

NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 3 NOVEMBER 2023

MEMBERS' INFORMATION

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

NEWS AND INFORMATION

AGENDA & REPORTS

PUBLISHED WEEK COMMENCING 28 OCTOBER 2023

Cabinet – 14 November 2023
Planning Control Committee – 16 November 2023

FORTHCOMING MEETINGS WEEK COMMENCING 4 NOVEMBER 2023

Overview & Scrutiny Committee – 7 November 2023
Finance, Audit & Risk Committee – 8 November 2023

CHAIR'S ENGAGEMENTS WEEK COMMENCING 4 NOVEMBER 2023

Date	Event	Location
Tuesday 7 November 2023 @ 6pm	The Mayor of Hertsmere's Curry Night	Tamarind, 21 Barnet Road, Potters Bar, Hertfordshire, EN6 2QX

VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING 4 NOVEMBER 2023

Date	Event	Location
	None	

OTHER EVENTS WEEK COMMENCING 4 NOVEMBER 2023

Date	Event	Location
Thursday 9 November 2023 @ Arrive at 9:15am for 9:30am start – 3:15pm	Youth Democracy Day	Council Chamber

MEMBERS INFORMATION NOTE

LEGAL & COMMUNITY Monitoring Officer

COUNCILLOR SAFETY AND SECURITY REMINDER & EVENTS IN ISRAEL AND PALESTINE - **POLICE ADVICE**

Following the notification of the PERSONAL SAFETY - A GUIDE FOR COUNCILLORS a few months ago [[CLICK HERE](#)], this is *firstly*, a reminder that the LGA do provide resources to support Councillors on how to handle abuse, intimidation and harassment that you may experience in your role, which can help to mitigate or reduce risk to Councillors:

- [Councillor guide to handling abuse and intimidation](#): practical steps that Councillors can take to protect themselves from abuse and intimidation, including personal security advice. This should be supplemented by advice for your local council and police force where there is a safety concern. Councillors may also find the [Blue Book: A guide to person safety](#) from the National Counter Terrorism Office helpful.
- [Social media guidance for councillors](#) and [Digital citizenship resources](#): provides guidance for Councillors on how to engage online, including how to use platform features to report abuse and how to set out rules of healthy debate and engagement online.
- [Debate Not Hate: Ending abuse in public life report](#): sets out good practice principles for councils to prevent abuse and intimidation of Councillors and deal with incidents when they occur, including appropriate risk assessment, security support and engagement with the police.
- [Online training events for councillors](#): councils or groups of councils may request personal safety training for elected members through our Civility training offer.
- [Call for evidence of abuse and intimidation](#): Councillors who have experienced abuse and intimidation can share their experiences through our call for evidence, which remains open for Councillors (this is not a crime or incident reporting mechanism and the LGA is not able to respond to individual incidents, but supports the LGA in maintaining an evidence base of existing issues). If Councillors have been the victim of a crime or are concerned about their safety, you should report this to the police and their council.
- The LGA will also be holding a free **Personal safety for Councillors webinar on 30 November**; further details and a booking form will be available on the [LGA events page](#) shortly, and you can sign up to the [LGA Democracy, Civility and Voluntary Sector bulletin](#) to receive updates when new events are launched.

As with any such situation, however, if there is an immediate threat to you / or others, call the Police on 999 or 101 if this is a safer situation and report the incident when able to do so to: healthandsafety@north-herts.gov.uk to log in our Incident Register.

Secondly the Detective Chief Superintendent Helen Williams who is the National Coordinator (Counter Terrorism Protect & Prepare) from the Metropolitan Police Service has asked that the following be disseminated:

“We are aware there is increased concern about the impact of the events in Israel and Gaza on the safety and security of locally elected representatives as well as local faith leaders.

Whilst there has been a significant increase in reporting of hate crimes and incidents, at this time, we have no information to suggest that there is a heightened threat to locally elected representatives or

their staff, nor for faith communities, including those from the Jewish faith. This assessment remains under continuous review.

As a precautionary measure we have compiled below a range of open source advice and guidance on safety and security for reassurance and ease of reference, to be disseminated to locally elected representatives and faith leaders.

Reporting an emergency - Call 999 if you are reporting a crime that is in progress or if someone is in immediate danger.

Reporting non-emergencies – you can [Report crimes online](#) or by calling 101 if they are not an emergency.

You can also call 101 to give information to the police or make an enquiry.

In addition, you can also link in with your local neighbourhood Inspector to discuss any concerns you have. We have asked local policing leads to ensure your local policing Inspector makes contact with you so that you have their contact details.

Other useful resources:

The LGA's [guidance](#) on personal safety.

The NCSC recommend

- <https://www.ncsc.gov.uk/guidance/guidance-for-individuals-in-politics>

NaCTSO, Home Office, Counter Terrorism useful guidance:

- [The Blue Book: A Guide to Personal Security | ProtectUK](#)
- <https://www.protectuk.police.uk/resources/51>

NPCC, CPS, The Electoral Commission, College of Policing

- [Joint Guidance for Candidates in Elections 2021 \(electoralcommission.org.uk\)](#)

The Suzy Lamplugh Trust has excellent guidance for lone working in every situation:

- [Personal Safety at work | Suzy Lamplugh Trust](#)
- www.suzylamplugh.org/personal-safety-at-home,
- www.suzylamplugh.org/personal-safety-and-law).

Please also see the [Community Security Trust](#) website for advice/guidance specifically for Jewish communities.

Protective Security for Mosques Scheme has been reopened for an additional six weeks.

There is a public webinar on **8 November 2023, 18:00-19:30**

<https://events.teams.microsoft.com/event/87e49473-a404-43d6-a3e6-dda5e30d5456@f24d93ec-b291-4192-a08a-f182245945c2>

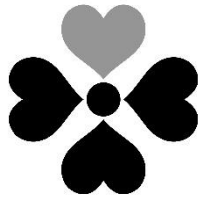
[Guidance: Protective security schemes for places of worship](#) “

For more information please contact:

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**North
Herts**
Council

STRATEGIC PLANNING & ENTERPRISE

MEMBERS INFORMATION NOTE

UPDATE on consultation on proposed station ticket office closures

Following the consultation in August on proposed station ticket office closures, GTR, the local train operator, released the following statement on 31 October 2023 (emphasis added):

Today, Transport Focus and London TravelWatch have updated us they are supportive of the principle of redeploying staff from ticket offices to improve the overall offer for customers.

However, they have also made clear that they are not able to approve these changes as there is feedback related to the railway as a whole which has not been completely addressed.

*We always made clear that this was a genuine consultation and as a result, following the process of the Ticketing and Settlement Agreement, **all proposals have been withdrawn and will not be introduced.***

The consultation did, however, raise interesting ideas on related issues, such as expanding the types of products that can be sold at ticket machines. Where possible, with the wider industry we will look to introduce ideas such as this.

