

NORTH HERTS COUNCIL

**WEEK ENDING FRIDAY 10
MARCH 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

6 MARCH 2023

Baldock and District Committee – 20 March 2023

Standards Committee – 22 March 2023

Royston and District Committee – 23 March 2023

FORTHCOMING MEETINGS WEEK COMMENCING

13 MARCH 2023

Cabinet – 14 March 2023

Joint Staff Consultative Committee – 15 March 2023 at 10.00am

Letchworth Committee – 15 March 2023

CHAIR'S ENGAGEMENTS WEEK COMMENCING

13 MARCH 2023

Date	Event	Location
	None	

VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING

13 MARCH 2023

Date	Event	Location
Mon 13 Mar 2023 @ 11am (meet at 10:30am)	Commonwealth Peace flag raising	Meeting outside the Council Offices, St. Albans
Fri 17 Mar 2023 Doors open at 7.00 for 7.30pm	Mayors Charity Fundraiser - Dacorum Borough Council	Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, HP1 1DN

OTHER EVENTS WEEK COMMENCING

13 MARCH 2023

Date	Event	Location
Mon 13 Mar 2023 @ 7:00pm	Candidate and Agent Election Briefing	Via Teams (contact Electoral Services for link to join)

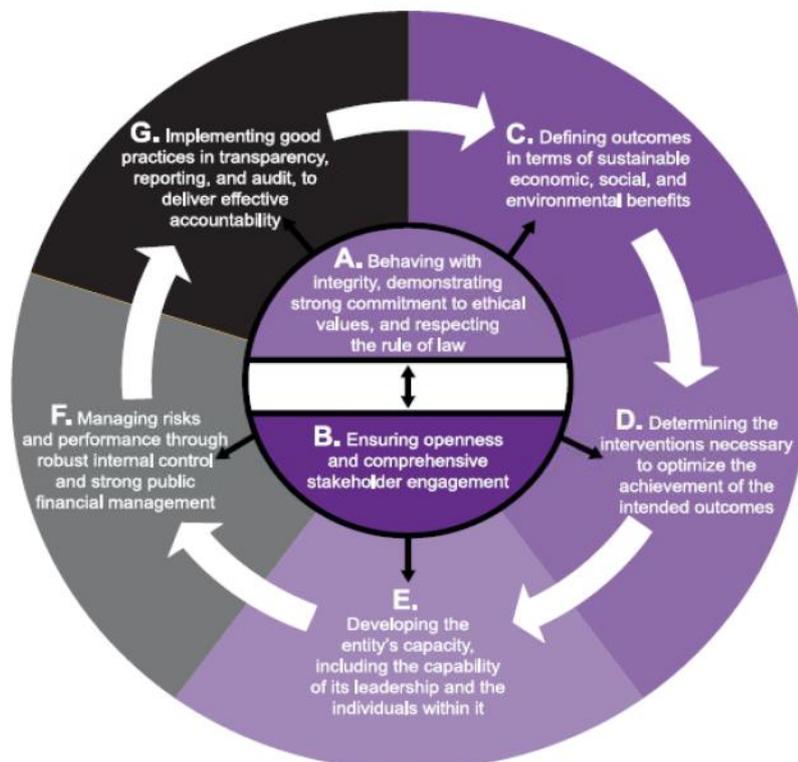
LEGAL AND COMMUNITY

MEMBERS INFORMATION NOTE

Local Code of Corporate Governance 2023

To achieve good governance, each Local Authority should be able to demonstrate that its governance structures comply with the core and sub principles contained in the Chartered Institute of Public Finance & Accountancy (CIPFA) / Society of Local Authority Chief Executives (SOLACE) Framework 2016.

It is recommended good practice that a Council develops and maintains a Local Code of Governance that reflects the principles set out in that Framework and NHDC's was recently reviewed by the Finance, Audit & Risk (FAR) Committee in March. The Local Code is available on the Council's Corporate Governance page <https://www.north-herts.gov.uk/home/council-data-and-performance/policies/corporate-governance> and the core principles are summarised below:



The Local Code and the CIPFA/SOLACE Framework will now provide the scheme against which annual governance will be measured. It is expected that this will be reported back to FAR Committee in the form of the Annual Governance Statement, with any improvements identified in an Action Plan.

For more information please contact:

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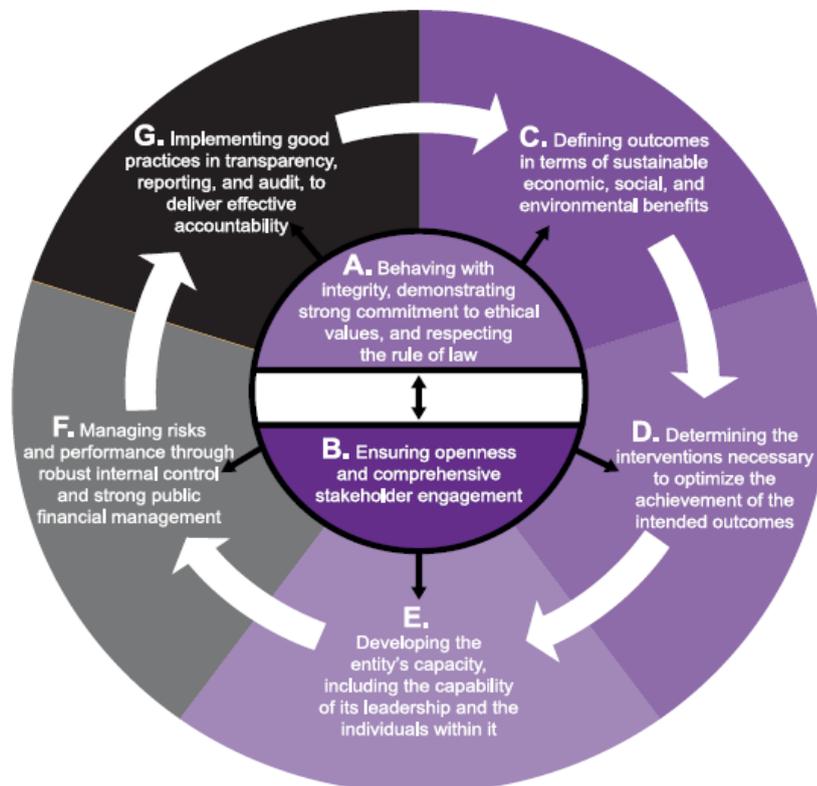
LOCAL CODE OF CORPORATE GOVERNANCE

1. INTRODUCTION

- 1.1 North Herts Council is committed to achieving good corporate governance and this Local Code of Corporate Governance confirms its ongoing commitment to do so.
- 1.2 This Code outlines North Herts Councils (NHC's) approach towards corporate governance and the principles against which its arrangements will be measured.

2. WHAT IS CORPORATE GOVERNANCE?

- 2.1. The Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Government Chief Executives (SOLACE) set the standard for local authority governance in the UK through their Framework principles and published a new set in April 2016. These principles *are themselves* derived from the International Framework: Good Governance in the Public Sector (CIPFA/IFAC, 2014) (the 'International Framework'). NHC's Code is therefore based on these principles:



- 2.2. The 2016 Framework defines governance as comprising of: "...***the arrangements (including political, economic, social, environmental administrative, legal, and other arrangements) put in place to ensure that the intended outcomes for stakeholders are defined and achieved.***"

2.3. The CIPFA/Solace Framework states that “**To achieve good governance, each local authority should be able to demonstrate that its governance structures comply with the core and sub-principles contained in this Framework. It should therefore develop and maintain a local code of governance/governance arrangements reflecting the principles set out.**”

2.4. These principles and sub-principles are:

Principles in bold. Sub-principles in italics.
Principle A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law
Local government organisations are accountable not only for how much they spend, but also for how they use the resources under their stewardship. This includes accountability for outputs, both positive and negative, and for the outcomes they have achieved. In addition, they have an overarching responsibility to serve the public interest in adhering to the requirements of legislation and government policies. It is essential that, as a whole, they can demonstrate the appropriateness of all their actions and have mechanisms in place to encourage and enforce adherence to ethical values and to respect the rule of law.
1) Behaving with integrity
<i>i) Ensuring Members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.</i>
<i>ii) Ensuring Members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood. These should build on the Seven Principles of Public Life (the Nolan Principles).</i>
<i>iii) Leading by example and using these standard operating principles or values as a framework for decision making and other actions.</i>
<i>iv) Demonstrating, communicating and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure that they are operating effectively.</i>
2) Demonstrating strong commitment to ethical values
<i>i) Seeking to establish, monitor and maintain the organisation’s ethical standards and performance.</i>
<i>ii) Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the organisation’s culture and operation.</i>
<i>iii) Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values.</i>
<i>iv) Ensuring that external providers of services on behalf of the organisation are required to act with integrity and in compliance with high ethical standards expected by the organisation.</i>
3) Respecting the rule of law
<i>i) Ensuring members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations.</i>

¹ Delivering good governance in Local Government Framework (2016 Edition)

ii) Creating the conditions to ensure that the statutory officers, other key post holders and members are able to fulfil their responsibilities in accordance with legislative and regulatory requirements.

iii) Striving to optimise the use of the full powers available for the benefit of citizens, communities and other stakeholders.

iv) Dealing with breaches of legal and regulatory provisions effectively.

v) Ensuring corruption and misuse of power are dealt with effectively.

Principle B. Ensuring openness and comprehensive stakeholder engagement.

Local government is run for the public good; organisations therefore should ensure openness in their activities. Clear, trusted channels of communication and consultation should be used to engage effectively with all groups of stakeholders, such as individual citizens and service users, as well as institutional stakeholders.

1) Openness

i) Ensuring an open culture through demonstrating, documenting and communicating the organisation's commitment to openness.

ii) Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If that is not the case, a justification for the reasoning for keeping a decision confidential should be provided.

iii) Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear.

iv) Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/courses of action.

2) Engaging comprehensively with institutional stakeholders

i) Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably.

ii) Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively.

iii) Ensuring that partnerships are based on:

— trust

— a shared commitment to change

— a culture that promotes and accepts challenge among partners and that the added value of partnership working is explicit.

3) Engaging stakeholders effectively, including individual citizens and service users

i) Establishing a clear policy on the type of issues that the organisation will meaningfully consult with or involve individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes.

ii) Ensuring that communication methods are effective, and that members and officers are clear about their roles with regard to community engagement.

iii) Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs.

iv) Implementing effective feedback mechanisms in order to demonstrate how their views have been taken into account.

v) Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity.

vi) Taking account of the interests of future generations of taxpayers and service users.

Principle C. Defining outcomes in terms of sustainable economic, social, and environmental benefits

The long-term nature and impact of many of local government's responsibilities mean that it should define and plan outcomes and that these should be sustainable. Decisions should further the authority's purpose, contribute to intended benefits and outcomes, and remain within the limits of authority and resources. Input from all groups of stakeholders, including citizens, service users, and institutional stakeholders, is vital to the success of this process and in balancing competing demands when determining priorities for the finite resources available.

1) Defining outcomes

i) Having a clear vision which is an agreed formal statement of the organisation's purpose and intended outcomes containing appropriate performance indicators, which provides the basis for the organisation's overall strategy, planning and other decisions.

ii) Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of a year or longer.

iii) Delivering defined outcomes on a sustainable basis within the resources that will be available.

iv) Identifying and managing risks to the achievement of outcomes.

v) Managing service user's expectations effectively with regard to determining priorities and making the best use of the resources available.

2) Sustainable economic, social and environmental benefits

i) Considering and balancing the combined economic, social and environmental impact of policies, plans and decisions when taking decisions about service provision.

ii) Taking a longer-term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the organisation's intended outcomes and short-term factors such as the political cycle or financial constraints.

iii) Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs.

iv) Ensuring fair access to services.

Principle D. Determining the interventions necessary to optimise the achievement of the intended outcomes

Local government achieves its intended outcomes by providing a mixture of legal, regulatory, and practical interventions. Determining the right mix of these courses of action

is a critically important strategic choice that local government has to make to ensure intended outcomes are achieved They need robust decision-making mechanisms to ensure that their defined outcomes can be achieved in a way that provides the best trade-off between the various types of resource inputs while still enabling effective and efficient operations. Decisions made need to be reviewed continually to ensure that achievement of outcomes is optimised.

1) Determining interventions

i) Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and including the risks associated with those options. Therefore ensuring best value is achieved however services are provided.

ii) Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available including people, skills, land and assets and bearing in mind future impacts.

2) Planning interventions

i) Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets.

ii) Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered.

iii) Considering and monitoring risks facing each partner when working collaboratively including shared risks.

iv) Ensuring arrangements are flexible and agile so that the mechanisms for delivering outputs can be adapted to changing circumstances.

v) Establishing appropriate key performance indicators (KPIs) as part of the planning process in order to identify how the performance of services and projects is to be measured.

vi) Ensuring capacity exists to generate the information required to review service quality regularly.

vii) Preparing budgets in accordance with organisational objectives, strategies and the medium term financial plan.

viii) Informing medium and long term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy.

