

NORTH HERTS COUNCIL

**WEEK ENDING FRIDAY 24
FEBRUARY 2023**

MEMBERS' INFORMATION

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

NEWS AND INFORMATION

AGENDA & REPORTS

PUBLISHED WEEK COMMENCING

20 FEBRUARY 2023

Finance, Audit and Risk Committee – 8 March 2023

FORTHCOMING MEETINGS WEEK COMMENCING

27 FEBRUARY 2023

Council Tax Setting Committee – 28 February 2023

Cabinet Sub-Committee (Local Authority Trading Companies' Shareholders) – 1 March 2023

Southern Rural Area Committee – 2 March 2023

CHAIR'S ENGAGEMENTS WEEK COMMENCING

27 FEBRUARY 2023

Date	Event	Location
	None	

VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING

27 FEBRUARY 2023

Date	Event	Location
	None	

OTHER EVENTS WEEK COMMENCING

27 FEBRUARY 2023

Date	Event	Location
	None	

Community Engagement Executive Member briefing – February 2023

Community Protection

Community Safety

- The VAWG event was held at Hitchin Town hall on Sunday 15th January, which was well attended and well received, and an event that we will look to redo later in the year.
- There was an unauthorised encampment of European travellers at Woodside car park, Walsworth Road, Hitchin on Thursday 9th February. This led to multiple complaints from local residents and businesses. Procedures commenced immediately to remove the encampment and on Saturday 11th February the Travellers moved on without issue.
- Environmental crime officers and local police have recommenced joint high visibility proactive patrolling, engaging with the rural communities and farmers to provide reassurance and support. These have been well received by the public and involved North Herts Council recovering a vehicle that had been used to cause nuisance and crime in the rural areas. These are going to be an ongoing feature, in the coming months.

Health & Wellbeing /Safeguarding briefing February 2023

- The Healthy Hub drop-ins are now scheduled to the end of March 2023. Further information can be found [HERE](#)
- Throughout January, the Healthy Hub offered an after school Warm Space in Royston with free kids' activities, drinks and snacks for families. Take up was low so the pilot won't be continued.
- The new Safeguarding Team (Lisa McDonnell and Lisa McDonald) are rolling out a programme of training and contacting all staff and members who are due to complete safeguarding training or undertake their three yearly refresher.
- Funding applications have been submitted to the lottery for physical activity programmes for older people and a physical and mental health project for men in the Jackman's Active Local area.
- Following a successful bid to Health Protection Board with Mind Mid Herts, a part time outreach worker has been deployed in Royston to offer 1:1 and peer group support.

Policy & Community Engagement

Policy & Community Engagement

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

- Hosted Holocaust Memorial Day event in the Council Chamber.
- Coordinating and supporting the first Baldock Councillors Surgery.
- Working with various groups to support asylum seekers in Baldock and Hitchin.
- Coordinating judging panel for North Herts Heroes (Chair's Awards). Coordinating filming of winners/groups.
- Support for events including Hitchin Youth Showcase (to be held in September) and Baldock Beast.
- Planning and coordination of Cabinet Panel Community Engagement and Enterprise.
- Preparation for 22 February Environment Panel meeting which will be a roundup of our achievements across various areas include biodiversity, planning, carbon saving projects, and transport.
- Leading on HCCSP's biodiversity subgroup and a revision of the strategic action plan. This has included an invite for relevant community groups and other organisations to attend subgroup meetings to share their expertise and help shape the action plans at an early stage.
- Continued monitoring of the Solar Together scheme and the Sustainable Warmth scheme.
- Meeting with CDA Herts to discuss needs in rural areas and ways of working together.

Democratic Services

Electoral Services

- The team has successfully delivered the Hitchin North County by-election on Thursday 9 February 2023. The Declaration of Results can be found on our website [Election results 2023 | North Herts Council \(north-herts.gov.uk\)](#)
- We have also undertaken the postal vote signature refresh exercise, where all postal voters who applied 5 years ago must refresh their signatures each January. We sent out around 1500 such letters and around 1000 have been returned for scanning and processing.
- Preparation for the May 2023 elections is also underway – polling station facilities are being reviewed, staffing appointments made and we are making arrangements for briefings with candidates and agents.
- Furthermore, we are preparing for the Elections Act changes. Electors may now apply for a free voter authority certificate if they do not already have appropriate ID and we have now been issued with updated Electoral Commission guidance for polling station staff.
- Finally, our new Democratic Services Apprentice Callum has started with the team on Monday 13 February.

Committee Services

- The new CMSO is due to start on 28th February. The last round of recruitment was not successful, with two interviews and neither offered a role. Next round of recruitment likely to take place after Member induction in May 2023.
- Continuing progress on an SLA with Auditel and fallback options if the AV system fails in future. Exploring options of installation of an AV system in Committee Rooms 2 & 3 so smaller meetings can take place outside of the Chamber.
- A formal Chair's Civic event will not take place this year, but instead a fundraising link will be set up and circulated to Members at North Herts, as well as to the other Chairs and ceremonial leaders from neighbouring authorities.
- Starting to look at the Members Induction programme, which is scheduled to take place from 9-19 May 2023 and will be a mixture of in person and virtual sessions.

**LEGAL AND COMMUNITY
COMMUNITY PROTECTION**

MEMBERS INFORMATION NOTE

HERTFORDSHIRE CONSTABULARY SAFER NEIGHBOURHOOD TEAM (SNT) CONTACT DETAILS FOR NORTH HERTFORDSHIRE

Please find attached updated contact details for your local police officers and PSCO's.

Other useful information:

- Online Watch Link (OWL) a service that provides the latest crime alerts in the local area
[OWL - Online Watch Link - Neighbourhood Watch - Home](#)
- Echo – a feedback platform that helps residents to voice their opinions about policing in their area
[Echo community feedback | Hertfordshire Constabulary \(herts.police.uk\)](#)

For more information please contact:

Jeanette Thompson
Service Director – Legal & Community
Tel: 01462 474370
Email: jeanette.thompson@north-herts.gov.uk

Hitchin Urban Wards

Ward	PC	Contact	PCSO	Contact
Priory	Will Cox	william.cox2@herts.police.uk 01438 757680 / 07590 450454	Cynthia Combe	cynthia.combe@herts.police.uk 01438 757630 / 07720 202512
	Grace Moore	grace.moore@herts.police.uk 01438 757680	Nat Skinner	natalie.skinner@herts.police.uk 07590 441343
Highbury	Remi Bekevicius	remi.bekevicius@herts.police.uk 01438 757680 / 07921 291906	Sarah Brown	sarah.brown2@herts.police.uk 01438 757697 / 07736 478680
Bearton	Marc Cherry	marc.cherry@herts.police.uk 01438 757680 / 07598 144517	Jade Gordon	jade.gordon@herts.police.uk 07568 130158
	Natasha Redman	natasha.redman@herts.police.uk 01438 757970 / 07712 419168		
Oughton/Westmill	Marc Cherry	marc.cherry@herts.police.uk 01438 757680 / 07598 144517	James Cruickshank	james.cruickshank@herts.police.uk 01438 757645 / 07720 205745
Walsworth	Remi Bekevicius	remi.bekevicius@herts.police.uk 01438 757680 / 07921 291906	Sarah Brown	sarah.brown2@herts.police.uk 01438 757697 / 07736 478680
Cadwell - Ickleford	Natasha Redman	natasha.redman@herts.police.uk 01438 757970 / 07712 419168	James Cruickshank	james.cruickshank@herts.police.uk 01438 757645 / 07720 205745

