

## NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 1 MARCH 2024

# MEMBERS' INFORMATION

<b>Topic</b>	<b>Page</b>
News and information	2-14
CCTV Reports	
Pre-Agenda, Agenda and Decision sheets	15-20
Planning consultations	
Planning applications received & decisions	21-30
Press releases	31-35

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

# NEWS AND INFORMATION

## AGENDA & REPORTS

### PUBLISHED WEEK COMMENCING 26 FEBRUARY 2024

Overview and Scrutiny Committee – 12 March 2024  
Joint Staff Consultative Committee – 13 March 2024  
Finance, Audit and Risk Committee – 13 March 2024

### FORTHCOMING MEETINGS WEEK COMMENCING 4 MARCH 2024

Planning Control Committee – 7 March 2024

### UPCOMING CHAIR'S ENGAGEMENTS FROM FRIDAY 1 MARCH 2024

Date	Event	Location
	None	

### UPCOMING VICE-CHAIR'S ENGAGEMENTS FOR FRIDAY 1 MARCH 2024

Date	Event	Location
	None	

### UPCOMING OTHER EVENTS FROM FRIDAY 1 MARCH 2024

Date	Event	Location
Monday 11 March 2024	Baldock and District Area Forum	Virtual
Thursday 14 March 2024	Southern Rural Area Forum	Virtual



**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](mailto: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](mailto:elections@north-herts.gov.uk)



## RESOURCES

# MEMBERS INFORMATION NOTE

### **ASSET OF COMMUNITY VALUE – THE PLOUGH PH, LEY GREEN**

Please be advised that following notice from the owner of their intension to sell, and extension of the moratorium by the community group, I can confirm that the 6-month moratorium has expired. This means that the owner is now able to sell the property.

For more information please contact:

Rachel Cooper  
Controls, Risk and Performance Manager  
Tel: 01462 474606  
Email: [Rachel.cooper@north-herts.gov.uk](mailto:Rachel.cooper@north-herts.gov.uk)

## Council Activity

### **Home Upgrade Grant Phase 2 (HUG2)**

Home Upgrade Grant Phase 2 is live and details can be found on our webpage. [Home Upgrade Grant Phase 2 | North Herts Council \(north-herts.gov.uk\)](#) Residents can sign up via the HUG website or by calling the Energy Saving Trust. Mailouts are going to target areas as well as posters distributed to stakeholders across the district. Following a policy review, the annual household income threshold for eligibility has now been raised to £36,000, increasing the number of eligible residents. We will be marketing this change.

### **Solar Together**

The second round of Solar Together has now closed. 185 households in North Herts have accepted their solar pv recommendation. The price achieved for the average 14-panel system within this scheme is 34% cheaper than the typical market price for an equivalent system. Installations have now begun, with 213 completed in Hertfordshire so far. [Solar Together | North Herts Council \(north-herts.gov.uk\)](#)

### **Climate Hive Engagements**

The Climate Hive now has 355 subscribers and we continue to update users with the latest climate activity such as HUG2 updates, the latest surveys and consultations, funding and skills opportunities.

### **HECA report**

The council have submitted a response to the Home Energy Conservation Act 2023 report detailing what energy conservation measures we have adopted to improve the energy performance of residential accommodation in North Herts.

### **Local Nature Recovery Strategy**

£5,000 is available for all Hertfordshire councils for engagement activities to contribute towards Local Nature Recovery.

### **Hertfordshire Sustainability Survey**

Sustainable Hertfordshire are running a survey to collate residents' thoughts on climate change, its impact on the county and efforts to tackle it. They want to better understand residents' priorities around climate change, including how to improve communication and engagement with you on the issues. Take the [survey](#) before 17<sup>th</sup> March 2024.

## **Public Sector Decarbonisation Scheme (PSDS)**

We have been notified that we have been successful in our application to the Public Sector Decarbonisation Scheme and have now signed the Grant Offer Letter. The council have therefore secured up to £7,743,224 from the fund for decarbonisation measures at our leisure facilities. These measures will include air source heat pumps, solar panels, and energy efficiency measures like insulation. A press release, agreed with Salix, has been released on the [website](#).

## **Solar for Business**

A paper is being taken to the Political Liaison Board on 5<sup>th</sup> March to agree in-principle support for an allocation of the UK Shared Prosperity Fund and additional capital investment to implement a pilot scheme.

## **Sustainable procurement diagnostic**

We have received the results of a sustainable procurement diagnostic we participated in through the Regional Climate Change Forum and will present the findings to the Procurement Group on 20<sup>th</sup> March. The results will help shape workstreams across the region on embedding sustainability in procurement.

## **Community Investment Fund**

The Community Investment Fund is now closed. Applications have been reviewed and the grant winners have been notified. The winners will soon be detailed on the website.

## **HCCSP Retrofit survey results**

The Hertfordshire Climate Change and Sustainability Partnership (HCCSP) ran a survey through January and early February on retrofit. The survey has over 1200 respondents. The main takeaways from the survey were that most residents would benefit from an advisor to help decide on the best measures and to recommended suppliers for retrofitting their homes. Cost and difficulty in finding suppliers were the biggest reason preventing residents from retrofitting. Most residents were concerned with making their home warmer and more comfortable, reducing energy bills, followed by protecting the environment.

## Headlines

### **Funding for sports projects with environmental and physical benefits**

Sport England are providing grants of up to £15,000 to support environmental sustainability projects. The funding will go towards projects which support inactive and less active people to get more active, whilst also reducing environmental impacts. For more information head to [Sport England](#). Open for applicants until 31<sup>st</sup> March 2024.

### **Free trees for schools and communities**

The Woodland Trust is giving away free trees to UK schools and communities. Applicants can apply for different tree packs. Apply before August 2024 at [Woodland Trust](#).

### **Energy Efficient Home Campaign**

The government has released its latest campaign on energy efficiency for your home with trusted information on heat pumps, cavity wall insulation, solar panel and how to apply for funding. More details can be found at [Energy Efficient Home](#).

## Sustainability Tips

### **Thermal Imaging Cameras**

Make the most of the cold weather, Thermal Imaging Cameras work best between November and March. Find out more about thermal imaging and how you can loan a camera, save money on your energy bills and reduce your carbon emissions. Head to the North Herts Climate Hive. [North Herts Council: North Herts Climate Hive: Thermal Imaging Cameras \(civilspace.io\)](#)



### **HEAT Energy App**

The HEAT Herts Energy Advice Tool, an energy saving app continues to be available for residents to download and use. The app is designed to take residents through their home and fill in a survey to identify how they can reduce their energy usage in order to save money on bills and help the environment.

The app is available for both Android and iOS users:

[Download the HEAT app for Apple devices](#)



[Download the HEAT app for Android devices](#)



### **Plastic Free & Sustainable Products**

Disposable nappies, incontinence products and period products all create a lot of waste, so switching to reusables make sense, for your wallet and the planet!

There are lots of options to choose from when it comes to reusable products, and Hertfordshire Residents can apply for a 15% discount on a selected range of nappy, incontinence and period products, catering for the whole family.

For more information and to apply for discounts:

[Herts Sustainable Periods](#)

[Herts Confident Continence](#)

[Herts Reusable Nappies](#)



## RESOURCES

# MEMBERS INFORMATION NOTE

### **Nominations to the Asset of Community Value register**

Under the Assets of Community Value (Community Right to Bid) we may receive nominations to list assets within our District, whether they are NHDC owned or not. When a valid nomination is received, we will inform all Councillors. Subsequently we will also notify Councillors of whether the listing nomination was successful or not.

This note is to confirm that we have received a nomination, under the Localism Act, from Friends of the Robin for The Robin Hood & Little John PH, Rabley Heath

If a nomination for an asset is accepted, no further actions are taken until such time as the asset is to be put up for sale (or for disposal by a long lease).

If you have any queries regarding the interpretation of the "Right to Bid", please contact Douglas Traill-Stevenson in Legal Services. I would be very grateful for any comments you may have on this nomination by 22<sup>nd</sup> March 2024

#### **Background:**

The Dept of Communities & Local Government states that the initial requirements for a valid nomination are:

- A) a description of the nominated land including its proposed boundaries for the purposes of the nomination.
- B) any information the nominator has about the freeholders, leaseholders and current occupants of the site.
- C) the reasons for nominating the asset, explaining why the nominator believes the asset meets the definition.
- D) the nominator's eligibility to make the nomination.

