

NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 29 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 23 SEPTEMBER 2023

Planning Control Committee – 12 October 2023

FORTHCOMING MEETINGS WEEK COMMENCING 30 SEPTEMBER 2023

None

CHAIR'S ENGAGEMENTS WEEK COMMENCING 30 SEPTEMBER 2023

Date	Event	Location
Saturday 30 September 2023 @ 10am-3pm	NHDC and Rotary Club, Youth Showcase Day	Market Place, Hitchin

VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING 30 SEPTEMBER 2023

Date	Event	Location
	None	

OTHER EVENTS WEEK COMMENCING 30 SEPTEMBER 2023

Date	Event	Location
	None	

North Herts Museum & Hitchin Town Hall Briefing Autumn 2023

If you have any queries regarding the notes below or any other issues relating to North Herts Museum & Hitchin Town Hall please do not hesitate to contact Robert Orchard, Culture & Facilities Service Manager, on 01462 474287 or email: robert.orchard@north-herts.gov.uk

North Herts Museum

North Herts Museum has enjoyed a very successful summer, with its visitor numbers in August totalling the third highest month of all time at North Herts Museum (behind the opening month and the first month of the Rembrandt exhibition). This again signals a strong recovery from the pandemic, however it should be noted that previous years have seen more family exhibitions whilst 23/24 will see a greater emphasis on artistic exhibitions in an effort to provide a diverse range of exhibitions. It is likely that as a result of this the overall visitor numbers for 23/24 will be suppressed in comparison with previous annual totals.



Above: The Wild Escapes Project engaged families, schools and young carers.

North Herts Museum played its part in a nationwide project engaging schools and families across the country in a celebration of UK wildlife and creativity.

For its part, North Herts Museum engaged with Young Carers Crew to create a series of animations, hosted adult and kids craft classes and provided several additional school sessions.

The Wild Escapes Exhibition then presented the works created within our Terrace Gallery.

An exhibition on Peter Rabbit took place following Hitchin Art Clubs exhibition ended in June.



The exhibition helped to draw in families over the school summer break and assisted us in bringing in over 4000 visitors during August.

The summer break also saw a number of craft sessions, some of which were related to the exhibition, and which were offered at various price points. Virtually all the sessions sold out seeing our highest uptake ever in terms of holiday craft sessions.



Above: An example of the summer holiday craft activities offered at North Herts Museum alongside the Peter Rabbit Exhibition.

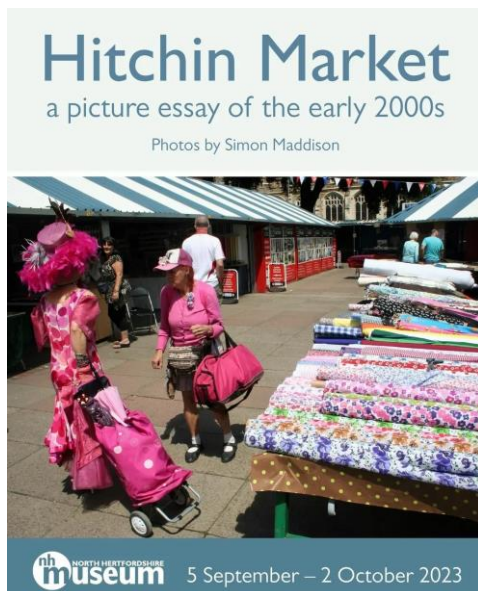
Our latest exhibition is on locally renowned artist Samuel Lucas and runs until 12th November, whilst there is also an exhibition on photographs of Hitchin Market in place in our Terrace Gallery running until the 2nd of October.



Above: The Samuel Lucas Exhibition opened in our main exhibition space on 9th September.

Hitchin Town Hall

Hitchin Town Hall has seen the annual anticipated dip in usage which has become typical of the August summer break however the venue has still hosted several weddings, a drag brunch, some children's events such as the summer disco and a music night prior to the end of July summer break which proved popular.



Above: An exhibition poster for the Hitchin Market Photography Exhibition



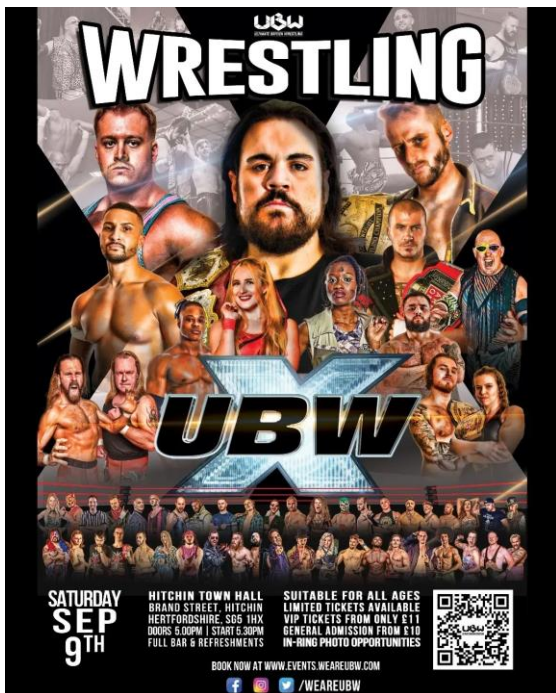
Above: A Drag Brunch was hosted at the venue in July, which sold out

September is on course to be the best month ever seen at the venue in terms of revenue, with a wrestling event, 2 music nights, a Jersey Boys tribute evening, a boxing event and a 3-day booking for filming taking place alongside all of the regular usage of the facility.



Above: The Jersey Boys tribute night in full swing.

In what is perhaps early indication that our new website is beginning to bear fruit, we have seen a steady increase in the take-up of events tickets, with many selling out completely well ahead of time. Officers are optimistic that this trend will continue as the diverse range and frequency of events programmed at the venue increases.



Above: A wrestling event was held, helping to raise money for the Chairs charities in September

Alongside these events, the team at the venue continue to promote the services offered at Hitchin Town Hall via our new website and social media.



Above: Some of the promotional materials used to market the venues wedding offering

In addition to our major events and weddings, there are also regular posts on social media about the lesser used spaces at the facility, such as the following promotion showcasing the Lucas Room for business meetings which are an important way of boosting our Monday to Friday off peak usage.

LUCAS ROOM

- Up to 65 guests theatre style
- Hybrid meeting technology
- £28-£40 per hour

MOUNTFORD HALL

- Room capacity of 275
- Projector, conference sound system and wireless microphone
- Licensed bar available
- £70-£95 per hour

LEARNING CENTRE

- Up to 45 guests theatre style
- AV equipment
- £70-£95 per hour

OUR SPACES
at Hitchin Town Hall

AT A GLANCE

All rooms have AV

Refreshments and food available

Fully furnished

For more info and to contact us:
hitchintownhallevents.com
hitchintownhall@north-herts.gov.uk
 01462 474554

Above: Some of the promotional material for the venue

Our newly enhanced catering staffing structure will now also see us branch out into offering a catering presence at our regular ticketed events, with the upcoming Indie music night being the first to trial our café remaining open and serving a range of burgers and pizzas for those seeking a food offering. We hope this will grow into yet another revenue stream at the venue.