3) Optimising achievement of intended outcomes

i) Ensuring the medium term financial strategy integrates and balances service priorities, affordability and other resource constraints.

ii) Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term.

iii) Ensuring the medium term financial strategy sets the context for ongoing decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage.

iv) Ensuring the achievement of 'social value' through service planning and commissioning. The Public Services (Social Value) Act 2012 states that this is "the additional benefit to the community...over and above the direct purchasing of goods, services and outcomes".

Principle E. Developing the entity's capacity, including the capability of its leadership and the individuals within it

Local government needs appropriate structures and leadership, as well as people with the right skills, appropriate qualifications and mindset, to operate efficiently and effectively and achieve their intended outcomes within the specified periods. A local government organisation must ensure that it has both the capacity to fulfil its own mandate and to make certain that there are policies in place to guarantee that its management has the operational capacity for the organisation as a whole. Because both individuals and the environment in which an authority operates will change over time, there will be a continuous need to develop its capacity as well as the skills and experience of the leadership of individual staff members. Leadership in local government entities is strengthened by the participation of people with many different types of backgrounds, reflecting the structure and diversity of communities.

1) Developing the entity's capacity

i) Reviewing operations, performance use of assets on a regular basis to ensure their continuing effectiveness.

ii) Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how the authority's resources are allocated so that outcomes are achieved effectively and efficiently.

iii) Recognising the benefits of partnerships and collaborative working where added value can be achieved.

iv) Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources.

2) Developing the capability of the entity's leadership and other individuals

i) Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained.

ii) Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body.

iii) Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads the authority in implementing strategy and managing the delivery of services and other outputs set by members and each provides a check and a balance for each other's authority.

iv) Developing the capabilities of members and senior management to achieve effective shared leadership and to enable the organisation to respond successfully to changing legal and policy demands as well as economic, political and environmental changes and risks by:

- ensuring members and staff have access to appropriate induction tailored to their role and that ongoing training and development matching individual and organisational requirements is available and encouraged.
- ensuring members and officers have the appropriate skills, knowledge, resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis ensuring members and officers have the appropriate skills.

knowledge, resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis.

- ensuring personal, organisational and system-wide development through shared learning, including lessons learnt from governance weaknesses both internal and external.

v) Ensuring that there are structures in place to encourage public participation.

vi) Taking steps to consider the leadership's own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections.

vii) Holding staff to account through regular performance reviews which take account of training or development needs.

viii) Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing.

Principle F. Managing risks and performance through robust internal control and strong public financial management

Local government needs to ensure that the organisations and governance structures that it oversees have implemented, and can sustain, an effective performance management system that facilitates effective and efficient delivery of planned services. Risk management and internal control are important and integral parts of a performance management system and crucial to the achievement of outcomes. Risk should be considered and addressed as part of all decision making activities.

A strong system of financial management is essential for the implementation of policies and the achievement of intended outcomes, as it will enforce financial discipline, strategic allocation of resources, efficient service delivery, and accountability.

It is also essential that a culture and structure for scrutiny is in place as a key part of accountable decision making, policy making and review. A positive working culture that accepts, promotes and encourages constructive challenge is critical to successful scrutiny and successful delivery.

Importantly, this culture does not happen automatically, it requires repeated commitment from those in authority.

1) Managing risk

i) Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making.

ii) Implementing robust and integrated risk management arrangements and ensuring that they are working effectively.

iii) Ensuring that responsibilities for managing individual risks are clearly allocated.

2) Managing performance

i) Monitoring service delivery effectively including planning, specification, execution and independent post implementation review.

ii) Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the organisation's financial, social and environmental position and outlook.

iii) Ensuring an effective scrutiny or oversight function is in place which encourages constructive challenge and debate on policies and objectives before, during and after decisions are made

thereby enhancing the organisation's performance and that of any organisation for which it is responsible.

iv) Providing members and senior management with regular reports on service delivery plans and on progress towards outcome achievement.

v) Ensuring there is consistency between specification stages (such as budgets) and post implementation reporting (eg financial statements).

3) Robust internal control

i) Aligning the risk management strategy and policies on internal control with achieving the objectives.

ii) Evaluating and monitoring the authority's risk management and internal control on a regular basis.

iii) Ensuring effective counter fraud and anti-corruption arrangements are in place.

iv) Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor.

v) Ensuring an audit committee or equivalent group or function which is independent of the executive and accountable to the governing body:
— provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment
— that its recommendations are listened to and acted upon.

4) Managing data

i) Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data.

ii) Ensuring effective arrangements are in place and operating effectively when sharing data with other bodies.

iii) Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring.

5) Strong public financial management

i) Ensuring financial management supports both long term achievement of outcomes and short-term financial and operational performance.

ii) Ensuring well-developed financial management is integrated at all levels of planning and control, including management of financial risks and controls.

Principle G. Implementing good practices in transparency, reporting, and audit to deliver effective accountability

Accountability is about ensuring that those making decisions and delivering services are answerable for them. Effective accountability is concerned not only with reporting on actions completed, but also ensuring that stakeholders are able to understand and respond as the organisation plans and carries out its activities in a transparent manner. Both external and internal audit contribute to effective accountability.

1) Implementing good practice in transparency

i) Writing and communicating reports for the public and other stakeholders in an understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate.

ii) Striking a balance between providing the right amount of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand.

6) Implementing good practices in reporting

i) Reporting at least annually on performance, value for money and the stewardship of its resources.

ii) Ensuring members and senior management own the results.

iii) Ensuring robust arrangements for assessing the extent to which the principles contained in the Framework have been applied and publishing the results on this assessment including an action plan for improvement and evidence to demonstrate good governance (annual governance statement).

iv) Ensuring that the Framework is applied to jointly managed or shared service organisations as appropriate.

v) Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other similar organisations.

7) Assurance and effective accountability

i) Ensuring that recommendations for corrective action made by external audit are acted upon.

ii) Ensuring an effective internal audit service with direct access to members is in place which provides assurance with regard to governance arrangements and recommendations are acted upon.

iii) Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations.

iv) Gaining assurance on risks associated with delivering services through third parties and that this is evidenced in the annual governance statement.

v) Ensuring that when working in partnership, arrangements for accountability are clear and that the need for wider public accountability has been recognised and met.

2.5 The Chartered Institute of Public Finance and Accountancy (CIPFA) also launched a Financial Management (FM) Code. The intention is that the Code helps to create a culture of strong financial management to help address the financial pressures that Councils are facing. The intention is that a self-regulation approach will prevent any other Local Authorities 'failing'. This will then avoid any need for any external control or reductions in current powers. The Code does not currently have any specific statutory backing. However, CIPFA reference that compliance with the code should be linked to s151 of the Local Government Act 1972 ("every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of

their officers has responsibility for the administration of those affairs”). They also place an obligation on their members to adhere to the Code. The 17 standards contained within the Code have been provided to Members of the Committee by the Chief Finance Officer.

3. NHC'S GOVERNANCE AIM

3.1. NHC aims to meet the above Framework principles in a cost efficient and effective governance manner. The Council is required to review its arrangements annually and will assess these against the principles and prepare and publish an Annual Governance Statement (AGS) in accordance with Delivering Good Governance in Local Government: Framework (2016) and the statutory requirements².

3.2. Many of the requirements contained within the principles and this Code are included in the Council's Constitution and the Council's key strategies and policies, which are available through the Council's website:

<https://www.north-herts.gov.uk/>

As part of the annual assessment, the AGS will, however, set out how the requirements have been met through specific examples/ outcomes as against the above principles; or if these have not been met in part/ fully, detail the actions NHC will take to address the matter. The assessment document will be published on the Council's website.

4. NHC'S VISION

4.1. Leadership and collaborative working are developed themes within NHC. It has a vision and the Council Plan that sets out NHC's strategic priorities and thematic work for the district for 2022-2027.

4.2. NHC's Vision is:

'We will put people first and deliver sustainable services, to enable a brighter future together'.

It is clear that the Council must work with its residents, businesses, contractors, and urban and rural communities to achieve this vision.

4.3. NHC's internal corporate business planning process supports the delivery of the vision in terms of what we do and the collaborative work we carry out in conjunction with our partners.

4.4. The vision is supported by the Council's Priorities, which for 2022 onwards are:

- **People First**

People make North Herts work. We value all our residents, businesses, staff, contractors, councillors, and other partners, and place them at the heart of everything we do.

- **Sustainability**

We recognise the challenges our towns and district as a whole face and are committed to delivering services which are relevant and sustainable. In doing so we will place our environmental responsibilities, as well as sound financial planning, at the centre of our policy making.

² Under the Local Audit and Accountability Act 2014 ('LAAA 2014') and the Accounts and Audit Regulations 2015/234

- **A Brighter Future Together**

We are far-sighted and plan for the long term to secure the best outcomes for our people, towns and villages, and the local economy, ensuring North Herts continues to thrive.

- 4.5. The Council aspires to achieve its priorities in an open and transparent manner having due regard to equal opportunities and the opportunities and benefits proffered by innovative and flexible partnership working.

5. CONCLUSION

To ensure that it keeps its aims, North Herts Council will:

- Review its Local Code of Corporate Governance annually to ensure that it reflects current recommended practice and remains a “live” document.
- Monitor all arrangements in place for practical effectiveness.
- Review practices, procedures and guidelines on a regular basis.
- Review its arrangements and report these through the AGS on how North Herts Council is complying with the principles/ the Code. This will include oversight of the assessment by the Leadership Team and Member consideration and approval (through appropriate bodies). This assessment will include review of the annual internal auditor’s opinion from the Head of the Shared Internal Audit Service (SIAS); external auditors’ opinion/ letter; managers’ assurance statements; the Finance, Audit and Risk Committee annual report/ review of its effectiveness; inspection reports (SIAS and the Shared Anti-Fraud Service – SAFS); Ombudsman’s recommendations; annual Scrutiny report; Standards Committee report; project governance and risk arrangements.
- Identify any necessary governance actions in the AGS including appropriate timescales and designate Lead Officers for the forthcoming year.
- Ensure that actions identified in the AGS are monitored and reported back through the Leadership Team process (as appropriate) and to Members of Finance, Audit and Risk Committee.

Review date – 8th March 2023

*This Code will be reviewed by 31 March 2024 unless any **significant changes** are required in the interim.*

**Incidents Summary Analysis by Zone
North Herts**

01/02/2023 to 01/03/2023

Incidents Summary Analysis by Zone

01/02/2023 to 01/03/2023

Category Summary

Zone: Baldock

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti-Social Behaviour	Affray	1
Assault		1
Post Event Viewing	Download For Police	1
Traffic Incident	RTC	1
Vehicle	No Insurance	1
Weapon	Knife	1

Total No. of Incidents in Zone Baldock: 6

Zone: Hitchin

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
		1
Alarm Activation	Intruder Alarm	1
Anti-Social Behaviour	Disorder	6
Arson/Fire		1
Assault		1
Concern for Welfare		5
Criminal Damage		2
Domestic	Assault	1
Police Request		1
Post Event Viewing	Download For Police	3
Traffic Incident	RTC	1
Unauthorised Access (Trespass)		1
Weapon	Knife	1

Total No. of Incidents in Zone Hitchin: 25

Zone: Knebworth

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Concern for Welfare	Missing Persons	2

Total No. of Incidents in Zone Knebworth: 2

Zone: Letchworth

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti Social Behaviour	Drunken Behaviour	4
Assault	ABH	1
Concern for Welfare	Injury	6
Other		2
Police Request		1
Post Event Viewing	Download For Police	6

Incidents Summary Analysis by Zone

01/02/2023 to 01/03/2023

Suspicious Activity		2
Traffic Incident	RTC	1

Total No. of Incidents in Zone Letchworth: 23

Zone: Royston

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Concern for Welfare	Injury	2
Post Event Viewing	Download For Police	4

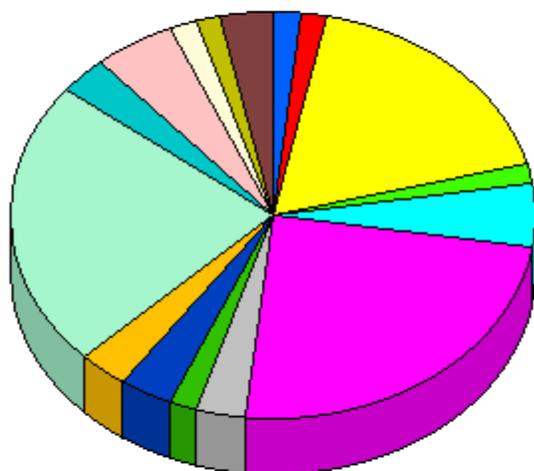
Total No. of Incidents in Zone Royston: 6

