

## NORTH HERTS COUNCIL

WEEK ENDING 16 DECEMBER 2022

# 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](mailto:MIS@north-herts.gov.uk)

# NEWS AND INFORMATION

## AGENDA & REPORTS

### PUBLISHED WEEK COMMENCING 12 DECEMBER 2022

None

### FORTHCOMING MEETINGS WEEK COMMENCING 19 DECEMBER 2022

Extraordinary Full Council – 19 December 2022  
Southern Rural Committee – 20 December 2022

### CHAIR'S ENGAGEMENTS WEEK COMMENCING 19 DECEMBER 2022

Date	Event	Location
	None	

### VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING 19 DECEMBER 2022

Date	Event	Location
	None	

### OTHER EVENTS WEEK COMMENCING 19 DECEMBER 2022

Date	Event	Location
	None	

# Community Engagement Executive Member briefing – December 2022

## Community Protection

### Health & Wellbeing/Safeguarding

- The Healthy Hub drop-ins are now scheduled to the end of March 2023. Further information can be found [HERE](#)
- The Healthy Hub are working with Mind in Mid Herts and Herts Fire & Rescue to establish a hoarding support group for North Herts to meet the demand for support.
- A programme of outreach mental health support in Royston that we have worked on in partnership with Mind Mid Herts is due to commence in the New Year.
- Plans are progressing for a men's health programme delivered by Stevenage Leisure Limited at Royston Leisure Centre as well as funding referrals into Growing People, a horticultural project in Letchworth that supports people with mental health conditions.
- The Healthy Hub are offering free winter family activities and working with the libraries at slipper swap events to support falls prevention and rolling out Love to Move exercise classes for people living with dementia.
- Two new Safeguarding Officers (Lisa McDonnell – Team Leader and Lisa McDonald – Assistant) have been recruited and started 9 December and that will conclude the recent reorganisation within this team.

### Community Safety

- Police/North Herts Council and North Herts College took part in Operation Sargus, which was a test purchase operation at hotels in North Herts and Stevenage to raise awareness of child sexual exploitation. Unfortunately, all four hotels in Hitchin and Letchworth failed the test, highlighting that there is much work to be done to protect vulnerable young people in the hospitality/leisure industry. This a piece of work that will be progressed in the coming months.
- Sunday 15<sup>th</sup> January 2023 between 2 and 4pm in Hitchin Town Hall, North Herts Community Safety Partnership are hosting a safety presentation to alert women and girls to everyday dangers and easy, common-sense ways to reduce or negate the risk whilst at work or leisure. The event is free and will be promoted widely to ensure as many people as possible can attend. Hopefully, if successful, this will be rolled out across the rest on North Herts and potentially wider.
- ASB and criminal damage has once again begun to blight the area around Howard Park Gardens in Letchworth, with damage reported on several occasions at the toilet block. Plans are in hand to reduce these offences, but it will unfortunately mean that the toilet block will be closed earlier than currently.

## Policy & Community Engagement

### Policy & Community Engagement

Throughout November and December, the team have been busy coordinating various partnership networks and events and the provision of ongoing Community and Member support.

- Supporting Letchworth Remembrance Day event.
- Conducting successful Trainee Policy Officer interviews.
- Liaising with Helping Herts Homeless and Keystage Housing on a potential project in 2024.
- Attending Churchgate Project meetings.
- Exploring the possibility of launching a VHSE group to support refugees recently arrived in Baldock.
- Coordinating and launching North Herts Heroes and coordinating Holocaust Memorial Day 2023.
- Collating, sharing and signposting information regarding Warm Spaces with community groups.
- Support for events including Snowman Trail (on until 20<sup>th</sup> January 2023), Baldock Christmas Fair 2-3<sup>rd</sup> December) Farmers on Christmas Lights Tour (17<sup>th</sup> December), Royston Christmas event (10<sup>th</sup> December).
- Capital grant panel meeting – both applications recommended, although one now has been withdrawn to be brought back to a panel in the new year. That will then bring funding to a close.
- Ongoing coordination of the third round of Household Support Funds – vouchers due to be distributed by 9<sup>th</sup> December.
- Ongoing successful liaison with schools and councillors regarding local democracy visits. Planning for next year's activity to start in New Year.
- Ongoing CCIN Policy Lab - Arts & Culture working with Stevenage Borough Council, RedQuadrant, Oldham Council and Cardiff.
- Finalising the Council's Climate Change Strategy and updating Council achievements and additional proposed actions.
- Finalising the revised Council's Equality Strategy with new equality objectives.
- Promoting the Sustainable Warmth scheme to residents via social media, posters, and mailouts.

## Democratic Services

### Electoral Services

- The annual canvass has now concluded with the publication of the revised electoral register on 1 December. We achieved a completion rate of 98.3% which is very positive.
- Following the publication, we are now working on the distribution of the new register to all eligible recipients who have requested a copy.
- Preparation work for elections to be held in 2023 are well underway – polling stations bookings are being secured, facilities checked where necessary and initial staffing plans drawn up. We have also been undertaking some project work on elections fees and equipment.
- We are continuing with our work to prepare for the incoming Elections Act changes. We have attended AEA meetings in recent weeks to discuss with colleagues from across the region and have now received some more updated guidance from the Electoral Commission on the process for issuing Voter Authority Certificates. We will be undertaking detailed training sessions with DLUHC on the new portal facilitating this process in December.
- We are continuing to contribute to two ongoing boundary reviews – that for the district wards and for the parliamentary constituency boundaries. Project board meetings took place this week to discuss the latest response to the consultation on our district ward boundaries.

### Committee Services

- Louis, Abbie and Xanthe (Apprentice) left the team at the end of November/ early December. The advertised Committee, Member and Scrutiny Officer post (James' vacancy) closed on 7<sup>th</sup> November, although it was hoped it could be used to also recruit to the above vacancies. Following the interviews, the role was offered and accepted by one of the applicants. A start date is yet to be confirmed although it is hoped to be 3<sup>rd</sup> January. The remaining 2 Committee, Member and Scrutiny Officer posts will be advertised again in the New Year.
- The Apprentice post has been advertised and closes on 19 December. There appears to be a level of interest in this role and the interviews will be on 10<sup>th</sup> January 2023.
- The Youth Democracy event on 15<sup>th</sup> November was a successful event which was enjoyed by those that attended. The students offered some positive feedback on how the event could be improved next year.
- The Chair of Council has confirmed that he would like to hold a civic event at the end of February, which now needs to be organised.



## CUSTOMERS DIRECTORATE – Information Note December 2022

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### CUSTOMER SERVICE CENTRE UPDATE

Since our last update in September, the Customer Service Centre has seen a steady period of contact. The intelligent telephony solution we put in place in July for Revenues and Benefits has been hugely successful and is ensuring only the more complex enquiries come through to the team. We added a few more options onto our main line IVR to signpost customers to Settle or HCC where needed, and we've also continued to develop the online general enquiry form, so customers are signposted to the correct form they need in the first instance.

In September, the 3C's policy was updated and subsequently adopted by Cabinet which was then successfully rolled out across the Council. During National Customer Service Week in early October, the Customer Service Team held a successful drop-in session to showcase the changes made to the policy and answer questions from colleagues.

As we head rapidly towards the end of the year, we're making sure we use this time to upskill, develop and coach the team so they can continue to best serve our internal and external customers. Typically, after Christmas is a busy period for us, especially if we have adverse weather and so the time spent now ensuring all mandatory training is fully up to date, as well as making sure that the team's resources/FAQ's/knowledge bases are ready is good preparation for the new year.

Finally, as we are closed during Christmas we have added a message taking facility that will offer customers the opportunity to request a call-back from Customer Services in January, and as always any emergency calls will be routed to Careline while the Council offices are closed.

For more information please contact:

Name: Chris Jeffery  
Title Customer Service Manager  
Tel: 01462 474505  
[Chris.jeffery@north-herts.gov.uk](mailto:Chris.jeffery@north-herts.gov.uk)

### IT UPDATE

#### Laptop V3 Rollout

The migration to the latest version of laptops is progressing as planned. The initial "early adopters" work is nearly completed, we have currently 26 users on V3, this will be increased to 38 by the end of the year, representing around 10% of the council's laptop estate.

There will be a booking system available shortly for users to book their collection slots via customer services. IT will be contacting Councillors directly in the new year regarding their V3 laptop collection and training.

The full rollout of laptop V3 will be between January and March 2023.

There will be some exceptions that will continue to be the V2 laptop, this will be primarily because of legacy applications that will not work on Windows 10 directly and the plan will be to move users over when these applications are replaced or to deliver the applications in a different way, we will be communicating directly with each team affected.

#### Cyber Security – Phishing Campaign

In line with our Cyber security audit requirements, we have just completed the latest email phishing exercise. The result shows a significant improvement since the last one was undertaken. Although the movement is in the correct direction, we still have room to improve.

The controlled phishing email was sent to 490 email accounts. 14% of the users clicked the link 7% of the users were fully compromised by clicking the link and entering details. The majority deleted the email immediately whilst 8% of users reported the email as suspicious via the "report button within outlook".

If you have been affected IT will be contacting you shortly, or if you wish to contact IT for more information then please do not hesitate to contact us.

#### Social Media Scams

Hints and Tips: That may be especially useful at this time of year.

#### How social media scams work

Social media scams are usually cunningly crafted by a scammer to appear genuine, using official brand logos, made up T&Cs and including a link to enter your details.

Unbeknown to the victim, clicking on these links sends your personal information to third parties, while also triggering the share feature to your connections, sometimes with an added status message.

Friends and family are then more likely to fall for the scam as they are likely to see the message and link as a trusted endorsement.

#### Some Handy Tips

##### *1. Is the deal too good to be true?*

Scammers will often pretend to be from legitimate and trustworthy sources, offering an enticing incentive to click through to a 'too good to be true' deal.

So, the first thing you should do is try doing a quick search for the promotion. If the company, organisation, or brand is promoting a deal on social media, they are likely to also be promoting it on their homepage.

##### *2. Inspect the URL*

Closely inspect any URLs you aren't sure about. Does the URL look suspicious? Does it match the URL of the company website?

Sometimes enticing posts on social media link to a fake login page, and when you enter your email and password, you're actually giving those details to a scammer.

Always check that the URL matches the social media website you're using if you're redirected to a login page after clicking a link in a post.

### **3. Check your timeline**

Are you seeing an unusually high volume of the same status being shared? This should ring alarm bells that it may be a scam, especially if the post message is the same for more than a few people.

### **4. Check the branding**

Check the post for branding inconsistencies. Are they using the right logo? Is this the standard of design and care for presentation you usually see from the brand?

If it's a new brand entirely, go to its profile page and have a proper look at how it's presenting themselves. Do they look professional, or does it look like a quick and sloppy job?

### **5. Send a message or contact the company**

Send a private message to your friend or family member asking them if they posted the status. They may not have realised the status was going to be automatically published and they may now realise the link they followed was part of scam.

You could reach out to the organisation, company, or brand to find out if the deal is genuine. Don't do this by clicking on any links in the post you believe could be a scam.

Instead, search for the company's real homepage and contact them via a social media account, email address or telephone number you find on there.

For more information please contact:

Name: Darren Edwards  
Title: Interim IT Manager  
Tel: 01462 474455  
[Darren.edwards@north-herts.gov.uk](mailto:Darren.edwards@north-herts.gov.uk)

## **HERTS CARELINE UPDATE**

On the Wednesdays of the 21st & 28<sup>th</sup> December there are likely to be increased pressures on Health Providers nationally because of the planned ambulance service strikes. Herts Careline will be operating as usual, but we are proactively contacting our first responders to ask for their support in checking on vulnerable family and friends during this busy period.

For more information please contact:

Name: David Martins-Hesp  
Title: Assistive Technology Manager  
Tel: 01462 474321  
[David.Martins-Hesp@north-herts.gov.uk](mailto:David.Martins-Hesp@north-herts.gov.uk)

## **REVENUES & BENEFITS UPDATE**

### **Council Tax Reduction Scheme**

Each year the Council is required to set its Council Tax Reduction Scheme, the scheme at North Herts has remained largely the same since it was introduced in 2013.

This year we have undertaken a full review of the scheme and have proposed some changes to the scheme for 2023/24.

Consultation has now finished and from the responses received, it has been largely accepted that the new scheme will be fairer and benefit those on lower incomes.

There will also be an exceptional Hardship Fund for those customers that see themselves with a large drop in award, to assist them to transition through 2023/2024.

Cabinet received a report on the proposed changes on the 1<sup>st</sup> Tuesday 13<sup>th</sup> December, and it will now be considered by Council on the 19<sup>th</sup> January 2023.

### **The Council Tax Energy Rebates**

Both the Mandatory and Discretionary schemes are now closed, and payments have been either made into bank accounts or credited to council tax accounts.

### **Covid Additional Relief Fund (CARF)**

This scheme for business rate payers has closed and all awards have been made to those that applied.

### **Energy Bills Support Scheme.**

It has been announced that Council's will work in partnership with BEIS to administer a further Energy Rebate scheme, called Energy Bills Support Scheme – Additional Funding (EBSS - AF).

This scheme forms part of the Governments cost of living assistance package for consumers for the period October 2022 to March 2023

It has been recognised that there are some customers who have not been entitled to assistance under this scheme, such as those that pay energy costs within their rent, for instance those in Care Homes.

