

NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 26 JANUARY 2024

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 22 JANUARY 2024

Cabinet – 6 February 2024

FORTHCOMING MEETINGS WEEK COMMENCING 29 JANUARY 2024

Council Tax Setting Committee – 29 January 2024
Overview and Scrutiny Committee – 29 January 2024
Finance, Audit and Risk Committee - 31 January 2024

CHAIR'S ENGAGEMENTS WEEK COMMENCING 29 JANUARY 2024

Date	Event	Location
Monday 29 January 2024 @ 6:30pm	Stevenage Holocaust Memorial	Council Chamber, Civic Suite Stevenage
Thursday 1 February 2024 @7pm	Voices For Peace	Church of Jesus of Latter-day Saints, Stevenage

VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING 29 JANUARY 2024

Date	Event	Location
	None	

OTHER EVENTS WEEK COMMENCING 29 JANUARY 2024

Date	Event	Location
Tuesday 30 January 2024 @7:30pm	Hitchin Area Forum	Hitchin Town Hall



**LEGAL & COMMUNITY
COMMITTEE & MEMBER SERVICES**

MEMBERS INFORMATION NOTE

LGA - Chairing Skills Virtual Event

30 January 2024, 2pm – 3.30pm

The ability to chair meetings well is a key skill for every councillor. The LGA is running a virtual event which will look at some of the key skills and tactics involved in chairing meetings.

Featuring experienced councillor facilitators it will consider the unique context of chairing in a political environment. As well as some of the skills and techniques used by effective chairs/vice chairs in council and other meetings.

The facilitators will discuss some of their good, and bad! experiences of chairing meetings and provide you with advice and support to help you in your role.

Confirmed speakers:

- Cllr Hannah Dalton - Chair of the Majority Group Epsom and Ewell Borough Council
- Cllr Sam Chapman-Allen – Leader of Breckland Council

The event is free to attend and can be booked using the link [here](#) This is a virtual event run on the Zoom platform. Details of the zoom link will be sent approximately a week before the event.

For further information please contact:

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



RESOURCES

MEMBERS INFORMATION NOTE

COMMUNITY RIGHT TO BID (REGISTER OF ASSETS OF COMMUNITY VALUE)

A nomination has been received for Lower Green Farm, Lower Green, Ickleford

I must inform you that the nomination has not been successful and will therefore be recorded on the Council's list as an unsuccessful nomination.

For more information please contact:

Rachel Cooper
Controls, Risk and Performance Manager
Tel: 01462 474606
Email: Rachel.cooper@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 Royston Hills & Lanes Resident Action Group for Part of Therfield Health & Greens

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 16 Feb 24

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

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Planning Control Committee held in the Council Chamber, District Council
Offices, Letchworth Garden City
on Tuesday, 23rd January, 2024 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sean Nolan, Nigel Mason and Ian Moody.

Having given due notice Councillor Ian Mantle substituted for Councillor Nolan, Councillor Dave Winstanley substituted for Councillor Mason and Councillor Michael Muir substituted for Councillor Moody.

2 MINUTES - 16 NOVEMBER 2023, 30 NOVEMBER 2023 AND 7 DECEMBER 2023

RESOLVED: That the Minutes of the Meetings of the Committee held on the 16 November 2023, 30 November 2023 and 7 December 2023 be approved as true records 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.
- (4) The Chair advised that Section 4.8.23(a) of the Constitution applied to the meeting.

5 PUBLIC PARTICIPATION

The Chair confirmed that the registered speakers were in attendance.

6 22/03094/FP LAND BETWEEN HUNTSRIDGE AND ASHWELL HOUSE 5, HIGH STREET, ASHWELL, HERTFORDSHIRE

RESOLVED: That application 22/03094/FP be **REFUSED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager

7 APPEALS

RESOLVED: That the Committee noted the report.

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, 16th January, 2024 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ruth Brown.

2 MINUTES - 14 NOVEMBER 2023 AND 12 DECEMBER 2023

RESOLVED: That the Minutes of the Meetings of the Committee held on 14 November 2023 and 12 December 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 audio recorded.
- (2) Members were reminded that this Council had declared a Climate Emergency. This was a serious decision and meant 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.
- (3) 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.
- (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. Agenda Items 17 and 18 would be considered after Agenda Item 10.

5 PUBLIC PARTICIPATION

There was no public participation at this meeting.

6 ITEMS REFERRED FROM OTHER COMMITTEES

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

7 MARKETING AND COMMUNICATIONS STRATEGY 2024-2028

RESOLVED: That Cabinet approved the 2024 - 2028 Marketing and Communications Strategy.

REASONS FOR DECISION:

- (1) With residents facing a cost-of-living crisis and council budgets being tightened further, it has never been more important for councils to communicate effectively with their audiences.
- (2) Effective communication is critical as it has the power to engage communities, challenge misconceptions, build trust and confidence in the council and through that, strengthen relationships with residents, stakeholders, and staff.
- (3) Although communications help to tell the story of North Herts Council (and improve resident perceptions of the council), marketing is needed to promote and raise awareness of our vision, priorities, and themes, to ensure that the right people, get the right message, at the right time through their preferred channel of choice.
- (4) It is therefore recommended, that the 2024 - 2028 strategy is a Marketing and Communications Strategy.

8 COMMUNITY SURVEY RESULTS (MARCH - JUNE 2023)

RESOLVED: That Cabinet:

- (1) Commented on and noted the key findings and observations from round one of the Community Survey and comment on the approach to future surveys (as detailed in section 8.5).
- (2) Supported the suggested approach set out at 8.5, save for 8.5.4 whereby Cabinet would encourage future survey results and associated action plans, being brought to Cabinet.

REASON FOR DECISIONS: To ensure that Cabinet is aware of the results of the Community Survey (our first digital residents' survey) and how they compare to the Local Government Association (LGA) June 23 Resident Satisfaction phone survey results.

