note is to confirm that we have received a nomination, under the Localism Act, from Save Lower Green Farm for Lower Green Farm, Lower Green, Ickleford, Herts, SG5 3TW.

If a nomination for an asset is accepted, no further actions are taken until such time as the asset is to be put up for sale (or for disposal by a long lease).

If you have any queries regarding the interpretation of the "Right to Bid", please contact Douglas Traill-Stevenson in Legal Services. I would be very grateful for any comments you may have on this nomination by 20 October 2023

Background:

The Dept of Communities & Local Government states that the initial requirements for a valid nomination are:

- A) a description of the nominated land including its proposed boundaries for the purposes of the nomination.
- B) any information the nominator has about the freeholders, leaseholders and current occupants of the site.
- C) the reasons for nominating the asset, explaining why the nominator believes the asset meets the definition.
- D) the nominator's eligibility to make the nomination.

For more information please contact:

Rachel Cooper

Controls, Risk and Performance Manager

Tel: 01462 474606

Email: Rachel.cooper@north-herts.gov.uk

Community & Partnership Executive Member briefing – September 2023

Community & Licensing

Community Safety

- Last month's report mentioned an increase in crime and anti-social behaviour at Bancroft Park, Hitchin, and the general town centre area. Two individuals were identified by police, and they requested that NHC apply for an ASB injunction against the suspects, who were both aged 13 years old. A date of 20th September was given by the courts to hear the application and NH community safety partnership worked closely to provide the evidence for the injunction. Their behaviour continued to deteriorate, and they were both arrested on Friday 8th September and remanded for court. They were charged with a total of 18 assaults, four public order offences (including racially aggravated offences) and a number of harassments. They have been given strict court bail conditions.
- Op Urban (police/NHC joint action to assist homeless and begging in North Herts) was run on 23rd August. One individual was issued with a community protection warning not to sleep in Bancroft Park overnight, having been offered accommodation by outreach workers from The Haven. Also located that morning was an individual who was of concern to the police due to his misogynistic hatred and particularly females in authority. He was served papers for a Criminal Behaviour Order, which was granted on 5th September. He has also been found accommodation in Bedford.
- VAWG subgroup met with presentations from Dignity regarding sexual offences committed at schools (including sexting) and potential education opportunities for North Herts and the Community Security Trust re the increase in Incel activity and how to present the concerns to a wider audience. Work is progressing to find the best strategy moving forward.

Democratic Services

Committee Services

- The new part time Scrutiny Officer (Eleanor Hopcraft) and Committee, Member and Scrutiny Officer (Susan Le Dain) have started their roles in August and settling well into the team.
- Contacting Members, schools, and MPs regarding their attendance at the upcoming Youth Democracy event in November for 16–18-year-olds.
- Continued to support the IRP with their review of the Members Allowances Scheme.

- Work has commenced on the Report Management function of ModGov, where reports will be written and circulated within the Mod.Gov system. The basic workflows have been provided to ModGov for review and will then need to be built within the system and tested before being rolled out further across the Council.
- Completed the archiving of Council meeting Minutes.
- Commenced organising Member attendance at Remembrance Day events in the district.

Electoral Services

- On the Council's external website, on the jobs section, there is a permanent job advertisement for polling station staff which has generated 59 responses to date.
- The annual canvass continues – there are 6 Canvassers that will receive training on 22 September following which they will commence the door knocking stage until the beginning of November, using canvasser tablets.
- Work continues regarding the review of polling districts, Scale of Fees Report for the Elections. Review and the renewal ballot of the BIDs for Royston, Letchworth, and Hitchin.

Policy & Community Services

Policy, Community & Partnerships

Throughout August, we have been busy coordinating various partnership networks and events and the provision of ongoing Community and Member support.

- Ongoing facilitation of Area Forum meetings.
- Ongoing support of Needham House asylum seekers and support group.
- Support of Ward walks with councillors in the district.
- Continued assistance with the organisation of the Remembrance Day event in Letchworth.
- Planning for North Herts Heroes 2024 event
- Attended various groups and AGMs including: Jackmans Network Meeting North Herts 50th Place meeting Planning our All About Us 'Collaboration Workshop', facilitation of a combined Councillor Community Surgery and Eco Day in Hitchin.
- Ongoing work to provide updates on the Climate Hive Engagement page – updates include Environment Panel, Bee corridor, wildflower areas, tree watering, nature hub, Stevenage cycle

hire event, and second phase of Solar Together.

- Luton Airport expansion.
- Preparation of launch of new Community Investment Fund.
- Exploring - Public Sector Decarbonisation Scheme for some Council buildings.

Community Wellbeing

- The Healthy Hub drop-ins in are now scheduled to the end of the year. Further information can be found [HERE](#)
- Delivering food education classes for adults with learning disabilities and older people are continuing.
- First food education session at Letchworth Compassionate Neighbours community hub for older people.
- Food education classes across the district as funded by the Household Support Fund.
- Delivering food education class in Baldock for adults with learning disabilities.
- Delivering Healthy Hub drop ins at Royston and Knebworth.
- Healthy Hub delivered first summer holiday family food education session with partners Make Lunch Royston - supporting local families who are entitled to free schools' meals.
- Recruitment went live for the additional fixed term Health & Wellbeing Hub Coordinator (6-month period coordinate use of the Phase 4 Household Support Fund).
- Supported First Garden Cities Homes to run older people's event (food and entertainment) at the Broadway Hotel for 80 people.
- NHS health checks taking place in the CSC at DCO. All appointments fully booked.
- Royston drop-in hub session taking place offering family activities.

Safeguarding

- Finalised SIAS Audit report received, working through actions and recommendations identified.
- Ongoing basic safeguarding training for staff and feedback to external training provider.
- Annual Safeguarding report to be presented at Overview and Scrutiny by Executive member with officer support.
- Work started on the new starter corporate safeguarding induction presentation for Grow zone.
- Reviewing NHC Adults & Children's safeguarding policy.



**Legal and Community
Committee & Member Services**

MEMBERS INFORMATION NOTE REMINDER

Councillor Portal Training – Tuesday 26 September.

We have arranged for a training session on the Councillor Portal on Tuesday 26 September 2023. This session will be held in person in the Council Chamber and will be a 60-minute session from 5:30pm and will cover the basics of using the Councillor Portal system.

Please respond to the Outlook invitation to confirm attendance.
If you are unable to attend this session and require support with the Councillor Portal, please contact Committee Services.

For further information please contact:

James Lovegrove
Committee, Member and Scrutiny Manager
Tel: 01462 474204
Email: james.lovegrove@north-herts.gov.uk

Committee Services
Tel: 01462 474655
Email: committee.services@north-herts.gov.uk

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted for the Officer or Executive Member
[NO]

Any conflict with any Member of the Panel and the bodies concerned **[NO]** *If yes indicate who and what below*

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

1.1 The approval of the allocation **Royston Community Grant** funding of:

1.1.1 **£1,500** to THERFIELD, REED AND KELSHALL SPORTS ASSOCIATION (TRAKSA) towards rainwater harvesting equipment and resurfacing of car park.

2. DECISION TAKER

2.1 Cllr Alistair Willoughby, Executive Member for Community and Partnerships, in consultation with the Service Director – Legal and Community.

3. DATE DECISION TAKEN:

20 September 2023

4. REASON FOR DECISION

4.1 The **Royston Area Forum** held on 6 September 2023 considered a funding application from TRAKSA and recorded their recommendation to the Executive Member for Community and Partnerships for the formal commitment of Community Grant funds via the delegated authority process.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 There are no other reasonable alternative options.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

6.1 Consultation has taken place with the Royston Forum Members in a public meeting on 6 September 2023. Members are in favour and recommend that the Royston Area Community Grant budget should be used for this purpose.

7. FORWARD PLAN

7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 The grant applications were considered by the Royston Area Forum on 6 September 2023. The report with the application details is set out under item 4, available on the Council's website [[CLICK HERE](#)].

- 8.2 This delegated decision confirms that the recommendation made by the Area Forum members was accepted by the Executive Member for Community & Partnerships, and Service Director on application 1.1.1.

9. LEGAL IMPLICATIONS

- 9.1 Following the decision of Full Council on 18 April 2023, an Area Forum shall consider applications for community grants in its area and make recommendations to the Executive Member for Community & Partnerships on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.8(b)((ii)A 5 of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a 5 clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.

10. FINANCIAL IMPLICATIONS

- 10.1. There is £5,816 remaining in the community grant base budget for Royston Area Forum 2023/24.
- 10.2. The grant application for this meeting totals **£1,500**. If the grant is awarded as outlined in 1.1.1, the remaining balance will be **£4,316**.

11. RISK IMPLICATIONS

- 11.1 There are no relevant risk entries that have been recorded on Ideagen Risk, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 Community Grant funds are awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The Social Value Act and "go local" policy do not apply to the matters contained within this report, as there are no recommendations on procurement.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. The environmental implications of this project will be positive. The rainwater harvesting system will reduce wastewater returning to the wastage system. The harvested water will be used for watering the recreation ground inclusive of a cricket pitch predominantly in the summer months, levels of imported water used to water the grounds will therefore be reduced. This will likely lead to a reduction in water bills. The amount of water collected will be dependent on levels of rainfall and will be useful in dry spells of the weather or periods of restrictions by water companies e.g.

hose pipe ban, as there will be a reserve of potentially 1500/1600 litres if the system is at full capacity.