Hitchin Rural Wards

Ward	PC	Contact	PCSO	Contact
Cadwell - Holwell	Claire Ross	claire.ross@herts.police.uk 01438 757730 / 07710 148218	Heather Burrows	heather.burrows@herts.police.uk 01438 757685 / 07740 745168
Chesfield	Justin Barnes (currently absent)	justin.barnes@herts.police.uk 01438 757680 / 07850 701468	Stuart Stone	stuart.stone@herts.police.uk 01438 757625 / 07710 143727
Hitchwood	Justin Barnes (currently absent)	justin.barnes@herts.police.uk 01438 757680 / 07850 701468	Heather Burrows	heather.burrows@herts.police.uk 01438 757685 / 07740 745168
Kimpton	Justin Barnes (currently absent)	justin.barnes@herts.police.uk 01438 757680 / 07850 701468	Heather Burrows	heather.burrows@herts.police.uk 01438 757685 / 07740 745168
Codicote	Clare Wallace	clare.wallace@herts.police.uk 01438 757624 / 07590 441861	Stuart Stone	stuart.stone@herts.police.uk 01438 757625 / 07710 143727
Knebworth	Clare Wallace	clare.wallace@herts.police.uk 01438 757624 / 07590 441861	Stuart Stone	stuart.stone@herts.police.uk 01438 757625 / 07710 143727
Offa – Offley & Pirton	Claire Ross	claire.ross@herts.police.uk 01438 757730 / 07710 148218	Heather Burrows	heather.burrows@herts.police.uk 01438 757685 / 07740 745168
Hoo - Breachwood Green/Tea Green/Preston/Kings Walden/Lilley	Claire Ross	claire.ross@herts.police.uk 01438 757730 / 07710 148218	Heather Burrows	heather.burrows@herts.police.uk 01438 757685 / 07740 745168
Great Ashby	Justin Barnes	justin.barnes@herts.police.uk 01438 757680 / 07850 701468	Stuart Stone	stuart.stone@herts.police.uk 01438 757625 / 07710 143727

Royston

Ward	PC	Contact	PCSO	Contact
Urban	Jon Seppings Chris Wing	jon.seppings@herts.police.uk 01438 757905 / 07590 452259 chris.wing@herts.police.uk 07590 463518	Rebecca Bartlett	rebecca.bartlett@herts.police.uk 01438 757706 / 07860 910411
Rural	Tom Woollard	thomas.woollard@herts.police.uk 01438 757935	Chris Brabrook Hannah Moss	christopher.brabrook@herts.police.uk 01438 757935 / 07736 481215 hannah.moss@herts.police.uk 01438 757706 / 07710 143913

Letchworth and Baldock

Ward	PC	Contact	PCSO	Contact
Industrial	Sam Durham*	sam.durham@herts.police.uk Contact details TBC * Start date TBC	Angelo Pavlou	angelo.pavlou@herts.police.uk 01438 757731 / 07712 419151
Grange & Norton Common	Laura Bruckner	laura.bruckner@herts.police.uk 07710 143655	Vacant	
Jackmans, Lordship & Willian	Natalie Cuzzo	natalie.cuzzo@herts.police.uk 07590 454142	Kim Carthy	kim.carthy@herts.police.uk 01438 757731
Town	Jamie Fannon-Hall	jamie.fannon-hall@herts.police.uk 01438 757666 / 07720 211386	Katie Pegram	katie.pegam@herts.police.uk 01438 757706 / 07736 086754
Wilbury	Laura Bruckner	laura.bruckner@herts.police.uk 07710 143655	Jordan Bright	jordan.bright@herts.police.uk 01438 757722 / 07712 419151
Baldock	Luke Cummins	luke.cummins@herts.police.uk 01438 757930 / 07707 293058	Shelley Gordon	shelley.gordon@herts.police.uk 01438 757706 / 07935 010353

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

**Meeting of the Cabinet Panel on Community and Enterprise held in the Remote Meeting
on Monday, 20th February, 2023 at 7.30 pm**

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ralph Muncer and Simon Bloxham.

2 MINUTES - 9 JANUARY 2023

RESOLVED: That the Minutes of the meeting of the Committee held on the 9 January 2023 be approved as true record of proceedings.

3 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded as well as filmed. The audio recording would be available on the NHDC website and the film recording via the NHDC YouTube channel.
- (2) The Chair 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 advised participants they would need to use their 'Raise Hand' function on Zoom to request to speak.

4 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

5 PUBLIC PARTICIPATION

The Chair confirmed that the expected public presenters and participants were in attendance.

6 CREATING A WOMEN'S SAFETY CHARTER

The following public participants provided presentations to the Committee on the topic of 'Creating a Women's Safety Charter':

- Caroline Thwaites
- Bob Mardon
- Cassie Harman
- Kerrie Portman

7 LGBTQ+ HISTORY MONTH

A presentation was received from Keith Fitzpatrick-Matthews, the Operations and Facilities Manager at North Herts Museum, on LGBTQ+ History Month at the Museum.

8 GROUP DISCUSSION

There was no further discussion at this point of the meeting from Members, Officers or members of the public.

9 FUTURE AGENDA ITEMS

The Chair led a discussion on possible future agenda item topics, which included exploring the Women's Safety Charter alongside representatives from the wider community, including from an enterprise angle. It was also suggested that Churchgate and the wider North Herts economy be discussed at a future meeting.

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

Any interest to declare/ or conflict and any dispensation granted <i>[if applicable]</i>	
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SERVICE DIRECTORATE: *PLACE*

1. DECISION TAKEN

- 1.1 To hold weekly Junior Parkrun events using Norton Common, Letchworth Garden City on agreed dates on Sunday mornings from the 16th April 2023 to 13th April 2024 between 09.00 hrs to 10.00 hrs.

2. DECISION TAKER

- 2.1. Andrew Mills, Service Manager Greenspace

3. DATE DECISION TAKEN:

- 3.1 17th February 2023

4. REASON FOR DECISION

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

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The organisers have approached North Herts Council to host this event. Other locations have been considered by the organisers that are outside North Herts.

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

- 6.1 Consultation has been undertaken with colleagues in Property Services and the Safety Advisory Group. Additional consultation has been undertaken with the Friends of Group for Norton Common.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

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

9. LEGAL IMPLICATIONS

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

10. FINANCIAL IMPLICATIONS

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

11. RISK IMPLICATIONS

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

12. EQUALITIES IMPLICATIONS

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

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

13. SOCIAL VALUE IMPLICATIONS

13.1 The event is open to everyone.

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

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

16. BACKGROUND PAPERS

16.1 None

17. APPENDICES

17.1 None

NOTIFICATION DATE - 17th February 2023

Signature of Executive Member ConsultedNot Applicable.....

Date17th February 2023

Signature of Decision Taker



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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

Any interest to declare/ or conflict and any dispensation granted <i>[if applicable]</i>	
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SERVICE DIRECTORATE: *PLACE*

1. DECISION TAKEN

- 1.1 To approve Gumbles to hold a Children's Fun Zone Fair event from 12.00 to 18.00 hrs between 27th March 2023 to 4th April 2023 (operating days 1st to 3rd April 2023) using Walsworth Common, Hitchin.

2. DECISION TAKER

- 2.1. Andrew Mills, Service Manager Greenspace

3. DATE DECISION TAKEN:

- 3.1 21st February 2023

4. REASON FOR DECISION

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

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The organisers have approached North Herts Council to host this event. Other locations have been considered by the organisers that are outside North Herts.