9 LOCAL PLAN REVIEW

RESOLVED:

- (1) That Cabinet noted the results of the review of the policies of the NHLP set out in Appendix A and the PAS toolkit in Appendix B.
- (2) That Cabinet agreed that a full review and update of the NHLP is undertaken.
- (3) That work commenced during 2024/25 on updating the technical studies needed to provide a robust evidence base to inform an update of the Local Plan and early community engagement take place.
- (4) That a further report on the detailed scope of the update and the timetable for its preparation, submission and examination was prepared at the earliest opportunity once the implications of the new National Planning Policy Framework (NPPF) are better understood and the statutory framework required to implement the reforms has been approved.

REASON FOR DECISIONS: To ensure that North Herts Council fulfils its commitments as set out in Policy IMR2 of the North Herts Local Plan which requires the Council to undertake a whole plan review by the end of 2023 to determine whether the plan needs to be updated either in whole or in part.

10 STRATEGIC PLANNING MATTERS

RESOLVED: That the report on strategic planning matters was noted.

REASON FOR DECISION: To keep Cabinet informed of recent developments on strategic planning matters.

17 ICKLEFORD NEIGHBOURHOOD PLAN

RESOLVED:

- (1) That the Examiner's report for the Ickleford Neighbourhood Plan was noted.
- (2) That following the inclusion of the Examiner's proposed modifications to the Ickleford Neighbourhood Plan, as set out in Appendix A, the Ickleford Neighbourhood Plan was approved and it was approved to proceed to a referendum.
- (3) That the Counting Officer was instructed to conduct a referendum on the Ickleford Neighbourhood Plan.
- (4) That the decision to "make" the Ickleford Neighbourhood Plan would be delegated to the Service Director – Regulatory in consultation with the Executive Member for Planning and Transport, as previously agreed by Cabinet in July 2018 (Minute 21).

REASON FOR DECISIONS: To progress the Ickleford Neighbourhood Plan, enable a referendum to take place and if more than 50% of those voting in favour of the Ickleford Neighbourhood Plan to "make" the Ickleford Neighbourhood Plan.

18 WALLINGTON NEIGHBOURHOOD PLAN

RESOLVED:

- (1) That the Examiner's report for the Wallington Neighbourhood Plan was noted.
- (2) That following the inclusion of the Examiner's proposed modifications to the Wallington Neighbourhood Plan, as set out in Appendix A, the Wallington Neighbourhood Plan was approved and it was approved to proceed to a referendum.
- (3) That the Counting Officer was instructed to conduct a referendum on the Wallington Neighbourhood Plan.
- (4) That the decision to "make" the Wallington Neighbourhood Plan be delegated to the Service Director – Regulatory in consultation with the Executive Member for Planning and Transport, as previously agreed by Cabinet in July 2018 (Minute 21).

REASON FOR DECISIONS: To progress the Wallington Neighbourhood Plan, enable a referendum to take place and if more than 50% of those voting in favour of the Wallington Neighbourhood Plan to "make" the Wallington Neighbourhood Plan.

11 Q2 UPDATE ON PROGRESS AGAINST THE COUNCIL DELIVERY PLAN

RESOLVED: That Cabinet noted the progress against Council projects as set out in the Council Delivery Plan (Appendix A) and approved changes to milestones, performance indicators and risks.

REASON FOR DECISION: 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.

12 SECOND QUARTER REVENUE BUDGET MONITORING 2023/24

RESOLVED: That Cabinet:

- (1) Noted this report.
- (2) Approved the adjustments to the 2023/24 General Fund budget, as identified in table 3 and paragraph 8.2, a £475k decrease in net expenditure.
- (3) Noted the changes to the 2024/25 General Fund budget, as identified in table 3 and paragraph 8.2, a total £799k increase in net expenditure. These will be incorporated in the draft revenue budget for 2024/25.

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.

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

RESOLVED: That Cabinet:

- (1) Noted the forecast expenditure of £8.225M in 2023/24 on the capital programme, paragraph 8.3 refers.
- (2) Approved the adjustments to the capital programme as a result of the revised timetable of schemes detailed in table 2, increasing the overall estimated spend in 2024/25 and beyond by £3.898M.
- (3) 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) Approved the additional £40K spend on CCTV Replacement, as detailed in table 3.

RECOMMENDED TO COUNCIL:

- (1) That it notes the position of Treasury Management activity as at the end of September 2023 including the new Capital items.
- (2) That it confirms the addition of the Local Authority Housing Fund Phase 2 to the capital programme for 2023/24 and approves the reprofiling of Bancroft & Priory Splash Pads from 2024/25 into 2023/24. Both as detailed in table 3.

REASONS FOR DECISIONS:

- (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 MID YEAR UPDATE ON RISK MANAGEMENT GOVERNANCE

RESOLVED: That Cabinet:

- (1) Noted the mid-year Risk Management Governance update, including the update on completion of audit recommendations.
- (2) Commented on the type of Risk Management training they would like to receive going forward.
- (3) Noted the review of the Performance and Risk Management Group Terms of Reference.

REASONS FOR DECISIONS:

- (1) The responsibility for ensuring the management of risks is that of Cabinet.
- (2) This Committee has responsibility to monitor the effective development and operation of Risk Management.

15 DRAFT BUDGET 2024/25

RESOLVED: That Cabinet:

- (1) Noted the latest funding forecasts for 2024/25 onwards and the significant uncertainty that still remains.
- (2) Confirmed that it will be necessary to increase Council Tax by the maximum amount allowed without a local referendum, as this is what will be assumed by Government in determining the Business Rates that the Council can retain and calculating the Council's Core Spending Power.
- (3) Noted the comments made at the budget workshops, and comment on the inclusion of the revenue savings and investments in the budget to be brought back for consideration in February, for referral on to Council at the end of February.
- (4) Considered the additional revenue investment proposals that are detailed in paragraph 8.8 and confirm that they should be included in the February budget report.
- (5) Noted the comments made at the budget workshops, and comment on the inclusion of the capital investments in the Investment Strategy to be brought back for consideration in February, for referral on to Council at the end of February.

REASON FOR DECISIONS: To ensure that all relevant factors are considered in arriving at a proposed budget, Investment Strategy and Council Tax level for 2024/25, to be considered by Full Council on 29 February 2024.

