

NORTH HERTS COUNCIL

**WEEK ENDING FRIDAY 22 MARCH AND FRIDAY 29
MARCH 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 18 MARCH AND 25 MARCH 2024

Planning Control Committee – 11 April 2024

FORTHCOMING MEETINGS WEEK COMMENCING 25 MARCH AND 1 APRIL 2024

Standards Committee – 27 March 2024

UPCOMING CHAIR'S ENGAGEMENTS FROM FRIDAY 22 MARCH AND 29 MARCH 2024

Date	Event	Location
Thursday 21 March 2024	Herts High Sheriff's Annual Lecture	Weston Auditorium De Havilland Campus Hatfield
Tuesday 26 March 2024	High Sheriff Awards 2024	The Great Barn at Micklefield Hall Rickmansworth
Wednesday 3 April 2024	Dacorum Mayor's Classic Pub Evening	Three Blackbirds Flamstead
Friday 5 April 2024	Read Easy Stevenage and North Herts	Letchworth Settlement

UPCOMING VICE-CHAIR'S ENGAGEMENTS FROM FRIDAY 22 MARCH AND 29 MARCH 2024

Date	Event	Location
	None	

UPCOMING OTHER EVENTS FROM FRIDAY 22 MARCH AND 29 MARCH 2024

Date	Event	Location
	None	



RESOURCES

MEMBERS INFORMATION NOTE

COMMUNITY RIGHT TO BID (REGISTER OF ASSETS OF COMMUNITY VALUE)

A nomination has been received for the following asset:

Part of Therfield Heath & Greens

The nominations have been accepted and the asset will be placed on the list of successful nominations for a period of five years.

For more information please contact:

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



CUSTOMERS

MEMBERS INFORMATION NOTE

On Tuesday 19 March, between the hours of 07:45 and 07:49 North Herts Council councillors were subjected to an attempted targeted phishing attack.

The phishing attack was unusually sophisticated in its nature. Our member details had been researched and the email generated by the attackers attempted to impersonate one of our councillors and was sent to all members.

The first email did not contain any links or attachments (which are two common ways of identifying a phishing email), it was purely a standard email asking members to contact the said councillor for help. If anyone chose to respond to the initial email, a second autoresponder email was then generated which did include a link asking for username and password details.

We're pleased to confirm that due to our robust systems, regular testing, and audits (which include regular external attempts to penetrate our systems and phishing tests) the attempted attack failed.

Six accounts were flagged for review by our system and were locked as a precautionary measure to allow investigations to take place. The phishing email was pulled from all member mailboxes, and no details or credentials were compromised.

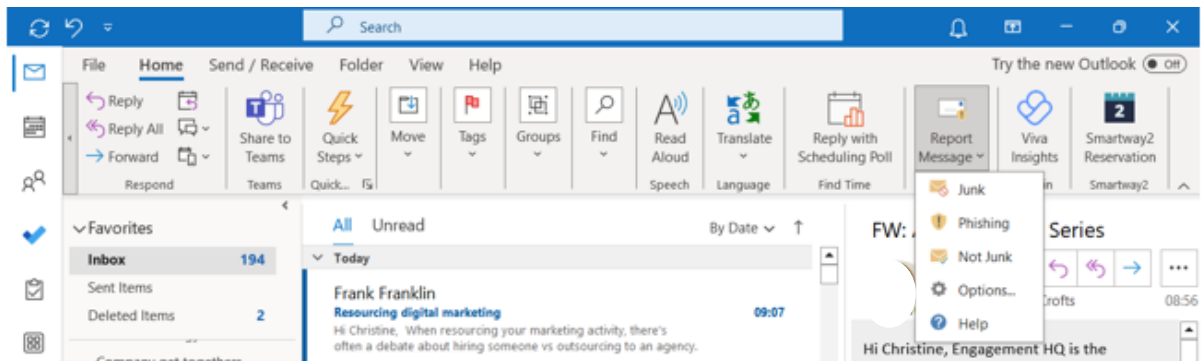
This failed phishing attack should act as a reminder to all members to be aware of the increasingly sophisticated forms cyber-attacks can take, and to always remain vigilant. Our biggest asset to protecting ourselves from a cyber-attack is you and we'd like to thank all members who spotted the phishing email and reported it, as this really helps defend the council against phishing attacks.

Some key things to look out for are:

- Are you expecting that odd email/text/phone call?

- Check the sender details, does the email address match the sender?
- If you recognise the sender, is the style and tone appropriate and normal for that person?
- Check the spelling and grammar of the email, phishing emails usually (but not always) have mistakes in them.

Please report anything suspicious via the 'report it' function in Outlook (see below). The IT team will be arranging some cyber security drop-in sessions shortly and should you have any questions or concerns prior to those sessions, please log a ticket with the IT Helpdesk.



Revenues & Benefits Update

Annual Billing:

The annual billing processes for 2024/2025 have now been finalised.

The Banding Charges have been published in both the Comet and Royston Crow newspapers, as well as a digital version for those that view these papers online.

The information in relation to Council Tax can be found on our website: [Your Council Tax bill | North Herts Council \(north-herts.gov.uk\)](#)

Council Tax, Business Rates and Business Improvement District (BID) Bills were dated 14th March and by now will have now been received by residents and businesses.

A significant amount of preparation work goes into producing these bills, to ensure that all the major precept amounts are correct along with any discounts, exemptions and reductions our residents and businesses are entitled to.

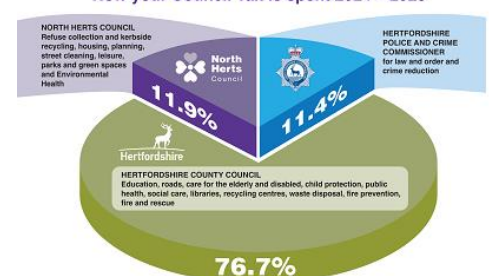
Hitchin, Letchworth and Royston BID's were successful in their ballots, which in turn has created a new 5-year BID term for all three areas. Both Royston and Hitchin, changed their BID levy area and the values of levy to be charged.

There has been a huge amount of work involved, both internally and from our software suppliers to ensure that these are correct within the system, before bills were issued.

Below is a table showing a breakdown of the number of bills issued and value that will be collected during 2024/2025.

	Number of Bills produced	Gross Liability	Net Liability to be collected (after all exemptions, discounts, reliefs)	Number of paper Bills	Number of ebills	Percentage being collected via DD
Council Tax	59,700	£135,198,615.21	£113,361,401.21	40,725	18,975	84.4%
Business Rates	4,700	£61,871,540.01	£41,353,499.97	3,325	1,375	55.09%
BID's	1,403	£776,006.65	£776,006.65 (No exemptions or reliefs)	1,403	0 (do not offer ebilling)	0 (all DD's cancelled as a new 5-year BID Term)
TOTAL	65,803	£197,846,161.87	£155,490,907.83	45,453	20,350	NA

How your Council Tax is spent 2024 – 2025



Revenues & Benefits Update

Changes to Empty Homes Premium:

Currently all properties empty for more than two years attract 100% levy in addition to the standard Council Tax charge.

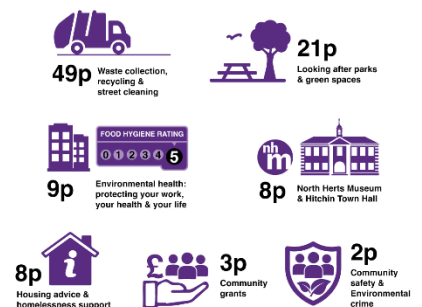
The Council has recently agreed to an increase in the Council Tax premium that is charged when properties have been empty and unoccupied for more than 2 years.

Legislation has recently changed to allow councils to charge a levy once a property has been empty for one year, but North Herts has decided that this will be introduced from 01 April.2025.

With effect from 01 April 2024 until 31 March2025the following premiums will be added to Council Tax accounts that have been empty for more than two years. This premium is in addition to the annual Council Tax charge.

- Properties empty for more than two years, but less than five years will receive a 100% premium, the premium is in addition to the standard council tax liability.
- Properties empty for five years but less than ten years a 150% premium, the premium is in addition to the standard council tax liability.
- Properties empty for more than ten years a 200% premium, the premium is in addition to the standard council tax liability.
-
- With effect from 01 April 2025
-
- The following premiums will be added to Council Tax accounts that have been empty for more than one year. This premium is in addition to the annual Council Tax charge.
- Properties empty for one year but less than five will receive a 100% premium, the premium is in addition to the standard council tax liability.
- Properties empty for five years but less than ten years a 200% premium, the premium is in addition to the standard council tax liability.
- Properties empty for more than ten years a 300% premium; the premium is in addition to the standard council tax liability.

How every £1 of council tax is spent in North Herts



Revenues & Benefits Update

Changes to Empty Homes Premium - how have we promoted this:

- A leaflet has been inserted with every annual Council Tax Bill for 2024/2025; this will continue to be issued with Bills that are sent throughout the year.
- A letter has been sent to 47 properties that have been most affected by this change, which are those properties that have been empty for more than five years.
- A public notice has appeared in the Comet and the Royston Crow
- [Empty properties and second homes | North Herts Council \(north-herts.gov.uk\)](#)

Changes to Council Tax charged for Second Homes:

With effect from 01 April.2025

Currently second homes in the North Herts area receive a 10% discount on the Council Tax account. From 01 April 2025, the Council will add a 100% premium to the annual Council Tax charge.

All properties that currently receive a 10% discount, will have this removed from 01 April 2025, and the premium will be in addition to the standard council tax liability.

How have we promoted this:

- A leaflet has been inserted with every annual Council Tax Bill for 2024/2025; this will continue to be issued with Bills that are sent throughout the year.
- From April 2024, all those properties that currently receive a 10% discount will be sent a letter and properties will be visited where it is required
- A public notice has appeared in the Comet and the Royston Crow
- [Empty properties and second homes | North Herts Council \(north-herts.gov.uk\)](#)

The Council does have discretionary powers in relation to whether a premium is applied, and each request will be dealt with on a case-by-case basis.

We are also waiting for confirmation from Department for Levelling Up, Housing & Communities to finalise proposals around exempt categories, however we do know that the proposals will include:

For both Empty and Second homes:

Properties undergoing probate – legislation is due to ensure that inherited properties have a 12-month exception to these premiums, after probate or letters of administration have been granted

Properties being actively marketed for sale; this again will be legislated to ensure properties have a 12-month exception to these premiums.

Revenues & Benefits Update

Empty Home Premium only:

Properties undergoing major repairs or structural alterations will have a 12-month exception from the empty homes premium.

Second Homes only:

Annexes forming part of, or being treated as part of, the main dwelling:

The government will legislate to introduce an exception to the second homes premium for annexes which form part of a single property which includes at least one other dwelling. The exception will not apply to annexes where they are not being used as part of the main residence.

Job related dwellings:

The government will legislate to introduce an exception to the second homes premium for job-related dwellings. This exception will not apply to cases where someone chooses to have an additional property to be closer to work while having a family home elsewhere or where an individual is posted to a new location but maintain their previous address.

Occupied caravan pitches and boat moorings:

The government will legislate so that a pitch occupied by a caravan and a mooring occupied by a boat are an exception to the second homes premium.

Seasonal homes where year-round or permanent occupation is prohibited or has been specified use:

Where properties have planning restrictions or other conditions on occupation or use in place which prevent year-round occupation, the government will legislate so that such properties are an exception to the second homes premium.

For more information please contact:

Name: Geraldine Goodwin

Title: Revenues Manager

Tel: 01462 474277

Geraldine.goodwin@north-herts.gov.uk

Herts Careline Update

Careline Customer Newsletter

A digital quarterly newsletter began in December for Careline customers and family contacts to encourage loyalty to the service, recommendations to friends and sharing of important community information such as scam awareness around digital changeover of telephone lines. The Newsletter has a 52% open rate (40% benchmark for opening is good) and has generated two requests for meetings with community groups to share more information about Careline.

For more information please contact:

Name: David Martins-Hesp
Title: Assistive Technology Manager
Tel: 01462 474321
David.Martins-Hesp@north-herts.gov.uk



Herts Careline
Because independence
is important



99% would
recommend
to a friend or relative



93% feel more **independent**
having their assistive technology service



99% feel more
reassured having the
assistive technology service



97% feel
confident
using their equipment

Herts Careline Customer Satisfaction Survey Results 2022-23



95% say the
installation
process was 'easy'
or 'about right'



94% say it gives friends / family
peace of mind knowing
they have the Herts Careline service



95% say the **advice**
they receive from the call
operators is 'excellent' or 'good'



88% say the **advice**
they receive from the customer
support team is 'excellent' or 'good'

Data from 223 respondents, 2023

Management Support Unit Update

HMLR Migration

North Herts Council migrated the local land charges register to HMLR's central digital register on 22nd Jan 2024. The Local Land Charges continue to have responsibility for maintaining the register. HMLR monitor the data within the register and we are pleased to say that the Quality report shows an accuracy of 100%. This gives us confidence that the solicitor carrying out the search is being provided with quality information regarding their search.

For more information please contact:

Name: Antonella Di Maria

Title: MSU Manager

Tel: 01462 474334

Antonella.Dimaria@north-herts.gov.uk

NOTICE OF ELECTION

North Hertfordshire District Council

Election of District Councillors

for the Wards listed below

Wards	Number of District Councillors to be elected
Arbury	One
Baldock East	Two
Baldock West	Three
Cadwell	One
Codicote & Kimpton	Two
Ermine	One
Graveley, St Ippolyts & Wymondley	Two
Great Ashby	Two
Hitchin Bearton	Three
Hitchin Highbury	Two
Hitchin Oughton	Two
Hitchin Priory	Two
Hitchin Walsworth	Three
Hitchwood	One
Knebworth	Two
Letchworth Grange	Two
Letchworth Norton	Two
Letchworth South East	Three
Letchworth South West	Three
Letchworth Wilbury	Two
Offa	Two
Royston Heath	Two
Royston Meridian	Three
Royston Palace	Two
Weston & Sandon	One

1. Forms of nomination may be obtained at Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF from the Returning Officer who will, at the request of an elector for any electoral area prepare a nomination paper for signature.
2. Nomination papers must be delivered to the Returning Officer, Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF during normal office hours on any day after the date of this notice but no later than **4pm on Friday 5 April 2024**.
3. Please book an appointment to deliver your nomination papers by emailing elections@north-herts.gov.uk with details of the date and time that you would like to attend. Your appointment will be confirmed by email.
4. If any election is contested the poll will take place on **Thursday 2 May 2024**.
5. Applications to register to vote must reach the Electoral Registration Officer by **12 midnight on Tuesday 16 April 2024**. Applications can be made online: <https://www.gov.uk/register-to-vote>.
6. Applications, amendments or cancellations of postal votes and amendments or cancellations of proxy votes must reach the Electoral Registration Officer at Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF by **5pm on Wednesday 17 April 2024**. You may apply online or download a form at <https://www.gov.uk/apply-postal-vote> or contact the Electoral Registration Office direct.
7. New applications to vote by proxy at this election must reach the Electoral Registration Officer at Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF by **5pm on Wednesday 24 April 2024**. You can find information and dependent upon your proxy type apply online at <https://www.gov.uk/how-to-vote/voting-by-proxy>.
8. Applications for a Voter Authority Certificate or Anonymous Elector's Document valid for this election must reach the Electoral Registration Officer by **5pm on Wednesday 24 April 2024**. Applications for a Voter Authority Certificate can be made online: <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>.
9. Applications to vote by emergency proxy at this election on grounds of physical incapacity or for work/service reasons must reach the Electoral Registration Officer at Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF by **5pm on Thursday 2 May 2024**. To apply, the person must have become aware that they cannot go to the polling station in person after **5pm on Wednesday 24 April 2024**.