RADIOHEAD
 THE STROKES
 PIXIES
 THE LIBERTINES
 NIRVANA
 JOY DIVISION
 ARCTIC MONKEYS
 THE CURE
 THE JAM
 THE WHITE STRIPES
 BUZZCOCKS
 THE SMITHS
 THE STONE ROSES
 SONIC YOUTH

SATURDAY 30 SEPTEMBER 7.30pm - 1am
 £10 (inc booking fee & VAT)
 Over 18's only

GOING
UNDERGROUND
 Indie Night

HITCHIN TOWN HALL,
 BRAND STREET,
 HITCHIN SG5 1E




Above: The upcoming Indie Music night is scheduled to be the first at which we will be offering food and social media is being used to promote this offering in advance of the event.

Enterprise Briefing Note

Autumn 2023

If you have any queries regarding the notes below or any other issues relating to Enterprise, please do not hesitate to contact Chloe Gray, Enterprise Manager, on 01462 474223 or email: Chloe.Gray@north-herts.gov.uk

Churchgate Shopping Centre

The team are awaiting the next Project Board meeting to take place on 17th October. The board meeting will consist of a presentation from consultants, Lambert Smith Hampton, on their findings so far. This will include a 'Review of Ownership, Planning Policy Overview and Market Overview'. The presentation and its findings will then be presented more widely to the rest of the Council later likely to be end October-mid November (the team are working on a date now). The next stage will consist of stakeholder engagement, that will see the consultants host a series of workshops, presentations and face to face meetings with key stakeholders inclusive of Hitchin Market Limited. The team are also working on a plan to engage with new and current tenants on their offering in the build up towards the festive period. This was delivered by the Communications team last year and was a proven success therefore we are looking to 'spotlight' a series of the Churchgate businesses again this year.

Enterprise Strategy

The team are currently working on the contents of the above strategy. The strategy will be a refreshed version of the current Commercial Strategy, and will incorporate three strands: Commercial, Economic Development and Tourism. The strategy will focus on the change in environment, budget constraints, ambitions of the Council, large projects (Churchgate) and a longer-term vision of what Enterprise looks like at North Herts Council now.

Shared Prosperity Fund

Under the Communities and Place Strand, the first grants have been sent to the three BIDs and Royston Town Council. The money was distributed across participating towns and include projects such as:

- Aesthetic improvements to Hitchin Market
- A new website for the Hitchin BID
- Installation of more planters
- Purchase of event equipment
- Employee event training
- A new website for Letchworth BID
- Pigeon deterrence
- More hanging baskets
- Repainting of street furniture in Royston.

We have also appointed 'People and Places' for 18 months to undertake follow up work to the Town Centre studies they produced. This is to help Letchworth, Baldock and Royston Stakeholders put together and launch their town improvement programmes. People and Places have been working with Letchworth Garden City initially and look to extend their work to the other two towns over the next few months.

The Moving Forward Together Programme has recommenced. Originally funded by the Community Wealth Fund in 2021/2, the consortium of Create Communities, NH Citizens Advice and NH and Stevenage CVS looks to help people who have become disengaged with society to become active in the community, through training, mentoring and volunteering. The revised programme also aims to work with NH VCSEs to increase their capacity and resilience, as many of our voluntary organisations are small and lack the systems and knowledge to expand their activities.

We are also finalising details of our arrangements with the Herts LEP regarding funding for Business and Skills support over the next two years under the Shared Prosperity Scheme.

BID Renewals

Economic Development has coordinated the BID renewal process and the Cabinet has now approved the renewal ballots to go ahead for the three BIDs. The (final) Ballot Days are 30th November for Royston, and 7th December for Hitchin and Letchworth. The BID Prospectuses have been approved and are being finalised by the BIDs prior to publication.

Disability Confident Event

North Herts and Stevenage Councils are holding a joint event on the 9th of November 2023 with HCC Step 2 Skills to promote the Disability Confident Programme to businesses in the districts. The programme provides funding to employers to help them make adaptations to their businesses enabling them to increase their pools of talent by employing disabled staff. If you know of companies who would be interested or who already employ disabled staff, please contact Andrew.Figgis@north-herts.gov.uk



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
Herts**
Council

CUSTOMER SERVICE CENTRE – Information Note September 2023

CUSTOMER SERVICE CENTRE UPDATE

Quarter 2 of 2023/24 remained productive across all contact channels. The trial of having reception open all day on Mondays and half day Wednesdays has remained in place and is now business as usual, however flexibility remains for reception to be open outside of these days to assist with accessibility for larger Council meetings.

Preparations have been well underway for National Customer Service Week (NCSW) which runs from 2nd – 6th October 2023. NCSW is an annual, week-long celebration of customer service organised by the Institute of Customer Service where they encourage us to reflect on how we serve our customers, recognise our achievements, and show our commitment to service excellence. Communications and plans have been prepared for the week to highlight the importance of customer service across the whole organisation, focussing on our People First priority.

It's an opportune time to have another look at our [Customer Service Strategy and standards](#) which outlines how we value all our residents, staff, contractors, councillors, businesses and other partners and place them at the heart of everything we do.

We're ending the week with a drop-in session for everyone to meet the Customer Service team, have a re-read of the 3C's policy, the Customer Service Strategy and have a slice of cake. The session is on Friday 6th October, Floor 1 Committee room 2, between 10:30-12.00.

For more information please contact:

Name: Chris Jeffery
Title: Customer Service Manager
Tel: 01462 474505
Chris.jeffery@north-herts.gov.uk

**LEGAL AND COMMUNITY
DEMOCRATIC SERVICES**

MEMBERS

INFORMATION NOTE

**Review of the number of District Councillors, Wards and Ward Names by
the Local Government Boundary Commission for England**

The Order has been Made!

In 2021 the Local Government Boundary Commission for England commenced an electoral review of the number of District Councillors, Wards and Ward Names.

The review has concluded, and the Order for North Hertfordshire has been made:

<http://www.legislation.gov.uk/id/ukSI/2023/1024>.

These changes take effect from the elections in May 2024.

Starting from next year's local elections, all district councillors will be elected at the same time (rather than by thirds):

- 51 district councillors (currently there are 49)
- 25 wards (currently there are 24)
- 5 one councillor wards, 14 two councillor wards and 6 three councillor wards (currently there are 7 one councillor wards, 9 two councillor wards and 8 three councillor wards)

As a consequential effect of the Review, the Commission revised the electoral arrangements for Bygrave Parish Council and Royston Town Council:

- Bygrave Parish Council – Bygrave East (4 Parish Councillors) and Bygrave West (1 Parish Councillor)
- Royston Town Council to be represented by 6 wards: Royston Garden Lane (1 Town Councillor); Royston Meridian (5 Town Councillors); Royston Palace (4 Town Councillors); Royston South (1 Town Councillor); Royston West (3 Town Councillors) and Royston Willowside (1 Town Councillor)

Background information:

The Local Government Boundary Commission for England - [North Hertfordshire | LGBCE](#)

Council – 23 September 2021 – [Electoral Cycle Consultation – Minute No. 52 refers](#)

Council - 7 December 2021 – [Electoral Cycle – Minute No.70 refers](#)

Council – 20 January 2022 – [Council Size Submission to Local Government Boundary Commission for England \(LGBCE\) – Minute No.78 refers](#)

Council – 14 July 2022 – [Warding Arrangement Submission to the Local Government Boundary Commission for England \(LGBCE\) - Minute No.134 refers](#)

Council - 19 December 2022 – Minute No. 162 refers - [Agenda for Council on Monday, 19th December, 2022, 7.30 pm | North Herts Council \(north-herts.gov.uk\)](#)

If you have any questions, please contact:

Thomas Marsh
Electoral Services Manager
Tel: 01462 474305
Thomas.marsh@north-herts.gov.uk

Melanie Stimpson
Democratic Services Manager
Tel: 01462 474208
Melanie.stimpson@north-herts.gov.uk



**LEGAL AND COMMUNITY
DEMOCRATIC SERVICES**

MEMBERS INFORMATION NOTE

Review of Polling Districts and Polling Places 2023

Consultation opens – 2 October

The Council must conduct a full review of its polling districts and polling places for UK parliamentary constituencies that sit within North Hertfordshire by 31 January 2025, and thereafter every five years from the 1 October 2028.