For more information please contact:

Rachel Cooper

Controls, Risk and Performance Manager

Tel: 01462 474606

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



**LEGAL AND COMMUNITY  
SAFEGUARDING**

# MEMBERS INFORMATION NOTE

## **Safeguarding Training**

Safeguarding relates to the action taken to promote the welfare of children and adults at risk and protect them from harm.

Safeguarding is everyone's responsibility and all NHC employees, volunteers and members have a duty to take action to safeguard children and adults at risk in our communities.

NHC offers two levels of training and the level of training required is determined by how much contact, be that direct or indirect (email, telephone, post etc.) you have with children and adults including access to personal and sensitive information about them.

The levels of training are:

### **Basic**

- a 3-hour long course which is required to refresh every 3 years.
- This is for any member that has contact, either directly or indirect with children and adults and/or access to personal and sensitive information.
- There are separate basic courses for children and adults at risk.

### **Advanced**

- a 6-hour course which is required to be refreshed every 3 years.
- This is for any member who manages another member or is a Designated Safeguarding Officer.
- There are separate advanced courses for children and adults at risk.

### **Safeguarding training courses YR24/25:**

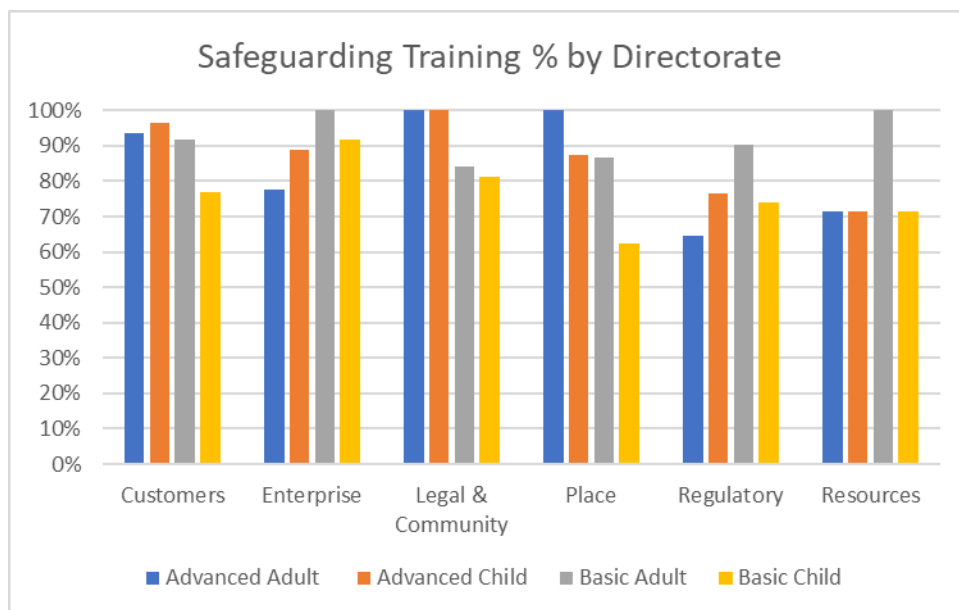
- Basic Child – Wednesday 5<sup>th</sup> June 2024

- Advanced Adult – Tuesday 11<sup>th</sup> June 2024
- Basic Adult – Thursday 20<sup>th</sup> June 2024
- Advanced Child – Wednesday 3<sup>rd</sup> July 2024
- Basic Adult – Tuesday 10<sup>th</sup> September 2024
- Basic Child – Thursday 17<sup>th</sup> October 2024
- Basic Adult – Wednesday 13<sup>th</sup> November 2024
- Basic Child – Tuesday 21<sup>st</sup> January 2025
- Basic Adult – Thursday 30<sup>th</sup> January 2025
- Advanced Adult – Wednesday 12<sup>th</sup> February 2025
- Advanced Child – Wednesday 26<sup>th</sup> February 2025
- Basic Adult – Wednesday 5<sup>th</sup> March 2025

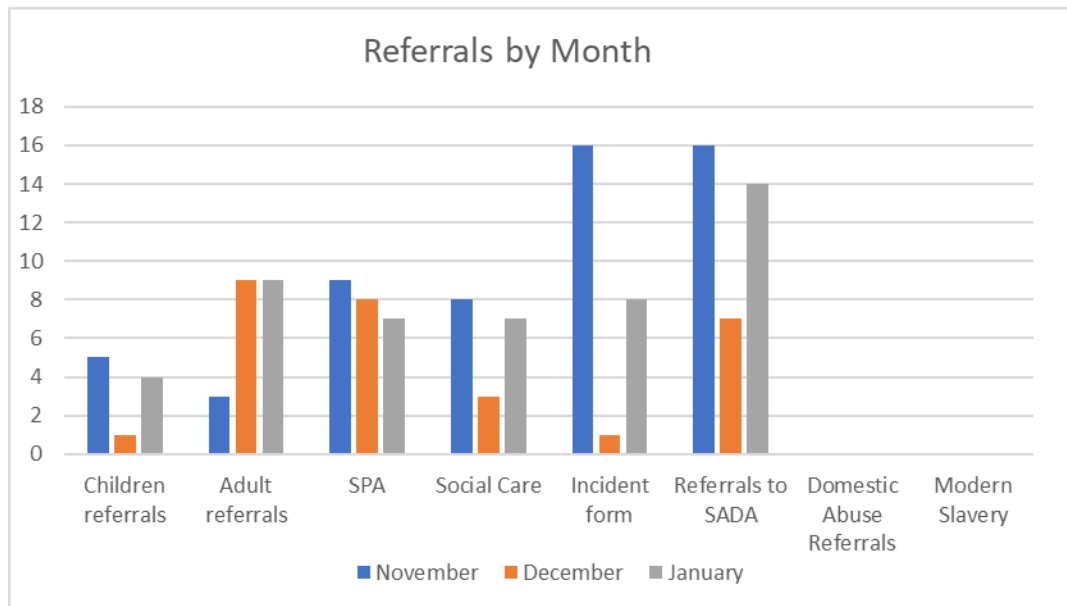
**Members safeguarding training compliance per requirement: (based on 49 Members)**

- E-learning 33% up to date
- Children 10% up to date
- Adults 16% up to date

**Safeguarding training by directorate:**



**Referrals by month**



### Safeguarding Updates- January 2024

- 35 referrals were received into safeguarding in January. Of those referrals submitted to HCC and out of county;
- 13 referrals accepted.
- 7 referrals were not accepted.
- 7 external referrals, no feedback received at time of report.
- 8 internal incident forms only.
- In addition, NHC submitted 14 referrals to SADA.

### External Boards HSCP & HSAB

HSCP/HSAB L&D Newsletter February 2024 can be found at [HSAB and HSCP training and resources | Hertfordshire County Council](#)

### HSAB New Training for 2024

Coming in 2024, the HSAB have new training opportunities which include:

- Training provided by Dewis Choice which looks at domestic abuse in older people, adult violence and domestic abuse and dementia.
- In April, there is a forum on how Foetal Alcohol Spectrum Disorder affects adults and what to look out for when working with adults who may suffer from this condition.
- In June, there is training on mental capacity act in the context of substance misuse run by Edge Training and Consultancy.
- Lunch and Learn on fire safety and the new HSAB Policy and Procedures microsite.

Bookings can be made via the website [Hertfordshire Safeguarding Children Partnership - Learning Management System \(event-booking.org.uk\)](#)

### Moving More Activity Finder

The Moving More Website, which contains the Moving More Activity Finder has been relaunched.

Please visit [Moving More](#).

The updates have improved the usability of the site and adding more detail. Herts Sports Partnership have created a partner toolkit to help people promote the Activity finder which can be found here [678-Moving-More-Partner-Toolkit-Final.pdf \(sportinherts.org.uk\)](#)

### **HSAB 7 Minute Briefings**

HSAB will be sharing a 7 Minute Briefing once a month and the topics will relate to themes that have come out of the SARs.

The recent 7 Minute briefing was on Cuckooing and can accessed under the 7 minute briefings section on the HSCP and HSAB training and resources page here [HSAB and HSCP training and resources | Hertfordshire County Council](#).