15. HUMAN RESOURCE IMPLICATIONS

15.1 The activities details of the Community & Partnership team are covered by existing budgets.

16. BACKGROUND PAPERS

16.1 Terms of Reference for Area Forums, [Section 9 of Council Constitution](#).

16.2 [Community Grants Policy, 9th May 2023](#)

17. APPENDICES

17.1 See website links above.

NOTIFICATION DATE

22/09/2023

Signature of Service Director Consulted



Date: 20/09/2023

Signature of Executive Member for Community and Partnerships



Decision Taker

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted for the Officer or Executive Member
[NO]

Any conflict with any Member of the Panel and the bodies concerned **[NO]** *If yes indicate who and what below*

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

1.1 The approval of the allocation **Hitchin Community Grant** funding of:

1.1.1 **£2,000** to North Hertfordshire Minority Ethnic Forum towards funding a multicultural event to celebrate the 25th Anniversary of the North Hertfordshire Minority Ethnic Forum and the Black History Month’.

1.1.2 **£850** to The Sadie Centre towards the cost of a defibrillator and a cabinet, to be fitted on the external wall of their classroom building.

1.1.3 **£1,100** to Strathmore Fun Club to help cover the cost of purchasing additional toys, equipment, and materials to cover the cost of a programme of events and activities they have designed to keep the children engaged, fit, healthy and happy whilst attending Strathmore Fun Club.

2. DECISION TAKER

2.1 Cllr Alistair Willoughby (Executive Member for Community and Partnerships in consultation with the Service Director – Legal and Community.

3. DATE DECISION TAKEN: 20.09.23

4. REASON FOR DECISION

4.1 The **Hitchin Area Forum** held on 5 September 2023 considered a funding application from North Hertfordshire Minority Ethnic Forum, The Sadie Centre, and Strathmore Fun Club, and recorded their recommendations to the Executive Member for Community and Partnerships for the formal commitment of Community Grant funds via the delegated authority process.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 There are no other reasonable alternative options.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

6.1 Consultation has taken place with the Hitchin Area Forum Members in a public meeting on 5 September 2023. Members are in favour and recommend that the Hitchin Area Community Grant budget should be used for this purpose.

7. FORWARD PLAN

7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 The grant applications were considered by the Hitchin Area Forum on 5 September 2023. The report with the application details is set out under item 7, available on the Council's website [[CLICK HERE](#)].

8.2 This delegated decision confirms that the recommendation made by the Area Forum members was accepted by the Executive Member for Community & Partnerships, and Service Director on application 1.1.1 – 1.1.3.

9. LEGAL IMPLICATIONS

9.1 Following the decision of Full Council on 18 April 2023, an Area Forum shall consider applications for community grants in its area and make recommendations to the Executive Member for Community & Partnerships on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.8(b)((ii)A 5 of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a 5 clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.

10. FINANCIAL IMPLICATIONS

10.1. The 2023/24 base budget is **£11,000** with **£1,705** carried forward from the 2022/23 budget. This leaves a budget available of **£12,705**.

10.2. The grant applications for this meeting total **£3,950**. If the grants are awarded as outlined in 1.1.1 – 1.1.3, and in Appendix 1, 2 and 3, the remaining balance will be **£8,755**.

11. RISK IMPLICATIONS

11.1 There are no relevant risk entries that have been recorded on Ideagen Risk Management, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

12. EQUALITIES IMPLICATIONS

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 Community Grant funds are awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

3. SOCIAL VALUE IMPLICATIONS

13.1 The Social Value Act and "go local" policy do not apply to the matters contained within this report, as there are no recommendations on procurement.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no Environmental implications.

15. HUMAN RESOURCE IMPLICATIONS

15.1 The activities details of the Community & Partnership team are covered by existing budgets.

16. BACKGROUND PAPERS

16.1 Terms of Reference for Area Forums, [Section 9 of Council Constitution](#).

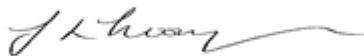
16.2 [Community Grants Policy, 9th May 2023](#)

17. APPENDICES

17.1 See website links above.

NOTIFICATION DATE

Signature of Service Director Consulted



Date 20.09.23

Signature of Executive Member for Community and Partnerships



Decision Taker

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

SERVICE DIRECTORATE: *RESOURCES*

1. DECISION TAKEN

*To enter into a contract with **Lift & Engineering Services Limited** for the servicing and maintenance of lifts at various premises for a period of two years, with an option to extend year on year for a further three years, giving a maximum contract period of five years, with an estimated contract value of £61.5K over five years.*

2. DECISION TAKER

Ian Couper, Service Director- Resources

3. DATE DECISION TAKEN:

1st September 2023

4. REASON FOR DECISION

Whilst the existing contract has an option to extend for a further year it has been decided not to take up this extension as the prices obtained via the Fusion21 framework are favourable when compared to existing rates.

5. ALTERNATIVE OPTIONS CONSIDERED

- 1) Use the extension option of the existing contract.*
- 2) Tender the works on a traditional basis.*

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

Not applicable

7. FORWARD PLAN

- 7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 *Whilst the existing contract has an option to extend for a further year it has been decided not to take up this extension as the prices obtained via the Fusion21 framework are favourable when compared to existing rates.*

9. LEGAL IMPLICATIONS

- 9.1 Under 14.6.12 (a) (i) the Service Director- Resources will “manage, direct and control all resources allocated to the Directorate in accordance with the Council’s policies”. Under 14.6.4 (a) (ii) of the Council Constitution, Service Directors have a general authorisation for “entering into contracts to carry out works and/or for the supply of goods and services within approved budgets”.

9.2 This contract was let in accordance with the Council's Contract and Procurement regulations.

10. FINANCIAL IMPLICATIONS

10.1. *The contract costs are budgeted for within existing revenue budgets.*

10.2. *There are no capital budget implications.*

11. RISK IMPLICATIONS

11.1 *Risks are considered as minimal. The supplier has been vetted and appointed as part of the Fusion21 Framework and has provided the required insurance, risk assessments and competencies to cover the service provision.*

12. EQUALITIES IMPLICATIONS

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 There are no equalities implications in relation to this procurement.

13. SOCIAL VALUE IMPLICATIONS

13.1 *The Social Value Act and "go local" policy do not apply to this decision.*

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply directly to this decision. Energy has been purchased in line with the Council's Climate Change strategy.

15. HUMAN RESOURCE IMPLICATIONS

15.1 *There are no direct HR implications arising from the award of this contract.*

16. BACKGROUND PAPERS

16.1 *None*

17. APPENDICES

17.1 *None*

NOTIFICATION DATE

Date sent to all Members, put on website and appears in MIS – Committee, Member & Scrutiny Services can confirm this with you,

Signature of Executive Member Consulted

Date

Signature of Decision Taker 

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

SERVICE DIRECTORATE: *RESOURCES*

1. **DECISION TAKEN**

To enter into a contract with West Mercia Energy (WME) for the supply of electricity and gas utilities for a range of property assets for a period of three years, with the option to extend a further two years.

2. **DECISION TAKER**

Ian Couper, Service Director- Resources

3. **DATE DECISION TAKEN:**

1st September 2023

4. **REASON FOR DECISION**

The existing contract for electricity and gas utilities expires on 31st March 2024.

5. **ALTERNATIVE OPTIONS CONSIDERED**

An alternative framework could have been chosen, but after carrying out a comparison this one was determined to offer the best price and quality.

We could contract with energy suppliers directly; however past experience shows a considerable amount of staff time is required to resolve billing issues. This option would have required an increase in human resources and therefore was discounted in favour of procuring a managed service via a framework. The frameworks also use buying power to achieve better rates.

6. **CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)**

Not applicable.

7. **FORWARD PLAN**

7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. **BACKGROUND/ RELEVANT CONSIDERATIONS**

8.1 An exercise to compare four energy frameworks was undertaken. One supplier did not submit a return, another supplier did not meet our minimum service requirements, which left two possible frameworks. Based on a review of their past energy purchasing performance and service levels a decision has been taken to contract with WME.

9. **LEGAL IMPLICATIONS**

9.1

Under 14.6.12 (a) (i) the Service Director- Resources will “manage, direct and control all resources allocated to the Directorate in accordance with the Council’s policies”. Under 14.6.4 (a) (ii) of the Council Constitution, Service Directors have a general authorisation for “entering into contracts to carry out works and/or for the supply of goods and services within approved budgets”.

9.2 This contract was let in accordance with the Council’s Contract and Procurement regulations.

10. FINANCIAL IMPLICATIONS

10.1. *The contract costs for electricity and gas utilities are budgeted for within existing revenue budgets.*

10.2. *There are no capital budget implications.*

11. RISK IMPLICATIONS

11.1 There are risks that the energy markets could fluctuate causing prices to rise. The agreement with WME to some extent shields the council from market fluctuations in the short term by the use of flexible energy purchasing, which essentially allows WME to buy and sell energy to achieve better than market rates, and their past performance demonstrates this. Although past performance can not guarantee future performance.