The last full review was completed in October 2019.

In addition, following a district ward boundary review by the Local Government Boundary Commission for England, there have been changes to Ward boundaries and the numbers of councillors per ward in North Herts.

This change means we have to reconsider the location and the accessibility of our polling districts and polling places and we would like to hear your views.

Definitions used in a Polling Place Review

Polling District - the geographical area created by sub-dividing an electoral area. All wards within North Hertfordshire are divided into polling districts, which form the basis upon which the register of electors is produced. Unless there are special circumstances, each parish must be in a separate polling district.

Polling Place - the designated area in which a polling station is located, such as a particular building.

Polling Station - the room or area within the polling place where the process of voting takes place, e.g., a room in a community centre or school.

Please note that during this review, we will not be considering ward boundaries, divisions or parliamentary constituencies.

When conducting the review, we will use the guidance and resources published by the Electoral Commission:

[Reviews of polling districts, polling places and polling stations | Electoral Commission](#)

The consultation begins on 02 October and will run until 30 October and will be promoted via the Council's website; social media channels and our e-newsletter.

To take part in the consultation (which will be live on 2 October) visit: [Consultations | North Herts Council \(north-herts.gov.uk\)](#)

Alternatively, for those who don't have digital access 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 computers.

Or you can email: Elections@north-herts.gov.uk (mark the subject of the email as 'Polling District Review')

Further information about the consultation can be found on the North Herts Council's website. [Polling District Review | North Herts Council \(north-herts.gov.uk\)](#)

Comments received will be published on the Council's website at the web address above and will also be considered by Council at the meeting in November. The agenda will be available to view via the Council's web (once published [Agenda for Council on Thursday, 23rd November, 2023, 7.30 pm | North Herts Council \(north-herts.gov.uk\)](#))

For more information please contact:

Thomas Marsh
Electoral Services Manager
Tel: 01462 474305
Thomas.marsh@north-herts.gov.uk

Melanie Stimpson
Democratic Services Manager
Tel: 01462 474208
Melanie.stimpson@north-herts.gov.uk

Notice of Polling Districts and Polling Places Review

Notice is hereby given that in accordance with Section 18C of the Representation of the People Act 1983 North Herts Council (the Council) is to carry out a review of its polling districts and polling places.

Relevant information and mapping regarding the current arrangements and proposals for changes can be found on the [Council's website www.north-herts.gov.uk/polling-district-review](http://www.north-herts.gov.uk/polling-district-review) or can be inspected at North Herts Council, Gernon Road, Letchworth Garden City, SG6 3JF.

The (Acting) Returning Officer (ARO) for each of the following Parliamentary Constituencies; Hitchin, North East Hertfordshire and Stevenage, will make comment on any of the proposed polling places. Those representations will be published on the Council's website and will be available for inspection at North Herts Council in accordance with the timetable set out below.

Electors within the Council area or within a UK Parliamentary constituency which has any part in the authority may make a representation. We invite comments from all electors regarding the convenience of voting at polling stations currently used for elections and would welcome suggestions for alternative sites.

The Council welcomes the views of all residents, particularly disabled residents, or any person or body with expertise in access for persons with any type of disability, on the proposals, ARO's representations or any other related matters.

Anybody making representations should, if possible, give alternative locations that may be used as polling places.

Comments and representations may be submitted as follows:

By completing – the online feedback form - [Consultations | North Herts Council \(north-herts.gov.uk\)](http://www.north-herts.gov.uk/consultations)

By post – Electoral Services, North Herts Council, Gernon Road, Letchworth Garden City, SG6 3JF.

By email – Elections@north-herts.gov.uk please mark the subject of the email as 'Polling District Review')

All representations must be made by no later than 30 October 2023.

Publication of Notice of Review	2 October 2023
Publication of Acting Returning Officer comments	2 October 2023
Commencement of public consultation	2 October 2023
End of Public Consultation	30 October
Final proposals considered by Council	23 November 2023
Publication of Register	1 December 2023

The outcome of the review will be published in November, following the Council meeting, and will be available for inspection on the Council's website and at North Herts Council.

Anybody making representations should be aware that, upon completion of the review, all correspondence and representations received must, by law, also be published.

Melanie Stimpson
Electoral Registration Officer and Acting Returning Officer

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 the annual Circus at Butts Close, Hitchin from the 15th October 2023 to 22nd October 2023, (operating Thursday 19th October until Sunday 22nd October 2023).

2. DECISION TAKER

2.1. Andrew Mills, Service Manager Greenspace

3. DATE DECISION TAKEN:

3.1 29th 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

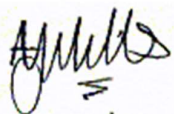
17. APPENDICES

17.1 None

NOTIFICATION DATE - 29th September 2023

Signature of Executive Member ConsultedNot Applicable.....

Date29th 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.

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted [*if applicable*]: None

SERVICE DIRECTORATE: Resources

1. DECISION TAKEN

Decision to award a contract to Technology One Limited for the provision an integrated Financial Management and Income Management Software for a period of 10 years with the option to extend for a further 5 years.

2. DECISION TAKER

Ian Couper – Service Director, Resources

3. DATE DECISION TAKEN:

28/09/2023

4. REASON FOR DECISION

4.1 Technology One Limited provided the most economically advantageous bid for the Council, following an Open Procurement procedure.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 We could have looked to extend contracts for the current software that we have. However, it had become clear that they were not offering the levels of automation that we were after, even after carrying out upgrades to their latest versions. It had also become clear that there would be significant cost increases from continuing with one of the current pieces of software, as the current contract was let 10 years ago and did not have any inflationary increases over that time.

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

6.1 The Executive Member for Finance and IT has been consulted on this decision. Cabinet (19/09/2023) and Council (28/09/2023) have approved the Capital spend of £200k in 2023-24 .

7. FORWARD PLAN

7.1 The award of the contract (due to the overall value of the contract) is a key executive decision (although it is delegated to Officers) and this was first notified to the public in the Forward Plan on the 26/05/2023.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 The Council has two main pieces of software that currently make up the overall system that enables it to record and manage payments, income and other financial transactions. These are:

