

## NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 31 JANUARY 2025

# MEMBERS' INFORMATION

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Produced by the Communications Team.

Any comments, suggestions or contributions should be sent to the Communications Team at

[MIS@north-herts.gov.uk](mailto:MIS@north-herts.gov.uk)

# NEWS AND INFORMATION

## AGENDA & REPORTS

### PUBLISHED WEEK COMMENCING 27 JANUARY 2025

Cabinet Agenda – 31 January 2025  
Licensing Sub Committee 31 January 2025  
Planning Agenda – 31 January 2025

### FORTHCOMING MEETINGS WEEK COMMENCING 3 FEBRUARY 2025

Overview and Scrutiny Committee – 4 February 2025  
Finance, Audit & Risk Committee – 5 February 2025

### UPCOMING CHAIR'S ENGAGEMENTS FROM FRIDAY 31 JANUARY 2025

Date	Event	Location
	None	

### UPCOMING VICE-CHAIR'S ENGAGEMENTS FROM FRIDAY 31 JANUARY 2025

Date	Event	Location
	None	

### UPCOMING OTHER EVENTS FROM FRIDAY 31 JANUARY 2025

Date	Event	Location
6 February 2025 @ 19:00	Heritage / Conservation Training	Zoom
6 February 2025 @ 18:00	Herts Police and Crime Panel	Council Chamber

## Council Activity

### Climate Hive Engagements

The [Climate Hive](#) now has over 400 subscribers and we continue to update users with the latest climate activity and awareness initiatives such as LNRS engagement, environmental grants, Clean Air Night, and open surveys.

### Local Nature Recovery Strategy

Work continues on Hertfordshire's Local Nature Recovery Strategy (LNRS). The first draft of the strategy is complete and is currently being shared with district councils. The web platform user testing is ongoing. More information can be found at [HNRP Get Involved](#).

### Cabinet Panel for the Environment

The last meeting was held on the 22<sup>nd</sup> January. The topic for discussion was adaptation and flooding. Officers also provided an update on the new Climate Change Adaptation risk on the corporate risk management system. The most recent and previous meetings can be viewed [here](#).

### HCCSP LARA Pilot

The Hertfordshire Climate Change and Sustainability Partnership (HCCSP) has been chosen to take part in the fully-funded programme of the Local Area Retrofit Accelerator ([LARA](#)). Workshops have taken place and the basis of the strategy has been formed. Further work continues to develop joint initiatives.

### Solar Together

The third round of the bulk-buy scheme is now open. Homeowners and small businesses can register for the scheme for free and with no obligation. The deadline for registration is **4<sup>th</sup> April**. More info at [Solar Together | North Herts Council](#)

### PSDS Application

An application has been submitted to Phase 4 of the UK Government's Public Sector Decarbonisation Scheme (PSDS) for a grant towards decarbonising Hitchin Town Hall and North Herts Museum, District Council Office and the learner pool at North Herts Leisure Centre. More info [here](#).

*For queries or comments, please contact the Policy & Strategy Team at [environmentpanel@north-herts.gov.uk](mailto:environmentpanel@north-herts.gov.uk)*

## Headlines

### DESNZ Clean Power Action Plan

Following the publication of the Clean Power 2030 Report, DESNZ have announced their [Clean Power Action Plan](#). It aims to provide affordable and secure energy supply, grow new energy industries, and decrease greenhouse gas emissions.

### Skip the Straw Day

**28<sup>th</sup> of February** (fourth Friday of the month) is skip the Straw Day. This day is dedicated to avoiding the use of single-use plastic straws and raising awareness about plastic in the ocean. [Learn more about the campaign at Ocean Conservancy](#).

### Global Risks Report

The 2025 edition of the [Global Risks Report from the World Economic Forum](#) has been published. For the second year running, extreme weather events and ecosystem collapse are among the global risks that experts are most concerned about. Pollution has climbed four places to the 6<sup>th</sup> risk, representing a growing concern.

## Funding

### EcoFlex

The Council has now launched its EcoFlex (Energy Company Obligation) scheme to help members of the public access retrofitting measures to make their homes more comfortable. More information can be found on the website alongside eligibility criteria: [Energy efficiency schemes and advice | North Herts Council](#)

### Grow Wild Community Programme

A [Grow Wild Community Programme](#) is available to community and voluntary groups that aim to bring local people together to transform urban spaces by sowing and growing UK native wildflowers. Grants of up to £2000 will be available. Applications close on the **13<sup>th</sup> of February 2025 at 3pm**.

## Sustainability Tips

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

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

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

For more information and to apply for discounts:

[Herts Sustainable Periods](#)  
[Herts Confident Continence](#)  
[Herts Reusable Nappies](#)



### **HEAT Energy App**

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

The app is available for both Android and iOS users:

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

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



### **Thermal Imaging Cameras**

Now the colder months are with us, find out more about thermal imaging and how you can loan a camera, save money on your energy bills and reduce your carbon emissions. Head to the North Herts Climate Hive. [Thermal Imaging Cameras.](#)

### **Hertfordshire Environmental Improvement Grant**

Hertfordshire County Council are on the lookout for projects to support with their Environmental Improvement Grant, with up to £3,000 in funding available for people or groups who are hoping to improve nature on their land and in their local communities. For further information on eligibility and to apply, head to [Environmental Improvement Grants.](#)

### **Green Grants for VCSE organisations**

[Hertfordshire Community Foundation \(HCF\)](#) are offering grants of up to £1,000 for Voluntary, Community and Social Enterprise (VCSE) organisations to become more environmentally sustainable. Funds can be used on capital projects or items to improve energy efficiency and environmental sustainability on work premises. For more information on the criteria and how to apply, head to [Green Grants 2024.](#)

### **Have your say - surveys still open!**

#### **Property Flood Resilience Survey**

Hertfordshire County Council (HCC) is keen to hear from residents whose homes have flooded, or are at risk of flooding, to decide whether to reintroduce a grant scheme to fund flood defences for properties. [Complete the survey](#) to express your interest in the grant scheme.

#### **Economic Strategy survey**

[Hertfordshire Futures](#) is developing a new Economic Strategy for the county for the next 10 years and beyond. They want to hear from all stakeholders on building a more inclusive and sustainable economy. Take the [survey](#) and share your views now!

#### **Green Heat Coop survey**

[Green Heat Coop](#) are working on a guide for homeowners on how to make properties more energy and cost efficient in Royston and surrounding villages. Take the survey to help guide services and tailor resources!  
[Royston & Villages Household Survey 2024](#)

**Policy & Strategy Team**

# MEMBERS INFORMATION NOTE

## **Hertfordshire Solar Together scheme launched**

The third round of Solar Together was launched on the 27<sup>th</sup> January 2025.

Solar Together is a solar group-buy scheme run by iChoosr in conjunction with local authorities. If you live in North Herts, or run a business, organisation, or community group here, you can register your interest in solar panels.

Solar Together Hertfordshire helps homeowners and small businesses feel confident they are using qualified installers and paying the right price for solar panels with optional battery storage and EV charge points, as well as retrofit battery storage for residents who have already invested in solar panels.

Hertfordshire councils are working in partnership with iChoosr, experts in sustainable energy transition, to make the change to clean energy as cost-effective and hassle-free as possible. It's free to register and there is no obligation to go ahead with an installation.

How does Solar Together work?

- Householders, businesses and community groups or organisations can register online to become part of the group for free and without obligation.
- Approved UK solar PV suppliers participate in a reverse auction. They are able to offer competitive pricing as the volume and geographic concentration makes it possible for them to realise greater efficiencies, which they pass on with lower prices for installations.
- After the auction, registered households will be emailed a personal recommendation which is specific to the details they submitted in their registration. Offer recommendations to be sent from the 23rd March.

- If they choose to accept their recommendation, the specifics of their installation will be confirmed with a technical survey after which a date can be set for the installation of their solar PV system.
- Telephone and email help desks are on-hand throughout the whole process which, together with information sessions, will allow households to make an informed decision in a safe and hassle-free environment.

The closing date for registration is the **4<sup>th</sup> April**.

More information can be found on our website: [Solar Together | North Herts Council](#)

For more information about details of the scheme, please contact Solar Together [Solar Together](#) or at [info@solartogether.co.uk](mailto:info@solartogether.co.uk) or call 0800 014 8851

For more information about North Herts Council's participation in the scheme please contact:

Ellie Hollingsworth  
Policy & Strategy Officer  
Tel: 01462 474 220  
Email: [ellie.hollingsworth@north-herts.gov.uk](mailto:ellie.hollingsworth@north-herts.gov.uk)



## PLACE DIRECTORATE – CLIMATE CHANGE

# MEMBERS INFORMATION NOTE

### **Sustainability and Climate Change Members Development Session**

Date and time: Monday 10th February 18:00-19:30

Location: Online via Zoom

#### Synopsis:

Please join members of the Policy & Strategy and Place – Climate Change teams for an interactive sustainability themed development session for members. Our focus will be the climate and ecological emergencies.

An introduction will be provided by Sarah Kingsley, Director for Place and the council's strategic lead on climate change.

#### We will then cover:

- What are these issues and why are they important in North Herts?
- What are the key drivers for the council to act on these issues?
- What actions are we taking at North Herts?
- What is your role as elected members?

We also want to hear from you. What issues do you hear about? What messages do you find work best with your constituents? How can you best amplify our messages and tackle disinformation about these issues?

The session will be recorded but please join live to participate in interactive sections.

For more information please contact:

James Lees

Climate Change Project Manager

Tel: 01462 474 183

Email: [james.lees@north-herts.gov.uk](mailto:james.lees@north-herts.gov.uk)



## RESOURCES

# MEMBERS INFORMATION NOTE

### **ASSET OF COMMUNITY VALUE – THE CABINET PH IN REED**

Please be advised that following notice from the owner of their intension to sell which triggered a six-week moratorium. I can now confirm that NHDC has received no bids from any eligible groups and therefore the 6-month moratorium will not be triggered. This means that the owner is now able to sell the property.

For more information please contact:

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





## ENTERPRISE

# MEMBERS INFORMATION NOTE

### **Shared Prosperity Fund Grants for Town Centre Improvements**

The interim Executive Member for Planning and Transport in consultation with the Service director: Regulatory authorised grants for 2024/5 North Herts Shared Prosperity Fund scheme in support for Improvements in our Town centres and High streets in February 2025.

The Shared Prosperity Fund, financed by the Ministry for Housing Community and Local Government is a scheme whereby funding may be distributed to a wide range of local projects aimed at improvements in the Community, Business, People and skills. Distribution must be in accordance with the Local Authority's SPF Investment Plan as pre-agreed with Government.