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

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

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

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

9. LEGAL IMPLICATIONS

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

10. FINANCIAL IMPLICATIONS

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

11. RISK IMPLICATIONS

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

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 Central Government and national groups have expressed the continued importance of public Green Space in the health and well-being of communities. From April 2013 local authorities at county level are required to take on the statutory duty to improve the health of their communities as required by the Health and Social Care Act 2012 and with it, to acquire many of the public health services currently the responsibility of the NHS. The use of open spaces, parks, playgrounds and relevant leisure facilities are promoted in terms of reducing the impact of obesity on long term health, the importance in the management of wellbeing and in aiding relaxation, as well as sensory' enjoyment.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The event is open to everyone.

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

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

16. BACKGROUND PAPERS

- 16.1 None

17. APPENDICES

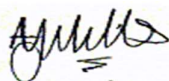
- 17.1 None

NOTIFICATION DATE - 26th February 2023

Signature of Executive Member ConsultedNot Applicable.....

Date21st February 2023

Signature of Decision Taker



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

Call-in does not apply to NON-EXECUTIVE DECISIONS

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

Any interest to declare/ or conflict and any dispensation granted <i>[if applicable]</i>	
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SERVICE DIRECTORATE: *PLACE*

1. DECISION TAKEN

- 1.1 To approve to have an Ice Cream Concession (Gerry's Mobile Ices) at Priory Memorial Gardens, Royston from 1st April 2023 to 31st March 2024.

2. DECISION TAKER

- 2.1. Andrew Mills, Service Manager Greenspace

3. DATE DECISION TAKEN:

- 3.1 22nd February 2023

4. REASON FOR DECISION

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

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The organisers have approached North Herts Council to host this event. Other locations have been considered by the organisers that are not managed by NHC.

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

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

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

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

9. LEGAL IMPLICATIONS

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

10. FINANCIAL IMPLICATIONS

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

11. RISK IMPLICATIONS

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

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 Central Government and national groups have expressed the continued importance of public Green Space in the health and well-being of communities. From April 2013 local authorities at county level are required to take on the statutory duty to improve the health of their communities as required by the Health and Social Care Act 2012 and with it, to acquire many of the public health services currently the responsibility of the NHS. The use of open spaces, parks, playgrounds and relevant leisure facilities are promoted in terms of reducing the impact of obesity on long term health, the importance in the management of wellbeing and in aiding relaxation, as well as sensory' enjoyment.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 The event is open to everyone.

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

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

16. BACKGROUND PAPERS

- 16.1 None

17. APPENDICES

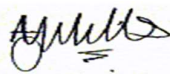
- 17.1 None

NOTIFICATION DATE - 24th February 2023

Signature of Executive Member ConsultedNot Applicable.....

Date22nd February 2023

Signature of Decision Taker



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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: Legal and Community

1. DECISION TAKEN

To set the fees for the financial year 2023/24 as detailed in Appendix A.

2. DECISION TAKER

Jeanette Thompson, Service Director – Legal and Community
for non-executive fees

Cllr Sean Prendergast – Executive Member for Housing and Environmental Health
in respect of Executive fees (para 9.4)

3. DATE DECISION TAKEN:

24 February 2023

4. REASON FOR DECISION

- 4.1 To ensure that the Council recovers its reasonable costs of undertaking its licensing function as provided for within legislation.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 No other alternatives were considered as the decision is based upon the requirements of the Council's Medium Term Financial Strategy, the legislative requirements of *Hemming*¹ and a minute of the Licensing and Appeals Committee (now renamed the Licensing and Regulation Committee) outlining the parameters to be applied when setting fees.

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

- 6.1 The Executive Member for Housing and Environmental Health, and Deputy, has been consulted and supports the decision.
- 6.2 The new taxi and private hire fees will be subject to mandatory public consultation.

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 key consideration was compliance with the Licensing and Appeals Committee minutes setting out the parameters to be followed when setting fees, whilst adhering

¹ R (on the application of Hemming (t/a Simply Pleasure Ltd) and others) v Westminster City Council [2017] UKSC 50 [2015] UKSC 25

to the *Hemming*² judgement restricting Council's to recovering reasonable costs only.

RESOLVED: *That, having considered the criteria suggested within the report, the following principles for the setting of future licensing fees and charges be supported:*

- (a) *licensing fees and charges should be set having regard to the need to promote local economic growth provided that they are consistent with the following objectives:*
 - (i) *That the local Council Tax payers does not, unless provided for by law or decision of the Council, subsidise the operating costs associated with businesses or other trading entities (i.e. the Council seeks to fully recover the lawful costs licensing activity);*
 - (ii) *the Council may not fully recover its lawful costs associated with licensing activity if a) this would result in significant hardship to third parties, or b) the effect of fees or charges associated with licensing may encourage unlicensed activity and where formal enforcement is unlikely to be an effective control, or c) where the Council specifically wishes to encourage the growth a specific licensable activity;*
- (b) *an analysis of licensing costs, including detailed analysis of all recharges, should be undertaken every three years vis-à-vis licensing fees and charges;*
- (c) *in the years between cost reviews, fees and charges should ordinarily be subject to the Council's published inflationary increase;*
- (d) *any under/over recovery of full cost within existing licensing fees and charges should be rectified without undue delay, where legislation allows. However, where this may result in a significant increase in a licence fee/charge then consideration will be given to a phased introduction of the new levy;*
- (e) *that enforcement activities in respect of unlicensed businesses/individuals should continue with the associated costs being financed from the General Fund; and*
- (f) *that enforcement activities are periodically reviewed to ensure that they are delivered in the most cost effective manner including, where appropriate, the use of other internal departments or external statutory bodies.*

- 8.2 A full costing using hourly rates supplied by the Accounts team was undertaken for those fees set at a local level to ensure that all reasonable costs of administration, and enforcement, where permitted by legislation, were included. The fee breakdown analysis is set out at Appendix A.

Hackney carriage and private hire vehicle, driver and operator licences

- 8.3 The decision on these fees is provisional pending the result of a public consultation. The legislation provides for the fees to be advertised to take effect from a specified date in the absence of any representations. If representations are received, they must be considered and either the fees amended or confirmed without further consultation.
- 8.4 Further efficiencies in the way that applications are processed have enabled the fee for vehicle licences to be reduced further, making this the fourth annual reduction in fees for vehicle licence holders. Considerable work with the licensed trade has been undertaken to provide a more efficient service with a move to more self-service style applications. The trade has worked with the Council to achieve this with the knowledge that fee reductions may be possible given the legislation prohibiting a profit to be made on fees.
- 8.5 The increase in driver licence fees, despite some administrative savings, is the result of additional checks that the Council must undertake prior to the grant/renewal of a licence. It now checks the applicant's right to work status, that they are registered with HMRC, and that they do not appear on the national database of revocations and refusals.

² R (on the application of Hemming (t/a Simply Pleasure Ltd) and others) v Westminster City Council [2017] UKSC 50 [2015] UKSC 25

- 8.6 To encourage the trade to move towards more environmentally friendly vehicles, a discounted licence fee was introduced in 2019 for electric and hybrid vehicles for the first time. As the Council has declared a climate change emergency, this decision is consistent with the parameters set out by the then Licensing and Appeals Committee (now Licensing and Regulation) resolution and it is suggested that this continues for a further year. This will assist vehicle licence holders as we move towards the Council's Policy of uLEV licensed vehicles from 2028.

Animal licences

- 8.7 A change in animal licensing legislation in September 2018 had led to a considerable increase in costs occurred when administering and enforcing animal licences, resulting in higher licence fees when first set in 2019.
- 8.8 A significant part of this work was being undertaken by Central Bedfordshire Council due to the lack of in-house expertise however a senior licensing officer has now completed a professional qualification that has brought this task back in-house. This has reduced the cost of undertaking inspections for the Council, therefore allowing a reduction in licence fees.