Total No. of Incidents : 62

Incidents Summary Analysis by Zone

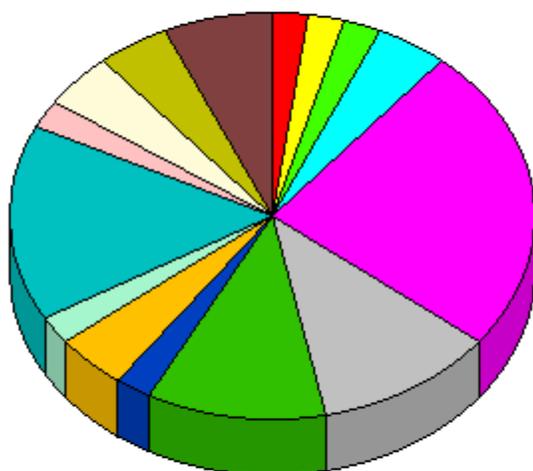
01/02/2023 to 01/03/2023

No. of Incidents by Category



Alarm Activation	1.6%
Anti Social Behaviour	17.7%
Arson/Fire	1.6%
Assault	4.8%
Concern for Welfare	24.2%
Criminal Damage	3.2%
Domestic	1.6%
Other	3.2%
Police Request	3.2%
Post Event Viewing	22.8%
Suspicious Activity	3.2%
Traffic Incident	4.8%
Unauthorised Access (Trespass)	1.6%
Vehicle	1.6%
Weapon	3.2%
Total:	100.0%

No. of Incidents by Sub Category



ABH	2.2%
Affray	2.2%
Assault	2.2%
Disorder	4.4%
Download For Police	24.4%
Drunken Behaviour	11.1%
Injury	11.1%
Intruder Alarm	2.2%
Knife	4.4%
Mental Health	2.2%
Missing Persons	15.6%
No Insurance	2.2%
Nuisance	4.4%
Public Viewing Request	4.4%
RTC	6.7%
Total:	100.0%

Incidents Summary Analysis by Zone

01/02/2023 to 01/03/2023

Call Source Summary

Zone: Baldock

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	1
Police Airwaves	4
Post Event Viewing	1

Total No. of Incidents in Zone Baldock: 6

Zone: Hitchin

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	1
Police Airwaves	2
Police Airwaves	16
Post Event Viewing	3
Town Link	3

Total No. of Incidents in Zone Hitchin: 25

Zone: Knebworth

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	1
Police Airwaves	1

Total No. of Incidents in Zone Knebworth: 2

Zone: Letchworth

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	4
Police Airwaves	10
Police Control	3
Post Event Viewing	6

Total No. of Incidents in Zone Letchworth: 23

Zone: Royston

<u>Call Source</u>	<u>No. of Incidents</u>
Police Airwaves	2
Police Control	1
Post Event Viewing	3

Total No. of Incidents in Zone Royston: 6



Incidents Summary Analysis by Zone

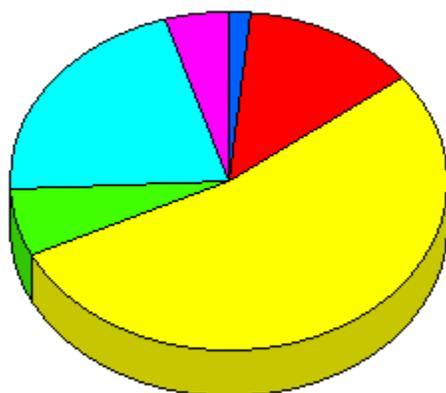
01/02/2023 to 01/03/2023

Total No. of Incidents :	62
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Incidents Summary Analysis by Zone

01/02/2023 to 01/03/2023

No. of Incidents by Call Source



	1.6%
Controller	12.9%
Police Airwaves	53.2%
Police Control	6.5%
Post Event Viewing	21.0%
Town Link	4.8%
Total:	100.0%

Incidents Summary Analysis by Zone

01/02/2023 to 01/03/2023

Camera Summary

Zone: Baldock

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00801	Mansfield Road	1
00803	High Street Junc	1
00804	High Street Junc	4
00805	Whitehorse Street	4
00806	Great North Road	3

Total No. of Incidents in Zone Baldock: 6

Zone: Hitchin

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00300	Bancroft North	3
00302	Bancroft Middle	2
00303	Bancroft	8
00304	Brand Street	7
00305	Market Place	5
00306	Market Place Sun	5
00307	Hermitage Road	3
00308	Woodside Car Park	2
00309	Churchyard South	3
00311	Sun Street	3
00312	Bucklesbury	1
00313	Biggen Lane Car	1
00314	Queen Street	3
00315	Portmill Lane Car	1
00316	Station Approach	3
00317	Nightingale Road	1

Total No. of Incidents in Zone Hitchin: 25

Zone: Knebworth

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00850	Station Road Junc	1
00851	London Road Junc S	1

Total No. of Incidents in Zone Knebworth: 2

Zone: Letchworth

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00401	Eastcheap Car Park	2
00402	Broadway Hotel	4
00403	Station Place	7
00404	Station Road West	4
00405	Station Road	1

Incidents Summary Analysis by Zone

01/02/2023 to 01/03/2023

00406	Station Road East	2
00408	Leys Avenue	2
00410	Eastcheap Middle	2
00411	Broadway Gardens	4
00417	Leys Avenue Top	5
00418	Leys Avenue	1
00419	Leys Avenue	1
00820	Grange Estate	2
00821	Grange Estate	2

Total No. of Incidents in Zone Letchworth: 23

Zone: Royston

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00810	Lower King Street	1
00811	Lower High Street	1
00812	Upper High Street	1
00814	Market Hill	1
00815	Fish Hill Opp NU	4

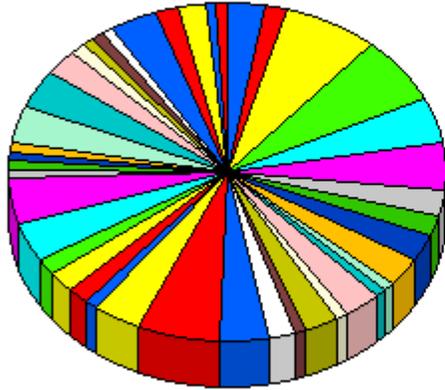
Total No. of Incidents in Zone Royston: 6

Total No. of Incidents : 62

Incidents Summary Analysis by Zone

01/02/2023 to 01/03/2023

No. of Incidents by Camera



0300	Bancroft North	2.7%
00302	Bancroft Middle	1.8%
00303	Bancroft Hermitage Rd	7.1%
00304	Brand Street	6.2%
00305	Market Place High St	4.4%
00306	Market Place Sun St	4.4%
00307	Hermitage Road	2.7%
00308	Woodside Car Park	1.8%
00309	Churchyard South	2.7%
00311	Sun Street	2.7%
00312	Bucklesbury	0.9%
00313	Biggen Lane Car Park	0.9%
00314	Queen Street	2.7%
00315	Potmill Lane Car Park	0.9%
00316	Station Approach	2.7%
00317	Nightingale Road	0.9%
00401	Eastcheap Car Park	1.8%
00402	Broadway Hotel	3.5%
00403	Station Place	6.2%
00404	Station Road West	3.5%
00405	Station Road Middle	0.9%
00406	Station Road East	1.8%
Total:		100.0%

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Southern Rural Committee held in the Council Chambers, District Council Offices, Gernon Road, Letchworth Garden City, SG6 3JF on Thursday, 2nd March, 2023 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor David Barnard.

2 MINUTES - 20 DECEMBER 2022

RESOLVED: That the Minutes of the Meeting of the Committee held on 20 December 2022 be approved as a true record of the proceedings and be signed by the Chair.

3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

4 CHAIR'S ANNOUNCEMENTS

(1) The Chair reminded Members to make declarations of interest before an item, the detailed reminder about this and speaking rights is set out under Chair's Announcements on the agenda.

(2) The Chair advised that for the purposes of clarification that 4.8.23(a) of the Constitution did not apply to this meeting.

5 HERTFORDSHIRE CONSTABULARY - UPDATE

A verbal presentation was received from PS Guy Westwood and Inspector James Lant of Hertfordshire Constabulary.

6 PUBLIC PARTICIPATION

RESOLVED: That the Committee allocated £2,635 to Breachwood Green JMI School PTFA towards a new spectator rail which will enclose the sports pitch as outlined in 8.1.1- 8.1.4.

RESOLVED: That the Committee allocated £750 to Kimpton Folk Events to provide free entertainment at Kimpton Folk Festival on 1st July 2023 subject to the receipt of an adequate safeguarding policy.

7 GRANT APPLICATIONS AND COMMUNITY UPDATE

RESOLVED: That the Committee endorsed the actions taken by the Community Engagement team to promote greater community capacity and well-being for Southern Rural.

8 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

The following items were discussed in relation to Ward Matters and Outside Organisations:

- Community Orchard, Wymondley
- Luton Airport development
- Codicote building progress

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Finance, Audit and Risk Committee held in the Council Chamber, District Council Offices, Gernon Road, Letchworth on Wednesday, 8th March, 2023 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Terry Hone.

2 MINUTES - 25 JANUARY 2023

RESOLVED: That the Minutes of the Meeting of the Committee held on 25 January 2023 be approved as a true record of the proceedings and be signed by the Chair.

3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (2) 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 for the purposes of clarification for that 4.8.23(a) of the Constitution did not apply to this meeting.
- (4) The Chair led a Minute's silence in memory of former Councillor John Bishop, who passed away on 2 March 2023.

5 PUBLIC PARTICIPATION

There was no public participation at this meeting.

6 ANNUAL GOVERNANCE STATEMENT

RESOLVED: That the Committee approved the amended AGS and Action plan (Appendix A).

REASONS FOR DECISION:

1. The AGS must be considered and approved by this Committee before the approval of the Statement of Accounts under Regulation 6(4)(a) of the Accounts and Audit Regulations ('AAR' 2015/234).
2. The Committee is the legal body with responsibility for approval of the AGS.
3. Reviewing the AGS Action Plan during 2022-23 will provide the committee with assurances that the Council is examining and where necessary improving its governance arrangements.

7 LOCAL CODE OF GOVERNANCE

RESOLVED: That the Committee approved the Local Code of Corporate Governance 2023 (Appendix A).

REASON FOR DECISION: It is recommended practice to review the Local Code of Corporate Governance each year to ensure it remains up to date and relevant.

8 AUDIT RESULTS REPORT

RESOLVED: That the Audit Results Report was noted.

9 STATEMENT OF ACCOUNTS 2021/22

RESOLVED:

1. That the Committee noted the 2020/21 Annual Statement of Accounts (addendum version), as set out in Appendix A (addendum).
2. That the Committee noted the audit work completed to date, the findings from that work and the resultant changes made to the Statement of Accounts.
3. That, subject to the final audit work not requiring any substantial changes to the Statement of Accounts, the Committee delegated to the Chair of the Committee the final approval of the 2021/22 Annual Statement of Accounts. This will include confirming that the Chair of the Committee can sign the Statement of Accounts to confirm that they have been approved by the Committee.

REASON FOR DECISIONS:

1. To ensure that the Council abides by the Audit and Account Regulations 2015, which require the approval and publication of audited Statement of Accounts.

10 SAFS PROPOSED ANTI-FRAUD PLAN 2023/24 AND PROGRESS WITH DELIVERY OF 2022/23 AUDIT PLAN

RESOLVED:

1. That the report was noted.
2. That the Committee reviewed and approved the Anti-Fraud Plan 2023/24

11 AUDIT PLAN 2023/24

RESOLVED: That the Committee approved the proposed North Herts Council Internal Audit Plan for 2023/24.

12 Q3 2022/23 AUDIT UPDATE REPORT

RESOLVED:

1. Noted the SIAS Progress Report for the period to 17 February 2023.
2. Approved the plan amendments to the 2022/23 Internal Annual Audit Plan.

13 THIRD QUARTER REVENUE BUDGET MONITORING 2022/23

RECOMMENDED TO CABINET:

1. That Cabinet note this report.
2. That Cabinet approves the changes to the 2022/23 General Fund budget, as identified in table 3 and paragraph 8.3, a £1.090 million decrease in net expenditure.
3. That Cabinet approves the charges to the 2023/24 General Fund budget, as identified in table 3 and paragraph 8.3, a total £549k increase in net expenditure.
4. That Cabinet approves the use of £140k of salary budget carry-forward for additional Service Director capacity for an 18- month period, and that the allocation of the remainder (if needed) will be delegated to the Managing Director (as Head of Paid Service), in consultation with the Leader, Deputy Leader and Executive Member for Finance and IT.

REASONS FOR DECISIONS:

1. 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

14 THIRD QUARTER 2022/23 INVESTMENT STRATEGY (CAPITAL AND TREASURY)

RECOMMENDED TO CABINET:

1. That Cabinet notes the forecast expenditure of £8.370M in 2022/23 on the capital programme, paragraph 8.3 refers.
2. That Cabinet approves 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 £1.554M.
3. That Cabinet notes the position of the availability of capital resources, as detailed in table 4 paragraph 8.6 and the requirement to keep the capital programme under review for affordability.
4. Cabinet is asked to note the position of Treasury Management activity as at the end of December 2022.

