

NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 16 FEBRUARY 2024

MEMBERS' INFORMATION

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

NEWS AND INFORMATION

AGENDA & REPORTS

PUBLISHED WEEK COMMENCING 12 FEBRUARY 2024

Full Council – 29 February 2024

FORTHCOMING MEETINGS WEEK COMMENCING 19 FEBRUARY 2024

Planning Control Committee – 15 February 2024

CHAIR'S ENGAGEMENTS WEEK COMMENCING 19 FEBRUARY 2024

Date	Event	Location
	None	

VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING 19 FEBRUARY 2024

Date	Event	Location
	None	

OTHER EVENTS WEEK COMMENCING 19 FEBRUARY 2024

Date	Event	Location
Monday 19 February @ 6pm	MyCouncillor Account Training	Teams



**Democratic Services
Legal and Community**

MEMBERS INFORMATION NOTE

Candidates and Agents Briefing for May 2024 Elections

Will you be an election agent or a prospective candidate at the forthcoming elections in May? If so, come along to one of the Briefings that will be held virtually on Microsoft Teams on either:

- Wednesday 6 March 2024 @7pm; or
- Monday 11 March 2024 @7pm

Due to the changes imposed through the Elections Act and the move to all out district council elections, you are strongly encouraged to attend, even if you have attended previous such briefings in recent years/elections.

The Briefing will include essential information, such as:

- Key dates
- What the Election Act changes mean for you
- The Election Timetable
- Nominations – how to correctly complete the form
- Registration and absent votes
- Postal Vote Opening
- Polling Day (including Voter ID and other changes from the Elections Act)
- Verification / Counting
- Candidate expenses returns

To book a place please email elections@north-herts.gov.uk with :

- Your name
- Role i.e. candidate or agent and, if you are an agent, who you will be representing
- Contact telephone number

Please forward this message to anyone who is interested in standing in the elections this May.

For more information please contact:

Tel: 01462 474503

Email: elections@north-herts.gov.uk

February 2024: North Herts Safer Neighbourhood Team - Hitchin Urban Wards

Ward	PC	Contact	PCSO	Contact
Priory	Will Cox Grace Moore	william.cox2@herts.police.uk 01438 757680 / 07590 450454 grace.moore@herts.police.uk 01438 757680	Cynthia Combe	cynthia.combe@herts.police.uk 01438 757630 / 07720 202512
Highbury	Remi Bekevicius	remi.bekevicius@herts.police.uk 01438 757680 / 07921 291906	Cynthia Combe	cynthia.combe@herts.police.uk 01438 757630 / 07720 202512
Bearton	Martin Barringer	martin.barringer@herts.police.uk 01438 757618 / 07590 464316	Sarah Brown	sarah.brown2@herts.police.uk 01438 757697 / 07736 478680
Oughton/Westmill	Bradley Collins	bradley.collins@herts.police.uk 07718 695559	Nat Skinner	natalie.skinner@herts.police.uk 07590 441343
Walsworth	Remi Bekevicius	remi.bekevicius@herts.police.uk 01438 757680 / 07921 291906	Sarah Brown	sarah.brown2@herts.police.uk 01438 757697 / 07736 478680
Cadwell - Ickleford	Callum Ellis* *Starts 19/2/24	callum.ellis@herts.police.uk 07710 144285	Nat Skinner	natalie.skinner@herts.police.uk 07590 441343

Hitchin Rural Wards

Ward	PC	Contact	PCSO	Contact
Cadwell - Holwell	Callum Ellis* *Starts 19/2/24	callum.ellis@herts.police.uk 07710 144285	Heather Burrows	heather.burrows@herts.police.uk 01438 757685 / 07740 745168
Chesfield	Greg Graham	gregory.graham@herts.police.uk 07736 482788	Stuart Stone	stuart.stone@herts.police.uk 01438 757625 / 07710 143727
Hitchwood	Natasha Redman	natasha.redman@herts.police.uk 01438 757970 / 07712 419168	Heather Burrows	heather.burrows@herts.police.uk 01438 757685 / 07740 745168
Kimpton	Natasha Redman	natasha.redman@herts.police.uk 01438 757970 / 07712 419168	Heather Burrows	heather.burrows@herts.police.uk 01438 757685 / 07740 745168
Codicote	Clare Wallace	clare.wallace@herts.police.uk 01438 757624 / 07590 441861	Stuart Stone	stuart.stone@herts.police.uk 01438 757625 / 07710 143727
Knebworth	Clare Wallace	clare.wallace@herts.police.uk 01438 757624 / 07590 441861	Stuart Stone	stuart.stone@herts.police.uk 01438 757625 / 07710 143727
Offa – Offley & Pirton	Natasha Redman	natasha.redman@herts.police.uk 01438 757970 / 07712 419168	Heather Burrows	heather.burrows@herts.police.uk 01438 757685 / 07740 745168
Hoo - Breachwood Green/Tea Green/Preston/Kings Walden/Lilley	Natasha Redman	natasha.redman@herts.police.uk 01438 757970 / 07712 419168	Heather Burrows	heather.burrows@herts.police.uk 01438 757685 / 07740 745168
Great Ashby	Greg Graham	gregory.graham@herts.police.uk 07736 482788	Stuart Stone	stuart.stone@herts.police.uk 01438 757625 / 07710 143727

Royston

Ward	PC	Contact	PCSO	Contact
Urban	Jon Seppings	jon.seppings@herts.police.uk 01438 757905 / 07590 452259	Rebecca Fannon-Hall	rebecca.fannon-hall@herts.police.uk 01438 757706 / 07860 910411
	Lynsey Catt	lynsey.catt@herts.police.uk 07720 209539	Nigel Hagggar	nigel.hagggar@herts.police.uk 07740 744655
Rural	Tom Woollard	thomas.woollard@herts.police.uk 01438 757935 / 07999 175528	Chris Brabrook Hannah Moss	christopher.brabrook@herts.police.uk 01438 757935 / 07736 481215 hannah.moss@herts.police.uk 01438 757706 / 07710 143913

Letchworth and Baldock

Ward	PC	Contact	PCSO	Contact
Industrial	Sam Durham	sam.durham@herts.police.uk 01438 757666 / 07522 711467	Angelo Pavlou	angelo.pavlou@herts.police.uk 01438 757731 / 07712 419151
Grange & Norton Common	Laura Bruckner	laura.bruckner@herts.police.uk 01438 757731 / 07710 143655	Phoebe Taylor	phoebe.taylor@herts.police.uk 07523 945107
Jackmans, Lordship & Willian	Natalie Cuzzo	natalie.cuzzo@herts.police.uk 07590 454142	Vacant	
Town	Jamie Fannon-Hall	jamie.fannon-hall@herts.police.uk 01438 757666 / 07720 211386	Jordan Bright	jordan.bright@herts.police.uk 01438 757722 / 07712 419151
Wilbury	Michael Hoare	michael.hoare@herts.police.uk 07590 452729 / 01438 757527	Phoebe Taylor	phoebe.taylor@herts.police.uk 07523 945107
Baldock	Luke Cummins	luke.cummins@herts.police.uk 01438 757930 / 07707 293058	Shelley Gordon	shelley.gordon@herts.police.uk 01438 757706 / 07935 010353

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 **[YES – Cllr Ruth Brown. However, she declared her interest in relation to grant 1.1.8 and didn't vote.**

The Executive Member and decision maker attended but did not vote on the recommendations]

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

1.1 The approval of the allocation **Community Investment Fund** funding of:

1.1.1 **£17,500** to GROWING RESILIENCE IN TEENS towards hiring a fundraiser.

1.1.2 **£11,036** to ACTIVE IN THE COMMUNITY towards a sports mapping project, on condition that a robust safeguarding policy is received.

1.1.3 **£9,500** to GREEN HEAT COOP towards a home energy and retrofit advice service, on condition that a robust safeguarding policy is received.

1.1.4 **£19,610** to CREATE COMMUNITY / GREEN CARE AT NORTON towards a volunteer manager and a facilities manager / grounds maintenance and expanding cut flower growing.

1.1.5 **£7,052** to HOME-START ROYSTON AND SOUTH CAMBS towards training 10 new home-visiting volunteers and home visit service.

1.1.6 **£16,600** to THE CREATIVE MENTAL HEALTH CHARITY POETS IN towards spreading the mental health provision they offer across all of North Herts.

1.1.7 **£12,500** to BALDOCK ALLOTMENT AND LEISURE GARDENERS ASSOCIATION towards redeveloping an unused plot of land to create 30 half plots, on condition that all relevant permissions are received.

1.1.8 **£6,200** to ROYSTON MUSEUM TRUST towards a freelance educational consultant to develop three two-hour sessions aimed at local pupils.

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:

13 February 2024

4. REASON FOR DECISION

4.1 The **District Wide Community Facilities Capital & Revenue Grants Panel** held on 5 February 2024 considered funding applications from Growing Resilience in Teens, Active in the Community, Green Heat Coop, Create Community / Green Care at Norton, Home-start Royston and South Cambs, The Creative Mental Health Charity PoetsIn, Baldock Allotment and Leisure Gardeners Association, and Royston Museum Trust, and recorded their recommendation to the Executive Member for Community and Partnerships for the formal commitment of Community Investment Fund monies 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 District Wide Community Facilities Capital & Revenue Grants Panel members in a closed meeting on 5 February 2024. Members are in favour and recommend that the Community Investment Fund 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 District Wide Community Facilities Capital & Revenue Grants Panel on 5 February 2024.

