

## NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 20 OCTOBER 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](mailto:MIS@north-herts.gov.uk)

# NEWS AND INFORMATION

## AGENDA & REPORTS

### PUBLISHED WEEK COMMENCING

14 OCTOBER 2023

Licensing & Regulation Committee – 30 October 2023  
Standards Committee – 1 November 2023

### FORTHCOMING MEETINGS WEEK COMMENCING

21 OCTOBER 2023

Planning Control Committee – 26 October 2023

### CHAIR'S ENGAGEMENTS WEEK COMMENCING

21 OCTOBER 2023

Date	Event	Location
Sun 22 Oct 2023 @ 3:00 – 5:00pm	The Mayor of Hertsmere, Cllr Chris Myers' Civic Celebration – Service followed by afternoon tea.	Elm Court Youth and Community Centre, 363 Mutton Lane, Potters Bar, Hertfordshire, EN6 3BP

### VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING

21 OCTOBER 2023

Date	Event	Location
Thu 26 Oct 2023 @ 12:30 – 3:30pm	Invitation to attend 25th Anniversary & the Black History Month Celebration	Westmill Community Centre Hitchin, SG5 2PG

### OTHER EVENTS WEEK COMMENCING

21 OCTOBER 2023

Date	Event	Location
	None	

## Community & Partnership Executive Member briefing – October 2023

### Community & Licensing

#### Community Safety

Operation Urban, the Community Safety Partnership initiative to address homelessness, had several successes during August and September. A proactive morning located two rough sleepers in Hitchin. As a result of NHC/Haven outreach work, one problematic individual was found hostel accommodation in Bedford and the other was accepted into rehab. A couple of rough sleepers found in Letchworth were also worked with and joint accommodation located in Cambridge.

Following a meeting with Councillors, police, and Hitchin Tennis club management to discuss drug dealing, ASB and associated issues in Bancroft Park a plan was implemented whereby NHC undertook remedial work to improve visibility to deter drug dealing which will also increase feelings of safety for park users.

Throughout late July, August, and early September there were numerous incidents of assault, racial abuse and general ASB reported to the police caused by two 13-year-old individuals in Hitchin Town Centre. Police requested that NHC consider an ASB Injunction. Work has been ongoing to obtain this, and a court date is now set for a first hearing at St Albans Youth Court.

We have received £5k from the OPCC for the Women's Safety Charter and have an opportunity to bid for a further £5k to deliver online safety education in schools.

### Democratic Services

#### Committee Services

- There are currently 7 Members who have confirmed attendance at the Supporting Cllrs as Digital Citizens training event. This is a free of charge session by the Local Government Association. If there are less than 10 Members, will mean the session is cancelled.
- There has been a resignation within the Team by Scrutiny Officer/Committee, Member and Scrutiny Officer, and Eleanor Hopcraft's last day being 3 November.
- Arrangements are being finalised regarding Members attending the various Remembrance events and laying wreaths on behalf of the Council.
- Arrangements are being finalised regarding the upcoming Youth Democracy event on **9 November** for 16–18-year-olds.
- The IRP have drafted their report regarding the Members Allowances Scheme – to be presented to Council in January.
- Work is being progressed regarding the Report Management function of ModGov to enable reports to be written and circulated within the Mod.Gov system. The basic workflows are being built within

the system and will require testing before being rolled out further across the Council.

- A Members' Learning and Development meeting is being scheduled – one of the items of business will need to be the Members' Induction Programme post the May 24 elections.

#### Electoral Services

The Polling District Review formally commenced on 2 October, with the Notice of Review being published and the consultation period underway. We have had a good response to this so far - 80+ responses and are investigating suggestions. We have also been undertaking our own research on options and conducted some site visits last week to assess potential alternative polling station venues.

The Annual Canvass continues – Canvassers are currently door knocking nonresponding properties. There are around 2500 properties outstanding with a 95.7% completion rate.

Preparations are continuing for the three BIDs due to take place later in the year. We have been liaising with our printers to draft/proof Notices and other statutory documents to be sent out. The Notice of Ballot for Royston will be dispatched on 17 October and Hitchin and Letchworth Notice of Ballots will be dispatched on 24 October.

Initial discussions have also started around the May 2024 elections, with meetings having taken place with Group Leaders to discuss options for the count procedure. We also attended a County Group meeting where arrangements for the county wide Police and Crime Commissioner elections were discussed.

The temporary Electoral Services Officer has been appointed and will be in post until the General Election has concluded.

#### Policy & Community Services

Throughout September, we have been busy coordinating various partnership networks and events and the provision of ongoing Community and Member support.

- Ongoing facilitation of Area Forum meetings.
- Ongoing support of Needham House asylum seekers and support group.
- Attended various groups and networking opportunities including: Westmill Network Meeting, Royston Town Council, facilitation of All About Us 'Collaboration Workshop' in partnership with Letchworth Garden City Heritage Foundation and Centre for Voluntary Services (CVS), Holocaust Memorial Day preparation with NH Interfaith forum, various District Cllr Community surgeries, support of Youth showcase in Hitchin with local rotary group, support of Samaritans Samirvans Charity event.

- Ongoing work to provide updates on the Climate Hive Engagement page – updates include district eco festivals, Letchworth Garden Shed and Environment Panel.
- Launch of Community Investment Fund.
- Preparation of Public Sector Decarbonisation Scheme application for next bidding window.
- Preparation of Councils' documented response to Luton Rising expansion proposal.

#### Community Wellbeing

The Healthy Hub drop-ins are now scheduled to the end of the year. Further information can be found [HERE](#).

- 43 families have been engaged for the Food Box scheme via School Partnerships managers. Delivery of food boxes to commence in October.
- Delivering food education class in Baldock for adults with learning disabilities.
- Delivering Healthy Hub drop ins at Royston and Knebworth.
- Healthy Hub delivered first summer holiday family food education session with partners. Make Lunch Royston - supporting local families who are entitled to free schools' meals.
- Healthy Hub Coordinator appointed to support Healthy Hub and Delivery of Household support fund.
- As part of Silver Sunday fortnight, tea parties are being delivered in partnership with the Compassionate neighbour's community hubs and Knebworth Link Up social group. These are now operating in Royston, Letchworth and Knebworth.
- Healthy Hub hosted a wellbeing morning in Knebworth, Letchworth and Royston in September.
- NHS health checks taking place in the CSC at DCO. All appointments fully booked.

#### Safeguarding briefing

- In addition to the business-as-usual matters, the Lead and team have been looking at ways they can support the OPCC perpetrator referral programme for Domestic abuse; joint Local Oversight Pilot on Domestic Homicide (with Herts County co-ordinating) and participated in SADA Domestic Abuse Champions Meeting.
- The team will be preparing for the self-assessment/ annual audit in the county.
- Unfortunately the Team Leader, Lisa McDonnell shall be leaving at the end of the month and options are being considered in the meantime to cover the post.
- Awareness raising of national schemes including: - National Hate Crime awareness week (**14th-21st Oct**), World Mental Health Day **10th Oct** and Anti-Slavery Day - **18th Oct**.



## SHARED WASTE SERVICE

# MEMBERS INFORMATION NOTE

### **BALLOT FOR STRIKE ACTION**

Urbaser our waste, recycling and street cleansing contractor have been notified of the unions intention to ballot for strike action. Any strike action would affect both East and North Herts services.

The ballot opens on 25<sup>th</sup> October 2023. We wish to remind Members that these negotiations are between the union and Urbaser and that the Council will not get involved.