NOTICE OF ELECTION

Police and Crime Commissioner Election for the HERTFORDSHIRE Police Area

1. An election is to be held for a Police and Crime Commissioner for the Hertfordshire Police Area.
2. Nomination papers can be obtained from the office of the Police Area Returning Officer, Borough of Broxbourne, Borough Offices, Bishops' College, Churchgate, Cheshunt, Herts EN8 9XQ during the times stated below.
3. Nomination papers must be hand delivered to the Police Area Returning Officer, Borough of Broxbourne, Borough Offices, Bishops' College, Churchgate, Cheshunt, Herts EN8 9XQ between 10am and 4pm on any working day after publication of this notice but no later than **4pm on Friday 5 April 2024**.
4. If the election is contested the poll will take place on **Thursday 2 May 2024**.
5. Applications to register to vote must reach the relevant Electoral Registration Officer by **12 midnight on Tuesday 16 April 2024**. Applications can be made online: www.gov.uk/register-to-vote
6. The £5,000 deposit can be paid by legal tender or by means of a banker's draft from a drawer which carries on business as a banker in the United Kingdom or electronic transfer of funds.
7. Applications, amendments or cancellations of postal votes must reach the relevant Electoral Registration Officer by **5pm on Wednesday 17 April 2024**. Applications can be made online: www.gov.uk/apply-postal-vote
8. Applications for a Voter Authority Certificate or an Anonymous Elector's Document valid for this election must reach the Electoral Registration Officer by **5pm on Wednesday 24 April 2024**. Applications for a Voter Authority Certificate can be made online: www.gov.uk/apply-for-photo-id-voter-authority-certificate
9. Applications to vote by proxy at this election must reach the relevant Electoral Registration Officer by **5pm on Wednesday 24 April 2024**. Applications can be made online: www.gov.uk/apply-proxy-vote
10. Applications to vote by emergency proxy at this election must reach the relevant Electoral Registration Officer by **5pm on Thursday 2 May 2024**.

Electoral Registration Officer contact details		
Voting area	Address – all in the County of Hertfordshire	Contact details
Broxbourne Borough Council	Borough Offices, Bishops' College, Churchgate, Cheshunt EN8 9XQ	elections@broxbourne.gov.uk (01992) 785577
Dacorum Borough Council	The Forum Marlowes Hemel Hempstead HP1 1DN	er@dacorum.gov.uk (01442) 228071
East Herts District Council	Wallfields Pegs Lane Hertford SG13 8EQ	electors@eastherts.gov.uk (01279) 655261
Hertsmere Borough Council	Civic Offices Elstree Way Borehamwood WD6 1WA	elections@hertsmere.gov.uk 0208 2077 481
North Herts District Council	Council Offices Gernon Road Letchworth Garden City, SG6 3JF	elections@north-herts.gov.uk (01462) 474503
St. Albans City & District Council	District Council Offices St. Peter's Street St. Albans AL1 3JE	elections@stalbans.gov.uk (01727) 819294
Stevenage Borough Council	Daneshill House Danestrete Stevenage SG1 1HN	electoral@stevenage.gov.uk (01438) 242213
Three Rivers District Council	Three Rivers House Northway Rickmansworth WD3 1RL	enquiries@threerivers.gov.uk (01923) 776611
Watford Borough Council	Town Hall Watford WD17 3EX	elections@watford.gov.uk (01923) 278369
Welwyn Hatfield Borough Council	The Campus Welwyn Garden City AL8 6AE	elections@welhat.gov.uk (01707) 357300

Dated: 15 March 2024

Police Area Returning Officer - Jeff Stack

NOTICE OF SUBMISSION OF ELECTION ADDRESSES

Election of the Police and Crime Commissioner for the Hertfordshire Police Area

Latest Time for Submission of the Election Addresses of Candidates to the Police Area Returning Officer - 12 Noon on Friday 5 April 2024

1. Candidates in the Police and Crime Commissioner Elections are entitled to prepare an Election Address for inclusion on the website maintained for this purpose by or on behalf of the Secretary of State at www.choosemypcc.org.uk
2. No Election Address may be included on the website unless it is prepared and submitted to, and approved by, the Police Area Returning Officer in accordance with Schedule 8 of the Police and Crime Commissioner (Elections) Order 2012.
3. Subject to the relevant requirements imposed by paragraphs 4, 5 and 6 of the said Schedule, the Candidate may determine the content of the Election Address.
4. If I am to consider whether an Election Address is in accordance with the relevant requirements, it must be:
 - submitted to me by no later than **12 noon on Friday 5 April 2024**
 - prepared using Form 29 set out in Part 2 of the said Schedule 8; and
 - submitted in an electronic form to elections@broxbourne.gov.uk
5. Further information, including a copy of the form that can be used to submit an Election Address, is available from the Police Area Returning Officer at the address below or by calling (01992) 785534 or emailing elections@broxbourne.gov.uk

Dated: Friday 15 March 2024

Jeff Stack
Police Area Returning Officer

Borough of Broxbourne
Borough Offices
Bishops' College
Churchgate
Cheshunt
Herts EN8 9XQ

NOTICE OF ELECTION

North Hertfordshire District Council

Election of Parish Councillors

for the Parish Ward listed below

Parish Ward	Number of Parish Councillors to be elected
St. Ippolyts (North)	Three

1. Forms of nomination may be obtained at Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF from the Returning Officer who will, at the request of an elector for any electoral area prepare a nomination paper for signature.
2. Nomination papers must be delivered to the Returning Officer, Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF during normal office hours on any day after the date of this notice but no later than **4pm on Friday 5 April 2024**.
3. Please book an appointment to deliver your nomination papers by emailing elections@north-herts.gov.uk with details of the date and time that you would like to attend. Your appointment will be confirmed by email.
4. If any election is contested the poll will take place on **Thursday 2 May 2024**.
5. Applications to register to vote must reach the Electoral Registration Officer by **12 midnight on Tuesday 16 April 2024**. Applications can be made online: <https://www.gov.uk/register-to-vote>.
6. Applications, amendments or cancellations of postal votes and amendments or cancellations of proxy votes must reach the Electoral Registration Officer at Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF by **5pm on Wednesday 17 April 2024**. You may apply online or download a form at <https://www.gov.uk/apply-postal-vote> or contact the Electoral Registration Office direct.
7. New applications to vote by proxy at this election must reach the Electoral Registration Officer at Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF by **5pm on Wednesday 24 April 2024**. You can find information and dependent upon your proxy type apply online at <https://www.gov.uk/how-to-vote/voting-by-proxy>.
8. Applications for a Voter Authority Certificate or Anonymous Elector's Document valid for this election must reach the Electoral Registration Officer by **5pm on Wednesday 24 April 2024**. Applications for a Voter Authority Certificate can be made online: <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>
9. Applications to vote by emergency proxy at this election on grounds of physical incapacity or for work/service reasons must reach the Electoral Registration Officer at Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF by **5pm on Thursday 2 May 2024**. To apply, the person must have become aware that they cannot go to the polling station in person after **5pm on Wednesday 24 April 2024**.

Dated Friday 22 March 2024

Melanie Stimpson
Returning Officer

NOTICE OF ELECTION

North Hertfordshire District Council

Election of Parish Councillors

for the Parish Ward listed below

Parish Ward	Number of Parish Councillors to be elected
St. Ippolyts (South)	Five

1. Forms of nomination may be obtained at Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF from the Returning Officer who will, at the request of an elector for any electoral area prepare a nomination paper for signature.
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Dated Friday 22 March 2024

Melanie Stimpson
Returning Officer

NOTICE OF ELECTION

North Hertfordshire District Council

Election of Parish Councillors

for the Parish listed below

Parish	Number of Parish Councillors to be elected
St. Paul`s Walden	Seven

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Dated Friday 22 March 2024

Melanie Stimpson
Returning Officer

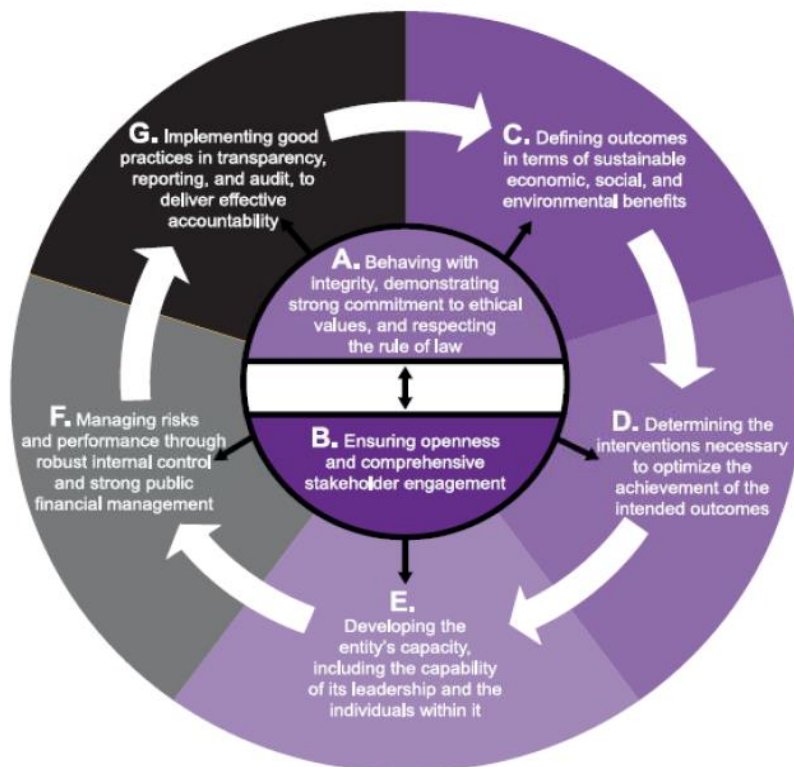
LEGAL AND COMMUNITY

MEMBERS INFORMATION NOTE

Local Code of Corporate Governance 2024

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

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



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

For more information please contact:

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LOCAL CODE OF CORPORATE GOVERNANCE

1. INTRODUCTION

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

2. WHAT IS CORPORATE GOVERNANCE?

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



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

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

2.4. These principles and sub-principles are:

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

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

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

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

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

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

Principle B. Ensuring openness and comprehensive stakeholder engagement.

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

1) Openness

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

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

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

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

2) Engaging comprehensively with institutional stakeholders

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

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

iii) Ensuring that partnerships are based on:

— trust

— a shared commitment to change

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

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

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

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

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

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

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

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

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

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

1) Defining outcomes

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

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

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

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

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

2) Sustainable economic, social and environmental benefits

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

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

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

iv) *Ensuring fair access to services.*

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

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

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

1) Determining interventions

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

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

2) Planning interventions

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

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

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

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

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

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

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

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

3) Optimising achievement of intended outcomes

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

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

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

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

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

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

1) Developing the entity's capacity

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1) Managing risk

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

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

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

2) Managing performance

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

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

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

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

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

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

3) Robust internal control

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

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

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

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

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

4) Managing data

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

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

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

5) Strong public financial management

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

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

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

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

1) Implementing good practice in transparency

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

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

6) Implementing good practices in reporting

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

ii) Ensuring members and senior management own the results.

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

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

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

7) Assurance and effective accountability

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

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

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

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

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

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

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

3. NHDC'S GOVERNANCE AIM

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

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

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

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

4. NHDC'S VISION

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

4.2. NHDC's Vision is:

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

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

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

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

- **People First**

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

- **Sustainability**

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

² Under the Local Audit and Accountability Act 2014 ('LAAA 2014') and the Accounts and Audit (Amendment) Regulations 2022/708

- **A Brighter Future Together**

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

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

5. CONCLUSION

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

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

Review date – 13th March 2024

*This Code will be reviewed by 31 March 2025 unless any **significant changes** are required in the interim.*

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

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

SERVICE DIRECTORATE: Place and Enterprise

1. DECISION TAKEN

To approve fees and charges for the Place and Enterprise directorates for 2024/2025

2. DECISION TAKER

Sarah Kingsley – Service Director Place
Steve Crowley – Service Director Enterprise

3. DATE DECISION TAKEN:

4 March 2024

4. REASON FOR DECISION

4.1 To set fees and charges for 2024/25 that consider the various factors set out in section 8 of this report.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The fees and charges that have been set are considered to be the best way of meeting the criteria set out in section 8.

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

6.1 The relevant Executive Members have been consulted on the fees and charges for 2024/2025.

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 Medium-Term Financial Strategy (MTFS) sets out an expectation that non-statutory fees and charges increase in line with the related cost inflation. Where fees and charges are covering the full costs of provision this then ensures that this is maintained. In other scenarios it ensures that the differentials are maintained. The setting of fees and charges will also consider impact on demand, any contractual requirements, charges set by other organisations for similar services, and other desired outcomes (e.g. encouraging positive outcomes and discouraging negative outcomes). The Council will maximise its income where possible within statutory

constraints to ensure that, as a minimum, fee charging services break-even over time and are provided with a nil cost subsidy from the taxpayer.

- 8.2 There are a range of fees and charges across the Place and Enterprise directorates which are agreed each year by the relevant service directors, in consultation with Executive Members. These include fees and charges for:
- Hitchin Town Hall
 - North Herts Museum
 - Hitchin Market
 - Allotments
 - Sports Pitches
 - Fairs and Circuses
 - Cemeteries
 - Waste and recycling
- 8.3 The attached appendix 'Proposed Scale of Charges for 2024/25' sets out the basis on which the fees and charges have been calculated and agreed.

9. LEGAL IMPLICATIONS

- 9.1 Constitution TOR 14.6.4 (a) (viii) provides the following General Authorisation to the Managing Director and the Service Directors for their respective service areas: "To set fees and charges in accordance with the Council's Financial Regulations and relevant policies, in consultation with the Executive Member."
- 9.2 Where fees and charges are set by legislation at national statutory rates, these will be applied.

10. FINANCIAL IMPLICATIONS

- 10.1. The fees and charges have generally been increased in line with the assumptions contained within the Medium-Term Financial Strategy, and therefore reflect adjustments that have been made to the budget for 24/25. Any variations from this are in areas where the total levels of income are insignificant.
- 10.2. Hitchin Town Hall provides some differential pricing based on the type of organisation/ purpose of use. This has been reviewed and is compliant with the Subsidy Control Act.

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 Demand for discretionary services can be affected by various factors, including the level of fees and charges. There is a risk about setting the fees and charges at the right level to manage demand (especially where there is limited supply) and cover costs. The reasons for setting the increases have sought to consider this risk.