Processes transferring from Environmental Health to Licensing

- 8.9 Skin piercing (including tattooing, piercing, electrolysis, acupuncture) was transferred to the licensing team from 1 April 2022 therefore a new fee costing was undertaken, including provision for upskilling the senior licensing officer. As the senior officer has developed experience in this area, the licence cost has reduced.
- 8.10 The licensing of park homes and houses of multiple occupation was transferred to the licensing team from 1 April 2022. The fees for 2023/23 were based on the previous year's fees plus an inflationary increase. As no new applications have been received for these licence types, a full costing exercise has not yet been possible therefore it is proposed to extend the 2022/23 fees to 2023/24. The normal inflationary increase would be offset by the reduction in officer hourly rate from an environmental health officer to a licensing officer. A full costing exercise will be undertaken when the next applications are received.

Other licence fees

- 8.11 Further smarter ways of working are being investigated to ensure a balance between best value for our customers and full cost recovery of the Council's costs where legislation allows.

9. LEGAL IMPLICATIONS

- 9.1 Section 14.6.4 (a) (viii) of the Council Constitution delegates the following powers to the Managing Director and the Service Directors:

To set fees and charges in accordance with the Council's Financial Regulations and relevant policies, in consultation with the Executive Member

- 9.2 Section 14.6.8 (b) (xii) further delegates the Service Director: Legal and Community:

Licensing including all functions under all relevant Licensing legislation other than matters reserved to the Licensing and Regulation Committee and Full Council.

- 9.3 The setting of fees is predominately a Council function by virtue of Regulation 2(6) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, which states:

(e) where a charge is made for any such approval, consent, licence, permit or registration, the amount of the charge, is not to be the responsibility of an executive of the authority.

- 9.4 As the Scrap Metal Dealers Act 2013 and the Animal Welfare Act 2006 are not included within Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, the setting of fees for these licences is an Executive function by virtue of section 9D of the Local Government Act 2000.

10. FINANCIAL IMPLICATIONS

- 10.1. This decision ensures that the Council recovers the maximum amount of its reasonable costs associated with this licensing function as provided for in legislation.
- 10.2 A number of the fees have reduced from previous levels due mainly to smarter ways of working that have resulted in a more streamlined and cost-effective way of administering applications.
- 10.3 Whilst the licensing income budget will initially decrease, lower fees may contribute to more applications being received.
- 10.4 The smarter ways of working will free more resource to focus on additional income generation through discretionary licensing services not subject to *Hemming*³, and undertake more customer engagement to increase public involvement in licensing.

11. RISK IMPLICATIONS

- 11.1 The risk to the Council of not taking this decision is that the Council would be under or over recovering reasonable costs associated with its licensing function.
- 11.2 Over recovery of costs associated with licensing would be unlawful as a result of the *Hemming*⁴ case.
- 11.3 Under recovery of costs associated with licensing would mean that businesses are being subsidised from Council funds.

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 as a result of this decision.

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 decision, other than confirming the Council’s aim through the fee structure to support

³ R (on the application of Hemming (t/a Simply Pleasure Ltd) and others) v Westminster City Council [2017] UKSC 50 [2015] UKSC 25

⁴ R (on the application of Hemming (t/a Simply Pleasure Ltd) and others) v Westminster City Council [2017] UKSC 50 [2015] UKSC 25

the taxi trade to move to uLEV vehicles, which are more environmentally friendly, prior to the 2028 deadline.

15. HUMAN RESOURCE IMPLICATIONS

15.1 This decision will have no impact on staffing resources.

16. APPENDICES

16.1 Appendix A Licensing fees for 2023/24

16.2 Appendix B Comparison of 2023/24 fees with existing fees

Note:

These appendices will be available by link on the delegated decision page, and will not be circulated via MIS

[Delegated Decisions in 2023 | North Herts Council \(north-herts.gov.uk\)](https://north-herts.gov.uk/delegated-decisions-in-2023)

17. BACKGROUND PAPERS

17.1 R (on the application of Hemming (t/a Simply Pleasure Ltd) and others) v Westminster City Council [2017] UKSC 50 [2015] UKSC 25

Signature of Executive Member Consulted / decision maker (reference 9.4):

Approved by email dated 24/02/2023

Date: 24.02.2023

Signature of Decision Taker:

Date: 23.02.2023

NOTIFICATION DATE

Date in MIS: 24 February 2023

Last date for call-in: 6 March 2023

Decision to take effect: 1 April 2023

Note:

Only the scrap metal and animal licensing fees are Executive decisions subject to call-in

EAST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
Ashwell Parish Council		
23/00369/FP	Bourne Valley Associates Ltd Mr Roger Prescott Andover Lane Farm, Faberstown, Andover, Hampshire, SP11 9PE, United Kingdom	Bluegates Farm Loves Lane Ashwell Baldock Hertfordshire SG7 5JE Mr Sam Sheppard Installation of agricultural silage clamp and concrete apron
Baldock		
23/00374/FPH	Octagon Design & Consultancy Mr Trevor Johnson 2A Bournemouth Road, Stevenage, SG1 2PN	6 Holroyd Crescent Baldock Hertfordshire SG7 6EH Mrs Zoe Sewell Single storey front and side extension
23/00378/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 (as a resubmission of Lawful Development Certificate Application 22/03210/LDCP refused on 13.02.2023).
23/00383/FPH	D.Chandler Architectural Design Ltd. Mr Daniel Chandler 61 Gernon Road, Letchworth, SG6 3HS, United Kingdom	24 Pembroke Road Baldock Hertfordshire SG7 6DB Mr Gregory Rataj Single storey rear extension and insertion of rooflights to existing rear extension roof.
23/00392/FP	Stuart Judd PicklePlanning 1 Sale Drive, Clothall Common, Baldock, SG7 6NS	165 Weston Way Baldock Hertfordshire SG7 6JG Mr Chris Hunt Conversion of existing 3-bed house into two single level independent apartments (one 2-bed and one 1-bed). Erection of one 1-bed adjoined house with garage, and creation of 4 additional parking spaces.
Hinxworth Parish Council		

23/00400/TCA	Mr Michael Easton Mike Easton 21 Shrubbery Grove, Royston, SG8 9LJ, United Kingdom	Brothers Barn High Street Hinxworth Baldock Hertfordshire SG7 5HH Mr Nick Tiffin T21 Yew - Remove
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Letchworth Garden City

23/00375/TD	Dot Surveying Ltd Mr Tom Gallivan 14 Inverleith Place, Edinburgh, EH3 5PZ	Land In Front Of 96-98 Spring Road Letchworth Garden City Hertfordshire SG6 3SJ Cooke Installation of 5G telecommunicationss mast, H3G 15m street pole and additional equipment cabinets.
23/00381/FPH	A.T. Design (Welwyn) Ltd Mr Adam Trigg 30C High Street, Welwyn, AL6 9EQ	14 Sherwood Letchworth Garden City Hertfordshire SG6 4SQ Mrs Alison Hailes First floor front extension over existing front porch extension, reposition existing front door, erection of canopy porch over front door, and part single and part two storey rear extension.
23/00384/TCA	Ms Stephanie De La Briere 48 Broadwater Avenue, Letchworth Garden City, Hertfordshire, SG6 3HJ, United Kingdom	48 Broadwater Avenue Letchworth Garden City Hertfordshire SG6 3HJ Ms Stephanie De La Briere Conifer - Remove
23/00402/TCA	Mr Alex Wainwright 110 Pixmore Way, Letchworth Garden City, Hertfordshire, SG6 3TR, United Kingdom	110 Pixmore Way Letchworth Garden City Hertfordshire SG6 3TR Mr Alex Wainwright Walnut - Crown reduction and height by up to 5m (not more than a 30% volume reduction) and crown thinning.