Links:

- [TransportFocus press release](#)
- [TransportFocus's response to GTR's proposals](#)

Information note prepared by:

Edward Leigh, Senior Transport Officer
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**Incidents Summary Analysis by Zone
North Herts**

01/10/2023 to 01/11/2023

Incidents Summary Analysis by Zone

01/10/2023 to 01/11/2023

Category Summary

Zone: Baldock

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti-Social Behaviour	Nuisance	2
Post Event Viewing	Download For Police	2
Suspicious Activity		1
Theft	Shoplifting	2

Total No. of Incidents in Zone Baldock: 7

Zone: Hitchin

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti-Social Behaviour	Nuisance	9
Assault	GBH	3
Concern for Welfare		3
Criminal Damage		1
Domestic		1
Drug Related		1
Police Request	Operation	1
Post Event Viewing	Download For Police	4
Suspicious Activity		2
Theft	Shoplifting	9
Traffic Incident	RTC	2
Vehicle		2

Total No. of Incidents in Zone Hitchin: 38

Zone: Knebworth

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Concern for Welfare	Missing Persons	1
Traffic Incident	RTC	1

Total No. of Incidents in Zone Knebworth: 2

Zone: Letchworth

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Alarm Activation	Intruder Alarm	1
Anti-Social Behaviour	Disorder	2
Assault		2
Bomb Threat/Suspect Package		1
Concern for Welfare	Injury	7
Criminal Damage		2
Domestic	Anti-Social	2
Police Request	Operation	2

Incidents Summary Analysis by Zone

01/10/2023 to 01/11/2023

Post Event Viewing	Download For Police	2
Suspicious Activity		1
Theft	Shoplifting	4
Vehicle	DUI	1
Weapon		1

Total No. of Incidents in Zone Letchworth: 28

Zone: Royston

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti-Social Behaviour		4
Arson/Fire		1
Assault	ABH	1
Police Request	Operation	1
Post Event Viewing	Download For Police	3
Weapon	Knife	1

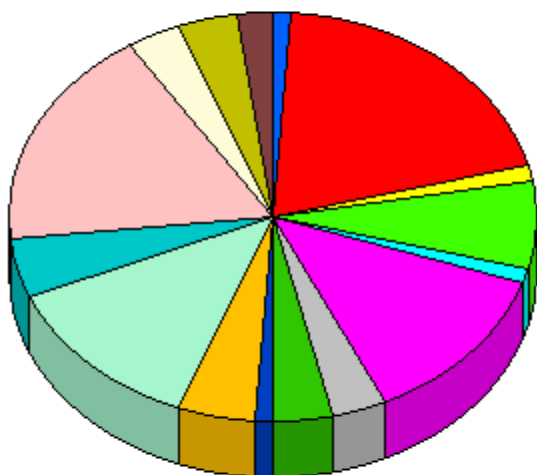
Total No. of Incidents in Zone Royston: 11

Total No. of Incidents : 86

Incidents Summary Analysis by Zone

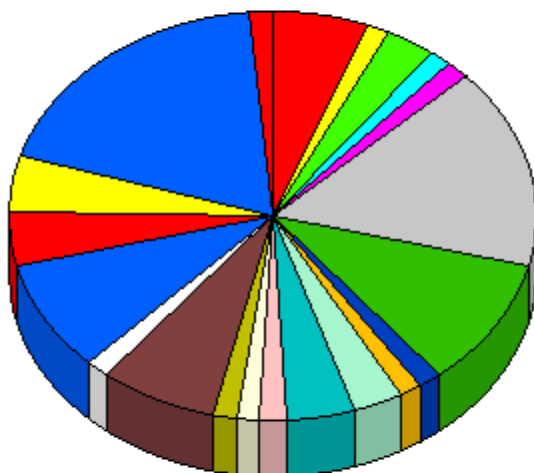
01/10/2023 to 01/11/2023

No. of Incidents by Category



Alarm Activation	1.2%
Anti Social Behaviour	19.8%
Arson/Fire	1.2%
Assault	7.0%
Bomb Threat/Suspect Package	1.2%
Concern for Welfare	12.8%
Criminal Damage	3.5%
Domestic	3.5%
Drug Related	1.2%
Police Request	4.7%
Post Event Viewing	12.8%
Suspicious Activity	4.7%
Theft	17.4%
Traffic Incident	3.5%
Vehicle	3.5%
Weapon	2.3%
Total:	100.0%

No. of Incidents by Sub Category



	0.0%
ABH	5.8%
Affray	1.4%
Anti Social	2.9%
Begging	1.4%
Disorder	1.4%
Download For Police	15.9%
Drunken Behaviour	10.1%
DUI	1.4%
GBH	1.4%
Handling Stolen Property	2.9%
Injury	4.3%
Intruder Alarm	1.4%
Knife	1.4%
Mental Health	1.4%
Missing Persons	7.2%
No Insurance	1.4%
Nuisance	8.7%
Operation	4.3%
RTC	4.3%
Shoplifting	18.8%
Warrant or Wanted	1.4%
Total:	100.0%

Incidents Summary Analysis by Zone

01/10/2023 to 01/11/2023

Call Source Summary

Zone: Baldock

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	1
Police Airwaves	2
Police Control	1
Post Event Viewing	2
Town Link	1

Total No. of Incidents in Zone Baldock: 7

Zone: Hitchin

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	8
Police Airwaves	13
Police Control	2
Post Event Viewing	4
Town Link	11

Total No. of Incidents in Zone Hitchin: 38

Zone: Knebworth

<u>Call Source</u>	<u>No. of Incidents</u>
Police Airwaves	2

Total No. of Incidents in Zone Knebworth: 2

Zone: Letchworth

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	5
Police Airwaves	13
Police Control	3
Post Event Viewing	2
Town Link	5

Total No. of Incidents in Zone Letchworth: 28

Zone: Royston

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	2
Police Airwaves	5
Police Control	1
Post Event Viewing	3



Incidents Summary Analysis by Zone

01/10/2023 to 01/11/2023

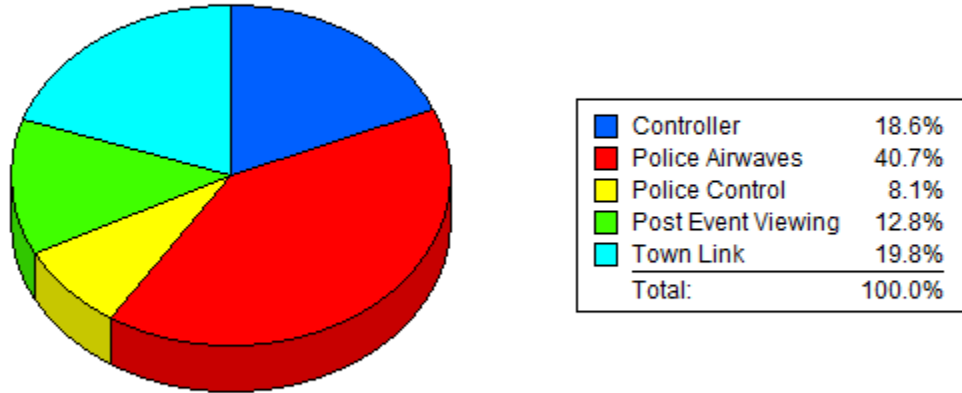
Total No. of Incidents in Zone Royston:	11
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Total No. of Incidents :	86
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Incidents Summary Analysis by Zone

01/10/2023 to 01/11/2023

No. of Incidents by Call Source



Incidents Summary Analysis by Zone

01/10/2023 to 01/11/2023

Camera Summary

Zone: Baldock

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00801	Mansfield Road	4
00803	High Street Junc	5
00804	High Street Junc	7
00805	Whitehorse Street	4
00806	Great North Road	3

Total No. of Incidents in Zone Baldock: 7

Zone: Hitchin

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00300	Bancroft North	1
00301	Bancroft Park Car	1
00302	Bancroft Middle	5
00303	Bancroft	15
00304	Brand Street	10
00305	Market Place	11
00306	Market Place Sun	13
00307	Hermitage Road	3
00308	Woodside Car Park	2
00309	Churchyard South	7
00310	Churchyard North	1
00311	Sun Street	5
00312	Bucklesbury	1
00313	Biggen Lane Car	3
00314	Queen Street	3
00315	Portmill Lane Car	2
00316	Station Approach	6
00822	Westmill John	1