Those eligible will receive a one-off payment of £400.

The scheme will run from 23 January until 30 April 2023. We are currently awaiting full guidance from BEIS and will provide further information once that has been received.

### **Business Rates Revaluation**

Every 3 years the Valuation Office Agency carry out a review of the Rateable Value of Business Rate properties, however due to the pandemic the review due in 2020 was delayed.

The re-valuation of business rates is due to come into effect on 1<sup>st</sup> April 2023, and will be based on Valuation Office Agency data collected as at 01 April 2021 (the antecedent date).

The Revenues Team is currently working on testing the draft valuation list that has been provided. All Business Rate Bills for 2023/2024 will be based on these new Valuations.

For more information please contact:

Name: Geraldine Goodwin  
Title: Revenues Manager  
Tel: 01462 474277  
[Geraldine.goodwin@north-herts.gov.uk](mailto:Geraldine.goodwin@north-herts.gov.uk)

Name: Anne Banner  
Title: Benefits Manager  
Tel: 01462 474440  
[Anne.banner@north-herts.gov.uk](mailto:Anne.banner@north-herts.gov.uk)

## **MANAGEMENT SUPPORT UNIT UPDATE**

For more information please contact:

Name: Antonella Di Maria  
Title: MSU Manager  
Tel: 01462 474334  
[Antonella.dimaria@north-herts.gov.uk](mailto:Antonella.dimaria@north-herts.gov.uk)

## PLACE

# MEMBERS INFORMATION NOTE

Snow and icy conditions have presented some significant challenges for waste and street cleansing staff this week. The heavy snowfall and subsequent compacted ice has meant that there have been significant delays to collections and some collections not made at all.

Refuse and Recycling collections have been given priority over garden waste and food waste. This is to ensure we can catch up these collections in advance of further Christmas collection disruption.

The continued falling temperatures have also meant that ice has presented challenges all week especially on estate and narrow roads which are not gritted, where decisions on the safety of the crew and road users have had to be made. We will be working with Urbaser to try and recover as much as possible as we head towards Christmas so as not to further disrupt collections over the Christmas catch up period.

We will continue to communicate with residents about collections, however it should be noted that the prolonged difficult conditions have dictated the following decisions to support and minimise the impacts on the whole service:

- Additional crews and vehicles will be deployed to support and catch up on any outstanding collections for dry recycling and refuse (paper collections will remain separate)
- We will attempt to recover food waste collections for three days but for caddys which remain uncollected after this time we will not be able to return for missed food waste collections (collections will be due again next week so residents will be asked to manage this waste until then) Crews are finding this waste is also often frozen so when they are able to access caddies, the frozen contents cannot be dislodged.

We will not be able recover missed garden waste rounds from Monday, Tuesday and Wednesday this week Yields are low at this time of year so residents will be asked to

manage – refunds for the missed collection will not be given due to the extenuating circumstances. We would like to remind residents who pay for the service that if their bin is full after Christmas they can put out their real Christmas tree next to their bin. It does not need to be inside it.

As you can imagine the day to day conditions faced by crews have been extremely challenging crews have been outside in freezing temperatures all week. Many residents have been supportive of the service that has been delivered, and the attempts and efforts of our staff. However we have had reports of crews receiving abuse as a result of “going slowly” and for other delays in collections occurring. Abuse of any kind is not tolerated and we hope there is a shared disappointment when the crews are out in these conditions doing their best and receiving negativity.

We have been expressing our thanks to crews and will continue to share positive stories and feedback thanks to them! We are sure they would welcome some positive social media posts on your local forums.

For more information please contact:

Name Louise Overington  
Title Service Delivery and Development Manger  
Tel: 01462 474 336  
Email: [louise.overington@north-herts.gov.uk](mailto:louise.overington@north-herts.gov.uk)



## RESOURCES

# MEMBERS INFORMATION NOTE

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

A nomination has been received for Land at Gaping Lane (Part HD HD517173)

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](mailto:Rachel.cooper@north-herts.gov.uk)



## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted [N/A]

#### SERVICE DIRECTORATE: Legal and Community

#### 1. DECISION TAKEN

To appoint the following to the Independent Remuneration Panel (IRP) for a period of 4 years from 11 February 2023:

- Margaret Waller;
- Julie Byrom; and
- Tom Etheridge.

#### 2. DECISION TAKER

Jeanette Thompson as Service Director: Legal and Community.

#### 3. DATE DECISION TAKEN:

15 December 2022

#### 4. REASON FOR DECISION

- 4.1 To ensure that the Council has an IRP to undertake the annual assessment of Member's Allowances.

#### 5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 None.

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

- 6.1 Consultation has taken place with the Service Director: Resources (as the Chief Finance Officer) and all three Group Leaders as to the candidate's independence (details of the candidates and background were supplied). No objections were received regarding the proposed appointments.

#### 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 Council is required under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) to appoint an IRP in order for Council to agree on an annual basis a Scheme of Allowances payable to Members' for the following financial year. Under the Regulations, when making or amending a Scheme, the Council 'shall have regard to the recommendations' of an IRP (Regulation 19).

- 8.2 The outgoing IRP were appointed as notified by delegated decision on 5 February 2019, for a 4-year term. Therefore, a recruitment exercise was conducted during September and October 2022 in order to appoint a new Panel.
- 8.3 Following advertised of the IRP role, seven applications were received, and all were interviewed for the role by the Service Director; Legal and Community and the Democratic Services Manager.
- 8.4 All candidates had to meet eligibility criteria – which included a requirement that a person is not member or has affiliations to a political party.
- 8.5 References were sought for the three individuals listed in paragraph 1 who both the Service Director; Legal and Community and the Democratic Services Manager agreed were suitable for the role and had met the selection criteria.
- 8.6 In addition, all individuals have relatable career experience to the role and two of those appointed (Margaret Waller and Julie Byrom) are current IRP Members for another Authority.
- 8.7 On 16 November 2022, the Service Director: Resources (as the Chief Finance Officer) and the three Group Leaders were consulted as to the candidate's independence (details of the candidates and background were supplied). No objections were received regarding the proposed appointments.
- 8.8 Offers have been made and the three individuals have confirmed that they would like to accept the roles.
- 8.9 The Review of the 2023/2024 Members' Allowances Scheme is being presented to Council at its meeting on 19 January – conducted by the former IRP. As the Scheme does not make provision for an annual adjustment of allowances by reference to an indexation (which can be used for up to four years before another review of allowances is required), a review of the Members' Allowance Scheme will commence in the new civic year.

## **9. LEGAL IMPLICATIONS**

- 9.1. Section 14.6.8 a) (xxx) of the Constitution provides that the Service Director: Legal and Community has the delegated function to appoint the members of the Independent Remuneration Panel, having first consulted the Chief Finance Officer and Group Leaders as to any reason why member(s) are not independent.
- 9.2. The Council must approve Members Allowances annually under the Local Authorities (Members' Allowances) (England) Regulations 2003/1021 (as amended). It has to have an IRP to do so and the minimum number for such a Panel is three.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 As per the Council's decision of 22 November 2018, IRP members are to be paid an honorarium of £500 per year for any year that a Panel reviews and prepares a report on Members Allowances (and will also receive reasonable travel and subsistence).

## **11. RISK IMPLICATIONS**

- 11.1 None relevant to this decision other than other than failure to appoint sufficient members to the IRP would result in not being able to undertake a review of Members Allowances.

## **12. EQUALITIES IMPLICATIONS**

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

12.2 There are no equalities implications.

### **13. SOCIAL VALUE IMPLICATIONS**

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

### **14. ENVIRONMENTAL IMPLICATIONS**

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

### **15. HUMAN RESOURCE IMPLICATIONS**

15.1 There are no human resource implications, other than those already set out.

### **16. BACKGROUND PAPERS**

16.1 Members’ Allowances Scheme 2019/20 - Minute No.58 refers [Agenda for Council on Thursday, 22nd November, 2018, 7.30 pm | North Herts Council \(north-herts.gov.uk\)](#)

16.2 IRP Advertisement and Recruitment Information Pack.

### **17. APPENDICES**

17.1 None

### **NOTIFICATION DATE**

**16.12.22**



**Signature of Decision Taker:**

**This is a NON-EXECUTIVE DECISION and therefore Call-in does not apply.**

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### **PART 1 – PUBLIC DOCUMENT**

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

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

### **SERVICE DIRECTORATE:** Legal and Community

#### **1. DECISION TAKEN**

1.1 The approval of the allocation **Community Facility Capital Grant** funding of:

1.1.1 **£50,000 to Pirton Parish Council** towards a new sports Pavilion that will replace the existing building which is no longer fit for purpose, to be paid by the Council following receipt of quotes and confirmation of planning permissions/ any necessary consents being received by the Parish Council.

#### **2. DECISION TAKER**

The Leader of North Herts Council (Elizabeth Dennis-Harburg) in consultation with the Service Director – Legal and Community.

#### **3. DATE DECISION TAKEN:**

14.12.22

#### **4. REASON FOR DECISION**

4.1 The **District Wide Revenue and Capital Grants Panel** held on 23 November 2022 considered the funding applications from the groups listed above (*NB* one was withdrawn following the meeting to be re-submitted in 2023) and recorded the recommendations to the Leader of North Herts Council for the formal commitment of capital funds to the facility listed above via the delegated authority process, subject to the considerations noted at item 6 below.

#### **5. CONSULTATION WITH MEMBERS**

5.1 Consultation on all grant applications for consideration took place with the Members of the District Wide Capital and Revenue Grant Panel at a virtual meeting held on 23 November 2022. All the grant applicants made presentations to the Panel in support of their applications and answered any questions the Panel raised in relation to the grant funding request. The decisions outlined in this report are based on the Panel's recommendations.

#### **6. APPLICATION DETAILS**

##### **6.1 Pirton Sports Pavilion**

<b>Applicant</b>	<b>Pirton Parish Council</b>
<b>Project</b>	Replacement existing sports pavilion
<b>Sum requested</b>	<b>£50,000.00</b>
<b>Total project cost</b>	£894,000.00
<b>Match funding</b>	£75,000 – Fundraising, sponsorship, donations £289,000 – PWLB loan repayable over c40 years £180,000 – S106 contributions £225,000 – Football Foundation £75,000 – other grants

**Previous support  
Council Objectives**

None in the last 10 years  
**People First, Sustainability, Brighter Future  
Together**

The Pirton Parish Council have set up a working group to coordinate the project that will replace a 50-year-old ex-site hut with a new pavilion that has up to date shower and toilets, a much lower carbon footprint, and additional community facilities. This will provide Improved facilities for sports and social activities, additional meeting capacity for village groups, EV vehicle charging.

The number of households in the village has increased by about 33%, and the Parish Council are seeking to accommodate additional demands from the new residents. They are aiming to widen the use for non-sports activities by clubs, village organisations, more social activities, and events, as well as improving the facilities for sports.

The current building is poorly insulated, and the external wooden planks require constant maintenance. The showers and toilets are not up to the standards required.

The PC have consulted villagers on 4 occasions to date. The consultations resulted in overwhelming support for the project. Several detail design suggestions have been made. The Parish Council set up the working group, accepted the Development Project Plan and has provided the funding for the work done to date.

a successful grant award from NHC would help the project secure money from other funders. If the grant were to be agreed there would have to be conditions - planning permission needs to be in place, and we would need to see quotes before we release funding. Noted that grants are usually paid out in two phases or more on receipt of invoices.

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**Members voted to recommend that Pirton Parish Council receive the full amount as requested of £50,000 on condition that quotes are received and planning permission is in place**

Result: Unanimous in favour of

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## **7. LEGAL IMPLICATIONS**

- 7.1 Chapter 1, s1-8 of the Localism Act 2011 provides a General Power of Competence which gives local authorities the powers to do anything if it is not specifically prohibited in legislation.
- 7.2 Section 137 Local Government Act 1972 provides specific authority for the Council to incur expenditure on anything which is in the interests of and will bring direct benefit to its area. This includes a charity or other body operating for public service.
- 7.3 The decision taker signing the Decision Notice has delegated authority to take such a decision in accordance with the North Hertfordshire District Council Constitution under section 14.6.8(b)(iii)(A) in relation to Community engagement and development, including financial assistance and grants to external organisations.

## **8. FINANCIAL IMPLICATIONS**

### **8.1 Community Facility Capital Grants**

The amount available to recommend for allocation at this meeting equated to **£84,702**

- 8.1.1 The total amount of grant funding requested for the consideration of the Panel members equates to **£50,000** if the decision is made to agree this amount - this will leave **£34,702** unallocated in the Community Facility Capital Grant budget.

## 9. RISK IMPLICATIONS

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

## 10. EQUALITIES IMPLICATIONS

- 10.1 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.
- 10.2 Grant funding is awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

## 11. SOCIAL VALUE IMPLICATIONS

- 11.1 The Social Value Act and "go local" requirements do not apply to this report.

## 12. ENVIRONMENTAL IMPLICATIONS

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

## 15. HUMAN RESOURCE IMPLICATIONS

- 13.1 There are no pertinent Human Resource implications associated with any items within this report.

## NOTIFICATION DATE


16.12 2022

Signature of Executive Member Decision taker .....