Newnham Parish Meeting

23/00385/FP	PicklePlanning Stuart Judd 1 Sale Drive, Clothall Common, Baldock, SG7 6NS	Hullockpit Hill Newnham Road Newnham Hertfordshire
		James Tuckwell
		Formation of vehicular access off Newnham Road to replace the original approved entrance on planning application 21/00433/FP granted on 13.09.2021 based on Highways safety grounds (as a resubmission of application 22/03000/FP, refused on 11.01.2023).

Radwell Parish Meeting

23/00342/FPH	Vincent & Associates Mr Kit Vincent 40A Church Street, Holme, Peterborough, PE7 3PB, United Kingdom	The Still House Radwell Lane Radwell Baldock Hertfordshire SG7 5ES
		Mr and Mrs B Butt
		Alterations and additions to existing detached garage and storage outbuilding to form a residential annex ancillary to the main dwelling (as a resubmission of withdrawn planning application 22/01458/FPH).

Royston Town Council

23/00351/FPH	Mr Matthew Poole 17 Green Street, Royston, Hertfordshire, SG8 7BB	17 Green Street Royston Hertfordshire SG8 7BB
		Mr Matthew Poole
		Single storey rear extension (as a variation of Planning Application 22/00530/FPH granted on 27.04.2022).
23/00357/FPH	Mr Stephen Friday Mr Stephen Friday 16 Willow Way, Hauxton, Cambridge, CB22 5JB	153 Green Drift Royston Hertfordshire SG8 5BL
		Mr Marinkovic And Ms Ezete
		Part single storey, part two storey rear extension and insertion of first floor side elevation window.
23/00368/LDCP	Ms Sue Wheldon Brandarchitects 6 Bridstow Place, London, W2 5AE	Sunnymead Barkway Road Royston Hertfordshire SG8 9NB
		Mr Name Hassan
		Single storey rear extension and replace existing first floor window with Juliet balcony following demolition of existing rear conservatory

23/00390/FPH	Architecture And Structural Design Solutions Mr Sam Burton 65 Shefford Road, Clifton, SG17 5RQ	23 Lambert Way Royston Hertfordshire SG8 7FT
		Mr Colin Buck
		Erection of side elevation conservatory.
23/00391/TD	WHP Telecoms Limited Ryan Marshall 1a Station Court, Station Road, Guiseley, Leeds, LS20 8EY, United Kingdom	Land At The Junction Of Burns Road And Betjeman Road Burns Road Royston Hertfordshire SG8 5AT
		Signal Infrastructure UK Limited
		Telecommunications installation: 15.0m Phase 9 slimline Monopole and associated ancillary works.

WEST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
Codicote Parish Council		
23/00276/FPH	Plans To Expand Mr Geoffrey Phillips Plans To Expand, 97 Mildmay Road, Stevenage, , SG1 5RS	18 Mayflower Close Codicote Hitchin Hertfordshire SG4 8SW
		Ms Lynette Stott
		Two storey rear extension including accommodation in roof space and insertion of Juliet balcony on rear elevation. Single storey front extension following demolition of existing front element.
23/00326/FP	Pentangle Design Group Mr Robert Downing Suite 1, 21 Bancroft, Hitchin, SG5 1JW, United Kingdom	2 Bakers Lane Codicote Hertfordshire SG4 8XG
		J Roberts & Son Ltd
		Conversion of first floor from office use to residential 2-bed flat.
23/00345/FPH	ACAA Mr Andreas Christodoulou 42 Granville Place, London, N12 0AX, United Kingdom	1 Poynders Meadow Codicote Hitchin Hertfordshire SG4 8UJ
		Mr & Mrs Stewart
		Single storey rear and two storey side extension including Juliet balcony at first floor level and rooflights

Great Ashby Community Council

23/00370/NCS	Your Plans UK Mr Harrison Eales Suite A2, Stevenage, Herts, SG1 3UN	237 Cleveland Way Great Ashby Stevenage Hertfordshire SG1 6BX Mrs Tara Jackson Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 4.0 metres
Hitchin		
23/00050/NCS	Your Plans UK Mr Harrison Eales Suite A2, Stevenage, Herts, SG1 3UN	3 Dacre Road Hitchin Hertfordshire SG5 1QJ Mrs Syreeta Fonso Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 3.58 metres
23/00114/FPH	MR Carl Jordan 46 Kipling Close, Hitchin, sg4 0du, United Kingdom	46 Kipling Close Hitchin Hertfordshire SG4 0DU MR Carl Jordan Two storey side extension and single storey rear extension following demolition of existing conservatory and garage. Insertion of dormer windows to the front and rear roof slopes to facilitate loft conversion to create habitable space at first floor level. Alterations to fenestration
23/00184/AD	Broome Signs Mr Konnan Broome Units 12a & 12b, Old Bridge Way, Shefford, SG175HQ, United Kingdom	Unit 3 North End Industrial Estate Bury Mead Road Hitchin Hertfordshire SG5 1RT Justin Feller Installation of internally illuminated fascia sign to front elevation
23/00198/FPH	Mr John Moustafa 75 Jackdaw Close, Stevenage, SG2 9DA, United Kingdom	225 Cambridge Road Hitchin Hertfordshire SG4 0JR Mr John Moustafa Single storey rear extension following demolition of existing conservatory.
23/00267/FPH	Rosebury Mr Thomas Postlethwaite 8 Woodland Way, Baldock, Herts, SG7 6LR	27 Manton Road Hitchin Hertfordshire SG4 9NW Mrs Vicky Calver Two and single storey side extension, single storey rear extension and Insertion of front bay window following demolition of existing garage

23/00300/FP	Hives Associates Ltd Mr Mark Hives Scales Dyke, 19 Main Street, Lyddington, Oakham, LE15 9LR, United Kingdom	11 Highbury Road Hitchin Hertfordshire SG4 9RW Childbase Partnership Ltd. Erection of timber bin storage enclosure.
23/00303/FPH	NTC Designs Ltd Mrs Nancy Covello 3 Hastings Close, Stevenage, SG1 2JG	14 The Ridgeway Hitchin Hertfordshire SG5 2BT Mr and Mrs Oluwole & Abiodun Kolawole Alterations to include new gabled roof incorporating front and rear dormer windows including insertion of Juliet balcony and glazed balcony to rear elevation to facilitate habitable accommodation at first floor level. Two storey front extension, single storey rear infill extension and new roof to existing single storey rear extension. Installation of external cladding and alterations to fenestration
23/00332/TD	Telecoms Dalcour Maclaren Dalcour Maclaren 1 Staplehurst Farm, Weston on the Green, OX25 3QU, United Kingdom	Land In Front Of 64-66 Old Hale Way Hitchin Hertfordshire SG5 1XR Hutchison 3G UK Ltd Installation of 15m-high telecommunications monopole and 3no. ground-based equipment cabinets; and ancillary development thereto.
23/00336/FPH	Mrs Nancy Covello NTC Designs Ltd 3 Hastings Close, Stevenage, SG1 2JG	37 Florence Street Hitchin Hertfordshire SG5 1QZ Steph Underwood Part two storey and part single storey rear extension following demolition of existing extension
23/00362/LDCP	ELA Design Mr Chris Ellerbeck Beechcroft, Riverside Avenue, Broxbourne, EN10 6RA	48 Lancaster Road Hitchin Hertfordshire SG5 1PD Mr Sam Baker Insertion of rear dormer window and 2no front rooflights to facilitate loft conversion
23/00365/FPH	Houghton Architecture Ltd Mr Mark Houghton Suite 83, Enterprise House, 86 Bancroft, Hitchin, Hertfordshire, SG5 1NQ	78 Strathmore Avenue Hitchin Hertfordshire SG5 1ST Mr & Mrs E Nelson Two storey side extension, front porch extension, insertion of Juliet balcony to first floor rear elevation, rear and side dormer windows and one rooflight to front roofslope to facilitate loft conversion into habitable accommodation. Alterations to fenestration

23/00410/TPO Mr Ben Waterman Waterman Tree Co.2 Cherry Tree Gardens
26 Passingham Avenue, Hitchin, SG4 Hitchin
9LD, United Kingdom Hertfordshire
SG4 9FL

Mr Mark Joyce

T1, T2 Sweet Chestnut - Reduce by 2m.