Grants from the fund have been now approved for the following projects under the Town Centre Improvement strand of the North Herts Council Scheme:

**Hitchin BID** - £14,770 towards Steam Cleaning the pavements in the town centre.

**Royston BID** - £5,549 towards new security cameras for the BID area.

North Herts Council may also spend up to £33,300 replacing the wooden benches in **Baldock Town Centre** with lower maintenance, cast-iron and plastic composite designs, subject to consultation.

For more information or clarification please contact:

Andrew Figgis  
Economic Development Officer  
Tel: 01462 474 477  
Email: [andrew.figgis@north-herts.gov.uk](mailto:andrew.figgis@north-herts.gov.uk)

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### **PART 1 – PUBLIC DOCUMENT**

#### **Town Centre Improvement projects Year 3 SPF Grant Programme**

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

#### **SERVICE DIRECTORATE: Regulatory**

### **1 DECISION TAKEN**

1.1 That the Service Director: Regulatory through the Cabinet Delegation decision of 19<sup>th</sup> March 2024 agreed the approval of grants in total **£53,619** from the remaining 2024/5 Allocation of the Shared Prosperity Fund from the Ministry for Housing Communities and Local Government (MHCLG) to fund projects to improve the North Herts Town Centres:

- **Up to £33,300** internally to North Herts Council as outlined in 8.9.1. (subject to a positive outcome of the on-going public consultation).
- **£14,770** to Hitchin Business Improvement District (BID) as outlined in 8.9.2.
- **£5,549** to Royston BID as outlined in 8.9.3

### **2. DECISION TAKER**

The Service Director – Regulatory in consultation with the interim Executive Member for Planning & Transport

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

31st January 2025

### **4 REASON FOR DECISION**

4.1 To maximise the spend of the grant in order to benefit and improve the town centres of North Herts. The proposals comply with both the Shared Prosperity Guidance and are allowable under the Subsidy Control Regulations 2022. This notice follows the decision notice dated 8/1/2025 relating the grants for Town Centre Improvement Projects.

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

5.1 None, the grant spend is proposed by key stakeholders such as the BIDs and meet the grant criteria.

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

6.1 Previous consultation was undertaken with the Leadership Team and the Political Liaison Board who proposed the scheme items and distribution of the SPF funding across the Council Service Areas to Cabinet for approval on 19<sup>th</sup> March 2024.

6.2 The Leader, as well as acting as interim Exec Member for Planning & Transport together with the Exec Member for Enterprise have been kept informed on the proposals.

- 6.3 External organisations and stakeholders, such as the BID organisations, the Royston Town Council and Baldock Events Forum have been consulted on the requirements of the grant and their current plans for their scheme proposals as outlined in Section 8.9 'Application Details' of this decision notice.
- 6.4 A statutory consultation with the general public is currently being undertaken regarding the replacement of benches in Baldock town centre. The precise cost of the scheme will be finalised following completion of this exercise should the consultation support the proposal.
- 6.5 An information note will be published in the Members Information Service on 31st January 2025. ensuring members are kept informed regarding improvements to the town centres.

## **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 For background on the allocation of funds refer to the previous decision notice dated 8/1/2025 (published in MIS on 24/01/2025) relating to the allocation of previous grants for Town Centre Improvement Projects. This decision notice is attached at Appendix A.
- 8.2 Following the March 2024 Cabinet Meeting, which allocated the investment priorities outlined in the NHC Shared Prosperity Investment Plan, the annual funding towards improvements to town centres and high street (investment priority E1) for 2024/5 is £129,438. This is in addition to the £16,723 carried over from the previous year.
- 8.3 This decision notice follows the one dated 8/1/2025 where it was agreed to allocate £77,486 from the £129,438 2024/5 budget.
- 8.4 Stakeholders, including the Hitchin, Letchworth and Royston BIDs and the Royston Town Council, were asked to submit further proposals to spend the balance.
- 8.5 The Stakeholders submitted their proposals and, following compliance checks to ensure accordance with the SPF requirements and guidelines and Subsidy Control Act, NHC are proposing that the following additional projects are included in this 2024/5 Town Centre tranche of approvals amounting to £53,619. These are outlined in Section 8.9 below for approval.
- 8.6 Following approval, NHC will send the Grant Award Notification and pay the grants to the stakeholders who will be responsible for delivery of and reporting on the approved projects in accordance with their own project proposals, SPF funding requirements, and the conditions of the Grant Award Notification. Failure to comply may result in the recipient being obliged to refund the award.
- 8.7. These activities are all designed to fall under the 'E1 intervention, Improvements' to the town centres and high streets.
- 8.8 **Grant Requirements**
- 8.8.1 NHC reports project progress to MHCLG in terms of outputs and outcomes as a result of activities undertaken under SPF. General outputs for Town Centre Improvements include.
- a) Increased Footfall (at least 5%) (as measured by the HUQ town centre metrics system (see 8.10.1))

b) Improved public realm space (in m2)

and both of these were proposed by NHC and approved by MHCLG under the original North Herts Investment Plan.

We will require assistance from the grant recipients relating to improved user perception outcomes.

Grant recipients have also proposed to provide other outputs and outcomes relating to their individual projects as a part their applications, which they will also be required to furnish.

8.8.2 We will require the grant recipients to procure items in accordance with the SPF guidance, furnish NHC with invoices representing all spend and to return any underspend that may occur.

8.8.3 The requirements will be included as conditions of acceptance of the Grant Award Notifications to recipients.

## **8.9 APPLICATION DETAILS**

8.9.1 Replacement of Benches in Baldock town centre - The wooden town benches and seats in Baldock Town Centre were installed some years ago and are showing signs of deterioration and decay. The grant of up to **£33,300** will be used to replace 28 of the wooden benches with cast iron versions with plastic composite slats, subject to approval in the public consultation ending on the 4<sup>th</sup> March 2025.

8.9.2 Hitchin BID to be awarded **£14,770** to fund the steam cleaning and gum removal of the town centre pavement areas.

8.9.3 Royston BID have requested **£5,549** of the grant funding to purchase CCTV cameras to improve security in the BID area. The BID are paying for the installation and ongoing costs of chips, monitoring the CCTV. The bid is only for the funding for the cameras themselves.

## **9. LEGAL IMPLICATIONS**

9.1 Sections 1-8 of Chapter 1 of the Localism Act 2011 confer a General Power of Competence, which empowers local authorities to undertake any actions that are not expressly prohibited by legislation, subject to public law principles.

9.2 Additionally, under Section 137 of the Local Government Act 1972, the Council is empowered to spend a limited amount of money for purposes not otherwise authorised and for which the Council considers will benefit its area or residents, including support for charitable organisations or other entities operating for public benefit.

9.3 The allocation of grant funding is an executive function. This means at this authority, as per section 9E of the Local Government Act 2000, allocation of grant funding can be discharged by the Leader and Cabinet Executive ("the Cabinet"), by other Executive Member or officer as delegated.

9.4 The powers referred to above are complemented by the terms of reference in the Council's constitution, under section 5.7.28, whereby the Cabinet is empowered to make decisions where a policy or decision does not exist.

9.5 It is noted that Cabinet considered the allocation of the Shared Prosperity Fund on the 19<sup>th</sup> March 2024 where it delegated approvals of individual grants and payments under the Fund to the relevant Executive Members and Service Directors, as identified with

reference to Directorates in table 8.1 of the report (See Appendix 1). For the Town Centre Improvements Programme this included delegating authority to the Service Director Regulatory and the Executive Member for Planning & Transport.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 Awarding this £53,619 will leave the balance as being any underspend on the Baldock Benches in the Towns 2024/5 Fund.
- 10.2 The project allocations as outlined in section 8.9 represent a capital spend of around 72%, well in excess of the 20% total allocation minimum required by MHCLG for spend in 2024/5.
- 10.3 Each Grant transaction has been assessed against the criteria of the Subsidy Control Act 2022. None of the grants being awarded are subsidies under the Act as they do not confer an advantage to a specific commercial organisation.

## **11. RISK IMPLICATIONS**

- 11.1 Good risk management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 There is a risk of having to return funding to the DLUHC if allocated funding is not spent in line with funding requirements (by 31 March 2025). This is assessed as being unlikely, as we anticipate all allocations will be spent before the end of March 2025. Should Grant recipients fail to spend the award prior to 31<sup>st</sup> March 2025, they will be obliged to refund it to NHC under the terms and conditions of acceptance in the Grant Award Notification. There is a risk entry currently recorded on the Risk Register relating to the Shared Prosperity Fund, which was previously reported as part of the Council Delivery Plan. This risk entry covers the failure to spend money by the end of relevant grant periods.

## **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 projects proposed in this report will benefit all members of the community visiting the town centres and help support local businesses. 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” 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 There are no pertinent Human Resource implications associated with any items within this report other than project managing the SPF allocation as part of the Economic

Development Officers role. Any additional legal costs will be met from the 4% SPF management charge.

**16. APPENDICES**

16.1 Delegated Decision Notice dated 8/1/2025 relating to the Town Centre Improvement projects Year 3 SPF Grant Programme

**NOTIFICATION DATE**

29<sup>th</sup> January 2025

Signature of Executive Member Decision taker .....



Date .....31/1/2025.....

Signature of Service Director: Regulatory



Date ...31/1/2025 .....

**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 A**



Report for Town Centre Improvement I

## 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 & COMMUNITY**

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

To approve the change to the names of the following Community Forums:

- (1.1) Baldock and District – to become Baldock and Villages Community Forum.
- (1.2) Royston and District – to become Royston and Villages Community Forum.

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

The Leader, Cllr Daniel Allen in consultation with Jeanette Thompson, Service Director, Legal & Community (following Council assent 23.1.25)

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

23.1.25

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

4.1 To update to reflect a request and assent of Full Council to the above changes.

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

5.1 None.

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

- 6.1. Follows a request for a change and assent of members at the meeting of Full Council on 23 January 2025.
- 6.2. The Community and Partnership Team and relevant Manager were informed of changes in advance of publishing this decision document.

##### **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. Regarding the name change – see item 11 Council meeting 23 January 2025.

##### **9. LEGAL IMPLICATIONS**

9.1. The Community Forums are informal bodies without decision making powers, and the names and the Terms of Reference can be amended by Leader (as their remit extends to all portfolios and Executive Functions as per 14.6.12.1). The Forum are, however, referred to, for ease of reference under section 9 of the Constitution and have been updated accordingly.