12. EQUALITIES IMPLICATIONS

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 There are no equalities implications in relation to this procurement.

13. SOCIAL VALUE IMPLICATIONS

13.1 See social value statement from supplier below.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply directly to this decision. Renewable electricity will be purchased along with Carbon Credits instead of a premium for green gas. Savings resulting from the switch from green gas to carbon credits will be utilised for decarbonisation, thereby helping to meet the Council’s Climate Change Strategy.

15. HUMAN RESOURCE IMPLICATIONS

15.1 *There are no direct HR implications arising from the award of this contract.*

16. BACKGROUND PAPERS

16.1 *None*

17. APPENDICES

17.1 *None*

NOTIFICATION DATE

Date sent to all Members, put on website and appears in MIS – Committee, Member & Scrutiny Services can confirm this with you,

Signature of Executive Member Consulted

Date

Signature of Decision Taker  **.....**

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS

WME Social Value Statement

Social Value / Decarbonisation

Social Value is important to both WME and our key supplier, TotalEnergies Gas and Power (TOTAL) and we both understand the significance of working in collaboration with customers to deliver ongoing social, economic and environmental benefits. WME are committed to working with individual customers to develop bespoke social value opportunities.

Given its importance to WME, social value/decarbonisation is a scored question within all key supplier tenders and the section represents 20% of the quality criteria within our main PCR gas and electricity tenders.

WME can support your social value objectives in the following ways.

Local Employment

Under previous working arrangements WME would look to recruit primarily from our local area to fill any vacancies. However, with the introduction of more remote working, it opens the opportunity of recruiting from further afield. While we cannot legally commit to recruiting from a specific area, we can commit to informing you of any job opportunities that arise at WME, which could be advertised locally.

For activities that form part of the contract that are localised, such as meter reading and meter installation services, employment will be sourced from the local area.

Linked to employment, WME and our current supplier, as well as our four Member Authorities can all confirm that we have a commitment to delivering the national living wage for all employees. We are also proud to support apprenticeships and can confirm that at least one apprentice would be working on your account.

Supporting Local Schools and Education

WME operate a Social Value fund made available to contracted schools.

This fund is used to support environmental activities within schools. Examples of projects supported by WME's social value fund previously, include;

- Setup of a recycling / repair station within a school, encouraging students to reduce wastage.
- Funding towards saplings to support a schools' "forest school" development.
- Funding towards a school "food waste recycling" scheme whereby a school had their food waste collected and used it to generate green gas.
- Contribution to purchase coloured recycling bins to separate recyclables within a school.
- Supported a schools' bid for 'Eco-School' status
- Supported the setting up and marketing of a school "Eco club"

WME's key framework suppliers have also committed to contribute towards this fund.

Schools can also use our energy monitoring platform, MYWME as a way of engaging and inspiring students about energy and the environment. Many schools currently use this to rollout a school “energy saving drive” to help reduce consumption within schools and change behaviour.

Another way in which WME supports social value within schools is through our Streamlined Energy & Carbon Reporting (SECR). For Academy Trusts, SECR disclosures were required for the first time in the 2019/20 accounts.

WME are also a partner of the Let's Go Zero campaign, which is designed to support schools to reach carbon neutrality by 2030. We are also in the process of putting together the UK's first “education specific” decarbonisation framework, and this will be on offer to all schools across the UK, from January 24.

TOTAL supports the UK Better Energy School Awards, which aims to encourage environmental education for children aged 5-11. To date, this has seen environmental projects submitted by 370,000 young people. These awards promote cross-curricular work on the environment and offer opportunities to study energy, linking with the National Curriculum for England and Wales. WME actively encourage customers to participate and will promote the competition to NSC schools through our termly newsletter.

In addition, TOTAL publish a wide range of training materials / courses that are free to access online.

Our new flexible electricity supplier, Npower Business Solutions (nBS), is able to offer “Positive Power”, a STEM-based workshop which is designed for primary and secondary students (years 6 and 7) and includes the following elements:

- An introduction and overview to renewable energy sources, engineering and electricity usage in the future
- The Electric Car Challenge, where students will experiment with charging miniature electric cars to different voltages to test how far they will travel on a track
- A design challenge where students come up with an innovative energy-efficient solution and pitch it to the rest of the group

As part of the framework, nBS have committed to providing 100 workshops across 4-year framework duration.

All of these are direct benefits to local schools and students and supports the promotion of environmental sustainability and the facilitation and development of skills in the local area.

Decarbonisation led social value

Specifically linked to decarbonisation, WME as a business are currently working towards being carbon neutral by April 2025 for all of our direct business operations.

In another commitment from WME and our four Member Authorities, since 2020/21, any profits generated by WME and returned to the Member Authorities have been ringfenced specifically for investment in public sector green initiatives, thus supporting the wider public sector net zero ambition.

In addition, the Total group, have committed to become a net-zero emission company for all its European businesses by 2050, which includes our gas and electricity framework supplier, TotalEnergies UK.

WME are Founding Members of the Public Sector Sustainability Association, Members of Sustainability West Midlands and the Major Energy Users Council. These platforms allow us to share best practice, as well as learn from initiatives and projects being delivered by other likeminded, forward thinking organisations, both in the public and private sectors.

To support you in your journey to carbon neutrality, WME will share any knowledge, experience, products, contacts, innovations and expertise that we pick up from being members of any of these groups.

WME are a flexible, innovative and forward-thinking organisation and this is important when it comes to supporting your commitment through green projects, products and initiatives. We will support any way we can the facilitation and sleeving of any form of self-generation delivered during the term of the contract. This also includes the consideration of any specific external generation assets, recommended, or bought to our attention, by yourselves.

By way of an example of projects that we are already delivering, WME currently supports a local authority with a solar offset scheme, whereby we have facilitated a PPA between the respective solar farm and our supplier, TotalEnergies. The energy generated is directly offset against the Councils' corporate energy consumption through WME. This was an innovative solution to support the councils' aim of utilising locally sourced, renewable generation.

We also have an arrangement with another local authority customer designed to offset risk on their Energy from Waste plant. Under the agreement, the customer sells generation directly to the grid, and at the same time, instructs WME to purchase on their behalf, thus naturally offsetting the risk of selling low and buying high, or vice versa.

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Cabinet held in the Council Chamber, District Council Offices, Gernon Road,
Letchworth Garden City, SG6 3JF
on Tuesday, 19th September, 2023 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Amy Allen.

2 MINUTES - 27 JUNE 2023

RESOLVED: That the Minutes of the Meeting of the Committee held on 27 June 2023 be approved as a true record of the proceedings and be signed by the Chair.

3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council policy this meeting was being audio recorded as well as filmed. The audio recording would be available on the NHDC website and the film recording via the NHDC YouTube channel.
- (2) The Chair reminded Members that the Council had declared a Climate Emergency. This was a serious decision and means that, as this was an emergency, all of us, Officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District. More details were included on the agenda front sheet.
- (3) The Chair reminded Members to make declarations of interest before an item, the detailed reminder about this and speaking rights was set out under Chair's Announcements on the agenda.
- (4) The Chair advised for the purposes of clarification that 4.8.23(a) of the Constitution did not apply to this meeting.
- (5) The Chair advised of a change in the order of the agenda and Item 11 'Chesfield Conservation Area' would be taken before Item 7 'DLUHC'S Single Homelessness Accommodation Programme (SHAP)'.

5 PUBLIC PARTICIPATION

The Chair advised that Dr Hilary Napier was also present to provide a presentation for Members regarding Item 11 'Chesfield Conservation Area'.

6 ITEMS REFERRED FROM OTHER COMMITTEES

The Chair advised that the items referred from the Overview and Scrutiny and the Finance, Audit and Risk Committees would be taken with the respective items on the agenda.

11 CHESFIELD CONSERVATION AREA

RESOLVED: That the Chesfield Conservation Area item be **DEFERRED** to clarify the proposed conservation area and to conduct further consultation with residents to ensure the People First priority of the Council was being met.

7 DLUHC'S SINGLE HOMELESSNESS ACCOMMODATION PROGRAMME

RESOLVED:

- (1) That Cabinet noted the content of the report and subject to a site being identified approved the submission of a bid under the SHAP programme.
- (2) That Cabinet delegated to the Service Director of Housing & Environmental Health and the Service Director Resources the preparation and submission of the bid in consultation with the Executive Member for Housing & Environmental Health and the Executive Member for Finance & IT.

REASON FOR DECISIONS: There is an urgent need for high quality, accommodation-based support services for single homeless people in the district. Adopting the recommendations at 2.1 and 2.2 would allow the Council to pursue a funding opportunity which if successful, would enable the delivery of a valuable additional resource for the district, benefiting vulnerable young people at risk of rough sleeping.

8 REFUGEE RESETTLEMENT AND HOME OFFICE FUNDING UPDATE

RESOLVED:

- (1) That Cabinet noted the local position regarding the resettlement of refugees and it supports more focused resettlement efforts for this client group as part of the Council's wider housing role;
- (2) That Cabinet delegated to the Service Director – Housing and Environmental Health and the Service Director – Resources in consultation with the Executive Member for Housing and Environmental Health and the Executive Member for Finance & IT, the authority to decide the allocation of Home Office funding to support the resettlement of refugees (for matters that are not reserved for Cabinet).