- 8.2 This delegated decision confirms that the recommendation made by the District Wide Community Facilities Capital & Revenue Grants Panel members was accepted by the Executive Member for Community & Partnerships, and Service Director on applications 1.1.1-1.1.8.

- 8.2.1 With regards to 1.1.2 and 1.1.3, funds to be released on condition of receipt of robust and adopted safeguarding policies.

- 8.2.2 With regard to 1.1.7, funds to be released on condition of receipt of permission from Hertfordshire County Council for access to their land for completion of works.

9. LEGAL IMPLICATIONS

- 9.1 The Executive Member has delegated authority to make these Executive decisions under section 14.6.9(b)(ii)A 5 of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a five clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.

- 9.2 These grants have been assessed against the Subsidy Control Act 2022. Two of these grants (Green Heat Coop and Royston Museum Trust) relate to enabling the provision of goods and services that are also available commercially. As part of their grant submissions, both organisations have confirmed that it is likely that these grants can be awarded under Minimal Financial Assistance (MFA) within the Subsidy Control Act. After this decision is taken, the organisations will be written to again to get formal confirmation that MFA can still be applied. Once this is received then the grant payment can be made.

10. FINANCIAL IMPLICATIONS

- 10.1. The available Community Investment Fund budget is **£100,000**.
- 10.2. The eight grant applications total **£99,998**. If the grants are awarded as outlined in 1.1.1-1.1.8, the remaining balance will be **£2**.

11. RISK IMPLICATIONS

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to

respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.

- 11.2 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 Investment Fund monies are awarded to 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

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

15. HUMAN RESOURCE IMPLICATIONS

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

16. BACKGROUND PAPERS

- 16.1 Terms of Reference for the District Wide Community Facilities Capital & Revenue Grants Panel can be found on the Council's website <https://www.north-herts.gov.uk/council-constitution>.
- 16.2 [Community Investment Fund Policy and Criteria](#)
- 16.3 [Community Grants Policy, 9th May 2023](#)
- 16.4 [Notes of the Panel meeting](#)

17. APPENDICES

- 17.1 See website links above.

NOTIFICATION DATE

16.2.24



Signature of Service Director Consulted

Date: 13.2.24

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**

SERVICE DIRECTORATE: *RESOURCES*

1. DECISION TAKEN

The Council proposes to enter into a contract for the provision of property compliance, repair and maintenance with the successful tenderer (Bradders Ltd), following call-off from a compliant Framework Agreement for a period of 4 years with the possibility of an optional extension each year for a maximum further extension of 4 years. This is for Lot 1 which relates to Mechanical and Multiskilled Maintenance Tasks.

2. DECISION TAKER

Ian Couper, Service Director: Resources

3. DATE DECISION TAKEN:

9th February 2024

4. REASON FOR DECISION

The Council was given notice by its current supplier to terminate their contract early.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 Various options have been tried in the past, these include:

- Joint working with neighbouring councils to procure this service. The last time the service was procured in this way other councils pulled out of the arrangement, leaving the contract unviable for the contractor, which led to early failure of the contract.
- Joint collaborative working arrangement with HTS, part of Harlow Council. Harlow Council have had a change in leadership leading to a change in strategic direction in relation to seeking external contracts. This has led to the failure of the contract.

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

6.1 Stakeholders have been informed of the early termination of the existing contract and the procurement of new suppliers.

7. FORWARD PLAN

7.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The Council has a statutory duty to provide building/premises compliance and maintenance to ensure the safe use of office and public accessible buildings. This primarily involves the maintenance of and repairs to properties, and plant and equipment within those buildings.
- 8.2 The compliance, planned and reactive works have been split into lots and the procurement process has only been made available to small and medium-sized enterprises (SMEs) in the anticipation of the work packages being more attractive to local companies. This decision notice relates to Lot 1 which is for Mechanical and Multiskilled Maintenance Tasks.

9. LEGAL IMPLICATIONS

- 9.1 Under the terms of reference 14.6.4(a)(ii) of the Constitution, the Service Directors are delegated the following functions, powers and duties for their respective service areas to, amongst other things: entering into contract to carry out works and / or for the supply of goods and services within approved budget.
- 9.2 Under terms of reference 14.6.12 (a)(i) of the Constitution, the Service Director Resources has delegated authority to manage, direct and control all resources allocated to the Directorate in line with the Councils policies and procedures.
- 9.3 Contracts must be let in accordance with the Contract Procurement Rules. This procurement will establish a compliant framework agreement from which the Council is permitted to contract via a direct award. Purchasing from the framework will ensure a compliant procurement approach is followed, value for money is obtained and efficiencies achieved. Legal services will work with colleagues as required to ensure contractual arrangements are implemented.
- 9.4 The Openness of Local Government Bodies Regulations 2014* (No. 2095) require officers undertaking non-executive decisions to record an award of a contract that materially affects the Council's position in a written delegated decision. At North Herts this is any award of a contract or financial decision, that is or is likely to be above £50,000.

10. FINANCIAL IMPLICATIONS

- 10.1 The expected contract value for Lot 1 in the first year is forecast to be £240K. For future years prices will increase in line with Office for National Statistics (ONS) Cpi detailed Indices D7DO 1988. It is expected that the costs will be in line with existing budgets, but will depend on the actual levels of service required.

11. RISK IMPLICATIONS

- 11.1 There is always a risk that the contract fails early leading to early re-procurement. Attempts have been made to mitigate this risk by changing the way that the service is procured.

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 specific equalities implications arising from this decision.

13. SOCIAL VALUE IMPLICATIONS

13.1 As the recommendations in the report relate to a contract with a value above £100,000 but below WTO GPA threshold, the go local policy does not apply.

13.2 Social value has been considered and included as part of the qualitative assessment of tender submissions and seeks for suppliers to provide volunteering hours and planned donations and/or in-kind contributions to the community.

14. ENVIRONMENTAL IMPLICATIONS

14.1 The following were assessed as part of the Common Assessment Standard Questionnaire and how this is reviewed.

- 1. Policy and organisation for the management of construction-related environmental issues.
- 2. Waste carrier licence.

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no direct human resources implications arising from this decision.

16. BACKGROUND PAPERS

16.1 *There are no background papers*

17. APPENDICES

None

NOTIFICATION DATE

16/2/2024

Signature of Executive Member Consulted

Date

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

*PART 1 – PUBLIC DOCUMENT

SERVICE DIRECTORATE: *RESOURCES*

1. DECISION TAKEN

The Council proposes to enter into a contract for the provision of property compliance, repair and maintenance for a period of 4 years with the possibility of an optional extension each year for a maximum further extension of 4 years, with the suppliers listed below, following call-off from a compliant Framework Agreement. This is for Lot 2 which relates to electrical maintenance tasks.

1st ranked: TSG Building Services plc
2nd ranked: SEE Services Ltd
3rd ranked: J&B Electrical Ltd
4th ranked: AC1 Electrical Services LTD
5th ranked: Lux Property Services Limited

2. DECISION TAKER

Ian Couper, Service Director: Resources

3. DATE DECISION TAKEN:

9th February 2024

4. REASON FOR DECISION

The Council was given notice by its current supplier to terminate their contract early.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 Various options have been tried in the past, these include:

- Joint working with neighbouring councils to procure this service. The last time the service was procured in this way other councils pulled out of the arrangement, leaving the contract unviable for the contractor, which led to early failure of the contract.
- Joint collaborative working arrangement with HTS, part of Harlow Council. Harlow Council have had a change in leadership leading to a change in strategic direction in relation to seeking external contracts. This has led to the failure of the contract.

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

6.1 Stakeholders have been informed of the early termination of the existing contract and the procurement of new suppliers.

7. FORWARD PLAN

- 7.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The Council has a statutory duty to provide building/premises compliance and maintenance to ensure the safe use of office and public accessible buildings. This primarily involves the maintenance of and repairs to properties, and plant and equipment within those buildings.
- 8.2 The compliance, planned and reactive works have been split into lots and the procurement process has only been made available to small and medium-sized enterprises (SMEs) in the anticipation of the work packages being more attractive to local companies. This decision notice relates to Lot 2 which is for electrical maintenance tasks.

9. LEGAL IMPLICATIONS

- 9.1 Under the terms of reference 14.6.4(a)(ii) of the Constitution, the Service Directors are delegated the following functions, powers and duties for their respective service areas to, amongst other things: entering into contract to carry out works and / or for the supply of goods and services within approved budget.
- 9.2 Under terms of reference 14.6.12 (a)(i) of the Constitution, the Service Director - Resources has delegated authority to manage, direct and control all resources allocated to the Directorate in line with the Councils policies and procedures.
- 9.3 Contracts must be let in accordance with the Contract Procurement Rules. This procurement will establish a compliant framework agreement from which the Council is permitted to contract via a direct award. Purchasing from the framework will ensure a compliant procurement approach is followed, value for money is obtained and efficiencies achieved. Legal services will work with colleagues as required to ensure contractual arrangements are implemented.
- 9.4 The Openness of Local Government Bodies Regulations 2014* (No. 2095) require officers undertaking non-executive decisions to record an award of a contract that materially affects the Council's position in a written delegated decision. At North Herts this is any award of a contract or financial decision, that is or is likely to be above £50,000.

10. FINANCIAL IMPLICATIONS

- 10.1 The expected contract value for Lot 2 in the first year is forecast to be £40K. For future years prices will increase in line with Office for National Statistics (ONS) Cpi detailed Indices D7DO 1988. It is expected that the costs will be in line with existing budgets, but will depend on the actual levels of service required.