9.2. The Service Director: Legal & Community has delegations under 14.6.9(a): (v). *To authorise changes to the Governance Policies/ Protocols/ Codes or Guidance (as the case may be) that fall within the remit of the Monitoring Officer and/ or Legal Services (and are not already covered by 14.6.9 to reflect decisions of the Council / Committees and the Cabinet, or minor ones relating to changes of fact and law, or if required for practical purposes, in order to ensure the proper administration of the Council, subject to regular notification to all Members of such changes.* The Service Director concerned also has responsibility for Community & Partnerships and was therefore consulted.

**10. FINANCIAL IMPLICATIONS**

10.1. None.

**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 Otherwise none.

**12. EQUALITIES IMPLICATIONS**

12.1 None identified.

**13. SOCIAL VALUE IMPLICATIONS**

13.1 In respect of procurement, none identified.

**14. ENVIRONMENTAL IMPLICATIONS**

14.1 None identified.

**15. HUMAN RESOURCE IMPLICATIONS**

15.1 None identified.

**16. BACKGROUND PAPERS**

16.1 None.

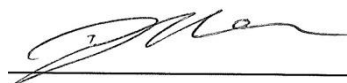
**17. APPENDICES**

17.1 Appendix A – Community Forums as amended.

**NOTIFICATION DATE**

**31 January 2025**

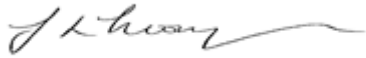
**Signature of Executive Member (Leader) Decision taker**



**Date .....29.1.29**



**Signature of Service Director: Legal & Community consultee Decision Maker**

A handwritten signature in cursive script, appearing to read 'J. L. H. ...', written in black ink.

...

**Call-in does not apply to NON-EXECUTIVE DECISIONS. This decision is partly Executive and administrative (therefore Non-Executive).**

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Joint Staff Consultative Committee held in the via zoom  
on Wednesday, 8th January, 2025 at 10.00 am

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Daniel Allen.

### 2 MINUTES - 9 OCTOBER 2024

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

### 3 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

### 4 SCF MINUTES

**RESOLVED:** That the Committee noted the minutes of the Staff Consultation Forum for October, November and December 2024.

### 5 HR INFORMATION NOTE

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

### 6 DISCUSSION PAPER - MENTAL HEALTH SUPPORT

**RESOLVED:** That the Committee commented on and noted the Discussion Paper on Mental Health Support.

### 7 SUGGESTED DISCUSSION TOPICS

The Chair suggested two topics 'Staff Survey Action Plan' and 'Neurodiversity in the Workplace' for the next meeting of the Committee and this was agreed with Members present.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Council held in the Council Chamber, Council Offices, Gernon Road, Letchworth,  
Herts, SG6 3JF  
on Wednesday, 15th January, 2025 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Michael Muir, Tina Bhartwas, Cathy Brownjohn, Caroline McDonnell, Vijaiya Poopalasingham, Rhona Cameron, Steve Jarvis, Sam Collins and Lisa Nash.

### 2 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 3 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean that, as this was an emergency, all of us, Officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.
- (3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (4) The Chair advised that the normal procedure rules in respect of debate and times to speak will apply.
- (5) The Chair advised that 4.8.23(a) of the Constitution applied to part of this meeting. This would apply for Agenda Item 6 and a comfort break would be held at an appropriate time, should proceedings continue at length.
- (6) The Chair advised of a change to the order of the Agenda and the Public Participation would be taken directly ahead of Agenda Item 6. The Chair also advised that a referral had been received from Cabinet, which would be considered as the last item of business.
- (7) The Chair advised that Agenda Item 7 had been deferred to the Council meeting on 23 January 2025.
- (8) The Chair advised that tickets were now available to purchase for her Civic Event and Awards 2025, being held on Friday 28 February 2025.
- (9) The Chair announced that Geraldine Goodwin, Revenues Manager, had been working at North Hertfordshire for 30 years, and extended her gratitude to Geri for her services to the Council.

It was:

**RESOLVED:** That the Council placed on record its sincere thanks and appreciation to Geraldine Goodwin for her long and valuable service to Local Government.

#### 4 PUBLIC PARTICIPATION

Immediately before the respective Agenda Item, several presentations were received from members of the public regarding Agenda Item 6 – East of Luton Strategic Masterplan Framework.

#### 5 ITEMS REFERRED FROM OTHER COMMITTEES

The Chair advised that the referral 5A from Cabinet would be taken with the respective item on the agenda and referral 5B from Cabinet would be taken at the end of the agenda.

##### 8A) Decarbonisation of Leisure Centres Update

**RESOLVED:** That Council proceed with Option 4a and approve the additional forecast capital and ongoing revenue costs (including revenue costs of capital) and note the ongoing project risks.

##### **REASONS FOR DECISIONS:**

- (1) To identify the most appropriate way forward for the leisure centre decarbonisation project, taking into account both the environmental benefits of the project and the impact on the Council's wider financial position.
- (2) Council has the responsibility to make decisions about any matter in the discharge of an executive function where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget.
- (3) To enable the Council and contractors to continue to meet the delivery time table for the project.

#### 6 EAST OF LUTON STRATEGIC MASTERPLAN FRAMEWORK

**RESOLVED:** That the Strategic Masterplan Framework for the land East of Luton (Local Plan sites EL1, 2 & 3), attached at Appendix A, is approved and adopted as a material planning consideration for relevant planning decisions relating to the site.

##### **REASONS FOR DECISION:**

- (1) To set an agreed design framework for the delivery of a strategic site within the Council's adopted Local Plan.
- (2) To accord with policy requirements of the Local Plan.

#### 7 CONSTITUTIONAL AND GOVERNANCE REVIEW - Deferred from 28 November 2024

The Chair advised this item had been deferred to the meeting of Full Council on 23 January 2025.

**8 APPOINTMENT OF REPLACEMENT RESERVE INDEPENDENT PERSON**

**RESOLVED:** That Council:

(1) Appointed Ms Wai Bing Hui as Reserve Independent Person.

*N.B. such appointments/ confirmation of continuing appointments under 2.1 be for a fixed term of up to 4 years from 16 January 2025, based on 2-years, with delegation to the Monitoring Officer, in consultation with the Chair and Vice Chair of Standards Committee to extend for a further 2-years.*

(2) Delegated to the Monitoring Officer in consultation with the Chair and Vice Chair of Standards Committee, the decision (if the current Independent Person decides within term to resign/unable to act/no longer qualifies), to appoint one of the existing Reserve Independent Persons as the Independent Person and/or to undertake any further recruitment, as may be required.

**REASON FOR DECISION:** To ensure that the Council's Standards processes can operate in accordance with legislative requirements if one or both IP and Reserve IPs are unable to advise on a matter. This should also allow for a degree of succession planning/ training whilst experienced persons are in place.

**9 ELECTORAL SCALE OF FEES**

**RESOLVED:** That the Council agreed the Scale of Fees for 2025/26 as set out in Appendix A.

**REASON FOR DECISION:** To enable the Council to remunerate the Returning Officer and the staff employed to carry out tasks during electoral events and to be open and transparent regarding other payments.

**10 NOMINATION OF A REPRESENTATIVE ON PARKING AND TRAFFIC REGULATIONS OUTSIDE LONDON (PATROL) ADJUDICATION JOINT COMMITTEE**

**RESOLVED:** That Council nominated Councillor Daniel Allen to the outside organisation the Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL).

**REASONS FOR DECISION:** To comply with the provision of Standing Order 4.8.2(j) of the Council's Constitution.

**11 NOTICE OF MOTIONS - Deferred from 28 November 2024**

There was one motion submitted in accordance with Standing Order 4.8.12, which had been deferred from the Council meeting on 28 November 2024.

(D) Impact of Family Farm Tax on Rural Communities in North Hertfordshire

**RESOLVED:** That the motion was **LOST**.

8A) Decarbonisation of Leisure Centres Update

**RESOLVED:** That Council proceed with Option 4a and approve the additional forecast capital and ongoing revenue costs (including revenue costs of capital) and note the ongoing project risks.

**REASONS FOR DECISIONS:**

- (4) To identify the most appropriate way forward for the leisure centre decarbonisation project, taking into account both the environmental benefits of the project and the impact on the Council's wider financial position.
- (5) Council has the responsibility to make decisions about any matter in the discharge of an executive function where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget.
- (6) To enable the Council and contractors to continue to meet the delivery time table for the project.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Planning Control Committee held in the Council Chamber, District Council Offices, Gernon Road, Letchworth Garden City, SG6 3JF on Thursday, 16th January, 2025 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sadie Billing, Ruth Brown, Ian Mantle, Caroline McDonnell, and Amy Allen.

### 2 MINUTES - 21 NOVEMBER, 3 DECEMBER 2024

**RESOLVED:** That the Minutes of the Meetings of the Committee held on 21 November and 3 December be approved as a true record of the proceedings and be signed by the Chair.

### 3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (3) The Chair advised that Section 4.8.23(a) of the Constitution applied to the meeting.

### 5 PUBLIC PARTICIPATION

There was no public participation at this meeting.

### 6 23/02838/FP WRIGHTS FARM, SHILLINGTON ROAD, PIRTON, HITCHIN, HERTS, SG5 3QJ

This item was withdrawn from the agenda.

### 7 24/00708/LBC WRIGHTS FARM, SHILLINGTON ROAD, PIRTON, HITCHIN, HERTS, SG5 3QJ

This item was withdrawn from the agenda.

### 8 24/00754/FP SLIP END FARM, ROYSTON ROAD, SLIP END, BALDOCK, HERTS, SG7 6SG

This item was withdrawn from the agenda.

### 9 24/02036/FP GARAGE FLAT, CHIMNEYS, MILL LANE, GOSMORE, HERTS, SG4 7RL

Councillor Martin Prescott proposed to delegate the determination of this matter to the Development and Conservation Manager, and this was seconded by Councillor Louise Peace and, following a vote, it was:

**Thursday, 16th January, 2025**

**RESOLVED:** That determination of the application 24/02036/FP was delegated to the Development and Conservation Manager.

**REASON FOR DECISION:** The normal course of action would be for delegation of this item, and due to Councillor Caroline McDonnell no longer wishing to call in application, normal practice should be resumed.



# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Cabinet Panel on the Environment held in the Remote Meeting  
on Wednesday, 22nd January, 2025 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lisa Nash.

Having given due notice, Councillor Caroline McDonnell substituted for Councillor Nash.