12. EQUALITIES IMPLICATIONS

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

12.2 The report and appendices highlight an increase in service charges which may exclude some on the basis of affordability however, the provision of services remains available to all. For those that are on a reduced income there are various concessionary rates that will be applied in 2024/25 and will be published at a future date. The setting of these concessionary rates will be subject to an equality impact assessment. The completion of such as assessment will assist the monitoring of positive outcomes and potential mitigation of negative ones (i.e. reduced uptake of services dues to affordability) as noted at 8.1 and 11.1.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no human resource implications arising from this report

16. BACKGROUND PAPERS

16.1 None

17. APPENDICES

17.1 Appendix 1 Scale of Fees and Charges 2024/25 Cover Report

17.2 Appendix 2 Detailed Scale of Fees and Charges 2024/25

NOTIFICATION DATE 22/03/2024

Signatures of Executive Members Consulted

Signed: 

Date 21/03/2024

Councillor Amy Allen
Executive Member for Recycling and Waste Management

Signed: 

Date 21/03/2024

Councillor Keith Hoskins
Executive Member for Enterprise and Arts



Signed:
Date 21/03/2024

Councillor Steve Jarvis
Executive Member for Environment and Leisure

Signatures of Decision Takers



Signed:
Date 04/03/2024

Steve Crowley
Service Director Enterprise



Signed:
Date 04/03/2024

Sarah Kingsley
Service Director – Place

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

Appendix 1

North Hertfordshire District Council

Proposed Scale of Charges for 2024/25

Enclosed

1. Appendices D to I detailing all charges and comparisons

D	Markets
E	Green Space Charges (Pitches, Allotments, Fairs and Circuses, Events, Land licences charges)
F	Cemeteries
G	Waste Management
H	Museums
I	Hitchin Town Hall

The Medium-Term Financial Strategy (MTFS) sets out how the Council will increase its fees and charges. The Council will maximise its commercial income where possible within statutory constraints to ensure that, as a minimum, fee charging services break-even over time and are provided with a nil cost subsidy from the taxpayer.

These have historically been increased in line with CPI + 2%. This has been adjusted in recent years as CPI has been exceptionally high. The target is that these fees and charges should recover the full cost of provision. Costs of provision are generally likely to increase with pay inflation. Therefore, the assumption will be that prices should increase in line with pay inflation estimates. Some rounding and moderation has been included in consultation with managers of these services, to maximise usage/uptake of services and therefore income.

There are exceptions to the above increase. These are as follows:

Hitchin Market

The Hitchin Market charges have been increased to 12.1% as of September 2023. This is a contractual requirement for the charges to be increased by the September Retail Price Index excluding mortgage interest payments (RPIX). An increase regarding the management fee is no longer relevant, as the current contract with Hitchin Market Limited (HML) remains on a cost neutral basis, with no management fee commitment (however, this is reviewed every April in line with the HML contract).

The prices that are indicated within the Scale of Charges accompanying spreadsheet are maximum charges. As operators of the market, HML can take the decision not to charge the rates suggested as the RPIX is the highest rate. Also, due to the decline of traditional markets, HML are currently charging less than the maximum charges, especially on a Tuesday market in order to keep the market afloat and remain attractive to traders. HML are in the process of implementing a plan to increase their rates amongst traders within the year, depending on trade and shopping habits of the general public.

Waste Services

The joint waste services prices for trade waste have predominantly increased by 5% with recycling services increasing by 6.7%, to reflect the increases in contract costs and disposal costs, but to remain competitive in the market. These prices also ensure continued alignment for the shared service with East Herts Council.

The cost of commercial waste collection service is affected by contractual costs and disposal costs. Trade waste services are a commercial activity and charges need to be increased or decreased in consideration of our competitiveness in the market and to ensure we maintain and/or increase surpluses where possible.

Bulky waste costs have been increased by 5%, this is to remain consistent with neighbouring authorities but to also not raise the cost of collection to ensure they are still affordable. Requirements from the Environment Agency continue to mean significant operational changes affecting the collection of Waste Upholstered Domestic Seating (WUDS) these continue to be collected separately. These costs continue to be passed back to the customer.

A new trade price for food waste collections has also been introduced. This is comply with the mandated collections under Similar Recycling which means the council has to introduce food waste collections for businesses and schools by March 2025. The charge for garden waste subscriptions was increased as part of 2023/24 budget setting for a one off, 18 month period.

Pitches

The income from the charges for sports pitches is retained by the ground's contractor John O'Conner Grounds Maintenance Ltd to offset some of the operating costs of these facilities directly against the grounds contract costs and to manage the Council's VAT liabilities. The proposal is in line with the John O'Conner annual contract update increases of 4.8% that is identified via the RPIx indices for October 2023 as per the current contract terms and conditions.

Allotments

The demand for allotments continues to be high with little or no vacancies across the District. The proposal is in line with the John O'Conner annual contract update increases of 4.8% that is identified via the RPIx indices for October 2023 as per the current contract terms and conditions. Income is retained by NHC and directly offsets the maintenance costs of providing this service.

Events (Including Fairs and Circuses)

The policy for introducing charges for events, fitness groups or the hire of multi-use games was agreed at Cabinet in December 2019. Therefore, it is proposed that these charges are increased in accordance and in line with the increased costs of maintaining these facilities. The contract annual inflation percentage increase of 4.8% is to be applied as associated with the ground's maintenance contract with John O'Conner's.

Multi Use Games Areas

These facilities are hired by clubs and organisations and the proposed increase of 4.8% is in line with rising energy costs associated with the provision of floodlighting and general maintenance.

Cemeteries

Income for burials over 2023 - 24 has seen a below expected financial return and as such fees and charges have been updated to reflect local competition and changing trends towards cremation. The proposal is in line with the John O'Conner annual contract

update increases of 4.8% that is identified via the RPIx indices for October 2023 as per the current contract terms and conditions.

Museum

Generally, museum charges have been increased by 4% and then rounded to the nearest appropriate figures. The 4% rate of growth stems from advice received from the finance team over anticipated increases in cost and is considered an appropriate figure to use in order to keep pace with cost rises. Walks and Talks have been quoted as a range given that we will need to cover a range of varying costs whilst the revised school subscription service has been frozen as it only launched in the last few months of 2023. Some other fees have been frozen due to the impact of rounding leading to greater increases last year.

Hitchin Town Hall

Generally, Hitchin Town Hall fees have increased by 4% and then been rounded to the nearest appropriate figures. The 4% rate of growth stems from advice received from the finance team over anticipated increases in cost and is considered an appropriate figure to use in order to keep pace with cost rises.

The relevant Service Directors in consultation with the Executive Members for Environment and Leisure, Recycling and Waste Management and Enterprise and Co-operative Development have considered the contents of this document and agree for charges to be increased in accordance with Appendices D – I. These charges will come into effect from 1 April 2024.

Signed  Date 04/03/2024

Steve Crowley
Service Director Enterprise

Signed  Date 04/03/2024

Sarah Kingsley
Service Director – Place

Signed  Date: 04/03/2024

Councillor Amy Allen
Executive Member for Recycling and Waste Management

Signed  Date: 04/03/2024

Councillor Keith Hoskins
Executive Member for Enterprise and Arts

Signed:  Date: 04/03/2024
Councillor Steve Jarvis
Executive Member for Environment and Leisure

APPENDIX 2

APPENDIX D - NHDC MARKETS MAXIMUM CHARGES

Actuals 2023/2024

Market & Day	Licenced	Casual	Corner Lic	Corner Cas	Park st	Park lge	Park E l
Hitchin Tuesday	£3.23	£4.08	£1.50	£1.61	£2.76	£5.52	£11.03
Hitchin Friday	£2.78	£3.65	£1.50	£1.61	£2.76	£5.52	£11.03
Hitchin Saturday	£4.49	£5.14	£1.50	£1.61	£2.76	£5.52	£11.03

12.1% 12.1% Inflationary Increase for 2024-25 including RPI rate

Market & Day	Licenced	Casual	Corner Lic	Corner Cas	Park st	Park lge	Park E l
Hitchin Tuesday	£3.62	£4.57	£1.69	£1.80	£3.09	£6.19	£12.37
Hitchin Friday	£3.12	£4.09	£1.69	£1.80	£3.09	£6.19	£12.37
Hitchin Saturday	£5.04	£5.77	£1.69	£1.80	£3.09	£6.19	£12.37

12.1% Proposed increases for 2024-25 with some rounding for parking

Market & Day	Licenced	Casual	Corner Lic	Corner Cas	Park st	Park lge	Park E l
Hitchin Tuesday	£3.62	£4.57	£1.69	£1.80	£ 3.10	£6.20	£12.40
Hitchin Friday	£3.12	£4.09	£1.69	£1.80	£ 3.10	£6.20	£12.40
Hitchin Saturday	£5.04	£5.77	£1.69	£1.80	£ 3.10	£6.20	£12.40

Prices are based on linear footage

APPENDIX E - GREEN SPACE CHARGES

Activity	Fees & charges				Proposed 2024 - 25 Rounded	
	Actual 2023 - 24	RPI 4.8%				
Allotment						
Full plot	164.00	£	7.87	£	171.87	£ 172.00
Concessionary full plot	82.00	£	3.94	£	85.94	£ 86.00
Half plot	82.00	£	3.94	£	85.94	£ 86.00
Concessionary	41.00	£	1.97	£	42.97	£ 43.00
Outdoor Recreational Facilities						
Charges are priced per game						
Football						
RPIx 4.8%						
Per match – Adults with use of pavilion	58.00	£	2.78	£	60.78	£ 61.00
Per match – Junior with use of pavilion	29.00	£	1.39	£	30.39	£ 30.50
Pitches only (no use of pavilion)						
Adults	39.50	£	1.90	£	41.40	£ 41.50
Juniors	20.00	£	0.96	£	20.96	£ 21.00
Training per session						
Adults (no use of pavilion)	39.50	£	1.90	£	41.40	£ 4.15
Juniors	20.00	£	0.96	£	20.96	£ 21.00
Hockey (use of pavilion)						
Sports provision no longer provided						
Land Licence						
RPIx 4.8%						
Issuing of a land licence to approve an event on NHDC Land	£ 57.00	£	2.74	£	59.74	£ 60.00
Businesses Using NHDC Land						
Use of NHDC land for operating a business such as a fitness groups (per calendar month)	£ 120.00	£	5.76	£	125.76	£ 126.00
Muga (New Charge)						
RPIx 4.8%						
Adults	29.50	£	1.42	£	30.92	£ 31.00
Juniors	29.50	£	1.42	£	30.92	£ 31.00
Use of Floodlights	29.50	£	1.42	£	30.92	£ 31.00
Rugby (use of pavilion) King Georges						
Only - no longer applicable						
Allocation of pitches undertaken by Hitchin Rugby Club.						
Fairs and circuses						
are the same for organisations from in or outside North Hertfordshire.						
RPIx 4.8%						
Pull on day	Free				Free	Free
Following day, provided operations for at least one week	Free				Free	Free
Remaining days	£ 570.00	£	27.36	£	597.36	£ 600.00
Sundays when not in operation	£ 285.00	£	13.68	£	298.68	£ 300.00

APPENDIX F - CEMETERIES

The fees, payments and sums set out below apply where the person to be interred or in

respect of whom the right is granted, is or immediately before his/her death was an inhabitant of the district of North Hertfordshire, or was such an inhabitant within 5 years prior to the date of their death, subject to their removal from the district being for the purpose of hospitalisation, nursing or recuperative care, or for pursuing a course for further education. In all other cases, the fees, payments and sums will be double. Those in parts 1 and 3 will not be double where the Exclusive Right of Burial was acquired at a single fee as set out in part 2.

PART 1. INTERMENTS

The fees indicated for the various items of Part 1 include the digging of the grave and apply only when the interment is made between the hours of 9.00am and 4.00pm Monday to Friday. At all other times the costs of interments will be doubled, with the permission of the Burials Registrar.

1. For the interment in any grave of the body for which the Exclusive Right of Burial has been purchased:

I. For all persons under the age of 18 years (including stillborns)

Whose parents (or one of them) are at the time of the interment are

Inhabitants of North Hertfordshire No Charge

4.8%

	2023 - 24	2023 - 247			2024 - 25
		RPI			Proposed
II. A person whose age at the time of death exceeds 18 years					
Single depth burial (5ft.)	£ 870.00	£ 41.76	£ 911.76		£ 912.00

III. A person whose age at the time of death exceeds 18 years

Double depth burial (7ft)	£ 1,282.00	£ 61.54	£ 1,343.54		£ 1,344.00
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IV. A person whose age at the time of death exceeds 18 years

Treble depth (9ft.)	£ 1,830.00	£ 87.84	£ 1,917.84		£ 1,918.00
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2 An extra amount for the interr	£ 188.00	£ 9.02	£ 197.02		£ 197.00
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For the interment of cremated remains in a grave or vault for which the

Exclusive Right of Burial has been purchased	£ 305.00	£ 14.64	£ 319.64		£ 320.00
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PART 2. EXCLUSIVE RIGHTS OF BURIALS IN EARTHEN GRAVES.

1. For an Exclusive Right of Burial for a period of 50 years in an

earthen grave 9 feet x 4 feet (2.75m x 1.25m)	£ 1,272.00	£ 61.06	£ 1,333.06		£ 1,333.00
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2. For an Exclusive Right of Burial for a period of 50 years in an

earthen grave 2 feet by 2 feet (60m x 60m)	£ 424.00	£ 20.35	£ 444.35		£ 444.00
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REQUEST TO TRANSFER THE EXCLUSIVE RIGHT OF BURIAL	£ 61.00	£ 2.93	£ 63.93		£ 64.00
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PART 3. MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS.

For a right to erect or place a memorial on a grave or vault in respect of which The Exclusive Right of Burial has been granted.

NOTE: Where the interment as in Part 1.1 the rate of Exclusive Rights will be Reduced by 50%.

1. a memorial stone including base not exceeding 3 ft.6 ins. in height.	£ 476.00	£ 22.85	£ 498.85		£ 499.00
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2. a vase of natural stone not exceeding 12 ins. In height	£ 170.00	£ 8.16	£ 178.16		£ 178.00
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3. a tablet on any grave or vault

(15 ins x 12ins ashes plots and 24 ins x 18 ins tablet sections) .	£ 162.00	£ 7.78	£ 169.78		£ 170.00
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4. a full-size kerb (where permitted)	£ 477.00	£ 22.90	£ 499.90		£ 500.00
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5. a full-size kerb incorporating a headstone (where permitted)	£ 955.00	£ 45.84	£ 1,000.84		£ 1,000.00
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The fees indicated include the first inscription.