Date 14.12.22



Signature of Service Director: Legal and Community



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

**Call-in does not apply to NON-EXECUTIVE DECISIONS**

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### \*PART 1 – PUBLIC DOCUMENT

#### SERVICE DIRECTORATE: *Resources*

#### 1. DECISION TAKEN

In respect of the Cabinet Sub-Committee (Council Charities) – 13 December 2022 – Item 7 – Annual Returns and Accounts for Council Charities

2.1. That the information required by the Charities Commission for the four registered charities is approved, so that the returns can be submitted prior to the 31st January 2023 deadline.

2.2. The decision taker noted that those charities with gross income of more than £25k in their financial year should have their accounts independently examined be noted (this applies to King George's Field and Hitchin Town Hall Gymnasium and Workmans Hall) and, approved that this is undertaken for those accounts for 2021/22. This will be undertaken by the Shared Internal Audit Service (SIAS).

#### 2. DECISION TAKER

*Ian Couper, Service Director: Resources, in consultation with the Leader of the Council*

#### 3. DATE DECISION TAKEN:

*15<sup>th</sup> December 2022*

#### 4. REASON FOR DECISION

4.1 This item was due to be considered at the Cabinet Sub-Committee (Council Charities) meeting scheduled for 13<sup>th</sup> December 2022. The meeting was not quorate so could not proceed.

4.2 Due to the Charities Commission deadline for returns, and the need for the independent reviews to be completed for two of the charities, it is not possible to set a new date for the meeting and the decision was taken in consultation with the Leader of Council who also is a Member of the Sub-Committee.

#### 5. ALTERNATIVE OPTIONS CONSIDERED

5.1 None, due to the requirement to meet the Charities Commission deadline.

#### 6. CONSULTATION

6.1 This was due to be the first meeting of the Sub-Committee of this civic year, so there has not been a Committee Chair appointed. In the absence of a Chair, the Leader of the Council was consulted.

6.2 The Officers responsible for the individual charities returns have also been consulted on this decision, however, given the nature of the decision, this has been taken by the Service Director: Resources.

**7. SUPPORTING REPORT**

7.1 Other information relevant to the decision, such as legal, financial, risk, social value and equality implications, is contained within the report published as Item 7 within the Cabinet Sub-Committee (Council Charities) agenda for the meeting on 13 December 2022 via the link below:

<https://democracy.north-herts.gov.uk/ieListDocuments.aspx?CId=142&MId=2857&Ver=4>

**8. LEGAL IMPLICATIONS**

8.1 The table at the end of paragraph 5.10.4 in the constitution details delegated powers in respect of the Cabinet Sub-Committee (Council Charities). This details that the Lead Officer for the Trust concerned can make urgent decisions in respect of the Sub-Committee’s functions, powers or duties. Where possible this should be done in consultation with the Chair of the Cabinet Sub-Committee.

8.2 Constitution reference 14.6.11 (vii) details that the Service Director: Resources is responsible for the “proper administration of Council charities and their assets”. Each individual charity also has an Officer who is responsible for submitting Charities Commission information, so they have been consulted on this decision (as referenced in paragraph 6.2).

8.3 As the meeting of 13<sup>th</sup> December was due to be the first meeting of the Cabinet Sub-Committee (Council Charities) in this civic year, there had not been a Chair appointed. In the absence of a designated Chair, the Leader of the Council has been consulted. To the extent necessary, however, the Leader of Council can exercise any executive functions, notwithstanding any executive delegations, by virtue of section 9E(7) Local Government Act 2000 and therefore can act as ‘Chair’ of the Sub-Committee for this decision.

**NOTIFICATION DATE**

16<sup>th</sup> December 2022

Signature of Executive Member Consulted



Date 15.12.2022.....

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**



# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Overview and Scrutiny Committee held in the Council Chamber, District Council Offices, Gernon Road, Letchworth on Tuesday, 6th December, 2022 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Carol Stanier and Val Bryant.

### 2 MINUTES - 6 SEPTEMBER 2022, 28 SEPTEMBER 2022

#### **RESOLVED:**

- (1) That the Minutes of the meeting held on the 6 September be approved as a true record of proceedings and signed by the Chair.
- (2) That the Part 1 Minutes of the meeting held on the 28 September 2022, as amended as follows, be approved as a true record of proceedings and signed by the Chair.

*N.B. The Part 2 Minutes of the meeting held on the 28 September 2022 were not approved at this meeting and are being presented to the next Overview and Scrutiny Committee meeting.*

### 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) 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 paid tribute to Councillor Judi Billing MBE following her death on the 24 November 2022.
- (4) The Chair advised that he would be taking Agenda Items 16 and 17 ahead of Item 15.

### 5 PUBLIC PARTICIPATION

There was no public participation.

### 6 URGENT AND GENERAL EXCEPTION ITEMS

There had been no Urgent or General Exception items.

### 7 CALLED-IN ITEMS

There were no Called In items.

### 8 MEMBERS' QUESTIONS

There were no questions submitted by Members.

## 9 RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE

**RESOLVED:** That the document entitled Resolutions of the Overview and Scrutiny Committee was noted.

**REASON FOR DECISION:** To enable the Overview and Scrutiny Committee to review and comment on actions and feedback received regarding resolutions previously made.

## 10 CLIMATE CHANGE STRATEGY 2022-2027

**RECOMMENDED TO CABINET:**

(1) That Cabinet adopt the following documents, taking into consideration the additional actions proposed under each priority area:

- Appendix 1 Climate Change Strategy 2022-2027
- Appendix A Proposed Actions
- Appendix B Achievements

(2) That Cabinet reflects the Climate Change Strategy for contracted services when considering the revision of the Procurement Policy.

**REASON FOR RECOMMENDATIONS:** In 2019, the Council passed a motion to declare a Climate Emergency. In this motion the Council pledged their commitment to do everything within their power to become carbon neutral by 2030. This iteration of the Strategy has been revised to reflect the latest legislation, research, and best practice; and includes additional proposed actions under each priority area to respond to gaps we have identified. Appendix B Achievements lays out progress against each action.

## 11 EQUALITY, DIVERSITY AND INCLUSION STRATEGY 2022-2027

**RECOMMEND TO CABINET:** That Cabinet:

(1) Approve the Council's Equality, Diversity and Inclusion Strategy 2022-2027 as attached at Appendix 1, subject to the amendment regarding the explanation of the term 'people of colour' and 'BME/BAME' in the Glossary and that the Glossary remains a live document which can be amended as required.

(2) Approve the Equality objectives as set out below:

1. Work with young people through youth engagement to make it easier for them to have their voices heard in local decision-making and democracy.
2. Improve our engagement with marginalised, seldom heard, and new communities to make it easier for them to participate in local decision-making and democracy, and to have their views and experiences heard by the council.
3. Improve our understanding of broader EDI issues and their impacts, such as neurodiversity and economic disadvantage; as well as the intersections between inequalities, using our Inclusion Group as a channel.
4. Achieve consistency in measuring the likely equality impacts of our emerging policies and services.

**REASON FOR RECOMMENDATIONS:** The previous Corporate Equality Strategy (2017) was revised to ensure consistency with the latest public sector equality legislation and obligations. The refresh of the Strategy reflects the Council's ongoing commitment to fulfil our legal obligations as set out in the Equality Act and to set out the new equality objectives.

**12 3Cs HALF YEAR UPDATE (APRIL - SEPTEMBER 22)**

The Customer Service Manager presented the Information Note entitled '3Cs Half Year Update'.

**13 NORTH HERTS MUSEUM STRATEGY 2022-2026**

***RECOMMENDED TO CABINET:***

- (1) That the current draft of the Museum Strategy 2022 – 2026 be approved.
- (2) That Cabinet adopt the strategy for the years 2022 – 2026.

***REASON FOR RECOMMENDATION:*** The previous Arts, Museums and Heritage Strategy expired some years ago and a new strategy will guide the ambitions of the museum service in the years ahead.

**14 QUARTERLY UPDATE ON THE COUNCIL DELIVERY PLAN**

***RESOLVED:***

- (1) That Overview and Scrutiny Committee commented on the Council Delivery Plan Quarter 2 monitoring report.
- (2) That Overview and Scrutiny Committee determined any project that they want to receive more detail on as part of the next monitoring report.

***RECOMMENDED TO CABINET:***

- (1) That Cabinet notes the progress against Council projects as set out in the Council Delivery Plan (Appendix A) including changes to milestone dates and risks.
- (2) That Cabinet notes the completion of the Local Plan milestones for this year.

***REASONS FOR DECISIONS AND REFERRALS:*** 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.

**15 UPDATE OF THE ENTERPRISE DIRECTORATE WORK PROGRAMME - PART 1**

***RESOLVED:*** That the Committee noted the report.

***REASON FOR DECISION:*** The report is following the request of the committee for an update on the progress of the Commercial Directorate work programme and is for information only.

**16 EXCLUSION OF PRESS AND PUBLIC**

***RESOLVED:*** That under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting on the grounds that the following report will involve the Tuesday, 6th September, 2022 likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the said Act (as amended).

**17 UPDATE OF THE ENTERPRISE DIRECTORATE WORK PROGRAMME - PART 2**

Details of decisions taken on this item are restricted due to the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of Section 200A(4) of the Local Government Act 1972.

18 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

**RESOLVED:**

- (1) That the Committee prioritises proposed topics for inclusion in the work programme attached as Appendix A and, where appropriate, determines the high level form and timing of scrutiny input.
- (2) That the Committee, having considered the most recent iteration of the Forward Plan, as attached as Appendix B, suggests a list of items to be considered at its meetings in the coming civic year.
- (3) That the Corporate Peer Challenge Action Plan Extract as attached as Appendix C was considered and to be updated with the most recent version for future meetings.

**REASON FOR DECISION:** To allow the Committee to set a work programme which provides focussed Member oversight, encourages open debate and seeks to achieve service improvement through effective policy development and meaningful policy and service change.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Cabinet held in the Council Chamber, District Council Offices, Gernon Road,  
Letchworth  
on Tuesday, 13th December, 2022 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

The were no apologies for absence received.

### 2 MINUTES - 13 SEPTEMBER, 25 OCTOBER AND 2 NOVEMBER 2022

**RESOLVED:** That the Minutes of the meeting held on the 13 September 2022, 25 October 2022 and 2 November 2022 were approved as a true record of the meeting and signed by the Chair.

### 3 NOTIFICATION OF OTHER BUSINESS

There was no other business.

### 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) A comfort break would be taken at a suitable time in proceedings, if required.

### 5 PUBLIC PARTICIPATION

There was no public participation.

### 6 ITEMS REFERRED FROM OTHER COMMITTEES

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

### 7 COUNCIL TAX REDUCTION SCHEME 2023/2024

**RESOLVED:** That Cabinet

- (1) Noted that a full review of the Council Tax Reduction Scheme had taken place and that consultation with the public and Major Precepting Authorities had taken place.
- (2) Noted the aim of the review had been to introduce a new scheme that will:
  - a. enable us to increase the overall level of support for the lowest income households;

- b. reduce the administrative burden placed on the Council following the introduction of Universal Credit and;
  - c. make the scheme easier for our customers to understand and calculate entitlement.
- (3) Noted that the new scheme may increase the costs from those of the current scheme, any increase will be split between the Council and its Major Precepting Authorities. The Council's share is expected to be around 12.5%.

**REFERRED TO COUNCIL:** That Cabinet

- (1) Recommended to Council that a new banded scheme for working age applicants is adopted from 01 April 2023.
- (2) Recommended to Council the use of the Council Tax Hardship Grant to fund a discretionary scheme to provide additional transitional support where appropriate and that decisions regarding Discretionary support are delegated to the Service Director Customers in consultation with the Executive Member for Finance and IT.

**REASON FOR DECISIONS:** To ensure that the Council has a fit for purpose Council Tax Reduction Scheme that:

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

## **8 CLIMATE CHANGE STRATEGY 2022-2027**

**RESOLVED:** That Cabinet

- (1) Adopted the following documents, taking into consideration the additional actions proposed under each priority area:
  - Appendix 1 Climate Change Strategy 2022-2027
  - Appendix A Proposed Actions
  - Appendix B Achievements
- (2) Reflects on the Climate Change Strategy for contracted services when considering the revision of the Procurement Policy.

**REASON FOR DECISIONS:** In 2019, the Council passed a motion to declare a Climate Emergency. In this motion the Council pledged their commitment to do everything within their power to become carbon neutral by 2030. This iteration of the Strategy has been revised to reflect the latest legislation, research, and best practice; and includes additional proposed actions under each priority area to respond to gaps we have identified. Appendix B Achievements lays out progress against each action.

## **9 EQUALITY, DIVERSITY AND INCLUSION STRATEGY 2022-27**

**RESOLVED:** That Cabinet

- (1) Approved the Council's Equality, Diversity and Inclusion Strategy 2022-2027 as attached at Appendix A, with the removal of the Glossary document attached as Appendix C in the report.
- (2) Approved the Equality objectives as set out below:

**Tuesday, 13th December, 2022**

1. Work with young people through youth engagement to make it easier for them to have their voices heard in local decision-making and democracy.
2. Improve our engagement with marginalised, seldom heard, and new communities to make it easier for them to participate in local decision-making and democracy, and to have their views and experiences heard by the council.
3. Improve our understanding of broader EDI issues and their impacts, such as neurodiversity and economic disadvantage; as well as the intersections between inequalities, using our Inclusion Group as a channel.
4. Achieve consistency in measuring the likely equality impacts of our emerging policies and services.