If you are approached by any employees or union staff please do not respond but refer them back to the Urbaser management team.

We appreciate that negotiations may be of interest to Members due to the impact that strike action will have and we will keep you updated, as and when we know more.

The offer on the table from Urbaser is currently an 8% rise. This figure is in excess of the contract inflation paid by the authorities.

Any press enquiries should be directed to the Council's communications team at [pressoffice@north-herts.gov.uk](mailto:pressoffice@north-herts.gov.uk)

For more information please contact:

Name Chloe Hipwood  
Title Shared Service Manager  
Tel: 01462 474304  
Email: [chloe.hipwood@north-herts.gov.uk](mailto:chloe.hipwood@north-herts.gov.uk)



**North  
Herts**  
Council

**RIPA QUARTERLY UPDATE  
3rd QUARTER 2023  
(LEGAL & COMMUNITY)**

# **MEMBERS INFORMATION NOTE**

## **RIPA Quarterly Update**

Members may recall that it was considered that quarterly reports should be made to Overview and Scrutiny Committee, even though RIPA is not currently being used, as this provided a useful mechanism to ensure that the issue of RIPA remained in the consciousness of Members (and Officers).

Due to the continued non-use of RIPA, it was felt by some members that this method of reporting was not the best use of the Overview and Scrutiny Committee's time, and following advice from the Investigatory Powers Commissioner's Office, the Council shall now be reporting on the issue of RIPA via quarterly inclusion in MIS.

There have been no further RIPA authorisations since the last MIS note in June 2023. There are currently no ongoing RIPA authorisations.

It is important that the Council continues to operate in accordance with RIPA to ensure that it is able to effectively manage its reputational risk whilst also exercising its legitimate evidence gathering powers in connection with enforcement activity.

For more information please contact:

Jeanette Thompson  
Service Director – Legal and Community  
Monitoring Officer

Tel: 01462 474370

Email: [Jeanette.thompson@north-herts.gov.uk](mailto:Jeanette.thompson@north-herts.gov.uk)



Date: 17 October 2023

**LOCAL GOVERNMENT ACT 2003  
BUSINESS IMPROVEMENT DISTRICTS (ENGLAND) REGULATIONS 2004**

**NOTICE OF BALLOT**

**PROPOSED RENEWAL OF THE BUSINESS IMPROVEMENT DISTRICT  
FOR ROYSTON**

This is to give notice that a ballot is to be held on the proposal of the Royston Business Improvement District (BID) to renew the BID for Royston. You should shortly receive a copy of the BID Proposal Document from the BID Proposer.

The ballot will be conducted entirely by post by the Independent Scrutineer, Civica Election Services of 33 Clarendon Road, London N8 0NW. Ballot Papers will be sent to those eligible to vote on **Tuesday 31 October 2023** for return to them by no later than **5pm on Thursday 30 November 2023** (the “day of the ballot”).

**Who can vote in the BID Ballot?**

Persons eligible to vote in the ballot will be the non-domestic ratepayer listed on the Council’s database for each hereditament (business premise) situated in the geographical area of the proposed BID as at the date of this Notice. Each person entitled to vote in this ballot shall have one vote in respect of each hereditament occupied or (if unoccupied) owned by them in the geographical area of the proposed BID.

**This Notice is in respect of the following Hereditament:**

*The lasered hereditament address will appear here*

**Appointment of a Proxy**

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (for example, if they are going to be away at the time of the ballot). Applications to appoint a proxy must be submitted to Civica Election Services (CES) at the above address no later than **5pm on Monday 20 November 2023**. An application for the appointment of a proxy must be made in writing and:

- a) state the full name and address of the person whom the person entitled to vote (the applicant) wishes to appoint as a proxy;
- b) state the address(es) of the applicant’s hereditament or hereditaments;
- c) be signed by the applicant; and
- d) contain a statement by the applicant that the proxy so named has been consulted and is capable and willing to be appointed.

A proxy appointment may be cancelled by notifying CES at the above address no later than **5pm on Saturday 25 November 2023**.

*Please see over*

### Lost Ballot Papers

Ballot Papers will be despatched on **Tuesday 31 October 2023**. If you have not received your ballot paper in the week after this date, please apply for a replacement ballot paper.

CES can provide a replacement request form to aid the process of requesting a replacement and providing all the necessary information. Please email **bids@cesvotes.com** to request one.

You may apply to CES for a replacement paper by supplying **ONE** of the following:

- a) An email sent from a business account including a company email signature; or
- b) A letter in hard copy form along with the appropriate 'evidence of identity'; or
- c) A scan of both the letter and the 'evidence of identity' attached to an email

Any email requests should be sent to **bids@cesvotes.com**. Hard Copy requests should be addressed to The Independent Scrutineer, Civica Election Services, The Election Centre, 33 Clarendon Road, London N8 0NW.

Hard copy requests must be signed by the Eligible Voter and evidence of the voter's identity must be provided in the form of **ONE** of the following:

- a) A signed **Letterhead** for the appropriate company; or
- b) A signed **photocopy** of the **National Non-Domestic Rating Bill** for the hereditament; or
- c) A signed **photocopy** of an item of personal ID such as a **Passport** or **Driving Licence**.

*Please do not send original copies of ID or Bills.*

CES will issue any replacements that match the requirements detailed above, from the replacement deadline on **Friday 24 November 2023**.

### Spoilt Ballot Papers

If you inadvertently spoil your ballot paper in such a manner that it cannot be conveniently used as a ballot paper, please return it to CES (address overleaf). On receipt of the spoilt ballot paper, CES will issue a replacement. No replacements can be issued if the spoilt ballot paper is received by CES later than three working days before the day of the ballot.

### Count of Ballot Papers

Ballot papers will be counted on **Friday 1 December 2023**, and the result of the ballot will be announced shortly after.

For a BID ballot to be successful there must be a majority of those voting in favour of the proposal, and those voting in favour must represent a majority of the aggregate rateable value of the hereditaments voting.

### Rejected Ballot Papers

If a ballot paper is duplicated and two are returned bearing the same number or barcode both will be void and not counted. Any ballot papers that are returned unsigned, unmarked or that are void for uncertainty will also be void and not counted.

### Declaring the result

The ballot result will declare:

- a) the total number of valid votes cast;
- b) the total aggregate rateable value of valid votes cast;
- c) the total number of valid votes cast in favour of the BID;
- d) the total aggregate rateable value of valid votes in favour of the BID; and
- e) if applicable, the total number of ballot papers rejected.

For the BID Ballot to be successful there must be:

- i. A majority in favour of the BID in the number of those voting; and
- ii. A majority in favour of the BID in the proportion of rateable value of those voting.

### Further details of the BID Proposal

If you require further information on the BID, please contact Paul Brown | 01763 878242 | [manager@roystonfirst.com](mailto:manager@roystonfirst.com)

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### **PART 1 – PUBLIC DOCUMENT**

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

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

**SERVICE DIRECTORATE:** Legal and Community

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

1.1 The approval of the allocation **Southern Rural Community Grant** funding of:

1.1.1 **£1,928** to Holwell Parish Council towards the cost of tables and chairs for the new Holwell Pavilion.

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

2.1 Cllr Alistair Willoughby (Executive Member for Community and Partnerships in consultation with the Service Director – Legal and Community).