For each additional inscription the fee is payable of	£ 73.00	£ 3.50	£ 76.50		£ 76.50
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SUPPLEMENTARY FEES AND CHARGES

Additional fee for use of Cemetery Chapel, Hitchin	£ 73.00	£ 3.50	£ 76.50		£ 76.50
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Additional fee for use of Cemetery Chapel, Wilbury Hills	£ 167.00	£ 8.02	£ 175.02		£ 175.00
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APPENDIX F - CEMETERIES

CHARGES FOR INSCRIPTIONS IN BOOK OF REMEMBRANCE

One, two three of four lines (per line)	£ 72.00	£ 3.46	£ 75.46		£ 75.50
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Five lines	£ 424.00	£ 20.35	£ 444.35		£ 444.00
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Six lines	£ 365.00	£ 17.52	£ 382.52		£ 382.50
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Seven lines	£ 419.00	£ 20.11	£ 439.11		£ 444.00
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Eight lines	£ 462.00	£ 22.18	£ 484.18		£ 484.00
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Service badge/flower emblems	£ 229.00	£ 10.99	£ 239.99		£ 240.00
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Coat of Arms (in full)	£ 462.00	£ 22.18	£ 484.18		£ 484.00
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Gold initial letter	£ 72.00	£ 3.46	£ 75.46		£ 75.50
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Mausoleum	-	£	-	£	-	£	-	£	-	No more niches available
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FOR REQUESTS FOR GENEALOGY	£ 25.00	£ 1.20	£ 26.20		£ 26.00
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APPENDIX G WASTE MANAGEMENT

ALL CHARGES ARE ZERO RATED VAT

TRADE REFUSE SPECIAL COLLECTION	2020/21 Actual	2021/22 Actual
Description	Per Hour (or part thereof)	Per Hour (or part thereof)
Freighter, Driver and 2 Loaders	N/A	N/A
Cage Vehicle and Driver	N/A	N/A
Additional Loaders (Per Loader)	N/A	N/A
Extra empty at time of scheduled collection	£28.00	£28.64
Waste Disposal Charge	Per Tonne (or part thereof) Estimated £140.00	Per Tonne (or part thereof) Estimated £143.22

SPECIAL COLLECTION BULKY HOUSEHOLD WASTE	2020/21 Actual	2021/22 Actual
Description		
Small load up to 3 cubic metres	£73.00	£74.68
Medium load up to 6 cubic metres	£106.00	£108.44
Large load up to 9 cubic metres	£160.00	£163.68
Per Collection (6 items) - non - WUDS*** (No VAT)	£45.00	£46.04
Per Collection (6 items) - WUDS*** (No VAT)		
Per item there after	£12.50	£12.79
Individual WEEE Item	£41.50	£42.45

TRADE REFUSE CHARGES	2020/21 Actual Unit Rate	2021/22 Actual Unit Rate
Description		
140 Litre Container Per Collection	£5.50	£5.63
240 Litre Container Per Collection	£9.00	£9.21
360 Litre Container Per Collection	£10.00	£10.23
660 Litre Container Per Collection	£16.00	£17.39
1100 Litre Container Per Collection	£20.00	£21.78
Trade Sacks per 50	£120.00	£122.76

*COMMERCIAL DISCOUNTED (e.g. Charities) *CHARGEABLE HOUSEHOLD	2020/21 Actual Unit Rate	2021/22 Actual Unit Rate
Description		
240 Litre Container Per Collection	£8.00	£8.18
360 Litre Container Per Collection	£8.85	£9.05
660 Litre Container Per Collection	£14.20	£14.53
1100 Litre Container Per Collection	£17.50	£17.90
Trade Sacks per 50	£112.00	£114.58

*CHARGEABLE HOUSEHOLD (NDC)** (e.g. schools)	2020/21 Actual Unit Rate	2021/22 Actual Unit Rate
Description		
140 Litre Container Per Collection	£4.90	£5.63
240 Litre Container Per Collection	£4.90	£6.76
360 Litre Container Per Collection	£8.25	£8.44
660 Litre Container Per Collection	£11.65	£12.36
1100 Litre Container Per Collection	£15.00	£15.35
Trade Sacks per 50	£112.00	£114.58

*Legislative changes in 2012 changed how local authorities can charge for waste collections. The description of charging options has therefore been changed to reflect this.

** No Disposal Charge

*** WUDS - means Waste Upholstered Domestic Seating

COMMINGLED CHARGES	2020/21 Actual Unit Rate	2021/22 Actual Unit Rate
Description		
180 Litre Container Per Collection	£2.00	£2.05
240 Litre Container Per Collection	£3.00	£3.07
360 Litre Container Per Collection	£4.60	£4.71
660 Litre Container Per Collection	£7.25	£7.42
1100 Litre Container Per Collection	£9.20	£9.41
Box	£1.40	£1.43

PAPER CHARGES	2020/21 Actual Unit Rate	2021/22 Actual Unit Rate
Description		
180 Litre Container Per Collection	£2.00	£2.05
240 Litre Container Per Collection	£3.60	£3.68
360 Litre Container Per Collection	£4.70	£4.81
Box	£1.10	£1.13

Garden Waste	2020/21 Actual Unit Rate	2021/22 Actual Unit Rate
Description		
240 Litre Container	£40.00	£40.00
240 Litre Container (Consession)	£20.00	£20.00

^ Subscription year 18 months reverting to 12 months from April 2025

Food waste commercial	
23 litre	
140 litre	

APPENDIX H - MUSEUM SERVICES CHARGES	
23/24 Charge	24/25 Charge
Talks and walks	
£65*	£6 - £10 per person for programmed walks and talks. £65* for bespoke sessions
*Plus transport at £0.70 per mile outside NHDC	*Plus transport at £0.70 per mile outside NHDC
Terrace Gallery Room Hire	
See Hitchin Town Hall (Section I)	See Hitchin Town Hall (Section I)
See Hitchin Town Hall (Section I)	See Hitchin Town Hall (Section I)
See Hitchin Town Hall (Section I)	See Hitchin Town Hall (Section I)
Arches Gallery Exhibition Space Hire	
£85 per month	£85 per month
Workshop/Event Charges	
These vary depending on course	These vary depending on course
Reminiscence Boxes	
£40 for 2 weeks	£42 for 2 weeks
£30 for additional box	£32 for additional box
£65 for care home guided session	£65 for care home guided session
Research Fees	
£50 per hour	£50 per hour
Education Service Subscription (This service runs from September to August and the below are fees charged up to Aug 24)	
NHDC Schools (per pupil): £1.00	NHDC Primary Schools (per pupil): £1.00
Other Schools (per pupil): £1.20*	Other Primary Schools (per pupil): £1.20*
Min. Charge (ex. Transport): £70	Min. Charge (ex. Transport): £70
	Extra Sessions at £90 per session
	Secondary Schools pay £70 flat rate for loans only
*Transport charged at £0.70 per mile outside NHDC	*Transport charged at £0.70 per mile outside NHDC
Archaeology Service (costs in line with county wide fees)	
In line with county wide fees	In line with county wide fees
Publication/reproduction	
By enquiry	By enquiry

APPENDIX I - HITCHIN TOWN HALL

Proposed rates for 2024/25

Charges are based on hourly rates

Mountford Hall	
<i>Community Rates</i>	<i>Standard Rates</i>
Mon – Thu 'Super Off-Peak' 9am to 5pm <i>£58 per hour</i>	Mon – Thu 'Super Off-Peak' 9am to 5pm <i>£73 per hour</i>
Mon – Thu 'Off Peak' (up to midnight) * <i>£63 per hour</i>	Mon - Thu 'Off Peak' (up to midnight)* <i>£78 per hour</i>
Friday to Sunday 'Peak' 9am to Midnight <i>£78 per hour</i>	Friday to Sunday 'Peak' 9am to Midnight <i>£99 per hour</i>

*Please note peak rates will also apply for early morning use.

** all off peak and peak rate hire must be for a minimum of 3 hours.

Lucas Room	
<i>Community Rates</i>	<i>Standard Rates</i>
Mon - Thu 'Super Off-Peak' 9am to 5pm <i>£26 per hour</i>	Mon – Thu 'Super Off-Peak' 9am to 5pm <i>£29 per hour</i>
Mon - Thu 'Off Peak' (up to midnight)* <i>£32 per hour</i>	Mon - Thu 'Off Peak' (up to midnight)* <i>£36 per hour</i>
Friday to Sunday 'Peak' 9am to Midnight <i>£36 per hour</i>	Friday to Sunday 'Peak' 9am to Midnight <i>£42 per hour</i>

*Please note peak rates will also apply for early morning use

** all off peak and peak rate hire must be for a minimum of 3 hours.

Terrace Gallery	
<i>Community Rates</i>	<i>Standard Rates</i>
Mon – Sunday 9am to 5pm <i>Space Not Available (Museum Open)</i>	Mon - Sunday 9am to 5pm <i>Space Not Available (Museum Open)</i>
Mon – Thu 'Off Peak' (up to 11pm)* <i>£63 per hour</i>	Mon – Thu 'Off Peak' (up to 11pm)* <i>£78 per hour</i>
Friday to Sunday 'Peak' 5pm-11pm <i>£78 per hour</i>	Friday to Sunday 'Peak' 5pm – 11pm <i>£94 per hour</i>

*Please note peak rates will also apply for early morning use

** all off peak and peak rate hire must be for a minimum of 3 hours.

Learning Centre

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

SERVICE DIRECTORATE: Regulatory

1. DECISION TAKEN

- 1.1 To “make” the Ickleford Neighbourhood Plan 2022 – 2035 as part of the statutory Development Plan for North Hertfordshire.

2. DECISION TAKER

- 2.1. Ian Fullstone, Service Director – Regulatory in consultation with Cllr Ruth Brown, Executive Member for Planning

3. DATE DECISION TAKEN

21 March 2024

4. REASON FOR DECISION

- 4.1. As reported within the Strategic Planning Reports to Cabinet and within MIS, the Ickleford Neighbourhood Plan has successfully been examined by an independent Examiner and the subsequent referendum was also successful. As such, there is no reason not to ‘make’ the Plan which means that it becomes part of the statutory Development Plan for North Hertfordshire.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1. Once a neighbourhood plan has been supported by a majority of those voting following a referendum, the Council has no other option than to “make” the Plan under section 38A (A)(4) of the Planning and Compulsory Purchase Act 2004 unless the making of the Plan would breach, or otherwise be incompatible with any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).
- 5.2 The Ickleford Neighbourhood Plan, including its preparation, does not breach, and would not otherwise be incompatible with any EU obligation or any of the Convention rights. Therefore, the only available option open to the Council is to make the Plan part of the Development Plan for North Hertfordshire.

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

- 6.1. The Ickleford Neighbourhood Plan has been subject to public consultation with residents and key stakeholders throughout its preparation and was the subject of a public referendum. The Executive Member and Deputy have been briefed with regard the on-going process and consulted on the decision.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The Ickleford Neighbourhood Plan was submitted to the Council for examination in March 2023 and was subsequently publicised for comments for 6 weeks between May and June 2023. An independent Examiner, Andrew Ashcroft, was appointed by the Council in consultation with Ickleford Parish Council to undertake the independent examination of the Neighbourhood Plan. The Examiner did not consider that a public hearing was necessary for this Neighbourhood Plan but issued a clarification note with questions for the Parish Council.
- 8.2 After receiving the additional information, the Examiner issued his report which concluded that subject to making some minor modifications, the Neighbourhood Plan met the “basic conditions” and should proceed to a referendum.
- 8.3 The referendum took place on 14 March 2023. The residents of the Ickleford neighbourhood planning area voted in favour of the area’s neighbourhood plan. In total, 379 people voted “yes” and 32 people voted “no”. There were two rejected ballot papers. The turnout was 25% of the electorate, with 91.8% of those voting, voted in favour of the Neighbourhood Plan.
- 8.4 Once a neighbourhood plan has successfully passed all of the stages of preparation, including the Examination and the Referendum, it is “made” by the local planning authority. Delegated authority to “make” the neighbourhood plan following a successful referendum was granted by Cabinet on [16 January 2024](#) to the Service Director – Regulatory in consultation with the Executive Member for Planning and Transport. Once the Neighbourhood Plan is “made” it forms part of the statutory Development Plan when considering development proposals in the designated neighbourhood planning area of Ickleford.

9. LEGAL IMPLICATIONS

- 9.1. Delegated authority to “make” a Neighbourhood Plan following a successful referendum was granted by Cabinet on 16 January 2024 to the Service Director – Regulatory in consultation with the Executive Member for Planning and Transport.
- 9.2. Section 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to “make” the Neighbourhood Plan as soon as reasonably practicable if more than half of those voting in the referendum have voted in favour of the proposal. The Council is content that the Ashwell Neighbourhood Plan meets the specified basic conditions, does not breach the European Convention on Human Rights and is not incompatible with EU obligations arising from the Habitats Regulations Assessments in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended) and the Conservation of Offshore Marine Habitats and Species Regulations 2017 (as amended).
- 9.3. Sections 38A (9) and (10) of the Planning and Compulsory Purchase Act 2004 requires the Council to publicise their decision (the “decision statement”) and reason for the decision and details of where and when it can be inspected. A copy of the decision statement should be sent to the Parish Council (as the qualifying body that initiated the process) and to any person who asked to be notified of the decision.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no direct financial implications arising from the decision to “make” the Ickleford Neighbourhood Plan 2022 – 2035 as part of the statutory development plan for North Hertfordshire.

- 10.2 The Department for Levelling Up, Housing and Communities (DLUHC) [allocated funding](#) until March 2024 to assist local planning authorities to meet the legislative duties in relation to neighbourhood plans. Local authorities are eligible to apply for this funding once a date has been set for the referendum. A claim has been submitted in the current claim period to the DLUHC for £20,000 in respect of the Ickleford Neighbourhood Plan. This claim will be subject to ministerial approval with a decision expected shortly. This will be used to cover the costs of the Inspector, undertaking the referendum and officer time.

11. RISK IMPLICATIONS

- 11.1 There are no direct risk implications from 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 There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.

13. SOCIAL VALUE IMPLICATIONS

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

14. HUMAN RESOURCE IMPLICATIONS

- 14.1 None.

15. ENVIRONMENTAL IMPLICATIONS

- 15.1 There are no known environmental impacts or requirements that apply to this report.
- 15.2 The Council, as “responsible authority”, determines if the neighbourhood plan is likely to have significant environmental effects. It was determined, in a Screening Determination, dated March 2023 that the neighbourhood plan would not require a Strategic Environmental Assessment.

16. BACKGROUND PAPERS

- 16.1 Cabinet Report – September 2014 – Ickleford Neighbourhood Planning Area ([Minute 53](#))
- 16.2 Cabinet Report – January 2023 - Strategic Planning Report ([Minute 165](#))
- 16.3. Cabinet Report – June 2023 – Strategic Planning Report ([Minute 195](#))
- 16.4 [Ickleford Neighbourhood Plan](#)
- 16.5 [Examiners Report for the Ickleford Neighbourhood Plan – December 2023](#)
- 16.6 Cabinet Report – January 2024 – Ickleford Neighbourhood Plan – Examiner’s Report ([Minute 17](#))

NOTIFICATION DATE

22 March 2024



Signature of Executive Member Consulted
Cllr Ruth Brown, Executive Member for Planning

Date ..21st March 2024



Signature of Decision Taker
Ian Fullstone, Service Director - Regulatory

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: Regulatory

1. DECISION TAKEN

- 1.1 To “make” the Wallington Neighbourhood Plan 2022- 2031 as part of the statutory Development Plan for North Hertfordshire.

2. DECISION TAKER

- 2.1. Ian Fullstone, Service Director – Regulatory in consultation with Cllr Ruth Brown, Executive Member for Planning and Transport.

3. DATE DECISION TAKEN

21st March 2024

4. REASON FOR DECISION

- 4.1. As reported within the Strategic Planning Reports to Cabinet and within MIS, the Wallington Neighbourhood Plan has successfully been examined by an independent Examiner and the subsequent referendum was also successful. As such, there is no reason not to ‘make’ the Plan which means that it becomes part of the statutory Development Plan for North Hertfordshire.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1. Once a neighbourhood plan has been supported by a majority of those voting following a referendum, the Council has no other option than to “make” the Plan under section 38A (A)(4) of the Planning and Compulsory Purchase Act 2004 unless the making of the Plan would breach, or otherwise be incompatible with any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).
- 5.2 The Wallington Neighbourhood Plan, including its preparation, does not breach, and would not otherwise be incompatible with any EU obligation or any of the Convention rights. Therefore, the only available option open to the Council is to make the Plan part of the Development Plan for North Hertfordshire.