16 COUNCIL TAX REDUCTION SCHEME 2024/2025

RESOLVED: That Cabinet:

- (1) Noted that the new scheme has had a greater financial impact than expected, and any resultant Collection Fund shortfall will be split between the Council and its Major Precepting Authorities. The Councils share will be around 12.5%.
- (2) Noted that the Discretionary Exceptional Hardship Scheme, previously agreed to provide additional transitional support, has been underspent, largely due to the positive impacts of the main scheme. (The surplus of this will be used to off-set the impact on the District Council in relation to the main scheme).

- (3) Noted a further review is being undertaken during 2024/2025, to ascertain any further changes to be considered for the scheme in 2025/2026.

RECOMMENDED TO COUNCIL:

- (1) That the new branded scheme for working age applicants remains unchanged for 2024/2025.

REASON FOR DECISIONS: To ensure that the Council has a Council Tax Reduction Scheme that continues to:

- Provide the greatest support to the lowest income households.
- Reduce the administrative burden that has been placed on the Council since the introduction of Universal Credit (UC).
- Be simple to understand, meaning that customers will be able to calculate entitlement and assess the impact of potential changes in circumstance.

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted - none

SERVICE DIRECTORATE: REGULATORY

1. DECISION TAKEN

To enter into contract extensions for temporary staff to extend current contract periods due to recruitment and retention issues in order to deliver key projects and statutory services.

2. DECISION TAKER

Ian Fullstone – Service Director Regulatory

3. DATE DECISION TAKEN:

22 January 2024

4. REASON FOR DECISION

4.1 To ensure that the Council has sufficient staffing. As can be seen below a number of recruitment exercises have been carried out in attempts to fill the posts; however, these exercises were unsuccessful, although new recruitment processes will be undertaken for some roles. For other roles the use of temporary staff is being extended due to conflicting priorities with regard projects.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 As can be seen below these roles are required to deliver key services or projects due to an inability to recruit, as such, these are the alternative options.

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

6.1 The Executive Member and Deputy for Planning and Transport are regularly briefed re the staffing issues within the Regulatory Directorate, conflicting priorities and the use of temporary staff.

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 Due to the recruitment and retention difficulties faced by the directorate a number of temporary staff are employed to deliver both the statutory services as well as key projects, while where appropriate further recruitment attempts are on-going.

8.2 Typically a number of specialist agencies are contacted and a number of CV's are forwarded for the posts. These are then reviewed and suitable candidates are invited for an interview. If a suitable candidate is identified then a contract is entered into with the relevant agency or company.

- 8.3 **Senior Planning Officer (Major Projects):** this permanent post is filled by a contractor through Champion Contract Services Ltd. The post in question has been vacant for some time, the last advertisement was unfortunately unable in June 2023 to secure the successful candidate. The post was then put on hold while a restructure was considered, this is now complete and the post is due to go out to advertisement shortly in an attempt to secure a permanent member of staff. As such, the temporary member of staff will be extended to the end of March 2024 to ensure that major planning applications can continue to be considered.
- 8.4 **Senior Planning Enforcement Officer:** following the departure of the post holder, a temporary agency member of staff was put in place through the Oyster Partnership while recruitment was underway, this was unsuccessful with no applications. As such, a restructure was considered and approved through the Leadership Team. The restructure created a new Principal Planning Officer post whose responsibility included planning enforcement. The structure underneath this post has now been confirmed and a recruitment process for the senior post will commence shortly. The current temporary member of staff has been extended through the agency until the end of March 2024.
- 8.5 **Planning Enforcement Officer:** as with the post above, following the departure of the post holder, temporary cover was secured, this is currently through the Oyster Partnership. Although this is currently the same agency as with the senior post, a number of agencies were contacted for both posts and the most suitable available candidate was selected. As with the senior post, following failed attempts at recruitment the new structure underneath the Principal has been confirmed and the recruitment process for this post will commence shortly. The current temporary member of staff has been extended through the agency until the end of March 2024.
- 8.6 **Town Centre Regeneration Officer:** this post has been out to recruitment twice in March and May 2023 and has not been successful. In order to progress the town centre strategies required by the Local Plan an agency member of staff through the Oyster Partnership was recruited. The agency member of staff previously assisted the Council at its Local Plan examination so employment was sought of this individual again through a single waiver. Whilst the post has now been filled through a recruitment process it is only on a short term contract (ends December 2024). Given the Strategic Policy and Projects Manager is and has been fully committed to representing the Council at the 6 month Luton Airport Examination, the temporary post will be extended. As the Council's representations on the airport expansion will continue post Examination their contract has been extended (by single waiver) to the beginning of August 2024.

9. LEGAL IMPLICATIONS

- 9.1 Under section 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have the authority to enter into contracts to carry out works and/or for the supply of goods and services in respect of their service areas and within approved budgets.
- 9.2 Section 14.6.11 (a) (i) of the Constitution also specifically gives the Service Director: Regulatory, the authority to manage, direct and control all resources allocated to the Directorate in accordance with the Council's policies and procedures.
- 9.3 The Openness of Local Government Bodies Regulations 2014* (No. 2095) require officers undertaking non-executive decisions to record (amongst other things) an award of a contract that materially affects the Council's position in a written delegated decision. At North Herts this is any award of a contract or financial decision, that is or is likely to be above £50,000.

10. FINANCIAL IMPLICATIONS

- 10.1. The following paragraphs will identify the spend and revenue budgets used to procure the temporary officers. In addition, the Group Accountant has confirmed that there are sufficient funds to continue with the proposed extension of contract.
- 10.2 **Senior Planning Officer (Major Projects):** Expenditure to date from Jan 22 -Dec 23 is £115,400, projected spend to the 31st March 24 is £140,300. Costs have been funded from salary budget underspends from vacant posts across the directorate.
- 10.3 **Senior Planning Enforcement Officer:** Expenditure to date from Dec 22 – Dec 23 is £135,000, projected spend to the 31st March 24 is £158,400. Costs have been funded from salary budget underspends from vacant posts across the directorate.
- 10.4 **Planning Enforcement Officer:** Expenditure to date from Feb 23 – Dec 23 is £68,400, projected spend to the 31st March 24 is £96,200. Costs have been funded from salary budget underspends from vacant posts across the directorate.
- 10.5 **Town Centre Regeneration Officer:** Expenditure to date from Aug 23 – Dec 23 £47,600, projected spend to the 06th August 24 is £119,800. Costs have been funded from a combination of salary budget underspends from vacant posts across the directorate, and income from the Growth Area Fund Earmarked Reserve.