11. RISK IMPLICATIONS

- 11.1 There is always a risk that the contract fails early leading to early re-procurement. Attempts have been made to mitigate this risk by changing the way that the service is procured.

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 specific equalities implications arising from this decision.

13. SOCIAL VALUE IMPLICATIONS

13.1 As the recommendations in the report relate to a contract with a value above £100,000 but below WTO GPA threshold, the local policy does not apply.

13.2 Social value has been considered and included as part of the qualitative assessment of tender submissions and seeks for suppliers to provide volunteering hours and planned donations and/or in-kind contributions to the community.

14. ENVIRONMENTAL IMPLICATIONS

14.1 The following were assessed as part of the Common Assessment Standard Questionnaire and how this is reviewed.

- 1. Policy and organisation for the management of construction-related environmental issues.
- 2. Waste carrier licence.

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no direct human resources implications arising from this decision.

16. BACKGROUND PAPERS

16.1 There are no background papers.

17. APPENDICES

None

NOTIFICATION DATE

16/2/2024

Signature of Executive Member Consulted

Date

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.

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RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

SERVICE DIRECTORATE: *RESOURCES*

1. DECISION TAKEN

The Council proposes to enter into a contract for the provision of property compliance, repair and maintenance with the successful tenderer (First Response Fire Safety UK Ltd) following call-off from a compliant Framework Agreement, for a period of 4 years with the possibility of an optional extension each year for a maximum further extension of 4 years. This is for Lot 3 which relates to fire safety equipment maintenance tasks.

2. DECISION TAKER

Ian Couper, Service Director: Resources

3. DATE DECISION TAKEN:

9th February 2024

4. REASON FOR DECISION

The Council was given notice by its current supplier to terminate their contract early.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 Various options have been tried in the past, these include:

- Joint working with neighbouring councils to procure this service. The last time the service was procured in this way other councils pulled out of the arrangement, leaving the contract unviable for the contractor, which led to early failure of the contract.
- Joint collaborative working arrangement with HTS, part of Harlow Council. Harlow Council have had a change in leadership leading to a change in strategic direction in relation to seeking external contracts. This has led to the failure of the contract.

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

6.1 Stakeholders have been informed of the early termination of the existing contract and the procurement of new suppliers.

7. FORWARD PLAN

7.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The Council has a statutory duty to provide building/premises compliance and maintenance to ensure the safe use of office and public accessible buildings. This primarily involves the maintenance of and repairs to properties, and plant and equipment within those buildings.
- 8.2 The compliance, planned and reactive works have been split into lots and the procurement process has only been made available to small and medium-sized enterprises (SMEs) in the anticipation of the work packages being more attractive to local companies. This decision notice relates to Lot 3 which is for fire safety equipment maintenance tasks.

9. LEGAL IMPLICATIONS

- 9.1 Under the terms of reference 14.6.4(a)(ii) of the Constitution, the Service Directors are delegated the following functions, powers and duties for their respective service areas to, amongst other things: entering into contract to carry out works and / or for the supply of goods and services within approved budget.
- 9.2 Under terms of reference 14.6.12 (a)(i) of the Constitution, the Service Director - Resources has delegated authority to manage, direct and control all resources allocated to the Directorate in line with the Councils policies and procedures.
- 9.3 Contracts must be let in accordance with the Contract Procurement Rules. This procurement will establish a compliant framework agreement from which the Council is permitted to contract via a direct award. Purchasing from the framework will ensure a compliant procurement approach is followed, value for money is obtained and efficiencies achieved. Legal services will work with colleagues as required to ensure contractual arrangements are implemented.
- 9.4 The Openness of Local Government Bodies Regulations 2014* (No. 2095) require officers undertaking non-executive decisions to record an award of a contract that materially affects the Council's position in a written delegated decision. At North Herts this is any award of a contract or financial decision, that is or is likely to be above £50,000.

10. FINANCIAL IMPLICATIONS

- 10.1 The expected contract value for Lot 3 in the first year is forecast to be £10.5K. For future years prices will increase in line with Office for National Statistics (ONS) Cpi detailed Indices D7DO 1988. It is expected that the costs will be in line with existing budgets, but will depend on the actual levels of service required.

11. RISK IMPLICATIONS

- 11.1 There is always a risk that the contract fails early leading to early re-procurement. Attempts have been made to mitigate this risk by changing the way that the service is procured.

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 specific equalities implications arising from this decision.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 As the recommendations in the report relate to a contract with a value above £100,000 but below WTO GPA threshold, the go local policy does not apply.
- 13.2 Social value has been considered and included as part of the qualitative assessment of tender submissions and seeks for suppliers to provide volunteering hours and planned donations and/or in-kind contributions to the community.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1 The following were assessed as part of the Common Assessment Standard Questionnaire and how this is reviewed.
1. Policy and organisation for the management of construction-related environmental issues.
 2. Waste carrier licence.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no direct human resources implications arising from this decision.

16. BACKGROUND PAPERS

- 16.1 There are no background papers.

17. APPENDICES

None

NOTIFICATION DATE

16/2/2024

Signature of Executive Member Consulted

Date

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

*PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted *[if applicable]: None*

SERVICE DIRECTORATE: *RESOURCES*

1. DECISION TAKEN

Agreement to suspend collection of £57,132.08 clawback in respect of the disposal of Property at 22, Francis Road, Hinxworth Hertfordshire SG7 5HL to allow settle the opportunity to comply with the terms of an exemption namely applying the proceeds towards the provision of Social Housing or Community Benefit in the District of North Hertfordshire.

2. DECISION TAKER

Ian Couper, Service Director: Resources

3. DATE DECISION TAKEN:

15/02/2024

4. REASON FOR DECISION

To allow settle the opportunity to comply with the terms of the exemption by applying the funds to the development of Social Housing.

5. ALTERNATIVE OPTIONS CONSIDERED

The decision is in accordance with the protocol entered into between North Hertfordshire District Council (NHDC) and North Hertfordshire Homes (NHH), now known as settle, in respect of a proposed disposal by settle of an asset transferred under the Stock Transfer. Therefore, no other alternative options are applicable.

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

Settle have been consulted regarding the level of the potential clawback payment and the details of the social housing scheme to which the funds will be applied. There is no obligation on the Council to carry out any wider consultation.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 NHH changed its name to settle in May 2018.

8.2 Settle have submitted a request to agree an exemption to clawback in respect of Property at 22, Francis Road, Hinxworth, Hertfordshire SG7 5HL for the proceeds from the disposal to be used for the provision of Social Housing or Community Benefit

in the District of North Hertfordshire. Settle are relying on exemption **xi** in the deed of covenant dated 31 March 2003 which imposes the obligation to pay clawback.

8.3 The proposed project to which the proceeds will be applied is the John Barker Place regeneration project. Whilst it is still considered appropriate to suspend payment of the clawback for three years to allow settle the opportunity to invest the proceeds into Social Housing, The Council cannot at this stage agree the specific details of the Social Housing provision as until the precise proposals for the later phases of the John Barker Place regeneration project are known the clawback cannot be committed to that project. Once the detail of the Social Housing to be provided by the John Barker place regeneration scheme is known, together with the financial modelling, then the Council will determine whether this clawback should be allocated to that scheme or an alternative scheme.

8.4 Clawback is 25% of the greater of the Disposal Gain or the Development Gain. In this transaction, there is no Development Gain to consider, so the only relevant calculation is the Disposal Gain. The clawback calculation for the property has been agreed between the parties as follows:

Property	Disposal Gain	Clawback @ 25%
Property at 22, Francis Road, Hinxworth, Hertfordshire SG7 5HL.	£228,528.32	£57,132.08

9. LEGAL IMPLICATIONS

9.1 The Service Director: Resources has delegated authority for 'Approvals for any overage, claw back or similar arrangement pursuant to the Stock Transfer Agreement'.

9.2 The value paid by settle for the housing at stock transfer was based on its continued use as Social Housing. The deed of covenant provides compensation to the Council for property disposals by settle that are above the equivalent value at stock transfer. As the principle of this is to protect the volume of Social Housing in the District, there is an exemption that allows settle to reinvest this money into Social Housing or Community Benefit (as defined by the agreement) schemes within 3 years. The parties have entered into a protocol which governs how this exemption will operate in practice. The protocol permits the Council to suspend collection of clawback to allow settle the opportunity to comply with the terms of the exemption. As long as the request is reasonable then it should not be refused. So, this does not provide an opportunity for the Council to obtain additional funding.

10. FINANCIAL IMPLICATIONS

10.1 A significant amount of clawback has been suspended for use on the John Barker Place scheme. This clawback would take the total to £3,418,765.63. It has also been agreed that £1,760,000 of previously suspended clawback will be used on phases 1 and 2 of the John Barker Place scheme. Within its capital programme, the Council has also allocated £1.096 million towards this scheme. The overall value of the Social Housing within the scheme will need to be reviewed when a final proposal is in place. This will determine whether it is appropriate to confirm the use of the suspended clawback and also the use of the Council's own funding.

11. RISK IMPLICATIONS

11.1 No security is being sought to ensure payment of the clawback in the event that the social housing scheme is not delivered. Therefore, there is a risk that settle will not have the funds to pay the clawback if they are unable to deliver the scheme. However this is considered unlikely

12. EQUALITIES IMPLICATIONS

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

12.2 *There are no equalities implications arising from this decision.*

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no HR implications arising from this decision.