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

**19<sup>th</sup> October 2023**

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

4.1 The **Southern Rural Area Forum** held on 21 September 2023 considered funding applications from Howell Parish Council and recorded their recommendations to the Executive Member for Community and Partnerships for the formal commitment of Community Grant funds via the delegated authority process.

#### **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 There are no other reasonable alternative options.

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

6.1 Consultation has taken place with the Southern Rural Area Forum Members in a public meeting on 21 September 2023. Members are in favour and recommend that the Southern Rural Area Community Grant budget should be used for this purpose.

#### **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 grant application was considered by the Southern Rural Area Forum on 21 September 2023. The report with the application details is set out under item 3, available on the Council's website [CLICK HERE](#)



- 8.2 This delegated decision confirms that the recommendation made by the Area Forum members was accepted by the Executive Member for Community & Partnerships, and Service Director on application 1.1.1.

## **9. LEGAL IMPLICATIONS**

- 9.1 Following the decision of Full Council on 18 April 2023, an Area Forum shall consider applications for community grants in its area and make recommendations to the Executive Member for Community & Partnerships on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.8(b)((ii)A 5 of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a 5 clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 There is **£9,321** remaining in the community grant budget for the Southern Rural Area Forum 2023/24.
- 10.2. The grant application for this meeting totals **£1,928**. If the grant is awarded as outlined in 1.1.1, the remaining balance will be **£7,393**.

## **11. RISK IMPLICATIONS**

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

## **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 Community Grant funds are awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 The Social Value Act and "go local" policy do not apply to the matters contained within this report, as there are no recommendations on procurement.

## **14. ENVIRONMENTAL IMPLICATIONS**

There is an environmental implication of producing and transporting new furniture. However, these are of good quality and should have a long-life span. The metal parts of the furniture would be able to be recycled when they eventually became no longer fit for purpose.

## **15. HUMAN RESOURCE IMPLICATIONS**

15.1 The activities detail of the Community & Partnership team are covered by existing budgets.

**16. BACKGROUND PAPERS**

16.1 Terms of Reference for Area Forums, Section 9 of Council Constitution.

16.2 Review of Grant Policy, 9<sup>th</sup> May 2023 [6. Delegated Decision - to approve Area Forum's following Full Council meeting 18 April 2023.pdf \(north-herts.gov.uk\)](#).

**17. APPENDICES**

17.1 See website links above.

**NOTIFICATION DATE**

**20 October 2023**



**Signature of Service Director Consulted .....**

**Date .....18.10.23.....**

**Signature of Executive Member for Community and Partnerships**



**Decision Taker ... ..**

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

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### **PART 1 – PUBLIC DOCUMENT**

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

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

**SERVICE DIRECTORATE:** Legal and Community

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

1.1 The approval of the allocation **Letchworth Community Grant** funding of:

1.1.1 **£850** to The Sadie Centre towards the cost of a defibrillator and a cabinet, to be fitted on the external wall of their classroom building.

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

2.1 Cllr Alistair Willoughby (Executive Member for Community and Partnerships in consultation with the Service Director – Legal and Community).

**3. DATE DECISION TAKEN:** 11.10.23

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

4.1 The **Letchworth Area Forum** held on 20 September 2023 considered a funding application from The Sadie Centre and recorded their recommendations to the Executive Member for Community and Partnerships for the formal commitment of Community Grant funds via the delegated authority process.

#### **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 There are no other reasonable alternative options.

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

6.1 Consultation has taken place with the Letchworth Area Forum Members in a public meeting on 20 September 2023. Members are in favour and recommend that the Letchworth Area Community Grant budget should be used for this purpose.

#### **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 grant applications were considered by the Letchworth Area Forum on 20 September 2023. The report with the application details is set out under item 4, available on the Council's website [[CLICK HERE](#)].

- 8.2 This delegated decision confirms that the recommendation made by the Area Forum members was accepted by the Executive Member for Community & Partnerships, and Service Director on application 1.1.1.

## 9. LEGAL IMPLICATIONS

- 9.1 Following the decision of Full Council on 18 April 2023, an Area Forum shall consider applications for community grants in its area and make recommendations to the Executive Member for Community & Partnerships on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.8(b)((ii)A 5 of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a 5 clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.

## 10. FINANCIAL IMPLICATION

- 10.1 At the start of this financial year, the carry over community grant budget for Letchworth from 2022/23 was £84. However, the grant allocated to a project by Wilbury and Icknield Parents Association (WISPA) of £2000 was re paid as the group no longer needed the funds as the project didn't happen, this provided an amended carry over of £2,084.
- 10.2 The 2023/24 base budget is £11,000 in addition to the £2,084 carry over the available budget was £13,084. The grants so far, this financial year have been using up the 2022/23 carry over and equate to £1,884. This left a remainder of £200 in the 2022/23 budget to utilise.
- 10.3 The 2023/24 budget has not yet been used but in addition to the carry over provides a total community grant budget for Letchworth of **£11,200**.
- 10.4. The grant applications for this meeting total **£850**. If the grants are awarded as outlined in 1.1.1, and in Appendix 2, the remaining balance will be **£10,350**.

## 11. RISK IMPLICATIONS

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

## 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 Community Grant funds are awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

## 3. SOCIAL VALUE IMPLICATIONS

13.1 The Social Value Act and “go local” policy do not apply to the matters contained within this report, as there are no recommendations on procurement.

#### 14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no Environmental implications.

#### 15. HUMAN RESOURCE IMPLICATIONS

15.1 The activities details of the Community & Partnership team are covered by existing budgets.

#### 16. BACKGROUND PAPERS

16.1 Terms of Reference for Area Forums, Section 9 of the Council’s Constitution


16.2 [Community Grants Policy, 9<sup>th</sup> May 2023](#)

#### 17. APPENDICES

17.1 See website links above.

#### NOTIFICATION DATE

#### Signature of Service Director Consulted



Date 20.10.23

#### Signature of Executive Member for Community and Partnerships



Decision Taker

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

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

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### **\*PART 1 – PUBLIC DOCUMENT**

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

#### **SERVICE DIRECTORATE: PLACE**

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

To introduce a pilot in the Knebworth ward to trial kerbside collections of plastic film and wrapping (soft plastics) for approximately 2500 households in support of future services already agreed for 2025 implementation.

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

Sarah Kingsley, Service Director Place, in conjunction with Cllr Amy Allen, Executive Member for Waste and Recycling.

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

16 October 2023

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

4.1 The aim of the project is to give insight into the types and quantities of soft plastics available. Participating in the trial will give the Council an opportunity to test and better understand the operational implications of collections and processing requirements which will inform the new service roll out in 2025. Currently soft plastics are not accepted in the kerbside recycling service.

4.2 The trial does not wholly mimic the 2025 services and will inform appropriate soft plastics collection methodology for 2025.

4.3 The data will inform our future MRF contract procurement or extension needs for 2025 and provide data for the wider industry to better prepare for the anticipated mandated collection of soft plastics.

##### **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 To not participate in the trial, however this has been discounted due to the benefits of soft testing and gathering information on likely participation levels, collection methods, and tonnages. Not participating would also be a missed opportunity to better negotiate future MRF contract procurement / extension with improved data.

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

6.1 The Knebworth Ward Members, Cllrs Nash and Cllr Tandi, have been informed and invited to a meeting to explain the project brief. Briefings to the Executive Member for Waste and Recycling Cllr Amy Allen and Cllr Tom Tyson have been provided, in conjunction with Cllr Tim Hoskin, East Herts Council Executive Member as part of the shared waste service.