**REASON FOR DECISIONS:** The previous Corporate Equality Strategy (2017) was revised to ensure consistency with the latest public sector equality legislation and obligations. The refresh of the Strategy reflects the Council's ongoing commitment to fulfil our legal obligations as set out in the Equality Act and to set out the new equality objectives.

## **10 ALLOCATION OF DLUHC HOMELESSNESS GRANT**

**RESOLVED:** That Cabinet

- (1) Approved the allocation of Homelessness Prevention Grant funding (2022/23) as follows:
  - a) Metropolitan Thames Valley Housing (in principle, up to 73k, with the Cabinet being asked to consider the details of the scheme at the appropriate time);
  - b) To offset Department of Work and Pensions Housing Benefit subsidy loss incurred between April 2022 and the end of January 2023 (and officers be asked to return to the Cabinet on 31 January 2023 to confirm this amount and the options for the management of subsidy loss going forward);
  - c) To secure hotel provision over the winter months (£36k).
- (2) Approved the allocation of Rough Sleeping Initiative funding for the financial years 2022/23, 2023/24 and 2024/25 as follows:
  - a) Haven First (£78k, £77.4k and £68.2k);
  - b) Keystage Housing (£86.2k, £85.6k and £75.4k).

### **REASONS FOR DECISIONS:**

- (1) There is an urgent need for high quality accommodation-based support services for single homeless people in the district. Adopting the recommendations at 2.1 – 2.2 would secure the provision of these services for the next few years, which is in line with the priorities set out in the Council's Homelessness and Rough Sleeping Strategy, contained within the Council's Housing Strategy 2019-2024.
- (2) The support services outlined in this report are crucial to enable single homeless people with complex needs to have the opportunity to live independent lives and ending the cycle of repeated homelessness.

## **11 INFORMATION NOTE - UPDATE ON REFUGEE RESETTLEMENT**

The Executive Member for Housing and Environmental Health presented the Information Note entitled 'Update of Refugee Resettlements'.

## **12 NORTH HERTS MUSEUM STRATEGY 2022-2026**

**RESOLVED:**

- (1) That the current draft of the Museum Strategy 2022 - 2026 was approved.

- (2) That Cabinet adopted the strategy for the years 2022 – 2026.

**REASON FOR DECISIONS:** The previous Arts, Museums and Heritage Strategy expired some years ago and a new strategy will guide the ambitions of the museum service in the years ahead.

### 13 HALF YEARLY REPORT ON RISK MANAGEMENT

**RESOLVED:** That Cabinet

- (1) Noted the update and any recommendations from FARC on the Half Yearly Risk Management update.
- (2) Approved the changes and any associated recommendations from FARC on the review of the Risk Management Framework.
- (3) Commented on and noted recommendations from FARC on the type of Risk Management Training they would like to see going forward.

**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.

### 14 DRAFT BUDGET 2023/24

**RESOLVED:** That Cabinet

- (1) Noted the latest funding forecasts for 2023/24 onwards and the significant uncertainty that still remains.
- (2) Confirmed that it is necessary to increase Council Tax by 3% (the maximum amount now allowed without a local referendum) as this is what will be assumed by Government in determining the Business Rates that the Council can retain.
- (3) Confirmed that the Council should be part of a Business Rate pool in 2023/24, but delegates to the Service Director: Resources, in consultation with the Executive Member for Finance and IT, authority to withdraw from the pooling arrangement if there are significant changes that would make it likely that the Council would suffer a financial loss from pooling.
- (4) 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 January, for referral on to Council in February.
- (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 January, for referral on to Council in 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 2023/24, to be considered by Full Council on 23 February 2022.



15 **COMPLIANCE CONTRACT - COMMUNITY BUILDINGS**

**RESOLVED:** That Cabinet

- (1) Agreed that the Council will stop providing the monthly property compliance tasks (as detailed in paragraph 8.1) to community groups/ buildings (as detailed in paragraph 8.3).
- (2) Agreed that the Council should continue to fund low value repairs in such a way so that community groups/ buildings do not lose out from changes to the way that the compliance contract is expected to operate from February 2023.

**REASON FOR DECISIONS:** The decision helps the Council keep under control the cost of providing property compliance contract. It also leads to reduced vehicle travel and associated environmental benefits. It also reflects that the Council will focus its support (and resources) on providing those property compliance services that require specialist knowledge and training.

16 **COMPLIANCE CONTRACT - SINGLE TENDER**

**RESOLVED:** That Cabinet agrees to the use of a single tender (under the Council's Contract Procurement Rules) for the award of a contract to HTS Property and Environmental Limited Ltd, for a property compliance contract.

**REASONS FOR DECISION:** It is expected that working with HTS will deliver the following benefits:

- The proposal is to form a collaborative working partnership that is focused on excellent service delivery and cost control, whilst ensuring the arrangement is sustainable for both parties over the longer term. This should avoid a repeat of the contract failures that have been what has transpired over the last two contracts.
- HTS have a large directly employed workforce of trade operatives, administration and management staff, who have the skills, knowledge and ability to deliver the works, and already provide similar services to Harlow Council.
- Elements of the way that the contract is delivered can be developed collaboratively by both parties to ensure the most efficient and cost effective approach.
- HTS have a supply chain with access to both materials and sub-contractors to support delivery.
- Whilst not a local North Herts based supplier, HTS' values are aligned to the North Herts Council's values, as demonstrated by their social and environmental activities. (see sections 13 and 14 below).
- Being wholly owned by Harlow Council, any profits that HTS generate are ultimately fed back into providing public services.

17 **CCTV CAMERA LOCATION REVIEW**

**RESOLVED:** That Cabinet

- (1) Noted that Letchworth Garden City Heritage Foundation are looking to withdraw from the funding of CCTV cameras in Letchworth. That Cabinet agree in principle to the taking on of Letchworth cameras (and the costs involved), but seek a continuing contribution from the Letchworth Garden City Heritage Foundation.
- (2) Agreed to the retention, removal and addition of CCTV cameras as set out in Table 1 of this report.
- (3) Delegated to the Service Director: Resources, in consultation with the Executive Member for Finance and IT, a decision on the number of new mobile CCTV cameras that can be

afforded within the existing overall revenue budget (making an allowance for monitoring costs and the costs of moving cameras).

- (4) Noted that additional capital investment in CCTV cameras will be needed and that this will be added to the capital budget for 2023/24 (subject to agreement by Full Council in February).

**REASON FOR DECISIONS:** The Council has chosen to provide CCTV cameras to help make the District a safer place to live and work. It also supports the Council's Community Safety role, although the primary role sits with the police. This report therefore considers the optimum location for CCTV cameras based on evidence and professional knowledge.

## 18 **SECOND QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2022/23**

**RESOLVED:** That Cabinet:

- (1) Noted the forecast expenditure of £9.815M in 2022/23 on the capital programme, paragraph 8.3 refers.
- (2) Approved the adjustments to the capital programme for 2022/23 onwards, as a result of the revised timetable of schemes detailed in table 2 and 3, increasing the estimated spend in 2023/24 by £0.861M and £2.0M in 2024/25.
- (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.

**REFERRAL TO COUNCIL:** That Cabinet recommended to Council that it notes the position of Treasury Management activity as at the end of September 2022.

**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.

## 19 **Q2 UPDATE ON THE COUNCIL DELIVERY PLAN**

**RESOLVED:** That Cabinet

- (1) Noted the progress against Council projects as set out in the Council Delivery Plan (Appendix A) including changes to milestone dates and risks.
- (2) Noted the completion of the Local Plan milestones for this year.

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

## 20 **SECOND QUARTER REVENUE BUDGET MONITORING 2022/23**

**RESOLVED:** That Cabinet

- (1) Noted this report.

- (2) Approved the changes to the 2022/23 General Fund budget, as identified in table 3 and paragraph 8.2, a £270k decrease in net expenditure.
- (3) Noted the changes to the 2023/24 General Fund budget, as identified in table 3 and paragraph 8.2, a total £69k increase in net expenditure. These will be incorporated in the draft revenue budget for 2023/24.
- (4) Approved the debt write-offs detailed in table 8.

**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.

**21 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting on the grounds that the following report will involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the said Act (as amended).

**22 CARELINE - IN-HOUSE PROVISION FOR COMPLEX INSTALLATION AND MAINTENANCE - PART 2**

Details of decisions taken on this item are restricted due to the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of Section 200A(4) of the Local Government Act 1972.

**23 CARELINE - IN-HOUSE PROVISION FOR COMPLEX INSTALLATION AND MAINTENANCE - PART 1**

**RESOLVED:** That Cabinet approved the addition of complex installations and maintenance to Carelines in-house service from 01 April 2023.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Joint Staff Consultative Committee held in the Virtual Meeting  
on Wednesday, 14th December, 2022 at 10.00 am

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Elizabeth Dennis-Harburg and Terry Hone.

### 2 MINUTES - 21 SEPTEMBER 2022

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 21 September 2022 be approved as a true record of the proceedings and be signed by the Chair.

### 3 CHAIR'S ANNOUNCEMENTS

(1) 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 SCF MINUTES

**RESOLVED:** That the Committee noted the minutes of the Staff Consultation Forum for September, October, and November 2022.

### 5 HR UPDATE

**RESOLVED:** That the Committee noted the HR Update Information.

### 6 DISCUSSION PAPER - MEN'S HEALTH

**RESOLVED:** That the Committee noted the Strategic Discussion Paper on Supporting Men's Health and Mental Health in the Workplace.

### 7 DISCUSSION PAPER - APPRENTICES

**RESOLVED:** That the Committee noted the Strategic Discussion Paper on Apprenticeships at North Hertfordshire Council.

### 8 FUTURE DISCUSSION TOPICS

**RESOLVED:**

(1) That future streams of Pay Gap reporting shall be looked into further and a discussion topic of how we are analysing and dealing with Pay Gaps are included in future meetings.

(2) That the Recruitment Refresh project is discussed further in future meetings.

**REASON FOR DECISION:** To allow the Committee to determine suitable topics for discussion at future meetings.

**EAST TEAM**

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

22/03158/FPH	Pentangle Design Group Mr Jonathan Read Suite 1, 21 Bancroft , Hitchin, SG5 1JW, United Kingdom	5 Philosophers Gate Ashwell Baldock Hertfordshire SG7 5DL  Mr & Mrs Coyne  Insertion of dormer window and roof light to existing east elevation, window to south elevation eaves, window to existing west elevation and window with Juliette balcony to existing north elevation to facilitate conversion of loftspace into habitable accommodation
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**Baldock**

22/03195/TPO	Mr William Knowles 35 Walnut Avenue, Baldock, SG76BU, United Kingdom	35 Walnut Avenue Baldock Hertfordshire SG7 6BU  Mr William Knowles  2x Yew - Remove
22/03210/LDCP	LPS Architecture Mr Young 18 Langham Barns, Langham Lane, Colchester, CO4 5ZS	32 The Rowans Baldock Hertfordshire SG7 6HL  Mr Katuri  Erection of single storey detached garden room.

**Barkway Parish Council**

22/03138/LDCP	Mr Roy Rowe Roy Rowe 148 High Street, Barkway, Herts, SG8 8EG	The Pump House Royston Road Barkway Royston Hertfordshire SG8 8BX  Mr Paul Bowskill  Erection of detached barn for use as machinery store and workshop.
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22/03200/FPH	Inigo Architecture Ltd Mr Paul Hinkins The Firs, 81 Station Road, Lower Stondon, SG16 6JN	The Old Forge 53 High Street Barkway Royston Hertfordshire SG8 8EB
		Mr & Mrs M Brace
		Insertion of French doors and rooflights to existing rear extension, insertion of door within existing window opening to rear elevation, replace existing roof finish to rear lean-to, insertion of rooflights to existing rear roofslope to facilitate conversion of loftspace into habitable accommodation and single storey extension to existing detached garage.
22/03201/LBC	Inigo Architecture Ltd Mr Paul Hinkins The Firs, 81 Station Road, Lower Stondon, SG16 6JN	The Old Forge 53 High Street Barkway Royston Hertfordshire SG8 8EB
		Mr & Mrs M Brace
		Insertion of French doors and rooflights to existing rear extension, insertion of door within existing window opening to rear elevation, replace existing roof finish to rear lean-to, insertion of rooflights to existing rear roofslope to facilitate conversion of loftspace into habitable accommodation and single storey extension to existing detached garage. Internal alterations.
<b>Barley Parish Council</b>		
22/03162/TCA	Mr Shane Watson Oakes and Watson 17 West End, Haddenham, Ely, CB63TD, United Kingdom	Dalnyveed Bakers Lane Barley Royston Hertfordshire SG8 8HJ
		Williams
		T1 Judas - Remove split hanging stem to 70cms above tear, removing 3m. T2 Pear - Remove split and torn limbs x3, removing 1.5m. T3 Laburnum - Remove to ground. G4 Group of Laburnum - Cut back stems over road removing 2-2.5m.
22/03174/FPH	Harry Noades Harry Noades Ivy's Cottage, Smiths End Lane, Barley, SG8 8LH, United Kingdom	14 Bank Side High Street Barley Royston Hertfordshire SG8 8HU
		Mr Darren Partt
		First floor extension over existing rear and side flat roof and two storey side extension (as a resubmission of planning application 22/01808/FPH, withdrawn)