Knebworth Parish Council

23/00329/FPH Your Plans UK Mr Harrison Eales 7 Gun Lane
Suite A2, Stevenage, Stevenage, SG1 Knebworth
3UN Hertfordshire
SG3 6BH

Mr Tarren Williams

Raise roof height, creation of gable ends and insertion of front and rear dormer windows to facilitate additional habitable accommodation at first floor level. Two storey front extension following demolition of existing porch. Alterations to fenestration

23/00363/LBC Donald Insall Associates Miss Nicki Whetstone
Milton Hall, Ely Road, Cambridge, Knebworth House
CB24 6WZ, United Kingdom Knebworth Park
Old Knebworth
Knebworth
Hertfordshire
SG3 6PY

n/a

Repairs and stabilisation of turrets T9 & T10 and merlons and replace stringcourse in stone. Retention of works to dismantle and reconstruct chimney CH31.

Langley Parish Meeting

23/00241/FP Mr Ryan Albone BBR Design Hitchwood Barn
BBR Design, 7 Paynes Park, Hitchin, Hitchwood Lane
SG51EH, United Kingdom Preston
Hitchin
Hertfordshire
SG4 7RW

Mr Cornell

Erection of ground mounted solar panels

Lilley Parish Council

23/00334/FP A D Practice Ltd Ms Heather McNeill Barn Adjacent To Church Farm
2 Mill Walk, Wheathampstead, St West Street
Albans, AL4 8DT, United Kingdom Lilley
Hertfordshire
LU2 8LH

Ms & Mr McNeill & Johnson

Change of use and conversion of barn to provide one 4-bed dwelling including two front extensions and one rear extension

Offley Parish Council

23/00283/LBC	AECOM Mr Chris Bicknell Aldgate Tower, Leman Street, London, E1 8FA	Putteridge Bury Campus Putteridge Park Luton Hertfordshire LU2 8LE
		Mr Tim Murphy
		Rebuild North Wall of the Walled Kitchen Garden following partial collapse and partial taking down.

Pirton Parish Council

23/00371/FPH	Mr Jonathan Fleming 2 Cotman End, Pirton, Pirton, Hitchin, North Hertfordshire, SG5 3FS, United Kingdom	2 Cotman End Pirton Hitchin Hertfordshire SG5 3FS
		Mr Jonathan Fleming
		Insertion of front ground floor window following removal of garage doors and rear elevation door to facilitate garage conversion into habitable accommodation

St Pauls Walden Parish Council

23/00348/LDCP	Mr Ian Neilson Glebe House, Hoo Park, Whitwell, Hitchin , Hertfordshire, SG4 8HN	Glebe House The Hoo Codicote Road Whitwell Hitchin Hertfordshire SG4 8HN
		Mr Ian Neilson
		Installation of solar panels on the roof of Glebe House

Wymondley Parish Council

23/00364/LDCP	Wastell & Porter Architects Ltd Mr Mark Scott Bancroft House, 34 Bancroft, Hitchin, Hertfordshire, SG5 1LA	Shangri-la Todds Green Stevenage Hertfordshire SG1 2JE
		Mr M Watts
		Erection of detached double car port and store

(Including Withdrawn decisions)

EAST TEAM

Application No: 22/00605/PIP	Location: Land North East Of Dovehouse Shott Smiths End Lane Barley Hertfordshire SG8 8LL Applicant Name: Mr And Mrs Marsh Description: Erection of one detached dwelling and garage following demolition of existing outbuilding.	Decision: Withdrawn Decision Date: 20/02/2023
Application No: 22/02851/NMA	Location: Mardleybury Manor Reed End Therfield Royston Hertfordshire SG8 9RL Applicant Name: Mr _ Mrs Goddard Description: Increase size of North elevation first floor windows and reduction of central glazed six pane section to one first floor pane at the North elevation (as non-material amendment to planning permission 21/00803/FPH granted on 02.02.2022).	Decision: Agreed Decision Date: 21/02/2023
Application No: 22/02964/FP	Location: Unit 24 Baldock Industrial Estate Baldock Hertfordshire SG7 6NG Applicant Name: Mr Kerim Kamil Description: Change of use of site from vacant workshop to private member's lounge/function rooms; installation of decking at first floor level and erection of steel-frame pergola shelters and perspex balustrade screen	Decision: Conditional Permission Decision Date: 22/02/2023
Application No: 22/03030/FPH	Location: 48 Denby Letchworth Garden City Hertfordshire SG6 2LG Applicant Name: Mrs Sharon Shurmer-Elliot Description: Installation of ramped access	Decision: Conditional Permission Decision Date: 21/02/2023
Application No: 22/03131/FP	Location: Unit 3 Deans Yard South Road Baldock Hertfordshire SG7 6BZ Applicant Name: Mr Muhammad Nawaz Description: Continued use of workshop as a car dealership with 12 car parking spaces.	Decision: Conditional Permission Decision Date: 21/02/2023
Application No: 22/03148/FP	Location: Southfield Farm Broadfield Buntingford Hertfordshire SG9 9RD Applicant Name: Mr Brian Murchie Description: 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.	Decision: Conditional Permission Decision Date: 21/02/2023
Application No: 22/03158/FPH	Location: 5 Philosophers Gate Ashwell Baldock Hertfordshire SG7 5DL Applicant Name: Mr & Mrs Coyne Description: 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 (as amended by details submitted 8th February 2023).	Decision: Refused Decision Date: 22/02/2023
Application No: 22/03195/TPO	Location: 35 Walnut Avenue Baldock Hertfordshire SG7 6BU Applicant Name: Mr William Knowles Description: Yew - Remove (description amended 22.02.2023)	Decision: Refused Decision Date: 22/02/2023