REASON FOR DECISIONS: There is likely to be increased demand for housing services from refugees in the foreseeable future and the recommendations in this report seek to manage this efficiently, whilst ensuring appropriate support services are in place.

9 PROPOSED OFF-STREET CAR PARKING TARIFFS FOR 2023/24

RESOLVED:

- (1) That Cabinet agreed to adopt the proposed off-street car park tariffs for 2023/24 as set out in Tables 1 to 5 at Appendix A
- (2) That Cabinet agreed not to increase the charges for Season Tickets for each of its long stay car parks or business permits for its car park at St. Martins Road in Knebworth for 2023/24.
- (3) That Cabinet agreed not to increase the charges for resident permits, visitor permits, business permits or visitor tickets for resident permit zones for 2023/24.
- (4) That Cabinet agreed that the proposed tariff changes, as recommended and approved in paragraphs 2.1 above, are implemented as soon as practicable, and that officers in consultation with the Executive Member and Deputy for Planning and Transport proceed with the implementation as required.
- (5) That Cabinet agreed to the policy of customers paying for parking sessions whilst parked within electric vehicle charging bays.

- (6) That Officers proceeded with the necessary amendments to the Off-Street Parking Traffic Regulation Orders as required to implement changes recommended and approved above, and that officers in consultation with the Executive Member and Deputy for Planning and Transport proceed with the implementation as required.
- (7) That Cabinet agreed for officers in consultation with the Executive Member and Deputy for Planning and Transport to implement subsidy and incentive parking schemes on a break even approach on request.

REASON FOR DECISIONS: To implement an increase in car parking tariffs in order to effectively manage their use and in accordance with the Council's fees and charges policy as set out in its Medium-Term Financial Strategy (MTFS). To set car parking tariffs that support the achievement of modal shift away from private car use and to help support the vitality of town centres.

10 STATEMENT OF COMMUNITY INVOLVEMENT - ADOPTION

RESOLVED:

- (1) That the consultation responses were noted.
- (2) That subject to recommendation 2.1, the amendments to the draft SCI are approved and that the SCI, attached as Appendix A was adopted.
- (3) That any minor amendments to the SCI, such as typographical errors, additional statutory consultees, legislation changes, were delegated to the Service Director – Regulatory in consultation with the relevant Executive Members.

REASON FOR DECISIONS: The SCI sets out how the Council consults with the local community in preparing, masterplans for the strategic sites, strategic planning documents and in determining planning applications. It also sets out guidelines for those communities involved in neighbourhood planning.

12 HITCHIN, LETCHWORTH AND ROYSTON BUSINESS IMPROVEMENT DISTRICT (BID) RENEWALS

RESOLVED:

- (1) That Cabinet considered the BID renewal proposals for Hitchin, Letchworth and Royston, appended in A, B and C and instructs the Returning Officer to hold the BID renewal Ballots;
- (2) That Cabinet delegated the Council's voting rights in the BID renewal process to the Service Director – Customers.

REASON FOR DECISIONS: The Council is under a legal duty to comply with the BID arrangements under section 44 of the Local Government Act 2003 ("the Act"). This includes compliance with the Act and The Business Improvement Districts (England) Regulations 2004 (as amended) ("the Regulations") in respect of receipt of any BID renewal.

13 FIRST QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2023/24

RESOLVED:

- (1) That Cabinet noted the forecast expenditure of £10.438M in 2023/24 on the capital programme, paragraph 8.3 refers.

- (2) That Cabinet approved the adjustments to the capital programme for 2023/24 onwards, as a result of the revised timetable of schemes detailed in table 2 and 3, increasing the overall estimated spend in 2024/25 and beyond by £1.271M.
- (3) That Cabinet noted the position of the availability of capital resources, as detailed in table 4 paragraph 8.6 and the requirement to keep the capital programme under review for affordability.
- (4) Cabinet noted the position of Treasury Management activity as at the end of June 2023.

REASONS FOR DECISION:

- (1) Cabinet is required to approve adjustments to the capital programme and ensure the capital programme is fully funded.
- (2) To ensure the Council's continued compliance with CIPFA's code of practice on Treasury Management and the Local Government Act 2003 and that the Council manages its exposure to interest and capital risk.

14 FIRST QUARTER REVENUE BUDGET MONITORING 2023/24

RESOLVED:

- (1) That Cabinet noted this report.
- (2) That Cabinet approved the changes to the 2023/24 General Fund budget, as identified in table 3 and paragraph 8.2, a £1.119million decrease in net expenditure.
- (3) That Cabinet noted the changes to the 2024/25 General Fund budget, as identified in table 3 and paragraph 8.2, a total £270k increase in net expenditure. These will be incorporated in the draft revenue budget for 2024/25.
- (4) That Cabinet delegated to the Service Director: Resources (in consultation with the Executive Member for Finance and IT) authority to enter into a Business Rate Pooling arrangement (if available) if it is estimated that it will be in the financial interests of the Council.

REASON FOR DECISIONS: Members are able to monitor, make adjustments within the overall budgetary framework and request appropriate action of Services who do not meet the budget targets set as part of the Corporate Business Planning process.

15 Q1 23-24 UPDATE ON THE COUNCIL DELIVERY PLAN

RESOLVED:

- (1) That Cabinet noted the progress against Council projects as set out in the Council Delivery Plan (Appendix A) including changes to milestones, performance indicators and risks.
- (2) That Cabinet commented on the presentation of the report for future meetings, especially in relation to milestones and project status.

REASON FOR DECISIONS: The Council Delivery Plan (CDP) monitoring reports provide Cabinet with an opportunity to monitor progress against the key Council projects, and understand any new issues, risks or opportunities.

16 NEW FINANCIAL SYSTEM

RESOLVED:

(1) That Cabinet noted the expected benefits from the new finance software system.

RECOMMENDED TO COUNCIL:

(1) That Council approve a capital budget allocation in 2023/24 of £200k for the initial work to develop and implement the new finance software system.

REASON FOR DECISIONS: A new finance system is expected to lead to more efficient processes and a better customer experience. A new finance system will incur up-front installation and development costs. These costs can be charged to capital but require a capital budget. Additions to the capital programme above £50k require approval by Full Council.

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Planning Control Committee held in the Council Chamber, District Council
Offices, Letchworth Garden City
on Thursday, 14th September, 2023 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Simon Bloxham and Daniel Allen.

Having given due notice, Councillor Michael Muir substituted for Councillor Simon Bloxham and Councillor Dave Winstanley substituted for Councillor Daniel Allen.

2 MINUTES - 6 JULY 2023, 11 JULY 2023 AND 27 JULY 2023

RESOLVED: That the Minutes of the Meeting of the Committee held on 6 July 2023, 11 July 2023 and 27 July 2023 be approved as a true record of the proceedings and be signed by the Chair.

3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (3) The Chair clarified matters for the registered speakers, the Chair advised that members of the public had 5 minutes for each group of speakers i.e., 5 minutes for objectors and 5 minutes for supporters. This 5 minute time limit also applied to Member Advocates.

The Chair advised that for item 7, the speaking time had been increased to 10 minutes per group.
- (4) The Chair advised that Section 4.8.23(a) of the Constitution applied to the meeting.
- (5) The Chair advised that Item 8 on the agenda had been deferred to a later meeting, as the Planning Officer is waiting on a response from the Environmental Health consultee and to allow time to review comments received relating to Air Quality.

5 PUBLIC PARTICIPATION

The Chair confirmed that the registered speakers were in attendance.

6 23/00666/FP DIXIES MEADOW, HIGH STREET, ASHWELL, HERTFORDSHIRE, SG7 5NS

RESOLVED: That application 23/00666/FP be **REFUSED** planning permission due to the reasons outlined in the report of the Development and Conservation Manager.

7 **22/00741/FP LAND WEST OF ASHWELL ROAD, BYGRAVE, HERTFORDSHIRE, SG7 5EB**

RESOLVED: That application 22/00741/FP be **DEFERRED** planning permission for the following reasons:

1. For officers to advise upon and for Members to consider late submissions relating to biodiversity.
2. For officers to advise upon and Members to consider late submissions relating to the effect of the proposal upon traffic and access.
3. Members would like to visit a comparable and operating solar farm to understand likely noise impacts arising from the proposal.
4. For officers to advise upon and for Members to consider proposed conditions by Bygrave Parish Council.
5. Members are minded to await the decision of the Secretary of State for Levelling Up, Housing and Communities as to whether or not will be calling-in the application for his determination before making a decision on the application.

8 **22/03092/FP LAND TO THE EAST OF FOXHOLES AND GAINSFORD HOUSE AND ON THE WEST SIDE OF CROW FURLONG, HITCHIN, HERTFORDSHIRE**

This item was deferred from this Committee to a later meeting, as the Planning Officer is waiting on a response from the Environmental Health consultee and to allow time to review comments received relating to Air Quality.