11. RISK IMPLICATIONS

- 11.1 The Council has a number of key projects and statutory duties within the Regulatory Directorate, without the use of temporary staff to cover the inability to recruit these projects and duties would not met.

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 direct equality implications arising from this decision. The failure to meet statutory duties may impact on those within the community who have a protected characteristic. The decision to extend these contracts will allow these duties to be fulfilled and mitigate any negative impacts.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 As some of the recommendations in the report relate to a contract below £100,000 the “go local” policy has been applied in the following way in that the initial recruitment processes were open to all local residents. The recruitment of temporary staff was also open to local residents with the necessary skillset.

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 Recruitment of both permanent and temporary staff is time consuming for managers, therefore any inability to recruit increases the time demand upon these officers.

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

Date25th January 2024.....



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
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Ashwell Parish Council

24/00119/TCA	Mr Thomas Oakley Oakley Arboriculture Ltd 115 Western Way, Letchworth Garden City, SG64TF, United Kingdom	Land Adjacent To 28 Hodwell Ashwell Hertfordshire SG7 5QQ Mr Tom Oakley Various works including removal
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Baldock

24/00106/FP	Pentangle Design Group Mr Jonathan Read Suite 1, 21 Bancroft, Hitchin, SG5 1JW, United Kingdom	3 High Street Baldock Hertfordshire SG7 6AZ Mr Basra Conversion of part of ground floor from commercial use (Class E) to residential use to create one 2-bed flat (as a resubmission of application reference 23/02351/FP).
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Barkway Parish Council

23/02825/FPH	Mr Roy Rowe Mr Roy Rowe Turnpike Cottage, 148 High Street, Barkway, Royston, Hertfordshire, SG8 8EG	Mews Cottage 150 High Street Barkway Royston Hertfordshire SG8 8EG Mrs B Myott Single storey front, side and rear extensions incorporating attached garage and front porch extension (as a resubmission of planning application 23/01813/FPH granted on 23.01.2024).
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23/02856/LBC	Mr Roy Rowe Mr Roy Rowe Turnpike Cottage, 148 High Street, Barkway, Royston, Hertfordshire, SG8 8EG	Mews Cottage 150 High Street Barkway Royston Hertfordshire SG8 8EG Mrs B Myott Single storey front and side/rear extension (as a resubmission of listed building consent 23/01814/LBC).
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Kelshall Parish Meeting

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 26/01/2024
DEADLINE FOR COUNCILLORS' CALL IN: 15/02/2024**

24/00065/S73	NP Architects Mr Nicholas Phillips 96 King Street, CAMBRIDGE, CB1 1LN	Land Adjacent To Red Brick Cottage The Street Kelshall Royston Hertfordshire SG8 9SQ Mr Bill Brede Removal of Condition 2 (approved drawing numbers - omit drawings; 2021/60/01, 2021/60/02 C, 2021/60/03 B and replace with drawings; 2021/60/01A, 2021/60/02 D, 2021/60/03 B) of planning permission 22/01229/FP granted 06.09.2023 for Erection of one detached 4-bed dwelling including new vehicular access, garage, parking and landscaping (as amended by plans received 9th August 2022).
24/00103/FP	DLA Town Planning Ltd DLA Town Planning Ltd 5 The Gavel Centre Porters Wood, St Albans, AL3 6PQ, United Kingdom	Country Boarding For Cats And Dogs Gannock Lane Slip End Baldock Hertfordshire SG7 6NL Mr Jeremy Burrowes Erection of six 3-bed bungalows with associated parking and landscaping following the demolition of the existing buildings. Conversion of reception building into one residential 3-bed dwelling with associated parking
Letchworth Garden City		
23/02904/FP	Executive Studio 4D Ltd John Bradley Foyle House, Duncreggan Road, Derry, BT48 0AB, United Kingdom	Unit 1 23 Leys Avenue Letchworth Garden City Hertfordshire SG6 3ED Gary Martin Change of Use of Pavement to External seating area to existing approved Class E(a)/E(b) (Shops/Restaurants & Cafes) unit.
24/00080/FPH	Boyd Seddon Architect Mr Boyd Seddon Old Kitchin's Farm, 31 Horslow Street, Potton, Beds, SG19 2NS, United Kingdom	330 Norton Way South Letchworth Garden City Hertfordshire SG6 1TA Mr & Mrs Robinson Single storey rear extension.
24/00092/FPH	D.Chandler Architectural Design Ltd. Mr Daniel Chandler 61 Gernon Road, Letchworth, SG6 3HS, United Kingdom	70 Maycroft Letchworth Garden City Hertfordshire SG6 4QD Mr & Mrs Weigand Single storey front, side and rear extensions following demolition of existing detached garage and shed.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 26/01/2024
DEADLINE FOR COUNCILLORS' CALL IN: 15/02/2024**

24/00094/FPH	Mr Chris Jones 43 Wilbury Road, Letchworth Garden City, Hertfordshire, SG6 4JW	43 Wilbury Road Letchworth Garden City Hertfordshire SG6 4JW
		Mr Chris Jones Installation of battery storage unit to wall inset beneath canopy to south elevation and installation of gate to east elevation.
24/00115/TCA	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ	84 Broadway Letchworth Garden City Hertfordshire SG6 3PH
		Caroline Ritchie T1: Apple - 25-30% reduction to suitable growth points.
24/00139/TCA	Paul McKenna Broadway, One Garden City, SG6 3BF, United Kingdom	Allotment Gardens Lytton Avenue Letchworth Garden City Hertfordshire SG6 3HY
		Paul McKenna G1 - 8 x semi-mature Ash - Remove Ivy from bases and main stems, remove dead wood from crowns, reduce heavy limbs and cut back overhanging branches by up to 2m. Walnut - Remove large broken branch

Newnham Parish Meeting

24/00100/FPH	Octagon Design & Consultancy Mr Trevor Johnson 2A Bournemouth Road, Stevenage, SG1 2PN	New Cottage Ashwell Road Newnham Baldock Hertfordshire SG7 5JX
		Mr Matt Thomson Erection of detached double garage with office/studio above, erection of front porch, installation of dormer windows to existing north and south roofslopes and alterations to fenestration following removal of existing chimney stack to main dwelling and replace existing exterior render with cladding.