Total No. of Incidents in Zone Hitchin: 38

Zone: Knebworth

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00850	Station Road Junc	1
00851	London Road	1

Total No. of Incidents in Zone Knebworth: 2

Zone: Letchworth

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00401	Eastcheap Car Park	5
00402	Broadway Hotel	7
00403	Station Place	13

Incidents Summary Analysis by Zone

01/10/2023 to 01/11/2023

00404	Station Road West	15
00405	Station Road	3
00406	Station Road East	6
00407	The Wynd	4
00408	Leys Avenue	7
00409	Leys Square	9
00410	Eastcheap Middle	3
00411	Broadway Gardens	5
00412	Broadway South	4
00413	Gernon Road	3
00414	Howard Park Car Pa	2
00415	Norton Way South	4
00417	Leys Avenue Top	10
00418	Leys Avenue	2
00419	Leys Avenue	1

Total No. of Incidents in Zone Letchworth: 28

Zone: Royston

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00809	Subway Burns	1
00810	Lower King Street	3
00811	Lower High Street	3
00812	Upper High Street	4
00813	Corn Exchange	1
00814	Market Hill	5
00815	Fish Hill Opp NU	1
00817	Subway Brook	1
00818	Subway West	1
00819	Subway East	1

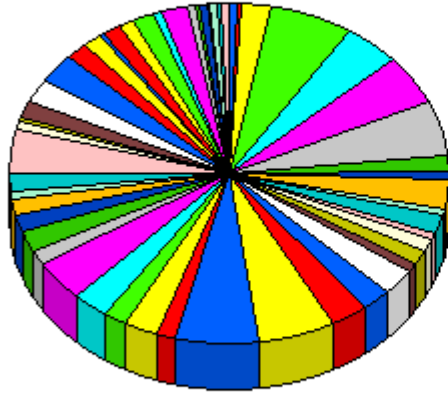
Total No. of Incidents in Zone Royston: 11

Total No. of Incidents : 85

Incidents Summary Analysis by Zone

01/10/2023 to 01/11/2023

No. of Incidents by Camera



0300	Bancroft North	0.4%
00301	Bancroft Park Car Park	0.4%
00302	Bancroft Middle	2.1%
00303	Bancroft Hermitage Rd	6.3%
00304	Brand Street	4.2%
00305	Market Place High St	4.6%
00306	Market Place Sun St	5.4%
00307	Hermitage Road	1.3%
00308	Woodside Car Park	0.8%
00309	Churchyard South	2.9%
00310	Churchyard North	0.4%
00311	Sun Street	2.1%
00312	Bucklesbury	0.4%
00313	Biggen Lane Car Park	1.3%
00314	Queen Street	1.3%
00315	Portmill Lane Car Park	0.8%
00316	Station Approach	2.5%
00401	Eastcheap Car Park	2.1%
00402	Broadway Hotel	2.9%
00403	Station Place	5.4%
00404	Station Road West	6.3%
00405	Station Road Middle	1.3%
Total:		100.0%

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

Any interest to declare/ or conflict and any dispensation granted [*if applicable*]

SERVICE DIRECTORATE: CUSTOMERS

1. DECISION TAKEN

- 1.1 To procure a 3-year contract with a further option to extend by up to two years via a framework for the supply of NEC Document Management System and NEC Mailroom Service (inbound mail)

2. DECISION TAKER:

- 2.1 Jo Dufficy, Service Director Customers

3. DATE DECISION TAKEN:

- 3.1 24 October 2023

4. REASON FOR DECISION

- 4.1 To ensure the continuation of service delivery in relation to the use of the Document Management solution and the inbound mail room services when the existing contract with NEC ends on 30th Nov 23. The new contract will commence on 01 Dec 2023 and end on 30th Nov 2026 with the option to extend for a further two years. The new contract brings together the NEC Document Management System and Mail Room- Inbound Service under one contract.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The current contract with NEC includes the provision of inbound and outbound mail. The outbound mail provision is outsourced by NEC to DSI. We have taken the opportunity to re-evaluate that aspect of the contract and have separated it so that we contract directly with DSI to realise a substantial saving on the cost of outbound mail. This means that there will now be a separate contract and decision notice relating to outbound mail.
- 5.2 The alternative option of carrying out a full procurement exercise was considered however it was decided to carry out detailed market testing to establish if it was necessary to carry out a full procurement exercise. The analysis of the market testing concluded that NEC continue to provide good value for money for these services. Following procurement advice, it was agreed that it would be acceptable to direct award via a Framework. In addition to this £16.5K was spent in December 2022 to carry out an essential upgrade the Document Management system.

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

- 6.1 The Executive Member for Finance and IT, Cllr Ian Albert, has been consulted and supports this approach.

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 We currently have a contract with NEC for the provision of inbound mail which expires in November 2023 and has been in place since 01 December 2020. Additionally, we have a contract for a document management solution which has been a rolling contract. We have taken the opportunity to consolidate the two contracts into one and benefit from a fixed rate for the new contract term.
- 8.2 The existing service provision works well for the authority and meets the needs of the Council, particularly with an increase in remote and hybrid working.

9. LEGAL IMPLICATIONS

- 9.1. Under paragraph 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have general authority to enter contracts to carry out works and/or for the supply of goods and services within approved budgets.
- 9.2. Paragraph 14.6.6 (a) (i) further gives the Service Director – Customers, the authority to manage, direct and control resources allocated to the Directorate in accordance with the Council's policies and procedures.

10. FINANCIAL IMPLICATIONS

- 10.1 The average annual quota of images over 5 years has averaged at 130,000. The final cost per image in year 5 of the contract is 19p per image based on 110,000 images totalling £20,900. The new Mailroom contract is based on 120,000 images over the 3-year period at a cost of 20p per image totalling £24k per annum for the Mailroom Service contract. A consideration was given to reducing the number of images quoted with the expectation that volumes could reduce. In discussions with NEC if volumes are contracted at less than 120,000 images the unit cost would have increased. It was agreed to keep the contract at 120,000 images but we will continue to seek ways for customers to transact electronically wherever possible to reduce both inbound and outbound mail demand.
- 10.2 The new contract cost for the Document Management System is £27,116.23 The current cost of this service is £24,788 but this is based on a fixed contract price set 3 years ago and the new contract price reflects the inflationary increase over this period.
- 10.3 The total annual cost of the new contract is £51,116.23 and £153,348.69 over 3 years. These costs are fixed over the duration of the 3-year contract.
- 10.4 The total cost of the contract can be met from existing budgets.

11. RISK IMPLICATIONS

- 11.1 Failure to enter into a new contract for inbound mail would result in a disruption to service areas as the post for the organisation is directed to Nottingham.

12. EQUALITIES IMPLICATIONS

12.1 There are no equalities implications.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no human resource implications.

16. BACKGROUND PAPERS

16.1 none

17. APPENDICES

17.1 None

NOTIFICATION DATE

03 November 2023

Signature of Executive Member Consulted 

Date 01/11/2023


Signature of Decision Taker

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

Call-in does not apply to NON-EXECUTIVE DECISIONS

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

Any interest to declare/ or conflict and any dispensation granted [*if applicable*]

SERVICE DIRECTORATE: CUSTOMERS

1. DECISION TAKEN

- 1.1 To procure a 2-year contract with a further option to extend by 1 year with DSI Billing Services Ltd via a framework for the supply of Govmail Hybrid Mail solutions.