9 **20/02412/FP LAND BETWEEN 53 AND 81 AND LAND REAR OF 7-53 WATERDELL LANE, ST IPPOLYTS, HERTFORDSHIRE**

RESOLVED: That application 20/02412/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager with the following amended recommendation:

“Recommendation 6.1:

- A. Clarification from HCC Highways regarding local sustainable transport. The response will be shared with the applicant; Parish Council and Chair of Planning Control Committee. If this results in a change to the sustainable transport S106 Contribution for this to be agreed by the Chair of Planning Control Committee;
- B. The completion of a satisfactory legal agreement and the applicant agreeing to extend the statutory period in order to complete the agreement if required; and
- C. Providing delegated powers to the Development and Conservation Manager to update conditions and informatives as set out in the report above; and
- D. Conditions and Informatives as set out below:”

10 **23/00549/OP BELL FARM INDUSTRIAL PARK, BELL LANE, NUTHAMPSTEAD, SG8 8ND**

RESOLVED: That application 23/00549/OP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager with the following amendment to condition 8:

“Condition 8:

As part of the details at Reserved Matters stage, a Biodiversity Net Gain Plan shall be submitted and approved by the Local Planning Authority, using the Defra Biodiversity Metric to demonstrate how a minimum of 10% Biodiversity Net Gain (BNG) will be fulfilled by this development”

Reason: To achieve a BNG of at least 10%, in accordance with Policy NE4 of the Local Plan.

11 APPEALS REPORT

RESOLVED: That the Committee noted the report.

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

Any interest to declare/ or conflict and any dispensation granted *[if applicable]*

SERVICE DIRECTORATE: PLACE

1. DECISION TAKEN

- 1.1 To approve to hold a Wingmania event at Bancroft Recreation Ground, Hitchin on the 14th October 2023 between 12.00 hrs to 22.00 hrs.

2. DECISION TAKER

- 2.1. Andrew Mills, Service Manager Greenspace

3. DATE DECISION TAKEN:

- 3.1 19th September 2023

4. REASON FOR DECISION

- 4.1 To support the organisers to provide an annual event for the whole community.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The organisers have approached North Herts Council to host this event. No other locations were considered as part of this application.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

- 6.1 Consultation has been undertaken with colleagues in the Safety Advisory Group.

7. FORWARD PLAN

- 7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The organisers have approached NHC for approval to use this location for their event.

9. LEGAL IMPLICATIONS

- 9.1 The authority has an obligation to ensure that the public open spaces it maintains are at a standard that are safe for everyone to use. Additionally, the authority has an obligation to ensure that any environmentally sensitive environment is not damaged due to actions or intentions of others.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no financial risks as this opportunity is generating income.

11. RISK IMPLICATIONS

11.1 There are no risk implications. However, risk assessments have been considered to endeavour that this is a safe event.

12. EQUALITIES IMPLICATIONS

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 Central Government and national groups have expressed the continued importance of public Green Space in the health and well-being of communities. From April 2013 local authorities at county level are required to take on the statutory duty to improve the health of their communities as required by the Health and Social Care Act 2012 and with it, to acquire many of the public health services currently the responsibility of the NHS. The use of open spaces, parks, playgrounds and relevant leisure facilities are promoted in terms of reducing the impact of obesity on long term health, the importance in the management of wellbeing and in aiding relaxation, as well as sensory' enjoyment.

13. SOCIAL VALUE IMPLICATIONS

13.1 The event is open to everyone.

14. ENVIRONMENTAL IMPLICATIONS

14.1 There are no known Environmental impacts or requirements that apply to this event.

15. HUMAN RESOURCE IMPLICATIONS

15.1 This item of work is contained within the Place Directorate existing work programs.

16. BACKGROUND PAPERS

16.1 None

17. APPENDICES

17.1 None

NOTIFICATION DATE - 22nd September 2023

Signature of Executive Member ConsultedNot Applicable.....

Date19th September 2023

Signature of Decision Taker  **.....**

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

EAST TEAM

| Application No. | Applicant/Agent Address | Location Address, Applicant Name & Proposal |
|-------------------------------|---|--|
| Baldock | | |
| 23/02040/FPH | Mr Josh Munford 181 Weston Way, Baldock, Hertfordshire, SG7 6JG | 181 Weston Way Baldock Hertfordshire SG7 6JG Mr Josh Munford Erection of detached garage/store. |
| 23/02062/FPH | Richard Beaty Mr Richard Beaty 11A Thorncote Green, Sandy, SG19 1PU, United Kingdom | 14 Turpins Way Baldock Hertfordshire SG7 6LW Vincent Obi Single storey front extension. |
| 23/02157/FPH | PicklePlanning Stuart Judd 1 Sale Drive, Clothall Common, Baldock, SG7 6NS | 18 Hurst Close Baldock Hertfordshire SG7 6TL Mr Dave Sherringham Two storey side extension following demolition of existing detached garage. |
| Barkway Parish Council | | |
| 23/01906/FPH | Rev Sonia Falaschi-Ray 29 Church Lane, Barkway, Royston, Hertfordshire, SG8 8EJ | 29 Church Lane Barkway Royston Hertfordshire SG8 8EJ Rev Sonia Falaschi-Ray Erection of detached office outbuilding following removal of existing shed |
| 23/02076/TCA | Mr Nicholas Tufton 11 High Street, Barkway, Royston, SG8 8EA | 11 High Street Barkway Hertfordshire SG8 8EA Mr Nicholas Tufton T4 Sycamore - Reduce canopy by 3-4m and remove major deadwood. T5 Sycamore - Fell to ground level. T6 4x Lime - Crown lift to 1st major union, remove basil growth and major deadwood. T7 Lime - Reduce lower canopy by 5m or more and remove major deadwood. T8 Lime - Reduce by 3-4m and remove major deadwood. |

23/02146/TCA Mr Nicholas Tufton Land Opposite 11
11 High Street, Barkway, Royston, High Street
SG8 8EA Barkway
Hertfordshire
SG8 8EA

Mr Nicholas Tufton

T1 Sycamore - Dismantle in sections and reduce remaining canopy 3m.
T3 Beech - Raise canopy to 5m, remove major deadwood and reduce
back overhanging limbs. T2 Horse Chesnut - Reduce overhang.

Barley Parish Council

23/02183/TCA Edward Disley-Stevens Bidwells The Pines
Residential High Street
54 High Street, Trumpington, Barley
Cambridge, CB29LS, United Royston
Kingdom Hertfordshire
SG8 8HT

Edward Disley-Stevens

Pine, Walnut - Reduce by 20%

Bygrave Parish Council

23/02113/OP Peter George Town Planning Mr Greenleas
Tom Donovan Bygrave Road
Nine Hills Road, Cambridge, CB2 Baldock
1GE Hertfordshire
SG7 5DS

Mr & Mrs R Clarke

Outline application for two detached dwellings with associated vehicular
access and proposed parking area (all matters reserved except means
of access)

Hinxworth Parish Council

23/02189/TCA Mr Ewan Habben Hbn Trees Land Adjacent To 6
61moorymead closs, Watton at High Street
stone, Sg143hf, United Kingdom Hinxworth
Hertfordshire

Mr Ewan Habben

H1 - Leylandi Hedge, Reduce in height down to 6ft.

Letchworth Garden City

23/02057/FPH Mr James Cascarina 86 Ridge Road
86 Ridge Road, Letchworth Garden Letchworth Garden City
City, Hertfordshire, SG6 1PT Hertfordshire
SG6 1PT

Mr James Cascarina

Installation of planters and hardstanding following demolition of existing
boundary wall.

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
PLANNING CONTROL
COUNCIL OFFICES, GERON ROAD, LETCHWORTH, HERTS SG6 3JF**

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 22/09/2023
DEADLINE FOR COUNCILLORS' CALL IN: 12/10/2023**

| | | |
|-------------------------------|---|--|
| 23/02097/FPH | ArchiTech Ltd. Mr Richard Chambers 72 Lytton Avenue, Letchworth, SG6 3HY, United Kingdom | 35 Sollershott East Letchworth Garden City Hertfordshire SG6 3JN Mr and Mrs Pittard Erection of single storey side porch following removal of existing side entrance canopy (revision of previously approved planning application 22/03023/FPH granted 20.01.2023). |
| 23/02123/FPH | Colin Weatherall Morris Whitebrick 29B Hermitage Road, Hitchin, SG5 1BY | 16 Hitchin Road Letchworth Garden City Hertfordshire SG6 3LT Mr Johnson Replacement porch |
| 23/02138/TCA | Mrs Julie Ward John O'Conner GM 2 Great North Road, Welwyn, AL6 0PL, United Kingdom | Ivy Cottage Letchworth Lane Letchworth Garden City Hertfordshire SG6 3ND Mr Michael Barnes T1 Willow Tree - Fell to ground level. |
| 23/02150/TCA | Mr Dom Walker The Blue Tree Company 50 Bunyan Road, Hitchin, SG5 1NN | 26 Sollershott West Letchworth Garden City Hertfordshire SG6 3PX Mr Alan Janes T1. Poplar - Re-pollard back to previous points. T2. Ash - Fell to ground level |
| 23/02182/TCA | Mr Steve Dear Steve Dear Tree Services Ltd Top Farm, Beadlow, Shefford, SG17 5PL, United Kingdom | 330 Norton Way South Letchworth Garden City Hertfordshire SG6 1TA Mrs Mary-Jane Robinson T1 Yew - Fell to ground level and stump grinded. |
| Newnham Parish Meeting | | |
| 23/02079/LDCP | Moss Property Development Mrs Amy Moss 42 Silver Street, Ashwell, SG7 5QH, United Kingdom | 2 Caldecote Road Newnham Baldock Hertfordshire SG7 5JZ Mr Alex Farr Erection of outbuilding for the incidental and personal enjoyment of pet ponies including associated additional hardstanding. |