### 2 MINUTES - 9 OCTOBER 2024

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

### 3 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be 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 reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean that, as this was an emergency, all of us, Officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.

### 4 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 5 INFORMATION NOTE: WORK PROGRAMME 2024/25

The Policy and Strategy Team Leader provided a verbal update on the 'Work Programme and New Proposed Action Tracker Template for 2024/25'.

### 6 PRESENTATIONS

Presentations were received from Sian Hoare, Operations Manager: Floor Risk and Adaptation – Herts County Council and Ellie Hollingsworth & Georgina Chapman, Policy & Strategy Team.

### 7 PUBLIC PARTICIPATION

A presentation was received by the Cabinet Panel from a representative of Decarbonise Letchworth and the Chair led a discussion amongst Members and public present.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Council held in the Council Chamber, District Council Offices, Gernon Road,  
Letchworth Garden City, SG6 3JF  
on Thursday, 23rd January, 2025 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tamsin Thomas, Dominic Griffiths, Sam Collins, Steven Patmore, Michael Muir, Sarah Lucas and Rhona Cameron.

### 2 MINUTES - 28 NOVEMBER 2024

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 28 November 2024 be approved as a true record of the proceedings and be signed by the Chair.

### 3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean that, as this was an emergency, all of us, Officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.
- (3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (4) The Chair advised that the normal procedure rules in respect of debate and times to speak will apply.
- (5) The Chair advised that 4.8.23(a) of the Constitution did not apply to this meeting. A comfort break would be held at an appropriate time, should proceedings continue at length.
- (6) The Chair agreed a change to the order of the published agenda and Agenda Item 6 'Questions from Members' and Agenda Item 7 'Notice of Motions' were taken after Agenda Item 13.
- (7) The Chair agreed that Agenda Item 9 'Community Governance Review – Draft Proposals for Public Consultation' was deferred to the Full Council meeting on Thursday 27 February 2025.
- (8) The Chair announced that Louise Symes, Strategic Planning and Projects Manager, had been working at North Hertfordshire for 30 years, and extended gratitude to Louise for her services to the Council.

**RESOLVED:** That the Council place on record its sincere thanks and appreciation to Louise Symes for her long and valuable service to Local Government.

- (9) The Chair announced that former Councillor Tony Hunter passed away on 7 January 2025, and members stood for a minutes silence in tribute.

**5 PUBLIC PARTICIPATION**

There was no public participation at this meeting.

**6 ITEMS REFERRED FROM OTHER COMMITTEES**

The Chair advised that the referrals from cabinet listed as 8A, 8B and 8C would be taken with the respective items on the agenda.

**7 COMMUNITY GOVERNANCE REVIEW - DRAFT PROPOSALS FOR PUBLIC CONSULTATION**

As notified, the Chair stated that this item has been deferred to the meeting of Full Council on 27 February 2025.

**8 REVIEW OF MEMBERS ALLOWANCES SCHEME**

**RESOLVED:** That Council

- (1) Considered the report and recommendations of the IRP, as attached as Appendix A of the submitted report.
- (2) Agreed the Members' Allowances Scheme for 2025/2026 as set out in Appendix B, amended as per tracked with specified indexation has been applied for up to the next four years, through to 31 March 2029, subject to a freeze to any increase in Special Responsibility Allowances for 2025/2026. (From 1 April 2026 the Special Responsibility Allowances, as identified by the IRP in Recommendation 12 of their report, will be index linked.)
- (3) Expressed appreciation to the IRP for their work over the last year on this report.

**REASONS FOR DECISION:** To ensure that the Council meets its statutory requirements of an annual review and adoption of the scheme.

**9 COUNCIL TAX REDUCTION SCHEME 2025/26**

**RESOLVED:** That Council:

- (1) Approved the continuation of the banded scheme for working age applicants which remains largely unchanged for 2025/2026, a small adjustment to the income bands to reflect CPI has been incorporated to ensure the scheme continues to support those most in need.
- (2) Noted the cost of the scheme is currently £9.18m noting that this is not an actual cost but a reduction of the amount of council tax collected.
- (3) Noted that the Discretionary Exceptional Hardship Scheme, previously agreed to provide additional transitional support will continue to be used to support cases of exceptional hardship.

**REASONS FOR DECISION:** To ensure that the Council has a Council Tax Reduction Scheme that continues to:

- (1) Provide the greatest support to the lowest income households.
- (2) Reduce the administrative burden that has been placed on the Council since the introduction of Universal Credit (UC)
- (3) Be simple to understand, meaning that customers will be able to calculate entitlement and assess the impact of potential changes in circumstances.

## 10 Q2 INVESTMENT STRATEGY (INTEGRATED CAPITAL AND TREASURY) MONITORING

**RESOLVED:** That Council:

- (1) Noted the position of Treasury Management activity as at the end of September 2024.
- (2) Approved capital budgets in 2025/26 for a new flume (£300k) and a refurbishment of the pool changing rooms (£330k) at North Herts Leisure Centre.

**REASONS FOR DECISION:**

- (1) Cabinet has approved adjustments to the capital programme and has ensured the capital programme is fully funded.
- (2) To ensure the Council's continued compliance with CIPFA's code of practice on Treasury Management and the Local Government Act 2003 and that the Council manages its exposure to interest and capital risk.
- (3) The proposal to approve the 2025/26 capital budgets at North Herts Leisure Centre in January (rather than in the usual budget report at the end of February) means that the works can take place at the same time as the decarbonisation works, and therefore not require two periods where the pool cannot be used. It also provides a more obvious benefit to users of the facility.

## 11 CONSTITUTIONAL AND GOVERNANCE REVIEW

**RESOLVED:** That Council approves

- (1) The removal of the Planning Control Committee Sub-Committee meetings from the 2025 calendar.
- (2) That Planning Control Committee meetings commence at 7pm, from January 2025.
- (3) A Planning Control Committee Council Procedure Rule, that, any item under the consideration of the Committee, at 10.30 pm, will be the concluding item of the meeting, with any remaining business to be considered at the next available meeting (subject to the discretion of the Chair on a remaining item). Such amendment to take effect from January 2025.
- (4) The Standards Committee's Terms of Reference be amended to include remit to consider and adopt or recommend adoption to the relevant decision-making body of relevant Ethical Standards Codes, or Protocols; and undertake any annual review of sections 1-18 of the Constitution (with the Monitoring Officer), prior to recommended change to Full Council.
- (5) The proposed amendments to the Council Procedure Rules ('CPR') on Member Motions, Member Questions and Rules of Debate, as follows:

- i. CPR 4.8.2 (f) and (g) order of business be move to the end of the meeting.
  - ii. CPR 4.8.12(a) Motions on Notice – three Motions per Political Group – **LOST**.
  - iii. CPR 4.8.12 (c) Motions on Notice – Scope, to be amended to areas the Council has responsibility for and are relevant to, or specifically affect the district – **LOST**.
  - iv. CPR 4.8.12 (d) Motions on Notice - Debate to be up to 30 minutes per Motion.
  - v. CPR 4.8.12 Motions on Notice – order of Motions shall be debated in rotation commencing with the largest opposition group, followed by the remaining opposition groups in descending order of group size and the administration group ending the round this order would be repeated until all Motions have been considered.
  - vi. 2.5.6 CPR 4.8.14 (e) Content and Length of Speeches – to be reduced per Councillor to three minutes.
- (6) The delegation to the Monitoring Officer to finalise any amendments relating to recommendations 2.3-2.5, as approved, in consultation with the Constitutional & Governance Working Group, and thereafter to be reported to Councillors via the Member Information Service.
- (7) The increase of the Non-Executive Delegated Decision financial/ contractual threshold reporting limit to £75K (from £50K) and instructs the Service Director Resources and Monitoring Officer to make the necessary amendments to the Contract Procedure Rules and Financial Regulations (and relevant Guidance documentation) accordingly.
- (8) (As the non-Decision-making body by vote of assent), that the Leader will exercise his Executive function, to change the names of the following Community Forums:
- (8.1) Baldock and District – to become Baldock and Villages Community Forum.
  - (8.2) Royston and District – to become Royston and Villages Community Forum.
- (9) To amend section 14.6.11(b)(iv)A as detailed in paragraph 8.6-8.8 (namely):
- “all functions of the Local Planning Authority primarily Planning Policy and Development Control (including enforcement functions, authorising expenditure of planning obligation monies, Biodiversity Net Gain, and Environmental Impact Assessment functions, and Tree Preservation Orders), other than matters reserved to the Planning Control Committee”*
- (10) The revisions to section 14 of the Constitution relating to LGO decisions and payments, as detailed under section 8.5 of the Cabinet report, as follows:
- 14.6.5(a)(xiii) Managing Director’s delegation:  
*“(xiii) To consider any report of the Local Government Ombudsman and to settle any compensation payments ~~up to £2000~~ (in conjunction with the section 151 Officer and Monitoring Officer)”*
- 14.6.13 Proper Officers Schedule:  
*“Local Government Act 1974 S.30(5) To give notice and ~~that~~ copies of an Ombudsman’s report, in draft and final ~~are available~~ to the Managing Director, and Monitoring Officer (where maladministration identified)”*

(11) To amend section 4.8.9(e) Presentations by the Public as follows:

*(e) Number of presentations: At any one meeting no person or organisation may make more than ~~two~~ one presentations per agenda item (or combined referral and main item) and no more than two such presentations may be made on behalf of one organisation.*

(12) To note that the Managing Director has extended the temporary Service Director – Housing & Environmental Health arrangements, as per his Delegated Decision of 18 December 2024, until 31 March 2025 – and that section 14 will be amended accordingly.

**REASONS FOR DECISIONS:** To ensure the arrangements are up-to date and fit for purpose.

## 12 QUESTIONS FROM MEMBERS

In accordance with Standing Order 4.8.11, four questions had been submitted by the required deadline set out in the Constitution.

### **(A) Free After 3pm Parking**

Councillor Tim Johnson to Councillor Daniel Allen (Interim Executive Member for Planning and Transport)

### **(B) Response to Local Government Re-Organisation White Paper**

Councillor Ralph Muncer to Councillor Daniel Allen (Leader of the Council)

### **(C) Penalty Charge Notices (PCNs) – Issued**

Councillor Ralph Muncer to Councillor Daniel Allen (Interim Executive Member for Planning and Transport)

### **(D) Penalty Charge Notices (PCNs) – Appeals**

Councillor Ralph Muncer to Councillor Daniel Allen (Interim Executive Member for Planning and Transport)

## 13 NOTICE OF MOTIONS

There were two motions submitted in accordance with Standing Order 4.8.12.