16. BACKGROUND PAPERS

16.1 *None.*

17. APPENDICES

17.1 None.

NOTIFICATION DATE

16/02/2024

Signature of Executive Member ConsultedN/a.....

Date

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

*PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted *[if applicable]: None*

SERVICE DIRECTORATE: *RESOURCES*

1. DECISION TAKEN

Agreement to suspend collection of £57,699.08 clawback in respect of the disposal of Property at 107, Eastern Way, Letchworth Garden City SG6 4PG to allow settle the opportunity to comply with the terms of an exemption namely applying the proceeds towards the provision of Social Housing or Community Benefit in the District of North Hertfordshire.

2. DECISION TAKER

Ian Couper, Service Director: Resources

3. DATE DECISION TAKEN:

15/02/2024

4. REASON FOR DECISION

To allow settle the opportunity to comply with the terms of the exemption by applying the funds to the development of Social Housing.

5. ALTERNATIVE OPTIONS CONSIDERED

The decision is in accordance with the protocol entered into between North Hertfordshire District Council (NHDC) and North Hertfordshire Homes (NHH), now known as settle, in respect of a proposed disposal by settle of an asset transferred under the Stock Transfer. Therefore, no other alternative options are applicable.

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

Settle have been consulted regarding the level of the potential clawback payment and the details of the social housing scheme to which the funds will be applied. There is no obligation on the Council to carry out any wider consultation.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 NHH changed its name to settle in May 2018.

8.2 Settle have submitted a request to agree an exemption to clawback in respect of Property at 107, Eastern Way, Letchworth Garden City SG6 4PG stating that they intend for the proceeds from the disposal to be used for the provision of Social

Housing or Community Benefit in the District of North Hertfordshire. Settle are relying on exemption *xi* in the deed of covenant dated 31 March 2003 which imposes the obligation to pay clawback.

8.3 The proposed project to which the proceeds will be applied is the John Barker Place regeneration project. Whilst it is still considered appropriate to suspend payment of the clawback for three years to allow settle the opportunity to invest the proceeds into Social Housing, The Council cannot at this stage agree the specific details of the Social Housing provision as until the precise proposals for the later phases of the John Barker Place regeneration project are known the clawback cannot be committed to that project. Once the detail of the Social Housing to be provided by the John Barker place regeneration scheme is known, together with the financial modelling, then the Council will determine whether this clawback should be allocated to that scheme or an alternative scheme.

8.4 Clawback is 25% of the greater of the Disposal Gain or the Development Gain. In this transaction, there is no Development Gain to consider, so the only relevant calculation is the Disposal Gain. The clawback calculation for the property has been agreed between the parties as follows:

Property	Disposal Gain	Clawback @ 25%
Property at 107, Eastern Way, Letchworth Garden City SG6 4PG	£230,796.32	£57,699.08

9. LEGAL IMPLICATIONS

9.1 The Service Director: Resources has delegated authority for 'Approvals for any overage, claw back or similar arrangement pursuant to the Stock Transfer Agreement'.

9.2 The value paid by settle for the housing at stock transfer was based on its continued use as Social Housing. The deed of covenant provides compensation to the Council for property disposals by settle that are above the equivalent value at stock transfer. As the principle of this is to protect the volume of Social Housing in the District, there is an exemption that allows settle to reinvest this money into Social Housing or Community Benefit (as defined by the agreement) schemes within 3 years. The parties have entered into a protocol which governs how this exemption will operate in practice. The protocol permits the Council to suspend collection of clawback to allow settle the opportunity to comply with the terms of the exemption. As long as the request is reasonable then it should not be refused. So, this does not provide an opportunity for the Council to obtain additional funding.

10. FINANCIAL IMPLICATIONS

10.1 A significant amount of clawback has been suspended for use on the John Barker Place scheme. This clawback would take the total to £3,361, 633.55. It has also been agreed that £1,760,000 of previously suspended clawback will be used on phases 1 and 2 of the John Barker Place scheme. Within its capital programme, the Council has also allocated £1.096 million towards this scheme. The overall value of the Social Housing within the scheme will need to be reviewed when a final proposal is in place. This will determine whether it is appropriate to confirm the use of the suspended clawback and also the use of the Council's own funding.

11. RISK IMPLICATIONS

11.1 No security is being sought to ensure payment of the clawback in the event that the social housing scheme is not delivered. Therefore, there is a risk that settle will not

have the funds to pay the clawback if they are unable to deliver the scheme. However this is considered unlikely

12. EQUALITIES IMPLICATIONS

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

12.2 *There are no equalities implications arising from this decision.*

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no HR implications arising from this decision.

16. BACKGROUND PAPERS

16.1 *None.*

17. APPENDICES

17.1 None.

NOTIFICATION DATE

16/02/2024

Signature of Executive Member ConsultedN/a.....

Date

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

PART 1 – PUBLIC DOCUMENT

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

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

1.1 The approval of the allocation **Hitchin Community Grant Budgets** funding of:

1.1.1 **£2,000** to FRIENDS OF WHITEHILL AND Highbury School grant towards funding football goals

1.1.2 **£1,500** to RESOLVE towards core costs. Resolve has also applied to all other Area Forums – see item 8.3.

1.1.3 A grant application from HOME-START HERTFORDSHIRE was deferred until the next meeting on 5th March.

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:

14 February 2024

4. REASON FOR DECISION

4.1 The **Hitchin Area Forum** held on 30 January 2024 considered funding applications from Friends of Whitehill and Highbury School and Resolve and recorded their recommendation 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 Hitchin Forum Members in a public meeting on 30 January 2024. Members are in favour and recommend that the Hitchin 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 Hitchin Area Forum on 30 January 2024. The report with the application details is set out under item 5, 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 applications 1.1.1 and 1.1.2.
- 8.3 The grant application 1.1.2 has also applied to Baldock, Letchworth, Royston and Southern Rural Area Forums. They have received funding from Baldock Area Forum (£1,500) and Royston Area Forum (£915) and have been recommended funding by Letchworth Area Forum (£1,500) and Southern Rural Area Forum (£500).

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 14.6.9(b)(ii)A of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a five 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 total resource of £16,096 for Hitchin area Community Grants budget for 2023/24.
- 10.2 Community grant payments totalling £7,341 have been made to date.
- 10.3 The remaining budget, available for community grants for the Hitchin area for 2023/24 now stands at £8,755. After the above allocation detailed in 1.1.1-1.1.2, the remaining budget will be **£5,255**.

11. RISK IMPLICATIONS

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 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

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

15. HUMAN RESOURCE IMPLICATIONS

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

16. BACKGROUND PAPERS

16.1 Terms of Reference for Area Forums, see section 9 Constitution page: <https://www.north-herts.gov.uk/council-constitution>.

16.2 [Community Grants Policy, 9th May 2023](#)

17. APPENDICES

17.1 See website links above.

NOTIFICATION DATE

16.2.24



Signature of Service Director Consulted

Date: 13.2.24

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 **[YES – Cllr Simon Bloxham, Cllr Daniel Allen and Cllr Amy Allen. However, they declared their interest in relation to grant 1.1.2 and did not vote. Cllr Daniel Allen also declared his interest in relation to grant 1.1.4 and did not vote]**

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

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

1.1.1 **£1,060** to Cruse towards funding for a Bereavement Support Group to be held in Letchworth. The group would be held once a month for a total of 6 months.

1.1.2 **£2,165** to Friends of Norton Common towards the cost of new equipment for members.

1.1.3 **£613** to GreenCare towards the cost of 500 vegetable plug plants and a fruit cage to expand their production of vegetables at their Standalone Farm site so that they can increase their vegetable sales and thus become more self-sufficient.

1.1.4 **£1,500** to Resolve for funding towards the costs of their key workers who take group therapy sessions and individual casework; acupuncture and counselling therapy costs and operational running costs including IT and premises costs. Resolve has also applied to all other Area Forums – see item 8.2.

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:

13 February 2024

4. REASON FOR DECISION

4.1 The **Letchworth Area Forum** held on 24 January 2024 considered funding applications from Cruse, Friends of Norton Common, GreenCare, Home-start Herts and Resolve, and recorded their recommendation to the Executive Member for Community and Partnerships for the formal commitment of Community Grant funds via the delegated authority process.

4.2 Majority voted to defer the Home-start Herts grant proposal. Recommended to be deferred to the next Letchworth Area Forum meeting.

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 Forum Members in a public meeting on 24 January 2024. 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 24 January 2024. The report with the application details is set out under item 5, available on the Council's website [[CLICK HERE](#)].
- 8.2 The grant application 1.1.4 has also applied to Baldock, Hitchin, Southern Rural and Royston Area Forums. They have received funding from Baldock Area Forum (£1,500) and Royston Area Forum (£915) and have been recommended funding by Hitchin Area Forum (£1,500) and Southern Rural Area Forum (£500).
- 8.3 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 applications 1.1.1, 1.1.2, 1.1.3 and 1.1.4.

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 14.6.9(b)((ii)A of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a five 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 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 Also, the grant allocated to a project by Garden City Samba of £600 was re paid as the group no longer needed the funds as the project didn't happen.
- 10.4 £1,884 has been allocated to date in 2023/24, leaving £11,800 available to allocate for community grants.
- 10.5 The grant applications for this meeting total £5,338. If the grants are awarded as outlined in 1.1.1, 1.1.2, 1.1.3 and 1.1.4, the remaining balance will be £6,462.