22/03199/TCA	Liz Smith Fletchers Trees Ltd PO Box 401, Hertford, SG13 9LD	2 - 3 Flint Cottages Church End Barley Royston Hertfordshire SG8 8JR
		Robin Saklatuala
		Elder - Fell as low as access allows. Field Maple - Crown reduce by 2-3m, raise crown to 3m. Silver Birch - Remove major deadwood, crown thin 20%. Apple - Crown reduce by 3-4m, remove major deadwood. Sycamore - Reduce low laterals over plot by 3-4m. Sycamore - Remove major deadwood. Sycamore - Reduce laterals by 2-3m to balance. Ash - Remove hanging limb
22/03212/TCA	Chris Cole Eastern Tree Surgery 7 Heath Road, Swaffham Prior, Cambridge, CB25 0LA	Laurels High Street Barley Royston Hertfordshire SG8 8JA
		Richmond
		T1 Leyland Cypress - Remove
<b>Hinxworth Parish Council</b>		
22/03168/PNQ	Mr Colin Eades Mr Colin Eades Rose Cottage, High Street, Gosmore, Herts, SG4 7QQ	Farrowby Farm New Inn Road Hinxworth Baldock Hertfordshire SG7 5EY
		Mr Tim Burrows
		Conversion of existing agricultural barn to provide one single storey 4-bed residential unit with all associated building works.
<b>Letchworth Garden City</b>		
22/02954/FPH	Mr Suraj Kamal Mr Suraj Kamal 1A North Avenue, Letchworth Garden City, Hertfordshire, SG61DH, United Kingdom	35 North Avenue Letchworth Garden City Hertfordshire SG6 1DH
		Miss Sophy Taylor
		Erection of detached timber annexe to rear garden.
22/03164/FPH	D.Chandler Architectural Design Ltd Mr Daniel Chandler 61 Gernon Road, Letchworth, SG6 3HS, United Kingdom	94 Bedford Road Letchworth Garden City Hertfordshire SG6 4DU
		Mrs Rebecca Allen
		Replace existing front door, replace existing rear doors and windows with a larger window to include a sliding door, replace the roof and fascia's and insertion of lantern roof light to existing rear extension. Erection of detached garage and home office following demolition of existing detached garage and rear canopy.

22/03169/FPH	ArchiTech Ltd. Mr Richard Chambers 72 Lytton Avenue, Letchworth, SG6 3HY, United Kingdom	57 Gernon Road Letchworth Garden City Hertfordshire SG6 3HS	Mr Savage	Single storey side and rear extension following demolition of existing detached garage.
22/03178/FPH	Cortese Construction Ltd Mr Francesco Cortese 58 Ellesmere Avenue, Mill Hill, London, NW7 3EY	88 Mullway Letchworth Garden City Hertfordshire SG6 4BH	Mrs Senanayaka	Retention of front porch, single storey rear extension and provision of vehicular access to property via dropped kerb and vehicle crossover
22/03180/FPH	D.Chandler Architectural Design Ltd Mr Daniel Chandler 61 Gernon Road, Letchworth, SG6 3HS, United Kingdom	23 Longmead Letchworth Garden City Hertfordshire SG6 4HP	Mr & Mrs Byrne	Retention of single storey side and rear extension following demolition of existing side conservatory
22/03203/TCA	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ	46 Lytton Avenue Letchworth Garden City Hertfordshire SG6 3HT	Liz Harrington	T1 Cherry and T2 Silver Birch - 25-30% reduction to suitable growth points
22/03211/TCA	Mr Simon Burnley Burnley's Tree Services Ltd 50 Wigram Way, Stevenage, Herts, SG2 9UX, United Kingdom	37 Glebe Road Letchworth Garden City Hertfordshire SG6 1DS	Mr Paul Humpheryes	T1 Walnut - Fell. T2 Cherry - Fell
<b>Reed Parish Council</b>				
22/03153/FPH	BBR Design Mr Ryan Albone 7 Paynes Park, Hitchin, SG5 1EH	Mill Corner Farm Jacksons Lane Reed Royston Hertfordshire SG8 8AB	Mr J Walters	Erection of single storey front extension adjoining existing garage to provide home gym (as a resubmission of Development B of planning permission 22/02565/FPH which was refused on 15.11.2022).
<b>Sandon Parish Council</b>				



22/03148/FP Mike Easton Mr Michael Easton Southfield Farm  
21 Shrubbery Grove, Royston, SG8 Broadfield  
9LJ, United Kingdom Buntingford  
Hertfordshire  
SG9 9RD

Mr Brian Murchie

Insertion of rooflights to existing side (north west) elevation, and doors and windows to existing side (south east) elevation to facilitate conversion of barn into habitable 1-bed ancillary accommodation.

**Therfield Parish Council**

22/03177/TCA Mrs Claire Howley Tussocks  
4 North Court, South Park Business The Causeway  
Village, Maidstone, Kent , ME15 Therfield  
6JZ, UK Royston  
Hertfordshire  
SG8 9PP

Mrs Claire Howley

T1 Willow - Remove

22/03206/TCA Mr Simon Burnley Burnley's Tree Forge House  
Services Ltd Pedlars Lane  
50 Wigram Way, Stevenage, Herts, Therfield  
SG2 9UX, United Kingdom Royston  
Hertfordshire  
SG8 9QA

Mr Chris Snell

T1, T2, T3 Ash - Fell to ground level.

**Weston Parish Council**

22/03150/FPH RTM Design Mr Richard Collin 68 Friars Road  
27 St Andrews Close, SLIP END, Weston  
LU1 4DE Hitchin  
Hertfordshire  
SG4 7BB

Mr & Mrs Tiernan

Single storey front extension, two storey side, and part two storey and part single storey rear extension.

**WEST TEAM**

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

22/03004/FPH Archer Architects Mr Martin Webster 1 Danesbury Cottages  
Suite B4, Mindenhall Court,, High Danesbury Park Road  
Street, Old Town Stevenage, Welwyn  
Stevenage, SG1 3UN Hertfordshire  
AL6 9SF

Mr Zohe Mustafa

Single storey side/rear extension to facilitate 1-bed annexe accommodation following partial demolition of existing side extension

22/03117/FPH	Mrs Mahak Garg 49 Codicote Road, Codicote, Welwyn, Hertfordshire, AL6 9TT	49 Codicote Road Codicote Welwyn Hertfordshire AL6 9TT  Mrs Mahak Garg  Erection of additional storey. Insertion of three rooflights to rear roofslope to facilitate loft conversion into habitable accommodation, rear juliet balcony and alterations to rendering.
22/03132/FPH	Jeremy Williams-Leroy Architect Jeremy Williams-Leroy 1 The Limes, HITCHIN, SG5 2AY, United Kingdom	68 St Albans Road Codicote Hitchin Hertfordshire SG4 8UU  Mr And Mrs Woodward  Conversion of bungalow into a two storey dwelling involving raising and extending the roof, insertion of dormer window to front slope, first floor rear extension incorporating Juliette Balcony, single storey rear extension, insertion of two rooflights to existing rear roofslope, double height front porch, replace existing brickwork with render and cladding at first floor level following demolition of existing front porch and side car port.
<b>Graveley Parish Council</b>		
22/03006/FPH	Mr Harrison Eales Your Plans UK Suite A2, Stevenage, Stevenage, SG1 3UN	The Studio Manor Farm Church Lane Graveley Hitchin Hertfordshire SG4 7BN  Mr David Sandford  Retention of two dormer windows to existing outbuilding South roofslope and box dormer to North roofslope.
<b>Hitchin</b>		
22/02956/FPH	Extending Solutions Mr Darryl Parry 11 High Street, Baldock, SG7 6AZ	10 Peppercorn Walk Hitchin Hertfordshire SG4 0EU  Mrs Natascha Bartlett  Single storey rear extension following demolition of existing conservatory and conversion of existing garage to utility/store.
22/03001/FPH	Mr Hing Lau 2 Wymondley Close, Hitchin, SG49PW, United Kingdom	2 Wymondley Close Hitchin Hertfordshire SG4 9PW  Mr Hing Lau  Convert existing detached double garage into an annexe with a pitched roof (as a variation of planning permission 21/01541/FPH granted 17.08.2021)

22/03061/FPH	Be Informed! Mr Charles Speakman 16 Bearton Green 8 Broadmeadow Ride, Hitchin, SG4 7ST, United Kingdom	Hitchin Hertfordshire SG5 1UG	Mr & Mrs Jas Lidder	First floor rear extension.
22/03092/FP	Armstrong Rigg Planning Ms Lynsey Rigg The Exchange, Colworth Science Park, Sharnbrook, Bedford, MK44 1LZ, UK	Land To The East Of Foxholes And Gainsford House And On The West Side Of Crow Furlong Hitchin Hertfordshire	Manor Oak Homes c/o Agent	Residential development of 47 dwellings and associated car parking, open space, landscaping and creation of access off Grays Lane.
22/03108/FPH	Your Plans UK Mr Harrison Eales Suite A2, Stevenage, Stevenage, SG1 3UN	95 Grove Road Hitchin Hertfordshire SG5 1SQ	Mr Paul Morris	Replacement raised roof including hip to gable roof extension, insertion of two rear dormer windows and three front rooflights to roofslope to facilitate loft conversion
22/03149/FPH	Extend Mr Dave Pucknell 68 Queen St, Hitchin, SG4 9TS	22 Willian Road Hitchin Hertfordshire SG4 0LS	Mr Halsm	Part two storey and part single storey rear extension, front porch and front canopy following demolition of existing single storey extension
22/03166/FPH	Pentangle Design Group Mr Jonathan Read Suite 1, 21 Bancroft, Hitchin, SG5 1JW, United Kingdom	17 The Chilterns Hitchin Hertfordshire SG4 9PP	Mr & Mrs Debort	Two storey front extension, insertion of windows to existing first floor side (east and west) elevations, insertion of rooflights to existing front and dormer to existing rear roofslope to facilitate conversion of loft space into habitable accommodation and replace existing windows. Replace existing roof and insertion of parapet wall to existing detached garage.
22/03171/FPH	ELA Design Mr Chris Ellerbeck Beechcroft, Riverside Avenue, Broxbourne, EN10 6RA	83 Common Rise Hitchin Hertfordshire SG4 0HP	Mrs Harriet Wallis	First floor rear extension

22/03179/FP	Brent Smith Associates Mr Brent Smith 1, Mews Court Rear Of, 22 Bancroft, Hitchin, SG5 1JW, United Kingdom	The Studio 29F Nightingale Road, Hitchin Hertfordshire SG5 1QU
		Mr Timothy Smith
		Change of use of ground floor storage space into two bedrooms. External alterations to replace garage door with window on the South elevation and insertion of additional door on the North elevation, enlargement of existing rear dormer window to accommodate kitchen/living area at first floor level. Formation of screened area to accommodate bins and bicycles.
22/03188/TCA	Mr Simon Davies The Coach House, Wratten Road East, Hitchin, SG5 2AS, United Kingdom	The Coach House Wratten Road East Hitchin Hertfordshire SG5 2AS
		Mr Simon Davies
		Ash - Fell
22/03196/TCA	Eloise Hilliard 19 Bedford Road, Hitchin, Hertfordshire, SG5 2TP, United Kingdom	19 Bedford Road Hitchin Hertfordshire SG5 2TP
		Eloise Hilliard
		3x Sycamore - Reduce by 33%
22/03221/TCA	Eloise Hilliard 17 Bedford Road, Hitchin, Hertfordshire, SG5 2TP	17 Bedford Road Hitchin Hertfordshire SG5 2TP
		Eloise Hilliard
		2x Sycamore - Reduce by 33%
<b>Ickleford Parish Council</b>		
22/03097/FPH	Natalie Horner Architectural Design Mrs Natalie Horner Brookfield House, 89 Latimer Road, Chesham, HP5 1QQ, United Kingdom	71 Arleseay Road Ickleford Hitchin Hertfordshire SG5 3TG
		Ms Cheryl Isaacs
		Insertion of rear dormer window and two rooflights to front elevation roofslope to facilitate loft conversion. Single storey side extension.
22/03125/FPH	Damien Poulter Mr Damien Poulter 9 Bakers Grove, Welwyn Garden City, AL7 2DJ, United Kingdom	19 Ryder Way Ickleford Hitchin Hertfordshire SG5 3XN
		Mr Martin Day
		Single storey rear extension

### Kimpton Parish Council

22/03133/FP DLA Town Planning Ltd DLA Town Planning Ltd  
5 The Gavel Centre Porters Wood, St Albans, AL3 6PQ, United Kingdom

Land Adjacent To 148 High Street, Kimpton SG4 8QR

22/03161/S73 Kimpton Park Developments Ltd Mr Daniel Danaher  
Park House, Park Lane, Kimpton, SG4 8EG, United Kingdom

124 High Street  
Kimpton  
Hitchin  
Hertfordshire  
SG4 8QP

Mr S Thompson

Variation to Condition Number 2. Plot 2 - Main entrance door of planning permission 20/01973/FP granted on 26.10.2022 for the erection of one 2-bed, one 3-bed and two 4-bed detached dwellings. The following plans to be substituted / Omit 3188-02a Add 3188 02B / 3188-05a Add 3188-05D /Omit 3188-07a Add 3188-07B.