### **(A) Support the Introduction of a Youth Mobility Scheme**

**RESOLVED:** That Council:

- (1) Publicly endorse the principle of establishing a Youth Mobility Scheme between the UK and the European Union.
- (2) Instruct the Council Leader to write to the Secretary of State for Foreign, Commonwealth and Development Affairs, and the Secretary of State for Education, urging them to open negotiations with the European Union to create such a scheme.

**(B) Digital Exclusion and fair representation for all in Council consultations**

**RESOLVED:** That Council:

- (1) Reports brought to Council that propose public consultation must explicitly explain the appropriate mix of digital and non-digital access provision for both communicating the consultation and obtaining feedback, based on the results of the equalities assessment and using the Community Consultation Strategy.
- (2) The Executive Member for Community and Partnership is required to develop a digital skills and literacy plan to help residents participate in consultations and surveys, as part of the mid-term review of the Digital Strategy 2024-27, and report back to Cabinet and Overview and Scrutiny within a year with recommendations on possibilities and further actions.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Council Tax Setting Committee held in the Room 2, District Council Offices,  
Letchworth Garden City, SG6 3JF  
on Thursday, 23rd January, 2025 at 5.30 pm

### 1 APOLOGIES FOR ABSENCE

No apologies for absence were received from Councillors.

### 2 MINUTES - 29 JANUARY 2024

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

### 3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded.
- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (3) The Chair advised that Members were required to be present for the entire item at this meeting in order to take part in the vote.

### 5 PUBLIC PARTICIPATION

There was no public participation at this meeting.

### 6 COUNCIL TAX BASE 2025/26

**RESOLVED:** That the Committee:

- (1) Set a non-collection rate of 1% for 2025/2026.
- (2) Set the Council Tax Base for 2025/2026 at 50,836.3 and that the individual sums show in Appendix A for each Parish be agreed.

**REASONS FOR DECISIONS:** To fulfil the statutory requirement to set a Council Tax Base for the District and to enable Major and Local Precepting Authorities to set their levels of Council Tax for 2025/2026.

### 7 NATIONAL NON-DOMESTIC RATE RETURN 1 (NNDR1) - 2025/2026

**RESOLVED:**

- (1) That the Draft NNDR 1 was approved.



- (2) That it was noted that a 2<sup>nd</sup> draft version of the NNDR1 was sent to Councils by the Ministry of Housing, Communities & Local Government (MHCLG) on Monday 16<sup>th</sup> December 2024. The final version of NNDR1 would need to be returned to MHCLG by Wednesday 31<sup>st</sup> January 2025.
- (3) That the Committee delegated any amendments to the return resulting from changes to the return and any additional guidance, to the Service Director – Customers in consultation with the Service Director – Resources and the Committee Chair.

**REASONS FOR DECISIONS:** To comply with statutory requirements.

**EAST TEAM**

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
24/02923/ADJ		Land To The West Of The A507 Between Cottered And Cromer Hertfordshire SG9 9PU  East Herts Council  Installation and operation of a solar farm including co-located energy storage facilities, onsite substation, ancillary infrastructure and landscaping. NORTH HERTS DISTRICT COUNCIL : ADJACENT AUTHORITY : CONSULTEE ONLY

**Ashwell Parish Council**

25/00102/S73	Inigo Architecture Ltd Mr Neil Hansford The Firs, 81 Station Road, Lower Stondon, SG16 6JN	Ashridge Farm Cottage 7 Ashwell Street Ashwell Baldock Hertfordshire SG7 5QF  Mr Julian Christie  Variation of condition 2 (revised plans) of planning permission 24/00862/S73 granted 05.06.2024 for Two-storey front, single storey side/rear and first floor side extensions, enclosure of existing carport to form a garage and partial conversion of existing garage to habitable accommodation. Alterations to external wall finishes (as amended by plan received 3rd June 2024).
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**Baldock**

25/00018/FP	PicklePlanning Stuart Judd 1 Sale Drive, Clothall Common, Baldock, SG7 6NS	23a Hitchin Street Baldock Hertfordshire SG7 6AQ  Mr Ajay Handa  Change of use from a funeral parlour - E(c)(ii), to 4 number dwellinghouses - C3(a) and associated single storey extensions. Removal of existing entrance portal and installation of new privacy gates following demolition of existing car port roof structures.
25/00059/FPH	Aubrey Technical Services Mr Raymond Crosby The Loft, 61A Belswains Lane, Hemel Hempstead, HP3 9PP, United Kingdom	2 Drapers Court High Street Baldock Hertfordshire SG7 6BG  Mr & Mrs Lee & Sarah Sinclair  Insertion of 2no. roof windows to existing rear roofslope to facilitate conversion of loftspace into habitable accommodation.

**Letchworth Garden City**

24/02759/FPH	Lobs Design Mr Ian Lawrence Devonshire Business Centre, Works Road, Letchworth Garden City, SG6 1GJ, United Kingdom	11 Glebe Road Letchworth Garden City Hertfordshire SG6 1DS  Lindsey Robinson  Single storey side and rear extensions to include linking existing detached garage to main dwelling to facilitate conversion to habitable accommodation following demolition of existing side shed. Alterations to existing raised patio area.
24/02852/AD	Miss Beatrice Pryor Emil Dale Academy (Formerly The Old Grammar School) Broadway, SG4 0TP, Letchworth Garden City, SG6 3PA, United Kingdom	The Old Grammar School Broadway Letchworth Garden City Hertfordshire SG6 3NX  Miss Beatrice Pryor  Installation of internally illuminated main entrance fascia sign and fascia signage to existing front lawn structures (development already carried out)
25/00001/FPH	Jeremy Williams-Leroy Architect Jeremy Williams-Leroy 1 The Limes, Hitchin, SG5 2AY	14 Hitchin Road Letchworth Garden City Hertfordshire SG6 3LT  Mr Paramjit Dev  First floor rear extension following removal of existing rear dormer window; insertion rear rooflight and second floor side window.
25/00057/FPH	Rejig Homes Ltd Mr Abdul Haque 167 Heathfield Road, Hitchin, SG5 1TE	66 Baldock Road Letchworth Garden City Hertfordshire SG6 2EG  Mr & Mrs Davies  Alterations to existing rear fenestration.
25/00107/S73	Araco Design Studio Architects Ltd Mr Adam Robbins 62 Castle Road, St Albans, AL1 5DG	20 Sollershott West Letchworth Garden City Hertfordshire SG6 3PX  Mr Hammond  Variation of Condition 2 of planning permission 22/03033/FPH granted on 13.02.2023 - addition of canopy over balcony area on rear elevation as shown on plans 8742-300c and 8742-300f.
25/00175/TPO	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, Hitchin, SG5 4GJ, United Kingdom	41-45 Martin Way Letchworth Garden City Hertfordshire SG6 4XU  Mr Warren Rosen  G1: Group Plane - Reduce by 25-30% to suitable growth points.

25/00237/TCA	Mr Andrew Bickerdyke 328 Norton Way South, Letchworth Garden City, Hertfordshire, Letchworth Garden City, SG6 1TA, United Kingdom	328 Norton Way South Letchworth Garden City Hertfordshire SG6 1TA  Mr Andrew Bickerdyke  Conifer hedge - Removal
25/00238/TCA	Mrs Allison Sparrow Arborcare Unit N, Shangri-La Farm, Stevenage, Hertfordshire, SG1 2JE	Moonrakers Garth Road Letchworth Garden City Hertfordshire SG6 3NG  Mr Blake  G1: Vine and Dead Apple - Fell to ground level and remove all arisings. T3: Silver Birch - Fell to leave a 2.5m stump
25/00240/TCA	Mrs Allison Sparrow Arborcare Uniy N, Shangri - La Farm, Stevenage, SG1 2JE	Hall Barn The Glade Letchworth Garden City Hertfordshire SG6 3LN  Mr Osman  T1: Common Horse Chestnut - Cut back to boundary
<b>Royston Town Council</b>		
24/02936/FP	Mr michael easton Mike Easton 21 Shrubbery Grove, Royston, Sg8 9lj, United Kingdom	The White House Valley Rise Royston Hertfordshire SG8 9GH  Mr David White  Erection of two 5- bed detached dwellings with garages and ancillary works following demolition of existing veterinary centre. Erection of detached single garage to serve existing dwelling
25/00055/FPH	BBR Design Mr Chris Fitzjohn 7 Paynes Park, Hitchin, SG51EH, United Kingdom	2 Cedar Crescent Royston Hertfordshire SG8 5BP  Mr & Mrs J & L Collard & Schofield  Single storey side and single storey rear extension following demolition of existing side extension and link-attached garage and rear sun room. Replace existing front porch flat roof with pitched roof. Installation of external cladding/rendering.
25/00095/FPH	Mr Simon Bacon Mr Simon Bacon 29 Byde Street, Hertford, Hertfordshire, SG14 3AR	19 Foxglove Bank Royston Hertfordshire SG8 9TH  Mr Peter Goodchild  First floor rear extension with pitched roof

25/00183/SU	Marc Zablotny 24 Mount Street , Manchester , M2 3NX	Royston Railway Station Kneesworth Street Royston Hertfordshire SG8 5AH
		Marc Zablotny
		Erect gating enclosure with a canopy cover at the secondary entrance of the Station located at the rear of Platform 2, comprising two standard-sized ticket gates and one wide aisle gate. Rail replacement bus facility at the existing parking bays in front of the lift at Platform 2, comprising two to three Macemain canopies as passenger waiting shelters and queuing barriers. Ancillary works including a side gate east of the proposed gatelines to segregate the refuse compound from the public area, and a side gate to the west for emergency access during non-operational hours of the Station. Other adjustments and improvements to the existing car park north to the Station, including widening the footpath to comply with the Disability Discrimination Act (DDA) standards.

25/00267/TPO	Mr David Burr 1 St Marys Park, Royston, Hertfordshire, SG8 7XB	2 King James Way Royston Hertfordshire SG8 7EF
		Mr David Burr
		5x Yew - Reduce back to boundary.