- Integra Financials (Centros)- a financial management system that records transactions to enable payments, budget-setting, budget management and financial reporting.
 - Civica Pay- for the collection and management of payments. This includes enabling customers to make payments on our website and over the phone.
- 8.2. The Council has had various iterations of the Integra software since 1998 and Civica since 2013. All of the transactions within Civica need to be integrated into Integra. There are currently a number of processes in place to enable this. This provided a driver to look for a solution that was either one piece of software or separate software that had complete integration. Market research had also identified that alternative options would offer other advantages in relation to user experience, customer experience, other process automation and improved reporting.
- 8.3. Integra is hosted on-site and has its own on-site server. This comes with infrastructure and IT staff time costs. The IT strategy states that we should be aiming to move to cloud hosted software.
- 8.4. As a result of these drivers for change, we started a procurement project in April 2023. At that time the expected costs were unknown (especially the split between revenue and capital costs), so were not incorporated in to the 2023/24 budget.
- 8.5 The tendering process resulted in bids from 3 suppliers, and all 3 suppliers were invited to provide full demonstrations of their products. The scoring of the contract was based on 60% quality (including 10% for the demonstrations), 30% price and 10% social value. There was a requirement for all suppliers to meet a minimum threshold score across all of the various sub-components of the software.
- 8.6 The winning bidder scored more highly across all the areas for evaluation, providing the Council with the most economically advantageous bid.
- 8.7 The winning solution will have a small increase in the current revenue (annual) cost. This can be covered with staff savings that have already been identified. As it is a new system it will require up-front development work. It is estimated that this will be around £200k, but will depend on the number of hours work required. This cost can be capitalised. The initial contract period is 10 years, so even writing off over that period would equate to an equivalent annual cost of £20k. It is fully expected that further cashable savings will be delivered which will off-set this amount (e.g., in IT infrastructure costs and staff time when vacancies occur). There will also be non-cashable savings from other process efficiencies that reduce the time spent on current tasks. It also avoids increases in the cost of the current software.

9. LEGAL IMPLICATIONS

- 9.1 As the contract value is above the WTO GPA threshold, the Public Contract Regulations 2015 apply, which was the reason for selecting an Open Tender Process.
- 9.2 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”.
- 9.3 Legal will assist the Officer in preparing the final form of contract.

10. FINANCIAL IMPLICATIONS

- 10.1 As detailed in the report the revenue (annual) cost of the new software contract is slightly higher than the current software contract costs and budget. The increase can be covered by already identified savings that arise from process efficiencies.
- 10.2. There is an implementation cost that is estimated at £200k. This cost can be capitalised. Council have approved that this is added to the 2023-24 capital programme.

11. RISK IMPLICATIONS

- 11.1 The implementation of a new finance system is a significant piece of work. The provider will be required to carry out all the technical work, but it will still require significant input from relevant officers. There is a risk that there will be complications with the implementation, but these are mitigated by the positive references that we have received. The implementation of the new software will be over a period of 12 months up to Autumn 2024.

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 known equalities implications relating to this decision.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The recommendations in the report are linked to a contract above £50,000. Social Value was incorporated in to the contract with an assessment weighting of 10%. The winning provider has agreed to provide the following Social Value:
- 10 hours per annum of free IT/ Financial advice provided to the voluntary sector and small businesses, with a focus on supported disadvantaged young people.
 - Donated equipment up to the value of 5% of the Annual SaaS Fee per annum. utilising their purchasing power to buy and donate equipment to the voluntary sector within North Herts.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that are likely to apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There will be some staffing efficiencies that will be enabled following the full implementation Some of the efficiencies that will be delivered as part of this decision are expected to be a reduction in staff hours. These are generally expected to be managed through not filling vacancies when they arise, but, if necessary, the Council's reorganisation policy will be applied. There are also expected to be small time savings for other Officers that then give more time to complete other tasks.

16. BACKGROUND PAPERS

- 16.1 *None*

17. APPENDICES

- 17.1 *None*

NOTIFICATION DATE

29 September 2023

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: *Regulatory*

1. DECISION TAKEN

To approve a variation and extension to the contract awarded to Hyas Associates to continue to provide specialist planning advice and project management support on strategic development sites.

2. DECISION TAKER

Ian Fullstone, Service Director – Regulatory

3. DATE DECISION TAKEN:

28 September 2023

4. REASON FOR DECISION

- 4.1 To allow Hyas to continue supporting the Council in relation to a strategic masterplan for the East of Luton allocations contained in the adopted Local Plan.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 To not extend the support. This has been rejected as it would leave the Council with insufficient capacity to participate in a collaborative masterplanning process with the landowners (and their representatives) for these sites. The allocations are a key element of the Local Plan which is part of the Council's Policy Framework (as defined by the Council Constitution) and the statutory Development Plan for the purposes of determining planning applications.

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

- 6.1 This decision has been taken in consultation with the Service Director – Resources and the Executive Member for Planning in line with the Council's Contract Procurement Rules.

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 Masterplanning is widely recognised and supported, including in Government planning guidance, as a means of identifying and addressing issues on large-scale sites and setting out a framework for their development.
- 8.2 Hyas Associates were procured under Single Tender Waiver (STW) in August 2021 to "provide expert support for the masterplanning and delivery of strategic and significant development sites in the District".

- 8.3 This was intended to support, and has been deployed to progress, the masterplan for proposed East of Luton development. These sites are allocated for up to 2,100 homes and supporting infrastructure by Policy SP19 of the Council's adopted Local Plan. The policy requires a masterplan for the site to be agreed prior to, or as part of, the grant of planning permission.
- 8.4 Due to delays (i) in completion of the Local Plan and (ii) on this project from the landowner side, the support has extended over a significantly longer period than was initially envisaged.
- 8.5 An updated contract covering the residual of the support was signed in September 2022 for the period to 1 April 2023. That was extended in March 2023 to cover the period to 30 September 2023. To date, the invoiced support from Hyas relating to this STW and project totals approx. £46,200. This broadly aligns with the values identified in the STW and the contracts.
- 8.6 Given the delays in the programme, on-going support is required from Hyas to see the masterplan through to completion. Hyas have provided an estimate for up to £16,120 of additional support based upon approx. 1 day per week support over the next six months to be deployed flexibly as required (excluding VAT and reasonably expenses).
- 8.7 The Council's Procurement Officer has advised that, in the circumstances, it is appropriate to secure this additional support by means of an extension / variation to the contract. This is being progressed in line with the Council's Contract Procurement Rules.
- 8.8 If proceeded with and utilised in full, the extension / variation will bring total anticipated expenditure with Hyas Associates on this project to approximately £62,000. This exceeds the £50,000 threshold for a Recorded Decision.
- 8.9 There is no reasonable alternate to continuing the use of Hyas given their significant accumulated knowledge of the project to date and the requirement for continued capacity support across the planning services.
- 8.10 There is sufficient funding to meet the overall / additional cost from a combination of Government grants and landowner funding from an agreed Planning Performance Agreement (PPA). The PPA contains a review mechanism which can be triggered to consider costs once the project reaches the draft Masterplan stage.

9. LEGAL IMPLICATIONS

- 9.1. Sections 28 and 29 of the Council's Contract Procurement Rules set out the approach(es) to be followed and the conditions to be met in varying or extending an existing contract.
- 9.2. The Procurement Officer has confirmed that the relevant conditions are met for the Service Director, following consultation with the Service Director: Resources and the relevant Executive Member, to vary and extend the contract with Hyas Associates.
- 9.3. Contractual documents have been drawn up by the Council's Contracts Lawyer.

10. FINANCIAL IMPLICATIONS

- 10.1. There are no new revenue implications. Expenditure to date has been met from a one-off grant from the (then) Ministry for Housing, Communities and Local Government (MHCLG) to be utilised on schemes for 2,000 homes or more and from funding towards the masterplan secured from the landowners and their representatives through a Planning Performance Agreement (PPA).

- 10.2 There is sufficient funding to meet the overall / additional cost from a combination of Government grants and landowner funding from an agreed Planning Performance Agreement (PPA). The PPA contains a review mechanism which can be triggered to consider costs once the project reaches the draft Masterplan stage.