For more information please contact:

Name: Lisa McDonald  
Title: Interim Safeguarding Team Leader  
Tel: 01462 474 143  
Email: [safeguarding@north-herts.gov.uk](mailto:safeguarding@north-herts.gov.uk)

# Green Space Briefing Note No 218

March and April 2024

If you have any queries regarding the notes below or any other issues relating to Grounds Maintenance, please do not hesitate to contact Thomas Ayres, Greenspace Manager on 01462 474518 or email: [thomas.ayres@north-herts.gov.uk](mailto:thomas.ayres@north-herts.gov.uk)

Grass cutting is now commencing as the drier warmer weather approaches. This will gradually increase with a spring flush of growth from approximately May onwards.

The preparations are well underway for other seasonal activities such as hedge cutting and weed control on hard surfaces both of which will commence in May/June.

Tree planting for the 2023/24 season is now complete with 166 new trees planted across the district. Our focus will turn towards maintenance and irrigation for the new tree stock across the district.

Works are underway to prepare the facilities for the splash parks for the forthcoming season. The splash parks across the district will open on the 4<sup>th</sup> May 2024 for public use through to September.

The water supplies to the allotments are to be turned on again now that the winter is concluding, and the risk of frost damage is much reduced. Any leaks and repairs will also be undertaken as part of this task.

The outdoor gym equipment will be updated and enhanced at KGV Rugby Club, Hitchin and at Baldock Road Letchworth to encourage more activity in conjunction with classes to be organised by our new Leisure Provider – Everyone Active from April onwards.

## Hitchin

Works have commenced to renovate the play area at Bancroft Recreation Ground. This project will be on going until early May 2024 when the new play facility will be opened to the public before the school summer holidays.

A new Defibrillator has also been installed on the pavilion at Bancroft Recreation Ground.

The seasonal drain down of the River Hiz Balancing Tanks adjacent St Mary's Church has been completed this year.

## Baldock

The augmentation project at Ivel Springs is now nearing its final phases with landscaping and shrub planting undertaken to enhance the local habitat and stabilise areas around the new riverbed. The initial phases took several weeks longer to conclude due to the very wet ground conditions which has in turn impacted upon completion of the project.

## Letchworth

The replacement of the bridge near the small marsh is now awarded. Works have once again been delayed due to the very wet ground conditions and are planned to progress during the early summer once the situation improves.

Consideration is being given to extending the wildflower bedding areas along Letchworth Gate to provide more flower during the summer.

The naturalised crocus, snowdrops, daffodils and aconites at Icknield Way Cemetery have been particularly colourful this year.

## Royston

The replacement climbing frame at Serby Ave will be installed towards the end of March for completion in April 2024.

A contractor has been appointed to deliver the skatepark project at Newmarket Road. This will commence following further consultations with the user group to identify what they would like to see delivered as part of the project.

Following the success of the wildflower areas across Royston last year this is now being expanded into new locations at Gage Close, The BMX track on Burns Road and Sun Hill.

The Fire Brigade will be hosting Fire Safety Exhibitions in Priory Memorial Gardens throughout the summer along with the Fire Engine parked on site.

## Community & Partnerships Executive Member briefing – February 2024

### Community & Licensing

#### Community Safety

- An ASB case review was held on 17 January 2024 in relation to multiple complaints by a local resident against settle housing. The allegations were not found to meet the definition of Anti-social behaviour and the case was declined. The individuals concerned have exercised their right of appeal and asked the Responsible Authorities Group (RAG) to review the decision.
- A meeting of the North Herts Community Safety Partnership VAWG sub-group was held in January. We are looking to progress education/training for groups around the Incel movement and also discussed the roll out of Project Vigilant, a police led project around safety in the night time economy.
- A case review was held by professionals concerning ASB at an address in The Tene, Baldock. An action plan has been proposed to prevent a full Community trigger request and is being led by Environmental Health.
- Community Safety and Legal Services are at court on Wednesday 14 February for the full hearing of an ASB injunction against 2 fourteen-year-old boys from Hitchin. They will also be tried for 6 breaches of the injunction during October and December. The continuation of the injunction was refused.

### Democratic Services

#### Committee Services

- New Committee, Member and Scrutiny Officer, Caroline Jenkins, started with the team on Monday 5 February.
- 4 interviews took place for the Scrutiny Officer position, with an offer being made to one of these interviewees, which has been verbally accepted. The provisional start date is Monday 25 March.
- Continuing to work on and finalise plans for the Chair's Civic Event and Awards Ceremony on 1 March – final few tickets left available online to purchase. Currently up to 95 attendees on the evening, including the Deputy Lieutenant and their consort, Hertfordshire Mayors and Chairs, community award winners, community group representatives and NHC Cllrs.
- Beginning work on a light touch Outside Organisations review ahead of Annual Council 2024.
- Working on finalising the induction session plans for Councillors elected in May, to take place in mid-May and early June.

#### Electoral Services

- The team is continuing to familiarise itself with the new processes in place as a result of the Elections Act 2022. Since the last update, the changes to the franchise for overseas electors has come into force. Any British citizen who has been previously registered or resident in the UK is now entitled to register to vote, irrelevant of when they left. Previously they could only be on the register for 15 years after the date which they had left the UK.
- The Proxy Voters refresh write out exercise has now been completed and letters have been sent to all non-responders confirming that their proxy voting arrangements have now expired.
- Neighbourhood Planning Referendums for Ickleford and Wallington have now been confirmed for Thursday 14 March and the Notice of Referendum has been published for each. Polling stations have been booked, staffing arrangements made and we are liaising with our printers around poll cards and postal voting packs.
- For the May 2024 elections, we have been working on a number of 'comms' elements including a council tax insert around Voter ID and Polling Station changes, our draft social media plan and our website.
- All polling station bookings have been confirmed and staffing plans are progressing well for polling staff, postal vote opening staff and count staff. We also held a training session this week for experienced poll clerks who want to step up to be Presiding Officers which attracted a good attendance. Equipment for polling stations has also now been ordered for any gaps identified during our earlier stock check.
- We have been working on arrangements for the count following a meeting with the AEA and key count staffing plans are progressing well.

### Policy & Community Services

#### Policy, Community & Partnerships

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

- Ongoing facilitation of Area Forum meetings and councillors' surgeries.
- Attended various groups and networking opportunities including Parish council meetings, working with CDA for Herts to assess digital exclusion in rural areas, Grange, Wilbury and Jackmans Network

meetings, Letchworth Town Strategy Group, North Herts Youth Strategy Group, various school visits with Councillors and Ward Walks, Royston bus service workshop, progressing North Herts Heroes event, ongoing support to VCSE All about Us conference and workshops in partnership with key partners.

- Ongoing work to provide updates on the Climate Hive Engagement page – including School Climate Funding updates, HUG2 promotion, Sustainability Supplementary Planning Documents (SPD), Retrofit survey, retrofit local installers, Clean Air Night and introduction of Sustainability Q&A session for the Executive members to interact with the public queries.
- Ongoing work to support Council response to Luton airport expansion.
- Final assessment of Community Investment Fund applications for review by the Panel in early February.
- Final review of Public Sector Decarbonisation Scheme (PSDS)

#### Community Wellbeing

The Healthy Hub drop-ins are now scheduled to the end of March 2024. Further information can be found [HERE](#).

- First filming session for HSF4 at a children's cooking session in Letchworth.
- Preparing Health Inequalities half yearly assessments.
- Healthy Hub delivering various family activities in Hitchin, Knebworth, Letchworth and Royston throughout January.
- Food education (HSF4 funded) session in Royston and Baldock fully booked: more sessions to be booked in March.
- Cooking sessions for older people delivered at a Letchworth dementia club and AGE UK 10-3 club in Codicote.
- Planning various exercise activity events and programmes for 2024.
- Food education session held at the Letchworth Compassionate Neighbours Community Hub for older people.
- Monthly family cookery session taking place in Hitchin, fortnightly cooking with carers and two cooking sessions delivered for adults with learning disabilities.

#### Safeguarding

- Attendance at Stevenage & North Herts Domestic Abuse forum/HCC Learning & Development session.
- Launch of self-paced online safeguarding courses.

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### PART 1 – PUBLIC DOCUMENT

**SERVICE DIRECTORATE:** Customers

#### 1. DECISION TAKEN

To award a three-year contract to Idox Software Limited at a total cost of £73,864.56, subject to annual increases in Years 2 and 3, for the provision of a regulatory database for licensing, community safety, and environmental health.