**Weston Parish Council**

25/00088/FPH	MSAD Architectural Design Ltd Mr Mark Scott Bancroft House, 34 Bancroft, Hitchin, SG5 1LA	Glebe Cottage Church Lane Weston Hitchin Hertfordshire SG4 7DJ
		Mr A Mille
		Rear extension with habitable accommodation in roofspace
25/00089/LBC	MSAD Architectural Design Ltd Mr Mark Scott Bancroft House, 34 Bancroft, Hitchin, SG5 1LA	Glebe Cottage Church Lane Weston Hitchin Hertfordshire SG4 7DJ
		Mr A Mille
		Rear extension with habitable accommodation in roofspace and associated internal alterations

**WEST TEAM**

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

25/00044/FP	DLA Town Planning Ltd DLA Town Planning Ltd 5 The Gavel Centre Porters Wood, St Albans, AL3 6PQ, United Kingdom	Fen Farm Rabley Heath Road Codicote Welwyn Hertfordshire AL6 9UA	Mr Philip Gomes	Conversion of existing stables into dwelling following demolition of outbuildings
<b>Hitchin</b>				
25/00030/FPH	D.Chandler Architectural Design Ltd. Mr Daniel Chandler 61 Gernon Road, Letchworth, SG6 3HS, United Kingdom	5 Worsdell Way Hitchin Hertfordshire SG4 0EB	Mr & Mrs Brosnan	First floor front extension. Alterations to front and side fenestration following removal of existing garage doors to facilitate garage conversion.
25/00067/FPH	RTM Design Mr Richard Collin 5 Prebendal Drive, SLIP END, LU1 4JN	15 Wellingham Avenue Hitchin Hertfordshire SG5 2UJ	Mr & Mrs Nunn & Somers-Smith	Single storey rear extension following demolition of existing rear conservatory. Enlargement of existing rear dormer window, insertion of front roof light, front dormer window and alterations to existing fenestration. Alterations to existing garage roof including installation of solar panels. Widening of existing vehicular access, alterations to existing hardstanding and alterations to existing front boundary wall/piers.
25/00072/FPH	Houghton Architecture Ltd Mr Mark Houghton Suite 83, Enterprise House, 86 Bancroft, Hitchin, Hertfordshire, SG5 1NQ	17 Wymondley Road Hitchin Hertfordshire SG4 9PH	Mr M Malone	Part single, part two storey front extension following the demolition of the existing front porch, two storey rear extension. New and replacement windows. Replace existing flat roof to garage with pitched roof and associated alterations. Erection of brick boundary wall.
25/00073/FPH	LIVARCH Ltd Mr Adeeb Anwar 104 Oaks Lane, ILFORD, IG2 7PX	20 Pulters Way Hitchin Hertfordshire SG4 9JJ	Jee Properties Ltd	Part two storey and part single storey rear extension as revision of previously approved planning permission 24/00809/FPH granted 20.05.2024

25/00084/NCS	Houghton Architecture Ltd Mark Houghton Suite 83, Enterprise House, 86 Bancroft, Hitchin, Hertfordshire, SG5 1NQ	38 High Dane Hitchin Hertfordshire SG4 0BD  Mr Z Pochodaj  Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 4.5 metres
25/00094/FP	Briffa Phillips Architects Mr Matthew Briffa 19-21 Holywell Hill, St Albans, AL1 1EZ	25 High Street Hitchin Hertfordshire SG5 1AT  Ms Jennifer Prickett  Replace existing pitched roof to front facade.
25/00096/FPH	Houghton Architecture Ltd Mr Mark Houghton Suite 83, Enterprise House, 86 Bancroft, Hitchin, Hertfordshire, SG5 1NQ	38 High Dane Hitchin Hertfordshire SG4 0BD  Mr Z Pochodaj  Part two storey and single storey rear extension. Alterations to fenestration
25/00217/TCA	Mr Fred Burkitt The Blue Tree Company 50 Bunyan Road, Hitchin, SG5 1NN	105 Walsworth Road Hitchin Hertfordshire SG4 9ST  Sharon Smith  T1: Mulberry - Reduce in height by up to 1.5 m and bring the side into shape to viable growth points.
25/00239/TPO	Mr R Mills 5 Pirton Close, Hitchin, Hertfordshire, SG5 2BU	5 Pirton Close Hitchin Hertfordshire SG5 2BU  Mr R Mills  T1 Walnut - Remove. T2 Purple Beech - Prune
25/00243/TPO	Mrs Carly Dawson 4 Robins Hill, Hitchin, SG4 9FE, United Kingdom	4 Robins Hill Hitchin Hertfordshire SG4 9FE  Mrs Carly Dawson  T23: Lime - Crown thinning by 25% and reduction in height by up to 3.5m, lift the crown and allowing in more length light

25/00247/TCA Mr Mark Gibson 4Seasons Specialist Communal Car Parking Area  
Tree Surgeons Ltd Silver Court  
19 Tansy Avenue, Stotfold, Hitchin, Hitchin  
SG5 4GJ Hertfordshire  
SG5 1GB

Ms Lois Gumm

T1: Sorbus - Reduce by approx. 25% to suitable growth points and lighting column cleared.

25/00257/TCA Mr Mark Gibson 4SEASONS 36 Bridge Street  
SPECIALIST TREE SURGEONS LTD Hitchin  
19 Tansy Avenue, Hitchin, Stotfold, Hertfordshire  
SG5 4GJ, United Kingdom SG5 2DE

Mr Nick Saywood

T1: Willow - Reduce by approx 25-30% to suitable growth points.

#### **Kimpton Parish Council**

25/00250/TCA Mr N Yapp Fircroft Tree Surgery Ltd Old Vicarage Cottage  
Noke Farm, Noke Lane, St Albans, Hitchin Road  
AL2 3NY Kimpton  
Hitchin  
Hertfordshire  
SG4 8EF

Mr J Newth

T1: Sycamore - Fell

#### **Langley Parish Meeting**

24/02882/FP Clague Architects Ms Clare Highwood  
Butterworth Hitchwood Lane  
Clague Architects, 2 Kinsbourne Preston  
Court, Luton Road, Harpenden, AL5 Hitchin  
3BL Hertfordshire  
SG4 7RY

Boyle

Erection of one self-build detached dwelling following demolition of existing outbuilding including parking, hard and soft landscaping.

#### **Lilley Parish Council**

25/00111/S73 Kirby Cove Architects Mr Simon Cove Land At Orchard Barn  
Studio 10 Dimsdale House, Hertford, Hexton Road  
SG14 1BY Luton  
Hertfordshire

Mr Paul Cripps

Variation of Condition 2 (revised plans) of section 73 planning permission 22/01841/S73 granted on 31/08/2022 for erection of one detached 4-bed dwelling including new vehicular crossover onto Hexton Road.

#### **Pirton Parish Council**



25/00142/SU Umar Rehman Oughton Head Pumping Station  
Unit 27, Wedgewood Way, Stevenage, Hitchin Road  
Hertfordshire, SG1 4QF Pirton  
Hertfordshire  
  
Umar Rehman  
  
Install Pole Mounted TX and pole.

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**Preston Parish Council**

25/00249/TCA Mr Mark Gibson 4Seasons Specialist Preston House  
Tree Surgeons Ltd Church Lane  
19 Tansy Avenue, Stotfold, Hitchin, Preston  
SG5 4GJ Hitchin  
Hertfordshire  
SG4 7UA  
  
Mr Malcolm Blaza  
  
T1: Silver Birch - Reduce by approx. 30% to suitable lateral growth points.  
T2: Yew - Reduce by approx. 25-30%.

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**St Ippolytts Parish Council**

25/00093/FPH Pentangle Design Group Mr Jonathan 32 Orchard Close  
Read St Ippolyts  
Suite 1, 21 Bancroft, Hitchin, SG5 Hitchin  
1JW, United Kingdom Hertfordshire  
SG4 7RH  
  
Mr & Mrs Ingham  
  
Provision of vehicular access to property via dropped kerb and vehicle crossover. Part one storey, part two storey rear extension following demolition of existing rear conservatory and erection of single storey side shed; first floor front extension over existing porch. Alterations to existing patio and erection of timber side elevations boundary fence.

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(Including Withdrawn decisions)

**EAST TEAM**

<b>Application No:</b> 24/01812/FP	<b>Location:</b> The Old Grammar School Broadway Letchworth Garden City Hertfordshire SG6 3NX <b>Applicant Name:</b> Miss Beatrice Pryor Emil Dale School of Performing Ar <b>Description:</b> Alterations to front access path and installation of two lawn signage structures (development already carried out)	<b>Decision:</b>  Refused <b>Decision Date:</b> 29/01/2025
<b>Application No:</b> 24/02029/FPH	<b>Location:</b> 18 London Road Baldock Hertfordshire SG7 6JN <b>Applicant Name:</b> Mr Harrison Gilling <b>Description:</b> Provision of vehicular access to property via dropped kerb and vehicle crossover.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 24/02192/FPH	<b>Location:</b> 79 Willian Way Letchworth Garden City Hertfordshire SG6 2HJ <b>Applicant Name:</b> Jonathan Hughes <b>Description:</b> Two storey rear extension following demolition of existing conservatory. Insertion of first floor side window.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02317/FP	<b>Location:</b> Glebe House Church Lane Reed Hertfordshire SG8 8AL <b>Applicant Name:</b> Mr & Mrs Harrison <b>Description:</b> Siting of solar panel array 30x 500w panels (six rows)	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 23/01/2025
<b>Application No:</b> 24/02374/DOC	<b>Location:</b> Land On The North Side Of York Way Royston Hertfordshire <b>Applicant Name:</b> Kiafield Properties Ltd <b>Description:</b> Details reserved by Condition 19 (Landscape and Ecology Management Plan) of planning permission reference 23/00750/FP granted on 27.09.2023.	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02396/DOC	<b>Location:</b> Land Between Royston Road And Cambridge Road Barkway Hertfordshire <b>Applicant Name:</b> Miss Chloe Howkins Redrow South Midlands <b>Description:</b> Details reserved by Condition 19 (Construction Traffic Management Plan) of outline permission application reference 18/01502/OP granted on 25.07.2023.	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02475/SU	<b>Location:</b> Land At Layby Along Haywood Lane Therfield Hertfordshire SG8 9RH <b>Applicant Name:</b> Post Box Team <b>Description:</b> Install lamp pedestal box	<b>Decision:</b>  No Objection <b>Decision Date:</b> 29/01/2025
<b>Application No:</b> 24/02549/LBC	<b>Location:</b> 12 Westholm Letchworth Garden City Hertfordshire SG6 4JB <b>Applicant Name:</b> Mrs Elizabeth Battarbee <b>Description:</b> Replace 2no. existing first floor single-glazed timber windows (1no. front and 1no. rear) with timber double-glazed windows.	<b>Decision:</b>  Conditional Consent <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02589/FPH	<b>Location:</b> 34 Campers Avenue Letchworth Garden City Hertfordshire SG6 3SR <b>Applicant Name:</b> Nicola Wilderspin <b>Description:</b> Single storey side extension and installation of front access ramp.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 29/01/2025