EAST TEAM

Application No: 22/03272/DOC	Location: Moonshine Southern Green Rushden Buntingford Hertfordshire SG9 0SX Applicant Name: Mr Mitchell Description: Discharge of Condition 1 (Garage doors) as attached to Planning Application 22/01503/FPH granted on 19.07.2021	Decision: Approval of Details Decision Date: 17/02/2023
Application No: 22/03278/DOC	Location: Moonshine Southern Green Rushden Buntingford Hertfordshire SG9 0SX Applicant Name: Mr Mitchell Description: Discharge of Condition 2 (Front elevation glazing) as attached to Planning Application 22/01503/FPH granted on 19.07.2021	Decision: Approval of Details Decision Date: 17/02/2023
Application No: 22/03302/FPH	Location: Chipslea Fore Street Weston Hitchin Hertfordshire SG4 7AS Applicant Name: Mr Graham Potts Description: Replace existing front elevation cladding and windows.	Decision: Conditional Permission Decision Date: 21/02/2023
Application No: 22/03310/FPH	Location: 9a Hollies Close Royston Hertfordshire SG8 7DZ Applicant Name: Mr JJ Enyon Description: Single storey front elevation extension, two storey front extension, alterations to rear fenestration, insulation to flank wall and brick slips and general alterations. Replace attached front elevation garage door with a window to facilitate conversion of one of the double garages into habitable accommodation.	Decision: Conditional Permission Decision Date: 21/02/2023
Application No: 23/00044/TCA	Location: 37 Ridge Avenue Letchworth Garden City Hertfordshire SG6 1PR Applicant Name: Heather Dodds FGCH Ltd Description: T21 Pine - Fell to ground level	Decision: No Objection Decision Date: 17/02/2023
Application No: 23/00073/TCA	Location: 35 South View Letchworth Garden City Hertfordshire SG6 3JJ Applicant Name: Mr Mark Thurley The Arborist Description: Apple - Crown Reduction by 50% (17-18-feet/5-6-meters) with thinning and balancing. Plum - 50% Crown Reduction (7-8-feet/2-meters). Eucalyptus - 30-40% (10-12-feet/3-4-meters) Crown Reduction.	Decision: No Objection Decision Date: 20/02/2023
Application No: 23/00176/DOC	Location: 67-69 High Street And 48 Upper King Street Royston Hertfordshire Applicant Name: Karen James Contour Planning Services Ltd Description: Discharge of Condition 3 (Construction Management Plan) as attached to Planning Application 22/01202/FP granted on 02.08.2022.	Decision: Approval of Details Decision Date: 22/02/2023
Application No: 23/00215/EC	Location: Land Opposite 46 Barkway Road Royston Hertfordshire SG8 9EB Applicant Name: Openreach Lokesh Annamnedi Description: Installation of 9M wooden light pole for fixed line broadband.	Decision: No Objection Decision Date: 21/02/2023
Application No: 23/00216/EC	Location: Land In Front Of 109 Mill Road Royston Hertfordshire SG8 7AJ Applicant Name: Openreach Andem Sravani Description: Installation of 10M wooden light pole for fixed line broadband.	Decision: No Objection Decision Date: 21/02/2023
Application No: 23/00237/DOC	Location: Land Opposite Wickes Store At Plinston Retail Park Cotton Brown Park Letchworth Garden City Hertfordshire SG6 1UP Applicant Name: c/o agent Mayfair Capital Property Unit Trust (c/o BNP Description: Discharge of Condition 6 (Swept Path Analysis) as attached to Planning Permission 22/02405/FP granted on 19.01.2023	Decision: Approval of Details Decision Date: 21/02/2023

WEST TEAM

WEST TEAM

Application No: 18/03315/OP	Location: Land Rear Of The Croft Stevenage Road Little Wymondley Hertfordshire Applicant Name: Mr And Mrs Skinner Description: Outline application: two detached dwellings with all matters reserved except access	Decision: Conditional Permission Decision Date: 22/02/2023
Application No: 18/03366/FP	Location: Node Court Drivers End Lane Codicote Hitchin Hertfordshire SG4 8TR Applicant Name: Node Developments Limited Description: Conversion of Node Court to 9no. dwellings. Erection of 3no. dwelling-houses as enabling development to facilitate the restoration of Node Court together with associated car parking, landscaping and boundary treatment.	Decision: Withdrawn Decision Date: 22/02/2023
Application No: 18/03367/LBC	Location: Node Court Drivers End Lane Codicote Hitchin Hertfordshire SG4 8TR Applicant Name: Node Developments Limited Description: External and internal alterations to facilitate the restoration and conversion of Node Court to provide 9no. dwellings.	Decision: Withdrawn Decision Date: 22/02/2023
Application No: 22/02350/FPH	Location: Thistley Lodge Half Hankerchief Lane Gosmore Hitchin Hertfordshire SG4 7BW Applicant Name: Mr A Wells Description: Retention of brick boundary wall and planters including proposed levelling out at step in wall.	Decision: Conditional Permission Decision Date: 22/02/2023
Application No: 22/02351/LBC	Location: Thistley Lodge Half Hankerchief Lane Gosmore Hitchin Hertfordshire SG4 7BW Applicant Name: Mr A Wells Description: Retention of brick boundary wall and planters including proposed levelling out at step in wall.	Decision: Not Required Decision Date: 22/02/2023
Application No: 22/02576/NMA	Location: Hillbrow Church Lane Great Wymondley Hitchin Hertfordshire SG4 7ES Applicant Name: Mr And Mrs J Davis Description: Change of roof tile from Marley Acme Brindle to Redland (As Non-Material Amendment to planning permission 22/00216/FPH granted 28.03.2022)	Decision: Agreed Decision Date: 22/02/2023
Application No: 22/02716/LDCE	Location: 20 Waterdell Lane St Ippolyts Hitchin Hertfordshire SG4 7QZ Applicant Name: Mr Mark Reynolds Description: Erection of lean to garage to side elevation of existing dwelling	Decision: Granted Permission Decision Date: 20/02/2023
Application No: 22/02906/FPH	Location: 11 Whitehurst Avenue Hitchin Hertfordshire SG5 1SR Applicant Name: Ms Annie Jacques Description: Two storey front extension, front canopy, first floor side extension, and part two storey and part single storey rear extension. Insertion of front, rear and side roof lights into roof slopes (as a variation of planning permission 22/01511/FPH granted 11.08.2022)	Decision: Conditional Permission Decision Date: 16/02/2023
Application No: 22/02958/AD	Location: 61 Hermitage Road Hitchin Hertfordshire SG5 1DB Applicant Name: Mr Ian Pottinger Lotus Clinic Description: Installation of externally illuminated fascia sign to front elevation	Decision: Conditional Consent Decision Date: 22/02/2023
Application No: 22/02976/DOC	Location: Land Adjacent To 148 High Street Kimpton Hertfordshire SG4 8QR Applicant Name: Jarvis Homes Ltd Description: Condition 16-Landscape and Ecological Management Plan (as discharge of condition relating to planning permission 20/00667/FP granted 28.09.2022)	Decision: Approval of Details Decision Date: 22/02/2023