Royston Town Council

| | | |
|------------------------------|--|---|
| 23/01944/FP | Inception Planning Limited N Griffin Quatro House, Frimley Road, Camberley, GU16 7ER | Unit 9 Jarman Way, Royston, SG8 5HW Sartorius Erection of canopy |
| 23/02058/FPH | Hertfordshire Architects Ltd Mrs Pamela Stokes 13 Cubitts Close, Welwyn, AL6 0DZ | 21 Rosecomb Royston Hertfordshire SG8 9FL Mr & Mrs Martin Single storey rear extension |
| 23/02147/FPH | Studio Charrette Mr Graham Cockburn The Clubhouse, 50 Grovenor Hill, London, W1 3QT, United Kingdom | 47 Hampshire Road Royston Hertfordshire SG8 9FT Mr Francisco Quadros Retention of decking and pergola to side garden. |
| 23/02151/FPH | Mr Roy Rowe Mr Roy Rowe 148 High Street, Barkway, Herts, SG8 8EG | 72 Tennyson Close Royston Hertfordshire SG8 5SZ Mrs Jessica Fairfield Single storey side extension. |
| Weston Parish Council | | |
| 23/02029/TCA | Mr Graham Smithard Rowan Butt cottage, Rowan Close, Weston, Sg47bh, United Kingdom | Rowan Butt Cottage Rowan Close Weston Hitchin Hertfordshire SG4 7BH Mr Graham Smithard T8 Conifer - Remove |
| 23/02090/FPH | RTM Design Mr Richard Collin 27 St Andrews Close, Slip End, LU1 4DE | 68 Friars Road Weston Hitchin Hertfordshire SG4 7BB Mr And Mrs Tiernan Two storey side extension. Part two and single storey rear extension. Single storey front extension and internal alterations (revision of previously approved planning permission 22/03150/FPH granted 25.01.2023). |

WEST TEAM

| Application No. | Applicant/Agent Address | Location Address, Applicant Name & Proposal |
|-----------------|-------------------------|---|
|-----------------|-------------------------|---|

Codicote Parish Council

23/02121/FPH Mr Stuart Cook Home Extension 35 Old School Close
Designs Ltd Codicote
HED House, 60A Bridge Road East, Hitchin
Welwyn Garden City, Herts, AL7 1JU Hertfordshire
SG4 8YJ

Mr D Shadbolt

Insertion of two front rooflights and rear dormer window to facilitate loft conversion.

Graveley Parish Council

23/01372/FPH RLP Surveyors Jon Tankard Hakgalla
St Lukes House,, 5 Walsworth Rd, 2 High Street
Hitchin, SG4 9SP, United Kingdom Graveley
Hitchin
Hertfordshire
SG4 7LD

Dr Syed Ahmed

First floor rear extension, single storey rear and side extensions and front porch following demolition of existing side conservatory.

Hitchin

23/01823/LDCP Dr Timothy Chapman 18 Chiltern Road
18 Chiltern Road, Hitchin, Hitchin
Hertfordshire
SG4 9PJ

Dr Timothy Chapman

Installation of 6 solar panels to triple pitched roof slopes on existing single storey rear extension

23/01969/FPH ArchiTech Ltd. Mr Richard 121 Bearton Road
Chambers Hitchin
72 Lytton Avenue, Letchworth, SG6 Hertfordshire
3HY, United Kingdom SG5 1UE

Mr Jourdan and Miss Booton

Single storey rear and side extension following partial demolition of existing single storey element.

23/02044/FPH Design Spec Ltd. Mr James 24 Pirton Road
Collinson Hitchin
Suite 1C, Warren House, 10-20 Hertfordshire
Main Road, Hockley, Essex, SS5 SG5 2BD
4QS

Mr Tim Price

Single storey rear extension, front porch and insertion of first floor side window following demolition of existing rear extension. Render to external walls.

23/02089/FP Mr Owain Rhys 3 Brand Street
1 Thatchers End, Hitchin, Hitchin
Hertfordshire
SG4 0PD SG5 1LP

Mr Owain Rhys

Change of use to Sui Generis and off-licence as flexible Use Class E.

| | | | | |
|---------------|--|--|------------------------------|--|
| 23/02102/FPH | Your Plans UK Mr Harrison Eales Suite A2, Stevenage, Stevenage, SG1 3UN | 32 Wymondley Road Hitchin Hertfordshire SG4 9PR | Mr Matthew Mager | Single storey front, side and rear extensions following demolition of existing side conservatory. Raise roof of existing garage and insertion of one additional first floor rear window. |
| 23/02114/NCS | Arcicon Mr Raja Sekaran Arcicon, 42 Brudenell Close, Amersham, HP6 6FH, United Kingdom | 74 Sturgeons Way Hitchin Hertfordshire SG4 0BN | Ms Raman Paul | Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 6.0 metres |
| 23/02127/FP | Mr Ryan Albone BBR Design BBR Design, 7 Paynes Park, Hitchin, SG51EH, United Kingdom | 74 Whinbush Road Hitchin Hertfordshire SG5 1PZ | Club 85 (Hitchin) Ltd | Residential development comprising of 16 apartments (5 x 1-bed and 11 x 2-bed) including creation of vehicular access off Whinbush Road and associated works following demolition of existing building. |
| 23/02148/FPH | Be Informed! Charles Speakman 8 Broadmeadow Ride, Hitchin, SG4 7ST, United Kingdom | 44 Broadmead Hitchin Hertfordshire SG4 9LX | Mr And Mrs Stephen Gee-finch | Single storey front extension. |
| 23/02158/LDCP | Plans To Expand Mr Geoffrey Phillips 97 Mildmay Road, Stevenage, Hertfordshire, SG1 5RS | 2 Waltham Villas St Johns Road Hitchin Hertfordshire SG4 9JN | Mr Isaac David | Insertion of rear dormer window and 2no front rooflights to facilitate loft conversion into habitable accommodation |
| 23/02159/FPH | Tom Gristwood Architects Tom Gristwood Haremore Cottage, Faringdon, SN7 8PN, United Kingdom | Amberley Blackhorse Lane Hitchin Hertfordshire SG4 9EN | David & Fiona Kershaw | Two storey side extension, single storey rear extension and insertion of rear box dormer window and front rooflights to facilitate conversion of loft space into habitable accommodation. Erection of detached double garage with workshop above following demolition of existing rear garage. |

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
PLANNING CONTROL
COUNCIL OFFICES, GERON ROAD, LETCHWORTH, HERTS SG6 3JF**

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 22/09/2023
DEADLINE FOR COUNCILLORS' CALL IN: 12/10/2023**

| | | |
|-------------------------------|--|---|
| 23/02160/TPO | Mr Thomas Oakley Oakley Arboriculture Ltd 115 Western Way, Letchworth Garden City, SG64TF, United Kingdom | 14 The Finches Hitchin Hertfordshire SG4 9PB Mr Thomas Oakley T1 Maple - Reduce by 1.5-2m and prune back overhang towards property. |
| 23/02161/TCA | Other - Ground Control Ltd - 574904 Ground Control Ltd Kingfisher House, Radford Way, Billericay, CM12 0EQ | 84 Nightingale Road Hitchin Hertfordshire SG5 1RL B&M 2x Ash - Cut back at least 1m from the building. lift low hanging branches over the parking spaces to 3m from ground level. |
| Holwell Parish Council | | |
| 23/02165/NCS | Oakwood Planning & Design Ltd Mr Harry Dibden Unit 2 Warren Court, Shefford, SG17 5QB, United Kingdom | 9 Rands Meadow Holwell Hitchin Hertfordshire SG5 3SH Charles Boahen Single storey rear extension (following removal of single storey rear element) with the following dimension: Length (measured from rear wall of original house) - 6.00 metres |
| Langley Parish Meeting | | |
| 23/01910/PNQ | Ms Clare Butterworth Clague Architects Clague Architects, 2 Kinsbourne Court, Luton Road, Harpenden, AL5 3BL | Highwood Hitchwood Lane Preston Hitchin Hertfordshire SG4 7RY Clare Boyle Conversion of existing agricultural barn to provide one 1-bed residential unit with all associated building works. |
| Offley Parish Council | | |
| 23/02024/LDCE | HCR Hewitsons Gemma Dudley 50-60 Station Road, Cambridge , CB1 2JH | The Old Estates Office Putteridge Park Luton Hertfordshire LU2 8LD Mrs Susan Kay Hardman Retention of use of building as residential care home (Class C2) |

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
PLANNING CONTROL
COUNCIL OFFICES, GERON ROAD, LETCHWORTH, HERTS SG6 3JF**

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 22/09/2023
DEADLINE FOR COUNCILLORS' CALL IN: 12/10/2023**

23/02185/LDCE HCR Hewitsons Gemma Dudley
50-60 Station Road, Cambridge,
CB1 2JH, United Kingdom

The Old Estates Office
Putteridge Park
Luton
Hertfordshire
LU2 8LD

Mrs Susan Kay Hardman

Retention of use of building as a separate self contained dwelling (class C3)

St Ippolytts Parish Council

23/02085/FPH Glover & Company Mr John Thomas
Haig Glover
127 Lambley Lane, Burton Joyce,
NOTTINGHAM, NG14 5BN, United
Kingdom

Warriors
Millfield Lane
St Ippolyts
Hitchin
Hertfordshire
SG4 7NH

Mrs Prue Freeman

Single storey rear extension to enclose existing swimming pool and enlargement of existing rear dormer window.