11. RISK IMPLICATIONS

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 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

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

15. HUMAN RESOURCE IMPLICATIONS

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

16. BACKGROUND PAPERS

- 16.1 Terms of Reference for Area Forums, see section 9 Constitution page: <https://www.north-herts.gov.uk/council-constitution>.
- 16.2 [Community Grants Policy, 9th May 2023](#)

17. APPENDICES

- 17.1 See website links above.

NOTIFICATION DATE

16.2.24

Signature of Service Director Consulted



Date: 13.2.24

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 **[YES – Cllr Ralph Muncer. He declared as a Justice of the Peace to abstain from voting on application 1.1.1 Cllr Dominic Griffith is a Wymondley Parish Councillor and therefore had an Other Registrable Interest in application 1.1.2. He did not vote on the application.]**

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

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

1.1.1 **£500** to Resolve towards core costs. Resolve has also applied to all other Area Forums – see item 8.2.

1.1.2 **£1,500** to Wymondley Parish Council towards the replacement of the activity trail equipment in the Children’s playground, Great Wymondley.

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:

13 February 2023

4. REASON FOR DECISION

4.1 The **Southern Rural Area Forum** held on 11 January 2024 considered funding applications from St Paul’s Walden Nursery, Resolve and Wymondley Parish Council and recorded their recommendation 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 Forum Members in a public meeting on 11 January 2024. 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 applications were considered by the Southern Rural Area Forum on 11 January 2024. The report with the application details is set out under item 4, available on the Council's website [[CLICK HERE](#)].
- 8.2 The grant application 1.1.1 has also applied to Baldock, Hitchin, Letchworth and Royston Area Forums. They have received funding from Baldock Area Forum (£1,500) and Royston Area Forum (£915) and have been recommended funding by Hitchin Area Forum (£1,500) and Letchworth Area Forum (£1,500).
- 8.3 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 applications 1.1.1, and 1.1.2.

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 14.6.9(b)(ii)A of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a five 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 **£7,393** remaining in the community grant base budget for Southern Rural Area Forum 2023/24.
- 10.2. The grant applications for this meeting total **£2,000**. If the grants are awarded as outlined in 1.1.1 and 1.1.2, the remaining balance will be **£5,393**. **One further application was made to the Area Forum by St Paul's Walden Nursery for £2500 and the Forum decided to consider this application at its meeting in March.**

11. RISK IMPLICATIONS

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 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

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

15. HUMAN RESOURCE IMPLICATIONS

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

16. BACKGROUND PAPERS

16.1 Terms of Reference for Area Forums, see section 9 Constitution page: <https://www.north-herts.gov.uk/council-constitution>.

16.2 [Community Grants Policy, 9th May 2023](#)

17. APPENDICES

17.1 See website links above.

NOTIFICATION DATE

16 February 2024

Signature of Service Director Consulted



Date: 14 February 2014

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**

EAST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
Ashwell Parish Council		
24/00230/FPH	Ensen Design Mr Paul Emmerson 52 Minster Road, Royston, SG8 5EW, United Kingdom	17 High Street Ashwell Baldock Hertfordshire SG7 5NL Mr & Mrs Alex and Heather Tunbridge Extension to existing single storey rear extension, erect first floor rear extension and alterations to fenestration to include reinstating first floor side window and insertion of ground floor side window.
24/00269/TCA	Deputy Parish Clerk Ashwell War Memorial , Lucas Lane, Ashwell, Hertfordshire, SG7 5LN, UK	Recreation Ground Lucas Lane Ashwell Hertfordshire Deputy Parish Clerk 2x Beech, Lime - Reduce by a max of 50% .
Baldock		
24/00265/FP	PicklePlanning Stuart Judd 1 Sale Drive, Clothall Common, Baldock, SG7 6NS	165 Weston Way Baldock Hertfordshire SG7 6JG Mr Chris Hunt Conversion of existing 3-bed house into two single level independent apartments (two one 1-bed). Erection of one 1-bed adjoined house and creation of 3 additional parking spaces and one garage (as a resubmission of planning reference 23/00392/FP).
24/00271/FPH	D.Chandler Architectural Design Ltd. Mr Daniel Chandler 61 Gernon Road, Letchworth, SG6 3HS, United Kingdom	15 Ringdale Place Baldock Hertfordshire SG7 6RX Mr Dennis Fox Single storey front extension following removal of existing front canopy.
Letchworth Garden City		
24/00177/FPH	Dr Celia Pontin 45 Lammas Way, Letchworth Garden City, Hertfordshire, SG6 4LN	45 Lammas Way Letchworth Garden City Hertfordshire SG6 4LN Dr Celia Pontin Erection of single storey office/outbuilding to rear garden.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 16/02/2024
DEADLINE FOR COUNCILLORS' CALL IN: 07/03/2024**

24/00211/FPH	ADP Designs Mr Antony Perschky 5 Wellington Road, Stevenage, Herts, SG2 9RR	71 Southfields Letchworth Garden City Hertfordshire SG6 4NA Ms Angela Hamilton Single storey side extension and front porch
24/00226/FP	SLR Consulting LTD K Shoosmith 2nd Floor, Hermes House, Holsworth Park, Oxon Business Park, Shrewsbury, SY3 5HJ, United Kingdom	Letchworth Power Dunhams Lane Letchworth Garden City Hertfordshire SG6 1JH Mr Ben Wallace Erection and operation of energy storage facility and associated equipment..
24/00231/FPH	Whitebrick Mr Colin Weatherall Morris 29B Hermitage Road, Hitchin, SG5 1BY	109 Howard Drive Letchworth Garden City Hertfordshire SG6 2BX Mr and Mrs Bromelow Single storey rear extension.
24/00245/TCA	Paul McKenna Broadway, One Garden City, SG6 3BF, United Kingdom	Allotment Gardens At Rear Of 31 To 45 South View Letchworth Garden City Hertfordshire Paul McKenna Tag Ref 0636 - Sycamore - Fell
24/00246/FPH	Mr John Spinks 11 Eastholm Green, Letchworth Garden City, Hertfordshire, SG6 4TW	11 Eastholm Green Letchworth Garden City Hertfordshire SG6 4TW Mr John Spinks Two storey rear extension following demolition of existing rear element.
24/00249/TCA	Mrs Carol Hunter 187 Nevells Road, Letchworth Garden City, SG6 4TS, United Kingdom	187 Nevells Road Letchworth Garden City Hertfordshire SG6 4TS Mrs Carol Hunter Conifer - Remove
24/00253/NCS	Ian Hale Planning And Design Ltd Mr Ian Hale 2 Peartree Close, Shefford, SG17 5JG	5A Norton Road Letchworth Garden City Hertfordshire SG6 1AA Mr David Toal Single storey rear extension following removal of existing conservatory with the following dimension: Length (measured from rear wall of original house) - 5.07 metres

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
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24/00268/TCA	Mr Stuart Ginn 4 Baldock Lane, Willian, SG62AY, United Kingdom	4 Baldock Lane Willian Letchworth Garden City Hertfordshire SG6 2AY Mr Stuart Ginn 2x Conifers - Remove
24/00270/TCA	Dr Stephen Thompson 67 Glebe Road, Letchworth Garden City, SG6 1DS, United Kingdom	67 Glebe Road Letchworth Garden City Hertfordshire SG6 1DS Dr Stephen Thompson Apple - Crown Reduction of 30% and thinning.
24/00285/TCA	Mr. Jay Munro-Michell Park Cottage, Willian Church Road, Willian, SG6 2AG	Park Cottage Willian Church Road Willian Letchworth Garden City Hertfordshire SG6 2AG Mr. Jay Munro-Michell Fir - Remove. Conifer - Reduce by approx 50%.
24/00324/TCA	Mr Dom Walker The Blue Tree Company 50 Bunyan Road, Hitchin, SG5 1NN	8 High Avenue Letchworth Garden City Hertfordshire SG6 3QZ Mrs Fran Salvo-Craigie T1 Cherry - Fell to ground level
Newnham Parish Meeting		
24/00279/AG	Acorus Rural Property Services Louise Gregory Old Market Office, 10 Risbygate Street, Bury St Edmunds, IP33 3AA	Straw Store Barn Ashwell Road Newnham Hertfordshire SG7 5JX Mr A Farr Erection of agricultural building for storage of straw and machinery/equipment with external cladding and hardstanding.
Royston Town Council		
24/00075/LDCP	Oliver Dupuy 23 St Marys Park, Royston, Hertfordshire, SG8 7XB	23 St Marys Park Royston Hertfordshire SG8 7XB Oliver Dupuy Rebuild eastern boundary wall incorporating entrance gate and associated pillars.

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
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24/00250/TPO Mr Michael Easton Mike Easton The White House
21 Shrubbery Grove, Royston, SG8 Valley Rise
9LJ, United Kingdom Royston
Hertfordshire
SG8 9GH

Mr Michael Easton

Sycamore , Ash, Fir - Remove

24/00263/FPH Mr Michael Easton Mike Easton 6 Brampton Road
21 Shrubbery Grove, Royston, SG8 Royston
9LJ Hertfordshire
SG8 9TA

Mr Jason Turk

Single storey rear extension following demolition of existing conservatory

24/00264/FPH Mr Michael Easton Mike Easton 14 Siskin Close
21 Shrubbery Grove, Royston, SG8 Royston
9LJ Hertfordshire
SG8 7XX

Ms Fran Foster

Single storey rear extension

Rushden And Wallington Parish Council

23/02818/RM Jk Architecture Mr Paul Buckthorpe Daisy Barn
The Gables, Bury Road, Bury, PE26 Treacle Lane
1NE, United Kingdom Rushden
Buntingford
Hertfordshire
SG9 0SL

Mr Rob Sedgewick

Reserved Matters application for approval of appearance, landscaping, layout and scale for outline application 21/02112/OP granted 28.01.2022 for one detached 4-bed dwelling (as a resubmission of planning application 22/02663/RM).