**EAST TEAM**

<b>Application No:</b> 24/02655/FPH	<b>Location:</b> 2 The Sycamores Baldock Hertfordshire SG7 5BJ  <b>Applicant Name:</b> Mr Paul Clayton <b>Description:</b> Pitched roof over existing porch; alterations to fenestration; replacement fencing including alterations to ground level and erection of front/side boundary wall (as amended by plans received on 21st and 23rd January 2025).	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02733/FPH	<b>Location:</b> The Cottage Roxley Court Road Willian Letchworth Garden City Hertfordshire SG6 2AJ  <b>Applicant Name:</b> Mr Ben Blackwood <b>Description:</b> Single storey rear extension and alterations to existing fenestration following demolition of existing rear extensions.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02860/DOC	<b>Location:</b> 38 Sollershott East Letchworth Garden City Hertfordshire SG6 3JN  <b>Applicant Name:</b> Greensides <b>Description:</b> Details reserved by condition 6 (Details of Internal Doors) of listed building consent reference no 16/01271/1LB granted 15.07.2016	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02895/TCA	<b>Location:</b> 40 High Street Ashwell Baldock Hertfordshire SG7 5NW  <b>Applicant Name:</b> Phillida Shaw <b>Description:</b> T1: Ginkgo Biloba- Crown Reduce by 1m. T2: Wild Cherry - Crown Reduce by 1.5m. T3: Holly - Reduce in height be 4m.	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 25/00032/TCA	<b>Location:</b> 23 Field Lane Letchworth Garden City Hertfordshire SG6 3LF  <b>Applicant Name:</b> Mrs Louise Robb <b>Description:</b> Wild Plum - Pollard to approx 1.3m	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 25/00040/TCA	<b>Location:</b> 176 Pixmore Way Letchworth Garden City Hertfordshire SG6 1QT  <b>Applicant Name:</b> Mrs Apryl Goodwin Settle <b>Description:</b> T1: Sycamore - Pollard	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 25/00063/TCA	<b>Location:</b> 43 High Street Barkway Royston Hertfordshire SG8 8EA  <b>Applicant Name:</b> Jenny Warren <b>Description:</b> T1: Holly - Reduce height by approx 2m to 3m. Light pruning on the sides and overall width by approx 1m. T2: Apple - Reduce height by approx. 2.5m. Prune back the sides by approx 1m on all sides. Crown to be thinned, remove deadwood, shape and balance.	<b>Decision:</b>  No Objection <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 25/00066/TCA	<b>Location:</b> 71 High Avenue Letchworth Garden City Hertfordshire SG6 3QR  <b>Applicant Name:</b> Miss Gemma Chapman <b>Description:</b> Willow - Reduce up to a 50%	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 25/00075/TCA	<b>Location:</b> 9 Birds Hill Letchworth Garden City Hertfordshire SG6 1PL  <b>Applicant Name:</b> Mrs Marian Adams <b>Description:</b> Norway Maple - Re-Pollard. Holly, Cypress - Up to 1m reduction.	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 25/00079/TCA	<b>Location:</b> 17 The Quadrant Letchworth Garden City Hertfordshire SG6 4TY  <b>Applicant Name:</b> Mr John Wright <b>Description:</b> Silver Birch, Plum, Apple, 3x Pear - Up to a 25% reduction. Plum - Fell.	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/01/2025

**EAST TEAM**

<b>Application No:</b> 25/00135/TCA	<b>Location:</b> 16 Cromwell Green Letchworth Garden City Hertfordshire SG6 1DB <b>Applicant Name:</b> Mr Ewan Macleod FGCH Ltd <b>Description:</b> CG15: CG16: Sycamore - Crown reduce by 4-5m to maintain size and shape.	<b>Decision:</b> No Objection <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 25/00157/TCA	<b>Location:</b> Land Between Sollershott Hall And Spring Road Letchworth Garden City Hertfordshire <b>Applicant Name:</b> Mr Matt Jones Letchworth Garden City Heritage Found <b>Description:</b> T1: Common Ash - Monolith. T10: Common Ash - Remove deadwood. T11: English Oak - Remove deadwood. T12: Cherry Plum - Sever ivy. T13: English Elm - Fell. T2: Common Ash - Sever ivy, crown reduce T3: Hornbeam - Remove deadwood. T4: Common Ash - Sever ivy. T5: Common Ash - Monolith. T6: Common Ash - Monolith. T7: Common Ash - Selected branch removal. Remove over extended limb east towards road back to stem. T8: Common Ash - Selected branch removal. Remove back to stem, lowest extended limb with cavities west 8m height. T9: Common Ash - Reduce approx 2.5m height and laterals approx 1m to suitable growth points to reduce sail effect on union.	<b>Decision:</b> No Objection <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 25/00166/TCA	<b>Location:</b> Land Adjacent To Manor Cottages Wymondley Road Willian Hertfordshire SG6 2AW <b>Applicant Name:</b> Mr Matt Jones Letchworth Garden City Heritage Found <b>Description:</b> T1: Sycamore - Fell. T2: Norway Maple - Fell. T3: Common Ash - Remove lapsed regrowth at top of stem back to previous. T4: English Oak - Remove major deadwood at top of tree over footpath. T5: Silver Birch - Fell.	<b>Decision:</b> No Objection <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 25/00167/TCA	<b>Location:</b> Willow Court Baldock Lane Willian Hertfordshire <b>Applicant Name:</b> Mr Matt Jones Letchworth Garden City Heritage Found <b>Description:</b> White Poplar - Cut back by 2m. Selected branch removal. Reduce crown by 3 to 4m	<b>Decision:</b> No Objection <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 25/00168/TCA	<b>Location:</b> Land Adjacent To Willow Court Baldock Lane Willian Hertfordshire <b>Applicant Name:</b> Mr Matt Jones Letchworth Garden City Heritage Found <b>Description:</b> T1: White Poplar - Selected branch removal. Remove branch 5m height. T2: White Poplar - Raise Crown, Remove limb encroaching on property.	<b>Decision:</b> No Objection <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 25/00169/TCA	<b>Location:</b> Land Adj To 42 Farthing Drive Letchworth Garden City Hertfordshire SG6 2TR <b>Applicant Name:</b> Mr Matt Jones Letchworth Garden City Heritage Found <b>Description:</b> T1: English Oak - Remove Deadwood. Sever ivy. Reduce Crown by 4m. Reduce laterals overhanging road by up to 5m. T2: Common Hawthorn - Fell. G1: English Oak - Remove deadwood	<b>Decision:</b> No Objection <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 25/00183/SU	<b>Location:</b> Royston Railway Station Kneesworth Street Royston Hertfordshire SG8 5AH <b>Applicant Name:</b> Marc Zabloutny RJP Town Planners <b>Description:</b> Erect gating enclosure with a canopy cover at the secondary entrance of the Station located at the rear of Platform 2, comprising two standard-sized ticket gates and one wide aisle gate. Rail replacement bus facility at the existing parking bays in front of the lift at Platform 2, comprising two to three Macemain canopies as passenger waiting shelters and queuing barriers. Ancillary works including a side gate east of the proposed gatelines to segregate the refuse compound from the public area, and a side gate to the west for emergency access during non-operational hours of the Station. Other adjustments and improvements to the existing car park north to the Station, including widening the footpath to comply with the Disability Discrimination Act (DDA) standards.	<b>Decision:</b> Prior Approval Given <b>Decision Date:</b> 28/01/2025

**WEST TEAM**

<b>Application No:</b> 24/01723/FPH	<b>Location:</b> 22 The Avenue Hitchin Hertfordshire SG4 9RL <b>Applicant Name:</b> Mr James Laing <b>Description:</b> Installation of front gates, stabilised gravel driveway and soft landscaping.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 24/01964/FPH	<b>Location:</b> 50 Stevenage Road Knebworth Hertfordshire SG3 6NN <b>Applicant Name:</b> Mr Paul Jobling <b>Description:</b> Erection of timber framed open car port	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02069/AD	<b>Location:</b> Mcdonalds Restaurant Nightingale Road Hitchin Hertfordshire SG5 1RQ <b>Applicant Name:</b> Mr Adrian Mariadas Burgernomics (t/as McDonald's) <b>Description:</b> Installation of hoarding sign. (Development already carried out).	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02364/FP	<b>Location:</b> Unit 1 121 - 123 Bancroft Hitchin Hertfordshire SG5 1LS <b>Applicant Name:</b> Leo Scarfe Marks and Spencer Plc <b>Description:</b> Installation of air conditioner unit to first floor rear elevation	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02365/LBC	<b>Location:</b> Unit 1 121 - 123 Bancroft Hitchin Hertfordshire SG5 1LS <b>Applicant Name:</b> Leo Scarfe Marks and Spencer Plc <b>Description:</b> Installation of air conditioner unit to first floor rear elevation	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02537/FPH	<b>Location:</b> 81 High Street Pirton Hitchin Hertfordshire SG5 3PU <b>Applicant Name:</b> Mr & Mrs Collins <b>Description:</b> Two storey rear extension and alterations to fenestration	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02725/FPH	<b>Location:</b> 12 Woodstock Knebworth Hertfordshire SG3 6EA <b>Applicant Name:</b> Mr Stuart Law <b>Description:</b> Single storey front and side extensions following demolition of existing front and side element	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 28/01/2025
<b>Application No:</b> 24/02730/FPH	<b>Location:</b> 31 Lancaster Avenue Hitchin Hertfordshire SG5 1PA <b>Applicant Name:</b> Mrs D Howson <b>Description:</b> Single storey rear extension following demolition of existing rear element. Insertion of rear L shaped dormer window to facilitate loft conversion following removal of existing chimney stack. Alterations to fenestration and reinstatement of new chimney stack (as amended by plans received on 21/01/2025).	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02734/FPH	<b>Location:</b> 1 Elms Close Little Wymondley Hitchin Hertfordshire SG4 7HP <b>Applicant Name:</b> C O'MALLEY <b>Description:</b> Single storey side extension following demolition of existing attached garage	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 24/02760/FPH	<b>Location:</b> 5a Mount Pleasant Hitchin Hertfordshire SG5 2BG <b>Applicant Name:</b> Mr. Faik Gashi <b>Description:</b> Raise roof height of existing side extension and part first side extension above. Alterations to fenestration.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02813/FPH	<b>Location:</b> 6 River Court Ickleford Hitchin Hertfordshire SG5 3UD <b>Applicant Name:</b> Mrs Lucie Bell - <b>Description:</b> Single storey front extension and insertion of rear bi folding door	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 27/01/2025