REASONS FOR DECISIONS:

2. Cabinet is required to approve adjustments to the capital programme and ensure the capital programme is fully funded.
3. 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.

15 POSSIBLE AGENDA ITEMS FOR FUTURE MEETINGS

This item was not considered at the Committee.

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

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

SERVICE DIRECTORATE: Customers

1. DECISION TAKEN

- 1.1 To amend the fees of Local Land Charges to reflect the current cost of providing the service, as detailed in section 9

2. DECISION TAKER

- 2.1 Jo Dufficy, Service Director - Customers

3. DATE DECISION TAKEN:

- 3.1 07 March 2023

4. REASON FOR DECISION

- 4.1 The Local Authorities (England) (Charges for Property Searches) Regulations 2008 make provision for authorising local authorities in England and Wales to set their Local Land Charges fees based on full cost recovery. The principles of the regulations require authorities to ensure the price charged is an accurate reflection of the costs of carrying out the Local Land Charge function and not for creating surplus. The 'Cost of the Service' should be the total cost of providing the service which will include the direct costs of the Land Charges function and will also include indirect costs such as contributions to central and overhead costs.
- 4.2 The Regulations state that the cost of the local authority of granting access to records must be calculated by dividing a reasonable estimate of the total costs by a reasonable estimate of the number of requests for access likely to be received. A local authority must take all reasonable steps to ensure that over a period of any three consecutive years the total income does not exceed the total costs for granting access to property records. Where a local authority makes an overestimate or underestimate of the unit charge for the financial year, it must take this into account in determining the unit charge for the following financial year.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The alternative option is to keep fees the same, however, this does not reflect changes to the cost basis of the service. The new fee structure reflects the increase in fees charged by outsourcing of the Building Control CON29 questions to Hertfordshire Building Control, as well as the fee increases from Hertfordshire County Council. The revised fees will take effect during April 2023

6. CONSULTATION

- 6.1 The Executive Member with responsibility for Local Land Charges, Cllr Elizabeth-Dennis-Harburg has been consulted and supports the changes.

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 Local land and other related searches are an essential part of the property conveyancing process. Searches reveal information about a property or piece of land including planning permissions or restrictions, road adoptions, building control approvals and environmental issues. The purchasers' solicitor/conveyancer uses the information provided to ensure that the purchaser has the right to live or use the property (or land) as intended and is aware of any restrictions that would affect their enjoyment of the same. There is a standard list of questions relating to searches which are listed on the CON29 forms.
- 8.2 The Council is entitled to charge for official searches and enhanced copies of the register and CON29 information. Requests for access to raw data held by the local authority is free of charge in accordance with EIR regulations.
- 8.3 The fees for Local Land Charges searches were last reviewed in April 2022
- 8.4 Every local authority in England and Wales, with the exception of county councils, is required to hold a local land charges register that records obligations affecting properties within their administrative area. Under the Infrastructure Act 2015 responsibility for the 331 registers was transferred to HM Land Registry in a phased approach. The first transfer was in summer 2018. In December 2021 HMLR wrote to all local authorities to confirm which migration year they had been allocated to, based on a regional/cluster approach. Our migration year is scheduled for 22/23 with an agreed go-live date of 7th Dec 23. A separate report will be prepared later on in the year to revise the fees in September 2023 as NHC will only provide CON29 search results going forward.
- 8.5 The revised scale of fees is detailed in Table 1 which compares these against the current fee scale. The cost of a full residential search will increase from £100.00 to £111.00 (excluding VAT) and a full commercial from £110.00 to £122.00 (excluding VAT).

Table 1 – Scale of Fees

	Current Fee (exc VAT)	Revised Fee (exc VAT)	Increase / Decrease (exc VAT)	Current Fee (Inc VAT)	Revised Fee (Inc VAT)
LLC1	£20.00	£21.00	£1.00	n/a	n/a
CON29 Residential	£80.00	£90.00	£10.00	£96.00	£108.00
CON29 Commercial	£90.00	£101.00	£11.00	£108.00	£121.20
Full Search – Residential	£100.00	£111.00	£11.00	£116.00	£129.00
Full Search – Commercial	£110.00	£122.00	£12.00	£128.00	£142.20
Optional	£8.50	£9.50	£1.00	£10.20	£11.40

Enquiries Q4-21					
Optional Enquiries Qu22	£25.00	£29.70	£4.70	£30.00	£35.64

- 8.6 The total cost of the Local Land Charge service is estimated at £164K. The total income is estimated at £163.5k. The estimated figures of 1508 are based on the number of search requests made up to 31.3.23.

Table 2 – Number of Searches

	2019/20	2020/21	2021/22	2022/23
LLC1 (Local Land Charges Register) only	6	7	1	2
Residential Properties (LLC1 & CON 29)	1590	1413	1392	994
Commercial (Land or Property) (LLC1 & CON29)	201	157	184	188
CON29 Optional Questions including question 22	241	294	358	324
Total number of searches including optional questions	2039	1871	1933	1508
Personal Search (enhanced detailed copy of the Local Land Charges Register)	1426	1830	1793	1664

*Personal Search – no charge

9. LEGAL IMPLICATIONS

- 9.1. The setting of Land Charges Fees is delegated to the Service Director – Customers in accordance with Section 14.6.6 (b) (vi) (b) of the Councils Constitution.
- 9.2. There is a statutory requirement for the Local Authority to maintain the Local Land Charges Register under the Local Land Charges Act 1975.
- 9.3. There is a statutory requirement for the Local Authority to maintain other public registers and allow access to members of the public. The rules for access vary depending on the nature of the information and the format in which it is held.

10. FINANCIAL IMPLICATIONS

- 10.1. The calculation of the charges should ensure that the full cost of providing the service is covered. There is an element of uncertainty when calculating these costs as the volume of predicted searches is an estimate based on previous years data and demand may fluctuate. If search numbers are higher than assumed, then a surplus will be generated and if lower then there will be an impact on the Councils general fund. There may also be a loss to our income as a result of HMLR undertaking the LLC1 searches from Dec 2023. There will be a further review of fees in September 2023.
- 10.2. The Local Land Charges team has worked with the Finance Team to agree the revised fees.
- 10.1. The table at 8.6 shows the number of searches carried out during the previous four years. The estimated search numbers of 1,715 for 2023/24 are based on an average of the last two years.

11. RISK IMPLICATIONS

11.1 The risk to the Land Charges service and fee income is monitored and reported through Pentana.

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 This universal service is used by those who have a specific need to access property related information when undergoing a property transaction and residents viewing planning/highways information. The Local Land Charges procedure is a single, consistently applied statutory process and it is applicable to all groups equally.

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 arising from this report.

16. BACKGROUND PAPERS

16.1 None.

17. APPENDICES

17.1 None

NOTIFICATION DATE

10 March 2023

Signature of Executive Member Consulted

Date 07 March 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 hold a Children's Roundabout Ride and Inflatable Slide at Howard Park & Gardens, Letchworth Garden City on the 21st, 27th May, 1st, 2nd, 3rd June, 8th, 9th, 22nd, 23rd July and 4th, 5th, 25th, 26th, 27th August 2023 between 10.00 hrs to 18.30 hrs on each occasion

2. DECISION TAKER

- 2.1. Andrew Mills, Service Manager Greenspace

3. DATE DECISION TAKEN:

- 3.1 9th March 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 these events, no alternative options or locations have been considered.

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

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

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 - 10th March 2023

Signature of Executive Member ConsultedNot Applicable.....

Date9th March 2023

Signature of Decision Taker 

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

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

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 an Ice Cream Concession (Steve's Ices) at Howard Park & Gardens, Letchworth Garden City from 1st April 2023 to 31st March 2024.

2. DECISION TAKER

2.1. Andrew Mills, Service Manager Greenspace

3. DATE DECISION TAKEN:

3.1 8th March 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 concession. 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 the Safety Advisory Group and the Greenspace Team.

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

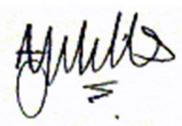
17. APPENDICES

17.1 None

NOTIFICATION DATE - 10th March 2023

Signature of Executive Member ConsultedNot Applicable.....

Date8th March 2023



Signature of Decision Taker

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

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

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

SERVICE DIRECTORATE: CUSTOMERS

1. DECISION TAKEN

- 1.1 To approve the distribution of a non-repayable one-off payment of £200 to eligible households who use alternative fuels and have not received an automatic credit from their electricity supplier. This funding has been allocated in relation to the Governments Energy Bills Support Scheme Alternative Fuel Payment – Alternative Fund (AFP AF).

2. DECISION TAKER

- 2.1 Jo Dufficy

3. DATE DECISION TAKEN:

- 3.1 03 March 2023

4. REASON FOR DECISION

- 4.1 To ensure that the funding under the AFP AF is paid as quickly as possible to assist with the rising cost of energy bills.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 There are no alternative options to consider. AFP AF is a Mandatory Scheme due to launch on 06 March 2023. This scheme is to support those who will not receive an automatic credit of £200 on their electricity bill in February 2023. It is important that we can start making payments to qualifying households as soon as possible to assist with the rising cost of energy bills.

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

- 6.1 The Executive Member for Finance & IT, Cllr Ian Albert, has been consulted and is in support of this scheme.

7. FORWARD PLAN

- 7.1 This decision is not considered a key decision.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The Governments Energy Bill Support Scheme (EBSS) provides funding on energy bills of £400 for most households in Great Britain, this scheme is being delivered through domestic energy suppliers in six instalments from October 2022 to March 2023.

- 8.2 There are, however, a number of households who use alternative fuels and therefore have not received funding under the EBSS.
- 8.3 The AFP AF is a non-repayable one-off payment of £200 to eligible households who use alternative fuels and have not had an automatic credit of £200 from their electricity supplier.
- 8.4 The scheme is being delivered jointly by Government and the Council and individuals will need to apply for the funding via the Gov.uk website. Eligibility will be assessed by the Department for Energy Security and Net Zero (DESNZ) and the Council will be responsible for distributing payments to those eligible applicants.
- 8.5 Eligible applicants are expected to be those who heat their homes using alternative fuels such as tank or bottled gas, liquid petroleum gas (LPG), oil, wood, or solid fuel.
- 8.6 The scheme will be open to applicants (via the GOV.uk website only) from 6 March 2023 until 31 May 2023 and payments must be posted by 30 June 2023.
- 8.7 The funding allocation for North Herts Council is £131,000 which has been calculated at 655 potential payments of £200 each.
- 8.7 Payment will be made via bank transfer using the bank account information provided at the application stage, confirmation of payment will be sent centrally by DESNZ.

9. LEGAL IMPLICATIONS

- 9.1 The EBSS Alternative Fuel Payment – Alternative Fund is a one-off payment of £200 to support residents with the increase in energy costs.
- 9.2 The decision taker signing the decision notice has delegated authority to take such a decision in accordance with the Council's Constitution under Section 14.6.6.(a)(i): *"To manage, direct and control all resources allocated to the Directorate in accordance with the Council's policies and procedures"*.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no direct financial implications to the Council. The funding allocation for this scheme is £131,000 and costs associated with administering the scheme will be covered by the allocation of new burdens funding.

11. RISK IMPLICATIONS

- 11.1 Whilst there is no specific date set to make this live, the intention of Government is that the Council can start making payments as soon as possible once applications have been processed.
- 11.2 There could be significant reputational risk to the Council if it is seen to be slow in implementing this financial assistance.

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 The Council is implementing Government policy designed to provide financial assistance to eligible households in response to the increasing costs of energy.

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 Resources implications in this report.

16. BACKGROUND PAPERS

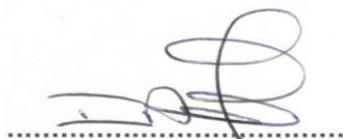
16.1 None

17. APPENDICES

17.1 Appendix 1 – Alternative Fuel Payment Alternative Fund (AFP AF) Policy

NOTIFICATION DATE: 10 March 2023

Signature of Executive Member Consulted

A handwritten signature in black ink, appearing to be 'Ian Albert', written over a horizontal dotted line.

(Ian Albert, Executive Member for Finance & IT)

Date: 08 March 2023

Signature of Decision Taker

A handwritten signature in black ink, appearing to be 'Jo Dufficy', written in a cursive style.

Jo Dufficy, Service Director Customers

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

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

SERVICE DIRECTORATE: *Place*

1. DECISION TAKEN

- 1.1 To appoint the following contractors to a Framework Agreement for Tree Maintenance Services for the period April 2023 – March 2027. The percentages represent the proportion of the total contract value to be offered to them.

APA Contract Services t/a Arborcare: 50%
The CGM Group Limited: 25%
John O'Conner (Grounds Maintenance) Limited: 15%
Branching Out Tree Services Limited: 10%

2. DECISION TAKER

Sarah Kingsley – Service Director, *Place*

3. DATE DECISION TAKEN:

31 January 2023

4. REASON FOR DECISION

- 4.1 The above contractors attained the four highest scores in the tender evaluation process based on price, quality and social value criteria and are therefore considered best value.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The current arrangements could not be extended and to ensure continuity of service a new procurement had to be undertaken. Therefore, the options for alternatives were limited to the choice of renewal of contract, or do nothing, with the latter being unacceptable.