Therfield Parish Council

24/00309/TCA Mr J Fosker Therfield Chapel
18 Townsend Close, Barkway, The Causeway
Herts, SG8 8ER Therfield
Hertfordshire
SG8 9PZ

Mr J Fosker

T1 Conifer - Remove. T2 Yew - Reduce by 25%

Weston Parish Council

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
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24/00160/LDCP Mr Matthew Hale Fairclough Hall Farm
Fairclough Hall Farm, Halls Green, Halls Green
Weston, Hitchin, Hertfordshire, SG4 Weston
7DP Hitchin
Hertfordshire
SG4 7DP

Mr Matthew Hale

Installation of solar panels to existing roof.

24/00273/TCA Mrs Allison Sparrow APA Contract Services Ltd t/a Arborcare
Unit N, shangri la farm, Todds Green, STEVENAGE, sg1 2je, United Kingdom

Land At Green End And North Of The Cottage
Green End
Weston
Hertfordshire
SG4 7AL

Wilson

T1 - Sycamore - Fell, T2 - Walnut - Fell

WEST TEAM

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

24/00183/FPH	Better Planet Uk Ltd Irfan Qayyum 6 Northaw Place, , Coopers Lane, Potters Bar, EN6 4NQ, United Kingdom	Highlands Willow Walk Welwyn Hertfordshire AL6 9SQ
		Michael Cook
		Installation of free-standing air source heat pump

24/00267/LDCP	Colin Wilson Architectural Services Mr Colin Wilson PO Box 151, Royston, SG8 7WX, United Kingdom	Ruskin House Tagmore Park Tagmore Green Welwyn Hertfordshire AL6 9TJ
		Mr Michael Steel
		Replace existing rear ground floor French doors and window with bi fold doors with alterations to openings, as necessary.

Hitchin

24/00101/FP	Carter Jonas John Mason 1 Station Square, Cambridge, CB1 2GA	Keynes House Tilehouse Street Hitchin Hertfordshire SG5 2DW
		Marie Harrison
		Replacement windows

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
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24/00102/FP	John Mason Carter Jonas 1 Station Square, Cambridge, CB1 2GA	Keynes House Tilehouse Street Hitchin Hertfordshire SG5 2DW Marie Harrison Installation of louvres on east, south and west elevations
24/00172/FPH	Dr And Mrs Wilson 1 Renny Close, Strathmore Avenue, Hitchin, Hertfordshire, SG5 1ST	52 Bessemer Close Hitchin Hertfordshire SG5 1AG Dr And Mrs Wilson Insertion of ground floor front window following removal of existing door/window. Installation of rooflight in rear roofslope.
24/00173/S73	BBR Design Mr Ryan Albone BBR Design, 7 Paynes Park, Hitchin, SG51EH, United Kingdom	36 Bucklersbury Hitchin Hertfordshire SG5 1BG Mr Ian Brian Variation of condition 2 (revised plans) of planning permission 23/01630/FP granted 02.11.2023 for erection of two detached dwellings (1 x 3-bed and 1 x 4-bed) including associated parking and works following demolition of existing barn
24/00193/TCA	Mrs Kerrie Morris Branching Out Tree and Garden Services 38 Station Road, Lower Stondon, SG16 6JL	34 The Avenue Hitchin Hertfordshire SG4 9RJ Mrs Kathleen Mitchell 3x Apple, Cherry - Prune to previous points. Lime - Fell. Fig - Fell. Cherry - Removal of 2 Limbs.
24/00208/FPH	Cambridge Oak Mr Matthew Morris St John's Farm, Fen Drayton, Cambridge, Cambridgeshire, CB244SE, Uk	Riverside Lodge Old Hale Way Hitchin Hertfordshire SG5 3UW Mr Nigel Kwan Single storey side extension and infill side extension to link existing garage/utility room to main dwelling to include alterations to roof including raised roof height, insertion of rooflights and alterations to fenestration following removal of existing garage doors to facilitate conversion of garage/utility room into habitable accommodation. Insertion of rooflight to existing front roofslope and front porch canopy.
24/00251/FPH	Dixon Surveying & Design Mr Jason Dixon 101 Meadow Road, Great Gransden, SG19 3BB, United Kingdom	38 Tennyson Avenue Hitchin Hertfordshire SG4 0PY Miss S and N Parmar Two storey side extension.

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24/00252/FPH	MSAD Architectural Design Ltd Mr Mark Scott Bancroft House, 34 Bancroft, Hitchin, SG5 1LA	11 Bowmans Avenue Hitchin Hertfordshire SG4 9QD
		Mr Carlos Rodrigues dos Reis
		Single storey ground floor infill extension and first-floor front extensions including porch canopy and, insertion of first floor side window.
24/00266/S73	CROE Architects Mr Joe Reader Suite 10, 18 Walsworth Road, Hitchin, SG4 9SP, United Kingdom	35 Brampton Park Road Hitchin Hertfordshire SG5 1XF
		Mr and Mrs Sawyer
		Removal of Condition 2 (Revised plans) of planning permission reference 22/01079/FPH granted on 22.08.2022 to Raise existing roof ridge height to create accommodation at first floor level and ground floor extensions and alterations.
24/00286/TCA	Mr Simon Burnley Burnley's Tree Services Ltd 50 Wigram Way, Stevenage, Herts, SG2 9UX, United Kingdom	3 Taylors Cottages Oughton Head Way Hitchin Hertfordshire SG5 2LD
		Mrs Karen Marshall
		T1 Sycamore - Crown reduce by approx 3-4m and balance
24/00301/TPO	Mr Thomas Oakley oakley arboriculture Ltd 115 Western Way, Letchworth Garden City, SG64TF, United Kingdom	10 The Finches Hitchin Hertfordshire SG4 9PB
		Mr Thomas Oakley
		T1 Oak - Selectively prune by 2m to balance crown and reduce weight over footpath. Crown clean to remove deadwood and crossing branches. T2 Field Maple - Reduce by 2m to balance crown. Crown clean to remove deadwood and crossing branches. T3 Silver Birch - Remove to ground level
24/00315/TPO	Mr Ian Richards 2 Robin's Hill, St Johns Road, Hitchin, SG49FE, United Kingdom	2 Robins Hill Hitchin Hertfordshire SG4 9FE
		Mr Ian Richards
		Red Maple - Reduce by 25% back to previous pruning points.

24/00316/TPO Mr N Yapp Fircroft Tree Surgery Ltd Land At 21-23 Pirton Road And 25-59 High Point
Noke Farm, Noke Lane, St Albans, Pirton Road
AL2 3NY Hitchin
Hertfordshire
SG5 2BH

Mr T Timms

G1 Mixed Beech/Sycamore - Reduce all lateral crown by up to 2m. Remove all deadwood and suspended limbs. Lift low crowns to 4m to clear access road. G2 Mixed Beech/Sycamore/Lime - Reduce the lateral crown overhang to the road side only by up to 2m and restore the crown line of the tree line close to the verge edge. Remove all major deadwood. Carry out crown lifting and removal of lower dead/declining limbs to mixed species along front road boundary line. Removing dead/hung material accumulation within crown line. T1 Lime - Fell.

Ickleford Parish Council

24/00018/LBC Lucy Reeve 100 Arleseey Road
100 Arleseey Road, Ickleford, Hitchin, Ickleford
Hertfordshire, SG5 3TH Hitchin
Hertfordshire
SG5 3TH

Lucy Reeve

Replace sole plate and brick plinth, replace existing timber studs at ground floor only, install sheep's fleece insulation within infill panels before finishing with lime render on front (gable end) elevation

Kimpton Parish Council

24/00205/FPH Turquoise Noise Ltd Mr Tim Palmer Lime Tree House
Turquoise Noise, Weltech Centre, 4 Lime Avenue
Ridgeway, Welwyn Garden City, Blackmore End
AL7 2AA, United Kingdom St Albans
Hertfordshire
AL4 8LG

Mr & Mrs Munro

Single storey rear/side extension following demolition of existing conservatory. Insertion of front oriel windows at first floor level, replacement front porch canopy and alterations to fenestration.

Knebworth Parish Council

24/00194/FP Mr Callum Bishop Mr Callum Bishop Gun House
2 Lathom House, Lathom Park, Gun Lane
Ormskirk, L405UP Knebworth
Hertfordshire

Duncan Craft

Raise side gable wall ridge height, insertion of front, rear and side dormer windows and front window at second floor level to facilitate conversion of loft into one 2-bed flat. Alterations to existing detached garage roof and fenestration including external staircase to facilitate conversion of garage at first floor level into one 1-bed studio flat. External rendering.