##### **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 FlexCollect is a national project to trial the collection of flexible soft plastics from households. This service is not currently offered to households, as a kerbside collection. Knebworth has been identified as the pilot area due its proximity to the materials handler so collections can be delivered direct, making it efficient and cost neutral. The trial properties offer a distinct conurbation of standard housing types, where the trial collections can be undertaken by existing crews on established rounds. The project is fully funded to cover costs and presents negligible to no-risk. Any risk that may arise in unforeseen operational challenges would already exist in existing collection operations (weather, strikes, covid).

8.2 Participating properties will receive an information leaflet 2 weeks in advance of the collection bag deliveries explaining the trial and what will be happening. The collection bags with instructions will arrive 2 weeks before first collection. There is current guidance on the website as to how to recycle soft plastics at supermarkets.

8.3 There is a full partnership for the trial – funders (Flexible Plastic Fund, Defra / UKRI's Smart Sustainable Plastic Packaging Challenge (SSPP), our existing collection contractor Urbaser, and MRF contractor Pearce Recycling, with a wider project team which includes WRAP, SUEZ, RECOUP, and Ecosurety working towards the success of the project.

8.5 The project is expected to go live by November 2023 and will run until 2025.

8.6 Based on the experience of other authorities taking part we anticipate between 20 and 60% participation by residents.

8.7 Data will be available to inform our future MRF contract procurement or extension.

8.8 Data will inform appropriate collection methodology for 2025 should processing on soft plastics in the commingled stream remain problematic.

## **9. LEGAL IMPLICATIONS**

9.1 Paragraph 14.6.5 of the constitution details the specific delegation of authority to the Service Director: Place. Within that delegation (except those matters reserved to the Council, Cabinet or a Committee), the Service Director exercises functions, powers and duties in relation to (viii) Waste collection and waste management, including recycling and waste minimisation under any enabling legislation (including waste-related enforcement: littering, graffiti and waste receptable offences).

9.2 The Executive member for recycling and waste management has overall responsibility for leadership, strategic planning and development, partnership working and decision making. In the exercise of his functions within the service area, under 14.6.17 the Executive Member is responsible for (o) approving use of specific grants and/or funding from non-governmental sources, and any annual delivery plans and agreements in relation to such funding and also q) the continuous improvement of the Council's services through a programme of work.

9.3 Following the decision taken by Cabinet on 25 October 2022, item 4 'Future Service Design of Waste, Recycling and Street Cleansing Services, resolution 12 this trial is a precursor to the introduction of kerbside soft plastics collections in 2025. By participating in the trial, data and information can inform new service 2025 roll out and soft test methodologies. The trial has full cost recovery and no risk. The operational elements of the decision fall to the Service Director and to the extent this

is a follow-on decision of Cabinet from 25 October 2022, this falls to the Executive Member for Waste and Recycling.

## **10. FINANCIAL IMPLICATIONS**

- 10.1. The financial implications of the project are nil. The full cost of the trial is covered, financed by DEFRA UK Research and Innovation (UKRI) SSPP, and the Flexible Plastic Fund (FPF), costs will be managed directly with Future Recycling UK. Internal resource costs are low, as data gathering, sampling and project oversight are conducted by the project sponsor.

## **11. RISK IMPLICATIONS**

- 11.1 The trial is designed to provide data and information on participation rates, capture rates and tonnage information. These will provide valuable insights ahead of 2025 service changes. The risk of not participating means going into 2025 with no soft testing to iron out possible issues.
- 11.2 The only low risk potential for the trial as outlined above is confusion amongst residents not in the target area putting soft plastics out for collection. We will manage this within our existing collection procedures and mitigate with targeted communications in the trial area and surrounds.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 All operational services are available to the trial area participants and will continue to receive standard services as usual. If any resident is designated as an assisted collection (AC) property, the trial materials will be collected under AC requirements, so all services provision remains the same.
- 12.2 There are no equalities implications.

## **13. SOCIAL VALUE IMPLICATIONS**

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

## **14. ENVIRONMENTAL IMPLICATIONS**

- 14.1. There are no known negative impacts, and the positive impacts of the trial will be increased awareness around plastics recycling, a greater understanding of potential advantages of collection, handling and markets for a difficult but often requested material for recycling. These are single use plastics and the recycling of them will decrease litter and reduce resource use as if recycling this saves materials going for disposal. All these things prime us and markets for effective soft plastics collection and recycling / recovery ahead of 2025.

## **15. HUMAN RESOURCE IMPLICATIONS**

- 15.1 The project is being managed within existing resources with any additional resources funded by the project. We do not anticipate any impacts on existing resources once the trial project has commenced; the initial set up resource requirements are considered manageable within the existing team resources.

## **16. BACKGROUND PAPERS**

Other than those identified above, none.

## **17. APPENDICES**



N/A

**NOTIFICATION DATE**

**Signature of Decision Takers .....**



**Sarah Kingsley**

**Signature of Executive Member .....**



**Cllr Amy Allen**

**Date 19/10/2023**

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

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

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Joint Staff Consultative Committee held in the Virtual Via Zoom  
on Wednesday, 18th October, 2023 at 10.00 am

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Terry Hone.

### 2 MINUTES - 5 JULY 2023

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 5 July 2023 be approved as a true record of the proceedings and be signed by the Chair.

### 3 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.

### 4 SCF MINUTES

**RESOLVED:** That the Committee noted the minutes of the Staff Consultation Forum for July and September 2023.

### 5 HR INFORMATION NOTE

The Human Resources Services Manager presented the Information Note entitled 'HR Update'.

### 6 DISCUSSION PAPER - EMPLOYEE ENGAGEMENT IN A HYBRID WORKING ENVIRONMENT

**RESOLVED:** That the Committee commented on and noted the Discussion Paper on Employee Engagement in a Hybrid Working Environment.

### 7 SUGGESTED DISCUSSION TOPICS

The Chair suggested the topic of Providing Support for Staff Wellbeing for the next meeting of the Committee and this was agreed with Members present.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Planning Control Committee held in the Council Chamber, District Council  
Offices, Letchworth Garden City  
on Thursday, 12th October, 2023 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Terry Tyler.

### 2 MINUTES - 14 SEPTEMBER 2023

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 14 September 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 recorded.
- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (3) The Chair clarified matters for the registered speakers.
- (4) The Chair advised that Section 4.8.23(a) of the Constitution applied to the meeting.

### 5 PUBLIC PARTICIPATION

The Chair confirmed that the registered speakers were in attendance.