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

- 6.1 No consultation was undertaken with stakeholders or the public. Market research was undertaken as a pre procurement exercise to identify options available to us to consider as part of the contract specification. The Executive Member for Environment and Leisure has been informed of the decision.

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 maintenance of North Herts Council's tree stock has successfully been undertaken under similar former framework agreements. Due to the current contract approaching its full term and following a previous extension to the contract, there is no alternative option but to retender the contract. This provided the opportunity to review existing documentation and update accordingly to ensure that it is appropriate for current circumstances, post Brexit and Covid.

9. LEGAL IMPLICATIONS

- 9.1. Under paragraph 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have general authority to enter contracts to carry out works and/or for the supply of goods and services within approved budgets.
- 9.2. Paragraph 14.6.9 (b) (ii), (iii) and (viii) further gives the Service Director - Place the authority to manage, direct and control resources relating to, amongst others, environmental services, grounds maintenance and parks and open spaces. The Executive Member for Environment and Leisure is also responsible for leadership, strategic planning and development, partnership working and decision making within these stated service areas under this paragraph.
- 9.3. Under Health and Safety Legislation, North Herts Council has a legal duty to maintain all trees on land it owns or has a responsibility to maintain, in a safe condition in public open spaces, or adjacent the highway.

10. FINANCIAL IMPLICATIONS

- 10.1. There are no specific revenue implications associated with this contract award as the costs will be met from within existing budgets.
- 10.2. The contract value is £600,000 over the 4-year term for the whole framework.

11. RISK IMPLICATIONS

- 11.1 This framework contract provides access to a range of skills, equipment and labour that is not normally retained by a single provider. In addition, all the appointed contractors will be available to undertake urgent and emergency works which will provide a better response above the capabilities of a single provider throughout the contract term.

12. EQUALITIES IMPLICATIONS

- 12.1 The Equality Act 2010 came into force on the 1st October 2010, a major piece of legislation. The Act created a new Public Sector Equality Duty, which came into force on the 5th April 2011. There is a general duty, described in paragraph 12.2, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.
- 12.2 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its 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.
- 12.3 There are no additional equality implications associated with this proposal.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 As the recommendations in the report relate to a contract above the EU threshold, Social Value has been included as part of the evaluation process with an allocation

of 10% of the award marks. The results of these steps are now included within the method statements for the delivery of the contract.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are known Environmental impacts that apply to this report. As noted at 5.1 and 9.3, the option to do nothing would be that the trees could become unsafe and a risk to residents. The appointment of qualified and experienced tree surgeons will ensure that the most effective care of the trees in the district.

15. HUMAN RESOURCE IMPLICATIONS

15.1 There no human resource implications as the works associated with delivering the framework contract are already contained within existing resources

16. BACKGROUND PAPERS

16.1 None

17. APPENDICES

17.1 None

NOTIFICATION DATE

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

Signature of Executive Member Consulted 

Date7th March 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

[To be completed having read 'Guidance to Members and Officers – Taking a Delegated Decision'].

***PART 1 – PUBLIC DOCUMENT**

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

SERVICE DIRECTORATE: *Place*

1. DECISION TAKEN
To appoint Groundwork East to deliver Project Management Services for the delivery of specific projects within Greenspaces, as identified through the capital programme.

2. DECISION TAKER
Sarah Kingsley, Service Director – Place

3. DATE DECISION TAKEN:
14 February 2023

4. REASON FOR DECISION

4.1 The appointment is to help achieve the outcomes of the Councils Greenspace Management Strategy and deliver other identified capital projects as appropriate.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 Other procurement options were considered as part of a market research process. This included contacting members of ParksHerts (all Herts County District and Borough Councils), Landscape Architects and playground manufacturers. This research helped identify that Groundwork East offer the best solution to our needs.

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

6.1 The Executive Member for Environment and Leisure was consulted on the procurement.

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 Groundwork East have successfully managed several capital projects over the term of the existing agreement which expires on the 31st March 2023 resulting in the need for a new procurement. The works completed by Groundwork includes public consultation, design, and project management, through to completion of projects that have been identified within the Greenspace Management Strategy or that have become available through S106 contributions. This includes the Skate Park at

Norton Common, renovation of the play area at King George 5th Hitchin, renovation of the play area at Chiltern Road Baldock, renovation of the play area at Howard Park and Gardens Letchworth and more recently the supply and installation of interactive play equipment in Royston, Letchworth Baldock and Hitchin.

- 8.3 So as to ensure the ongoing delivery of the actions identified within the Greenspace Management Plan it is vital to procure this external resource to manage these projects.

9. LEGAL IMPLICATIONS

- 9.1. As the contract value is below the World Trade Organisation (WTO)'s Government Procurement Agreement (GPA) threshold, the Public Contracts Regulations 2015 (PCR) does not apply to this procurement and the contract does not need to be competitively tendered.
- 9.2 The entering into such contracts must comply with the Council's Contract Procurement Rules (CPRs) [Part B, Section 20 dated 19th January 2023] and Rule 14 of the CPRs sets out the circumstances in which a Single Tender can be considered.
- 9.3 Under section 14.6.4 (a) (ii) of the constitution, Service Directors are delegated powers, functions and duties which include "Entering into contracts to carry out works and/or for the supply of goods and services within approved budgets". For the Service Director: Place this includes contracts in relation to Parks and Open Spaces (section 14.6.9 (b) (vii).

10. FINANCIAL IMPLICATIONS

- 10.1. There are no revenue implications associated with this report as any projects will be delivered within existing budgets.
- 10.2. Capital implications are as per the Greenspace Management Strategy 2022 – 27 and the capital provisions identified within it. In turn, these are incorporated into the Council's capital programme (in the Investment Strategy). Additional works may become available as Section 106 funding is released for the delivery of specific projects, as off-site contributions for ongoing developments. These projects will also be added as adjustments to the capital programme. The cost of project support that is directly linked to a capital scheme can be treated as capital expenditure. The expected value of the contract is around £20-30k per year but will depend on the number and value of capital schemes delivered.

11. RISK IMPLICATIONS

- 11.1 The appointment of Groundwork East will assist the Greenspace Team with the delivery of the Capital Programme, identified within the Greenspace Management strategy, ensuring ongoing improvements to greenspace provision. This will ensure a continued high level of provision that is expected by our residents. Therefore, the risks associated with this appointment are considered to be low. Groundwork's approach to engaging residents through consultation, means potential reputational risks from delivering projects without sufficient resident engagement is greatly reduced.
- 11.2 The appointment of Groundwork will mitigate risks to the capacity of the greenspace team to deliver the capital projects outlined in the capital programme.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment,

victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

- 12.2 There are no direct equality implications for this decision. The improvement of greenspace that follows this appointment will benefit all residents and seek to advance the equality of opportunity of those with a protected characteristic.

13. SOCIAL VALUE IMPLICATIONS

- 13.1. As the recommendations in the report relate to a contract below £100,000 the “go local” policy applies. However, as the support provided is specialist, we are not aware of any North Herts supplier who could provide the support required and therefore no local quotations were requested.
- 13.2. As a Voluntary Community and Social Enterprise (VCSE) Organisation Groundwork East has Social Value embedded within its approach and it is fundamental to its charitable purpose. Groundwork East’s activities contribute to its own charitable vision of a society of sustainable communities which are vibrant, healthy, and safe which respect the local and global environment. As a registered charity any surpluses are reinvested directly into further local activities. By their nature the various projects delivered by Groundwork East will potentially focus upon different social value priorities. For example, the landscape activities will prioritise the environmental benefits, and the community benefits will be realised through the delivery of the identified projects within the Greenspace Management Strategy.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that apply to this report. Any environmental implications will be considered as part of the delivery of each project that Groundwork East are appointed to deliver.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no human resource implications resulting from this report as the employment of Groundwork East will ensure the provision of appropriate skills and technical knowledge will be available to Officers in the future.

16. BACKGROUND PAPERS

- 16.1 None

17. APPENDICES

- 17.1 None

NOTIFICATION DATE

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

Signature of Executive Member Consulted ... 

Date ...7th March 2023.....

Signature of Decision Taker 

EAST TEAM

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

23/00530/FPH	Moss Property Development Mrs Amy Moss 42 Silver Street, Silver Street, Ashwell, SG7 5QH, United Kingdom	9 Springhead Ashwell Baldock Hertfordshire SG7 5LL Mr & Mrs Alan & Lisa Sherridan Single storey rear and single storey side extension (as a resubmission of planning application 23/00138/FPH - withdrawn)
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Baldock

23/00485/FP	Extending Solutions Mr Darryl Parry 11 High Street, Baldock, SG7 6AZ	52 Church Street Baldock Hertfordshire SG7 5AF Miss Sasha Walton Conversion of existing property from two No 2-bed apartments to one No 4-bed house. Single storey front extension, replace existing roof, replace finishes to external walls, replace existing windows and doors and installation of rooflights to existing front and dormer to existing rear elevation roofslopes to facilitate conversion of loftspace into habitable accommodation, following demolition of existing porch. Installation of block paving to front garden and provision of vehicular access to property via dropped kerb and vehicle crossover.
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23/00502/LDCP	Plan And Build Mr Tomi Adebayo C.Eng MICE MCABE 228 High Street, Barnet, Hertfordshire, EN5 5TD, United Kingdom	32 The Tene Baldock Hertfordshire SG7 6DG Mr Suresh Shinh Insertion of rooflights to existing front and dormer to existing rear roofslope to facilitate conversion of loftspace into habitable accommodation.
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23/00513/LDCP	Stuart Morris Stuart Morris 109 Langford Road, Henlow, Beds, SG16 6AG	5 Eisenberg Close Baldock Hertfordshire SG7 6TA Mr And Mrs Byrne Single storey rear extension.
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Letchworth Garden City

23/00049/FPH	Houghton Architecture Ltd Mr Mark Houghton Suite 83, Enterprise House, 86 Bancroft, Hitchin, Hertfordshire, SG5 1NQ	2 Manor Way Letchworth Garden City Hertfordshire SG6 3NJ	Mr A Mansey	Replace existing front and rear elevation doors with windows, replace existing side elevation window with bi-fold doors, insertion of 3No. roof lights to one side elevation roofslope and 10No. photo voltaic panels to the other side elevation roofslope to facilitate conversion of existing double garage into habitable accommodation.
23/00457/LDCP	Extend Mr Dave Pucknell 68 Queen St, Hitchin, SG4 9TS	49 Wheat Hill Letchworth Garden City Hertfordshire SG6 4HH	Ms Isabella Kiri	Insertion of rooflights to existing side elevation roofslopes and hip to gable rear roof extension to facilitate conversion of loftspace into habitable accommodation. Single storey rear extension, raise existing roof, remove existing side elevation windows and replace existing rear door and window with French doors to facilitate conversion of existing garage into habitable accommodation.
23/00487/FPH	Lobs Design Mr Ian Lawrence Devonshire Business Centre, Works Road, Letchworth Garden City, SG6 1GJ, United Kingdom	58 Gaunts Way Letchworth Garden City Hertfordshire SG6 4PJ	Mr Martin Smith	Single storey front and side extensions.
23/00493/LDCP	Whitebrick Mr Colin Weatherall Morris 29B Hermitage Road, Hitchin, SG5 1BY	16 Hitchin Road Letchworth Garden City Hertfordshire SG6 3LT	Mr Gavin Johnson	Erection of detached studio outbuilding.
23/00506/FPH	Wastell & Porter Architects Ltd Mr Mark Scott Bancroft House, 34 Bancroft, Hitchin, SG5 1LA	7 Blackwood Avenue Letchworth Garden City Hertfordshire SG6 1GR	Mr S Gauzel	Single storey rear extension to link existing detached garage to main dwelling. Insertion of rear window and reposition side elevation entrance door to existing detached garage to facilitate conversion into habitable accommodation.
23/00527/TCA	Mrs Kerrie Morris Branching Out Tree and Garden Services 38 Station Road, LOWER STONDON, SG16 6JL	29 Norton Way North Letchworth Garden City Hertfordshire SG6 1BX	Mr Kerrie Morris	Apple - Crown Reduce by 30%. Plum - Fell. Walnut - Fell

23/00538/FPH D.Chandler Architectural Design Ltd.32 Waysbrook
Mr Daniel Chandler Letchworth Garden City
61 Gernon Road, Letchworth, SG6 Hertfordshire
3HS, United Kingdom SG6 2DT

Mr & Mrs Amos

Single storey rear extension, insertion of first floor side elevation window and insertion of rooflights to existing rear roofslope to facilitate conversion of loftspace into habitable accommodation following demolition of existing rear conservatory.