11. RISK IMPLICATIONS

- 11.1 Masterplanning is an identified risk on the Council's framework. The identified risks are:

- Risk of poor scheme outcomes that do not appropriately respond to local character and context.
- Risk that strategic sites do not maximise contribution to corporate objectives and priorities of climate change, environment, economy and place.
- Risk of delay to delivery of strategic sites if masterplan process is delayed or stalled or provides insufficient information to guide subsequent planning applications.
- Failure to secure funding to resource the process.
- Reduction in pre-application income and delay to income from planning applications.
- Failure to recruit sufficiently experienced officers.
- Risk of adverse appeal findings on other/non-Local Plan sites if delivery is delayed or stalled.

- 11.2 Securing continued and ongoing support from Hyas Associates is a means of managing and mitigating these risks for the East of Luton allocations.

12. EQUALITIES IMPLICATIONS

- 12.1 None.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 As the recommendations in the report relate to a contract below £100,000 the "go local" policy has been considered but has not been applied as this is a variation / extension to a pre-existing contract.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. None.

- 14.2. The allocation of the sites in the Local Plan was informed by a statutory Sustainability Appraisal of the likely social, economic and environmental effects that was considered by the Inspector as part of the Examination.

- 14.3. Due to their scale, any application(s) on these sites would likely represent EIA Development and would be accompanied by a statutory Environmental Statement.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 None

16. BACKGROUND PAPERS

- 16.1 Report to [Cabinet 16 June 2023](#): Strategic Planning Matters

- 16.2 Report to [Extraordinary Cabinet 02 November 2022](#) & referral to [Extraordinary Full Council 08 November 2022](#): North Hertfordshire Local Plan 2011-2031

16.2 Report to [Cabinet 16 March 2021](#): Local Plan Implementation

17. APPENDICES

17.1 None

NOTIFICATION DATE

29 September 2023



Signature of Executive Member Consulted 

Date ...28 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.

Call-in does not apply to NON-EXECUTIVE DECISIONS

EAST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
Ashwell Parish Council		
23/02166/FPH	Stiff + Trevillion Ms Paula Bridges 16 Woodfield Road, London, W9 2BE	Ashfield Springhead Ashwell Baldock Hertfordshire SG7 5LL Ms L. Cook Alterations to existing fenestration including insertion of first floor front doors with Juliette balcony and roof lights to existing rear roofslope. Erection of boundary wall and gate following removal of existing wall.
23/02239/FPH	Mrs Amy Moss 42 Silver Street, Ashwell, Hertfordshire, SG7 5QH	42 Silver Street Ashwell Hertfordshire SG7 5QH Mrs Amy Moss Erection of home office/storage outbuilding following demolition of existing shed.
Baldock		
23/02191/FP	Intouch Planning Ltd Intouch Planning Ltd 4 Ennismore Close, Letchworth Garden City, SG6 2SU, United Kingdom	20 High Street Baldock Hertfordshire SG7 6AX Mr Sabahipour Temporary change of use until 31/12/25 (the time limit approved in application 22/00927/FP for the first and second floors) of the ground floor hotel restaurant to residential sheltered housing accommodation to provide 5 additional en-suite rooms and ancillary facilities, with internal and external alterations.
23/02192/LBC	Intouch Planning Ltd Intouch Planning Ltd 4 Ennismore Close, Letchworth Garden City, SG6 2SU, United Kingdom	20 High Street Baldock Hertfordshire SG7 6AX Mr Sabahipour Temporary change of use until 31/12/25 (the time limit approved in application 22/00927/FP for the first and second floors) of the ground floor hotel restaurant to residential sheltered housing accommodation to provide 5 additional en-suite rooms and ancillary facilities, with internal and external alterations.
Barley Parish Council		

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 29/09/2023
DEADLINE FOR COUNCILLORS' CALL IN: 19/10/2023**

23/02250/TCA	Mr Stephen McGann The Old Chapel, 2a High Street, Barley, Royston, SG8 8HZ	2A High Street Barley Royston Hertfordshire SG8 8HZ	Mr Stephen McGann Rowan, Fig, Silver Birch, Walnut - Reduction of crown by 1/3. Ash - Fell
23/02251/TCA	Mr Stephen McGann The Old Chapel, 2a High Street, Barley, Royston, SG8 8HZ	2A High Street Barley Royston Hertfordshire SG8 8HZ	Mr Stephen McGann Large Ewe - Reduce by 20%
Letchworth Garden City			
23/02060/FPH	Mr N Collins 15 Newells, Letchworth Garden City, Hertfordshire, SG6 2PH	15 Newells Letchworth Garden City, Hertfordshire SG6 2PH	Mr N Collins Single storey rear extension following part demolition of existing single storey attached outbuilding.
23/02103/LBC	Mr James Cascarina 86 Ridge Road, Letchworth Garden City, Hertfordshire, SG6 1PT	86 Ridge Road Letchworth Garden City Hertfordshire SG6 1PT	Mr James Cascarina Apply Wethertex top-coat finish to render and change colour from cream to white following repairs to render.
23/02153/FP	CROE Architects Mr Joe Reader Suite 10, 18 Walsworth Road, Hitchin, SG4 9SP, United Kingdom	73 Spring Road Letchworth Garden City Hertfordshire SG6 3SL	Mr Rav Singh Conversion of existing single dwelling into two 3-bed dwellings including associated parking and alterations to fenestration.
23/02176/FPH	ArchiTech Ltd. Mr Richard Chambers 72 Lytton Avenue, Letchworth, SG6 3HY, United Kingdom	21 Baldock Road Letchworth Garden City Hertfordshire SG6 3JX	Mr Ditcham Single storey rear extension.

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
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**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 29/09/2023
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23/02215/TCA	Liz Smith Fletchers Trees Ltd PO Box 401, Hertford, SG13 9LD	46A Campers Avenue Letchworth Garden City Hertfordshire SG6 3SR	Louise Gentle	Sycamore - Reduce laterals over parking area by 3-4m
23/02216/TCA	Liz Smith Fletchers Trees Ltd PO Box 401, Hertford, SG13 9LD	48B Campers Avenue Letchworth Garden City Hertfordshire SG6 3SP	Louise Gentle	Horse Chestnut - Reduce overhanging branches by 2-3m to clear parking bays
23/02225/FPH	D.Chandler Architectural Design Ltd. Mr Daniel Chandler 61 Gernon Road, Letchworth, SG6 3HS, United Kingdom	19 Longmead Letchworth Garden City Hertfordshire SG6 4HP	Mr Joe Kenny	Single storey rear extension including first floor rear doors/Juliette balcony and insertion of rooflights in side roofslopes to facilitate additional habitable accommodation at first floor following removal of existing conservatory.
23/02238/TCA	Paul McKenna One Garden City, Broadway, Letchworth Garden City, SG6 3BF, United Kingdom	Land Adjacent To Manor Cottages Wymondley Road Willian Hertfordshire SG6 2AW	Paul McKenna	G1 - Group of mixed species. - To reduce by up to 3m. Remove deadwood from crowns, remove any standing dead trees.
23/02244/FPH	Houghton Architecture Ltd Mr Mark Houghton Suite 83, Enterprise House, 86 Bancroft, Hitchin, Hertfordshire, SG5 1NQ	335 Norton Way South Letchworth Garden City Hertfordshire SG6 1SZ	Mrs B Summan	First floor side extension, alterations to existing single storey rear extension roof including installation of roof lantern. Insertion of rear dormer window to facilitate loft conversion.
23/02249/TCA	Mr Jason Hough CTC 6 Strawplait way, Arlesey, SG156SJ	12 Baldock Road Letchworth Garden City Hertfordshire SG6 3LB	Mr Jason Hough	Prunus and Acer - Remove