### 6 18/01154/OP LAND NORTH OF HIGHOVER FARM TO STOTFOLD ROAD, HIGHOVER WAY, HITCHIN, HERTFORDSHIRE

**RESOLVED:** That application 18/01154/OP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager.

### 7 22/00303/FP LAND FOR FOOTPATH BETWEEN THE GREENWAY AND STOTFOLD ROAD, HITCHIN, HERTFORDSHIRE

**RESOLVED:** That application 22/00303/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager.

### 8 22/03092/FP LAND TO THE EAST OF FOXHOLES AND GAINSFORD HOUSE AND ON THE WEST SIDE OF, CROW FURLONG, HITCHIN, HERTFORDSHIRE

**RESOLVED:** That application 22/03092/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager as amended by the Supplementary agenda, with the following additional condition:

“Condition 28:

*Prior to the commencement of the development hereby approved, a scheme of sensitively designed lighting strategy shall be submitted to and approved in writing by the Local Planning Authority. The lighting scheme shall include and consider temporary construction lighting as well as more permanent lighting associated with the development hereby approved. Light-spill (including from temporary construction lighting) onto retained and newly created habitat, in particular the retained woodland habitat forming the south of the site, should be minimised in accordance with good practice guidance, as set out in footnote 15 of the approved Updated Ecological Report by Aspect Ecology referenced 1005083 UEcoAp vf12 CL dated 15/11/2022. The sensitively designed lighting strategy shall consider the following key factors:*

- *Light exclusion zones*
- *Variable Lighting Regimes*
- *Light barriers*
- *Spacing and height of lighting units*
- *Light intensity*
- *Directionality*

**Reason:** *To ensure the protection, enhancement and management of biodiversity, and to comply with Policy NE4 of the North Hertfordshire Local Plan 2011 to 2031.”*

**9      23/01198/FP    55    HARKNESS    COURT,    FRANKLIN    GARDENS,    HITCHIN,  
HERTFORDSHIRE, SG4 0BS**

**RESOLVED:** That application 23/01198/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager.

**10     TPO/00208 (2023) 4 COACH DRIVE, HITCHIN, HERTFORDSHIRE**

**RESOLVED:** That the provisional Tree Preservation Order (TPO/00208) be **CONFIRMED**.

**EAST TEAM**

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

23/02355/FP	Extending Solutions Mr Darryl Parry 11 High Street, Baldock, SG7 6AZ	Properties 1 And 2 Scarp Close Ashwell Street Ashwell Hertfordshire SG7 5FP  Mr Paul Morris  Erection of two detached double garages.
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23/02452/TCA	Mr Steve Dear Steve Dear Tree Services Ltd Top Farm, Beadlow, Shefford, SG17 5PL, United Kingdom	35 Station Road Ashwell Baldock Hertfordshire SG7 5LP  Ms. Janet Brown  G1 Leylandii Hedge - Reduce in height by 15ft, to trim sides to tidy
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**Baldock**

23/02397/LDCE	Warma UK Mr Christopher Griffiths 1 Swan Street, Wilmslow, Cheshire, SK91HF, United Kingdom	7 Football Close Baldock Hertfordshire SG7 5AH  Mr Paul Castle  Retention of cavity wall insulation.
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23/02400/S73	Wastell & Porter Architects Ltd James Porter Bancroft House, 34 Bancroft, Hitchin, SG5 1LA	The Old Forge 27A Park Street Baldock Hertfordshire SG7 6DY  Mr Kitchener  Variation to condition 2 (revised plans - windows) of planning permission reference 21/02872/FP granted on 27.09.2022 for Erection of one detached 1-bed dwelling following demolition of existing outbuildings and conversion of existing building into one 3-bed dwelling with associated landscaping.
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**Barley Parish Council**

23/02402/LDCP	CBArchitect Mr Christopher Bond Office 1, First Floor, 1 Market Hill, Royston, SG89JL, United Kingdom	Lynchetts High Street Barley Royston Hertfordshire SG8 8HT  Mr & Mrs Knowles  Erection of detached outbuilding.
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23/02403/FPH    CBArchitect Mr Christopher Bond    Lynchetts  
Office 1, First Floor, 1 Market Hill,    High Street  
Royston, SG89JL, United Kingdom    Barley  
Royston  
Hertfordshire  
SG8 8HT

Mr & Mrs Knowles

Replace existing garage doors with windows and insertion of side windows to facilitate conversion to habitable accommodation, erection of detached garage and replace existing front boundary wall.

#### **Clothall Parish Meeting**

23/02297/LDCE    Mr Maurice Northcott Mr Northcott    Land Used By North London Model Flying Club  
107 Wellfield Road, Hatfield ,    Warren Lane  
Hertfordshire, AL100BY    Clothall  
Hertfordshire  
SG7 6RR

#### **Hinxworth Parish Council**

23/02232/FP    BBR Design Mr Ryan Albone    Farrowby Farm  
7 Paynes Park, Hitchin, Herts, SG5    New Inn Road  
1EH    Hinxworth  
Baldock  
Hertfordshire  
SG7 5EY

Soggy Dog Co Ltd

Continued use of agricultural land for the siting of a therapy pool for dogs and retention of existing therapy pool structure.

#### **Letchworth Garden City**

23/02329/LBC    Simon Glover    104 Ridge Road  
104 Ridge Road, Letchworth Garden    Letchworth Garden City  
City, Hertfordshire, SG6 1PT    Hertfordshire  
SG6 1PT

Simon Glover

Replace existing flat, fibreglass extension roof with a similar roofing system but introducing simulated lead rolls and install two curved double-glazed rooflights to the same roof.

23/02373/FPH    Extend Mr Dave Pucknell    10 Whitethorn Lane  
68 Queen St, Hitchin, Herts, SG4    Letchworth Garden City  
9TS, United Kingdom    Hertfordshire  
SG6 2DN

Mr Chahal

Two storey rear extension, single storey front extension, erection of front porch with ridge roof to link to garage and alterations to fenestration.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 20/10/2023  
DEADLINE FOR COUNCILLORS' CALL IN: 09/11/2023**

23/02374/FPH	Michael Collins Architect Miss Stefania Gaudyn Suite 4A, , 30 Bancroft, Hitchin, SG5 1LE	28 Pasture Road Letchworth Garden City Hertfordshire SG6 3LR	Mr Neil Thakrar	Single storey rear extension, first floor rear extension and front porch canopy. Raise ridge height of main roof and insertion of rear dormer to facilitate conversion of loftspace into habitable accommodation. Alterations to fenestration including insertion of front bay windows, external alterations to facade and external materials following demolition of existing rear extension. Erection of detached outbuilding for use as a hobby studio following demolition of existing shed.
23/02381/FPH	Extend Mr Dave Pucknell 68 Queen St, Hitchin, SG4 9TS, United Kingdom	4 Hillpath Letchworth Garden City Hertfordshire SG6 1RL	Ms Cutts	Alterations to existing fenestration including replace existing rear ground floor window with door and insertion of two rooflights in rear roofslope to facilitate loft conversion.
23/02393/FPH	RD DESIGNS Mr Samuel Hardy Office 2, Floor 2,, 1 Bedford St, Amphill, MK45 2LU	61 Gaunts Way Letchworth Garden City Hertfordshire SG6 4PL	Mr Aaron Albon	Single storey front extension following demolition of existing porch.
23/02406/TCA	Mrs Allison Sparrow Arborcare Unit N, Shangri La Farm, SG1 2JE	23 Baldock Road Letchworth Garden City Hertfordshire SG6 3JX	Snoad T1 Hawthorn - Fell	
<b>Royston Town Council</b>				
23/02382/FPH	John Guest Architectural Mr John Guest 1 Water Lane, Melbourn, SG8 6AX	84 Green Drift Royston Hertfordshire SG8 5BT	Mr and Mrs. Dion Bowden	Single storey rear extension, front porch extension and alteration to ground floor front window and garage fenestration to facilitate conversion of garage into habitable accommodation following demolition of existing rear extension.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 20/10/2023  
DEADLINE FOR COUNCILLORS' CALL IN: 09/11/2023**

23/02391/FPH	ArchiTech Ltd. Mr Richard Chambers 72 Lytton Avenue, Letchworth, SG6 3HY, United Kingdom	12 Newmarket Road Royston Hertfordshire SG8 7DY	Mr and Mrs Kay	Two storey side extension and single storey rear extension following demolition of existing single storey side element. Raise roof height and replace existing roof covering, insertion of front and rear dormer windows and rear rooflights to facilitate conversion of loftspace into habitable accommodation. Front open-sided entrance porch, alterations to existing fenestration arrangement including insertion of first floor side window and external rendering.
23/02392/FPH	ArchiTech Ltd. Mr Richard Chambers 72 Lytton Avenue, Letchworth, SG6 3HY, United Kingdom	12 Newmarket Road Royston Hertfordshire SG8 7DY	Mr and Mrs Kay	Erection of detached two storey garage/carport with external staircase and habitable accommodation over.