Radwell Parish Meeting

24/00099/FPH	Mr Michael Easton Mike Easton 21 Shrubbery Grove, Royston, SG8 9LJ, United Kingdom	The Still House Radwell Lane Radwell Baldock Hertfordshire SG7 5ES
		Mr Bernard Butt Alterations and extension to existing garage and store building to create a residential annexe for occupation by a family member.

Reed Parish Council

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 26/01/2024
DEADLINE FOR COUNCILLORS' CALL IN: 15/02/2024**

23/02751/S73	BBR Design Mr Ryan Albone 7 Paynes Park, Hitchin, SG5 1EH, United Kingdom	Mill Corner Farm Jacksons Lane Reed Royston Hertfordshire SG8 8AB Mr & Mrs Walters Variation to condition 2 (Approved drawing numbers. Removal: To substitute amended plans to include the installation of two additional velux windows on the front elevation. Update revision numbers of approved drawing numbers to PL15-C and PL17-E) of planning permission reference 23/01027/FPH granted on 24.07.2023 for Variation of 22/02565/FPH to form pitched roof over side extension and installation of 2 x rooflights (as amended by plans received on 21st June 2023).
24/00111/TCA	Mr James Cantle Shire Tree Limited 1A Trigg Way, Melbourn, Royston, SG8 6HX	Queenbury Driftway Reed Royston Hertfordshire SG8 8AJ Mr Roger Sedgwick Rough G.1 3x Horse Chestnut - Crown reduce by 2.5m back to previous points. T1 Willow - Fell to fence height.
Royston Town Council		
24/00043/FPH	Home Extension Team Miss Georgia Hayes 4 Brand Street, Hitchin, SG5 1HX, United Kingdom	29 Poplar Drive Royston Hertfordshire SG8 7ER Mr Beddard Single storey front and side extension following demolition of existing attached front garage.
24/00056/SU	Ali Waugh Barton Road , Bury St Edmunds , Suffolk , IP32 7BG	Burloes Hall Newmarket Road Royston Hertfordshire Ali Waugh Installation of underground cable following removal of 12 spans of 132kV overhead electricity line. Installation of two terminal poles at either end of the underground cable route.
24/00104/TPO	Mr Ben Walker Walker Tree Care Ltd 19 The Paddocks, High Roding, CM6 1NZ	21 King James Way Royston Hertfordshire SG8 7EF Greatrex T1 Yew - Fell to ground level.

24/00108/TPO	Mr Ben Walker Walker Tree Care Ltd 19 The Paddocks, High Roding, CM6 1NZ	Land South Of 19-21 King James Way Royston Hertfordshire SG8 7EF Greatrex T2 Yew - 1m reduction
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WEST TEAM

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

23/02775/FP	RPS Consulting Services Limited James Ellis 20 Farringdon Street, London, EC4A 4AB, United Kingdom	Mr Codicote House The Park Heath Lane Codicote Hitchin Hertfordshire SG4 8YU - Installation of ground mounted solar panels including associated cabling and landscaping works.
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23/02776/LBC	RPS Consulting Services Limited James Ellis 20 Farringdon Street, London, EC4A 4AB, United Kingdom	Mr Codicote House The Park Heath Lane Codicote Hitchin Hertfordshire SG4 8YU - Installation of underground cable linking the solar panels to the mains distribution within the basement of Codicote House.
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Great Ashby Community Council

24/00073/S73	Mrs Tara Jackson 237 Cleveland Way, Great Ashby, Stevenage, Hertfordshire, SG1 6BX	237 Cleveland Way Great Ashby Stevenage Hertfordshire SG1 6BX Mrs Tara Jackson Variation of condition 2 (revised plans) of planning permission 23/01457/FPH granted 07.09.2023 for Porch infill extension and Insertion of first floor window to front elevation.
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Hitchin

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 26/01/2024
DEADLINE FOR COUNCILLORS' CALL IN: 15/02/2024**

24/00038/FPH	BBR Design Mr Ryan Albone BBR Design, 7 Paynes Park, Hitchin, SG5 1EH	2 York Road Hitchin Hertfordshire SG5 1XA Mr M Martin Alterations to roof including raised ridge height, erection of rear dormer window with Juliet balcony and insertion of front rooflights to facilitate conversion of loft space into habitable accommodation. Single storey rear extension following demolition of existing rear extension.
24/00066/FPH	Be Informed! Mr Charles Speakman 8 Broadmeadow Ride, Hitchin, SG4 7ST, United Kingdom	83 Whinbush Road Hitchin Hertfordshire SG5 1PZ Mrs Decem Kwong Single storey rear extension following demolition of existing extension
24/00093/TCA	Mr Ben Barnard 2 St Elmo Court, London Road, Hitchin, SG4 9ET, United Kingdom	2 St Elmo Court London Road Hitchin Hertfordshire SG4 9ET Mr Ben Barnard Conifer - Removal
24/00141/TPO	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ	23 Gosmore Road Hitchin Hertfordshire SG4 9AT Mr Chris Macdonald T1 Larch - Remove
Knebworth Parish Council		
24/00067/FPH	S Roberts Architects Ltd Mr Simon Roberts 2 Parkway Close, Welwyn Garden City, Hertfordshire, AL8 6HJ, United Kingdom	10 Stonecroft Knebworth Hertfordshire SG3 6BL Mr Neil Mower First floor rear extension. Alterations to existing rear dormer window and fenestration.
24/00127/TCA	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ, Herts	The Old Rectory Old Knebworth Lane Knebworth Hertfordshire SG3 6PT Mr Kenneth Follett T1 Pine - Remove

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: 26/01/2024
DEADLINE FOR COUNCILLORS' CALL IN: 15/02/2024**