(Including Withdrawn decisions)

EAST TEAM

| | | |
|--|--|---|
| Application No: 22/02988/DOC | Location: Draytons Garage High Street Barley Royston Hertfordshire SG8 8HT Applicant Name: Mr Alex Dobbie NFC Homes Limited Description: Details reserved by Condition 9(3) (Remediation Method Strategy) as attached to Planning Application 19/03064/FP granted on 18.11.2021 | Decision: Approval of Details Decision Date: 18/09/2023 |
| Application No: 23/00549/OP | Location: Bell Farm Industrial Park Bell Lane Nuthampstead Hertfordshire SG8 8ND Applicant Name: Lucas and Co. Description: Erection of 9 dwellings with access following demolition of industrial buildings (all matters reserved except for access) as amended by details received 7th June 2023. | Decision: Conditional Permission Decision Date: 15/09/2023 |
| Application No: 23/00666/FP | Location: Dixies Meadow High Street Ashwell Hertfordshire SG7 5NS Applicant Name: Mr R Taaffe Jarvis Homes Ltd Description: Erection of 12 dwellings with associated hard and soft landscaping, creation of vehicular access, public open space and children's play area. | Decision: Refused Decision Date: 15/09/2023 |
| Application No: 23/01418/FP | Location: Town House Church End Barley Hertfordshire SG8 8JW Applicant Name: Mrs Alice Robertson Clerk to the Barley Parish Council Description: Installation of defibrillator to existing rear elevation. | Decision: Conditional Permission Decision Date: 18/09/2023 |
| Application No: 23/01419/LBC | Location: Town House Church End Barley Hertfordshire SG8 8JW Applicant Name: Mrs Alice Robertson Clerk to the Barley Parish Council Description: Installation of defibrillator to existing rear elevation. | Decision: Conditional Consent Decision Date: 18/09/2023 |
| Application No: 23/01564/FPH | Location: 2 Cross Street Letchworth Garden City Hertfordshire SG6 4UD Applicant Name: Mrs Nikki Harrison Description: Single storey rear extension and alterations to fenestration | Decision: Conditional Permission Decision Date: 19/09/2023 |
| Application No: 23/01578/FPH | Location: 20 Abbots Road Letchworth Garden City Hertfordshire SG6 4UR Applicant Name: Mrs M Wild Description: Rear conservatory | Decision: Conditional Permission Decision Date: 14/09/2023 |
| Application No: 23/01657/AD | Location: Icknield Way Service Station Norton Way North Letchworth Garden City Hertfordshire SG6 1BS Applicant Name: Chris EG GROUP Description: Installation of various internally illuminated and non-illuminated free standing signs and individual illuminated letters and logos. | Decision: Conditional Consent Decision Date: 14/09/2023 |
| Application No: 23/01678/FPH | Location: The Beeches 36 South Road Baldock Hertfordshire SG7 6BZ Applicant Name: Mr Jonny McQuarrie Description: Erection of garden room for use as a home gym attached to existing garden room. | Decision: Conditional Permission Decision Date: 14/09/2023 |

EAST TEAM

| | | |
|--|--|---|
| Application No: 23/01731/FPH | Location: 18 Woodcock Road Royston Hertfordshire SG8 7XT Applicant Name: Caroline Beasley Description: Single storey rear extension following demolition of existing conservatory. | Decision: Conditional Permission Decision Date: 18/09/2023 |
| Application No: 23/01811/TCA | Location: 38 Rushby Mead Letchworth Garden City Hertfordshire SG6 1RU Applicant Name: Mr David Bonner First Garden Cities Homes Ltd Description: RM33 Sycamore - Crown reduce by 3-4m | Decision: No Objection Decision Date: 15/09/2023 |
| Application No: 23/01828/FPH | Location: 34 Campers Avenue Letchworth Garden City Hertfordshire SG6 3SR Applicant Name: Miss Wilderspin Description: Single storey rear extension and installation of front ramp | Decision: Conditional Permission Decision Date: 18/09/2023 |
| Application No: 23/01836/TCA | Location: 1 Baldock Lane Willian Letchworth Garden City Hertfordshire SG6 2AY Applicant Name: Mrs Morris-Smith Description: 3x Limes - Remove dead /dying wood. Crown lift over adjacent garden to approx 2.4m. Weeping Willow - Crown lift all round to 2.4m. | Decision: No Objection Decision Date: 18/09/2023 |
| Application No: 23/01850/DOC | Location: Flint Hall Farm London Road Royston Hertfordshire SG8 9LX Applicant Name: Mr Charles Worthington Lowden Construction Ltd Description: Details reserved by condition 14 (d) Contamination validation report of planning permission reference no. 20/00637/FP granted on 22.01.2021. | Decision: Approval of Details Decision Date: 14/09/2023 |
| Application No: 23/01852/FPH | Location: 3 Saddlers Close Baldock Hertfordshire SG7 6EF Applicant Name: Mr & Mrs Jonathan Milne Description: Single storey rear and side extension following demolition of existing conservatory (as amended by plans received on 31st August 2023). | Decision: Conditional Permission Decision Date: 18/09/2023 |
| Application No: 23/01875/TCA | Location: 18 Edwin Nott House Birds Hill Letchworth Garden City Hertfordshire SG6 1PH Applicant Name: Mr David Bonner First Garden Cities Homes Ltd Description: E10 Silver Birch - Crown reduce all round by 2-3m. E11 Almond - Cut back and prune by 1-2m. | Decision: No Objection Decision Date: 15/09/2023 |
| Application No: 23/01876/TCA | Location: 37 Ridge Road Letchworth Garden City Hertfordshire SG6 1PW Applicant Name: Mr David Bonner First Garden Cities Homes Ltd Description: RR1 Twin-stemmed Conifer - Fell to ground level | Decision: No Objection Decision Date: 14/09/2023 |
| Application No: 23/01877/TCA | Location: Allotment Gardens At Lytton Avenue Letchworth Garden City Hertfordshire SG6 3HT Applicant Name: Paul McKenna Letchworth Garden City Heritage Four Description: T1 Sycamore - Crown reduction up to 3m back to previous pruning points. | Decision: No Objection Decision Date: 20/09/2023 |
| Application No: 23/01880/TCA | Location: 99 Campers Road Letchworth Garden City Hertfordshire SG6 3QX Applicant Name: Mr David Bonner First Garden Cities Homes Ltd Description: CR23 Plum - Fell to ground level | Decision: No Objection Decision Date: 14/09/2023 |
| Application No: 23/02002/TCA | Location: 111 And 137 Glebe Road Letchworth Garden City Hertfordshire SG6 1DX Applicant Name: Mrs Apryl Goodwin Settle Description: T1 Sycamore - Crown Reduce by 30%, Crown thin and crown lift. T2 Cherry - Fell. T3 - Group Cherry - Crown reduction of 20% (as amended by plan received on 06/09/2023). | Decision: No Objection Decision Date: 18/09/2023 |

EAST TEAM

| | | |
|--|--|---|
| Application No: 23/02030/TCA | Location: 41 Kneesworth Street Royston Hertfordshire SG8 5AB Applicant Name: Richard Kitteridge Description: T1 Yew - Cut back overhang to boundary wall to clear building and roof. | Decision: No Objection Decision Date: 14/09/2023 |
| Application No: 23/02206/TCA | Location: 1 Old Westbury Letchworth Garden City Hertfordshire SG6 3NB Applicant Name: Louise Gentle PBM Description: Horse Chestnut - Reduce overhanging branches by 2-3m to clear parking bays. Sycamore - Reduce laterals over parking area by 3-4m | Decision: Withdrawn Decision Date: 20/09/2023 |