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

- 6.1. The Wallington Neighbourhood Plan has been subject to public consultation with residents and key stakeholders throughout its preparation and was the subject of a public referendum. The Executive Member and Deputy have been briefed with regard the on-going process and consulted on the decision.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The Wallington Neighbourhood Plan was submitted to the Council on 5 June 2023 and was subsequently publicised for comments for 6 weeks between 18 July and 30 August 2023. An independent Examiner, Andrew Ashcroft, was appointed by the Council in consultation with Wallington and Rushden Parish Council to undertake the independent examination of the Neighbourhood Plan. The Examiner did not consider that a public hearing was necessary for this Neighbourhood Plan but issued a clarification note with questions for the Parish Council.
- 8.2 After receiving the additional information, the Examiner issued his report which concluded that subject to making some minor modifications, the Neighbourhood Plan met the “basic conditions” and should proceed to a referendum.
- 8.3 The referendum took place on 14 March 2024. The residents of the Wallington neighbourhood planning area voted in favour of the area’s neighbourhood plan. In total, 55 people voted “yes” and 7 people voted “no”. There was 1 rejected ballot paper. The turnout was 68% of the electorate. 87.3% of those voting voted in favour of the Neighbourhood Plan.
- 8.4 Once a neighbourhood plan has successfully passed all of the stages of preparation, including the Examination and the Referendum, it is “made” by the Local Planning Authority. Delegated authority to “make” the Neighbourhood Plan following a successful referendum was granted by Cabinet on [16 January 2024](#) to the Service Director – Regulatory in consultation with the Executive Member for Planning and Transport. Once the Neighbourhood Plan is “made” it forms part of the statutory Development Plan and it will be a material planning consideration when considering development proposals in the designated neighbourhood planning area of Wallington.

9. LEGAL IMPLICATIONS

- 9.1. Delegated authority to “make” the Neighbourhood Plan following a successful referendum was granted by Cabinet on 16 January 2024 to the Service Director – Regulatory in consultation with the Executive Member for Planning and Transport.
- 9.2. Section 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to “make” the Neighbourhood Plan as soon as reasonably practical if more than half of those voting in the referendum have voted in favour of the proposal. The Council is content that the Wallington Neighbourhood Plan meets the specified basic conditions, does not breach the European Convention on Human Rights and is not incompatible with EU obligations arising from the Habitats Regulations Assessments in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended) and the Conservation of Offshore Marine Habitats and Species Regulations 2017 (as amended).
- 9.3. Sections 38A (9) and (10) Planning and Compulsory Purchase Act 2004 requires the Council to publicise their decision (the “decision statement”) and reason for the decision and details of where and when it can be inspected. A copy of the decision statement should be sent to the Parish Council (as the qualifying body that initiated the process) and to any person who asked to be notified of the decision.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no direct financial implications arising from the decision to “make” the Wallington Neighbourhood Plan 2015 – 2031 as part of the statutory development plan for North Hertfordshire.

- 10.2 The Department for Levelling Up, Housing and Communities (DLUHC) [allocated funding](#) until March 2024 to assist local planning authorities to meet the legislative duties in relation to neighbourhood plans. Local authorities are eligible to apply for this funding once a date has been set for the referendum. A claim has been submitted in the current claim period to the DLUHC for £20,000 in respect of the Wallington Neighbourhood Plan. This claim will be subject to ministerial approval with a decision expected shortly. This will be used to cover the costs of the Inspector, undertaking the referendum and officer time.

11. RISK IMPLICATIONS

- 11.1 There are no direct risk implications from 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 There are not considered to be any direct equality issues arising from this report. Future individual schemes or considerations may well be subject to appropriate review to ensure they comply with latest equality legislative need. Any risks and opportunities identified will also be subject to assessment for impact on those that share a protected characteristic.

13. SOCIAL VALUE IMPLICATIONS

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

14. HUMAN RESOURCE IMPLICATIONS

- 14.1 None.

15. ENVIRONMENTAL IMPLICATIONS

- 15.1 There are no known environmental impacts or requirements that apply to this report.
- 15.2 The Council, as “responsible authority”, determines if the neighbourhood plan is likely to have significant environmental effects. It was determined, in a Screening Determination, dated March 2023 that the neighbourhood plan would not require a Strategic Environmental Assessment.

16. BACKGROUND PAPERS

- 16.1 Cabinet report - March 2020 - [Wallington Neighbourhood Planning Area](#)
- 16.2 Cabinet report - January 2023 – [Strategic Planning Matters](#)
- 16.3 Cabinet report – November 2023 - [Strategic Planning Matters](#)
- 16.4 [Wallington Neighbourhood Plan](#)
- 16.5 [Examiners Report for the Wallington Neighbourhood Plan -December 2023](#)
- 16.6 Cabinet report – January 2024 – [Wallington Neighbourhood Plan -Examiner’s Report](#)

NOTIFICATION DATE

22 March 2024



Signature of Executive Member Consulted

Cllr Ruth Brown, Executive Member for Planning

Date21st March 2024

Signature of Decision Taker



Ian Fullstone, Service Director - Regulatory

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RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

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

1. DECISION TAKEN

- 1.1 To approve to hold weekly 'Exercising Eagles' fitness classes (occasional Mondays and Thursdays) using Wilbury Recreation Ground, Letchworth from the 31st March 2024 to 31st March 2025 between 19.00 – 21.30 hrs on each occasion.

2. DECISION TAKER

- 2.1. Andrew Mills, Service Manager Greenspace

3. DATE DECISION TAKEN:

- 3.1 19th March 2024

4. REASON FOR DECISION

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

5. ALTERNATIVE OPTIONS CONSIDERED

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

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

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

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

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

9. LEGAL IMPLICATIONS

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

10. FINANCIAL IMPLICATIONS

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

11. RISK IMPLICATIONS

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

12. EQUALITIES IMPLICATIONS

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

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

13. SOCIAL VALUE IMPLICATIONS

13.1 The event is open to everyone.

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

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

16. BACKGROUND PAPERS

16.1 Application form and supporting documents.


17. APPENDICES

17.1 None

NOTIFICATION DATE - 22nd March 2024

Signature of Executive Member ConsultedNot Applicable.....

Date19th March 2024.....

Signature of Decision Taker 

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Overview and Scrutiny Committee held in the Council Chamber, District Council Offices, Gernon Road, Letchworth, SG6 3JF on Tuesday, 12th March, 2024 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Clare Billing and Councillor Mick Debenham.

2 MINUTES - 9 JANUARY 2024 AND 29 JANUARY 2024

RESOLVED: That the Minutes of the Meeting of the Committee held on 9 January 2024 and 29 January 2024 were approved as a true record of the proceedings and be signed by the Chair.

3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (3) The Chair advised that for the purposes of clarification clause 4.8.23(a) of the Constitution does not apply to this meeting.

5 PUBLIC PARTICIPATION

There was no public participation at this meeting.

6 URGENT AND GENERAL EXCEPTION ITEMS

No urgent or general exception items were received.

7 CALLED-IN ITEMS

There have been no called-in items.

8 MEMBERS' QUESTIONS

No questions had been submitted by Members.

9 RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE

RESOLVED: That the report entitled 'Resolutions of the Overview and Scrutiny Committee' was noted.

REASON FOR DECISION: To enable the Overview and Scrutiny Committee to review and comment on actions and feedback received regarding resolutions previously made.

10 DRAFT ANNUAL REPORT OF OVERVIEW AND SCRUTINY 2023-2024

RESOLVED: That the Committee considered and commented on the Annual Report of the Overview and Scrutiny Committee 2023/2024 as attached at Appendix A prior to consideration by Council.

REASONS FOR DECISIONS: That the Committee considered and commented on the Annual Report of the Overview and Scrutiny Committee 2023/24 as attached at Appendix A prior to consideration by Council, noting that the Call to Accounts should be referenced within the Annual Report.

11 COUNCIL DELIVERY PLAN Q3 UPDATE AND PROJECTS FOR 2024/25

RESOLVED:

- (1) That the Committee noted the progress against Council projects as set out in the Council Delivery Plan (Appendix A) including changes to milestones, performance indicators and risks, and makes any recommendations or comments to Cabinet.
- (2) That the Committee identified any project(s) for which they would like to receive a more detailed update.
- (3) That the Committee recommended to Cabinet the scope of the 24-25 Council Delivery Plan as detailed in paragraphs 8.8-8.10.

REASONS FOR DECISIONS:

- (1) The Council Delivery Plan (CDP) monitoring reports provide Overview and Scrutiny and Cabinet with an opportunity to monitor progress against the key Council projects, and understand any new issues, risks or opportunities.
- (2) Making a recommendation on the 24-25 CDP means that the Q1 report will provide the information that the Committee wants. It also helps set the priorities for the Council, as those projects that form part of the CDP will be prioritised.

12 SAFEGUARDING INFORMATION NOTE

RESOLVED: That the Safeguarding Information provided was noted.

13 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

RESOLVED:

- (1) That the Committee prioritised topics for inclusion in the work programme attached as Appendix A and, where appropriate, determined the high-level form and timing of scrutiny input.
- (2) That the Committee, having considered the most recent iteration of the Forward Plan, as attached at Appendix B, suggested a list of items to be considered at its meetings in the coming civic year.
- (3) That the Corporate Peer Challenge Action Plan as attached at Appendix C was considered.

REASONS FOR DECISIONS:

- (1) To allow the Committee to set a work programme which provides focused Member oversight, encourages open debate and seeks to achieve service improvement through effective policy development and meaningful policy and service change.
- (2) The need to observe Constitutional requirements and monitor the Forward Plan for appropriate items to scrutinise remains a key aspect of work programming.

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

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

SERVICE DIRECTORATE: LEGAL AND COMMUNITY

- 1. DECISION TAKEN**
That the polling station for Little Wymondley and Todds Green (formerly at Wymondley Baptist Church) has been combined with the polling station for Great Wymondley at Great Wymondley Village Hall.
- 2. DECISION TAKER**
Steve Cobb, Acting Service Director – Legal and Community, in consultation with the Returning Officer, relevant ward Councillors and Group Leaders.
- 3. DATE DECISION TAKEN:**
8 March 2024

4. REASON FOR DECISION

4.1 Wymondley Baptist Church was designated via the Polling Districts and Polling Places Review by Council at the meeting on 23 November 2023 (as the polling station for Little Wymondley and Todds Green). The Electoral Services Team have since become advised that the building is no longer available for hire and an alternative polling station is therefore required to be identified urgently given the forthcoming District Council and Police and Crime Commissioner elections in May 2024.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The following alternative options were considered and commentary including reasons why they were not a suitable are listed below:

Wymondley JMI School	<p>This has previously been used as a polling station and the school would accommodate a polling station, provided certain safeguarding measures were put in place, essentially providing additional members of staff to act as security to prevent pupils from being able to leave the premises or members of the public being able to access parts of the school building that they were not authorised to do so.</p> <p>As the main school hall would be used as the polling station, a member of staff would need to be positioned to act as security at the main reception door to manage people entering the building and to direct them to the main hall. Entering via the main entrance does pose accessibility issues as there are some large steps to access the main hall.</p> <p>Due to the access issues an alternative entrance to the main hall was considered. However, that access opened to a path in the school playground. Although there are less steps to negotiate, which could be resolved via a temporary ramp, the fact that access is directly in the school</p>
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	<p>playground creates wider safeguarding and security issues when children are using the playground.</p> <p>This venue has therefore been discounted, given the complications of having to provide additional equipment and staff to resolve the issues mentioned. In addition, from a staff welfare point it is less than ideal to expect a member of polling station staff to be permanently stationed outside in potentially inclement weather and temperatures.</p>
St Marys Church	The church is in the parish, near to the Baptist Church. Following a site visit, although the room itself is suitable as a polling station, there is concern regarding the facilities available for staff. The toilet is a porta loo, there is no running water or heating facilities, and outside lighting may be an issue when dark.
Wymondley Tennis Club	The Tennis Club advised that the facilities are very small.
Little Wymondley Playing Field	The Parish Council indicated that the football facilities consisted of changing rooms, a kitchen and showers.
Needham House	Unavailable for hire.
Plume of Feathers pub	Following a site visit the proposed room is a temporary structure outside in the pub garden, rather than the actual main building itself. It was therefore felt that this would not be appropriate as a polling station as it lacked the facilities required, particularly if the election was in the colder months.
Portacabin	Renting a portacabin creates the same issues as mentioned regarding St Marys Church in terms of facilities for staff. Land to site the portacabin, along with permission would need to be sought. The hire costs of a portacabin, along with the required generator and portaloo is significant and are not an easy solution.

- 5.2 **Combine with Great Wymondley at Great Wymondley Village Hall** – to combine the polling stations for all three wards of Wymondley Parish (Great Wymondley, Little Wymondley and Todds Green) at the existing polling station at Great Wymondley Village Hall has been decided as the best option for the following reasons:

The building is already being used as a suitable polling station, has level access and a large hall which could accommodate the additional electors. The electorate for all Wymondley is 700 which isn't particularly large.

From an administrative sense it is the easiest solution, as there is already an existing booking and staffing arrangements in place.

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

- 6.1 The Electoral Services Manager contacted the local County Councillor (Councillor Richard Thake), District Ward Councillors (Councillors Dominic Griffiths and Terry Tyler) and Parish Councillors for Wymondley Parish Council to explain the situation and for any suggested alternatives.
- 6.2 Having investigated the various alternatives, the Electoral Services Manager has informed those listed in 6.1 of the findings and of the new polling station.

6.3 The Electoral Services Manager also emailed the Group Leaders to explain the situation, various alternatives considered and of the new polling station.

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 Council must conduct a review of Parliamentary Polling Districts, Polling Places and Polling Stations every 5 years. The most recent statutory review commenced on 1 October 2023 and concluded on 23 November, when Full Council designated the Polling Districts and Polling Places (Minute No. 245 refers).

8.2 Within this review Wymondley Baptist Church was designated by Full Council as the polling station for Little Wymondley and Todds Green.

8.3 The Electoral Services Team has since been advised that the Baptist Church is no longer available to hire and therefore an alternative urgently required to be identified.

8.4 Although polling districts for local government elections are not defined in legislation, in practice they are the same as those set for parliamentary elections.

8.5 A Polling District can only be in one parish / ward / division / constituency (i.e. an electoral boundary line cannot cross through a polling district).

8.6 Each Polling District is allocated with a polling place and a polling station which the electors within the given polling district visit to vote at election time.

8.7 Polling places should usually be within the relevant Polling District unless special circumstances make it desirable to designate an area outside that district (for example, if no polling place can be identified in the district). In this scenario, the polling place for the polling district of Little Wymondley (H-GW-LTW) and Todds Green (H-GW-WTG) will be moved into the neighbouring polling district of Great Wymondley (H-GW-GTW).

8.8 The Polling Place proposed has been based on an assessment of the available options and the accessibility of the respective venues.