### Kings Walden Parish Council

22/03047/FPH Mr Brian Hewson Mr Brian Hewson  
50 Mobbsbury Way, Stevenage, Herts, SG2 0HU

4 Darley Road  
Breachwood Green  
Hitchin  
Hertfordshire  
SG4 8PD

Mr Clive Pate

Part two storey and part single storey front extension. Enlargement of rear patio french doors.

22/03135/FPH Green Retreats Ltd Hannah Briggs  
Green Retreats Ltd, Hangar 4, Westcott Venture Park, Aylesbury, HP18 0XB

Crown House  
Ley Green  
Kings Walden  
Hitchin  
Hertfordshire  
SG4 8LT

Christine Granger

Erection of rear single storey outbuilding to facilitate home fitness space.

22/03173/FPH R J Kendall Architectural Consultant  
Mr Robert Kendall  
1 Saltdean Close, Luton, Bedfordshire, LU2 8QN, England

39 Oxford Road  
Breachwood Green  
Hitchin  
Hertfordshire  
SG4 8NP

Mr Marc Merel

Single storey side/rear extension and replace existing first floor flat roof to rear extension with a pitched roof.

### Preston Parish Council

22/03207/TCA Mr Mike Pullen Avalon Trees Ltd Glebe House  
29 Meadow Way, Great Paxton, St Chequers Lane  
Neots, PE19 6RR, United Kingdom Preston  
Hitchin  
Hertfordshire  
SG4 7TY

Mrs Anna Wyse

T1 Ash - Fell to ground level

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**St Ippolytts Parish Council**

22/03075/AD Ashleigh Signs Mrs Gillian Shepley Iris Court Care Home  
Ashleigh House, Beckbridge Road, Hitchin Road  
Normanton, WF6 1TE Gosmore  
Hitchin  
Hertfordshire  
SG4 7QH

MR ARION

Installation of three externally illuminated post mounted directional signs, three non-illuminated post mounted directional signs, two non-illuminated wall mounted entrance signs and one set of non-illuminated letters

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22/03119/FP Simon Carter Associates Mr Simon 2 Thistley Bungalow  
Carter Preston Road  
42A West Road, Sandy, SG19 1HB Gosmore  
Hitchin  
Hertfordshire  
SG4 7QS

Mr G Chalkley

Retention of subdivision of a 4-bed dwelling into two separate dwellings (1 x 3-bed and 1x 1-bed ) with associated car parking, secure cycle parking, bin storage and amenity garden space.

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22/03139/LBC Barker Parry Town Planning Ltd Mr Thistley Farm  
Steven Barker Thistley Lane  
33 Bancroft, Hitchin, SG5 1LA, Gosmore  
United Kingdom Hertfordshire  
SG4 7QT

Mr & Mrs N and V Whitley and Webster

External and internal alterations to farmhouse and adjacent link.

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22/03140/LDCP	Barker Parry Town Planning Ltd Mr Steven Barker 33 Bancroft, Hitchin, SG5 1LA, United Kingdom	Thistley Farm Thistley Lane Gosmore Hertfordshire SG4 7QT	Mr and Mrs N and V Whitley and Webster	Internal and external works to Barn and Studio to include blocking and boarding over of existing front window. New door and glazed panels to replace existing rear and front doors to the same width opening but raised height (barn). Replacement/re-siting of four existing rear windows (barn). Insertion of five (two in barn, one in studio, two in gym) rear rooflights. Insertion of part mezzanine and staircase to create two ensuite bedrooms (barn). Creation of lobby in ground floor (studio). Creation of bedroom from existing bonus/room loft upper floor (studio).
22/03141/FP	Barker Parry Town Planning Ltd Mr Steven Barker 33 Bancroft, Hitchin, SG5 1LA, United Kingdom	Thistley Farm Thistley Lane Gosmore Hertfordshire SG4 7QT	Mr and Mrs N and V Whitley and Webster	Installation of an underground water tank and pond for surface water drainage purposes.
22/03142/FPH	Barker Parry Town Planning Ltd Mr Steven Barker 33 Bancroft, Hitchin, SG5 1LA, United Kingdom	Thistley Farm Thistley Lane Gosmore Hertfordshire SG4 7QT	Mr and Mrs N and V Whitley and Webster	Erection of double cart shed with additional storage area
22/03143/FP	Barker Parry Town Planning Ltd Mr Steven Barker 33 Bancroft, Hitchin, SG5 1LA, United Kingdom	Thistley Farm Thistley Lane Gosmore Hertfordshire SG4 7QT	Mr and Mrs N and V Whitley and Webster	Solar Array comprising 36 PV panels and associated stands and cable run.
<b>Wymondley Parish Council</b>				
22/03152/FPH	BBR Design Mr Ryan Albone 7 Paynes Park, Hitchin, SG5 1EH, United Kingdom	The Folly William Road Great Wymondley Hitchin Hertfordshire SG4 7ET	Mr Bradly Russell	Erection of detached outbuilding to provide ancillary residential storage and garage.



(Including Withdrawn decisions)

**EAST TEAM**

<b>Application No:</b> 22/00928/LBC	<b>Location:</b> 20 High Street Baldock Hertfordshire SG7 6AX  <b>Applicant Name:</b> Mr Sabahipour <b>Description:</b> Internal and external alterations to facilitate the temporary change of use of ground floor hotel restaurant to residential sheltered housing accommodation to provide 10 en-suite rooms and ancillary facilities.	<b>Decision:</b>  Conditional Consent <b>Decision Date:</b> 14/12/2022
<b>Application No:</b> 22/01661/FP	<b>Location:</b> Land Adjacent To Pencroft Maiden Street Weston Hitchin Hertfordshire SG4 7BG <b>Applicant Name:</b> Mr G Sewell Highbridge Northwood Ltd and Clovercou <b>Description:</b> Erection of one 3-bed detached dwelling with detached car port, access, parking and associated works (as amended by plans J967/102B, 103A, 104B, 105B and 106B received 26th October 2022).	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/01848/DOC	<b>Location:</b> Land East Of 35 Ashwell Street Ashwell Hertfordshire SG7 5QR <b>Applicant Name:</b> Mr James Hindes Morhikor Developments Limited <b>Description:</b> Discharge of Condition 5 (Archaeological works) as attached to Planning Application 21/01825/FP granted on 07.12.2021.	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/01935/DOC	<b>Location:</b> Land East Of 35 Ashwell Street Ashwell Hertfordshire SG7 5QR <b>Applicant Name:</b> Mr James Hindes Morhikor Developments Limited <b>Description:</b> Discharge of Condition 6 (Archaeological WSI) as attached to Planning Application 21/01825/FP granted on 07.12.2021.	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02061/FPH	<b>Location:</b> Spring House 7 High Street Ashwell Baldock Hertfordshire SG7 5NL <b>Applicant Name:</b> Mr & Mrs Alastair Firth <b>Description:</b> Replace three existing front elevation gates.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 14/12/2022
<b>Application No:</b> 22/02075/FPH	<b>Location:</b> Burcott 513 Broadway Letchworth Garden City Hertfordshire SG6 3PT <b>Applicant Name:</b> Mrs Kath Cole <b>Description:</b> Single storey rear extension, first floor side and rear extension with balcony and erection of attached garage. Replace existing attached garage door with a front and side elevation window and extend existing front elevation roof to join new roof of garage to facilitate conversion into habitable accommodation, following demolition of existing rear conservatory (as amended by plans received on 04/11/2022).	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 08/12/2022
<b>Application No:</b> 22/02119/DOC	<b>Location:</b> Building Adjacent To The Forge Rushden Road Sandon Hertfordshire SG9 0QS <b>Applicant Name:</b> Sandon Bury Farm Ltd Kate Redfern <b>Description:</b> Discharge of Condition 3 (Assessment of structure/replacement frame) as attached to Listed Building Consent 22/00828/LBC granted on 13.07.2022	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02130/DOC	<b>Location:</b> Building Adjacent To The Forge Rushden Road Sandon Hertfordshire SG9 0QS <b>Applicant Name:</b> Sandon Bury Farm Ltd Kate Redfern <b>Description:</b> Discharge of Condition 4 (Door and Windows) as attached to Listed Building Consent 22/00828/LBC granted on 13.07.2022	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 12/12/2022



**EAST TEAM**

<b>Application No:</b> 22/02221/DOC	<b>Location:</b> Cokenach Cambridge Road Barkway Hertfordshire SG8 8DL  <b>Applicant Name:</b> Cokenach Ltd <b>Description:</b> Discharge of Condition 6 (Archaeological WSI) as attached to Planning Application 19/02903/FP granted on 22.06.2020	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 08/12/2022
<b>Application No:</b> 22/02430/FPH	<b>Location:</b> 5A Orchard Road Baldock Hertfordshire SG7 5AG  <b>Applicant Name:</b> Mr And Mrs Smith <b>Description:</b> Single storey side and rear extension, widen existing dropped kerb and addition of extra parking space following demolition of existing detached garage and outbuildings.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 08/12/2022
<b>Application No:</b> 22/02487/FP	<b>Location:</b> Weston Manor Maiden Street Weston Hitchin Hertfordshire SG4 7DG  <b>Applicant Name:</b> Mrs Joanne More <b>Description:</b> Replace existing windows to south west elevation with a single window to facilitate change of use of (B1) office in former garage into one 1-bed flat and creation of two parking spaces.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/02489/LBC	<b>Location:</b> Weston Manor Maiden Street Weston Hitchin Hertfordshire SG4 7DG  <b>Applicant Name:</b> Mrs Joanne More <b>Description:</b> Replace existing windows to rear with a single window to facilitate change of use of (B1) office in former garage into one 1-bed flat and creation of two parking spaces.	<b>Decision:</b>  Conditional Consent <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/02679/FPH	<b>Location:</b> 6 Normans Close Letchworth Garden City Hertfordshire SG6 4QT  <b>Applicant Name:</b> Mr Marcus Underwood <b>Description:</b> Single storey rear extension (amended plans received 02/12/2022).	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02715/FPH	<b>Location:</b> 8 Maltings Close Royston Hertfordshire SG8 5BZ  <b>Applicant Name:</b> Mr & Mrs P Symonds <b>Description:</b> Single storey rear extension.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02746/PNMA	<b>Location:</b> 4 Kiln House Yard Baldock Street Royston Hertfordshire SG8 5AY  <b>Applicant Name:</b> Colegrove Estates Ltd Mr C Blundell <b>Description:</b> Conversion of offices (use class E) into one 4-bed dwelling (use class C3).	<b>Decision:</b>  Prior Approval Given <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02755/FPH	<b>Location:</b> 28 Wedon Way Bygrave Baldock Hertfordshire SG7 5DX  <b>Applicant Name:</b> Mr Bren Walkden & Ms Maria Hilling <b>Description:</b> Erection of detached summer house to rear garden following demolition of existing pergola and shed.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02770/DOC	<b>Location:</b> 9 - 15 Hitchin Street Baldock Hertfordshire SG7 6AL  <b>Applicant Name:</b> Charles Boahen <b>Description:</b> Discharge of Condition 4 (Landscaping) as attached to Planning Application 22/02180/FP granted on 11.10.2022 (as amended by plan received 07/12/22)	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/02779/LDCP	<b>Location:</b> 15 Bowershott Letchworth Garden City Hertfordshire SG6 2ES  <b>Applicant Name:</b> Mr Gareth Codd <b>Description:</b> Proposed loft conversion to accommodate new bedroom and en-suite. Insertion of three velux skylights (as amended by plans received 08/11/22)	<b>Decision:</b>  Granted Permission <b>Decision Date:</b> 12/12/2022