24/00206/FPH	Your Plans UK Mr Harry Eales High Street, Stevenage, Stevenage, SG1 3UN, United Kingdom	25 Deards Wood Knebworth Hertfordshire SG3 6PG
		Mr Stephen Hemingway
		Raise existing roof ridge height. Two storey rear and side extension following demolition of existing conservatory. Alterations to fenestration. Creation of vehicular access
Pirton Parish Council		
24/00295/TCA	Mr David Goldsmith 14 Davis Crescent, Pirton, Hitchin, SG5 3RB, United Kingdom	14 Davis Crescent Pirton Hitchin Hertfordshire SG5 3RB
		Mr David Goldsmith
		5x Conifer - Remove
24/00306/TCA	Mr James Wilkinson Wilkinson Tree Specialist Ltd The Limes, Church End, Willington, Bedford, MK44 3PX, United Kingdom	19 Walnut Tree Road Pirton Hitchin Hertfordshire SG5 3PX
		Mrs Jan Shadbolt
		5x Beech - Crown reduce by 20% 3-4m. Crown raise by 4m and remove dead wood.
St Pauls Walden Parish Council		
24/00317/TCA	Mrs Carol Godfrey 9 Roberts Court, Whitwell, Hitchin, SG4 8AF, United Kingdom	Land Rear Of 6 And 8 Roberts Court Whitwell Hertfordshire SG4 8AF
		Mrs Carol Godfrey
		Ash - Reduce to approx 6m
Wymondley Parish Council		
24/00204/FPH	Your Plans UK Mr Harrison Eales Suite A2, Stevenage, Stevenage, SG1 3UN	The Cottage Todds Green Stevenage Hertfordshire SG1 2JE
		Mr And Mrs Bailes
		Two storey side extension, single storey rear extension and installation of additional vehicular crossover, alterations to openings
24/00294/TCA	Mrs Rebecca Ullah 4 Church Green, Great Wymondley, Hitchin, SG4 7HA, United Kingdom	4 Church Green Great Wymondley Hitchin Hertfordshire SG4 7HA
		Mrs Rebecca Ullah
		Rowan, Elm - Remove

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
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**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 16/02/2024
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(Including Withdrawn decisions)

EAST TEAM

Application No: 23/00556/FP	Location: The White Hart 21 Hitchin Street Baldock Hertfordshire SG7 6AL Applicant Name: Mr David King Admiral Taverns Description: Removal of existing external pergola and fencing panels next to adjacent building, erection of No.3 sheds, removal of doors to existing barn structure to create an external seating area with festoon lighting. Replace timber cladding, replace door and frame to the remaining storage section of the barn structure.	Decision: Conditional Permission Decision Date: 12/02/2024
Application No: 23/02389/FP	Location: Sun Hill Cottage 3 Sun Hill Royston Hertfordshire SG8 9AU Applicant Name: Mr Kevin Henderson HendersonArchitects Description: Change of use of existing detached 2-bed ancillary accommodation barn to one detached 2-bed self-contained residential dwelling and erection of boundary fence.	Decision: Refused Decision Date: 12/02/2024
Application No: 23/02539/FPH	Location: 1 Harvester Close Royston Hertfordshire SG8 7FF Applicant Name: Dr Robert Owen Description: Installation of front air source heat pump.	Decision: Refused Decision Date: 13/02/2024
Application No: 23/02747/S73	Location: Lannock Manor Farm Hitchin Road Weston Hitchin Hertfordshire SG4 7EE Applicant Name: Weston Park Farms Description: Variation to condition 2 (filling in undercroft to west side, incorporating a bakery shop, alterations to interior including changes to doors and windows) of planning permission reference 22/02316/FP granted on 13.10.2022 for Change of use of existing barn to Bakery and storage with associated parking.	Decision: Conditional Permission Decision Date: 13/02/2024
Application No: 23/02777/FPH	Location: 9 Midhurst Letchworth Garden City Hertfordshire SG6 4SF Applicant Name: Mr and Mrs Raine Description: Two storey front extension and replacement front porch (amended plans received 5/02/2024)	Decision: Conditional Permission Decision Date: 12/02/2024
Application No: 23/02810/FPH	Location: 48 Maycroft Letchworth Garden City Hertfordshire SG6 4QD Applicant Name: Mr Stephen Maguire Description: Two-storey rear extension and single storey front extension following demolition of rear conservatory (as amended by plans received on 21/12/2023 and 12/02/2024).	Decision: Conditional Permission Decision Date: 13/02/2024
Application No: 23/02817/FPH	Location: 2 Ashbourne Close Letchworth Garden City Hertfordshire SG6 2TH Applicant Name: Ms Sheelagh Taylor Description: Insertion of No.3 windows to side elevation, increase wall height and insulate existing flat roof to facilitate conversion of garage into habitable accommodation.	Decision: Conditional Permission Decision Date: 12/02/2024
Application No: 23/02824/DOC	Location: 5 Kneesworth Street Royston Hertfordshire SG8 5AA Applicant Name: Mr Spencer Bullard Pinchers of Power Limited Description: Details reserved by Condition 7 (Brick sample) of planning permission reference 21/02432/FP granted on 14.04.2022.	Decision: Approval of Details Decision Date: 08/02/2024

EAST TEAM

Application No: 23/02840/DOC	Location: 5 Kneesworth Street Royston Hertfordshire SG8 5AA Applicant Name: Mr Spencer Bullard Pinchers of Power Limited Description: Details reserved by Condition 8 (Weatherboarding) of planning permission reference 21/02432/FP granted on 14.04.2022.	Decision: Approval of Details Decision Date: 08/02/2024
Application No: 23/02841/DOC	Location: 5 Kneesworth Street Royston Hertfordshire SG8 5AA Applicant Name: Mr Spencer Bullard Pinchers of Power Limited Description: Details reserved by Condition 9 (Clay pantiles) of planning permission reference 21/02432/FP granted on 14.04.2022.	Decision: Approval of Details Decision Date: 08/02/2024
Application No: 23/02860/RM	Location: Land Adjoining Libre View Bell Lane Nuthampstead Hertfordshire Applicant Name: Mr Thornhill Description: Reserved Matters application for approval of access, appearance, landscaping, layout and scale for outline application 21/01157/OP granted on 18.07.2022 for Erection of one detached dwelling.	Decision: Conditional Approval of Details Decision Date: 13/02/2024
Application No: 23/02900/FPH	Location: 3 Heathfield Royston Hertfordshire SG8 5BW Applicant Name: Mr Steve Walker Description: First floor side extension over existing office (as amended by plan received on 18/01/2024).	Decision: Conditional Permission Decision Date: 13/02/2024
Application No: 23/02909/FP	Location: Land To The East Of London Road Reed Hertfordshire Applicant Name: Rand Brothers Ltd Description: Widening of existing agricultural access.	Decision: Withdrawn Decision Date: 08/02/2024
Application No: 23/02939/FPH	Location: 26 Field Lane Letchworth Garden City Hertfordshire SG6 3LE Applicant Name: Helen Clarke Description: Alterations to fenestration and installation of soil vent pipe to east roofslope.	Decision: Conditional Permission Decision Date: 14/02/2024
Application No: 23/02949/FPH	Location: 28 Bayworth Letchworth Garden City Hertfordshire SG6 2LA Applicant Name: Mrs Jacquelyn Croot Description: Thermal upgrade to existing internal rear utility room, external insulation of first floor rear wall and single storey rear extension following demolition of existing rear conservatory (as a variation of planning permission 23/00047/FPH granted 12.04.2023)	Decision: Conditional Permission Decision Date: 13/02/2024
Application No: 24/00045/TCA	Location: 8 High Avenue Letchworth Garden City Hertfordshire SG6 3QZ Applicant Name: Mr Nathan Craigie Description: Cherry - Fell	Decision: No Objection Decision Date: 13/02/2024
Application No: 24/00060/TCA	Location: 30 Lytton Avenue Letchworth Garden City Hertfordshire SG6 3HT Applicant Name: Paul McKenna Letchworth Garden City Heritage Foun Description: T1: Conifer - Remove	Decision: No Objection Decision Date: 08/02/2024
Application No: 24/00063/TCA	Location: 14 The Warren Royston Hertfordshire SG8 9EG Applicant Name: Mrs Felicity Rice Description: Yew - Remove. Judas - Reduction in height up to approx 30%	Decision: No Objection Decision Date: 08/02/2024
Application No: 24/00068/TCA	Location: 1 Church Lane Letchworth Garden City Hertfordshire SG6 1AJ Applicant Name: Mr Danny Obrien Forestwood services ltd Description: T1 Ash - Fell to ground level.	Decision: No Objection Decision Date: 08/02/2024

EAST TEAM

Application No: 24/00071/TCA	Location: 17 Ridge Road Letchworth Garden City Hertfordshire SG6 1PW Applicant Name: Mr Michael McNally Description: T1: Silver Birch - 20-25% reduction to shape and balance. T2: Sycamore - 30% reduction. T3: Plum - 20% reduction. T4: Silver Birch - 25% reduction to shape and balance. T5: Cherry - Pollard to a framework of wood. T6: Rowan - 20% reduction.	Decision: No Objection Decision Date: 13/02/2024
Application No: 24/00162/NMA	Location: 210 Icknield Way Letchworth Garden City Hertfordshire SG6 4TT Applicant Name: Dr Murali Raman Description: Extent of patio amended, new side windows (as non-material amendment to planning permission 22/00819/FPH granted on 10.05.2022) (amended by plans received 09/02/24)	Decision: Agreed Decision Date: 13/02/2024
Application No: 24/00180/TCA	Location: Jasmine Cottage Church End Barley Royston Hertfordshire SG8 8JW Applicant Name: Miss Emily Hill Description: Holly, Yew, Conifer - Remove	Decision: No Objection Decision Date: 08/02/2024
Application No: 24/00195/LDCP	Location: Hyde Hall Farm Sandon Lane Sandon Buntingford Hertfordshire SG9 0RU Applicant Name: Mr Ben Cannon Hyde Hall Partnership Description: Installation of solar panels to existing roof (as amended by plan received on 12/02/2024).	Decision: Granted Permission Decision Date: 13/02/2024
Application No: 24/00229/DOC	Location: 2 Priory Close Royston Hertfordshire SG8 7DU Applicant Name: Mr Ian Turvey TDC New Homes Ltd. Description: Details reserved by Condition 6 (Cycle and storage sheds) of planning permission reference 22/02212/FP granted on 09.11.2022.	Decision: Approval of Details Decision Date: 13/02/2024
Application No: 24/00259/EC	Location: Land Opposite 9 Souberie Avenue Letchworth Garden City Hertfordshire SG6 3JA Applicant Name: Openreach Vijay Chandramohan Description: Replace existing pole with one 9m pole.	Decision: No Objection Decision Date: 09/02/2024