WEST TEAM

Application No: 22/02995/LDCP	Location: 9 Lindsay Avenue Hitchin Hertfordshire SG4 9JA Applicant Name: Shaw Description: Insertion of rear box dormer and front rooflights to facilitate loft conversion, including installation of solar panels and air source heat pump.	Decision: Granted Permission Decision Date: 22/02/2023
Application No: 22/03044/S73	Location: Hitchin Cricket Ground Lucas Lane Hitchin Hertfordshire SG5 2JA Applicant Name: Mr Alan Middleditch Hitchin Town Cricket Ground Ltd Description: Variation of Condition 25 of Development B of planning permission 15/00192/1 granted 22.03.2016 - Extension of hours of All-Weather Pitch to Monday to Thursday 09.00 - 22.00; Friday 09.00 - 22.00; Saturday 09.00 - 18.30; Sundays 09.00 - 18.00; and Bank Holidays 10.00 - 18.00	Decision: Conditional Permission Decision Date: 22/02/2023
Application No: 22/03097/FPH	Location: 71 Arlesey Road Ickleford Hitchin Hertfordshire SG5 3TG Applicant Name: Ms Cheryl Isaacs Description: Insertion of rear dormer window and two rooflights to front elevation roofslope to facilitate loft conversion. Single storey side extension.	Decision: Conditional Permission Decision Date: 21/02/2023
Application No: 22/03181/DOC	Location: Land At The Rear Of 1 Stockens Green Knebworth Hertfordshire SG3 6DG Applicant Name: Mr Andrew Harrison Harrskel Ltd Description: Condition 3-Tree Works Method Statement (as discharge of condition relating to planning permission 21/03068/FP granted 21.02.2022)	Decision: Approval of Details Decision Date: 20/02/2023
Application No: 22/03190/FPH	Location: 5 Heathfield Road Hitchin Hertfordshire SG5 1SX Applicant Name: Mr & Mrs Smith Description: Single storey rear extension following demolition of existing conservatory (As amended by plans received 20 February 2023).	Decision: Conditional Permission Decision Date: 22/02/2023
Application No: 22/03191/FP	Location: 127 London Road Knebworth Hertfordshire SG3 6EX Applicant Name: Mr Miah Description: First floor front extension to existing apartment over retail unit (as amended by plans received 20/02/23)	Decision: Conditional Permission Decision Date: 22/02/2023
Application No: 22/03219/FPH	Location: 62 Symonds Road Hitchin Hertfordshire SG5 2JL Applicant Name: Mr Felton Description: First floor side extension and single storey rear extension.	Decision: Conditional Permission Decision Date: 16/02/2023
Application No: 22/03229/LDCP	Location: 61 Gaping Lane Hitchin Hertfordshire SG5 2JE Applicant Name: Mr and Mrs Thomas Description: Installation of flat roof and parapet following the removal of lean-to roof and insertion of oriel window to replace french doors on existing single storey rear extension (as amended by plans received 13.01.2023).	Decision: Refused Decision Date: 20/02/2023
Application No: 22/03235/FPH	Location: 9 Luton Road Offley Hitchin Hertfordshire SG5 3DJ Applicant Name: Mr Nick Blake Description: Single storey front extension	Decision: Conditional Permission Decision Date: 16/02/2023
Application No: 23/00006/TCA	Location: 21 Walsworth Road Hitchin Hertfordshire SG4 9SP Applicant Name: Mr Josef Elliott Description: 2 x large Conifers - Fell. 2 x Smaller Conifers - Fell	Decision: No Objection Decision Date: 20/02/2023

WEST TEAM

Application No: 23/00008/FPH	Location: 4 Maytrees Hitchin Hertfordshire SG4 9LR Applicant Name: Mr B Chathoth Description: Single storey rear extension and alterations to fenestration on side elevations	Decision: Conditional Permission Decision Date: 21/02/2023
Application No: 23/00009/FPH	Location: Caxton Villa 14 Park Lane Knebworth Hertfordshire SG3 6PF Applicant Name: Mr Steve Hemmingway Description: Installation of additional vehicular crossover.	Decision: Conditional Permission Decision Date: 22/02/2023
Application No: 23/00011/FPH	Location: 28 Common Rise Hitchin Hertfordshire SG4 0HN Applicant Name: Ms Maddi Kotecha Description: Part two storey and part single storey rear extension, front porch extension and detached rear outbuilding following demolition of existing garage.	Decision: Conditional Permission Decision Date: 22/02/2023
Application No: 23/00042/EC	Location: Land Outside Delamere Farm Arch Road Great Wymondley Hertfordshire SG4 7ER Applicant Name: Openreach Ian Edinborough Description: Installation of 9m pole.	Decision: No Objection Decision Date: 21/02/2023
Application No: 23/00056/DOC	Location: Little Orchard Nursery Rabley Heath Road Codicote Welwyn Hertfordshire AL6 9UA Applicant Name: Wheatley Group Developments LTD Description: Condition 3 - Material Details (as discharge of condition relating to planning permission 21/03043/FP granted 23.02.2022)	Decision: Approval of Details Decision Date: 21/02/2023
Application No: 23/00086/FPH	Location: 41 Bury Lane Codicote Hitchin Hertfordshire SG4 8XX Applicant Name: Kelly Kerr Description: Single storey rear extension following demolition of existing single storey rear element	Decision: Conditional Permission Decision Date: 22/02/2023
Application No: 23/00099/TCA	Location: 5 Westbury Farm Close Offley Hertfordshire SG5 3FL Applicant Name: Mr Andrew Carter Description: Horse Chestnut - Fell to ground level	Decision: No Objection Decision Date: 20/02/2023
Application No: 23/00132/TCA	Location: 11 Trevor Road Hitchin Hertfordshire SG4 9TA Applicant Name: Mr Jeremy Burrows Description: T1 Western Red Cedar - Fell to ground level	Decision: No Objection Decision Date: 22/02/2023
Application No: 23/00226/NMA	Location: Site Of Former John Burgess And Co Ltd Wratten Road East Hitchin Hertfordshire SG5 2AP Applicant Name: Mr D Burgess Burgess & Co Ltd Description: Insertion rooflight to rear elevation roofslope and ground floor obscure-glazed window to side elevation, bargeboards replaced by brick detailing (As Non-Material Amendment to planning permission 16/00208/1 granted 28.04.2016).	Decision: Agreed Decision Date: 21/02/2023

PRESS RELEASE

PR 3753

21 February 2023

Council Tax Reduction Scheme proposals approved to help those who need it most

At a meeting of Full Council last month, North Herts Council approved changes to its Council Tax Reduction scheme, following a full review and consultation with residents in September 2022.

A new banded scheme for working age applicants will come in to force from 01 April 2023 and will provide 100% Council Tax Relief to the lowest income households across the district.

In terms of the impact of the new scheme, over 80% of residents who are currently receiving council tax reduction will either see an increase in the reduction they receive to their bill or will receive the same reduction. 18% of residents will receive a smaller reduction or will no longer be eligible if their income is too high.

The headline results from the consultation revealed that:

- 68% of residents said that they supported the introduction of an Income Grid scheme to replace the current scheme for all applicants of working age
- 90% agreed that any new claim or change in circumstances which changes Council Tax Reduction entitlement will be made from the date on which the change occurs, (rather than on a weekly basis as at present)
- 88% agreed with the proposal to protect disabled persons by disregarding Personal Independence Payments or Disability Living Allowance and providing a further disregard of £50 per week where the applicant, partner or dependant is in receipt of the disability benefit.

The new simplified support scheme will make it easier for customers to calculate their entitlement, which goes towards helping the council meet its People First priority. The

scheme will also reduce the administration involved, therefore making it quicker to process claims and reducing costs for the council.

Under the proposals, a single person with an income up to £100 per week, or a couple with two children on a weekly income below £260, will be entitled to the full 100% council tax relief. However, some families with an income below £515 a week will still be eligible for some support. The scheme for pension age residents is set by Government and will continue to remain unchanged.

The council will write to anyone who is likely to see a reduction in entitlement and will signpost to a discretionary scheme to provide additional support where appropriate.

Cllr Ian Albert, Executive Member for Finance and IT at North Herts Council said: “Thanks to everyone who took the time to give us their views.

“These are difficult times for our residents through the current cost of living crisis.

“I am delighted that this new scheme has been approved which will enable the Council to give more help to the people who need it most; as well as making it easier for people to calculate their entitlement and for the council to process claims more quickly.”

At the Full Council meeting, Council also approved the use of the Council Tax Hardship Grant to fund a discretionary scheme to provide additional support where appropriate.

Note to editors

To view the council report and results from the consultation visit: [Council Tax Reduction Scheme consultation | North Herts Council \(north-herts.gov.uk\)](#)

To view the councils' Cost of Living Web pages visit: [Help with the cost of living | North Herts Council \(north-herts.gov.uk\)](#)

ENDS

For more information please contact Sarah.Jenkinson@north-herts.gov.uk / 01462 474210.