## EAST TEAM

<b>Application No:</b> 22/02785/NMA	<b>Location:</b> Vernham Dene High Street Barley Royston Hertfordshire SG8 8HT <b>Applicant Name:</b> Mrs Jenny Clark <b>Description:</b> Garage conversion: new window to be added to the south west elevation to match lounge window at Grigs Field; bi-fold doors to replace proposed window on the north west elevation; proposed roof lights omitted; and new, plain fascia/soffits boards to north west and south east elevations to match fascia/soffits at Grigs Field (as non-material amendment to planning permission 22/00796/FP granted on 26.05.2022 and as amended by plans received 01/12/2022).	<b>Decision:</b> Agreed <b>Decision Date:</b> 08/12/2022
<b>Application No:</b> 22/02846/DOC	<b>Location:</b> Bygrave Lodge Farm Royston Road Wallington Baldock Hertfordshire SG7 6QX <b>Applicant Name:</b> Mr Nicholas Collingridge Wallington Farms <b>Description:</b> Discharge of Condition 7 (Construction Method Statement) as attached to Planning Application 22/00669/FP granted on 23.05.2022	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02859/FPH	<b>Location:</b> 3 Townsend Close Barkway Royston Hertfordshire SG8 8ER <b>Applicant Name:</b> Mr Paul Smedley <b>Description:</b> Retention of two storey side and single storey rear extension.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 14/12/2022
<b>Application No:</b> 22/02870/FPH	<b>Location:</b> 61 Baldock Road Letchworth Garden City Hertfordshire SG6 3JP <b>Applicant Name:</b> Mr Sehgal <b>Description:</b> Erection of rear conservatory following demolition of existing rear conservatory (amended plans received 14/12/2022).	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 14/12/2022
<b>Application No:</b> 22/02912/DOC	<b>Location:</b> Centre Barn Sandon Bury Farm Sandon Buntingford Hertfordshire SG9 0QY <b>Applicant Name:</b> Mrs Kate Redfern Sandon Bury Farm Ltd <b>Description:</b> Discharge of Condition 27 (Noise Control Device) as attached to Planning Application 18/00584/FP granted on 16.11.2018	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/02939/TCA	<b>Location:</b> 5 Hitchin Road Letchworth Garden City Hertfordshire SG6 3LL <b>Applicant Name:</b> Mr Robert Hales <b>Description:</b> T1 Sycamore - Remove branches over growing road, crown raising, crown reduction removal of outer trunk. T2 Sycamore - Remove branches over growing road, crown raising, crown reduction. T3 Elm - Remove branches over growing road, reduce height back to height of hedge. T4 Western Red Cedar - Removal	<b>Decision:</b> No Objection <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02940/NMA	<b>Location:</b> Land To The West Of Hullockpit Hill Newnham Road Newnham Hertfordshire <b>Applicant Name:</b> James Tuckwell <b>Description:</b> Alterations to window and door locations, roof and wall cladding colour amendments (as non-material amendment to planning permission 21/00433/FP granted on 13.09.2021).	<b>Decision:</b> Not Agreed <b>Decision Date:</b> 08/12/2022
<b>Application No:</b> 22/02968/TCA	<b>Location:</b> Garden Cottage Manor Farm Church End Barley Royston Hertfordshire SG8 8JW <b>Applicant Name:</b> Mrs Jacqui Adams <b>Description:</b> Silver Birch - Fell as low to ground level. Cotoneaster - Reduce lateral spread by 1.5m and lightly trim top. Ivy - Hard trim back to wall on top and both sides. Sever along bottom of wall where possible. Cherry - Reduce in height by approx. 2.5m, sever climber and treat to prevent regrowth.	<b>Decision:</b> No Objection <b>Decision Date:</b> 12/12/2022

## EAST TEAM

<b>Application No:</b> 22/02981/NMA	<b>Location:</b> 71 Willian Way Letchworth Garden City Hertfordshire SG6 2HJ  <b>Applicant Name:</b> Mr & Mrs P Stanley <b>Description:</b> Change the bi-fold doors from 4 panels to 3 panels and change the bi-fold doors and kitchen window colour to Agate Grey (as non-material amendment to planning permission 22/00893/FPH granted on 11.05.2022).	<b>Decision:</b>  Agreed <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/02992/LDCP	<b>Location:</b> 52 Green Street Royston Hertfordshire SG8 7BA  <b>Applicant Name:</b> Mr P Ambler <b>Description:</b> Erection of two detached outbuildings for use as home gym and garage/workshop.	<b>Decision:</b>  Granted Permission <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/03003/LDCP	<b>Location:</b> 35 Barkway Road Royston Hertfordshire SG8 9EA  <b>Applicant Name:</b> Mr & Mrs Golding <b>Description:</b> Development A - Insertion of dormer with Juliette balcony to existing rear roof slope to facilitate conversion of loftspace into habitable accommodation(as amended by email received on 09 December 2022). Development B - Insertion of rooflights to existing front roofslope and insertion of window and door with Juliette balcony to existing rear eaves to facilitate conversion of loftspace into habitable accommodation.	<b>Decision:</b>  Granted Permission <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/03060/SO	<b>Location:</b> Land On Campfield Way Letchworth Garden City Hertfordshire  <b>Applicant Name:</b> Settle/Lovell Partnerships <b>Description:</b> Screening Opinion: Proposed residential development of 190 dwellings including realigned internal routes, landscaping and open space, drainage, associated car and cycle parking and associated infrastructure following demolition of existing 89 dwellings.	<b>Decision:</b>  Not Required <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/03112/TCA	<b>Location:</b> Tussocks The Causeway Therfield Royston Hertfordshire SG8 9PP  <b>Applicant Name:</b> Mr Simon Kingsley <b>Description:</b> Willow - Remove	<b>Decision:</b>  No Objection <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/03124/TCA	<b>Location:</b> Icknield Way Cottage High Street Barley Royston Hertfordshire SG8 8JA  <b>Applicant Name:</b> Simon Cordell <b>Description:</b> Walnut - Reduce crown by approx 15%	<b>Decision:</b>  No Objection <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/03128/NMA	<b>Location:</b> Elm Corner 14 Baldock Road Letchworth Garden City Hertfordshire SG6 3LB  <b>Applicant Name:</b> Mrs Lindsey Crowley <b>Description:</b> Parapet wall to single storey rear extension following consultation with LGCHF (as non-material amendment to planning permission 22/01867/FPH granted on 01.09.2022)	<b>Decision:</b>  Agreed <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/03146/TCA	<b>Location:</b> 64 Common View Letchworth Garden City Hertfordshire SG6 1DA  <b>Applicant Name:</b> Valerie Mumford <b>Description:</b> T1 Acacia - 33% Crown Reduction and Light Thinning. T2 Rowan - Crown Reduction by approx 33-40% (6-7ft or 2m approx) re-shape and balance.	<b>Decision:</b>  No Objection <b>Decision Date:</b> 09/12/2022

## WEST TEAM

## WEST TEAM

<b>Application No:</b> 22/01110/DOC	<b>Location:</b> The Bell Motel 65 High Street Codicote Hitchin Hertfordshire SG4 8XD <b>Applicant Name:</b> Matt Melvin Boom Construction <b>Description:</b> Condition 15 - Landscape and Ecological Management Plan (as discharge of condition relating to planning permission 20/01764/FP granted 05.11.2021) (as amended by plan received 05/12/22)	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 14/12/2022
<b>Application No:</b> 22/01824/DOC	<b>Location:</b> John Clements Sports And Community Centre Bury Lane Codicote Hitchin Hertfordshire SG4 8XY <b>Applicant Name:</b> Mr Simon Crosier Codicote Parish Council <b>Description:</b> Condition 3 - Ecological Lighting Report (as discharge of condition of planning permission 22/00020/FP granted 09.03.2022)	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 14/12/2022
<b>Application No:</b> 22/02005/FPH	<b>Location:</b> 14 Westbury Close Hitchin Hertfordshire SG5 2NE <b>Applicant Name:</b> Mr & Mrs Nicholas & Dominique Human <b>Description:</b> Erect a close board fence to the boundary following demolition of existing brick wall.	<b>Decision:</b> Refused <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/02541/FP	<b>Location:</b> 1 -13 Salix Close Welwyn Hertfordshire <b>Applicant Name:</b> Mr Matthew Codd Salix Close (Welwyn) Management <b>Description:</b> Installation of vehicular and pedestrian electrical access gates to private road.	<b>Decision:</b> Refused <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/02606/LDCP	<b>Location:</b> East Lodge Lilley Bottom Lilley Luton Hertfordshire LU2 8NH <b>Applicant Name:</b> Mr & Mrs Bengougam <b>Description:</b> Installation of twin shepherds huts to provide ancillary accommodation within the residential curtilage of the dwellinghouse	<b>Decision:</b> Granted Permission <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/02627/S73	<b>Location:</b> Glencoe Villa Snailswell Lane Ickleford Hitchin Hertfordshire SG5 3TS <b>Applicant Name:</b> Mr And Mrs A Del Basso <b>Description:</b> Variation of condition 2 (revision of dwelling design) of previously approved planning permission 22/00172/FP granted 28/03/2022 - erection of one detached four-bedroom dwelling with associated access, car parking and hard and soft landscaping following the demolition of existing structures and hardstanding.	<b>Decision:</b> Refused <b>Decision Date:</b> 08/12/2022
<b>Application No:</b> 22/02656/S73	<b>Location:</b> 15 Wadnall Way Knebworth Hertfordshire SG3 6DU <b>Applicant Name:</b> JBK Estates Ltd Mr Tony Berk <b>Description:</b> Variation of condition 2 (revised plans) of planning permission 20/01987/FP granted 15.12.2020 for erection of two 2-bed dwellings with associated accesses and two parking spaces (as amended by plans received 07.12.22 and 08.12.22)	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02661/FPH	<b>Location:</b> 87 Wymondley Road Hitchin Hertfordshire SG4 9PX <b>Applicant Name:</b> Mr & Mrs S D Hodgins <b>Description:</b> Part two storey and part single storey rear extension and two storey side extension incorporating single garage, and insertion of first floor window in existing side elevation following demolition of existing detached garage (as a renewal of planning permission 19/02926/FPH granted 30.01.2020)	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02786/LDCP	<b>Location:</b> 91 Redhill Road Hitchin Hertfordshire SG5 2NY <b>Applicant Name:</b> Mr And Mrs Dengremont <b>Description:</b> Erection of front porch and single storey side and rear extension	<b>Decision:</b> Granted Permission <b>Decision Date:</b> 12/12/2022

**WEST TEAM**

<b>Application No:</b> 22/02799/TPO	<b>Location:</b> 5 Pirton Close Hitchin Hertfordshire SG5 2BU  <b>Applicant Name:</b> Mr Jack Emmerson <b>Description:</b> T1 Beech - 20% reduction to previous points. T2 Walnut - 30% reduction to good growth.	<b>Decision:</b>  Conditional Consent <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02803/FPH	<b>Location:</b> Little Orchard Todds Green Stevenage Hertfordshire SG1 2JE  <b>Applicant Name:</b> Mr Simon Cracknell <b>Description:</b> Single storey front porch extension and single storey side extension to form attached garage	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/02808/FPH	<b>Location:</b> 4 The Avenue Hitchin Hertfordshire SG4 9RQ  <b>Applicant Name:</b> Mr Adam Ferenczi <b>Description:</b> Installation of solar panels to existing side elevation roofslope following relocation of existing rooflight to west side of existing pitched roof.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/02813/LDCP	<b>Location:</b> 17 Chime Dell Whitwell Hitchin Hertfordshire SG4 8BS  <b>Applicant Name:</b> Mr Oliver Moorhouse <b>Description:</b> Insertion of rear dormer window and front rooflight to facilitate conversion of loft into habitable accommodation	<b>Decision:</b>  Granted Permission <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/02828/DOC	<b>Location:</b> Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN  <b>Applicant Name:</b> - Knights Bespoke Build Ltd <b>Description:</b> Condition 11- Landscape details (as discharge of condition relating to planning permission 20/01254/FP granted 11.02.2021)	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02856/TCA	<b>Location:</b> 15 Old School Close Codicote Hitchin Hertfordshire SG4 8YJ  <b>Applicant Name:</b> Ms Deborah Smith <b>Description:</b> T1 Purple plum - Crown reduce by up to 2m to leave viable growth points. Lift to 2m over the playground; prune to clear extension by 1.5m and garage by 1m (secondary growth only)	<b>Decision:</b>  No Objection <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/02872/FPH	<b>Location:</b> 3 Uplands Avenue Hitchin Hertfordshire SG4 9NH  <b>Applicant Name:</b> James Toone and Wincy Choi <b>Description:</b> Single storey rear extension including following demolition of existing detached rear garage. Change to land levels in rear garden and rendering of side and rear elevations of dwelling	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/02875/FPH	<b>Location:</b> 11 Wellingham Avenue Hitchin Hertfordshire SG5 2UJ  <b>Applicant Name:</b> Michele Vermeulen <b>Description:</b> Single storey rear extension (as a variation of planning permission 20/02741/FPH granted 20.01.2021)	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 14/12/2022
<b>Application No:</b> 22/02878/TCA	<b>Location:</b> Crunnells Green House School Lane Preston Hitchin Hertfordshire SG4 7UF  <b>Applicant Name:</b> Mr Dudley Jooste Maydencroft <b>Description:</b> 3x Poplar - Pollard to trunk and remove all arisings	<b>Decision:</b>  No Objection <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/02887/TCA	<b>Location:</b> Preston House Church Lane Preston Hitchin Hertfordshire SG4 7UA  <b>Applicant Name:</b> Mr Malcolm Blazer <b>Description:</b> T1 Hazel and Holly - Cut back to the boundary. T2 Cypress - Reduce back as close to the boundary as possible whilst leaving viable growth points	<b>Decision:</b>  No Objection <b>Decision Date:</b> 09/12/2022