WEST TEAM

| | | |
|---|--|---|
| Application No: 22/00516/FP | Location: Land To The West Of Lucas Lane And East Of Headlands Grays Lane Hitchin Hertfordshire SG5 2HR Applicant Name: Mr W Berry Hill Residential Ltd Description: Erection of nine detached dwellings (2 x 3-bed, 1 x 4-bed and 6 x 5-bed) including garaging, parking, landscaping and creation of vehicular access off Gray's Lane. | Decision: Conditional Permission Decision Date: 18/09/2023 |
| Application No: 22/02451/FP | Location: Tallents Farm Cottage Kimpton Bottom Kimpton Hitchin Hertfordshire SG4 8EU Applicant Name: Ms & Mr D Ewart & A Davidson Description: Retention of field track | Appeal Decision: Withdrawn Decision Date: 19/09/2023 |
| Application No: 23/01411/LDCE | Location: 24 St Michaels Road Hitchin Hertfordshire SG4 0PZ Applicant Name: Mr Rashed Khan Description: Alterations to garage to facilitate conversion to home base beauty salon. | Decision: Granted Permission Decision Date: 14/09/2023 |
| Application No: 23/01454/LDCP | Location: 18 Wilbury Way Hitchin Hertfordshire SG4 0AP Applicant Name: Mis Flora Onwukwe Description: Insertion of rear dormer window with 3no rooflights to front roof slope to facilitate loft conversion and erection of detached rear outbuilding. | Decision: Granted Permission Decision Date: 14/09/2023 |
| Application No: 23/01766/LDCP | Location: 69 West Hill Hitchin Hertfordshire SG5 2HY Applicant Name: Baker Description: Single storey rear extension | Decision: Withdrawn Decision Date: 18/09/2023 |
| Application No: 23/01799/FPH | Location: Woodside Cottage Mortgrove Farm Hexton Road Lilley Luton Hertfordshire LU2 8ND Applicant Name: Mrs Elizabeth Serocold Description: Two storey rear extension, and addition of front and rear dormer windows following raising of roof of existing two storey side extension and removal of chimneys. Side canopy and alterations to fenestration. | Decision: Conditional Permission Decision Date: 18/09/2023 |
| Application No: 23/01819/FPH | Location: 79 West Hill Hitchin Hertfordshire SG5 2HX Applicant Name: Penny Description: Two storey rear extension following demolition of existing conservatory. Pitched roof above existing two storey side extension and raise flat roof height above existing utility room. Insertion of light tunnels to existing rear and side roofslopes. Alterations to fenestration (as amended by plans received on 31/08/2023). | Decision: Conditional Permission Decision Date: 14/09/2023 |

WEST TEAM

| | | |
|--|---|---|
| Application No: 23/01820/TCA | Location: Great Offley House Kings Walden Road Offley Hertfordshire SG5 3EA Applicant Name: Bim Afolami Description: T1 Lime, T2 Bay laurel, T4 Copper beech, T9 Birch, T10 Beech, T11a Variegated Maple, T11b Beech, T16 Holly, T17 Maple, T20 Maple, T21 Yew, T22 Yew - Crown clean: remove dead, damaged or diseased timber, resolve crossing branches. Crown thin: reduce congestion and improve light and air-flow through the canopy. Reduce outlying branches to restore overall shape. Reduce or remove branches interfering with buildings, access/roads or lighting. No more than 30% of existing leaf-bearing canopy to be removed overall. Cuts greater than one-third of the diameter of the parent branch, or 100mm (whichever the smaller) to be avoided. | Decision: No Objection Decision Date: 14/09/2023 |
| Application No: 23/01830/FPH | Location: 14 St Johns Road Hitchin Hertfordshire SG4 9JP Applicant Name: Mrs K Grant Description: Two storey rear extension following demolition of existing rear element | Decision: Conditional Permission Decision Date: 18/09/2023 |
| Application No: 23/01902/TCA | Location: 3 Kent Place Oughton Head Way Hitchin Hertfordshire SG5 2LE Applicant Name: Miss Hannah Marsh Description: 2x Sycamore - Fell and grind the stumps down. | Decision: No Objection Decision Date: 18/09/2023 |
| Application No: 23/01960/TCA | Location: Saxon House 21 The Chilterns Hitchin Hertfordshire SG4 9PP Applicant Name: Mr Stephen Pike Description: T2 Conifer - Reduce the height by 3m and bring the sides in by 2-3m to viable growth. Remove dead wood. T3 Conifer - Reduce the height by 1m and bring in the limbs growing toward the property behind by 2m. Shape cutting to viable growth and deadwood. H2 8x Conifer Hedge - Fell to ground level. | Decision: No Objection Decision Date: 14/09/2023 |
| Application No: 23/02120/TCA | Location: 21 Verulam Road Hitchin Hertfordshire SG5 1QE Applicant Name: Mr Pete Hibbs Description: Pine - Fell. Pine - Prune to remove dead limbs | Decision: No Objection Decision Date: 20/09/2023 |

PRESS RELEASE

PR 3802

18 September 2023

Recycle on the go in Baldock

You may have noticed a few new additions to the pavements in Baldock over the last few weeks. North Herts Council has installed additional shiny new dual litter and recycling bins in the town centre, and we have also replaced some of the older style litter bins that were tired and broken with a new style larger capacity receptacle.

The dual bins mean you can recycle drink cans, plastic bottles, glass, paper, and card, while out and about, and the other section is for general waste when on the go like food, dirty takeaway boxes, bagged dog poo and anything else that can't be recycled.

A total of 10 bins – four dual bins and six larger capacity litter bins – have been installed within Baldock town, in the High Street, Whitehorse Street, Church Street, Bell Row and Station Road.

Cllr Amy Allen, Executive Member for Recycling & Waste, said: “We are delighted to introduce these new bins in Baldock. We know most of our residents are passionate about recycling to help the environment, so it's great they can now easily recycle their waste while out and about, including plastic bottles and drink cans.

“The larger normal litter bins will give greater capacity for litter and be a more efficient use of our resources around the town centre. Please use the bins when out and about and if you can't find one please take your rubbish home with you.”

ENDS

For more information please contact Anna.Cotton@north-herts.gov.uk / 01462 474210.

PRESS RELEASE

PR 3803

20 September 2023

New grant funding to help invest in our communities

Are you a community group looking for funds to help build the capacity of your community organisation?

North Herts Council has made some money available to enable community groups and organisations expand a particular area or service – capacity building activities could include helping people access employment, education or training and supporting people’s mental or physical health.

The North Herts Community Investment Fund uses £100k from the council’s reserves to provide grants of between £5,000 and £20,000. The money could also fund services to help those suffering from the cost of living, or measures to address climate change and/or improve natural environments.

Cllr Alistair Willoughby, Executive Member for Community & Partnerships, said: “The Community Investment fund aims to do exactly that, invest in our communities. We want the money to get to those organisations and communities developing and/or strengthening their skills, knowledge, abilities, processes, or resources. This fund will allow us to help our cash-strapped community organisations to continue to provide or improve their vital services. Ultimately this is about improving the lives of our residents, finding local solutions to local issues, and empowering our communities.”

Cllr Dominic Griffiths, deputy Executive Member for Community & Partnerships, added: “We know our charities and community organisations have struggled through the pandemic when fundraising opportunities were limited, and now people are dealing with the cost of living. This money will really help ‘pump-prime’ our voluntary sector in North Herts and help support them into the future.”

Proposed projects should fit in to one of the council’s three priorities – People first, Sustainability, and A brighter future together.

For more information and to apply, visit www.north-herts.gov.uk/cifund

ENDS

For more information please contact Anna.Cotton@north-herts.gov.uk / 01462 474210.

PRESS RELEASE

PR 3804

22 September 2023

Have your say on who can join the housing list and how social housing is allocated

We are reviewing our Common Housing Allocation Scheme – who can apply to join the waiting list for social housing in North Herts and how social housing is allocated – and would like to know your thoughts via a short survey.

We're making changes to ensure that scarce social housing continues to be prioritised for those who need it the most. Changes we're proposing include not adding people to the social housing list who earn above a maximum income – £39,000 for a studio or 1 bed, £50,000 for a 2-bed, and £64,000 for a 3+ bed. We're also proposing not to add people who have savings above £16,000 per household – this is the maximum limit on savings that the government sets for those wishing to claim housing benefit.

We're also looking at removing priority which is currently awarded to households with young children living above the ground floor, or without access to a garden, as this will bring our policy in line with other local authorities and reflects the high demand for social housing locally, particularly for houses.

Cllr Sean Prendergast, Executive Member for Housing & Environmental Health, said: "Social housing is scarce and we want to ensure it's allocated as fairly and effectively as possible to those who need it most. We know demand is much higher than supply, and that this is a problem across all the UK. Therefore, adjusting the qualification criteria will help reduce pressure on the list and bring us more in line with other local authority policies. We are also striving to meet our housing needs through the adoption of our Local Plan last year, requiring up to 40 per cent of all homes over the plan period (2011-2031) to be affordable housing for local needs, and working with registered providers to deliver the homes our community needs."

For those residents who don't have digital access, councillors can provide support with completing the survey at [councillor surgeries](#) and residents can also call Customer Services on 01462 474000 to make an appointment to visit the Council Offices in Letchworth.

The Common Housing Allocation Scheme (CHAS) is published by North Herts Housing Partnership, a partnership between North Herts Council and settle housing association. There are currently 2,400 households on our waiting list for social housing, which includes 200 households with a high or urgent medical need to move and almost 400 households with children living in overcrowded homes.

Please have you say by completing the survey by **13 October**: www.north-herts.gov.uk/housingsurvey

ENDS

For more information please contact Anna.Cotton@north-herts.gov.uk / 01462 474210.