#### 2. DECISION TAKER

Jo Dufficy, Service Director - Customers

#### 3. DATE DECISION TAKEN

27 February 2024

#### 4. REASON FOR DECISION

- 4.1 To ensure continuity of regulatory service provision, whilst considering the possibility of transferring the functionality to the in-house low code solution.

#### 5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The following options provided by Idox were considered:

#### Financial summary



Deliverable	List Charge	Proposed Charge 3 Year Term	Proposed Charge 5 Year Term	Proposed Charge 5 Year Term*
Idox Cloud Public Protection	£35,173.60 p.a.	£24,621.52 p.a.	£22,862.84 p.a.	£24,104.16 p.a.*
<b>TCV</b>	<b>£105,520.80</b> <b>/£175,868</b>	<b>£73,864.56</b>	<b>£114,314.20</b>	<b>£124,220.80*</b>

\*includes provision of Enforcement App and SMS, one-off services cost of £3,700 also payable to cover installation

Annual increases to apply for Years 2, 3, 4 & 5

Costs are subject to full, Idox internal governance being completed.

- 5.2 Whilst the Contract Manager and Service Director Legal & Community felt that the five-year option was the least risk-free option for a regulatory case management system, the Project Board felt that a three-year contract was the best option to allow for a full scoping exercise to take place to determine whether the software could be replicated in the low-code solution the Council has purchased.

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

- 6.1 The Digitalisation Project Board was consulted and support this decision.

- 6.2 No consultation was undertaken with Ward Members or the public as this is an operational decision to provide continuity of a statutory service.
- 6.3 The following Executive Members were consulted:
- Executive Member for Finance and IT
  - Executive Member for Housing and Environmental Health
  - Executive member for Community Safety

## **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 current contract expires on 14 March 2024 and cannot be extended as the in-built extension was triggered two years ago. The Council has considered wider options, including a move to a corporate transformation to a low-code IT platform. The Council therefore needs to re-procure for a new regulatory software provider or keep its current system whilst it prepares for the Low-code transformation project.
- 8.2 The previous contract was awarded after a full procurement process when all leading suppliers were invited to tender and subjected to the full scoring process. The existing supplier was the clear winner in that procurement exercise and remains one of the leading market players, attracting new customers throughout England.
- 8.3 A significant resource has been utilised in configuring the existing software to provide a system that provides the services required.
- 8.4 The only identifiable issue with the existing provider is the service desk response times however that is not unique to Idox Software Limited.
- 8.5 Existing users, particularly licensing officers, are very comfortable with the existing system which works for ensuring prescribed timescales are met in an auditable environment. Safeguards are in-built to ensure licences are not issued accidentally and the system already populates the prescribed live time public register, which also accepts representations against applications.
- 8.6 The system is already capable of receiving electronic applications and payments when the Government's GOV.UK system is discontinued, or earlier once the contract status is known. Service requests are also capable of received through the existing portal.
- 8.7 The software is compatible with single sign-off processes and is capable of integrating with other CRM systems to simplify the customer journey.
- 8.8 A new contract with the existing supplier will allow a scoping exercise to be undertaken to consider the feasibility of replacing the software with the Council's purchased low code solution. Changing software involves significant implication time and costs, so with the prospect of a low-code solution, it is not in the Council's best interests to carry out that work at this time.
- 8.9 If, as a result of this scoping exercise, it was decided that 3 years was insufficient time to migrate to a new system or that migration was not a practicable option, a contract variation or extension (as the case applicable under the relevant Contract Procurement Rules / contract provision) or further single tender may need to be sought with the supplier.



- 8.10 If the scoping exercise determines that it is not practicable to migrate the complex licensing database, public register, and customer portal to the low-code solution, this database software has already demonstrated it is suitable to continue that service.

## **9. LEGAL IMPLICATIONS**

- 9.1. Section 14.6.4 of the Council Constitution provides delegation to service directors and states at section 14.6.4 (a) (ii):

*“Entering into contracts to carry out works and/or for the supply of goods and services within approved budgets (subject also to approval of the Service Director for: Customers in respect of software or hardware contracts). All may attest the fixing of the Common Seal to a contract or Deed;”*

- 9.2. A single-tender procurement has already been authorised by the Service Directors for Customers, Resources, and Legal & Community on 30 January 2024 under Contract Procurement Rule 14.1(c)(iii).

- 9.3 Legal will assist Officers with the Contract and will ensure that the Contract is properly executed and completed.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 The financial implications are listed in paragraph 5.1 above.

- 10.2 Although the new contract value is an increase from existing budget costs, as this procurement relates to new licences for existing software, Accounts have advised that a budget growth bid is not necessary and will be reported as a budget variance.

- 10.3 The *Hemming*<sup>1</sup> case allows the recovery of reasonable licensing costs through licensing fees, therefore the software costs relating to the licensing function are recoverable.

- 10.4 If it were subsequently decided that Idox Software Limited is retained for licensing only, the full cost would be recoverable through fees and cost neutral to the Council.

## **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 is no risk associated with awarding a new contract to the existing supplier as the system has been configured in-house and is known to deliver the services required. The system is also capable of receiving electronic applications and payments through the existing licensing register portal.

- 11.3 There would be a risk in moving away from Idox Software Limited to an unknown system that is unproven in delivering statutory services in accordance with prescribed procedures and requirements.

## **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,

---

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

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 known equalities impacts or requirements that apply to this report.

### 13. SOCIAL VALUE IMPLICATIONS

13.1 As the recommendations in the report relate to a contract below £100,000 the “go local” policy applies, however the practicalities of changing supplier preclude this option even if an alternative local supplier could be identified (none identified).

### 14. ENVIRONMENTAL IMPLICATIONS

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

### 15. HUMAN RESOURCE IMPLICATIONS

15.1 There would be no human resource implications in remaining with the current supplier as the system is performing all relevant tasks.

15.2 There would be a significant human resource implication in changing suppliers, including but not limited to, undertaking a scoping exercise, data migration, configuration, user testing, user training, and ongoing maintenance.

### 16. BACKGROUND PAPERS

16.1 Single tender decision. ID No. NH575532614

### NOTIFICATION DATE

Friday 1 March 2024

Signature of Executive Member Consulted .....



Date 27 February 2024

Signature of Decision Taker



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

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

Any interest to declare/ or conflict and any dispensation granted <i>[if applicable]</i>	
--	--

**SERVICE DIRECTORATE:** *PLACE*

### **1. DECISION TAKEN**

- 1.1 To approve to hold a Pop Up Fun Park at Broadway Gardens, Letchworth Garden City from the 24<sup>th</sup> March 2024 to 7<sup>th</sup> April 2024, (operating Friday 29<sup>th</sup> March - Saturday 6<sup>th</sup> April 2024).

### **2. DECISION TAKER**

- 2.1. Andrew Mills, Service Manager Greenspace

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

- 3.1 28<sup>th</sup> February 2024

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

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

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

- 5.1 The organisers have approached North Herts Council to host this event. No other locations have currently been considered for this event.

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

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

### **7. FORWARD PLAN**

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

### **8. BACKGROUND/ RELEVANT CONSIDERATIONS**

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

### **9. LEGAL IMPLICATIONS**

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

### **10. FINANCIAL IMPLICATIONS**

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

**11. RISK IMPLICATIONS**

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

**12. EQUALITIES IMPLICATIONS**

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

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

**13. SOCIAL VALUE IMPLICATIONS**

13.1 The event is open to everyone.

**14. ENVIRONMENTAL IMPLICATIONS**

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

**15. HUMAN RESOURCE IMPLICATIONS**

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

**16. BACKGROUND PAPERS**

16.1 None

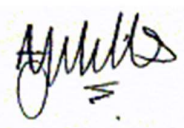
**17. APPENDICES**

17.1 None

**NOTIFICATION DATE - 1<sup>st</sup> March 2024**

**Signature of Executive Member Consulted .....Not Applicable.....**

**Date .....28<sup>th</sup> February 2024**



**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**

**EAST TEAM**

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
<b>Baldock</b>		
24/00191/FPH	Ms Gemma Luck 1 Salisbury Road, Baldock, Hertfordshire, SG7 5BY	1 Salisbury Road Baldock Hertfordshire SG7 5BY  Ms Gemma Luck  External lime render to front wall.
24/00202/LBC	BBR Design Mr Ryan Albone BBR Design, 7 Paynes Park, Hitchin, SG51EH, United Kingdom	27 - 29 Whitehorse Street Baldock Hertfordshire SG7 6QF  Mr Robert Dean  Alternative Victorian-style new and replacement windows, to supersede the Georgian-style windows approved on application 21/01606/LBC.
<b>Barkway Parish Council</b>		
24/00386/FP	Campbell McCrae Ltd Mr Chris McCrae Chapel House, 5 The Stiles, Godmanchester, Huntingdon, Cambridgeshire, PE29 2JF	Langham Church Lane Barkway Hertfordshire SG8 8EJ  Mr Andrew Page  Erection of one detached 5-bed dwelling, garage and associated parking, access and amenity land.
<b>Barley Parish Council</b>		
24/00126/LBC	Mr Simon Lester Wheelwrights, High Street, BARLEY, SG8 8HX	Wheelwrights High Street Barley Royston Hertfordshire SG8 8HX  Mr Simon Lester  Internal alterations (works previously approved under ref: 20/01751/LBC granted 15.04.2021)
24/00405/TCA	Mr James Cantle Shire tree limited 1A Trigg Way, Melbourn, Royston, SG8 6HX	Barley Brook Cottage High Street Barley Royston Hertfordshire SG8 8HT  Branko Tojagic  T.1 Apple - Fell to ground level.
<b>Clothall Parish Meeting</b>		