8.9 For the purposes of clarification, the definitions of a polling district, polling place and polling station are:

Polling District – a geographical area created by sub-dividing an electoral area. All wards within North Hertfordshire are divided into polling districts, which form the basis upon which the register of electors is produced. Unless there are special circumstances, each parish must be in a separate polling district.

Polling Place - the designated areas where electors for a particular polling district go to vote in person (i.e the place in which a polling station is located). In the absence of any legal definition, this can be regarded as widely as a polling district or as narrowly as the building in which a polling station is located.

Polling Station - the actual area where the process of voting takes place, e.g. a room within a community centre.

9. LEGAL IMPLICATIONS

- 9.1. 14.6.9 (b) (viii) B of the Council Constitution sets out the Service Director delegation powers. Within this the delegated authority for '*subject to compulsory reviews reserved to Full Council*) vary polling districts and polling stations' falls to the Service Director in consultation with the Returning Officer, relevant ward Councillors and Group Leaders.
- 9.2. The Service Director Legal and Community has authorised the Decision Taker (Licensing and Community Safety Manager) to undertake the delegations as per 14.6.2 of the Council Constitution and do so as per section 14.6.2(c) of the Council Constitution (for the period 18 – 22 March 2024).
- 9.3. Rule 25 of the Local Elections (Principal Area) Rules 2006, regarding the issue of official Poll Cards states:

'(1) The Returning Officer must as soon as practicable after the publication of the notice of the election send to electors and their proxies an official poll card.

(2) An elector's official poll card must be sent or delivered to his qualifying address, and a proxy's to his address as shown in the list of proxies.

(3) The official poll card must be in the appropriate form in the Appendix, or a form to the like effect, and must set out—

(a) the name of the council and of the electoral division or ward to which councillors are to be elected;

(b) the elector's name, qualifying address and number on the register;

*(c) the date and hours of the poll and **the situation of the elector's polling station;***

(d) such other information as the returning officer thinks appropriate,

and different information may be provided in pursuance of sub-paragraph (d) to different electors or descriptions of elector.

10. FINANCIAL IMPLICATIONS

- 10.1. Whilst this decision is not being taken for financial reasons, combining the two polling stations will mean one less Presiding Officer and Poll Clerk is required to be appointed, generating a saving of circa £600 (based on the Electoral Services Scale of Fees as of 1 April 2024) excluding any venue hire charges or other associated costs.
- 10.2. The district elections in May 2024 will be combined with the Police and Crime Commissioner elections, therefore the costs will be shared between the two election types and the cost attributable to the district will be half of the amount.

11. RISK IMPLICATIONS

- 11.1 On 2 May 2024 there are currently scheduled District Council elections for the entire district as well as Police and Crime Commissioner elections. At some point this year there is also likely to be a UK Parliamentary election.
- 11.2 Therefore a decision on where the electors that previously voted at Wymondley Baptist Church (Little Wymondley and Todds Green) was urgently required prior to the poll card data being sent to the printers (on 15 March). Poll cards include the details of the polling station for the respective electors.

- 11.3 Individuals may challenge the result of an election if they believe it was not administered properly via an election petition (which must usually be made within 21 days of the day the election was held).
- 11.4 As per paragraph 9.3 it is a legal requirement to issue a Poll Card and for it to contain the situation of the electors polling station.

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 Whilst identifying an alternative polling station, the principles when undertaking a compulsory review of UK Parliamentary Polling Districts and Polling Places have been followed, being:
- Seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstances.
 - Seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled.
- 12.3 Paragraph 5 sets out the rationale for the alternative polling stations with clear consideration of accessibility.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 Staffing an election can be highly resource intensive. Dependent on the type of election requirements differ, for instance, a By-election or Neighbourhood Plan Referendum requires less resource than the forthcoming District elections or a Parliamentary election. However, in terms of this report, other than officer time required to consult and collate/review proposals and research alternative locations, there are no human resource implications.

16. BACKGROUND PAPERS


- 16.1 [Agenda for Council on Thursday, 23rd November, 2023, 7.30 pm | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/agenda-for-council-on-thursday-23rd-november-2023-7.30-pm)

17. APPENDICES

- 17.1 None.

NOTIFICATION DATE

21 March 2024

Signature of Decision Taker 

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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 Barnard did not vote due to predetermination as he has supported the application through his Herts County Council Locality Budget]**

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

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

1.1.1 **£2,538** to St Paul's Walden Nursery towards the cost of replacing the classroom flooring.

2. DECISION TAKER

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

3. DATE DECISION TAKEN:

18 March 2024

4. REASON FOR DECISION

4.1 The **Southern Rural Area Forum** held on 14 March 2024 considered funding the application from St Paul's Walden Nursery 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 14 March 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 14 March 2024. The report with the application details is set out under item 4, available on the Council's website [[CLICK HERE](#)].

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

9. LEGAL IMPLICATIONS

- 9.1 Following the decision of Full Council on 18 April 2023, an Area Forum shall consider applications for community grants in its area and make recommendations to the Executive Member for Community & Partnerships on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.9(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 **£5,393** remaining in the community grant base budget for Southern Rural Area Forum 2023/24.
- 10.2. The grant application for this meeting total **£2,538**. If the grant is awarded as outlined in 1.1.1, the remaining balance will be **£2,855** to carry forward into the 2024/25 budget, subject to approval from Cabinet.

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

22 March 2024

Signature of Acting Service Director Consulted 

Date: 18 March 2024

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]

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

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

1.1.1 **£2,058** to Home-start Herts grant towards funding support for a family currently waiting for support in Hitchin. Home-start Herts has also applied to Baldock and Letchworth area forum – see item 8.3.

1.1.2 **£1,050** to North Herts College towards delivering a community event called ‘The Big Draw’.

2. DECISION TAKER

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

3. DATE DECISION TAKEN:

18 March 2024

4. REASON FOR DECISION

4.1 The **Hitchin Area Forum** held on 5 March 2024 considered funding applications from Home-start Herts and North Herts College 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 5 March 2024. Members are in favour and recommend that the Hitchin Area Community Grant budget should be used for this purpose. The meeting notes are available to view [\(CLICK HERE\)](#)

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 5 March 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 1.1.1 has also applied to Baldock and Letchworth Area Forums. They have received funding from Baldock Area Forum (£2,060) and have been recommended funding by Letchworth Area Forum (£2,060).

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 £10,841 have been made to date.
- 10.3 The remaining budget, available for community grants for the Hitchin area for 2023/24 now stands at £5,255. After the above allocation detailed in 1.1.1-1.1.2, the remaining budget will be £2,147 to carry forward into the 2024/25 budget, subject to approval from Cabinet.

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

22.03.24

Signature of Acting Service Director Consulted



Date: 18.03.2024

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
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Ashwell Parish Council

24/00575/FPH	Mr Paul Rothwell The Old Rectory, Hodwell, Ashwell, Baldock, SG7 5QQ, United Kingdom	The Old Rectory Hodwell Ashwell Baldock Hertfordshire SG7 5QQ Mr Paul Rothwell Erection of detached greenhouse.
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24/00592/TCA	Mr Ewan Habben Hbn Trees 61moorymead closs, Watton at stone, Sg143hf, United Kingdom	51 Silver Street Ashwell Baldock Hertfordshire SG7 5QL Mrs Rachel Burke T1 Sycamore - Crown lift to 50% of the crown, Removing lower canopy to allow light into garden, without pruning the top of the crown. T2 Elder - Remove to ground level
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Baldock

24/00506/FPH	ArchiTech Ltd. Richard Chambers 72 Lytton Avenue, Letchworth, SG6 3HY, United Kingdom	15 South Road Baldock Hertfordshire SG7 6BZ Mrs Rhodes Single storey rear extension following demolition of existing conservatory
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24/00542/FPH	Home Extension Designs Ltd Mr Stuart Cook HED House, 60A Bridge Road East, WELWYN GARDEN CITY, AL7 1JU, United Kingdom	71 Mercia Road Baldock Hertfordshire SG7 6RZ Mr and Mrs T and K Wales First floor side and single storey rear extension, front porch extension and alterations to fenestration.
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24/00606/FPH	Extending Solutions Mr Darryl Parry 11 High Street, Baldock, SG7 6AZ	25 Pembroke Road Baldock Hertfordshire SG7 6DB Mr Kevin Beel Single storey rear extension, erection of rear conservatory, raise existing side porch roof and replace existing front elevation first floor flat roof with a pitched roof.
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Barley Parish Council

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 22/03/2024
DEADLINE FOR COUNCILLORS' CALL IN: 11/04/2024**

24/00528/LDCP	Mr Matthew Doggett Slaters, Bakers Lane, Barley, Royston, SG8 8HJ, United Kingdom	King Edgar Yard Picknag Road Barley Hertfordshire SG8 8HW Mr Matthew Doggett Use of current agricultural land as a community garden.
24/00573/FPH	Hertford Planning Service Mr John Myring Westgate House, 37-41 Castle Street, Hertford, SG14 1HH, United Kingdom	Wellside Cottage Smiths End Lane Barley Royston Hertfordshire SG8 8LJ Mr & Mrs I & K Essery Part two storey, part single storey rear extension following demolition of existing conservatory and outbuildings. Installation of flue following demolition of chimney stack, and alterations to fenestration.
24/00574/FP	Mr Alexander Strong Sells Close House, High Street, Barley, SG8 8HY, United Kingdom	Sells Close House High Street Barley Hertfordshire SG8 8HY Mr Alexander Strong Change of use of former agricultural land to residential garden.
24/00591/TCA	Mr Alexander Strong Sells Close House, High Street, Barley, Royston, SG8 8HY, United Kingdom	Sells Close House High Street Barley Hertfordshire SG8 8HY Mr Alexander Strong T006 Apple - Remove leaders/sucker growth and removal of two lower branches and reshape thinning crown by 30%. T007 Pear - Thin crown by 30% and removing leaders/sucker growth and reshape. T008 Cherry - Thin crown by 30% and removing leaders/sucker growth and reshape. T014 Sargeants Cherry - Remove deadwood. T019 Smoke Bush - Remove snapped out branch. T032 Ash - Remove deadwood. T040 Ash - Pollard at 8m. T041 English Yew - Topiary shaping of the crown, lifting of lower branches. T045 Ash - Remove.
Caldecote And Newnham Parish Council		
24/00444/FP	ADS Design Racheal Bamford 4 Granville Court, Granville Mount, Otley, LS21 3PB	Northway Filling Station Great North Road Hinworth Baldock Hertfordshire SG7 5EX Welcome Break Group Ltd Redevelopment of the existing service station, including replacement of the existing filling station (use Class sui generis), construction of a drive thru coffee shop (use Class E), electric vehicle charging hub, car parking, and landscaping arrangements.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 22/03/2024
DEADLINE FOR COUNCILLORS' CALL IN: 11/04/2024**

Hinxworth Parish Council

24/00569/FP	Oakwood Planning & Design Ltd Mr Harry Dibden Unit 2 Warren Court, Shefford, SG17 5QB, United Kingdom	Land Adjoining Christys Yard Hinxworth Hertfordshire SG7 5EH
		Mr Les Whitfield
		Erection of one detached 2-bed dwelling with associated access, car parking, private garden and landscaping.

Letchworth Garden City

24/00540/TCA	Miss Maria Free 96 West View, Letchworth Garden City, Hertfordshire, SG6 3QL	96 West View Letchworth Garden City Hertfordshire SG6 3QL
		Miss Maria Free
		T1 Bay, T2 Lilac - Remove. T3 Holly - Reduce by 2m and shape. T4 Cherry - Reduce back overhang of branches.

24/00543/AD	MG Signs Ltd Mrs G Cushen 12 Pondwood Close, Moulton Park, Northampton, NN3 6RT, United Kingdom	Unit 26 Woodside Industrial Park Works Road Letchworth Garden City Hertfordshire SG6 1LA
		Ms T Hancock
		Replacement and installation of fascia signs, poster frames and plaque.

Nuthampstead

24/00521/FPH	Asset Construction Consultants Matthew Goddard 1 Dittons Mews, St Leonards On Sea, East Sussex, TN38 9TQ	Morrice Green Farm Bell Lane Nuthampstead Royston Hertfordshire SG8 8LR
		Mr D Griffin
		Single storey side porch extension following demolition of existing lean-to porch/steps, rear conservatory and w/c. Alterations to fenestration including insertion of first floor side window and replacement fenestration throughout. External re-rendering.

Reed Parish Council

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 22/03/2024
DEADLINE FOR COUNCILLORS' CALL IN: 11/04/2024**

24/00554/S73	BBR Design Mr Ryan Albone 7 Paynes Park, Hitchin, SG5 1EH, United Kingdom	Mill Corner Farm Jacksons Lane Reed Royston Hertfordshire SG8 8AB Mr & Mrs Walters Variation of Condition 2 (revised plans) of planning permission 23/02751/S73 granted on 28/02/2024 for 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).
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Royston Town Council

24/00436/FP	The Planning Bureau Mr Richard Butler Prospect Place, 85 Great North Road, Hatfield, AL9 5DA	Former Morrisons Supermarket Baldock Street Royston Hertfordshire SG8 5BA McCarthy Stone Erection of three storey building comprising 32no. Retirement Living Apartments and 1 no Class E commercial unit, with associated landscaping and parking following demolition of existing building.
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24/00561/FPH	Mr Neil Gaskell Gaskell Architects 37 Whitehorse St, Baldock, SG7 6QF, United Kingdom	14 Mallard Road Royston Hertfordshire SG8 5DG Mr. Popkim Two-storey rear and single storey rear extension, installation of windows to existing roofslopes, installation and replacement of side, rear and front elevations windows, replace existing doors, re-cladding and re-rendering of external walls.
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Weston Parish Council

24/00531/AG	Mr Ben Wilson Old Farm, Fore Street, Weston, herts, SG4 7AS, England	Old Farm Fore Street Weston Hitchin Hertfordshire SG4 7AS Mr Ben Wilson Erection of agricultural grainstore
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WEST TEAM

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

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 22/03/2024
DEADLINE FOR COUNCILLORS' CALL IN: 11/04/2024**

24/00329/FP	BBR Design Mr Ryan Albone BBR Design, 7 Paynes Park, Hitchin, SG51EH, United Kingdom	137 Stevenage Road Hitchin Hertfordshire SG4 9DT Mr Rama Coceal Erection of one detached 3-bed dwelling including parking, landscaping and creation of vehicular access off Folly Close
24/00380/FPH	Mr Ben Phillips 30 Wymondley Road, Hitchin, SG4 9PR, United Kingdom	30 Wymondley Road Hitchin Hertfordshire SG4 9PR Mr Ben Phillips Replace gravel driveway and part of front grass lawn with resin driveway
24/00437/LDCP	Mr M Stephenson 2 Half Acre, Hitchin, Hertfordshire, SG5 2XL	2 Half Acre Hitchin Hertfordshire SG5 2XL Mr M Stephenson Installation of solar panels to existing rear and side roof slopes
24/00513/FPH	D.Chandler Architectural Design Ltd. Mr Daniel Chandler 61 Gernon Road, Letchworth, SG6 3HS, United Kingdom	10 Highbury Road Hitchin Hertfordshire SG4 9RW Mr & Mrs Pask Single storey side and rear extension. Insertion of first floor side window and front and rear rooflights to existing roof slopes.
24/00568/LDCP	Home Extension Designs LTD Stuart Cook HED House, 60A Bridge Road East, Welwyn Garden City, AL7 1JU, United Kingdom	1 Acre Piece Hitchin Hertfordshire SG4 9HJ Mr & Mrs R Taaffe Insertion of side facing flat roof dormer window and rooflights into existing side roof slope to facilitate loft conversion. Alterations to existing rear ground floor roof and openings. Proposed materials: Tiles to match roof to dormer, flat roof to dormer, plain roof tiles to pitched roof, UPVC windows and roof lights.
24/00571/AD	Walsingham Planning Mr Jake McLeod Brandon House, King Street, Knutsford, WA16 6DX	The Anchor 84 Cambridge Road Hitchin SG4 0JH

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 22/03/2024
DEADLINE FOR COUNCILLORS' CALL IN: 11/04/2024**

24/00608/LDCP ELA Design Mr Chris Ellerbeck 18 Balmoral Road
Beechcroft, Riverside Avenue, Hitchin
Broxbourne, EN10 6RA Hertfordshire
SG5 1XG

Mr Simon Joyner

Insertion of rear L-shaped box dormer window and one front rooflight to facilitate loft conversion.