**WEST TEAM**

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

23/02262/LDCP	RLP Surveyors Jon Tankard St. Lukes House, 5 Walsworth Road, Hitchin, Hertfordshire, SG4 9SP	Hakgalla 2 High Street Graveley Hitchin Hertfordshire SG4 7LD	Dr Ahmed	Single storey rear extension, single storey side extensions, insertion of rear dormer window to facilitate conversion of loft into habitable accommodation
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**Hitchin**

23/01962/LDCP	Peter Apostoli 13 Hensley Close, Hitchin, Hertfordshire, SG4 9QF	13 Hensley Close Hitchin Hertfordshire SG4 9QF	Peter Apostoli	Relocation of side entrance door to front elevation
23/02339/FP	REDSHED DESIGN ARCHITECTS Mr James Isaac 45 Hoo Road, Meppershall, Shefford, SG17 5LP, United Kingdom	33 Sun Street Hitchin Hertfordshire	Mr Orenstein	Conversion of existing two 2-bed flats into four 1-bed flats. Second floor rear extension



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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 20/10/2023  
DEADLINE FOR COUNCILLORS' CALL IN: 09/11/2023**

23/02340/LBC	REDSHED DESIGN ARCHITECTS Mr James Isaac 45 Hoo Road, Meppershall, Shefford, SG17 5LP, United Kingdom	33 Sun Street Hitchin Hertfordshire  Mr Orenstein	Conversion of existing two 2-bed flats into four 1-bed flats. Second floor rear extension and internal alterations
23/02348/FPH	CROE Architects Mr Joe Reader Suite 10, 18 Walsworth Road, Hitchin, SG4 9SP, United Kingdom	18 Standhill Close Hitchin Hertfordshire SG4 9BW  Mr And Mrs Bailey	Two storey rear extension, front porch and external rendering. Insertion of windows to existing detached garage following removal of garage doors to facilitate conversion of garage to storage/gym/shower. Alterations to existing drive, alterations to openings
23/02356/FPH	Scoot Studio Mr Jason Scoot 27- 28, Sun Street, Hitchin, SG5 1AH	2 Ibberson Way Hitchin Hertfordshire SG4 9RB  Mrs Emma Sullivan	Side extension including dormer window following demolition of existing side double garage and attached wooden structure. External cladding
23/02429/TCA	Mr Simon Davies The Coach House, Wratten Road East, Hitchin, SG5 2AS, United Kingdom	The Coach House Wratten Road East Hitchin Hertfordshire SG5 2AS  Mr Simon Davies	Eucalyptus - Reduce to remove subsequent weak growth by 20%.
23/02444/TCA	Mr Peter Briercliffe 11 The Chilterns, Wymondley Road, Hitchin, SG4 9PP, United Kingdom	11 The Chilterns Hitchin Hertfordshire SG4 9PP  Mr Peter Briercliffe	Cypress, Spruce, T2 Holly - Remove. T1, T3 Holly, T1 Whitebeam - Reduce 20%. Larch - Remove dead branches
<b>Kimpton Parish Council</b>			
23/02388/TPO	Mr Jonathan Franks Franks Forestry Contractors Ltd 64 Dalkeith Road, Harpenden, AL5 5PW	2 Blackmore Manor Beech Way Blackmore End St Albans Hertfordshire AL4 8LZ  Mr Skelly	T1 Cedar - Crown reduction by 2-3m approx back to previous points.
<b>Knebworth Parish Council</b>			

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 20/10/2023  
DEADLINE FOR COUNCILLORS' CALL IN: 09/11/2023**

23/02233/FP      BBR Design Mr Ryan Albone      125 London Road  
BBR Design, 7 Paynes Park,      Knebworth  
Hitchin, SG51EH, United Kingdom      Hertfordshire  
SG3 6EX

Mr Miah

Retention of alterations to front and side ground floor fenestration.

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**Wymondley Parish Council**

23/02234/FP      BBR Design Mr Ryan Albone      Land Adjacent To Wymondley Bury Lodge  
BBR Design, 7 Paynes Park,      St Marys Church Road  
Hitchin, SG51EH, United Kingdom      Little Wymondley  
Hertfordshire  
SG4 7JN

Ms Jane Boxall And Mr Arthur Gates

Erection of one detached 3-bed dwelling including associated access,  
parking and landscaping following demolition of existing garages.

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## List of Planning Decisions Week Ending 20/10/2023

(Including Withdrawn decisions)

### EAST TEAM

<b>Application No:</b> 22/03295/FP	<b>Location:</b> 45 Barkway Road Royston Hertfordshire SG8 9EB  <b>Applicant Name:</b> Mr & Mrs Houlihan <b>Description:</b> Erection of one 3-bedroom dwelling house with attached garage following demolition of existing garages (as amended by plans received 3rd August 2023).	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 12/10/2023
<b>Application No:</b> 23/00252/FP	<b>Location:</b> Newnham Manor Caldecote Road Newnham Baldock Hertfordshire SG7 5LA <b>Applicant Name:</b> Mr A Farr A E & W A Farr Ltd <b>Description:</b> Change of use of agricultural building to Business Use Class E (g).	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 13/10/2023
<b>Application No:</b> 23/00999/DOC	<b>Location:</b> Building Adjacent To The Forge Rushden Road Sandon Hertfordshire SG9 0QS <b>Applicant Name:</b> Mark Faure Walker <b>Description:</b> Details reserved by Condition 7-Highways pre-commencement (relating to planning permission 22/00811/FP granted 13.07.2022) as amended by plan received 2nd June 2023.	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 16/10/2023
<b>Application No:</b> 23/01413/FP	<b>Location:</b> Unit 1 Jubilee Trade Centre Jubilee Road Letchworth Garden City Hertfordshire SG6 1SP <b>Applicant Name:</b> Mr Ray McKenzie Stevenage Sheet Metal <b>Description:</b> Replace existing liquid nitrogen storage cylinder and associated enlargement of existing fenced enclosure.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 18/10/2023
<b>Application No:</b> 23/01488/FP	<b>Location:</b> Langham Church Lane Barkway Hertfordshire SG8 8EJ <b>Applicant Name:</b> Mr Andrew Page <b>Description:</b> Erection of one detached 3-bed dwelling and associated parking.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 13/10/2023
<b>Application No:</b> 23/01765/FPH	<b>Location:</b> 24 South Close Baldock Hertfordshire SG7 6DS <b>Applicant Name:</b> Mrs Violet Patricia Sheldrake <b>Description:</b> Single storey front extension and replace existing garage door with a window to facilitate conversion of garage into habitable accommodation. Insertion of first floor side window (as amended by plan received on 02/10/2023).	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 18/10/2023
<b>Application No:</b> 23/01965/FPH	<b>Location:</b> 92 Pixmore Way Letchworth Garden City Hertfordshire SG6 3TP <b>Applicant Name:</b> Mr Charles Woodall <b>Description:</b> Single storey rear extension following partial demolition of existing rear extension.	<b>Decision:</b>  Refused <b>Decision Date:</b> 12/10/2023
<b>Application No:</b> 23/01991/FPH	<b>Location:</b> 9 Letchworth Road Baldock Hertfordshire SG7 6AA <b>Applicant Name:</b> Mr Mark Cole <b>Description:</b> Replacement front porch and alterations to fenestration.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 16/10/2023
<b>Application No:</b> 23/02006/DOC	<b>Location:</b> Foundation House Icknield Way Letchworth Garden City Hertfordshire SG6 1UD <b>Applicant Name:</b> Mr Harry Howard Hill <b>Description:</b> Details reserved by Condition 21 (Drainage) of planning permission reference 20/01714/FP granted on 14.06.2021.	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 16/10/2023