Newnham Parish Meeting

23/00454/S73 PicklePlanning Stuart Judd Land To The West Of
1 Sale Drive, Clothall Common, Hullockpit Hill
Baldock, SG7 6NS Newnham Road
Newnham
Hertfordshire

James Tuckwell

Variation of Condition 2 (revised plans - amendments to the window/door locations; colour of cladding/roof colours and site plan layout) of planning permission 21/00433/FP granted 13.09.2021 for erection of agricultural machinery dealership, vehicle workshops, display and demonstration areas including creation of vehicular access off Newnham Road.

23/00499/SU UK Power Networks Land To The Rear Of Lodge Cottage And Pilgrims Cottage
Barton Road, Bury St Edmunds, Ashwell Road
Suffolk, IP32 7BG Newnham
Hertfordshire
SG7 5JX

UK Power Networks

Installation of overhead power lines.

Royston Town Council

23/00289/LDCP Mr Thomas Claydon Clavering
Clavering , 20 Ivy Lane, Royston, 20 Ivy Lane
Hertfordshire, SG8 9DQ Royston
Hertfordshire
SG8 9DQ

Mr Thomas Claydon

Installation of 16 solar panels to existing rear roofslope and installation of 10 solar panels to existing rear roofslope of detached garage.

23/00419/FP Bidwells LLP Mr Jack Gandy Johnson Matthey Plc
Bidwell House, Trumpington Road, Orchard Road
Cambridge, CB2 9LD, United Royston
Kingdom Hertfordshire
SG8 5HE

C/O Agent

Erection of Regenerative Thermal Oxidiser (RTO) with flue stack and associated plant; installation of pipe bridge and chiller unit, expansion in floor space to existing mezzanine; installation of two roof stacks to roof elevation of CSF2 building and other associated works. Part retrospective installation of two storey welfare cabin block for a temporary period until approximately 30 November 2024.

23/00516/FP	WSP Zac Wade 100 Wharfside Street, Birmingham, B1 1RT, United Kingdom	Johnson Matthey, Orchard Rd, Royston
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23/00525/FPH	Alun Design Consultancy Mr David Jones Neville House, Station Road, Wendens Ambo, Saffron Walden, CB11 4LB, United Kingdom	64 Browning Close Royston Hertfordshire SG8 7EY Mr & Mrs Patterson Single storey rear extension
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Rushden And Wallington Parish Council

23/00490/TCA	Mr Jason Hough CTC 6 Strawplait way, Arlesey, SG156SJ	Bachelors Southern Green Rushden Buntingford Hertfordshire SG9 0SX Mr Jason Hough Willow - Remove
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Sandon Parish Council

23/00501/AG	Acorus Rural Property Services Louise Gregory Old Market Office , 10 Risbygate Street, Bury St Edmunds, IP33 3AA, England	Land At Mill End Sandon Hertfordshire SG9 0RN Mr J Sapsed Erection of agricultural storage building and formation of agricultural track.
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Therfield Parish Council

23/00507/FPH	Acorus Rural Property Services Louise Gregory Old Market Office, 10 Risbygate Street, Bury St Edmunds, IP33 3AA	Slate Hall Rooks Nest Lane Therfield Royston Hertfordshire SG8 9RB Mr J Sapsed Erection of three bay car port.
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Weston Parish Council

23/00508/FPH Ian Hale Planning And Design Ltd Cowmead Cottage
Mr Ian Hale Church Lane
2 Peartree Close, Shefford, SG17 Weston
5JG Hitchin
Hertfordshire
SG4 7AH

Kay Sheppard

Insertion of dormer window to existing rear roofslope and erection of detached double garage following demolition of existing outbuilding. Erection of boundary wall and timber access gates.

WEST TEAM

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

23/00534/LDCP	A.T. Design (Welwyn) Ltd Trigg 30C High Street, Welwyn, Hertfordshire, AL6 9EQ	Mr Adam 2 The Opening Codicote Hitchin Hertfordshire SG4 8UF
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Mr Philip Solomon

Insertion of rear dormer window including Juliet Balcony and 2no front rooflights to facilitate loft conversion. Installation of sliding folding doors to rear elevation to replace existing French doors and window

Hitchin

23/00416/FPH	Mr John Wallington-Smith Wallington-Smith C/o 64 Belfairs Park Drive, Leigh On Sea, SS9 4TP	Mr John 25 Manton Road Hitchin Hertfordshire SG4 9NW
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Mr And Mrs Curtis

Two storey side extension and single storey front and rear extensions

23/00438/FPH	Home Extension Team Georgia Hayes 4 Brand Street, Hitchin, SG5 1HX, United Kingdom	Miss 52 Browning Drive Hitchin Hertfordshire SG4 0QR
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Mr Billing

Part two storey and part single storey rear and side extension following demolition of existing garage. Installation of additional front hardstanding.

23/00443/FPH	Studio Lunet Ltd Louise Massie Upper Floors, 89 Bancroft, SG5 1NG, United Kingdom	12 Chiltern Road Hitchin Hertfordshire SG4 9PL
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Alex And Richard Blore

Single storey rear extension following demolition of existing rear extension. Erection of detached garage. Alterations to fenestration

23/00466/FPH	Ms Heather Moye Ms Heather Moye Corner House, 1 Balmoral Road, Hitchin, Herts, SG5 1XG	53 Bedford Road Hitchin Hertfordshire SG5 2TP	Ms Jill Williams	Single storey rear extension following demolition of existing single storey element. Insertion of roof window on lead clad kerb to replace barrel doors.
23/00474/FPH	Boscobelle Brockton Limited Mr Adrian Moore 85 Great Portland Street, London, W1W 7LT, United Kingdom	103 Wymondley Road Hitchin Hertfordshire SG4 9PX	Mr Raj Bawa Moore	Roof extension to form gable end and raise height of existing chimney stack. First floor rear extension including Juliet balcony and single storey rear extension.
23/00483/FPH	Diazo Architects Limited Mr Paresh Mistry The Workshop, Upper Floors, 89 Bancroft, Hitchin, SG5 1NQ	23 The Limes Hitchin Hertfordshire SG5 2AY	Mr & Mrs Bhanghoo	Two storey side extension and single storey rear extension following demolition of existing detached garage/play room
23/00489/FP	Pentangle Design Group Mr Jonathan Read Suite 1, 21 Bancroft , Hitchin, SG5 1JW, United Kingdom	88 Wymondley Road Hitchin Hertfordshire SG4 9PX	Mr & Mrs Grouse	Erection of one detached 5-bed dwelling and detached single garage following demolition of existing 3-bed dwelling. Raised rear patio area.
23/00494/FPH	SEHBAC Mr David Osborne 1 Olympus Close, Ipswich, IP1 5LJ	4 Pullman Drive Hitchin Hertfordshire SG4 0ED	Mr & Mrs Hibbert	Erection of rear conservatory
23/00503/TPO	Mr Steve Dear Steve Dear Tree Services Ltd Top Farm, Beadlow, Shefford, SG17 5PL, United Kingdom	Land Adjacent To 90 Benslow Lane Hitchin Hertfordshire SG4 9RA	Mr Mark Collins	T9 Maple - Fell to ground level

23/00554/TCA Mr Richard Kelly
Priory Lodge, Wratten Road East,
Hitchin, SG5 2AS, United Kingdom

Priory Lodge
Wratten Road East
Hitchin
Hertfordshire
SG5 2AS

Mr Richard Kelly

3x Yew - Prune by approx 10%.

Ickleford Parish Council

23/00505/S73 Peter George Town Planning Mr
Tom Donovan
Nine Hills Road, Cambridge, CB2
1GE

Glencoe Villa
Snailswell Lane
Ickleford
Hitchin
Hertfordshire
SG5 3TS

Mr & Mrs A Del Basso

Variation of Condition 2 (approved plans and details) of planning permission 22/00172/FP granted 28/03/2022 for the 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.

Kimpton Parish Council

23/00509/FP Kimpton Parish Council Carina
Helmn
Kimpton Memorial Hall, , Hall Lane,
Hall Lane, KIMPTON, Herts, SG4
8RD, UK

Kimpton Recreation Ground
High Street
Kimpton
Hertfordshire
SG4 8RA

Kimpton Parish Council Carina Helmn

Refurbishment of existing sports pavilion to include relocation of an existing window and the replacement of external doors

Kings Walden Parish Council

22/02931/FPH Extend Mr Dave Pucknell
68 Queen St, Hitchin, Herts, SG4
9TS

Trinity Cottage
Ley Green
Kings Walden
Hitchin
Hertfordshire
SG4 8LT

Mr Nicolls

Single storey side extension and front conservatory and insertion of two rooflights to facilitate further accommodation at first floor level above existing side element following demolition of existing utility room.

22/02932/LBC	Extend Mr Dave Pucknell 68 queen st, hitchin, herts, sg49ts	Trinity Cottage Ley Green Kings Walden Hitchin Hertfordshire SG4 8LT Mr Nicolls Single storey side extension and front conservatory and insertion of two rooflights to facilitate further accommodation at first floor level above existing side element following demolition of existing utility room. Internal alterations.
23/00449/FPH	Plans To Expand Mr Geoffrey Phillips Plans To Expand, 97 Mildmay Road, Stevenage, SG1 5RS	21 Windmill Road Breachwood Green Hitchin Hertfordshire SG4 8PH Mr Steve Mcpartlin Single storey rear extension, single storey front and side extension and front porch extension including canopy following demolition of existing porch
Knebworth Parish Council		
23/00394/LBC	DB Building Conservation Dr Dan Burnstone 12 Sluice Road, Denver, Downham Market, PE38 0DY, United Kingdom	Deards End Farm 51 Park Lane Knebworth Hertfordshire SG3 6PH Mr Andrew Clark Replace cementitious render on rear elevation with lime render on timber laths.
23/00446/FPH	Design Spec Ltd. Mr James Collinson Suite 1C, Warren House, 10-20 Main Road, Hockley, Essex, SS5 4QS	21 Wadnall Way Knebworth Hertfordshire SG3 6DU Mr Mark Bridgman Two storey side and rear extension and part single storey rear extension following demolition of existing single storey side and rear element. Insertion of rear dormer window and three rooflights to front roofslope to facilitate loft conversion.
23/00488/FPH	Wastell & Porter Architects Ltd Mr Mark Scott Bancroft House, 34 Bancroft, Hitchin, SG5 1LA	47 Watton Road Knebworth Hertfordshire SG3 6AQ Mrs S Beech Single storey rear extension following demolition of existing lean-to extension
Lilley Parish Council		

23/00431/FPH Mike Hill Orchard Barn
Orchard Barn, Hexton Road, Lilley, Hexton Road
LU2 8NA Lilley
Luton
Hertfordshire
LU2 8NA

Mike Hill

Erection of shed in rear garden.

Pirton Parish Council

23/00528/TCA Mrs Kerrie Morris Branching Out 4 Hambridge Way
Tree and Garden Services Pirton
38 Station Road, Lower Stondon, Hitchin
SG16 6JL Hertfordshire
SG5 3QS

Mrs Kerrie Morris

Bay - Reduce height by 50%. 2x Conifers - Fell

St Ippolytts Parish Council

23/00484/FPH Burdon Mr David Donnellan The Barn
Larniano, Woodhall Lane, Shenley, Kingsoak
WD7 9AT, United Kingdom Hitchin
Hertfordshire
SG4 7BF

Ms Julie Aylott

Single storey rear extension

23/00529/TCA Mr Danny O'Brien Forestwood Avenue Farm
Services Ltd Maydencroft Lane
1 Angel Cottages, Kings Walden Gosmore
Road, Great Offley, Hitchin, SG5 Hitchin
3EA Hertfordshire
SG4 7QD

Carolyn Battersby

T4 Horse Chestnut - Fell.