24/00096/FP Briggs & Stone Limited Lucie Stone Munches Farm  
84 High Street, Prestwood, Great Cumberlow Green  
Missenden, HP16 9ES, United Clothall Road  
Kingdom Clothall  
Hertfordshire  
SG7 6RN

Messrs Mackay

Single storey side extension of existing agricultural shed for housing of grainstore generator and extension of grainstore apron.

#### Letchworth Garden City

24/00340/FPH Extend Mr Dave Pucknell 23 Whitethorn Lane  
68 Queen Street, Hitchin, SG4 9TS, Letchworth Garden City  
United Kingdom Hertfordshire  
SG6 2DN

Mr And Mrs Clarke

Single storey front and rear extensions.

#### Nuthampstead

24/00374/FPH Altaras Architecture Ltd Ms Dolores The Old Bell  
Altaras Bell Lane  
41 High Street, Barkway, Royston, Nuthampstead  
SG8 8EA, United Kingdom Royston  
Hertfordshire  
SG8 8ND

Mr Matthew Johnson

Single storey rear extension following demolition of existing rear conservatory.

#### Royston Town Council

24/00398/FP Pegasus Group Mr Ben Kelly  
33 Sheep Street, Cirencester, GL7  
1RQ, United Kingdom

27D High St,  
Royston



#### Rushden And Wallington Parish Council

24/00394/AG Peacock + Smith Ltd Mrs Loraine Land At Shaw Green Farm  
Kelly Rushden And Wallington Bridleway 042  
8 Baltic Street, Clerkenwell, London, Rushden  
EC1Y 0UP, United Kingdom Hertfordshire

Bee Field Projects Limited

Erection of shed.

#### Sandon Parish Council

24/00383/FPH	Intouch Planning Ltd Mr James Gran 4 Ennismore Close, Letchworth Garden City, SG6 2SU, United Kingdom	The Willows Roe Green Sandon Buntingford Hertfordshire SG9 0QE  Mr and Mrs Chase  Single storey rear extension, cladding/brickwork and insertion of rooflights, door and windows to existing car port to facilitate conversion into ancillary accommodation, home office and store, and single storey side extension to main dwelling to provide attached garage following demolition of existing detached garage.
--------------	--	---

**WEST TEAM**

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
-----------------	-------------------------	---

**Codicote Parish Council**

24/00360/FPH	Colin Wilson Architectural Services Mr Colin Wilson PO Box 151, Royston, Hertfordshire, SG8 7WX, United Kingdom	Ruskin House Tagmore Park Tagmore Green Welwyn Hertfordshire AL6 9TJ  Mr Michael Steel  Single storey rear extension and single storey front extension to link main dwelling to garage
--------------	---	---

**Hitchin**

24/00242/FPH	Your Plans UK Mr Harrison Eales Suite A2, Stevenage, Stevenage, SG1 3UN	23 Swinburne Avenue Hitchin Hertfordshire SG5 2RD  Mrs Daniela Filarmonico  Single storey rear, side and front extension following demolition of existing rear extension and garage
--------------	--	--

24/00308/FPH	G2 Architecture + Design George Dobson 4 Foxholes Avenue, Hertford, SG13 7JG, United Kingdom	18 London Road Hitchin Hertfordshire SG4 9EW  Mr Dominic Myers  Installation of front hardstanding and creation of vehicular access off London Road
--------------	---	--

24/00334/FPH	D.Chandler Architectural Design Ltd. Mr Daniel Chandler 61 Gernon Road, Letchworth, SG6 3HS, United Kingdom	1 Forge Close Hitchin Hertfordshire SG5 1QP  Mr Ryan Marshall  Front porch extension. Insertion of rooflight to existing front roofslope and box dormer with glass Juliet balcony to existing rear roofslope to facilitate conversion of loftspace into habitable accommodation.
--------------	---	---

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

LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 01/03/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 21/03/2024

24/00350/FPH	Jeremy Williams-leroy Architect Jeremy Leroy 1 the limes, HITCHIN, Hitchin, sg52ay, United Kingdom	1 Riddy Hill Close Hitchin Hertfordshire SG4 9LE  McKenzie  Single storey front/side extension
24/00356/LDCP	Boyd Seddon Architect Mr Boyd Seddon Old Kitchin's Farm, 31 Horslow Street, Potton, Beds, SG19 2NS	23A Bearton Avenue Hitchin Hertfordshire SG5 1NZ  Ms Cherubini & Mr McQuilton  Conversion of garage to create store/utility room and alterations to ground floor fenestration
<b>Kimpton Parish Council</b>		
24/00415/TCA	Mr Robert Cooper 142 High Street, Codicote, SG4 8UB, United Kingdom	Old Cottage Kimpton Bottom Kimpton Hertfordshire SG4 8ET  Mr Tim Watkin-rees  T1 Robinia - Fell to ground level. T2 Norway Spruce - Fell to ground level
<b>Knebworth Parish Council</b>		
24/00332/FPH	MT Architecture Ltd Mr Mark Tyler 7 Ream Close, Eynesbury, St Neots, Eynesbury, PE19 2HE, United Kingdom	39 Oakfields Avenue Knebworth Hertfordshire SG3 6NP  Mr John McNally  Raised replacement roof. Two storey front extension, front canopy and single storey rear and side extensions following demolition of existing garage. Front and rear first floor pitched roof dormers. Alterations to fenestration including Juliet balcony on first floor rear elevation and external rendering.
24/00382/LDCP	Hertford Planning Service Mr John Myring Westgate House, 37-41 Castle Street, Hertford, SG14 1HH	7 Gun Road Gardens Knebworth Hertfordshire SG3 6ED  Mr & Ms M & H Pearcey/Bryceland  Erection of detached garage
<b>Langley Parish Meeting</b>		



24/00314/FP	AXIS Andrew Bar Camellia House, 76 Water Lane, Wilmslow, SK9 5BB, United Kingdom	Rush Green Motors London Road Langley Hitchin Hertfordshire SG4 7PQ  C/o Agent  Proposed development of a battery storage facility, access, landscaping, associated infrastructure, grid and drainage connections
<b>St Ippolytts Parish Council</b>		
24/00346/FPH	Figment Architecture Ltd L Alexander 218 Shefford Road, Clifton, SG17 5QS, United Kingdom	6 Gosmore Ley Close Gosmore Hitchin Hertfordshire SG4 7QJ  Nadia Chelache  Single storey rear extension following demolition of existing conservatory
<b>Wymondley Parish Council</b>		
24/00225/LBC	MSAD Architectural Design Ltd Mr Mark Scott Bancroft House, 34 Bancroft, Hitchin, SG5 1LA	The Farmhouse At Redcoats Stevenage Road Redcoats Green Little Wymondley Hitchin Hertfordshire SG4 7JR  Mr H Nye  Replacement of roof tiles to 2 slopes of main roof.