WEST TEAM

Application No: 23/00975/DOC	Location: Barn To The West Of Lordship Farmhouse Pirton Road Holwell Hertfordshire Applicant Name: Mrs Flint Description: Details reserved by Condition 6- Contamination (relating to planning permission 22/01842/FP granted 10.01.2023)	Decision: Approval of Details Decision Date: 08/02/2024
Application No: 23/02085/FPH	Location: Warriors Millfield Lane St Ippolyts Hitchin Hertfordshire SG4 7NH Applicant Name: Mrs Prue Freeman Glover & Company Description: Single storey rear extension to enclose existing swimming pool and enlargement of existing rear dormer window.	Decision: Unconditional Permission Decision Date: 08/02/2024
Application No: 23/02348/FPH	Location: 18 Standhill Close Hitchin Hertfordshire SG4 9BW Applicant Name: Mr And Mrs Bailey Description: 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 (amended by plans received 15/12/23)	Decision: Conditional Permission Decision Date: 08/02/2024
Application No: 23/02695/FP	Location: 41 Stevenage Road St Ippolyts Hitchin Hertfordshire SG4 7PE Applicant Name: Mr Mark Bean Description: Erection of one detached 2-bed dwelling including creation of vehicular access off Stevenage road	Decision: Refused Decision Date: 08/02/2024

WEST TEAM

Application No: 23/02769/FPH	Location: 91 Codicote Road Codicote Welwyn Hertfordshire AL6 9TY Applicant Name: Mr & Mrs R Levin Description: Raised replacement roof with insertion of three rear rooflights and pitched roof above existing front dormer. Front porch canopy and alterations to fenestration	Decision: Refused Decision Date: 08/02/2024
Application No: 23/02837/FPH	Location: 4 Stony Lane Tea Green Luton Hertfordshire LU2 8PT Applicant Name: Ms Emma & Christopher Witts & Walton Description: Single storey rear extension to existing garage and insertion of rear rooflights and alterations to fenestration to facilitate conversion of existing garage/studio to 1-bed ancillary annexe.	Decision: Conditional Permission Decision Date: 09/02/2024
Application No: 23/02871/LDCP	Location: 7 Gun Road Gardens Knebworth Hertfordshire SG3 6ED Applicant Name: Mr M Pearcey Description: Erection of detached garage	Decision: Refused Decision Date: 13/02/2024
Application No: 23/02892/FPH	Location: 1 Oakfields Road Knebworth Hertfordshire SG3 6NS Applicant Name: Mrs Amy Surrey Description: First floor rear extensions including juliet balcony and single storey side extension following demolition of existing garage. Insertion of two rear rooflights, external cladding and alterations to fenestration	Decision: Conditional Permission Decision Date: 13/02/2024
Application No: 23/02906/S73	Location: Chesfield Downs Golf Club Jacks Hill Graveley Hitchin Hertfordshire SG4 7EQ Applicant Name: Mr Mark Warne The Club Company (UK) Ltd Description: Variation of condition 2 (revised plans) of planning permission 23/00420/FP granted 18.04.2023 for single storey extension to east elevation to provide indoor swimming pool and spa.	Decision: Conditional Permission Decision Date: 13/02/2024
Application No: 23/02912/S73	Location: 7 Gun Road Gardens Knebworth Hertfordshire SG3 6ED Applicant Name: Mr & Ms M & H Pearcey & Bryceland Description: Variation of conditions 2 and 3 (revised plans/materials) of planning permission 23/02200/FPH granted 17/11/2023 for Part two storey and part single storey front extension and single storey side extension. Replacement and alterations to fenestration and external rendering.	Decision: Refused Decision Date: 13/02/2024
Application No: 23/02913/DOC	Location: Great Barn Rabley Heath Road Codicote Welwyn Hertfordshire AL6 9UA Applicant Name: Fowler Description: Details reserved by condition 3 (Materials) of listed building consent 23/01338/LBC granted 18.08.2023	Decision: Approval of Details Decision Date: 14/02/2024
Application No: 23/02944/DOC	Location: Oughton Head Pumping Station Hitchin Road Pirton Hertfordshire Applicant Name: Affinity Water Limited Affinity Water Limited Description: Details reserved by condition 4 (Construction Management Plan) of planning permission reference no. 21/02768/FP granted 30.06.2022.	Decision: Approval of Details Decision Date: 14/02/2024
Application No: 23/02954/DOC	Location: Oughton Head Pumping Station Hitchin Road Pirton Hertfordshire Applicant Name: Affinity Water Limited Affinity Water Limited Description: Details reserved by condition 10 (Drainage Strategy Report) of planning permission reference no. 21/02768/FP granted 30.06.2022.	Decision: Approval of Details Decision Date: 14/02/2024

WEST TEAM

Application No: 23/02955/DOC	Location: Oughton Head Pumping Station Hitchin Road Pirton Hertfordshire Applicant Name: Affinity Water Limited Affinity Water Limited Description: Details reserved by condition 12 (Landscaping) of planning permission reference no. 21/02768/FP granted 30.06.2022.	Decision: Approval of Details Decision Date: 14/02/2024
Application No: 24/00015/TCA	Location: Land To The Rear Of 148 High Street Kimpton Hertfordshire SG4 8QR Applicant Name: Mr M Peters Jarvis Homes Ltd Description: K1 Mature Hazel Stock - Fell and remove to 3ft height stump level. K2, K3, K4 & K5 Mature Oaks - To reduce lateral crown currently overhanging site boundary, by 2-3m. To form crown line at proposed new site boundary line. Remove all major deadwood within crowns. G1 Mixed Species Hedge Line - To raise and reduce back lateral overhang of crown. To be reduced back to site boundary line	Decision: No Objection Decision Date: 14/02/2024
Application No: 24/00090/TCA	Location: Avenue Farm Maydencroft Lane Gosmore Hitchin Hertfordshire SG4 7QD Applicant Name: Mr Danny O'Brien Forestwood Services Ltd Description: T1 Horse Chestnut - Fell to ground level.	Decision: No Objection Decision Date: 09/02/2024
Application No: 24/00121/DOC	Location: 14A High Street Pirton Hitchin Hertfordshire SG5 3PS Applicant Name: Charlotte Bond Description: Details reserved by condition 6 (Archaeological Written Scheme of Investigation) of planning permission reference no. 22/02217/FPH granted 12.10.2022	Decision: Approval of Details Decision Date: 13/02/2024

PRESS RELEASE

PR 3831

12 February 2024

Play time is here – whatever your age!

A very special type of play time is coming to Letchworth, with Jackmans ParkPlay launching on **Saturday 17 February** designed to offer people of all ages two hours of free, fun and games.

Put simply, ParkPlay encourages everyone to be more active outdoors and aims to bring communities together. Playleaders will help facilitate the fun with various bats and balls, skipping ropes and frisbees, so you can play anything from ‘it’ and ‘catch’ to team sports and anything in between!

Through working with Hertfordshire County Council and [Herts Sport & Physical Activity Partnership](#), ParkPlay comes to North Herts as the second scheme in Herts after Waltham Cross. There are 55 ParkPlays in total from Cornwall to Cumbria with over 10,000 unique participants. The Jackmans scheme is being delivered by [Active in the Community](#) on behalf of ParkPlay.

Cllr Steve Jarvis, Executive Member for Environment & Leisure, said: “A lot of us, whatever our age, would probably benefit from some light exercise outdoors on a Saturday morning – so this is your perfect opportunity. There’s no charge and you’ll meet like-minded people from your local area.”

81% of current participants agree that ParkPlay has improved their mental wellbeing, and 74% say the amount of activity/sport they do as a family has increased.

Each ParkPlay is responsive to its local community but all sessions follow the same ‘meet, move, play’ structure. Activities are relaxed enough to attract the shy and less confident, but structured enough to reassure. There’s minimal rules and competitiveness, so participants of every age, stage, ability and confidence-level can join in.

ParkPlay founder Rick Jenner said: “After a stressful, busy week, lots of people enjoy mucking about playing and hanging out with their friends and neighbours at ParkPlay. As we recover from Covid and now face the cost-of-living crisis it’s never been more important to give communities free ways to connect and boost their wellbeing.”

Cllr Mick Debenham, deputy Executive Member for Environment & Leisure, added: “This is a really exciting scheme we are pleased to bring to Letchworth, so we really hope local people come along and try it out.”

The sessions take place every Saturday morning, 10am-12pm, at Jackmans Creamery, Radburn Way, Letchworth – what3words.com/party.waddled.milky

There is some parking available but we’d recommend walking or cycling if you can.

Please register before you attend your first session: park-play.com/parks/jackmans

ENDS

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