**WEST TEAM**

<b>Application No:</b> 24/02826/LDCP	<b>Location:</b> 7 Cromwell Way Pirton Hitchin Hertfordshire SG5 3RD  <b>Applicant Name:</b> Mr & Mrs Smith & Dyer <b>Description:</b> Part garage conversion	<b>Decision:</b>  Granted Permission <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 24/02829/DOC	<b>Location:</b> Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN <b>Applicant Name:</b> Knights Bespoke Build Ltd <b>Description:</b> Details reserved by condition 17c (Contamination Verification Report) of planning permission reference no 20/01254/FP granted 11.02.2021)	<b>Decision:</b>  Approval of Details <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02837/FPH	<b>Location:</b> 61 Grays Lane Hitchin Hertfordshire SG5 2HJ  <b>Applicant Name:</b> Mr & Mrs Skinner <b>Description:</b> Two storey and part single storey rear extension including juliet balcony; first floor side extension; insertion of first floor side window and single storey front extension to existing attached garage following removal of existing rear chimney and shed.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 28/01/2025
<b>Application No:</b> 24/02853/TCA	<b>Location:</b> 32 Market Place Hitchin Hertfordshire SG5 1DY  <b>Applicant Name:</b> Tilehouse <b>Description:</b> T1, T2: Sycamore - Fell to ground level	<b>Decision:</b>  No Objection <b>Decision Date:</b> 24/01/2025
<b>Application No:</b> 24/02856/LDCP	<b>Location:</b> 7 St Giles Road Codicote Hitchin Hertfordshire SG4 8XW  <b>Applicant Name:</b> Mr Mark Scales <b>Description:</b> Insertion of 2no. roof lights to front roofslope and a box dormer window to rear roofslope to facilitate a loft conversion	<b>Decision:</b>  Granted Permission <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 25/00052/TCA	<b>Location:</b> Land Adjacent To Redshanks Lilley Footpath 004 Lilley Hertfordshire <b>Applicant Name:</b> Stella Farr <b>Description:</b> Silver Birch - Remove large limb	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 25/00058/TCA	<b>Location:</b> The Coach House Wratten Road East Hitchin Hertfordshire SG5 2AS <b>Applicant Name:</b> Mr Simon Davies <b>Description:</b> Eucalyptus - Remove	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/01/2025
<b>Application No:</b> 25/00062/NMA	<b>Location:</b> Model Farm Mill Lane Hexton Hitchin Hertfordshire SG5 3JE  <b>Applicant Name:</b> Mr. Eoin Lawless Swords Properties Ltd. <b>Description:</b> Change colour of windows from white to agate grey (RAL 7038) (as Non-Material Amendment to planning permission 22/02775/FP granted 27.02.2023)	<b>Decision:</b>  Agreed <b>Decision Date:</b> 28/01/2025
<b>Application No:</b> 25/00068/TCA	<b>Location:</b> 77 Bedford Road Hitchin Hertfordshire SG5 2TU  <b>Applicant Name:</b> Helen Kemp <b>Description:</b> T1: Hawthorn - Pollard at 5m. T2: Contorted Hazel - Reduce by 2m shape and balance the crown cutting to viable growth. T3: Rowan - Fell to ground level and eco plug. T4: Apple - Reduce by 2m shape and balance the crown cutting to viable growth.	<b>Decision:</b>  No Objection <b>Decision Date:</b> 27/01/2025

# PRESS RELEASE

**PR 3906**

**27 January 2025**

## **North Herts Council boosts local projects with £2000 in grants**

North Herts Council is pleased to announce that a total of £2000 has been allocated to two local community groups following recommendations made at the Royston Community Forum on December 17\*. These grants are designed to support the ongoing services these groups provide, benefiting the local community and enhancing the well-being of residents.

The grants awarded include:

- **£1,000 to Carers in Hertfordshire:** This funding will support the running costs of their vital support hub in Royston, which assists unpaid carers, ensuring they have access to guidance, respite and resources.
- **£1,000 to Caudwell Youth:** The grant will be used to fund the training of volunteers and contribute to the salary of a support worker. Caudwell Youth work with young people offering support to help them reach their full potential.

**Cllr Val Bryant, Executive Member for Community & Partnerships**, who approved the funding under delegated decision, said: "We are thrilled to support these two vital organisations, Carers in Hertfordshire and Caudwell Youth, which provide essential services to our community.

"The Royston Area Forum is an excellent opportunity for local groups to receive much-needed funding, and we encourage others to attend the next forum to explore similar opportunities for support.

The next Royston Area Forum will take place on [add date], offering another opportunity for local groups to apply for funding and seek support from the council.

\*Subject to necessary formalities

For more information please contact [sarah.jenkinson@north-herts.gov.uk](mailto:sarah.jenkinson@north-herts.gov.uk) / 01462 474210.

# PRESS RELEASE

**PR 3907**

**27 January 2025**

## **Another chance for cheaper solar panels through bulk buy scheme**

You know the saying, third time lucky – so catch the third round of our affordable renewable energy scheme to save money and emissions!

Solar Together Hertfordshire helps homeowners and small businesses feel confident they are using qualified installers and paying the right price for solar panels with optional battery storage and EV charge points, as well as retrofit battery storage for residents who have already invested in solar panels.

Hertfordshire councils are working in partnership with iChoosr, experts in sustainable energy transition, to make the change to clean energy as cost-effective and hassle-free as possible. It's free to register and there is no obligation to go ahead with an installation.

Cllr Mick Debenham, Executive Member for Environment at North Herts Council, said: "To date, Solar Together has installed over 16,480 solar panels in Hertfordshire, reducing carbon emissions by 31,180 tonnes over 25 years – equivalent to 17,000 cars off the road in that time!

"In North Herts, so far there have been 270 installations. By teaming up with other Herts councils, the scheme is able to leverage the collective buying power of residents to negotiate better rates from trusted providers."

In previous rounds of the scheme, John from Hitchin got 10 solar panels and battery storage, he said: "From the initial contact with Solar Together to completion of the project was trouble free and professional throughout."

And Paul from Letchworth got 8 panels and battery storage, he said: "Solar Together provided much hassle-free research and enquiry work that otherwise would have needed to



have been done individually. Previous word of mouth installations help with putting trust in the process.”

### **How does Solar Together work?**

- Householders can register online to become part of the group for free and without obligation.

Approved UK solar PV suppliers participate in a reverse auction. They are able to offer competitive pricing as the volume and geographic concentration makes it possible for them to realise greater efficiencies, which they pass on with lower prices for installations.

- After the auction, registered households will be emailed a personal recommendation which is specific to the details they submitted in their registration.
- If they choose to accept their recommendation, the specifics of their installation will be confirmed with a technical survey after which a date can be set for the installation of their solar PV system.
- Telephone and email help desks are on-hand throughout the whole process which, together with information sessions, will allow households to make an informed decision in a safe and hassle-free environment.

Marie-Louise Abretti, Solar Together UK Business Manager, added: “With energy prices continuing to fluctuate, residents of Hertfordshire are looking for opportunities to reduce their carbon emissions, save on energy bills, and increase their independence from the grid. The Solar Together group-buying scheme offers a straightforward way to make an informed decision and to access a competitive offer from a trusted, vetted provider.”

**ENDS**

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

### **About Solar Together**

The Solar Together scheme, delivered by iChoosr, is a group-buying initiative that enables households and businesses to purchase solar panels at a competitive price. This not only helps to make solar energy more accessible and affordable but also supports the UK’s goal of achieving net-zero emissions by 2050. Solar Together is currently responsible for 10% of

MCS-certified (Microgeneration Certification Scheme) solar panel installations in England - the independent certification scheme that certifies microgeneration (renewable energy) products and installers.

iChoosr has been collaborating with UK councils since 2015 on its Solar Together scheme, aiming to accelerate the energy transition nationwide. iChoosr's schemes have been delivered in partnership with local authorities in five countries. More than 200 schemes have led to 185,000 residents installing solar PV systems. [www.solartogether.co.uk](http://www.solartogether.co.uk)

# PRESS RELEASE

**PR 3908**

**27 January 2025**

## **North Herts Council awards over £5,000 to support Hitchin community projects**

North Herts Council is delighted to announce grants totalling £5,626 have been awarded to four local organisations, following recommendations from the Hitchin Community Forum\*. These grants will help deliver vital projects that enrich our community and support residents.

**Carers in Hertfordshire** will receive £1,393 to establish a new carer support hub in Hitchin. This hub will provide a welcoming space for unpaid carers to access advice, wellbeing activities, and social connections. The initiative aims to support over 1,900 unpaid registered carers in Hitchin, offering much-needed relief and guidance to those in caregiving roles.

**The British Schools Museum** has been awarded £1,133 to create a new exhibition exploring the childhood storybooks of the late Queen Mother, Elizabeth Bowes-Lyon. The display will celebrate her local ties to St Paul's Walden Bury and highlight Hitchin's rich history. The museum aims to make this unique exhibition accessible to all, while also upgrading the display room for future community collaborations.

**Hitchin Town Youth Football Club** will use their £1,300 grant to purchase two new sets of goalposts for Holwell Recreation Ground, enabling thousands of young players to enjoy better facilities. It is estimated across the lifetime of these goals (10 years) around 20,000 children will have the benefit of using them at Holwell Recreation Ground. The club also received grant funding of £700 from Southern Rural Community Forum.

**Caudwell Youth** has been awarded £1,800 to support their work with at-risk young people aged 11 to 24 in Hitchin. The funding will contribute to the salary of a Youth Support Coordinator and provide training for volunteer mentors. Through tailored one-to-one mentoring and practical help with education, housing, and wellbeing, Caudwell Youth empowers young people to build resilience and achieve brighter futures.

**Cllr Val Bryant, Executive Member for Community & Partnerships, said** "These grants reflect the diverse needs of our community, from supporting carers and young people to celebrating heritage and enhancing sporting opportunities. We're proud to work with these organisations to make a positive difference in residents' lives."

For further details on these projects or to apply for future grants, visit: [Community grants | North Herts Council](#)

\*Subject to necessary formalities

For more information please contact [sarah.jenkinson@north-herts.gov.uk](mailto:sarah.jenkinson@north-herts.gov.uk) / 01462 474210.