24/00046/FPH Design92 Ltd Mrs Emily Potter 5 Dower House
Glenmore Barn, 78 Water End, Hitchin Road
Maulden, Bedfordshire, MK45 2BB, Preston
United Kingdom Hitchin
Hertfordshire
SG4 7TZ

Mr Ed Pakenham

Single storey rear extension following removal of existing detached
outbuilding

24/00047/LBC Design92 Ltd Mrs Emily Potter 5 Dower House
Glenmore Barn, 78 Water End, Hitchin Road
Maulden, Bedfordshire, MK45 2BB, Preston
United Kingdom Hitchin
Hertfordshire
SG4 7TZ

Mr Ed Pakenham

Single storey rear extension following removal of existing detached
outbuilding

St Pauls Walden Parish Council

24/00069/FP Concept IDL Ltd Mr Phil Doughty The Bull Inn
Suite I, Sheffield Business Park, High Street
Sheffield Business Centre, Europa Whitwell
Link, Sheffield, S9 1XZ, United Hitchin
Kingdom Hertfordshire
SG4 8AG

Mr Richard Johnson

Installation of tanalised timber posts with festoon lighting and trellis
screening

24/00070/LBC Concept IDL Ltd Mr Phil Doughty The Bull Inn
Suite I, Sheffield Business Park, High Street
Sheffield Business Centre, Europa Whitwell
Link, Sheffield, S9 1XZ, United Hitchin
Kingdom Hertfordshire
SG4 8AG

Mr Richard Johnson

Installation of trellis screening and internal alterations

(Including Withdrawn decisions)

EAST TEAM

Application No: 23/01813/FPH	Location: Mews Cottage 150 High Street Barkway Royston Hertfordshire SG8 8EG Applicant Name: Mrs B Myott Description: Single storey and two storey extensions	Decision: Conditional Permission Decision Date: 23/01/2024
Application No: 23/01814/LBC	Location: Mews Cottage 150 High Street Barkway Royston Hertfordshire SG8 8EG Applicant Name: Mrs B Myott Description: Single storey and two storey extensions. Internal alterations	Decision: Conditional Consent Decision Date: 23/01/2024
Application No: 23/02122/DOC	Location: Site Of Former Freeman House Radburn Way Letchworth Garden City Hertfordshire SG6 2JW Applicant Name: c/o agent Herts Living Ltd Description: Details reserved by Condition 7C (Remediation Method Statement report) of planning permission reference 16/01613/1 granted on 25.08.2016.	Decision: Approval of Details Decision Date: 22/01/2024
Application No: 23/02648/DOC	Location: High Beeches Mill Lane Therfield Royston Hertfordshire SG8 9PR Applicant Name: Company Secretary Green Rabbit Developments Ltd. Description: Details reserved by Condition 16 (Phase I Site Investigation Report) of planning permission reference 21/03458/FP granted on 10.03.2022.	Decision: Agreed Decision Date: 18/01/2024
Application No: 23/02745/LDCP	Location: 30 Wissen Drive Letchworth Garden City Hertfordshire SG6 1FN Applicant Name: Amanda Velho Opportunity Homes Description: Change of use of a C3a (dwelling) to C2 use (children's home for a maximum of three children, with up to three carers).	Decision: Refused Decision Date: 22/01/2024
Application No: 23/02754/PIP	Location: Land At Mill Hill Royston Hertfordshire SG8 9UD Applicant Name: Mr Mike Majome Description: Erection of one detached 2-bed dwelling with associated parking space	Decision: Refused Decision Date: 22/01/2024
Application No: 23/02908/TCA	Location: 8 Church Lane Letchworth Garden City Hertfordshire SG6 1AJ Applicant Name: Mrs Alex Nott Description: T1 Scots pine - Reduce by 1m from branch tips on selected branches. T2 Blackthorn - Crown reduce by up to 2m. T3 Elder - Coppice. T4 Maple - Light reduce of lateral branches by up to 1m. T5 Yew - Crown reduce by up to 1m.	Decision: No Objection Decision Date: 24/01/2024
Application No: 23/02927/TCA	Location: Glebe House Church Lane Reed Hertfordshire SG8 8AL Applicant Name: Mrs Alison Harrison Description: T1, T3 Sycamore, T2 Ash - Fell to ground level.	Decision: No Objection Decision Date: 24/01/2024
Application No: 24/00052/TCA	Location: Spring Cottage Bennetts Lane Rushden Buntingford Hertfordshire SG9 0SG Applicant Name: Mrs Laura South Description: Pine - Fell. Leylandii - Fell.	Decision: No Objection Decision Date: 22/01/2024

EAST TEAM

Application No: 24/00072/TPO **Location:** 10 The Copperfields Royston Hertfordshire SG8 5BH **Decision:** Conditional Consent
Applicant Name: Mr Dave Bull **Decision Date:** 24/01/2024
Description: Bay - Reduce by 40%. 2x Lawson Cypress - Remove. Area B Holly - Remove. Eastern Red Cedar - Remove. Area C x8 Holly - Pollard to approx 4m

Application No: 24/00088/TCA **Location:** Recreation Ground Lucas Lane Ashwell Hertfordshire **Decision:** No Objection
Applicant Name: Mrs Deputy Clerk Ashwell Parish Council **Decision Date:** 19/01/2024
Description: 2x Cherry - Reduce the crown by 50%, removal of the secondary stem to ground level.