(Including Withdrawn decisions)

**EAST TEAM**

<b>Application No:</b> 21/03533/FP	<b>Location:</b> Land West Of Tuthill House Kelshall Tops Therfield Hertfordshire  <b>Applicant Name:</b> Mr R Du Toit And Mr And Mrs G Bullard Quanta Home <b>Description:</b> Erection of three detached dwellings (1 x 4-bed, 1 x 5-bed and 1 x 6-bed) with associated infrastructure and landscaping.	<b>Appeal Decision:</b>  Appeal Dismissed <b>Decision Date:</b> 22/02/2024
<b>Application No:</b> 23/01984/FP	<b>Location:</b> Land Between Chain Cottage And 40 Gardiners Lane Ashwell Hertfordshire SG7 5PY <b>Applicant Name:</b> Mr Jason Jarvis <b>Description:</b> Erection of one 3-bed dwelling, with vehicular access and parking	<b>Decision:</b>  Refused <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 23/02625/FP	<b>Location:</b> Johnson Matthey Plc Orchard Road Royston Hertfordshire SG8 5HE <b>Applicant Name:</b> . Johnson Matthey Plc. <b>Description:</b> Erection of Industrial Building (3CR Annex), Link Bridge and other associated works.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 22/02/2024
<b>Application No:</b> 23/02685/FPH	<b>Location:</b> 1 Grosvenor Road Baldock Hertfordshire SG7 6NX <b>Applicant Name:</b> Mr Slack <b>Description:</b> Part two storey and part single storey rear and side extensions including first floor rear balcony area (as amended by plans received on 8th and 16th January 2024).	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 28/02/2024
<b>Application No:</b> 23/02751/S73	<b>Location:</b> Mill Corner Farm Jacksons Lane Reed Royston Hertfordshire SG8 8AB <b>Applicant Name:</b> Mr & Mrs Walters <b>Description:</b> Variation to Condition 2 (Approved drawing numbers. Removal: To substitute amended plans to include the installation of two additional velux windows on the front elevation. Update revision numbers of approved drawing numbers to PL15-C and PL17-E) of planning permission reference 23/01027/FPH granted on 24.07.2023 for Variation of 22/02565/FPH to form pitched roof over side extension and installation of 2 x rooflights (as amended by plans received on 21st June 2023).	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 23/02864/LBC	<b>Location:</b> 31 Field Lane Letchworth Garden City Hertfordshire SG6 3LF <b>Applicant Name:</b> Mr Smith <b>Description:</b> Internal and external alterations.	<b>Decision:</b>  Conditional Consent <b>Decision Date:</b> 22/02/2024
<b>Application No:</b> 23/02896/FP	<b>Location:</b> Slate Hall Farm Rooks Nest Lane Therfield Royston Hertfordshire SG8 9RB <b>Applicant Name:</b> Mr J Sapsed <b>Description:</b> Erection of grain store/equipment store and hardstanding.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 23/02940/FP	<b>Location:</b> 52A Station Road Letchworth Garden City Hertfordshire SG6 3BE <b>Applicant Name:</b> E.H.Crouch Dignity Funerals Ltd <b>Description:</b> Alterations to existing signage.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 24/00004/AD	<b>Location:</b> 16 Leys Avenue Letchworth Garden City Hertfordshire SG6 3EU <b>Applicant Name:</b> Nationwide Building Society <b>Description:</b> Replacement external signage and installation of projecting sign	<b>Decision:</b>  Conditional Consent <b>Decision Date:</b> 27/02/2024

## EAST TEAM

<b>Application No:</b> 24/00029/FPH	<b>Location:</b> Judges Court Police Row Therfield Royston Hertfordshire SG8 9QE <b>Applicant Name:</b> Mr Stewart Peatman <b>Description:</b> Single storey side extensions following demolition of existing porch. Alteration to fenestration of existing detached garage to facilitate part conversion to office/utility use.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 28/02/2024
<b>Application No:</b> 24/00030/FPH	<b>Location:</b> 15 Ashwell Road Bygrave Baldock Hertfordshire SG7 5DT <b>Applicant Name:</b> John Bennett <b>Description:</b> Single storey rear extension.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 28/02/2024
<b>Application No:</b> 24/00040/FPH	<b>Location:</b> 5 Betjeman Road Royston Hertfordshire SG8 5UP <b>Applicant Name:</b> Mr Chris Petrie <b>Description:</b> Part single storey, part two storey front extension, first floor side extension, and erection of front elevation boundary wall with railings to match existing following removal of existing hedge. (as a variation of planning reference 22/02670/FPH granted on 10.01.2023).	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 24/00043/FPH	<b>Location:</b> 29 Poplar Drive Royston Hertfordshire SG8 7ER <b>Applicant Name:</b> Mr Beddard <b>Description:</b> Single storey front and side extension following demolition of existing attached front garage.	<b>Decision:</b> Pending Decision <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 24/00080/FPH	<b>Location:</b> 330 Norton Way South Letchworth Garden City Hertfordshire SG6 1TA <b>Applicant Name:</b> Mr & Mrs Robinson <b>Description:</b> Single storey rear extension.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 24/00092/FPH	<b>Location:</b> 70 Maycroft Letchworth Garden City Hertfordshire SG6 4QD <b>Applicant Name:</b> Mr & Mrs Weigand <b>Description:</b> Single storey front, side and rear extensions following demolition of existing detached garage and shed.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 24/00094/FPH	<b>Location:</b> 43 Wilbury Road Letchworth Garden City Hertfordshire SG6 4JW <b>Applicant Name:</b> Mr Chris Jones <b>Description:</b> Installation of battery storage unit to wall inset beneath canopy to south elevation and installation of gate to east elevation.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 24/00115/TCA	<b>Location:</b> 84 Broadway Letchworth Garden City Hertfordshire SG6 3PH <b>Applicant Name:</b> Caroline Ritchie <b>Description:</b> T1: Apple - 25-30% reduction to suitable growth points.	<b>Decision:</b> No Objection <b>Decision Date:</b> 26/02/2024
<b>Application No:</b> 24/00120/FPH	<b>Location:</b> 28 Garden Close Royston Hertfordshire SG8 7HX <b>Applicant Name:</b> Mr Michael Jiggings <b>Description:</b> Single storey rear extension.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 24/00144/DOC	<b>Location:</b> Land Opposite Wickes Store At Plinston Retail Park Cotton Brown Park Letchworth Garden City Hertfordshire SG6 1UP <b>Applicant Name:</b> Mayfair Capital Property Unit Trust (c/o BNP Paribas D <b>Description:</b> Details reserved by Condition 8 (EV Charging Point) of planning permission reference 22/02405/FP granted on 19.01.2023 (as amended by plan received 7th February 2024).	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 24/00160/LDCP	<b>Location:</b> Fairclough Hall Farm Halls Green Weston Hitchin Hertfordshire SG4 7DP <b>Applicant Name:</b> Mr Matthew Hale Fairclough Hall Farm <b>Description:</b> Installation of solar panels to existing roof.	<b>Decision:</b> Granted Permission <b>Decision Date:</b> 26/02/2024

## EAST TEAM

<b>Application No:</b> 24/00161/TCA	<b>Location:</b> 88 High Street Barkway Royston Hertfordshire SG8 8EF  <b>Applicant Name:</b> Ellie Bullard Stewart Bullard & Son Ltd <b>Description:</b> Lime - Crown reduce back to old pollard points (approx. 30%) Remove ivy.	<b>Decision:</b>  No Objection <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 24/00179/TCA	<b>Location:</b> The Old Vicarage 7 Church Lane Letchworth Garden City Hertfordshire SG6 1AJ  <b>Applicant Name:</b> Mr Peter Walker <b>Description:</b> T1: Sycamore - Remove to ground level	<b>Decision:</b>  No Objection <b>Decision Date:</b> 26/02/2024
<b>Application No:</b> 24/00192/TCA	<b>Location:</b> The Rectory Church Lane Therfield Royston Hertfordshire SG8 9QD  <b>Applicant Name:</b> Allison Sparrow APA Contract Services Ltd t/a Arborca <b>Description:</b> T1 Walnut - Reduce the crown by 3m. T4 Horse Chestnut - Reduce back from phone lines by 0.5m	<b>Decision:</b>  No Objection <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 24/00219/TCA	<b>Location:</b> 6 Christys Yard Hinxworth Baldock Hertfordshire SG7 5EH  <b>Applicant Name:</b> Mr Mark Gammon <b>Description:</b> T1, T2 Beech - Reduce by 1 -1.5m to viable growth shape and balancing.	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 24/00279/AG	<b>Location:</b> Straw Store Barn Ashwell Road Newnham Hertfordshire SG7 5JX  <b>Applicant Name:</b> Mr A Farr A E & W A Farr Ltd <b>Description:</b> Erection of agricultural building for storage of straw and machinery/equipment with external cladding and hardstanding.	<b>Decision:</b>  Pending Decision <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 24/00351/TCA	<b>Location:</b> Land Opposite Forge House Church End Barley Hertfordshire SG8 8JN  <b>Applicant Name:</b> Mrs Olive Drake <b>Description:</b> Conifer - Remove	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 24/00375/TCA	<b>Location:</b> Land At 1 To 8 Gentle Court Baldock Hertfordshire  <b>Applicant Name:</b> Mrs Apryl Goodwin Settle <b>Description:</b> T4 Cherry - Fell. T6 Sycamore - Pollard back to previous points	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/02/2024