2. DECISION TAKER:

- 2.1 Jo Dufficy, Service Director Customers

3. DATE DECISION TAKEN:

- 3.1 24 October 2023

4. REASON FOR DECISION

- 4.1 To ensure the continuation of service delivery in relation to outbound mail when the existing contract with NEC ends on 30th Nov 23. The new contract will commence on 01 Dec 2023 and end on 30th Nov 2025 with the option to extend for a further year.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 To continue with using NEC for the provision of our outbound mail provision. As NEC outsource the provision of Outbound mail to DSI it was decided that it is more cost effective to contract directly with DSI.
- 5.2 The alternative option of carrying out a full procurement exercise was considered a detailed market testing exercise concluded that DSI provided good value for money. Following procurement advice, it was agreed that it would be acceptable to direct award via a Framework.

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

- 6.1 The Executive Member for Finance and IT, Councillor Ian Albert has been consulted and supports this approach.

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 North Herts Council has been working with DSI for 5 years. Although we work directly with DSI for the operational fulfilment of the outbound mail, the contract is between NHC and NEC for outbound mail.
- 8.2 The existing service provision from DSI works well for the authority and meets the needs of the services that use the product. The only issue with the current arrangement is that we are paying a premium for outbound mail costs because we contract with NEC who in turn outsource the provision of outbound Mail to DSI.
- 8.3 Procuring an alternative supplier for outbound mail at this time has been discounted due to the fact that by ending the contract with NEC and instead contracting directly with DSI would significantly reduce our spend on outbound mail.
- 8.4 The new contract with DSI is more flexible than the existing contract via NEC. The previous arrangements committed NHC to 200,000 images per annum regardless of postal usage. The new contract with DSI is on a pay as you go basis, and the postal costs will be lower than they are currently via NEC.

9. LEGAL IMPLICATIONS

- 9.1. Under paragraph 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have general authority to enter contracts to carry out works and/or for the supply of goods and services within approved budgets.
- 9.2. Paragraph 14.6.6 (a) (i) further gives the Service Director – Customers, the authority to manage, direct and control resources allocated to the Directorate in accordance with the Council's policies and procedures.

10. FINANCIAL IMPLICATIONS

- 10.1 Under our current contract first class post is £1.30, and second-class post is £0.87 per item.
- 10.2 The cost of the current contract in the period November 2022 to December 2023 is estimated to be £276k per annum based on the forecast number of items of post in this period.
- 10.3 The costs will reduce significantly by contracting directly with DSI. First class post will be £0.95, and second class post £0.62 per item.
- 10.4 Under the new contract to commence on 1st December 2023 the estimated cost is expected to reduce to around £198k per annum based on the same volumes of post.
- 10.5 The saving between spend on the old contract and new contract is expected to be around £78k. However, the current budget for the Hybrid Mail Service is £200k which means the actual saving will be around £2k.
- 10.6 An overspend was reported in 2022/23 but the budget was not increased on a permanent basis as there were plans to introduce an SMS and Email service that was expected to result in savings and also due to the anticipated lower cost of contracting directly with DSI. However, the introduction of the SMS and Email service has not yet been implemented so these savings have not yet been realised. The overspend also reflects the full year impact of sending debt recovery and summons correspondence by first class post.
- 10.7 Within the existing contract there is the additional functionality to send SMS and Emails, the cost of these are SMS £0.19 and Email £0.10p with a £225 monthly fee. The new contract also includes an SMS and Email service at a rate of £0.11 for SMS and £0.07 for email with no monthly fee.

11. RISK IMPLICATIONS

11.1 Failure to enter into a new contract for outbound mail would result in a disruption to service areas as the whole organisation use DSI for the dispatching of outbound mail.

12. EQUALITIES IMPLICATIONS

12.1 There are no equalities implications.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no human resource implications.

16. BACKGROUND PAPERS

16.1 none

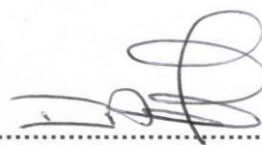
17. APPENDICES

17.1 None

NOTIFICATION DATE

03 November 2023,

Signature of Executive Member consulted



Date 01/11/2023



Signature of Decision Taker

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

Call-in does not apply to NON-EXECUTIVE DECISIONS

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Planning Control Committee held in the Council Chamber, District Council
Offices, Letchworth Garden City
on Thursday, 26th October, 2023 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Terry Tyler and Phil Weeder.

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 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 clarified matters for the registered speakers.
- (4) The Chair advised that Section 4.8.23(a) of the Constitution applied to the meeting.
- (5) The Chair advised that item 5 22/03040/FP had been withdrawn by the applicant.

4 PUBLIC PARTICIPATION

The Chair confirmed that the registered speakers were in attendance.

5 22/03040/FP LAND EAST OF, BEDFORD ROAD, HITCHIN, HERTFORDSHIRE

The Chair advised that this item had been withdrawn by the applicant, so that they could resolve outstanding technical concerns with the LLFA.

6 23/01940/FP LAND AT THE SOUTH END OF ANGLIAN BUSINESS PARK

RESOLVED: That application 23/01940/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager.

7 PLANNING APPEALS

The Development and Conservation Manager presented the report entitled 'Planning Appeals'.

8 S106 AGREEMENTS

The Development and Conservation Manager presented the report entitled 'S106 Agreements'.

9 CURRENT ENFORCEMENT NOTICE - PART 1

The Development and Conservation Manager presented the report entitled 'Current Enforcement Notes – Part 1'.

10 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting on the grounds that the following report will involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the said Act (as amended).

11 CURRENT ENFORCEMENT ACTIONS - PART 2

The Development and Conservation Manager presented the report entitled 'Current Enforcement Actions – Part 2'.

(Including Withdrawn decisions)

EAST TEAM

Application No: 23/01478/FP	Location: Friends Green Farm Friends Green Damask Green Road Weston Hitchin Hertfordshire SG4 7BU Applicant Name: Mr D Papworth Description: Erection of stable building (as amended by plans received 22/8/23)	Decision: Conditional Permission Decision Date: 31/10/2023
Application No: 23/01635/FPH	Location: 3 Woodbine Cottages High Street Reed Royston Hertfordshire SG8 8AH Applicant Name: Mr Sheppard Description: Replace existing windows and doors to front and rear elevations (as amended by email of 06/09/2023) .	Decision: Conditional Permission Decision Date: 26/10/2023
Application No: 23/01653/FPH	Location: 41 Longmead Letchworth Garden City Hertfordshire SG6 4HP Applicant Name: Mr Grindal Description: Single storey rear and raised patio extension, removal of side elevation door and reinstate side elevation window, and replace window with a door in existing rear extension, following demolition of existing rear conservatory (description amended 20/09/2023).	Decision: Conditional Permission Decision Date: 30/10/2023
Application No: 23/01821/FPH	Location: 49 The Leas Baldock Hertfordshire SG7 6HZ Applicant Name: Mr L Allwright Description: Single storey rear and side extension together with raised rear patio following demolition of existing conservatory and outbuilding (as amended by plans received on 19/09/2023, 22/09/2023 and 31/10/2023).	Decision: Conditional Permission Decision Date: 31/10/2023
Application No: 23/01940/FP	Location: Land At The South End Of Anglian Business Park Orchard Road Royston Hertfordshire SG8 5TW Applicant Name: Mr Richard James James Property Investments LLP Description: Temporary change of use of vacant industrial land for 5 years for use as a private car park to include construction of vehicular access, layout of hard surfaced area, security fencing and all ancillary works.	Decision: Conditional Permission Decision Date: 31/10/2023
Application No: 23/02057/FPH	Location: 86 Ridge Road Letchworth Garden City Hertfordshire SG6 1PT Applicant Name: Mr James Cascarina Description: Installation of planters and hardstanding following demolition of existing boundary wall (as amended by plan received on 18/10/2023).	Decision: Conditional Permission Decision Date: 30/10/2023
Application No: 23/02060/FPH	Location: 15 Newells Letchworth Garden City Hertfordshire SG6 2PH Applicant Name: Mr N Collins Description: Single storey rear extension following part demolition of existing single storey attached outbuilding (as amended by plan received on 23/10/2023).	Decision: Conditional Permission Decision Date: 30/10/2023
Application No: 23/02062/FPH	Location: 14 Turpins Way Baldock Hertfordshire SG7 6LW Applicant Name: Vincent Obi Description: Single storey front extension.	Decision: Conditional Permission Decision Date: 01/11/2023