WEST TEAM

Application No: 21/01585/DOC **Location:** Rye End Farm Green Lane Codicote Hitchin Hertfordshire SG4 8SU **Decision:** Approval of Details
Applicant Name: Dr Sarah Lotzof **Decision Date:** 19/01/2024
Description: Details reserved by Condition 9 (Threshing barn floor) as attached to Listed Building consent 20/00643/LBC granted on 19.04.2021

Application No: 23/01358/ADJ **Location:** Land At Junction 10 And 10A Of M1 Motorway Newlands Road Luton LU1 4LB **Decision:** No Objection
Applicant Name: Luton Council Clive Inwards **Decision Date:** 24/01/2024
Description: Hybrid planning application comprising of part full, covering the portion north of Newlands Road, and part outline (with all matters reserved), covering the portion south of Newlands Road, for new employment development with parking, landscaping, earthworks, access and utilities -NORTH HERTS DISTRICT COUNCIL: ADJACENT AUTHORITY : CONSULTEE ONLY

Application No: 23/01401/TDCMIN **Location:** Winch Hill House Winch Hill Road Luton Hertfordshire LU2 8PB **Decision:** Conditional Permission
Applicant Name: Mr D Eldridge New Dawn Developments Ltd **Decision Date:** 18/01/2024
Description: Technical Details Consent for conversion of existing redundant barn located approximately 40 metres to the east of Winch Hill House into two dwellings (technical details following approval for permission in principle ref 21/00019/PIP granted on 23.03.2021). (as amended by drawing no. 01D received 24th July 2023)

Application No: 23/01525/LBC **Location:** Burge End Barns 5 Burge End Lane Pirton Hitchin Hertfordshire SG5 3QN **Decision:** Conditional Consent
Applicant Name: Sadler **Decision Date:** 23/01/2024
Description: Conversion of existing storage shed into office/tractor store (amended by plan received 24/11/23)

Application No: 23/02185/LDCE **Location:** The Old Estates Office Putteridge Park Luton Hertfordshire LU2 8LD **Decision:** Granted Permission
Applicant Name: Mrs Susan Kay Hardman **Decision Date:** 23/01/2024
Description: Retention of use of building as a separate self contained dwelling (class C3)

Application No: 23/02207/FP **Location:** 21 Danesbury Park Road Welwyn Hertfordshire AL6 9SH **Decision:** Conditional Permission
Applicant Name: Mr Taylor **Decision Date:** 23/01/2024
Description: Erection of one 4-bed dwelling and associated parking following demolition of existing dwellinghouse (as amended by plans received on 17/01/2024).

Application No: 23/02217/DOC **Location:** Former The Foundry Stevenage Road St Ippolyts Hertfordshire SG4 7NU **Decision:** Approval of Details
Applicant Name: Jarvis Homes Ltd **Decision Date:** 19/01/2024
Description: Details reserved by condition 21 (Archaeological Written Scheme of Investigation) of planning permission reference no. 22/00754/FP granted 05.09.2023

WEST TEAM

Application No: 23/02247/FPH **Location:** 44 Ickleford Road Hitchin Hertfordshire SG5 1TR **Decision:** Conditional Permission
Applicant Name: Mr Liam & Martin Atkinson-Hodgetts **Decision Date:** 19/01/2024
Description: Single storey rear extension, first floor rear bay window and rear roof extension to facilitate loft conversion to habitable accommodation.

Application No: 23/02283/FP **Location:** Flats 66,68,70 And 72 Sturgeons Way Hitchin Hertfordshire SG4 0BN **Decision:** Conditional Permission
Applicant Name: Ms Alicia Fernandez **Decision Date:** 19/01/2024
Description: Installation of external wall insulation system.

Application No: 23/02284/FP **Location:** Flats 58,60,62 And 64 Sturgeons Way Hitchin Hertfordshire SG4 0BN **Decision:** Conditional Permission
Applicant Name: Ms Alicia Fernandez Settle Group **Decision Date:** 19/01/2024
Description: Installation of external wall insulation system.

Application No: 23/02285/FP **Location:** Flats 46,48, 50 And 52 Sturgeons Way Hitchin Hertfordshire SG4 0BN **Decision:** Conditional Permission
Applicant Name: Ms Alicia Fernandez Settle Group **Decision Date:** 19/01/2024
Description: Installation of external wall insulation system.

Application No: 23/02286/FP **Location:** Flats 38,40,42 And 44 Sturgeons Way Hitchin Hertfordshire SG4 0BN **Decision:** Conditional Permission
Applicant Name: Mr Alicia Fernandez Settle Group **Decision Date:** 19/01/2024
Description: Installation of external wall insulation system.

Application No: 23/02287/FP **Location:** Flats 30, 32, 34 And 36 Sturgeons Way Hitchin Hertfordshire SG4 0BL **Decision:** Conditional Permission
Applicant Name: Ms Alicia Fernandez Settle Group **Decision Date:** 19/01/2024
Description: Installation of external wall insulation system

Application No: 23/02330/FPH **Location:** 3 Riddy Hill Close Hitchin Hertfordshire SG4 9LE **Decision:** Conditional Permission
Applicant Name: Mr James La Ville **Decision Date:** 23/01/2024
Description: Part two storey and part single storey rear extension and two storey side extension following demolition of existing detached garage. Insertion of solar panels to front roofslope and external rendering (as amended by plan nos. 20E and 21E received 14.12.23) .

Application No: 23/02349/TCA **Location:** 2 The Chapmans Tilehouse Street Hitchin Hertfordshire SG5 2TS **Decision:** No Objection
Applicant Name: Mr Mark Burrows **Decision Date:** 24/01/2024
Description: T2: Cherry - Reduction of approx. 25%

Application No: 23/02537/LBC **Location:** 67 High Street Whitwell Hitchin Hertfordshire SG4 8AH **Decision:** Conditional Consent
Applicant Name: Mr Matt Cousins Construction **Decision Date:** 23/01/2024
Description: Replace three single-glazed windows (W1, W2 and W3) on rear elevation with timber, double-glazed, flush casement windows.

Application No: 23/02547/TCA **Location:** 110 Walsworth Road Hitchin Hertfordshire SG4 9ST **Decision:** No Objection
Applicant Name: Mr Chris Bradbury **Decision Date:** 23/01/2024
Description: T1 Holly - Reduce the height up to 1.5m to previous points. Reduce limbs and shape. T2 Prunus - Reduce limbs over the public footpath by 1.5m cutting to viable growth, reduce height up to 1m, shape and balance.