Kimpton Parish Council

24/00605/FPH Mr Frank Richmond 2 Blackmore Way
2 Blackmore Way, Blackmore End , Blackmore End
Wheathampstead, St Albans , Herts St Albans
, AL4 8LJ, United Kingdom Hertfordshire
AL4 8LJ

Mr Frank Richmond

Enlarged and raised roof including two side dormer windows to facilitate loft conversion. Two storey front and rear extensions. Replacement roof over existing side element. Alterations to fenestration and external rendering.

Offley Parish Council

24/00599/TCA Mr Martin Black Offley Place
Kings Walden Road, Great Offley, Kings Walden Road
Hitchin, Hertfordshire, SG53DX, Offley
United Kingdom Hitchin
Hertfordshire
SG5 3DX

Mr Martin Black

Holly - Remove.

Pirton Parish Council

24/00403/OP Mr Colin Gore Pirton Water Tower
7 Chiltern Close, Flitwick, Beds, Priors Hill
MK451TU, United Kingdom Pirton
Hertfordshire

Mr Colin Gore

Outline Planning Application for one detached dwelling and garage following demolition of existing water tower (all matters reserved)

24/00544/FPH Charlotte Fausset Architect The Lodge
Charlotte Fausset Shillington Road
41 Bunyan Close, Pirton, Hitchin, Pirton
Sg5 3re Hitchin
Hertfordshire
SG5 3HB

Peters

Two storey rear extension including first floor side balcony platform, dormer windows and rooflights. External cladding

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 22/03/2024
DEADLINE FOR COUNCILLORS' CALL IN: 11/04/2024**

24/00609/LDCP	Charlotte Fausset 41 Bunyan Close, Pirton, Hitchin, Hertfordshire, SG5 3RE	30 Shillington Road Pirton Hitchin Hertfordshire SG5 3QL Charlotte Fausset Erection of rear garden shed
24/00627/TCA	Mr Gavin Worsey 14 Holwell Road, Pirton, Herts, SG5 3QU, United Kingdom	12 Holwell Road Pirton Hitchin Hertfordshire SG5 3QU Mr Gavin Worsey Ash - Trim overhanging branches back to boundary
St Pauls Walden Parish Council		
24/00613/TCA	Donna Hillyer The Old Bakery, Law Hall Lane, Bendish, Hitchin, SG4 8JH, United Kingdom	The Old Bakery Law Hall Lane Bendish Hitchin Hertfordshire SG4 8JH Donna Hillyer Apple - Fell
Wymondley Parish Council		
24/00449/FPH	Mr A Duncan Mr A Duncan 56 High Street, Whitwell, Herts, SG4 8AG	The Coach House Todds Green Stevenage Hertfordshire SG1 2JE Mr D Huggins First floor rear extension and single storey side extension with terrace above following demolition of existing conservatory. Alterations to fenestration
24/00612/NCS	Plans To Expand Geoffrey Philips Plans To Expand, 97 Mildmay Road, Stevenage , SG1 5RS	7 Tower Close Little Wymondley Hitchin Hertfordshire SG4 7JG Ms Kim Shaw Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 4.5 metres

(Including Withdrawn decisions)

EAST TEAM

Application No: 23/01088/FP	Location: Land Adjacent To 7 Butterfield Barley Hertfordshire SG8 8FD Applicant Name: Bampleton Properties Ltd Bampleton Properties Ltd Description: Erection of one 2-bedroom dwelling (as amended by plans received 16th June 2023 and 18th July 2023).	Appeal Decision: Appeal Dismissed Decision Date: 18/03/2024
Application No: 23/01719/DOC	Location: 22 - 24 High Street Royston Hertfordshire SG8 9AG Applicant Name: Mrs Chi Fai Cheung Ocean Mind Property Managem Description: Details reserved by Condition 6 (Staircase joists) of listed building consent 20/00435/LBC granted on 04.08.2020	Decision: Withdrawn Decision Date: 20/03/2024
Application No: 23/01720/DOC	Location: 22 - 24 High Street Royston Hertfordshire SG8 9AG Applicant Name: Mrs Chi Fai Cheung Ocean Mind Property Managem Description: Details reserved by Condition 7 (Second floor staircase) of listed building consent 20/00435/LBC granted on 04.08.2020	Decision: Withdrawn Decision Date: 20/03/2024
Application No: 23/01721/DOC	Location: 22 - 24 High Street Royston Hertfordshire SG8 9AG Applicant Name: Mrs Chi Fai Cheung Ocean Mind Property Managem Description: Details reserved by Condition 9 (Mechanical extract/ventilation) of listed building consent 20/00435/LBC granted on 04.08.2020	Decision: Withdrawn Decision Date: 20/03/2024
Application No: 23/01722/DOC	Location: 22 - 24 High Street Royston Hertfordshire SG8 9AG Applicant Name: Mrs Chi Fai Cheung Ocean Mind Property Managem Description: Details reserved by Condition 8 (Fire separation and sound attenuation) of listed building consent 20/00435/LBC granted on 04.08.2020	Decision: Withdrawn Decision Date: 20/03/2024
Application No: 23/02631/FP	Location: Letchworth Hall Hotel Letchworth Lane Letchworth Garden City Hertfordshire SG6 3NP Applicant Name: Letchworth Hall Hotel (Trading) Ltd Letchworth Hall Ho Description: Replacement front conservatory and erection of additional rear linked conservatory. Alterations to facade and replacement windows on the Northwest elevation.	Decision: Conditional Permission Decision Date: 18/03/2024
Application No: 23/02632/LBC	Location: Letchworth Hall Hotel Letchworth Lane Letchworth Garden City Hertfordshire SG6 3NP Applicant Name: Letchworth Hall Hotel (Trading) Ltd Letchworth Hall Ho Description: Replacement front conservatory and erection of additional rear linked conservatory. Alterations to facade and replacement windows on the Northwest elevation.	Decision: Conditional Consent Decision Date: 18/03/2024
Application No: 23/02904/FP	Location: Unit 1 23 Leys Avenue Letchworth Garden City Hertfordshire SG6 3ED Applicant Name: Gary Martin Regent Street Projects Ltd Description: Change of Use of Pavement to External seating area to existing approved Class E(a)/E(b) (Shops/Restaurants & Cafes) unit.	Decision: Refused Decision Date: 19/03/2024
Application No: 23/02934/LBC	Location: 22 - 24 High Street Royston Hertfordshire SG8 9AG Applicant Name: Mrs Chi Fai Cheung Ocean Mind Property Managem Description: Internal alterations and external alterations to facilitate the change of use and conversion of part of ground floor, first floor and second floor from Class E (retail) to Class C3 (residential) to provide 1 x 2 bed apartment on first floor and 1 x 1bed apartment on second floor.	Decision: Conditional Consent Decision Date: 20/03/2024

EAST TEAM

Application No: 24/00082/OP	Location: Beckfield Farm Beckfield Lane Green End Sandon Buntingford Hertfordshire SG9 0RL Applicant Name: Mrs V Butler- Henderson Description: Outline Planning Application for one 3-bed detached dwelling (all matters reserved)	Decision: Refused Decision Date: 15/03/2024
Application No: 24/00155/FP	Location: Tannery Drift School Tannery Drift Royston Hertfordshire SG8 5DE Applicant Name: Ms N Phillips School Business Manager Description: Detached, timber framed building for educational use with ramped access and pathway to be provided to existing pedestrian access. - Retrospective	Decision: Conditional Permission Decision Date: 19/03/2024
Application No: 24/00163/FPH	Location: 75 Weston Way Baldock Hertfordshire SG7 6HB Applicant Name: Mrs Lucy Sharman Description: Detached timber carport - retrospective	Decision: Refused Decision Date: 19/03/2024
Application No: 24/00231/FPH	Location: 109 Howard Drive Letchworth Garden City Hertfordshire SG6 2BX Applicant Name: Mr and Mrs Bromelow Description: Single storey rear extension.	Decision: Conditional Permission Decision Date: 19/03/2024
Application No: 24/00253/NCS	Location: 5A Norton Road Letchworth Garden City Hertfordshire SG6 1AA Applicant Name: Mr David Toal Description: Single storey rear extension following removal of existing conservatory with the following dimension: Length (measured from rear wall of original house) - 5.07 metres	Decision: Prior Approval Not Required Decision Date: 14/03/2024
Application No: 24/00273/TCA	Location: Land At Green End And North Of The Cottage Green End Weston Hertfordshire SG4 7AL Applicant Name: Wilson APA Contract Services Ltd t/a Arborcare Description: T1 - Sycamore - Fell, T2 - Walnut - Fell	Decision: No Objection Decision Date: 20/03/2024
Application No: 24/00285/TCA	Location: Park Cottage Willian Church Road Willian Letchworth Garden City Hertfordshire SG6 2AG Applicant Name: Mr. Jay Munro-Michell Description: Fir - Remove. Conifer - Reduce by approx 50%.	Decision: No Objection Decision Date: 20/03/2024
Application No: 24/00358/TCA	Location: 182 Glebe Road Letchworth Garden City Hertfordshire SG6 1DY Applicant Name: Jessica Cooper-Dunn Description: T1 Sycamore - Remove.	Decision: No Objection Decision Date: 14/03/2024
Application No: 24/00364/TCA	Location: 1 The Gardens Cloisters Road Letchworth Garden City Hertfordshire SG6 3JU Applicant Name: Mrs Alison@ Walker Description: Beech, 4x Portuguese Laurel - Reduce by up to 1m.	Decision: No Objection Decision Date: 20/03/2024
Application No: 24/00381/TCA	Location: 77 High Street Ashwell Baldock Hertfordshire SG7 5NT Applicant Name: Mrs Louise Faurewalker Description: T1. Bay - Fell. T2. Mulberry - Thin crown by 15% and remove deadwood. T3. Holm Oak - Lift branches over the shed giving up to 1m clearance and remove epicormic touching the shed.	Decision: No Objection Decision Date: 20/03/2024
Application No: 24/00405/TCA	Location: Barley Brook Cottage High Street Barley Royston Hertfordshire SG8 8HT Applicant Name: Branko Tojagic Description: T.1 Apple - Fell to ground level.	Decision: No Objection Decision Date: 20/03/2024

EAST TEAM

Application No: 24/00474/NMA	Location: Former 40-42 High Street Royston Hertfordshire SG8 9AG Applicant Name: Hanson 1418 Ltd Description: Provision of one additional window to provide light and ventilation to enclosed area (as non-material amendment to planning application reference 21/02542/FP granted on 16.12.2021).	Decision: Agreed Decision Date: 20/03/2024
Application No: 24/00512/DOC	Location: Land Surrounding Burloes Cottages Newmarket Road Royston Hertfordshire Applicant Name: N/A Vistry North Home Counties Description: Details reserved by Condition 12 - Construction Environmental Management Plan (relating to planning permission 17/00110/1 granted 28.02.2020)	Decision: Approval of Details Decision Date: 18/03/2024
Application No: 24/00536/EC	Location: Telecommunication Mast Adjacent To Firestation Baldock Street Royston Hertfordshire SG8 5BD Applicant Name: Maxema Ltd Craig Horn Description: Replace existing 12.5m monopole with a 20m monopole (accommodating No.6 antennas), the replacement/installation of equipment within existing equipment cabinets and ancillary works.	Decision: No Objection Decision Date: 15/03/2024

WEST TEAM

Application No: 21/00434/HYA	Location: Land North Of Pound Farm London Road St Ippolyts Hertfordshire SG4 7NE Applicant Name: C/o Agent Osprey Homes Limited & Parker Land LLP Description: Hybrid application for a residential development to provide a total of up to 84 dwellings together with associated access from London Road, including provision of a roundabout, associated parking, landscaping, open space and ancillary works comprising: Phase 1 - Application for full planning permission for the erection of 36 dwellings; Subsequent Phases - Application for outline planning permission all matters reserved except for access on the remaining part of the site for the erection of up to 48 dwellings.	Decision: Conditional Permission Decision Date: 19/03/2024
Application No: 22/03092/FP	Location: Land To The East Of Foxholes And Gainsford House And On The West Side Of Crow Furlong Hitchin Hertfordshire Applicant Name: Manor Oak Homes c/o Agent Description: Residential development of 47 dwellings and associated car parking, open space, landscaping and creation of access off Grays Lane (as amended)	Decision: Conditional Permission Decision Date: 15/03/2024
Application No: 23/02003/DOC	Location: Burford Grange Bedford Road Ickleford Hitchin Hertfordshire SG5 3XG Applicant Name: Mrs Victoria Roe Description: Details reserved by Condition 22 (Scheme for surface water disposal) of planning permission 19/01106/FP granted on 06.02.2023.	Decision: Approval of Details Decision Date: 20/03/2024
Application No: 23/02234/FP	Location: Land Adjacent To Wymondley Bury Lodge St Marys Church Road Little Wymondley Hertfordshire SG4 7JN Applicant Name: Ms Jane Boxall And Mr Arthur Gates Description: Erection of one detached 3-bed dwelling including associated access, parking and landscaping following demolition of existing garages.	Decision: Conditional Permission Decision Date: 14/03/2024
Application No: 23/02518/FP	Location: The Farmhouse At Redcoats Stevenage Road Redcoats Green Little Wymondley Hitchin Hertfordshire SG4 7JR Applicant Name: Mr H Nye ACI Description: Retention of covered oak frame structure providing external cover to courtyard area	Decision: Withdrawn Decision Date: 20/03/2024