## EAST TEAM

<b>Application No:</b> 23/02020/FPH	<b>Location:</b> 29 Laxton Gardens Baldock Hertfordshire SG7 6DA <b>Applicant Name:</b> Mrs C.M. Welsh <b>Description:</b> Single storey front and side extension following removal of bay window.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 17/10/2023
<b>Application No:</b> 23/02035/FPH	<b>Location:</b> Barkway House 66 High Street Barkway Royston Hertfordshire SG8 8EE <b>Applicant Name:</b> Mr & Mrs D Grainger <b>Description:</b> Installation of solar panels to existing outbuilding and garage extension	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 18/10/2023
<b>Application No:</b> 23/02045/FPH	<b>Location:</b> 92 Howard Drive Letchworth Garden City Hertfordshire SG6 2DG <b>Applicant Name:</b> Mr Mike Chahal <b>Description:</b> Part two storey and part first floor rear extension.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 16/10/2023
<b>Application No:</b> 23/02058/FPH	<b>Location:</b> 21 Rosecomb Royston Hertfordshire SG8 9FL <b>Applicant Name:</b> Mr & Mrs Martin <b>Description:</b> Single storey rear extension.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 16/10/2023
<b>Application No:</b> 23/02061/FPH	<b>Location:</b> 27 Lime Grove Royston Hertfordshire SG8 7DJ <b>Applicant Name:</b> Mr Matthew Jelley <b>Description:</b> Single storey side extension and pitch roof over existing single storey side element. Insertion of ground floor front window following removal of existing garage door to facilitate garage conversion	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 17/10/2023
<b>Application No:</b> 23/02073/FPH	<b>Location:</b> 59 Sun Hill Royston Hertfordshire SG8 9AX <b>Applicant Name:</b> Mr Mark Retter <b>Description:</b> Single storey rear extension following demolition of existing rear conservatory. Front porch and insertion of ground floor front window following removal of existing garage door to facilitate garage conversion into habitable accommodation (as amended by plans received 11th October 2023).	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 18/10/2023
<b>Application No:</b> 23/02318/DOC	<b>Location:</b> Manor Farm Church Lane Kelshall Royston Hertfordshire SG8 9SP <b>Applicant Name:</b> Mr Mike Leeder Paul and Page <b>Description:</b> Details reserved by Condition 11 (Bat survey) of planning permission reference 19/02388/FP granted on 20.11.2020.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 12/10/2023
<b>Application No:</b> 23/02353/NMA	<b>Location:</b> 68 Redhoods Way West Letchworth Garden City Hertfordshire SG6 4DD <b>Applicant Name:</b> Miss Sharona Rowe <b>Description:</b> Removal of roof light from dormer roof and insertion of window to side of dormer facing rear garden (as non-material amendment to planning permission 22/03011/FPH granted on 07.03.2023).	<b>Decision:</b> Withdrawn <b>Decision Date:</b> 18/10/2023

## WEST TEAM

<b>Application No:</b> 22/02782/DOC	<b>Location:</b> Westons Motors Ltd Cambridge Road Hitchin Hertfordshire SG4 0JJ <b>Applicant Name:</b> Mr Graham Pepperdine Taylor Wimpey <b>Description:</b> Details reserved by Condition 20- Sustainable Drainage Strategy (relating to planning permission 21/01834/FP 21.07.2022)	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 13/10/2023
<b>Application No:</b> 23/01198/FP	<b>Location:</b> 55 Harkness Court Franklin Gardens Hitchin Hertfordshire SG4 0BS <b>Applicant Name:</b> Mr Nafees Parker North Herts District Council <b>Description:</b> Excavation of front grassed area and formation hardstanding and associated works to facilitate two parking spaces	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 13/10/2023

**WEST TEAM**

<b>Application No:</b> 23/01550/DOC	<b>Location:</b> Land Adjacent To Dungarvan Back Lane Preston Hertfordshire <b>Applicant Name:</b> Mr Nathan Craker Elivia Homes <b>Description:</b> Details reserved by Condition 20 (Waste water reduction strategy) of planning permission 21/02632/FP granted on 14.07.2022	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 17/10/2023
<b>Application No:</b> 23/01723/FPH	<b>Location:</b> 11 Half Acre Hitchin Hertfordshire SG5 2XL <b>Applicant Name:</b> Mr Parm Samra <b>Description:</b> Single storey side extension	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 18/10/2023
<b>Application No:</b> 23/01818/FPH	<b>Location:</b> 5 Park Street Hitchin Hertfordshire SG4 9AH <b>Applicant Name:</b> Mr and Mrs Atack <b>Description:</b> Single storey side extension and single storey rear extension following demolition of existing conservatory. External rendering and alterations to fenestration	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 12/10/2023
<b>Application No:</b> 23/01826/NMA	<b>Location:</b> Burford Grange Bedford Road Ickleford Hitchin Hertfordshire SG5 3XG <b>Applicant Name:</b> Vikkie Roe Cala Homes (Chiltern) <b>Description:</b> Plot Substitutions to Plots 25, 26 and 27 (as Non-Material Amendment to Planing permission 19/01106/FP granted 06.02.2023)	<b>Decision:</b> Agreed <b>Decision Date:</b> 16/10/2023
<b>Application No:</b> 23/01839/FPH	<b>Location:</b> 130 Wymondley Road Hitchin Hertfordshire SG4 9QG <b>Applicant Name:</b> Vanessa And Calum Doherty <b>Description:</b> Two storey rear extension and single storey rear, side and front extension. Insertion of front ground floor window following removal of existing garage door to facilitate garage conversion.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 18/10/2023
<b>Application No:</b> 23/01860/DOC	<b>Location:</b> Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN <b>Applicant Name:</b> Knights Bespoke Build Ltd <b>Description:</b> Details reserved by Condition 3 (Eaves details) of planning permission reference 20/01254/FP granted on 11.02.2021.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 16/10/2023
<b>Application No:</b> 23/01978/DOC	<b>Location:</b> Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN <b>Applicant Name:</b> Knights Bespoke Build Ltd <b>Description:</b> Details reserved by Condition 4 (Roof materials) of planning permission reference 20/01254/FP granted on 11.02.2021.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 16/10/2023
<b>Application No:</b> 23/01979/DOC	<b>Location:</b> Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN <b>Applicant Name:</b> Knights Bespoke Build Ltd <b>Description:</b> Details reserved by Condition 6 (Weatherboarding) of planning permission reference 20/01254/FP granted on 11.02.2021.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 16/10/2023
<b>Application No:</b> 23/01980/DOC	<b>Location:</b> Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN <b>Applicant Name:</b> Knights Bespoke Build Ltd <b>Description:</b> Details reserved by Condition 7 (Joinery details) of planning permission reference 20/01254/FP granted on 11.02.2021.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 17/10/2023
<b>Application No:</b> 23/01981/DOC	<b>Location:</b> Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN <b>Applicant Name:</b> Knights Bespoke Build Ltd <b>Description:</b> Details reserved by Condition 8 (Garage/store doors) of planning permission reference 20/01254/FP granted on 11.02.2021.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 16/10/2023
<b>Application No:</b> 23/01982/DOC	<b>Location:</b> Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN <b>Applicant Name:</b> Knights Bespoke Build Ltd <b>Description:</b> Details reserved by Condition 9 (Rainwater goods) of planning permission reference 20/01254/FP granted on 11.02.2021.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 16/10/2023