EAST TEAM

Application No: 23/02090/FPH	Location: 68 Friars Road Weston Hitchin Hertfordshire SG4 7BB Applicant Name: Mr And Mrs Tiernan Description: Two storey side extension. Part two and single storey rear extension. Single storey front extension and internal alterations (revision of previously approved planning permission 22/03150/FPH granted 25.01.2023).	Decision: Conditional Permission Decision Date: 26/10/2023
Application No: 23/02097/FPH	Location: 35 Sollershott East Letchworth Garden City Hertfordshire SG6 3JN Applicant Name: Mr and Mrs Pittard Description: Erection of single storey side porch following removal of existing side entrance canopy (revision of previously approved planning application 22/03023/FPH granted 20.01.2023).	Decision: Conditional Permission Decision Date: 26/10/2023
Application No: 23/02115/TPO	Location: Land Between Hampshire Road And Baldock Road Royston Hertfordshire SG8 9FT Applicant Name: Miss Briggs Redrow Description: Various works including removal	Decision: Conditional Consent Decision Date: 01/11/2023
Application No: 23/02123/FPH	Location: 16 Hitchin Road Letchworth Garden City Hertfordshire SG6 3LT Applicant Name: Mr Johnson Description: Replacement porch	Decision: Conditional Permission Decision Date: 01/11/2023
Application No: 23/02147/FPH	Location: 47 Hampshire Road Royston Hertfordshire SG8 9FT Applicant Name: Mr Francisco Quadros Description: Retention of decking and pergola to side garden.	Decision: Unconditional Permission Decision Date: 01/11/2023
Application No: 23/02151/FPH	Location: 72 Tennyson Close Royston Hertfordshire SG8 5SZ Applicant Name: Mrs Jessica Fairfield Description: Single storey side extension.	Decision: Conditional Permission Decision Date: 01/11/2023
Application No: 23/02157/FPH	Location: 18 Hurst Close Baldock Hertfordshire SG7 6TL Applicant Name: Mr Dave Sherringham Description: Two storey side extension following demolition of existing detached garage.	Decision: Conditional Permission Decision Date: 01/11/2023
Application No: 23/02230/FPH	Location: 12 Parker Close Letchworth Garden City Hertfordshire SG6 3RT Applicant Name: Mrs Laura Chambers Description: Single storey rear extension.	Decision: Conditional Permission Decision Date: 01/11/2023
Application No: 23/02231/LDCP	Location: 63 Queens Road Royston Hertfordshire SG8 7AN Applicant Name: Julian Reading Description: Single storey rear extension.	Decision: Granted Permission Decision Date: 01/11/2023
Application No: 23/02238/TCA	Location: Land Adjacent To Manor Cottages Wymondley Road Willian Hertfordshire SG6 2AW Applicant Name: Paul McKenna Letchworth Garden City Heritage Four Description: G1 - Group of mixed species. - To reduce by up to 3m. Remove deadwood from crowns, remove any standing dead trees.	Decision: No Objection Decision Date: 01/11/2023
Application No: 23/02244/FPH	Location: 335 Norton Way South Letchworth Garden City Hertfordshire SG6 1SZ Applicant Name: Mrs B Summan Description: First floor side extension, alterations to existing single storey rear extension roof including installation of roof lantern. Insertion of rear dormer window to facilitate loft conversion.	Decision: Conditional Permission Decision Date: 01/11/2023

EAST TEAM

Application No: 23/02250/TCA	Location: 2A High Street Barley Royston Hertfordshire SG8 8HZ Applicant Name: Mr Stephen McGann Description: Rowan, Fig, Silver Birch, Walnut - Reduction of crown by 1/3. Ash - Fell	Decision: No Objection Decision Date: 01/11/2023
Application No: 23/02280/TCA	Location: 60 Jackmans Place Letchworth Garden City Hertfordshire SG6 1RQ Applicant Name: Mr David Kells Description: T1, T2, T4 Hornbeam - Pollard at 5m. T3. Sycamore - Reduce by 4m and shape.	Decision: No Objection Decision Date: 01/11/2023
Application No: 23/02291/TCA	Location: Land At The Rear Of 12-14 Sollershott East Letchworth Garden City Hertfordshire SG6 3PL Applicant Name: Paul McKenna Letchworth Garden City Heritage Four Description: G1 - Mixed Tree Group consisting of Prunus in the main to be pruned back from boundary by up to 2m	Decision: No Objection Decision Date: 01/11/2023
Application No: 23/02320/LDCE	Location: 109 Mill Road Royston Hertfordshire SG8 7AJ Applicant Name: Mr M Haynes Description: Residential use C3	Decision: Granted Permission Decision Date: 31/10/2023
Application No: 23/02322/TCA	Location: The Old Vicarage Church Lane Barkway Royston Hertfordshire SG8 8EJ Applicant Name: Mr Philip Seers Description: Ash - Thinning reduction	Decision: No Objection Decision Date: 01/11/2023
Application No: 23/02331/TCA	Location: Land Adj To Town House Church End Barley Hertfordshire SG8 8JW Applicant Name: Mr Andrew Richmond H V Richmond Description: Group of Damsons - Pollard to the boundary to fence height	Decision: No Objection Decision Date: 01/11/2023
Application No: 23/02428/EC	Location: Land In Front Of 17 Mullway Letchworth Garden City Hertfordshire SG6 4BQ Applicant Name: Openreach Ravi Kumar Description: Fixed line broadband: replace existing pole.	Decision: No Objection Decision Date: 30/10/2023
Application No: 23/02455/NMA	Location: 1 Alexander Court Whitehorse Street Baldock Hertfordshire SG7 6YH Applicant Name: Mrs Mary Lea Description: Amendment to single storey rear extension rooflights - change of material and rooflights (as non-material amendment to planning permission reference 22/00562/FPH granted on 05.04.2022).	Decision: Agreed Decision Date: 30/10/2023
Application No: 23/02464/TCA	Location: 39 The Crescent Letchworth Garden City Hertfordshire SG6 1SW Applicant Name: Mr Thomas Oakley Oakley arboriculture Ltd Description: T1 Hornbeam - Reduce height by 1.5-2m and reduce lateral limbs by 2-2.5m.	Decision: No Objection Decision Date: 01/11/2023
Application No: 23/02476/EC	Location: Land In Front Of 82 Hall Mead Letchworth Garden City Hertfordshire SG6 4BJ Applicant Name: Openreach Vissal J V Hary Description: Installation of fixed line broadband: one pole.	Decision: No Objection Decision Date: 30/10/2023
Application No: 23/02540/EC	Location: Land Adjacent To Maycroft Blacksmiths Lane Reed Hertfordshire SG8 8AU Applicant Name: Opemreach Description: Installation of fixed line broadband: erection of No.1 pole.	Decision: No Objection Decision Date: 01/11/2023