## WEST TEAM

<b>Application No:</b> 22/00758/NMA	<b>Location:</b> The Beeches 6a Priory Way Hitchin Hertfordshire SG4 9BH  <b>Applicant Name:</b> Mr And Mrs Fisher <b>Description:</b> Minor amendments to fencing, gazebo details, clarification of canopy heights (as Non-Material Amendment to planning permission 21/01661/FPH granted 06.09.2021).	<b>Decision:</b>  Agreed <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 22/00768/FPH	<b>Location:</b> The Beeches 6a Priory Way Hitchin Hertfordshire SG4 9BH  <b>Applicant Name:</b> Mr and Mrs Lucy and Dan Fisher <b>Description:</b> Retention of timber windows to the front elevation to match those approved under 21/01661/FPH for the rear elevation. The addition of render to the front and side elevations to match that previous approved for the rear elevation and a replacement porch canopy. The retention of a fence along the south eastern boundary, and proposed replacement brick wall along the front boundary.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 22/01762/FP	<b>Location:</b> 13 High Street Hitchin Hertfordshire SG5 1AT  <b>Applicant Name:</b> A Juhasz Wenzel's the Bakers Ltd <b>Description:</b> Installation of front and rear shopfronts.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 22/02/2024

**WEST TEAM**

<b>Application No:</b> 22/01897/AD	<b>Location:</b> 13 High Street Hitchin Hertfordshire SG5 1AT  <b>Applicant Name:</b> Wenzels the Bakers Ltd tim Juhasz <b>Description:</b> Retention of externally illuminated fascia signage and 1x projecting sign.	<b>Decision:</b>  Conditional Consent <b>Decision Date:</b> 22/02/2024
<b>Application No:</b> 23/01101/FP	<b>Location:</b> The Studio Manor Farm Church Lane Graveley Hitchin Hertfordshire SG4 7BN <b>Applicant Name:</b> Mr David Sandford <b>Description:</b> Retention of two dormer windows on South roofslope, box dormer on North roofslope and continued use of first floor as one 1-bed studio accommodation	<b>Decision:</b>  Refused <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 23/01659/LBC	<b>Location:</b> Brookend Farm House Stevenage Road St Ippolyts Hitchin Hertfordshire SG4 7NU <b>Applicant Name:</b> Mr David Chapman <b>Description:</b> Replacement front door, door case and pediment.	<b>Decision:</b>  Pending Decision <b>Decision Date:</b> 28/02/2024
<b>Application No:</b> 23/01993/FPH	<b>Location:</b> 22 Blackmore Way Blackmore End St Albans Hertfordshire AL4 8LJ <b>Applicant Name:</b> Mr and Mrs N Merlo <b>Description:</b> Erection of detached rear garden room to facilitate gym/sauna/workshop	<b>Decision:</b>  Refused <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 23/02562/FP	<b>Location:</b> Lagonda Stud Pottersheath Road Pottersheath Hertfordshire AL6 9SU <b>Applicant Name:</b> Mr and Mrs Smith <b>Description:</b> Extensions and alterations to existing outbuildings to form one 3-bed dwelling including parking and landscaping following demolition of existing outbuildings and shed.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 26/02/2024
<b>Application No:</b> 23/02675/OP	<b>Location:</b> Park Lodge House 77 Park Lane Old Knebworth Knebworth Hertfordshire SG3 6PP <b>Applicant Name:</b> Mr D Byworth <b>Description:</b> Outline application for one detached 3-bed dwelling and detached garage.	<b>Decision:</b>  Refused <b>Decision Date:</b> 22/02/2024
<b>Application No:</b> 23/02849/LBC	<b>Location:</b> 9A Bucklersbury Hitchin Hertfordshire SG5 1BB <b>Applicant Name:</b> Mr William Hawkins Hawkins Properties Ltd. <b>Description:</b> Internal alterations including the provision of new door entrance to 2-bedroom flat on the first and second floors and provision of bin and cycle store to part of ground floor.	<b>Decision:</b>  Conditional Consent <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 23/02873/LBC	<b>Location:</b> Knebworth House Knebworth Park Old Knebworth Knebworth Hertfordshire SG3 6PY <b>Applicant Name:</b> Knebworth House Education and Preservation Trust <b>Description:</b> Repairs to the southern roofs (including repairs to the existing slate roofs, gutters, chimneys and parapets but with improved detailing to the gutters, rainwater goods and parapets).	<b>Decision:</b>  Conditional Consent <b>Decision Date:</b> 28/02/2024
<b>Application No:</b> 23/02877/FPH	<b>Location:</b> 27 Benslow Rise Hitchin Hertfordshire SG4 9QX <b>Applicant Name:</b> Mr and Mrs Undrell <b>Description:</b> Single storey side extension following partial demolition of existing garden wall.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 23/02919/FPH	<b>Location:</b> Little Orchard Todds Green Stevenage Hertfordshire SG1 2JE <b>Applicant Name:</b> Wilson <b>Description:</b> Single storey side extension and installation of ramp	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 26/02/2024

**WEST TEAM**

<b>Application No:</b> 24/00066/FPH	<b>Location:</b> 83 Whinbush Road Hitchin Hertfordshire SG5 1PZ  <b>Applicant Name:</b> Mrs Decem Kwong <b>Description:</b> Single storey rear extension following demolition of existing extension	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 24/00073/S73	<b>Location:</b> 237 Cleveland Way Great Ashby Stevenage Hertfordshire SG1 6BX  <b>Applicant Name:</b> Mrs Tara Jackson <b>Description:</b> Variation of condition 2 (revised plans) of planning permission 23/01457/FPH granted 07.09.2023 for Porch infill extension and Insertion of first floor window to front elevation.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 24/00083/FPH	<b>Location:</b> 39 Stormont Road Hitchin Hertfordshire SG5 1SH  <b>Applicant Name:</b> Mr Darren Cope <b>Description:</b> Single storey rear extension following demolition of existing detached garage. Insertion of rear box dormer window, two front rooflights and first floor side window to facilitate loft conversion into habitable accommodation. Alterations to fenestration.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 24/00091/DOC	<b>Location:</b> Land To The West Of High Street Graveley Hertfordshire SG4 7LE  <b>Applicant Name:</b> Bone Grow Walkies Ltd <b>Description:</b> Details reserved by condition 4 (Fence Details) of planning permission reference no 23/02221/FP granted 08.01.2024.	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 24/00112/FPH	<b>Location:</b> 23 Broadmead Hitchin Hertfordshire SG4 9LU  <b>Applicant Name:</b> Mrs Hana Hue M T Nguyen <b>Description:</b> Part two storey and part single storey rear extension including juliet balcony. Rear roof extension. Alterations to existing garage roof and fenestration following removal of garage doors to facilitate garage conversion into habitable accommodation. Front canopy.	<b>Decision:</b>  Refused <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 24/00159/NCS	<b>Location:</b> 31 Thatchers End Hitchin Hertfordshire SG4 0PD  <b>Applicant Name:</b> Mr Martin <b>Description:</b> Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 6 metres	<b>Decision:</b>  Prior Approval Not Required <b>Decision Date:</b> 23/02/2024
<b>Application No:</b> 24/00295/TCA	<b>Location:</b> 14 Davis Crescent Pirton Hitchin Hertfordshire SG5 3RB  <b>Applicant Name:</b> Mr David Goldsmith <b>Description:</b> 5x Conifer - Remove	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/02/2024
<b>Application No:</b> 24/00306/TCA	<b>Location:</b> 19 Walnut Tree Road Pirton Hitchin Hertfordshire SG5 3PX  <b>Applicant Name:</b> Mrs Jan Shadbolt <b>Description:</b> 5x Beech - Crown reduce by 20% 3-4m. Crown raise by 4m and remove dead wood.	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/02/2024

# PRESS RELEASE

**PR 3834**

**1 March 2024**

## **£100,000 invested in local community**

North Herts Council has awarded just under £100,000 (£99,998) to local community groups in a bid to help build the capacity of the voluntary sector – supporting families, expanding mental health services, increasing volunteer capacity, museum education, additional allotments and more!