**WEST TEAM**

<b>Application No:</b> 22/02894/AD	<b>Location:</b> Chesfield Downs Golf Club Jacks Hill Graveley Hitchin Hertfordshire SG4 7EQ <b>Applicant Name:</b> Mr Mark Warne The Club Company (UK) Ltd <b>Description:</b> Retention of two replacement externally illuminated monolith advertisement signs	<b>Decision:</b> Consent <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/02899/LDCP	<b>Location:</b> 34 Grange Rise Codicote Hitchin Hertfordshire SG4 8YR <b>Applicant Name:</b> Mr Robert Thomas <b>Description:</b> Erection of single storey rear extension following demolition of existing conservatory	<b>Decision:</b> Granted Permission <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/02919/TCA	<b>Location:</b> Victoria House High Street Gosmore Hitchin Hertfordshire SG4 7QG <b>Applicant Name:</b> Mr Derek Matthews <b>Description:</b> T1 Thuja Plicata - Remove. T2 Cupressocyparis Leylandii - Remove. T3 Chamaecyparis Lawsoniana - Reduce height by 0.7m to below telephone wire. T4 Coppice Corylus Avellana - Reduce by 70%. T5 Common laurel and Cupressus Leylandii - Reduce height to - -	<b>Decision:</b> No Objection <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/02927/TCA	<b>Location:</b> Pirton School High Street Pirton Hertfordshire SG5 3PS <b>Applicant Name:</b> Mrs Diane Bailey Pirton School <b>Description:</b> T30 Laburnum - Reduce by 30%. T9 Apple - Reduce by 30%. T1 Norway Maple - Reduce by 30% and remove dead branches	<b>Decision:</b> No Objection <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/03013/NMA	<b>Location:</b> The White House Westmill Lane Ickleford Hitchin Hertfordshire SG5 3RN <b>Applicant Name:</b> Mr Ritchie <b>Description:</b> Amendments to roof tiles from red clay to spanish slate (as Non-Material amendment to planning permission 22/00833/FPH granted 16.05.2022)	<b>Decision:</b> Not Agreed <b>Decision Date:</b> 13/12/2022
<b>Application No:</b> 22/03050/TCA	<b>Location:</b> 10 Nuns Close Hitchin Hertfordshire SG5 1EP <b>Applicant Name:</b> Mr John Colley <b>Description:</b> T1: Multi species hedge - Reduce in height to window level and prune sides. T2: Maple - 30% reduction to suitable growth points. T3: Apple - 20-25% reduction.	<b>Decision:</b> No Objection <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/03058/TPO	<b>Location:</b> 15 The Finches Hitchin Hertfordshire SG4 9PB <b>Applicant Name:</b> Mr Andrew Howard <b>Description:</b> T1 Smoke Bush (Cotinus Cogygia) - To undergo a 33% (6 ft / 2 m) Crown Reduction as a result of the removal of the obvious dead limbs. T2 White Poplar (Populus Alba) - To undergo a sympathetic Crown Reduction of 15% (3 ft / 1 m) to restore a healthy and balanced shape.	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 09/12/2022
<b>Application No:</b> 22/03065/NMA	<b>Location:</b> The Old Bell 65 High Street Codicote Hertfordshire SG4 8XD <b>Applicant Name:</b> <b>Description:</b> Insertion of three contextually designed doors on front elevation (as Non-Material Amendment to planning permission 22/01204/FP granted 16.08.2022)	<b>Decision:</b> Agreed <b>Decision Date:</b> 12/12/2022
<b>Application No:</b> 22/03151/NMA	<b>Location:</b> 18 Old Hale Way Hitchin Hertfordshire SG5 1XJ <b>Applicant Name:</b> mr Lewis Cameron <b>Description:</b> Installation of additional four solar panels to the east side of the south facing roof elevation (as Non-Material Amendment to planning permission 21/02351/FP granted 15.11.2021)	<b>Decision:</b> Agreed <b>Decision Date:</b> 13/12/2022

# PRESS RELEASE

**PR 3732**

**13 December 2022**

## **Help is at hand for residents in Hitchin through community grants**

Three community groups have been awarded a total of £3,544\* following a meeting of the Hitchin Committee on 8 December.

**National Childbirth Trust (NCT) North Herts** was granted £920 towards their local breastfeeding and postnatal support group 'Hitchin Bumps and Babies', which meets twice a month throughout the year at Christchurch on Bedford Road. Each group is run by a paid, NCT qualified breastfeeding counsellor, and is offered free of charge to new mums and dads providing vital support at such a momentous time. They were also awarded £920 by the Letchworth Committee in September for their 'Letchworth Bumps and Babies' group.

Hannah Lane at NCT North Herts said: "We are hugely pleased to have been awarded a grant by the local council to support our breastfeeding and postnatal support group in Hitchin, as well as Letchworth. It means we can continue to run the groups for the local community for the next year at least. The groups might help someone breastfeed for longer than they may have hoped, or just prevent a new parent feeling isolated at a difficult time."

**North Herts African and Caribbean Community Group** was granted £1,424 to help fund a year of free and subsidised events and activities for the whole community to learn about African and Caribbean history and culture, and empower those of African and Afro-Caribbean heritage to have a voice within local decision-making. Events planned include a Windrush Arts and Crafts week whereby children and young people will help create an art installation in honour of the HMT Empire Windrush, 'Mind your Black', a mental health creative writing and mindfulness programme focused on discussing the effects of racial discrimination, and celebration and research events designed to bring people from different cultures together. The group has also applied for the same amount (£1,424) from the Letchworth Committee (scheduled to meet on 14 December).

Kava Johnson, Managing Director of North Herts African and Caribbean Community, said: "We are so grateful and very happy to be awarded this grant. The council's Hitchin Committee has expressed the value that is placed on our work and this project. Sharing our culture and heritage is at the heart of everything we do. We are looking forward to delivering the project to the community and are so glad that we will have some funds to continue to do so in North Herts."

**Samaritans of North Herts and Stevenage** was granted £1,200 towards facilitating the Samaritans National Walk, which the branch is hosting in Hitchin in 2023. North Herts Samaritans, based on Nuns Close, Hitchin, is one of 200 branches in the UK and Ireland. Unfortunately, call numbers are rising, with Samaritans answering a call every 10 seconds. Sadly, people calling for help sometimes have to wait to be connected to a listening volunteer. Both the local branch and national charity will benefit from the fundraising national walk on 1 July 2023, which will help provide funds for the Samaritans service and raise awareness within our local community.

Ilsa Hawtin, Director of North Herts and Stevenage Samaritans, said: "Our branch is self-funded, with our own volunteers raising funds to keep our branch in operation. We are very grateful for this grant to help us in hosting the national walk next year, which also marks the 70th anniversary of Samaritans. We will welcome anyone to join us on 1 July, to join a walk or simply to socialise with us in the evening. Our branch will be grateful for any funds raised to support our branch, but we welcome anyone raising money for other charities too, or simply participating without sponsorship."

Councillor Ian Albert, Hitchin Committee Chair, said: "We are very pleased to support these groups, all helping a range of people in our community. From our local branch of the Samaritans, which is oversubscribed but there for people who really need it, and NCT North Herts which provides vital support for new parents, to North Herts African and Caribbean Community which supports and empowers local black people."

\*subject to completion of the necessary formalities

For more information please visit: [Community grants | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/community-grants)

**ENDS**

For more information please contact [Anna.Cotton@north-herts.gov.uk](mailto:Anna.Cotton@north-herts.gov.uk) / 01462 474403.



# PRESS RELEASE

**PR 3733**

**13 December 2022**

## **North Herts Council's Royston and District Committee grants are music to the ears of three community group**

North Herts Council's Royston and District Committee awarded grants to Home-Start Royston, Buntingford and South Cambridgeshire, Royston Community First Responders and Royston Choral Society at its committee meeting earlier this month\*.

**Home-Start Royston, Buntingford & South Cambridgeshire** were awarded £1,221 to provide critical home-visiting to a local family struggling through tough times. This support will enable the family to successfully manage their family life again, independent of their help. A highly-trained volunteer will meet with the family once a week for 2 to 3 hours – providing compassionate, practical and emotional support tailored to the family's specific needs. The registered charity has been supporting families for the past 39 years in North Hertfordshire, South Cambridgeshire and latterly in Buntingford, East Hertfordshire.

Sarah Mascall, Scheme Manager, said: "We are so grateful to the North Herts Council's Royston and District Committee for awarding us this Grant, which will allow us to make such a positive difference to the lives of the supported family."

**Royston Community First Responders** were awarded £980 to assist with costs for the purchase of uniforms and a new mobile phone which will be used by the team for medical emergencies.

Royston Community First Responders is a Registered Charity and has been operating in Royston since 1994. They are usually the first people on site to deal with a medical emergency, ahead of the Ambulance Service. The group treated 350 people between January and September this year, so it is likely that they will assist around 500 casualties in 2022

**Royston Choral Society** were awarded £750 to assist with costs for putting on a

performance of Haydn's Creation. The grant will also go towards publicity costs, equipment costs and venue hire costs. The concert will be held on Saturday 25th March 2023 and will see the event return to Royston Parish Church for the first time since fire damage several years ago.

Royston Choral Society is a registered charity and has been putting on concerts for the people of Royston since 1974. The aim of the group is to promote public education in and appreciation of choral music by the presentation of public choral concerts.

Huw Jenkins, Royston Choral Society Chairman said: "We would like to thank the North Herts Area Committee for this support. It is appreciated by everyone connected with the Royston Choral Society and we will deliver a truly memorable Christmas concert to the Royston and District community.

Cllr Tony Hunter, Chair of Royston Committee, said: "We're delighted to award these grants which we hope will help the organisations to look after the people of Royston."

For more information on how to apply for a grant visit: [Apply for a community grant | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/apply-for-a-community-grant)

\*subject to completion of the necessary formalities

**ENDS**

For more information please contact [Sarah.Jenkinson@north-herts.gov.uk](mailto:Sarah.Jenkinson@north-herts.gov.uk) / 01462 474210.

# PRESS RELEASE

**PR 3734**

**14 December 2022**

## **Calling all local poets ahead of Holocaust Memorial Day 2023**

Holocaust Memorial Day takes place internationally every year on 27 January, the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp. It gives us the space to remember the six million Jews murdered during the [Holocaust](#), the millions of other people killed by the [Nazi persecution of other groups](#), and in the genocides which followed in Cambodia, Rwanda, Bosnia, and Darfur.

Ahead of the 2023 memorial, we're inviting local people to submit poems of a maximum of 200 words, inspired by this year's theme – Ordinary People – by **12 January**. The poetry competition is in memoriam of local poet John Gohorry, who, prior to his death in 2021, was a big supporter and contributor to our Holocaust Memorial Day events.

The writer of the winning poem will receive a £10 gift voucher for [Next Page Books](#) and be invited to read their poem, or nominate someone to read it on their behalf, at our event on 27 January.

Cllr Elizabeth Dennis-Harburg, Leader of North Herts Council, said: "Holocaust Memorial Day provides an opportunity to remember everyone affected by the Holocaust and other terrible acts of genocide, and learn from the past – as well as the present.

"Ordinary people were involved in all aspects of the Holocaust and other genocides, ordinary people were perpetrators, bystanders, rescuers, witnesses – and ordinary people were victims.

"The late and much missed Cllr Judi Billing started our Holocaust Memorial Day commemorations. She brought people together from across communities for the event as a space for ordinary people to reflect each year on the themes of Holocaust Memorial Day and the lessons of the past. Judi had invited local poet John Gohorry to be part of our

commemorations in the past, and we hope local people get involved by submitting a poem or joining us online on the day.”

Providing more information on this year’s theme, the [Holocaust Memorial Day Trust \(HMDT\)](#), a charity established and funded by the UK Government to promote and support Holocaust Memorial Day in the UK, said: “Genocide is facilitated by ordinary people. Ordinary people turn a blind eye, believe propaganda, join murderous regimes. And those who are persecuted, oppressed and murdered in genocide aren’t persecuted because of crimes they’ve committed – they are persecuted simply because they are ordinary people who belong to a particular group.”

If you would like to enter a poem or have any queries, please email [community@north-herts.gov.uk](mailto:community@north-herts.gov.uk)

You can watch a live stream of the event on 27 January on our [YouTube channel](#) from 10.30am.

**ENDS**

For more information please contact [Anna.Cotton@north-herts.gov.uk](mailto:Anna.Cotton@north-herts.gov.uk) / 01462 474403.

# PRESS RELEASE

**PR 3735**

**15 December 2022**

## **Grants given to welcome and empower multicultural groups in Letchworth**

Two community groups have been awarded a total of £3,404\* following a meeting of the Letchworth Committee on 14 December.

**Hong Kong Connect** was granted £1,980 towards their English language course. Language is the biggest barrier for the many new Hong Kong citizens who have settled in Letchworth and the surrounding area. The money will help fund a tutor to help approximately 50 people learn English and help them integrate into the community.

**North Herts African and Caribbean Community** was granted £1,424 to help fund a year of free and subsidised events and activities for the whole community to learn about African and Caribbean history and culture, and empower those of Afro-Caribbean heritage to have a voice within local decision-making. Events planned include a Windrush arts and crafts week whereby children and young people will help create an art installation in honour of the HMT Empire Windrush, 'Mind your Black', a mental health creative writing and mindfulness programme focused on discussing the effects of racial discrimination, and celebration and research events designed to bring people from different cultures together. The group was also granted the same amount (£1,424) recently from the Hitchin Committee (8 December).

Kava Johnson, Managing Director of North Herts African and Caribbean Community, said: "We are so grateful and very happy to be awarded match funding by the Letchworth Committee. Both the council's Letchworth and Hitchin Committees have expressed the value that is placed on our work and this project. Sharing our culture and heritage is at the heart of everything we do. We are looking forward to delivering the project to the community and are so glad that we will have some funds to continue to do so in North Herts."

Councillor Daniel Allen, Letchworth Committee Chair, said: "North Herts is an inclusive district and we are delighted to help these community groups who are providing a vital service to people from other parts of the world who are settling here. We value every

residents' contribution to the area and encourage them to integrate and take part in the local community.”

\*subject to completion of the necessary formalities

For more information please visit: [Community grants | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/community-grants)

**ENDS**

For more information please contact [Anna.Cotton@north-herts.gov.uk](mailto:Anna.Cotton@north-herts.gov.uk) / 01462 474403.