WEST TEAM

WEST TEAM

Application No: 23/00284/FP	Location: Greenveltd Kennels Luton Road Kimpton Hertfordshire SG4 8HB Applicant Name: McElligott Hannah Homes Investment Description: Erection of detached 3-bed dwelling following demolition of existing stables with flat above (as amended by plans received 02/10/23 and 11/10/23)	Decision: Conditional Permission Decision Date: 01/11/2023
Application No: 23/01007/FPH	Location: 2 Bowlers End Hitchin Hertfordshire SG5 2EA Applicant Name: Mrs Jane Parsons Description: Retention of single storey side extension/store, insertion of ground floor front window following removal of existing garage door to facilitate conversion of garage into habitable accommodation.	Decision: Unconditional Permission Decision Date: 31/10/2023
Application No: 23/01379/EC	Location: Telecommunications Mast 91655 Windmill Hill Water Tower Highbury Road Hitchin Hertfordshire Applicant Name: Clarke Telecom Sophia Hassett Description: Retain existing antennas, installation of 300mm cable tray on concrete base, 1.25m x 1.25m freestanding frame to accommodate ancillary equipment and works within existing cabin	Decision: No Objection Decision Date: 31/10/2023
Application No: 23/01796/FPH	Location: 4 Westbury Farm Close Offley Hitchin Hertfordshire SG5 3FL Applicant Name: Mr Richard Warner-Smith Description: Single storey rear extension	Decision: Conditional Permission Decision Date: 31/10/2023
Application No: 23/01797/LBC	Location: 4 Westbury Farm Close Offley Hitchin Hertfordshire SG5 3FL Applicant Name: Mr Richard Warner-Smith Description: Single storey rear extension and internal alterations	Decision: Conditional Consent Decision Date: 31/10/2023
Application No: 23/01924/AD	Location: Paynes Park House Paynes Park Hitchin Hertfordshire SG5 1EH Applicant Name: Ms Nicki Pope Raymond James Description: DEVELOPMENT A: Installation of 1x non-illuminated side fascia sign and 1x steel name plate on front elevation. DEVELOPMENT B: Installation of 1x Fascia sign to principal elevation and application of vinyl privacy/advertisement screen to windows.	Decision: Split Decision Decision Date: 01/11/2023
Application No: 23/01941/FPH	Location: 18 Grange Close Hitchin Hertfordshire SG4 9HD Applicant Name: Mr & Mrs A Leadbeater Description: Two storey side extension and single storey rear extension. Front mono-pitched roof and front porch extension following demolition of existing porch.	Decision: Conditional Permission Decision Date: 26/10/2023
Application No: 23/01953/FP	Location: 1 Dale Close Hitchin Hertfordshire SG4 9AS Applicant Name: Drs Waters & Scourfield Description: Erection of one 3-bedroom dwelling with double garage, parking and associated works, following demolition of existing detached double garage and greenhouse.	Decision: Refused Decision Date: 01/11/2023
Application No: 23/01956/FPH	Location: 21 Brook View Hitchin Hertfordshire SG4 9NY Applicant Name: Mr Steve Redding North Herts Utilities Ltd Description: Two storey side extension and insertion of front and rear box dormer windows to create additional habitable space at first floor level. Single storey front and rear extensions, open sided porch following demolition of existing detached garage. Provision of 3 parking spaces and formation of a new vehicular access following closure of existing access.	Decision: Conditional Permission Decision Date: 01/11/2023

WEST TEAM

Application No: 23/01970/FPH	Location: 1 West Lane Pirton Hitchin Hertfordshire SG5 3RA Applicant Name: Howes Description: Two storey side and single storey rear extension following demolition of existing single storey side extension	Decision: Conditional Permission Decision Date: 31/10/2023
Application No: 23/02042/S73	Location: 30 East Street Lilley Luton Hertfordshire LU2 8LW Applicant Name: Mrs K Cox Description: Variation of Condition 2 (Revised plans) of planning permission 23/00897/FPH granted on 06.06.2023 for Erection of detached two storey annexe ancillary to the main dwelling following demolition of existing outbuildings.	Decision: Conditional Permission Decision Date: 31/10/2023
Application No: 23/02044/FPH	Location: 24 Pirton Road Hitchin Hertfordshire SG5 2BD Applicant Name: Mr Tim Price Description: Single storey rear extension, front porch and insertion of first floor side window following demolition of existing rear extension. Render to external walls.	Decision: Conditional Permission Decision Date: 31/10/2023
Application No: 23/02102/FPH	Location: 32 Wymondley Road Hitchin Hertfordshire SG4 9PR Applicant Name: Mr Matthew Mager Description: Single storey front, side and rear extensions following demolition of existing side conservatory. Raise roof of existing garage and insertion of one additional first floor rear window.	Decision: Conditional Permission Decision Date: 31/10/2023
Application No: 23/02135/EC	Location: Land In Front Of 66 Purwell Lane Hitchin Hertfordshire SG4 0NG Applicant Name: Openreach Jashvanth Kumar Description: Erection of No.1 pole for installation of fixed line broadband electronic communications apparatus.	Decision: No Objection Decision Date: 31/10/2023
Application No: 23/02136/EC	Location: Land Outside Of 21 Brook View Hitchin Hertfordshire SG4 9NY Applicant Name: Openreach Niharika Myla Description: Installation of 10m pole	Decision: No Objection Decision Date: 31/10/2023
Application No: 23/02154/FPH	Location: 2 Waltham Villas St Johns Road Hitchin Hertfordshire SG4 9JN Applicant Name: Mr Isaac David Description: Single storey rear and side extension	Decision: Conditional Permission Decision Date: 31/10/2023
Application No: 23/02158/LDCP	Location: 2 Waltham Villas St Johns Road Hitchin Hertfordshire SG4 9JN Applicant Name: Mr Isaac David Description: Insertion of rear dormer window and 2no front rooflights to facilitate loft conversion into habitable accommodation	Decision: Granted Permission Decision Date: 30/10/2023
Application No: 23/02159/FPH	Location: Amberley Blackhorse Lane Hitchin Hertfordshire SG4 9EN Applicant Name: David & Fiona Kershaw Description: Two storey side extension, single storey rear extension and insertion of rear box dormer window and front rooflights to facilitate conversion of loft space into habitable accommodation. Erection of detached double garage with workshop above following demolition of existing rear garage.	Decision: Conditional Permission Decision Date: 01/11/2023
Application No: 23/02167/FPH	Location: 35 Purwell Lane Hitchin Hertfordshire SG4 0NF Applicant Name: Mr Dennis and Miss Gupta Description: Single storey front extension and roof alteration to existing bay window	Decision: Conditional Permission Decision Date: 31/10/2023