23/02256/TCA	Mr Simon Pridmore 5A The Hollies, Wrayfields, Stotfold, SG5 4NR	12 Westholm Letchworth Garden City Hertfordshire SG6 4JB
		Mrs Elizabeth Battarbee
		T1 Honey Locust - Remove deadwood. T2 Purple Plum - Thin by 25%. T3 Hawthorn - Fell
23/02266/TCA	Mr Steve Dear Steve Dear Tree Services Ltd Top Farm, Beadlow, Shefford, SG17 5PL, United Kingdom	18 Field Lane Letchworth Garden City Hertfordshire SG6 3LE
		Ms Lucy Hedley
		T1 Damson - Sectionally fell close to ground level. T2 Purple Plum - Reduce overall crown by 1.5 - 2 m to balance
23/02274/TCA	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ	3 Willian Way Letchworth Garden City Hertfordshire SG6 2HQ
		Ms Barbara Gardiner
		T1: Conifer - Remove to ground level.
Newnham Parish Meeting		
23/02245/TCA	Mr Harrison Green Pilgrims Cottage, Ashwell Road, Newnham, SG7 5JX, United Kingdom	Pilgrims Cottage Ashwell Road Newnham Hertfordshire SG7 5JX
		Mr Harrison Green
		2x Prunus - Fell
Radwell Parish Meeting		
23/02039/FPH	Mr Ryan Long 34 Mendip Way, Stevenage, SG1 6GE, United Kingdom	The Nook North Road Baldock Hertfordshire SG7 5DW
		Mr Ryan Long
		Installation of 3m high fencing
Reed Parish Council		
23/02032/FPH	Keenan Project Designs Mike Cano 11 Dormer Pl, Meet By The Park, Leamington Spa, CV32 5AA, United Kingdom	3 Hobbs Hayes Blacksmiths Lane Reed Royston Hertfordshire SG8 8AU
		Phil Hassell
		Two storey side/rear extension including juliet balcony, single storey side and rear extensions following demolition of existing rear element. Insertion of solar panels to side roofslope and rooflights to front and rear roofslopes, erection of detached garage. Alterations to fenestration

Royston Town Council

23/02231/LDCP Extension Plans UK Miss Rebecca 63 Queens Road
Parnell Royston
85 Uxbridge Road, Ealing Cross, Hertfordshire
London, W5 5BW, United Kingdom SG8 7AN

Julian Reading

Single storey rear extension.

23/02236/FPH CBArchitect Mr Christopher Bond 14 Mackerel Hall
Office 1, First Floor, 1 Market Hill, Royston
Royston, SG89JL, United Kingdom Hertfordshire
SG8 5BS

W & V Dacey & Allen-Elbourn

Two storey side extension, single storey front and rear extensions and detached single garage following demolition of existing side extension, rear conservatory and detached garage.

Therfield Parish Council

23/02259/TCA Mr Danny O'Brien Forestwood 5 Fordham Terrace
Services Ltd The Causeway
1 Angel Cottages, Kings Walden Therfield
Road, Great Offley, Hitchin, SG5 Royston
3EA Hertfordshire
SG8 9PP

Mr Danny O'Brien

T1 Goat Willow - Height reduction 1.5-2m Lateral reduction up to 3m ,
Deadwood removal and re balance. crown clean out of poor form
growth.

Weston Parish Council

23/02086/FP Mr Edmund Wright Mr Edmund 5 Darnalls Hall Farm
Wright Green End
The Barn, The White House, Weston
Preston Road, Gosmore, Herts, Hertfordshire
SG4 7QS SG4 7AL

Weston Park Farms

Change of Use of part of agriculture building roof space to provide
student accommodation

WEST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
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Codicote Parish Council

23/02248/TCA	Simon Colston The Farmhouse, 1 Lodge Farm, Heath Lane, Codicote, SG4 8WP, United Kingdom	The Farmhouse 1 Lodge Farm Heath Lane Codicote Hitchin Hertfordshire SG4 8WP
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Simon Colston

Pine - Remove

Graveley Parish Council

23/02218/TCA	Dr Helen Lumley 4 Pondsides, Graveley, Hitchin, SG47LG, United Kingdom	Land Adjacent To 1 Pondsides Graveley Hertfordshire SG4 7LG Dr Helen Lumley Field Maple - Cut lateral branches to reduce the overhang.
23/02255/TCA	Mr Steve Dear Steve Dear Tree Services Ltd Top Farm, Beadlow, Shefford, SG17 5PL, United Kingdom	Church Meadows Church Lane Graveley Hitchin Hertfordshire SG4 7LU Mrs Janette Day T1 Silver Birch - Reduce overall crown by 3 m. T2., T3, T4 Leylandii - Reduce overall crown by 3-4 m.

Hitchin

23/01007/FPH	Mrs Jane Parsons 2 Bowlers End, Hitchin, SG5 2EA, United Kingdom	2 Bowlers End Hitchin Hertfordshire SG5 2EA Mrs Jane Parsons Retention of single storey side extension/store, insertion of ground floor front window following removal of existing garage door to facilitate conversion of garage into habitable accommodation and reposition front door
23/02154/FPH	Plans To Expand Mr Geoffrey Phillips Plans To Expand, 97 Mildmay Road, Stevenage, SG1 5RS	2 Waltham Villas St Johns Road Hitchin Hertfordshire SG4 9JN Mr Isaac David Single storey rear and side extension
23/02167/FPH	ArchiTech Ltd. Mr Richard Chambers 72 Lytton Avenue, Letchworth, SG6 3HY, United Kingdom	35 Purwell Lane Hitchin Hertfordshire SG4 0NF Mr Dennis and Miss Gupta Single storey front extension and roof alteration to existing bay window
23/02168/FPH	Rejig Homes Ltd Mr Abdul Haque 167, Heathfield road, Hitchin, SG5 1TE	155 Heathfield Road Hitchin Hertfordshire SG5 1TD S Bradley Single storey rear/side extension following partial demolition of existing rear element

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
PLANNING CONTROL
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**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 29/09/2023
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23/02170/FPH	Jeremy Williams-Leroy Architect Jeremy Williams-Leroy 1 The Limes, Hitchin, SG5 2AY	69 West Hill Hitchin Hertfordshire SG5 2HY Mr And Mrs Baker Single storey rear extension
23/02175/LDCP	Concept Lofts Mr Jake Skipper 124 Church Hill, Loughton, IG10 1LH	31 Bearton Road Hitchin Hertfordshire SG5 1UE Mrs Pippa Smith Insertion of L-shaped rear dormer window and 2no front rooflights to facilitate conversion of loft space
23/02178/FPH	Mr And Mrs Simmons 51 Talbot Street, Hitchin, Hertfordshire, SG5 2QU	51 Talbot Street Hitchin Hertfordshire SG5 2QU Mr And Mrs Simmons Single storey rear extension
23/02193/LDCP	Heather Moye Ms Heather Moye Corner House, 1 Balmoral Road, Hitchin, SG5 1XG	2 Balmoral Road Hitchin Hertfordshire SG5 1XG Mr & Mrs Bealing Insertion of L-shaped rear dormer window and 2no front rooflights to facilitate conversion of loft space into habitable accommodation
23/02194/FPH	RSA Scott Gill 21 Coleherne Road, LONDON, SW10 9BS, United Kingdom	95 Bearton Road Hitchin Hertfordshire SG5 1UP Mr Florian Azemi Amendments to scheme previously approved under application 23/00845/FPH including Demolition and replacement of gable and front bay window, erection of chimney to flank elevation, realignment of rear gables and change detailing to neo-Victorian styling.
23/02275/TCA	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ	Greyfriars Lodge Hitchin Hill Hitchin Hertfordshire SG4 9AJ FIONA BUTTERFIELD T1: Sycamore - Lateral branches to be pruned away from the house and garden side to suitable lateral growth points.