WEST TEAM

Application No: 23/02519/LBC	Location: The Farmhouse At Redcoats Stevenage Road Redcoats Green Little Wymondley Hitchin Hertfordshire SG4 7JR Applicant Name: Mr H Nye ACI Description: Retention of covered oak frame structure providing external cover to courtyard area	Decision: Withdrawn Decision Date: 20/03/2024
Application No: 23/02781/FPH	Location: 32 Bedford Street Hitchin Hertfordshire SG5 2JG Applicant Name: Royce Description: Part two storey part single storey rear extension following demolition of rear conservatory. Insertion of rear dormer window and two front and two rear rooflight to facilitate loft conversion.	Decision: Refused Decision Date: 19/03/2024
Application No: 24/00035/FPH	Location: 24 - 26 Mill Lane Gosmore Hitchin Hertfordshire SG4 7RL Applicant Name: Mrs P J Rouget Description: Installation of rear 2m boundary fence and closeboarded gates	Decision: Conditional Permission Decision Date: 19/03/2024
Application No: 24/00069/FP	Location: The Bull Inn High Street Whitwell Hitchin Hertfordshire SG4 8AG Applicant Name: Mr Richard Johnson Star Pubs and Bars (Heinekin) Description: Installation of tanalised timber posts with festoon lighting and trellis screening	Decision: Conditional Permission Decision Date: 15/03/2024
Application No: 24/00070/LBC	Location: The Bull Inn High Street Whitwell Hitchin Hertfordshire SG4 8AG Applicant Name: Mr Richard Johnson Star Pubs and Bars (Heinekin) Description: Installation of trellis screening and internal alterations	Decision: Conditional Consent Decision Date: 15/03/2024
Application No: 24/00101/FP	Location: Keynes House Tilehouse Street Hitchin Hertfordshire SG5 2DW Applicant Name: Marie Harrison Axis@Work Ltd Description: Replacement windows	Decision: Conditional Permission Decision Date: 19/03/2024
Application No: 24/00129/FP	Location: Land To Rear Of Putteridge High School And Community College Putteridge Road Offley Hertfordshire Applicant Name: Steven Tingey Chiltern Learning Trust Description: Installation of one pair of 10m high rugby posts	Decision: Conditional Permission Decision Date: 20/03/2024
Application No: 24/00132/FPH	Location: 45 Grove Road Hitchin Hertfordshire SG5 1SG Applicant Name: Mr. Alexander Elster Description: Single storey rear extension. Raising of roof ridge, second floor rear extension, insertion of box dormer with Juliet balcony to existing rear roof slope, and two front rooflights to facilitate loft conversion into habitable accommodation, alterations to fenestration and raise party wall on both sides to match existing ridge height following removal of rear chimney	Decision: Conditional Permission Decision Date: 19/03/2024
Application No: 24/00145/FPH	Location: 120 Halsey Drive Hitchin Hertfordshire SG4 9PZ Applicant Name: Mr Darshpreet Sabharwel Description: Front porch extension	Decision: Conditional Permission Decision Date: 19/03/2024
Application No: 24/00186/FPH	Location: 5 Bullocks Hill St Pauls Walden Hitchin Hertfordshire SG4 8DG Applicant Name: Mr M Gourd Description: Single storey side extension including first floor side terrace with glazing and alterations to fenestration (as amended by plans received 11 March 2024).	Decision: Conditional Permission Decision Date: 20/03/2024

WEST TEAM

Application No: 24/00206/FPH	Location: 25 Deards Wood Knebworth Hertfordshire SG3 6PG Applicant Name: Mr Stephen Hemingway Description: Raise existing roof ridge height. Two storey rear and side extension following demolition of existing conservatory. Alterations to fenestration. Creation of vehicular access	Decision: Conditional Permission Decision Date: 19/03/2024
Application No: 24/00251/FPH	Location: 38 Tennyson Avenue Hitchin Hertfordshire SG4 0PY Applicant Name: Miss S and N Parmar Description: Two storey side extension (as amended by plan received on 15/03/2024).	Decision: Conditional Permission Decision Date: 19/03/2024
Application No: 24/00252/FPH	Location: 11 Bowmans Avenue Hitchin Hertfordshire SG4 9QD Applicant Name: Mr Carlos Rodrigues dos Reis Description: Single storey ground floor infill extension and first-floor front extensions including porch canopy and, insertion of first floor side window.	Decision: Conditional Permission Decision Date: 19/03/2024
Application No: 24/00261/DOC	Location: 1 West Lane Pirton Hitchin Hertfordshire SG5 3RA Applicant Name: Howes Description: Details reserved by condition 4 A (Archaeological Written Scheme of Investigation) of planning permission reference no. 23/01970/FPH granted 01.11.2023.	Decision: Approval of Details Decision Date: 20/03/2024
Application No: 24/00286/TCA	Location: 3 Taylors Cottages Oughton Head Way Hitchin Hertfordshire SG5 2LD Applicant Name: Mrs Karen Marshall Description: T1 Sycamore - Crown reduce by approx 3-4m and balance	Decision: No Objection Decision Date: 20/03/2024
Application No: 24/00291/EC	Location: Lamp Post (No 38) St Michaels Road Hitchin SG4 0QA Applicant Name: Finn Biggs Beacon Communications Services Limited Description: Installation of 1no. Cabinet and 3no. antenna following removal of 1no. cabinet and 3no. antenna, and development ancillary works thereto.	Decision: No Objection Decision Date: 18/03/2024
Application No: 24/00322/DOC	Location: 1A Hampden Kimpton Hitchin Hertfordshire SG4 8QH Applicant Name: Mr Anthony Doyle Description: Details reserved by condition 7 (Contamination) of planning permission reference no. 23/00137/FP granted 16.03.2023.	Decision: Approval of Details Decision Date: 15/03/2024
Application No: 24/00338/NMA	Location: 1 The Finches Hitchin Hertfordshire SG4 9PB Applicant Name: Mr and Mrs Knight Description: Alterations to fenestration, change of roof tiles to approved extensions and insertion of rooflight to side roofslope (as Non-Material Amendment to planning permission 22/01016/FPH granted 23.05.2022) (amended by plans received 12/03/24)	Decision: Agreed Decision Date: 14/03/2024
Application No: 24/00428/DOC	Location: 81 Whinbush Road Hitchin Hertfordshire SG5 1PZ Applicant Name: Mr Bimal Barchha Description: Details reserved by Condition 12 (Construction Method Statement) of planning permission reference no. 22/02953/FP granted 30.03.2023.	Decision: Agreed Decision Date: 20/03/2024

PRESS RELEASE

PR 3840

19 March 2024

Stairlift and Brazilian drumming supported through Letchworth grants

Nearly £3,000 has been awarded to two community groups following the Letchworth Area Forum recommendations on 28 February.

Garden City Samba was granted £400 towards their commitment to provide several free performances to local charities and good causes. As part of giving back to the local community, each year this group of around 20 drummers, playing powerful Brazilian carnival music, perform for free to local community groups who otherwise might not be able to afford their fee. For instance, last year they performed for Stand-By-Me children's bereavement charity, the Letchworth Make Lunch food project and a Letchworth Lions event raising money for Ukraine. The money will help fund the events which consistently go down well with groups and the general public.

Alison Fairchild, Secretary of Garden City Samba, said: "We are really grateful for this grant which will give us the opportunity to take our music out into the community and support more local good causes."

Letchworth Garden City Bowls Club was granted £2,500 towards a stairlift at their clubhouse at Norton Common. The building has changing facilities, storage, and toilets on ground floor, and the social area, bar, kitchen and viewing area are on the first floor, which at the moment are only accessed by a steep flight of stairs. A stairlift will help current members and visitors to get around the clubhouse and hopefully encourage others with mobility issues to join, enabling full enjoyment of club activities.

Tony Sinclair, Club Captain, said: "Bowls is enjoyed by all ages, but being less physically demanding than most other sports, is regularly played by men and women for the gentle exercise and social activities that clubs such as ours provide. The installation of a stairlift in our clubhouse at Norton Common will ensure our less mobile members can enjoy the full

benefits. The stairlift will be installed before our open day on 4 May when we hope many people will come and join in.”

Cllr Alistair Willoughby, North Herts Council’s Executive Member for Community & Partnerships, who approved the funding under delegated decision, said: “It’s great to enable Garden City Samba to spread their high-energy rhythms of Brazilian Carnival to local groups, which can really lift a community event. And it’s fantastic to help members of our local bowls club at Norton Common access the full suite of facilities at their clubhouse.

Cllr Tom Plater, North Herts Council’s Letchworth Area Forum Chair, added: “These groups are providing important additional services to our local community, to help boost people’s health, wellbeing and overall quality of life.”

£2,060 was also awarded to Home-Start Hertfordshire to help support local families.

The next Letchworth Area Forum is due to take place on 5 June.

*subject to completion of the necessary formalities

ENDS

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

PRESS RELEASE

PR 3841

21 March 2024

Plastic bags & wrapping recycling trial expanded in North Herts

Following the resounding success of our plastic bags & wrapping recycling trial in Knebworth, North Herts Council is pleased to announce that the scheme is being expanded to over 6,000 homes, as agreed by the council's Cabinet on Tuesday, 19 March.

Since November, Knebworth residents have been filling up dedicated blue bags delivered by the council, with plastic bags and wrapping, such as confectionery wrappers, crisp packets, foil-lined packaging, plastic film and bubble wrap (no pouches). Blue bags simply then go into their (blue) paper box.

Around 2,200 properties are in the initial Knebworth trial, with 6,250 properties joining in the expansion from July, meaning around 8,500 properties will be involved in total. Anyone not in the original trial or new expansion can take their plastic bags and wrapping to a local supermarket collection point.

Cllr Amy Allen, North Herts Council's Executive Member for Recycling & Waste, said: "It's been great to see the blue bags lining the streets of Knebworth, and it's fantastic that we are now able to expand it to other areas in the district. The exact area for the expansion has not yet been finalised, but is unlikely to fit neatly into geographic ward boundaries, as that's not how our collection rounds work."

Cllr Tom Tyson, North Herts Council's deputy Executive Member for Recycling & Waste, added: "The separate collection of plastic bags and wrapping – whether you're in the Knebworth trial, the new expansion, or taking them to your local supermarket – has a dramatic impact on what's left in a non-recyclable (purple) bin, and therefore what gets sent to landfill. I have been taking my soft plastics to the collection point at our local supermarket for over a year and know first-hand how much even a small household can generate."

North Herts Council has been chosen to take part in this fully-funded project to test the collection of plastic bags and wrapping at the kerbside to inform government and industry on how plastic bags and wrapping should be added to existing household collection services. Plastic bags and wrapping are a considerable challenge, and at the moment can only be recycled via supermarket collection points.

Participating households in the new expansion area will receive full details of the scheme, including exactly what can and can't be collected and how bags should be presented on their usual collection day. All being well, we hope to expand to the whole district of North Herts as part of our new waste contract in 2025.

The trial is part of a larger £2.9m Flexible Plastic Fund (FPF) 'FlexCollect' project, which is voluntarily funded by the FPF, Defra, UK Research & Innovation's Smart Sustainable Plastic Packaging (SSPP) Challenge delivered by Innovate UK, and Zero Waste Scotland.

The FPF is a collaborative fund established in May 2021 by five founding partners: Mars UK, Mondelēz International, Nestlé, PepsiCo and Unilever. Partners of the Fund now include Abel & Cole, Ella's Kitchen, Kiddylicious, Koninklijke Douwe Egberts, KP Snacks, Lotus Bakeries, McCain Foods, Natural Balance Foods, Ocado Retail, pladis, The Collective, and Vitaflo.

FPF FlexCollect project is delivered by a team comprising Ecosurety, RECOUP, SUEZ recycling and recovery UK and WRAP.

ENDS

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

PRESS RELEASE

PR 3842

21 March 2024

'Bee' part of it and help shape Letchworth's bee corridor

Make sure you 'bee' part of a wildlife-loving event on Saturday 13 April at Howard Park, Letchworth, 10am to 2pm.

Organised by our grounds maintenance contractor John O'Conner, they'll be offering a range of fun activities to help promote the Letchworth bee corridor, including face painting, arts and crafts, and making bee/bug hotels. You can also make a seed bomb with additional colour to throw in a specific area at 1pm – the idea being that the seeds will grow into a patch of wildflowers for bees to enjoy!

John O'Conner initiated a 'bee corridor' last year, to help bees buzz around more easily – you may have seen the cute bee logo in shop windows in the town. By increasing and joining up our bees' natural environment, we are helping this essential insect find the flowers they need to feed on and pollinate, find a mate and nesting site. Establishing a bee corridor is part of the criteria for a Bee Friendly Award that we are working towards for Letchworth, and £10,000 has just been allocated from next year's council budget towards more bee corridors in the district!

Bees are in decline on a global scale due to loss of wild spaces and [climate change](#). They are also affected by toxic pesticides and the way land is managed.

Councillor Steve Jarvis, Executive Member for Environment and Leisure, said: "The bee corridor is a real community effort, so please do come along to the event, they'll be lots on offer for children, as well as the all-important seed bomb throwing! By transforming Letchworth into a wildlife haven – including planting nectar rich flowers and re-wilding patches of grass – we can make it easier for bees to get around and increase their numbers."

Karen Green, Pest Control Manager at John O’Conner, said: “The ‘Bee part of it’ project has been amazing, we’ve had such a good response from businesses, schools, scout groups, community groups and most of all from Letchworth residents. Everyone is on board with the project, I was amazed at the amount of gardens that are already bee friendly. I really hope John O’Connors can help Letchworth get the Bee Friendly Award that they truly deserve. Please come along on Saturday 13 April, it’ll be great fun!”

Organisations due to take part on the day include Love Letchworth, Culturewood, Letchworth Scout Group – providing refreshments, and local bee keepers.

We would like to thank Bikerdikes Garden Centre, Tudor Environmental, Chilli Promotional Products and Hitchin Lavender for their kind donations to the project as well as Love Letchworth for their help and support and Elan Graphics and Line Print for providing posters.

Get in touch to learn more or share your bee friendly photos so we can include what everyone is doing in Letchworth to help bees and wildlife – please email beepartofit@johnoconner.co.uk

ENDS

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

Please note, this event replaces the previously advertised date of Saturday 23 March.

PRESS RELEASE

PR 3843

21 March 2024

Local families helped with grants for Home-Start

Home-Start Hertfordshire has been awarded £6,180* through our Area Forum grants – Baldock, Letchworth and Hitchin Area Forums each gave £2,060 to help the charity provide support and assistance to struggling local families.

Home-Start Hertfordshire is currently engaged with 21 families across North Herts, with 14 families receiving active support and a further seven having just had their initial assessment and waiting for support to start. Home-Start receives referrals from agencies such as social services to fill gaps in provision and work one on one with families in a more intensive way than statutory authorities can. They help families struggling with diverse and complex issues including family breakdowns and children being taken into care. Families are supported through a tailored support package, made up of weekly support and home visits.

Suzy Moody, CEO of Home-Start Hertfordshire, said: “We hugely appreciate North Herts Council’s contribution which will enable us to get in early to support families before they reach crisis point. The first 1,001 days of a child’s life is crucial to their future outcomes. Home-Start offers unique, tailored, support for families who are facing challenges. By getting in early, we help families to face their struggles and help their children to lead happy, healthy lives.”

In addition, the Royston Area Forum awarded £1,485* to Home-Start Royston, Buntingford and South Cambridgeshire towards their Royston Family Support Group spring term. Their weekly structured activities which support parents and facilitate children’s play will benefit 10-12 local families who are socially isolated and marginalised with children under 5, many with additional issues such as mental health difficulties and children with developmental delay and ADHD.

Cllr Alistair Willoughby, North Herts Council’s Executive Member for Community & Partnerships, who approved the funding under delegated decision, said: “Many young

families can struggle and Home-Start steps in where there is often a gap in statutory services. Life can be extremely difficult especially for those with babies and toddlers, with additional needs and in the current financial crisis, so this family support is vital in helping them cope, and potentially preventing them from a crisis situation.”

*subject to completion of the necessary formalities

ENDS

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