WEST TEAM

Application No: 23/02168/FPH	Location: 155 Heathfield Road Hitchin Hertfordshire SG5 1TD Applicant Name: S Bradley Description: Single storey rear/side extension following partial demolition of existing rear element	Decision: Conditional Permission Decision Date: 31/10/2023
Application No: 23/02198/PIP	Location: 64 Pondcroft Road Knebworth Hertfordshire SG3 6DE Applicant Name: Mr B Retkin Description: Erection of two detached dwellings and two semi-detached dwellings following demolition of existing bungalow	Decision: Refused Decision Date: 01/11/2023
Application No: 23/02222/TPO	Location: 3 Old Brewery Place Kimpton Hitchin Hertfordshire SG4 8RX Applicant Name: Mr Simon Pannell N/A Description: 2x Mature Yew - Remove epicormic growth	Decision: Conditional Consent Decision Date: 30/10/2023
Application No: 23/02257/NCS	Location: Hakgalla 2 High Street Graveley Hitchin Hertfordshire SG4 7LD Applicant Name: Dr Ahmed Description: Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 8.0 metres	Decision: Prior Approval Not Required Decision Date: 31/10/2023
Application No: 23/02278/TCA	Location: Land North Of 24 The Chilterns Hitchin Hertfordshire SG4 9PP Applicant Name: Mr Christopher Coley Description: Acacia - Raise the canopy overhanging garden . Cut back overweight bearing limb growing into the garden.	Decision: No Objection Decision Date: 30/10/2023
Application No: 23/02491/TCA	Location: 8 Highbury Road Hitchin Hertfordshire SG4 9RW Applicant Name: Mr Clarke Description: Silver Birch - Remove. Holly, Apple - Reduce and deadwood	Decision: No Objection Decision Date: 01/11/2023
Application No: 23/02494/EC	Location: Land Adjacent To 58 Old Hale Way Strathmore Avenue Hitchin Hertfordshire SG5 1ST Applicant Name: Virgin Media Rich Bowser Description: Installation of one equipment cabinet.	Decision: No Objection Decision Date: 01/11/2023

EAST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
23/02510/NHC		Cambridge Wastewater Treatment Plant Relocation North Of The A14 Between Fen Ditton And Horningsea Cambridgeshire Anglian Water Services Limited Planning Act 2008 - Section 89 and The Infrastructure Planning (Examination Procedure) Rules 2010 - Rules 8 and 9. Application by Anglian Water Services Limited for an Order Granting Development Consent for the Cambridge Waste Water Treatment Plant Relocation project NORTH HERTS COUNCIL CONSULTEE ONLY

Ashwell Parish Council

23/02546/TCA	Mr Fred Burkitt The Blue Tree Company 50 Bunyan Road, Hitchin, SG5 1NN	St Marys Church Mill Street Ashwell Hertfordshire SG7 5LY Ms Jane Porter 380 & 381 Holm Oak - Reduce back to previous points over the building and ensure that there is a clearance of 2 m to the building where possible.
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Baldock

23/02416/S73	Aroland Design Ms Mette Pedersen 3 Church Walk, Sawbridgeworth, CM21 9BJ, United Kingdom	9 - 15 Hitchin Street Baldock Hertfordshire SG7 6AL Mr Humphries Variation of Condition 2 (Changes to windows and door sizes and design) and Condition 3 (change of materials) of planning permission reference 22/02180/FP granted on 11.10.2022.
23/02484/FP	DRD Planning Mr David Rees 3 Walnut Cottages, Station Road, Sawbridgeworth, CM21 9QJ, United Kingdom	1 Lavender Court Baldock Hertfordshire SG7 5AR Mr George Tsolakakis Insertion of dormer to existing rear roofslope and No. 3 rooflights to existing front roofslope to facilitate conversion of loftspace into habitable accommodation.

Barley Parish Council

23/02372/FPH	Home Improvement Agency Mr Robert Vaughan Herts County Council, Farnham House, Six Hills Way, SG1 2FQ, United Kingdom	18 Picknage Road Barley Royston Hertfordshire SG8 8HP Ms Cheryl Goswell Provision of vehicular access to property via dropped kerb.
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**NORTH HERTFORDSHIRE DISTRICT COUNCIL
PLANNING CONTROL
COUNCIL OFFICES, GERON ROAD, LETCHWORTH, HERTS SG6 3JF**

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 03/11/2023
DEADLINE FOR COUNCILLORS' CALL IN: 23/11/2023**

23/02500/LDCE Portess And Richardson Paul Ingle Margaret House
193 Lincoln Road, Peterborough, Church End
PE1 2PL Barley
Hertfordshire
SG8 8JS

Mr Thomas Kelly

Confirmation of a material start on site of planning permission ref:
11/02457/1 (and associated Listed Building Consent ref: 11/02458/1LB).

Bygrave Parish Council

23/02535/FPH Mike Easton Mr Michael Easton Mill Valley
21 Shrubbery Grove, Royston, SG8 North Road
9L□J, United Kingdom Baldock
Hertfordshire
SG7 5DN

Mr Martin Brennan

Single storey front extension to provide double garage, single storey
side extension following demolition of side conservatory and alterations
to fenestration.

Letchworth Garden City

23/02321/FP Bidwells Miss Louise Newton Wilbury Hill Farm
Bidwell House, Trumpington Road, Wilbury Hills Road
Cambridge, CB2 9LD Letchworth Garden City
Hertfordshire
SG6 4LB

Messrs Parsons and Cole

Erection of stables and associated hardstanding.

23/02366/FPH Mr Daniel Panico Mr Daniel Panico 36 Campers Road
13 Albert Road, Arlesey, Letchworth Garden City
Bedfordshire, SG15 6RJ Hertfordshire
SG6 3QX

Mrs Melissa Barrett

Erection of detached summerhouse.

23/02516/CDA Mr Saba Naeem Land Off Cade Close
30 Finsbury Circus, London, EC2M Letchworth Garden City
7DT, United Kingdom SG6

Mr Saba Naeem

Confirmation that all conditions have been approved in relation to
planning permission ref 08/02229/1 granted on 17.06.2010.

23/02524/FPH Mr Colin Weatherall Morris 8 Cloisters Road
Whitebrick Letchworth Garden City
29B Hermitage Road, Hitchin, SG5 Hertfordshire
1BY SG6 3JS

Mr and Mrs Harvey

Two storey front extension and front entrance canopy.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 03/11/2023
DEADLINE FOR COUNCILLORS' CALL IN: 23/11/2023**

23/02525/TCA	Mrs Georgina Gentry ROBINSON TREE SERVICES LTD Beech Farm, Coopers Green Lane, St. Albans, AL4 9HP, United Kingdom	8 School Walk Letchworth Garden City Hertfordshire SG6 1QD Mr David Bonner Willow - Semi-pollard
23/02526/TCA	Mr Ben Waterman Waterman Tree Co. 26 Passingham Avenue, Hitchin, SG4 9LD, United Kingdom	La Concha Letchworth Railway Station Station Place Letchworth Garden City Hertfordshire SG6 3AN Burton T1 Ash - Pollard at 5m.
23/02534/FPH	ELA Design Mr Chris Ellerbeck Beechcroft, Riverside Avenue, Broxbourne, EN10 6RA	35 Wilbury Road Letchworth Garden City Hertfordshire SG6 4JW Mr Daniel Martin Roof extension and insertion of No.2 front and No.1 rear rooflights to facilitate conversion of loftspace into habitable accommodation.
23/02545/TCA	Mr Fred Burkitt The Blue Tree Company 50 Bunyan Road, Hitchin, SG5 1NN	99 Spring Road Letchworth Garden City Hertfordshire SG6 3SL Mr Richard Bysouth T1 Sugar Maple - Reduce in height by up to 3m and bring the sides into shape by up to 4m to leave viable growth points. T2 x2 Cherry - Crown reduce by up to 4m to around previous points to leave viable growth where possible. T4 Eucalyptus - Remove lowest branch over the garden. T5 Cotoneaster - Reduce to previous points and bring the sides into shape to leave viable growth where possible. T6 Apple - Reduce in height by 2 to 2.5m and bring the sides into shape. T7 Laburnum - Fell to ground level
23/02551/TCA	Mr Michael Cooper-Bland 14 Field Lane, Letchworth Garden City, SG6 3LE, United Kingdom	14 Field Lane Letchworth Garden City Hertfordshire SG6 3LE Mr Michael Cooper-Bland Beech - Reduce by 30% and shape to balance.