Kimpton Parish Council

23/02190/FP	Carina Helmn Kimpton Memorial Hall, Hall Lane, KIMPTON, Herts, SG4 8RD	Kimpton Recreation Ground High Street Kimpton Hertfordshire SG4 8RA Carina Helmn Refurbishment of existing sports pavilion to include relocation of an existing window and the replacement of external doors (as a variation of planning permission 23/00509/FP granted 18.04.2023)
23/02222/TPO	Mr Simon Pannell 107 High Street, Kimpton, Hertfordshire, SG4 8QL, United Kingdom	3 Old Brewery Place Kimpton Hitchin Hertfordshire SG4 8RX Mr Simon Pannell 2x Mature Yew - Remove epicormic growth
Kings Walden Parish Council		
23/02111/FPH	Mrs Julie Findlay Chiltern House, Austage End Lane, Kings Walden, Hitchin, Hertfordshire, SG4 8NE	Chiltern House Austage End Lane Kings Walden Hitchin Hertfordshire SG4 8NE Mrs Julie Findlay Open bay oak framed triple garage and installation of electric vehicle charging point
Knebworth Parish Council		
23/02198/PIP	Robert Dunwell Robert Dunwell 84 Barn Hill, Wembley, Middlesex, HA9 9LQ	64 Pondcroft Road Knebworth Hertfordshire SG3 6DE Mr B Retkin Erection of two detached dwellings and two semi-detached dwellings following demolition of existing bungalow
23/02200/FPH	Hertford Planning Service Mr John Myring Westgate House, 37-41 Castle Street, Hertford, SG14 1HH, United Kingdom	7 Gun Road Gardens Knebworth Hertfordshire SG3 6ED Mr M Pearcey Part two storey and part single storey front extension and single storey side extension. Replacement and alterations to fenestration and external rendering.

Preston Parish Council



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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 29/09/2023
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23/02209/LDCE Birketts LLP Tom Newcombe Ladygrove Farm
22 Station Road, Cambridge, CB1 School Lane
2RE Preston
Hitchin
Hertfordshire
SG4 7SA

Mrs Rosalind Cook

Retention of use as non-agricultural occupation

(Including Withdrawn decisions)

EAST TEAM

Application No: 22/01442/DOC	Location: Letchworth Autoway Centre Ltd Norton Way North Letchworth Garden City Hertfordshire SG6 1BP Applicant Name: Miss Rebecca Yates E G Group Description: Details reserved by Condition 20 (Lighting Scheme) as attached to Planning Application 18/02900/FP granted on 27.04.22	Decision: Approval of Details Decision Date: 27/09/2023
Application No: 23/00392/FP	Location: 165 Weston Way Baldock Hertfordshire SG7 6JG Applicant Name: Mr Chris Hunt Description: Conversion of existing 3-bed house into two single level independent apartments (one 2-bed and one 1-bed). Erection of one 1-bed adjoined house and creation of 4 additional parking spaces (as amended by plans received 17th May 2023).	Decision: Refused Decision Date: 21/09/2023
Application No: 23/00450/DOC	Location: Land At London Road Royston Hertfordshire Applicant Name: Mr T Hanson Hanson Services Description: Details reserved by Condition 3 (Construction Management Plan) as attached to Planning Application 22/00634/FP granted on 23.11.2022	Decision: Approval of Details Decision Date: 27/09/2023
Application No: 23/00750/FP	Location: Land Between Durham Way And York Way, Royston Herts SG8 5GX Applicant Name: Kiafield Properties Ltd Kiafield Properties Ltd Description: Erection of one Class E (g (ii) and (iii)), B2 and B8 unit with associated service yard, car parking, landscaping and ancillary works	Decision: Conditional Permission Decision Date: 27/09/2023
Application No: 23/01408/FP	Location: Land To The Rear Of 33 The Sycamores Baldock Hertfordshire SG7 5BJ Applicant Name: Mr Matthew Dibden Description: Erection of 2no. detached 3-bed, three storey town house dwellings. Vehicular access onto the highway at Norton Road (as amended by plans received 26th July 2023).	Decision: Withdrawn Decision Date: 21/09/2023
Application No: 23/01637/DOC	Location: The Red Lion Stud London Road Reed Royston Hertfordshire SG8 9RP Applicant Name: Mr Paul Norrington Description: Details reserved by Condition 9 (Pedestrian crossing and vehicular access works) of planning permission 20/02459/FP granted on 08.04.2021	Decision: Approval of Details Decision Date: 27/09/2023
Application No: 23/01692/FPH	Location: 7 Lytton Avenue Letchworth Garden City Hertfordshire SG6 3HT Applicant Name: Mr I Thomson Description: Replacement detached garden shed (as amended by plan received on 06/09/2023).	Decision: Conditional Permission Decision Date: 21/09/2023
Application No: 23/01699/FP	Location: Letchworth Rugby Club Baldock Road Letchworth Garden City Hertfordshire SG6 2EN Applicant Name: Letchworth RFC Description: Installation of No.3 lighting masts with low energy LED lighting.	Decision: Conditional Permission Decision Date: 21/09/2023

EAST TEAM

Application No: 23/01775/FPH	Location: 6 South View Letchworth Garden City Hertfordshire SG6 3JH Applicant Name: Mr & Mrs Lilith Yu Description: Part single and part two storey rear extension, replace existing rear garage French window with a door and window and insertion of rooflights to existing rear roofslope following demolition of existing rear conservatory and chimney stack.	Decision: Conditional Permission Decision Date: 21/09/2023
Application No: 23/01802/FPH	Location: 12 Eastholm Green Letchworth Garden City Hertfordshire SG6 4TW Applicant Name: Mr & Mrs R Perrett Description: Erection of detached double garage following demolition of existing single detached garage, and associated extended driveway.	Decision: Conditional Permission Decision Date: 21/09/2023
Application No: 23/01822/FP	Location: 55 Haysman Close Letchworth Garden City Hertfordshire SG6 1UD Applicant Name: Mr Paul Schlote Description: Replacement windows	Decision: Conditional Permission Decision Date: 27/09/2023
Application No: 23/01859/EC	Location: Land In Front Of 76 Ickniel Way Letchworth Garden City Hertfordshire SG6 4AW Applicant Name: Openreach Ravi Kumar Description: Installation of 11m pole	Decision: No Objection Decision Date: 26/09/2023
Application No: 23/01861/EC	Location: Land Opposite 66 Chiltern Road Baldock Hertfordshire SG7 6LS Applicant Name: Openreach Md Mizan Islam Description: Installation of 9m pole	Decision: No Objection Decision Date: 26/09/2023
Application No: 23/01896/TCA	Location: Street Record Ashwell Footpath 012 Ashwell Hertfordshire Applicant Name: Parish Clerk Parish Clerk Ashwell Parish Council Description: Acer pseudoplatanus, x3 Fraxinus excelsior, Sambucus nigra - Cut back overhang to footpath	Decision: No Objection Decision Date: 26/09/2023
Application No: 23/01898/FPH	Location: 5 Hawthorn Hill Letchworth Garden City Hertfordshire SG6 4HE Applicant Name: Mr David Doherty Description: Single storey rear extension following demolition of existing rear conservatory.	Decision: Conditional Permission Decision Date: 27/09/2023
Application No: 23/01916/TCA	Location: 41 Market Hill Royston Hertfordshire SG8 9JU Applicant Name: Marc Powell Description: T1 Yew - Crown reduce by 1.5m in height and sides.	Decision: No Objection Decision Date: 27/09/2023
Application No: 23/01951/TCA	Location: Church Gate Cottage Church Lane Weston Hitchin Hertfordshire SG4 7DJ Applicant Name: RITA BOBBIN Description: T1 Cherry - Fell. T2 Pine - Crown lift off the adjacent stable roof. T3 Chestnut - Crown lift off of the adjacent roof.	Decision: No Objection Decision Date: 25/09/2023
Application No: 23/01997/TCA	Location: Elm Tree House Roe Green Sandon Buntingford Hertfordshire SG9 0QE Applicant Name: mr steven krempel Local Government Description: Hazel - Fell	Decision: No Objection Decision Date: 27/09/2023
Application No: 23/02077/DOC	Location: Former 40-42 High Street Royston Hertfordshire SG8 9AN Applicant Name: Mr Tom Hanson Description: Details reserved by condition 3 (swift boxes) of planning permission reference no 23/01162/FP granted 24.08.2023.	Decision: No Objection Decision Date: 26/09/2023