Organisations from across the district were invited to apply for a grant of £5,000 to £20,000 to expand a particular area or service – such as helping people access employment, education or training and supporting people’s mental and physical health. The fund of £100k from the council’s reserves – a pot of money set aside as a contingency against unexpected expenditure – was allocated to eight projects\*:

**£19,610 to Create Community and Green Care at Norton**, both based in Letchworth. This was a collaborative application; the two organisations have worked alongside each other for more than three years with many of Create Community’s participants going on to volunteer at Green Care projects. Create Community will use their money towards employing a volunteer manager, and Green Care to improve grounds maintenance and expand their locally grown flower social enterprise.

**£17,500 to Growing Resilience in Teens**, a registered charity in Hitchin, towards hiring a fundraiser to develop their fundraising capacity.

**£16,600 to The Creative Mental Health Charity PoetsIN**, which currently mainly works in Hitchin, to cover the costs of a salaried project worker to expand their extensive programme across the district, which is structured so that it continues to offer ongoing layers of support.

**£12,500 to Baldock Allotment and Leisure Gardeners Association** towards redeveloping land in Baldock to create 30 half-plots to meet local demand.

**£11,036 to Active in the Community**, a CIC covering the whole district, to develop a comprehensive database of active sports clubs in North Herts, and look specifically into clubs’ challenges with a focus on volunteering, to help create more sustainable clubs.

**£9,500 to Green Heat Coop** to develop and launch a home energy and retrofit advice service to improve energy efficiency and reduce carbon emissions, initially in the Royston area with a view to expanding to all of North Herts.

**£7,052 to Home-Start Royston and South Cambs** towards training new volunteers who will support and visit local vulnerable families struggling with diverse and complex issues facing possible crisis situations, such as family breakdown and children being taken into care.

**£6,200 to Royston Museum Trust** towards an educational consultant to develop sessions aimed at local Key Stage 1 and 2 pupils, to strengthen their education offering to local schools and other educational groups.

Cllr Alistair Willoughby, Executive Member for Community & Partnerships, who recently approved the funding under delegated decision, said: "With financial pressures hitting so many of us, we made a bold decision to allocate £100,000 to help local voluntary organisations as an investment in our local communities. A great deal of applications were rigorously assessed, and it is wonderful to see this money going to cash-strapped organisations to expand and improve their incredible work for our communities, now and into the future. From supporting vulnerable families and expanding much-needed mental health services, training and increasing dedicated teams of volunteers, ensuring our next generations learn and preserve our heritage, to providing additional allotments and outside spaces which we know are in popular demand – ultimately this will empower our local communities and improve the lives of our residents."

Cllr Dominic Griffiths, deputy Executive Member for Community & Partnerships, added: "We were oversubscribed with applications so it's just a shame we couldn't allocate more funding to our wonderful voluntary and community sector. We do provide small community grants via our local Area Forums, and if groups are struggling please contact us as we can potentially help find alternative funding."

\*subject to completion of the necessary formalities

More information: [www.north-herts.gov.uk/grants](http://www.north-herts.gov.uk/grants)

**ENDS**

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



# PRESS RELEASE

**PR 3835**

**1 March 2024**

## **Council tax set at 2.99% to maintain wide range of services**

In line with the majority of other district and borough councils in Hertfordshire and England, the North Herts Council portion of council tax will rise by 2.99%. This means the North Herts element of the council tax bill for a band D property will increase by £7.55, from £252.46 to £260.01.

Council tax bills will be issued to households in March, and include details of how money is allocated between North Herts Council (which gets just under 12%), Hertfordshire County Council, (76.7%), Hertfordshire Police and Crime Commissioner (11.4%) and any parish or town councils in your area.

Your council tax enables North Herts Council to:

- collect recycling and waste from over 58,000 households
- clean over 400 miles of streets
- maintain 100 hectares of parks and greenspaces
- run Letchworth, Hitchin and Royston leisure centres
- maintain Letchworth and Hitchin outdoor pools and four splash parks in the district
- provide housing advice and homelessness support, including temporary accommodation needs

The budget for the next financial year, April 2024 to March 2025, was approved by councillors at last night's Full Council meeting (Thursday 29 February). Recent and future budget projects include:

- £10k for additional [bee corridors](#)
- [£100k awarded in community investment grants](#) to local organisations which have a sustainable and measurable impact on the local area/people
- £350k renovation of two skateparks in Hitchin and Royston – due to be completed this summer
- £400k for Oughtonhead Weir in Hitchin – work to remove the weir and landscape the area to maintain or improve the water quality of the chalk stream will start imminently
- £1million for a gym extension at Royston Leisure Centre – we will also be investigating the feasibility of building a learner pool at Royston

- [£7.75million funding has been secured](#) from the Government Department for Energy Security and Net Zero to improve energy efficiency and reduce carbon at all three of our leisure centres across the district.

Cllr Elizabeth Dennis, Leader of the Council, and the District Councils' Network spokesperson for finance & investment, said: "As we confirm our budget for the coming financial year, it is clear that we, alongside all other local councils, have difficult times ahead. The government has cut funding to our district by almost £6million in real terms since 2010. If the government doesn't address the growing financial crisis facing councils soon it will leave us having to make extremely difficult decisions this time next year. We're determined to do as much as we can to keep delivering our services to our residents and minimise the impact that these growing pressures from central government could have on the hard-working people of North Herts in the future."

Cllr Ian Albert, Executive Member for Finance, said: "We're using around £1.7million of reserves to achieve a balanced budget in 2024/25, which is coming from previous business rate gains. We take a prudent approach where we don't budget for in-year business rate gains, but release them, as they are needed, after they have been achieved. While we are pleased to be in the position where we can continue to deliver key services and invest in our district, these reserves are not endless, and the government urgently needs to address the growing financial crisis facing councils and come up with a long-term plan to sufficiently fund local services through multi-year settlements."

Cllr Ruth Brown, deputy Leader of the Council, added: "Securing nearly £8million of external funding to decarbonise our leisure centres is fantastic news and is a significant step towards meeting our net zero goal. Our leisure centres are well used, and help generate much-needed income, so this is a great investment for residents and the council alike, to sustain these facilities well into the future."

As we look at our 2025/26 budget, significant savings will need to be made, and we want you to tell us what you think. A budget consultation hub will be launched – please sign up now: [North Herts Council \(civilspace.io\)](#)

Last year we introduced a new council tax reduction scheme which means the lowest income households in the district do not need to pay any council tax at all: [Discounts, exemptions and refunds](#)

If you are struggling with the cost of living check out our a one-stop source of help and information – [www.north-herts.gov.uk/EasingTheSqueeze](http://www.north-herts.gov.uk/EasingTheSqueeze)

If you are in crisis, please call [HertsHelp](#) on 0300 123 4044.

**ENDS**

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

# PRESS RELEASE

**PR 3836**

**1 March 2024**

## **Brand new play equipment coming to Bancroft**

From climbing nets, swing sets, a roller-running disk and trampolines to natural play, it's all change for the junior play area at Bancroft Recreation Ground in Hitchin.

The council, with the help of landscape architects at Groundwork East, is renovating the area, to improve the play experience for children aged around 5 to 12, by making it brighter, more inviting and safer.

Work started after the recent half-term holiday and the area will be closed while it takes shape. We're hoping to open the new area around mid-May.

Councillor Steve Jarvis, Executive Member for Environment and Leisure, said: "Following consultation exercises last year, we're really pleased to start work on improving this play area for local users. In response to feedback from the consultation, the play area has been redesigned incorporating more swings, more climbing opportunities, softer landscaping, shaded areas, picnic tables, and we'll be retaining and refurbishing the pirate ship. We know it will be missed while it's closed but it'll be worth the wait as we remove equipment that's coming to the end of its life and make lots of exciting new additions, in time for the summer season."

Catherine Browne, Landscape Architect at Groundwork East, added: "There will be a great deal of new play equipment in a more considered layout with accompanying sensory planting, to make a really lovely space for lots of people to enjoy. We hope you enjoy the trampolines!"

**ENDS**

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