Wymondley Parish Council

22/02833/LBC Peter George Town Planning Tom 1 Boro Cottages
Donovan Stevenage Road
Nine Hills Road, Cambridge , CB2 Little Wymondley
1GE Hitchin
Hertfordshire
SG4 7JA

Ms Kimberley Richardson

Retention of replacement timber fence panels

(Including Withdrawn decisions)

EAST TEAM

Application No: 21/02973/PIP	Location: Land East Of Picknag Road And Adjacent To 36 Picknag Road Barley Hertfordshire Applicant Name: Marriott Land, Brian Homent And James Squier Description: Permission in Principle: Erection of 9 dwellings replacement local community shop (Class F2 (a)) of 265sqm and associated access, parking, drainage and biodiversity/landscaping area.	Appeal Decision: Appeal Dismissed Decision Date: 03/03/2023
Application No: 22/03011/FPH	Location: 68 Redhoods Way West Letchworth Garden City Hertfordshire SG6 4DD Applicant Name: Miss and Mr Sharona and Stephen Rowe & Waller Description: Single storey side and rear wrap-around extension, insertion of rooflight to existing rear dormer and formation of addiitonal vehicular parking space to front garden area (as amended by plan received on 06 February 2023).	Decision: Conditional Permission Decision Date: 06/03/2023
Application No: 22/03099/FP	Location: Hyde Hall Farm Sandon Lane Sandon Buntingford Hertfordshire SG9 0RU Applicant Name: Mr Ben Cannon Hyde Hall Partnership Description: Partial change of use of Grade II listed brick barn to create office space (B1a use) with internal and external alterations including re-roofing in clay tiles, opening up and glazing existing ventilation slits and windows, installation of glazed doors and erection of access ramp and steps (as amended by plans received 27/2/23)	Decision: Conditional Permission Decision Date: 02/03/2023
Application No: 22/03100/LBC	Location: Hyde Hall Farm Sandon Lane Sandon Buntingford Hertfordshire SG9 0RU Applicant Name: Mr Ben Cannon Hyde Hall Partnership Description: Partial change of use of Grade II listed brick barn to create office space (B1a use) with internal and external alterations including re-roofing in clay tiles, opening up and glazing existing ventilation slits and windows, installation of glazed doors and erection of access ramp and steps (as amended by plans received 27/2/23)	Decision: Conditional Consent Decision Date: 02/03/2023
Application No: 22/03277/FPH	Location: 51 Brandles Road Letchworth Garden City Hertfordshire SG6 2JA Applicant Name: Mr Stephen Walsh Description: Two storey rear extension and roof alteration of existing two storey rear extension.	Decision: Conditional Permission Decision Date: 07/03/2023
Application No: 23/00001/LDCP	Location: 7 Willow Close Reed Royston Hertfordshire SG8 8BA Applicant Name: Mr Brian Tulley Description: Insertion of dormer to existing rear roofslope to enlarge existing loftspace following demolition of existing rear conservatory.	Decision: Granted Permission Decision Date: 06/03/2023
Application No: 23/00060/FP	Location: Roe Green Barn Roe Green Sandon Buntingford Hertfordshire SG9 0QE Applicant Name: Mr Mike Davey Description: Permanent siting of a mobile home to provide accommodation for a live-in groom	Decision: Conditional Permission Decision Date: 08/03/2023
Application No: 23/00061/FPH	Location: 2 Cedar Gardens Letchworth Garden City Hertfordshire SG6 1GQ Applicant Name: Rachel Orr Description: Insertion of rooflights to existing rear and side elevation roofslope to facilitate conversion of loftspace into habitable accommodation. Insertion of window to existing first floor side elevation eaves.	Decision: Conditional Permission Decision Date: 06/03/2023

EAST TEAM

Application No: 23/00063/FPH **Location:** 72 Old North Road Royston Hertfordshire SG8 5EP **Decision:** Conditional Permission
Applicant Name: Mr & Mrs Grove
Description: Erection of single storey detached outbuilding for use as a gym with attached garage following demolition of existing detached garage (as amended by plans received on 2nd March 2023).
Decision Date: 06/03/2023

Application No: 23/00065/TCA **Location:** 9 Birds Hill Letchworth Garden City Hertfordshire SG6 1PL **Decision:** No Objection
Applicant Name: Mrs Marion Adams
Description: Acer - Prune by 20%. Hawthorn - Prune by 20%.
Decision Date: 06/03/2023

Application No: 23/00091/FPH **Location:** 86 High Street Ashwell Baldock Hertfordshire SG7 5NS **Decision:** Conditional Permission
Applicant Name: Mr C Jenkinson
Description: Single storey rear extension, insertion of bay window to existing ground floor side elevation and erection of side elevation garden wall with a timber gate following demolition of single storey rear extension.
Decision Date: 07/03/2023

Application No: 23/00101/TCA **Location:** 333 Norton Way South Letchworth Garden City Hertfordshire SG6 1SZ **Decision:** No Objection
Applicant Name: Mr David Hurley
Description: T1 Conifer - Reduction in height by approx 50% and shape to balance. T2 Fruit - Reduce canopy by approx 25-30% to clear phone lines which run through the crown. T3 Apple - Reduce canopy by 20-30% and shape to balance tree. T4 Pear - Reduce canopy by approx 25-30% and shape to balance.
Decision Date: 06/03/2023

Application No: 23/00102/FPH **Location:** 41 Hitchin Street Baldock Hertfordshire SG7 6AQ **Decision:** Conditional Permission
Applicant Name: Mrs Bridget Hunt
Description: Insertion of side elevation entrance door to existing detached double garage.
Decision Date: 06/03/2023

Application No: 23/00116/FPH **Location:** Studlands High Street Barley Royston Hertfordshire SG8 8HT **Decision:** Conditional Permission
Applicant Name: Mr and Mrs Tim Martin
Description: Two storey rear extension to include French doors and balcony to first floor following removal of existing rear bay windows at ground and first floor and side elevation outhouse. Re-clad rear exterior, re-render side elevation and installation of No.2 EV charging points to front/side elevation.
Decision Date: 07/03/2023

Application No: 23/00154/FPH **Location:** 122 West View Letchworth Garden City Hertfordshire SG6 3QJ **Decision:** Conditional Permission
Applicant Name: Mr David Christon
Description: Single storey rear extension.
Decision Date: 06/03/2023

Application No: 23/00161/TCA **Location:** 2 The Priory Fish Hill Royston Hertfordshire SG8 9LB **Decision:** No Objection
Applicant Name: Mrs Sheila Parmee
Description: T1 Sycamore - Remove to ground level. T2 - T4 Leylandii - 10m reduction in height and trimming of sides to reduce sail and
Decision Date: 06/03/2023

Application No: 23/00165/FPH **Location:** 15 Iredale View Baldock Hertfordshire SG7 6TR **Decision:** Refused
Applicant Name: Mr & Mrs Ellis
Description: Two storey side extension and enlargement of existing front driveway
Decision Date: 08/03/2023

EAST TEAM

Application No: 23/00177/FPH	Location: 75A High Street Barkway Royston Hertfordshire SG8 8EB Applicant Name: Mr Mark Grint Description: Insertion of No.2 rooflights to existing north and No.5 rooflights to south roofslope following removal of No.2 rooflights and insertion of windows to ground and first floor south east elevation.	Decision: Withdrawn Decision Date: 07/03/2023
Application No: 23/00178/FPH	Location: 11 South View Letchworth Garden City Hertfordshire SG6 3JH Applicant Name: Mrs Harvey Description: Single storey rear extension and erection of new detached outbuilding, following demolition of existing rear conservatory and demolition of existing detached outbuilding (as amended by plans received 3rd March 2023).	Decision: Conditional Permission Decision Date: 06/03/2023
Application No: 23/00195/LDCP	Location: 15 Skylark Place Royston Hertfordshire SG8 7XN Applicant Name: Mr John Goodwin Description: Replace existing front driveway shrubs and turf area with block paving.	Decision: Granted Permission Decision Date: 06/03/2023
Application No: 23/00233/FPH	Location: 508 Broadway Letchworth Garden City Hertfordshire SG6 3PT Applicant Name: Mrs Mary Holman Description: Erection of detached outbuilding following demolition of existing detached outbuilding.	Decision: Conditional Permission Decision Date: 07/03/2023
Application No: 23/00526/NMA	Location: 28 Earlsmead Letchworth Garden City Hertfordshire SG6 3UE Applicant Name: Mr & Mrs C Roe Description: Amendments to position and size of windows to Bedroom 2 and new en-suite to front elevation (as non-material amendment to planning permission 22/00194/FPH granted on 17.03.2022).	Decision: Agreed Decision Date: 08/03/2023

WEST TEAM

Application No: 22/03054/LBC	Location: Brookend Farm House Stevenage Road St Ippolyts Hitchin Hertfordshire SG4 7NU Applicant Name: Mr David Chapman Description: Replace 22no. single-glazed timber windows with 14mm double-glazed timber windows on three elevations	Decision: Refused Decision Date: 03/03/2023
Application No: 22/03085/PRE	Location: Telecommunication Mast Land Near North Lodge Putteridge Park Luton Hertfordshire LU2 8LF Applicant Name: Mark Braithwaite Clarke Telecom Description: Installation of 2 no. antennas plus additional 2 no. 300mm dishes and an additional 1 no. 600mm dish together with ancillary equipment including an additional 6 no. RRU's and a GPS module in replacement of 2no existing antennas and ancillary equipment.	Decision: Withdrawn Decision Date: 07/03/2023
Application No: 22/03224/S73	Location: Land To The South East Of Bury Farmhouse Bury Lane Codicote Hertfordshire SG4 8XX Applicant Name: Mr Joe Doherty Description: Variation to Condition Number 2: Minor Material Amendments of planning permission 21/02708/FP granted on 28.02.2022 for the Erection of one detached two-bed single storey dwelling and shed following demolition of existing stables. To reference the submitted drawings in place of the consented drawings.	Decision: Conditional Permission Decision Date: 06/03/2023
Application No: 22/03309/FP	Location: Priory School Bedford Road Hitchin Hertfordshire SG5 2UR Applicant Name: B Makins The Priory School Description: Single storey sports pavilion building including external hardstanding and access road connecting with the existing car park area	Decision: Conditional Permission Decision Date: 08/03/2023

WEST TEAM

Application No: 23/00012/FP	Location: 19 Russells Slip Hitchin Hertfordshire SG5 2BJ Applicant Name: Mr Kashmir Shergill Description: Erection of front/side elevation garden wall	Decision: Refused Decision Date: 07/03/2023
Application No: 23/00014/DOC	Location: 15 Wadnall Way Knebworth Hertfordshire SG3 6DU Applicant Name: Mrs Katie-Anne Florez JBK Estates Ltd Description: Condition 3 - landscape details (as discharge of condition relating to planning permission 22/02656/S73 granted 19.07.2021)	Decision: Approval of Details Decision Date: 03/03/2023
Application No: 23/00026/LDCP	Location: 5 Deards End Lane Knebworth Hertfordshire SG3 6NL Applicant Name: Mr & Mrs Taylor Description: Erection of single storey rear extension and alteration to openings	Decision: Granted Permission Decision Date: 07/03/2023
Application No: 23/00041/FPH	Location: 28 Stockens Dell Knebworth Hertfordshire SG3 6BG Applicant Name: Robert and Agata Neave Description: First floor front infill extension, single storey front extension and open sided front porch following demolition of existing front extension	Decision: Conditional Permission Decision Date: 03/03/2023
Application No: 23/00052/FPH	Location: 26 Stockens Dell Knebworth Hertfordshire SG3 6BG Applicant Name: Selim Sheik Description: First floor front extension	Decision: Conditional Permission Decision Date: 03/03/2023
Application No: 23/00135/ADJ	Location: Land To The East Of High Street And North Road And West Of Ten Acre Plantation High Street Graveley Hertfordshire Applicant Name: Stevenage Borough Council Description: Reserved Matters application for Site Wide Infrastructure including Highways Infrastructure, Drainage and Surface Water, and Green Infrastructure pursuant to Outline permission 17/00862/OPM NORTH HERTS DISTRICT COUNCIL : ADJACENT AUTHORITY : CONSULTEE ONLY.	Decision: No Objection Decision Date: 07/03/2023
Application No: 23/00142/LDCP	Location: 18 Deards End Lane Knebworth Hertfordshire SG3 6NL Applicant Name: Mr Adam MacDonald Description: Installation of 2 No. rear roof lights to existing roof slope	Decision: Granted Permission Decision Date: 07/03/2023
Application No: 23/00144/FPH	Location: 90 Arlesey Road Ickleford Hitchin Hertfordshire SG5 3UE Applicant Name: Ms Mayella Donovan Description: First floor side extension over existing garage including front dormer window, two storey front extension, external rendering to first floor front and rear elevations and erection of detached outbuilding following demolition of existing conservatory and outbuilding. Alterations to fenestration and erection of front garden wall.	Decision: Conditional Permission Decision Date: 03/03/2023
Application No: 23/00179/LDCP	Location: 171a High Street Codicote Hitchin Hertfordshire SG4 8UD Applicant Name: Mr D Wiggins Description: Insertion of rear dormer window including Juliet Balcony with 1no front and 2no rear rooflights to facilitate loft conversion.	Decision: Granted Permission Decision Date: 07/03/2023
Application No: 23/00189/FPH	Location: 57 Orchard Way Knebworth Hertfordshire SG3 6BT Applicant Name: Mr Ken Brown Description: Front porch extension	Decision: Conditional Permission Decision Date: 06/03/2023

WEST TEAM

Application No: 23/00211/LDCP	Location: Box Villa Bendish Lane Whitwell Hitchin Hertfordshire SG4 8HX Applicant Name: Helen Webber Description: Replacement rear windows and doors including internal alterations	Decision: Granted Permission Decision Date: 07/03/2023
Application No: 23/00232/LDCP	Location: 65 The Beacons Great Ashby Stevenage Hertfordshire SG1 6EB Applicant Name: Mr Alistair Morley Description: Rear single storey extension	Decision: Refused Decision Date: 06/03/2023
Application No: 23/00271/NCS	Location: 21 Tristram Road Hitchin Hertfordshire SG4 0BH Applicant Name: Ms Nazlee Sabahipour Description: Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 5.0 metres	Decision: Prior Approval Not Required Decision Date: 08/03/2023

PRESS RELEASE

PR 3756

7 March 2023

Find out all about community in North Herts

Are you part of the local community sector? Want to find out how groups are coping in the economic climate, how to become more sustainable and recruit more volunteers? Then come along to 'All About Us', a community conference, on Thursday 23 March at the Broadway Hotel in Letchworth.