EAST TEAM

Application No: 23/02098/EC	Location: Telecommunications Site At Junction Of A505 And Newmarket Road Newmarket Road Royston Hertfordshire Applicant Name: Galliford Try Telecoms Callum McKenna Description: Removal and replacement of 3no. antennas alongside ancillary works	Decision: No Objection Decision Date: 27/09/2023
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WEST TEAM

Application No: 22/01727/FPH	Location: 72 Lancaster Road Hitchin Hertfordshire SG5 1PE Applicant Name: Mr Staddon & Ms Orman Description: Single storey rear extension following demolition of existing rear extension. Rear roof extension above existing bathroom to create ensuite at second floor level. Insertion of dormer window to the rear and three rooflights to front roofslope to facilitate loft conversion.	Appeal Decision: Appeal Part Allowed Decision Date: 21/09/2023
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Application No: 23/01462/FP	Location: 122 Bedford Road Hitchin Hertfordshire SG5 2UP Applicant Name: Jhulman Singh Lidder And Avtar Kaur Lidder Description: Erection of one detached 1-bed dwelling including parking, landscaping and creation of vehicular access off King Georges Close.	Decision: Withdrawn Decision Date: 27/09/2023
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Application No: 23/01727/FPH	Location: 56 Periwinkle Lane Hitchin Hertfordshire SG5 1TZ Applicant Name: Mrs Harriet Jones Description: Alterations to roof including hip to gable roof extension, insertion of rear box dormer including juliet balcony and rooflights to front roofslope to facilitate conversion of loft into habitable accommodation. Two storey side extension and single storey rear extension following demolition of existing detached garage. Addition of external render and tile hanging to side and rear elevations and alterations to fenestration. (as amended by plans received 21/09/23)	Decision: Conditional Permission Decision Date: 26/09/2023
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Application No: 23/01804/FPH	Location: 81 Willian Road Hitchin Hertfordshire SG4 0LS Applicant Name: Eilidh Sinclair Description: Single storey rear and side extension with rear terrace. Alterations to existing garage including raised roof height and insertion of front window following removal of garage door to facilitate conversion of garage into habitable accommodation (amended by plan received 06/09/23)	Decision: Conditional Permission Decision Date: 27/09/2023
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Application No: 23/01809/LBC	Location: The White House 30 High Street Graveley Hitchin Hertfordshire SG4 7LA Applicant Name: Mr Peter Kelly Description: Installation of boiler flue on front elevation	Decision: Conditional Consent Decision Date: 27/09/2023
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Application No: 23/01817/FPH	Location: 5 Hine Way Hitchin Hertfordshire SG5 2SH Applicant Name: Mr Peter Bircumshaw Description: Installation of front and rear brick cavity walls	Decision: Conditional Permission Decision Date: 27/09/2023
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Application No: 23/01849/DOC	Location: 67 High Street Whitwell Hitchin Hertfordshire SG4 8AH Applicant Name: Mr Matt Cousins Description: Details reserved by Condition 3 (Materials Samples) of listed building consent reference 22/00939/LBC granted on 09.08.2022.	Decision: Approval of Details Decision Date: 25/09/2023
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Application No: 23/01869/FPH	Location: 18 Oakfields Road Knebworth Hertfordshire SG3 6NS Applicant Name: Mr and Mrs Alex and Helen Garrick Description: Single storey front and rear extensions, and insertion of rear dormer windows to facilitate loft conversion. Erection of detached single storey workshop/home office outbuilding. New openings and alterations to openings	Decision: Conditional Permission Decision Date: 27/09/2023
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WEST TEAM

Application No: 23/01892/S73	Location: Tallents Research Farm Kimpton Bottom Kimpton Hitchin Hertfordshire SG4 8EU Applicant Name: Mr D Manning Description: Variation of Condition 2 (Revised plans) of planning permission 23/00094/FP granted 06/04/2023 for Erection of one detached 3-bedroom dwelling for an agricultural worker with associated vehicular access, car parking, and private residential garden.	Decision: Conditional Permission Decision Date: 25/09/2023
Application No: 23/01931/NMA	Location: The Lodge Elmside Walk Hitchin Hertfordshire SG5 1HB Applicant Name: Mr and Mrs David and Catherine McIntosh Description: Amendments to position of pool to increase external terrace space (as Non-Material Amendment to planning permission 22/01703/FPH granted 27.10.2022)	Decision: Agreed Decision Date: 21/09/2023
Application No: 23/01985/TCA	Location: 6 Hitchin Hill Path Hitchin Hertfordshire SG4 9EU Applicant Name: Cummins Description: T2 Plum - Crown reduce the height and spread by upto 1m.	Decision: No Objection Decision Date: 26/09/2023
Application No: 23/02010/TCA	Location: 18 Wymondley Road Hitchin Hertfordshire SG4 9PH Applicant Name: Mrs Linda Howell Description: T1. 2 x Sycamores - Cut back to boundary. T2. Beech - Cut back by approx. 1.5 metres. T3. Remove 3 x dead stems. T4. Copper Beech - Lift to 5 metres. T5. Beech - Remove lowest limb. Bring in the next limb above 4-5 metres. Bring the limbs overhanging higher in the canopy by 3 metres. T6. 2 x Conifers - Fell to ground level.	Decision: No Objection Decision Date: 21/09/2023
Application No: 23/02012/TCA	Location: 3 Benslow Lane Hitchin Hertfordshire SG4 9RE Applicant Name: Mr Thomas Brown Description: Removal of one Eucalyptus.	Decision: No Objection Decision Date: 21/09/2023
Application No: 23/02059/TCA	Location: 14 East Street Lilley Luton Hertfordshire LU2 8LW Applicant Name: Ms Catherine Windsor Description: Various works including removal	Decision: No Objection Decision Date: 21/09/2023
Application No: 23/02155/EC	Location: 52 Bradleys Corner Hitchin Hertfordshire SG4 0PR Applicant Name: Openreach Jyothi Bandi Description: Installation of 10m pole	Decision: Refused Decision Date: 26/09/2023