WEST TEAM

Application No: 23/02549/FP	Location: Land To The Rear Of 61-69 High Street Kimpton Hertfordshire SG4 8PU Applicant Name: Mr G Barnes & Mrs V Barnes Description: Erection of one detached 4-bed dwelling with integral garage including parking and landscaping following demolition of existing buildings.	Decision: Conditional Permission Decision Date: 18/01/2024
Application No: 23/02622/FPH	Location: 34 Royal Oak Lane Pirton Hertfordshire SG5 3QT Applicant Name: Mr and Mrs Weatherall Morris Description: Increase in height to create larger first floor with roof accommodation; two and single storey front, side and rear extensions; front and rear dormer windows; new basement, alterations to openings; erection of outbuilding to facilitate pool house/changing room/shower, erection of pergola and installation of pool, new gates to side and front of dwelling (amended by plans received 05/12/23 and 09/01/24)	Decision: Conditional Permission Decision Date: 18/01/2024
Application No: 23/02752/FPH	Location: Oakleigh Farm 83 Codicote Road Welwyn Hertfordshire AL6 9TY Applicant Name: Mr Ayres Description: Cross Boundary Application: Erection of front 2m brick pier boundary wall with metal railings and 1.8m timber panel gate	Decision: Refused Decision Date: 22/01/2024
Application No: 23/02804/LDCP	Location: 60 Manton Road Hitchin Hertfordshire SG4 9NP Applicant Name: Mr Ben Finlayson Description: Roof extension to form gable end. Insertion of rear dormer window including Juliet balcony and 3no front rooflights to facilitate loft conversion	Decision: Granted Permission Decision Date: 19/01/2024
Application No: 23/02883/FPH	Location: 1 Riddy Hill Close Hitchin Hertfordshire SG4 9LE Applicant Name: Mr Jim McKenzie Description: External insulation and render finish to existing elevations	Decision: Conditional Permission Decision Date: 23/01/2024
Application No: 23/02889/FPH	Location: 3 Longmeadow Drive Ickleford Hitchin Hertfordshire SG5 3TJ Applicant Name: Mr and Mrs Martin and Jess Hall Description: Extensions and alterations to existing attached side garage to facilitate conversion of garage to garden room/bedroom/store with first floor extension above. Alterations to fenestration and external rendering.	Decision: Conditional Permission Decision Date: 23/01/2024
Application No: 23/02928/LDCP	Location: 3D The Avenue Hitchin Hertfordshire SG4 9RQ Applicant Name: Mr Peter Hope Description: Erection of 17m section of brick boundary wall following partial demolition of existing 19m wall.	Decision: Granted Permission Decision Date: 19/01/2024
Application No: 23/02952/TCA	Location: 20 The Chilterns Hitchin Hertfordshire SG4 9PP Applicant Name: Martin Firth Description: Plum - Remove	Decision: No Objection Decision Date: 22/01/2024
Application No: 24/00041/TCA	Location: Wilshere Dacre Junior School Fishponds Road Hitchin Hertfordshire SG5 1NS Applicant Name: Wilshere Dacre Description: T1 Common Horse Chestnut - Fell	Decision: No Objection Decision Date: 23/01/2024
Application No: 24/00059/DOC	Location: Keepers Cottage Rustling End Codicote Hitchin Hertfordshire SG4 8TD Applicant Name: Mr David Kilby Description: Details reserved by condition 7 (Ecology) of planning permission reference no 20/00851/FP granted 22.01.2021.	Decision: Withdrawn Decision Date: 24/01/2024

WEST TEAM

Application No:
24/00141/TPO

Location: 23 Gosmore Road Hitchin Hertfordshire SG4 9AT

Applicant Name: Mr Chris Macdonald

Description: T1 Larch - Remove

Decision:

Conditional Consent

Decision Date:

24/01/2024

PRESS RELEASE

PR 3827

24 January 2024

Royston restaurant to pay £7,000 for food hygiene failures

Following routine visits by Environmental Health Officers from North Herts Council last year, the owners and manager of British Raj Express at 73 Kneesworth Street in Royston have been prosecuted.

The owners of British Raj Express – Romeo & Juliet Limited – and manager – Muhammad Ali Safwaan Choudhury of 6 All Saints Close, Luton – pleaded guilty to a number of food hygiene offences on 12 January at Stevenage Magistrates' Court.

Officers visited the premises on a number of occasions during 2023 and although food hygiene issues were drawn to the attention of the owner and manager, no improvements were found on subsequent inspections. Issues included:

- not keeping the premises clean – areas below equipment within the kitchen were greasy and collecting debris including rat droppings, dirty tea towels around the kitchen were being used for cleaning, and a light switch within the dry store area was dirty which could contaminate hands
- poor storage of waste and control of pests – waste piled up in an uncontrolled manner with the back door left open allowing access to pests, rodent monitoring boxes not kept in good condition
- inadequate hand washing facilities for food handlers – lack of hot and cold water, soap and hand drying materials and poor drainage – the wash hand basin was so slow draining that food handlers could not effectively wash their hands due to the inability to clean them in fresh water
- poor practice by food handlers – correct protective white coats and aprons were not always worn by workers in the kitchen, including the head chef
- poor food storage and cross contamination – food kept uncovered under sink, ready to eat poppadoms stored on a plate covered in greasy, damaged foil, food in fridge

with no stated shelf life and no method to ensure ready to eat food was being stored in containers that had not previously been used to store raw meat/fish.

A sentencing hearing is arranged for the end of May but the defendants agreed to pay the council's costs of £7,252.86.

Cllr Sean Prendergast, Executive Member for Housing & Environmental Health, said: "Environmental health is a vital service that some people may not realise we provide, or that can get easily lost among other frontline services such as waste and recycling, and planning. But we have a team of Environmental Health Officers who carry out routine inspections and investigate food poisoning complaints at food businesses across the district. This case shows how important their work is to ensure residents can enjoy their favourite, well-earned takeaway or meal out safely."

Cllr Dave Winstanley, deputy Executive Member for Housing & Environmental Health, added: "Our Environmental Health team provides information for the [Food Standards Agency's 'scores on the doors' scheme](#), rating food hygiene at every café, pub, restaurant, takeaway and delivery outlet in North Herts. We also provide food hygiene training courses for new staff to help food businesses meet their legal training responsibilities."

The next (level 2) [food safety and hygiene training course](#), developed with the Royal Society for Public Health (RSPH), takes place on 28 February.

ENDS

For more information please contact Anna.Cotton@north-herts.gov.uk / 01462 474403.