Organised by North Herts Council, North Herts and Stevenage Centre for Voluntary Services (CVS) and Letchworth Garden City Heritage Foundation, the event will discuss a range of topics relevant to the voluntary, community, faith and social enterprise sector.

Local groups will share their experiences of operating in the present climate and funders will be in attendance to talk about their grants and offer practical advice about making a successful grant application. Volunteer recruitment, collaborative working and environmental sustainability will also be on the agenda.

Cllr Elizabeth Dennis-Harburg, Leader of North Herts Council, said: "We're proud to be one of the partners hosting this event. Many people are struggling at the moment and the community sector plays a crucial role, bringing our communities together so they can thrive. This event is a great opportunity to share ideas and best practice so we can continue supporting each other."

Hannah Morgan-Gray, Chief Executive at North Herts & Stevenage CVS, added: "We are all aware that the UK is facing its biggest cost of living crisis in decades. This not only impacts every one of us but also this sector. The cost-of-living crisis means that many local groups and organisations are finding it difficult to deliver support to our community - just when so many need it the most."

Graham Fisher, CEO at Letchworth Garden City Heritage Foundation, added: "We encourage all local organisations to attend and add their voice. They will positively influence the work of the organising partners and others to help improve support, sustainability and greater opportunities for both their group and the wider community."

For more information and to register for the free event, please visit: www.nhcv.org.uk

ENDS

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

PRESS RELEASE

PR 3757

7 March 2023

Local school and folk festival benefit from grants in Southern Rural

Two community groups have been awarded a total of £3,385* following a meeting of the Southern Rural Committee on 2 March.

Breachwood Green JMI School Parent, Teacher and Friends Association was granted £2,635 towards overhauling their outside space. The money will be used for a spectator rail which will enclose a new sports pitch.

Kimpton Folk Events was granted £750 towards providing free entertainment at Kimpton Folk Festival on 1 July. The day comprises of a wide range of top quality music and other activities, with both ticketed concerts and free events to enable the festival to be accessible to everyone. The free entertainment, which includes music workshops for aspiring musicians of all ages, is offered as part of the festival's commitment to supporting emerging folk musicians and introducing new audiences to live music.

Secretary Brian King said: "The council's generous help will support our ongoing mission to nurture talented young musicians and introduce folk music and traditions to the widest possible audience."

Councillor George Davies, Southern Rural Committee Chair, said: "I am delighted that we have been able to contribute towards these two projects. The improvements to the school grounds will be a significant improvement for the children, and the folk festival will be enjoyed by a wide cross section of the community. I am pleased that the Southern Rural Committee continues to help such projects come to fruition."

*subject to completion of the necessary formalities

ENDS

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

PRESS RELEASE

PR 3758

7 March 2023

North Herts Heroes honoured

This year's North Herts Heroes have been announced at a special ceremony in the council's chamber in Letchworth.

On Friday evening (3 March), five local people were recognised for their work in the community helping others. The live stream is available to watch on our [YouTube channel](#), along with videos of all of the winners telling their story.

Organised by North Herts Council, the awards celebrate people in the district who have gone above and beyond and make a real difference in their local community, and are sponsored by Willmott Dixon and Cala Homes, with The Comet as media partner. Each winner was presented with an engraved glass trophy and gift voucher to acknowledge their achievements.

The winners were nominated by the public and chosen by a judging panel who were there on the night, including Chair of the Council Cllr Sam North, Andy Nazer from North Herts Centre for Voluntary Service (NHCVS) and representatives from the sponsors.

Cllr Sam North, Chair of the Council, said: "These awards are an important opportunity for us to recognise and celebrate some of the special people in the district who go out of their way to make a positive impact on other people. We know they don't do it for the glory, but we want to recognise our local heroes and give thanks to the exceptionally deserving winners. We hope our winners will inspire others to think about how they may help the wider community. We are delighted to recognise the hard work, dedication and sheer community spirit of Tracey, Colin, Glyn, Laraine, and Keeley, as well as the other nominees."

Our North Herts Heroes 2023 are:

Caring Award – Tracey Hilton

Tracey stood out among many caring nominations as she goes out of her way to help and support rough sleepers in Letchworth town centre. For about seven individuals over the last year or so, she has made a point of getting to know them with sincere kindness and compassion and look out for them. She takes time to talk to them and offers help whether that be through local organisation Feed up, Warm up, sourcing sleeping bags, food and wider support including social services and mental health. She has charged their phones – so they can receive important calls from hostels and other services – given them food and drinks, laundered their clothes and given them money for hostels and transport. One man had severe mental health issues, so most people would avoid him, but she made a point of checking in with him and encouraged him to take his medication. Tracey establishes a real bond with them – one man recently cried his eyes out while they were chatting, sharing that he was sadly thinking about ending his life that day, so if she hadn't stopped and listened, he may well have.

In addition, Tracey helps the volunteers at the charity shop she works at who have special needs, in particular a young woman who was really struggling and not being looked after properly at her supported accommodation. Tracey took the time to really listen to her needs and helped advise her and advocated to get her the help she needed.

Tracey said: "I can't believe it, I don't feel particularly worthy. I just help people when they need it, it's how I was brought up. Everyone is human, and you don't know their circumstances, anyone can find themselves needing help.

"If you see someone who is homeless or sleeping rough, just say hello, start a conversation, maybe buy them a drink and sandwich if you can. They are often ignored by so many, but having a chat doesn't cost you anything and could make their day."

Dedication Award – Colin Thurstance

Colin moved to Ickleford in 1940, and has served the village for 47 years, the majority of which as a parish councillor from the mid-1970s, and is standing down this year. His energetic and enthusiastic determination to improve the village over the years has been fundamental to a number of successes including: championing road safety and traffic calming, resulting in a lorry ban through the heart of the village in the 1980s; campaigning for the protection of green belt land; chairing public meetings standing up for residents against controversial planning applications; publishing a footpath map in 2006 which was distributed to the entire village encouraging others to discover the countryside; and securing the return and restoration of an original water pump that was used in the village during the early 1900s. One of his major projects was securing the five-acre burial ground 'Alleyfield' in 2010 to enable the people of Ickleford to be laid to rest in the village, as space had previously ran out.

During his time many trees were planted and his leadership and enthusiasm for the village resulted in five awards for 'Hertfordshire Village of the Year' and 'Best Kept Village'. Even before becoming a parish councillor, in the early 1970s he established Ickleford Sport and Recreation Club – fundraising with others to provide the capital, identifying the land they needed and obtaining planning permission – and it continues to thrive today. Now in his 80s, Colin still exhibits a zest for life and new challenges and is respected and acknowledged throughout the village.

Colin said: "I am probably most proud of establishing the Sport and Recreation Club, seeing people enjoying it still today – not just playing sports, but walking around the grounds using it to socialise – is really lovely to see. It feels really good to achieve something, especially when it's appreciated by the community."

Green Award – Glyn Holt

With multiple nominations, it was clear Glyn has had a significant impact on other people, especially in Letchworth. Glyn was the backbone of Plastic Free Letchworth and manages the Terracycle plastic recycling schemes at Morrisons in Letchworth for hard to recycle plastics. To date it has recycled over a tonne of plastic waste and raised over £1,000 for local schools.

Glyn has been one of the volunteers on the Wilbury Community Forum – which runs Wilbury Café – for over five years and is now also an organiser and trustee. The café is a hub for multiple community initiatives including pre-loved school uniform for local schools and food rescue. Glyn and his family also run a food station in the Westbury area every Saturday as well as most other days, helping to reduce food waste – a major contributor to greenhouse gases and climate change. They help arrange and collect food donations across Hertfordshire and Bedfordshire to be distributed to local families and on Christmas Eve helped distribute over a tonne of food.

In addition, Glyn has run the National Childbirth Trust North Herts Branch outdoor playgroup for about eight years. Held fortnightly at Norton Common, all year round, it follows a different nature-based theme each session including a nature trail and eco crafts, helping start a love of nature and the natural world from a young age.

Glyn said: “I’m extremely humbled, a bit embarrassed, but very pleased to win this award. Although I have been described as the backbone of the community, none of this would happen without all the other hard-working volunteers – it’s a real team effort so a massive thanks goes to all of them. We’re always looking for new volunteers, who are willing to help with any level of commitment, so please get in touch if you want to get involved. Finally, a massive thanks to the local community for their continued support and participation in these initiatives without whom they could not be a success.”

Health Award – Laraine Upton

Laraine has been a community first responder for the East of England Ambulance Service in Royston for eight years, attending the most urgent 999 calls within her local community 24/7, to assist before an ambulance arrives. This volunteer service is vital, given Royston's rural location and distance to the nearest emergency facility, and in 2022 they attended nearly 500 calls. Last year, the categories of calls which the first responders are asked to attend, were increased to include falls and seizures, in addition to cardiac arrests, strokes and other life-threatening conditions.

With the ambulance service over-stretched, Royston has two teams of three community responders, but they really need a total of eight volunteers, and they only have the equipment for one team. Therefore, Laraine has also been raising money to fund more equipment, including a specialist phone and a raiser chair.

First responders fund their own training and during the Covid pandemic, Laraine and other volunteers, even undertook additional driving training and can now be called upon to drive an ambulance if required, freeing paramedics to stay in the ambulance administering first aid. Laraine leads both Royston teams alongside a fulltime job.

Unfortunately Laraine was unable to attend the ceremony, so her award was accepted by fellow first responders Chrissie Wolfinden and Jo Caruana.

Laraine said: "About nine years ago, my mum was critically ill and I felt guilty calling the ambulance service so much so I became a volunteer. I absolutely love it. We get the alert and the adrenaline starts pumping, we need to get there as soon as possible as someone's life is in danger."

Chrissie added: "We couldn't do it without Laraine as our coordinator. We're so happy to serve our community, we love doing what we do."

If you are interested in joining the team, please visit: [Community first responders \(eastamb.nhs.uk\)](http://Communityfirstresponders(eastamb.nhs.uk))

Young Star – Keeley Thomas

Keeley has been fundraising since she was five years old, raising around £15,000! This year, Keeley has raised £1,600 for 15 different charities by singing for an hour every month on Facebook, and in 2021 she raised a similar amount for doing 50 squats a day during February. She is due to get her long hair cut for charity for the fourth time in October, having donated a total length of 5'7" to the Princess Trust so far.

One of the main charities she raises money for is Home-Start Royston and at Christmas she raised money to buy presents for the children who attended their Christmas party. She also bought about 20 bags of shopping, totalling around £600, which she shared among HomeStart and four food banks.

Keeley is 16 and has Down's syndrome, and when she was born her parents were told she probably would never walk or talk – thankfully the doctors were wrong. Keeley sang on the night with around a third of her community choir 'WomenSing', performing 'You've got a friend' and 'You raise me up'.

Keeley said: "I really love singing. I just want to help people with special needs."

Keeley's mum, Lindy, said: "I am just so proud of everything Keeley achieves, especially after such a poor prognosis of what her life could be. I'm sure she will continue to achieve many things in her life and who knows, one day she might achieve her dream of being on a big stage in the West End!"

You can sponsor Keeley here: [Facebook](#)

ENDS

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

PRESS RELEASE

PR 3759

8 March 2023

Grab a coffee at Bancroft in Hitchin

A brand new café kiosk is due to open next month at the pavilion in Bancroft Recreation Ground – Bancroft Kiosk!

Hot and cold soft drinks and ice cream will be on offer for takeaway or you can sit in the triangular courtyard next to the kiosk within the lovely gardens.

Cllr Keith Hoskins, Executive Member for Enterprise and Arts, said: “This is a totally new venture for the council, there hasn’t been a café facility in the park before, but it will be similar to the kiosk at Howard Park in Letchworth. Though instead of an external provider, we will be managing the Bancroft Kiosk in-house using our experience of running North Herts Museum café in Brand Street.”

Cllr Tom Plater, Deputy Executive Member for Enterprise and Arts, added: “Whether you’re enjoying a trip to the park with family, catching up with friends or simply walking the dog, the Bancroft Kiosk is the perfect place to take some time out, relax and enjoy a drink in Bancroft Gardens. We are really excited for the opening, which will provide an improvement to the park’s amenities.”

The pavilion in Bancroft is split into three independent parts, one of which previously used for storage will become the kiosk with a service hatch.

Bancroft Recreation Ground is a 5 to 10 minute walk from Hitchin town centre and has been providing a place of relaxation and leisure since before the Second World War. The park features landscaped gardens, play area and splash park, tennis courts and multi-use games area.

ENDS

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