**WEST TEAM**

<b>Application No:</b> 23/02021/FPH	<b>Location:</b> 4 Stony Lane Tea Green Luton Hertfordshire LU2 8PT <b>Applicant Name:</b> Ms Emma & Christopher Witts & Walton <b>Description:</b> Raised replacement roof above existing garage to create first floor, single storey rear extension and alterations to fenestration to facilitate conversion of existing garage/studio to 1-bed ancillary annexe.	<b>Decision:</b> Refused <b>Decision Date:</b> 12/10/2023
<b>Application No:</b> 23/02025/FPH	<b>Location:</b> 20 Thatchers End Hitchin Hertfordshire SG4 0PD <b>Applicant Name:</b> Ms Suzanne Elaine Taroni <b>Description:</b> Insertion of front and side ground floor windows following removal of garage doors to facilitate garage conversion into habitable accommodation.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 12/10/2023
<b>Application No:</b> 23/02026/S73	<b>Location:</b> 11 Whernside Drive Great Ashby Stevenage Hertfordshire SG1 6HW <b>Applicant Name:</b> Mr Alex Richmond <b>Description:</b> Removal of condition 3 relating to plot 213 only (Permitted Development Rights) of planning permission 05/01838/1 granted 17.02.2006 for Approval of details of 93 dwellings comprising a mixture of 1, 2, 3, 4 & 5 bedroom flats, terraces and detached houses, 53 garages, 102 parking spaces and ancillary works.	<b>Decision:</b> Refused <b>Decision Date:</b> 17/10/2023
<b>Application No:</b> 23/02043/FPH	<b>Location:</b> 14 Lancaster Avenue Hitchin Hertfordshire SG5 1PB <b>Applicant Name:</b> Mr North <b>Description:</b> Part two storey side extension and first floor rear extension.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 17/10/2023
<b>Application No:</b> 23/02074/DOC	<b>Location:</b> Barn To The West Of Bedford Road Holwell Hertfordshire <b>Applicant Name:</b> N/A PMC Consultants <b>Description:</b> Details reserved by condition 4(a) 20/01742/FP (Phase I Desk study) of planning permission reference no. 20/01742/FP granted 19.10.2020	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 17/10/2023
<b>Application No:</b> 23/02114/NCS	<b>Location:</b> 74 Sturgeons Way Hitchin Hertfordshire SG4 0BN <b>Applicant Name:</b> Ms Raman Paul <b>Description:</b> Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 6.0 metres	<b>Decision:</b> Prior Approval Refused <b>Decision Date:</b> 18/10/2023
<b>Application No:</b> 23/02129/TCA	<b>Location:</b> 11 Kent Place Oughton Head Way Hitchin Hertfordshire SG5 2LE <b>Applicant Name:</b> Lucy Claxton <b>Description:</b> Conifer - Fell and grind stump down	<b>Decision:</b> No Objection <b>Decision Date:</b> 12/10/2023
<b>Application No:</b> 23/02137/DOC	<b>Location:</b> Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN <b>Applicant Name:</b> Knights Bespoke Build Ltd <b>Description:</b> Details reserved by Condition 5 (Sample brickwork panel/s) of planning permission 20/01254/FP granted on 11.02.2021.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 16/10/2023
<b>Application No:</b> 23/02303/TCA	<b>Location:</b> 13 The Avenue Hitchin Hertfordshire SG4 9RJ <b>Applicant Name:</b> Mrs April Carr <b>Description:</b> Yew - Trim by 10-20% and remove dead growth.	<b>Decision:</b> No Objection <b>Decision Date:</b> 17/10/2023

# PRESS RELEASE

**PR 3808**

**17 October 2023**

## **Sustainable water collection system to be installed at Therfield Recreation Sports Pavilion thanks to funding from North Herts Council**

After securing a £1,500 grant following recommendations by North Herts Council's Royston & District Area Forum, a new sustainable water collection system is to be installed at Therfield Recreation Sports Pavilion\*.

The grant was awarded to Therfield, Royston and Kelshall Sports Association (TRAKSA) on 20 September.

The rainwater harvesting system will be used for watering the recreation ground, including the cricket pitch, predominantly in the summer months to help manage water use without turning to mains water supply.

Therfield's pavilion went through a full re-build and extension last winter. It is home to cricket and football clubs and other outdoor activity classes, with around 1,200 total users. The sports pavilion reopened back in July following an eight-month project to update, refurbish and extend the building. North Herts Council awarded a grant of £50,000 towards the refurb.

Cllr Alistair Willoughby, Executive Member for Community & Partnerships, who approved the funding under delegated decision, said: "At North Herts Council we're passionate about the environment and taking care of one of life's essentials. By harvesting rainwater in this way, we're helping the sports association do their bit to take care of water as well."

Cllr Ruth Brown, Chair of the Royston and District Area Forum said: "We're delighted to award this grant which will benefit users of the sports pavilion and the environment too!"

Nigel Reader, Deputy Chairman at TRAKSA, said: "We are very grateful to North Herts Council for this grant, which will lead the way to completing the total refurbishment and

upgrading of the facilities at Therfield Recreation Ground. This final stage of the project will see us install the rainwater harvesting system, add extra gravel to the car-park area and re-roof our storage sheds. Other grants are currently being sought for the remainder of this work.”

More information on [community grants](#)

\*subject to completion of the necessary formalities

**ENDS**

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



# PRESS RELEASE

**PR 3809**

**19 October 2023**

## **Gardening and growing lessons for pupils in Baldock thanks to grant**

The Friends of Brandles has been awarded £1,950\* following the Baldock Area Forum recommendations on 11 September.

The funding will be used to buy gardening equipment, tools and storage for an outdoor adventure classroom at Brandles School which all pupils will have the chance to use and benefit from. They hope the area will teach children about gardening and growing their own vegetables and be a chance for pupils to work together, and develop life and social skills.

Meika Cavanagh, Chair of Friends of Brandles, said: "We are extremely grateful for the grant. We aim to change young people's lives for the better, and this will certainly give us opportunity to do so. Being in the outdoors and learning to work with nature is a valuable experience. We are hoping the young people will learn to be self-sufficient and even learn to cook the things that they grow for a healthy diet. Thankyou on behalf of the staff and students at Brandles School."

Cllr Alistair Willoughby, Executive Member for Community & Partnerships, who approved the funding under delegated decision, said: "This is a wonderful project which will help get children outside learning important – and fun! – life skills like growing their own food."

Cllr Tom Tyson, Baldock Area Forum Chair, added: "We're pleased to fund this exciting project and hope pupils enjoy their new outdoor adventure classroom."

The next Baldock Area Forum will take place on 15 January.

\*subject to completion of the necessary formalities

**ENDS**

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