Radwell Parish Meeting

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 03/11/2023
DEADLINE FOR COUNCILLORS' CALL IN: 23/11/2023**

23/02513/CDA	Saba Naeem 30 Finsbury Circus, London, EC2M 7DT, United Kingdom	1 The Limes Radwell Baldock Hertfordshire SG7 5BF Saba Naeem Confirmation that all conditions have been approved in relation to planning permission ref 09/01990/1 granted on 22.01.2010.
23/02514/CDA	Saba Naeem 30 Finsbury Circus, London, EC2M 7DT, United Kingdom	1 The Limes Radwell Baldock Hertfordshire SG7 5BF Saba Naeem Confirmation that all conditions have been approved in relation to planning permission ref 19/01677/S73 granted on 05.12.2019.
Royston Town Council		
23/01614/LBC	Smith Jenkins Ltd Miss Charlotte Howe-McCartin 3rd Floor, Regus, News Building, London Bridge, London, SE1 9SG, United Kingdom	Church House 32A Kneesworth Street Royston Hertfordshire SG8 5AB Aimee Gentry Retention of internal alterations (as a variation to listed building consent ref: 21/00127/LBC granted on 15/03/2021) and partial removal of existing curtilage-listed boundary wall followed by its rebuild in brick and blockwork
23/02507/FPH	Hertfordshire Architects Ltd Mrs Pamela Stokes 13 Cubitts Close, Welwyn, AL6 0DZ	28 Newmarket Road Royston Hertfordshire SG8 7EL Mr & Mrs Webber Two storey rear extension and insertion of first floor side window.
23/02517/TPO	Mr James Cantle Shire tree limited 1A Trigg Way, Melbourn, Royston, SG8 6HX	66 Downlands Royston Hertfordshire SG8 5BY Mary Porter T1, T2 Hornbeam - Crown reduce height by 4m and lateral branches by 2m back to previous.
23/02538/FPH	Stewart Apau Architecture Mrs Calista Stewart Unit 11 Ducketts Wharf, South Street, Bishop's Stortford, Hertfordshire, CM23 3AR, United Kingdom	37 Cherry Drive Royston Hertfordshire SG8 7DL Mrs Polly Smith Single storey rear extension and insertion of side elevation door and alterations to existing garage roof to facilitate garage conversion into habitable accommodation.

WEST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
Codicote Parish Council		
23/01964/FPH	Mrs Deborah Freeman 14 St Albans Road, Codicote, Hitchin, Hertfordshire, SG4 8UT	14 St Albans Road Codicote Hitchin Hertfordshire SG4 8UT Mrs Deborah Freeman Erection of side boundary fence.
Hitchin		
23/02431/FPH	Rejig Homes Ltd Mr Abdul Haque 167 Heathfield Road, Hitchin, SG5 1TE	62 Swinburne Avenue Hitchin Hertfordshire SG5 2RA T. Anderson And L. Marfleet Part two storey and part single storey side extension, single storey rear extensions and front porch following demolition of existing conservatory and garage. Alterations to fenestration
23/02451/FPH	Your Plans UK Mr Harrison Eales Suite A2, Stevenage, Stevenage, SG1 3UN	98 Bedford Road Hitchin Hertfordshire SG5 2UE Mr James And Mrs Rebecca O'Leary Part two storey and part single storey rear extension and two storey side extension following demolition of existing conservatory/rear element. Alterations to fenestration
23/02469/FP	JBE Mr James Burton 65 Shefford Road, Clifton, SG175RQ, United Kingdom	59 Kings Hedges Hitchin Hertfordshire SG5 2QH Mrs Mei Ling Foo Erection of one detached 2-bed dwelling including parking following demolition of existing store
23/02487/FPH	Be Informed! Mr Charles Speakman 8 Broadmeadow Ride, Hitchin, SG4 7ST, United Kingdom	44 Broadmead Hitchin Hertfordshire SG4 9LX Mr & Mrs Stephen Gee-finch Single storey front extension (as a variation of planning permission 23/02148/FPH granted 19.10.2023)

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 03/11/2023
DEADLINE FOR COUNCILLORS' CALL IN: 23/11/2023**

23/02490/FPH	ELA Design Mr Chris Ellerbeck Beechcroft, Riverside Avenue, Broxbourne, EN10 6RA	7 Portman Close Hitchin Hertfordshire SG5 2UX Mrs Esther Grosskopf Erection of rear outbuilding following demolition of existing timber outbuilding
23/02496/FP	Waller Planning Mr Tim Waller Suite C, 19-25 Salisbury Square, Old Hatfield, AL9 5BT	25 - 27 Wilbury Way Hitchin Hertfordshire SG4 0TS Mr John Ray Erection of two commercial buildings (use classes B2, B8 and E) including alterations to existing access, parking areas, landscaping, boundary treatments and ancillary works following demolition of existing buildings.
23/02499/LDCP	J M Bygate Designs Ltd Mr James Bygate 169 Manor Road, Caddington, Luton, LU1 4HJ	37 Armour Rise Hitchin Hertfordshire SG4 0RJ Mr & Mrs S & C Potterton and Reid Replace existing garage door with front ground floor window and insertion of double doors to side elevation to facilitate conversion of detached garage into habitable accommodation.
23/02504/PNMA	Pentangle Design Group Mr Gareth Leach Suite 1, 21 Bancroft, Hitchin, Hertfordshire, SG5 1JW, United Kingdom	Regal House 54A And 55A Bancroft Hitchin Hertfordshire SG5 1LL Hitchin Estates Ltd Conversion of first floor office (use class E) into two 1-bed flats (use class C3).
23/02530/TCA	Mr Danny O'Brien Forestwood Services Ltd 1 Angel Cottages, Kings Walden Road, Great Offley, Hitchin, SG5 3EA	Pine Lodge 55 Highbury Road Hitchin Hertfordshire SG4 9RW Mr Danny O'Brien T1 Pine - Thin crown by up to 30% in the upper canopy. Remove deadwood. T2, T3 Pine - Fell to ground level. T4 Field Maple - Height reduction of 4m and deadwood removal.

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**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 03/11/2023
DEADLINE FOR COUNCILLORS' CALL IN: 23/11/2023**

23/02547/TCA Mr Dom Walker The Blue Tree 110 Walsworth Road
Company Hitchin
50 Bunyan Road, Hitchin, SG5 1NN Hertfordshire
SG4 9ST

Mr Chris Bradbury

T1 Holly - Reduce the height up to 1.5m to previous points. Reduce limbs and shape. T2 Prunus - Reduce limbs over the public footpath by 1.5m cutting to viable growth, reduce height up to 1m, shape and balance.

Knebworth Parish Council

23/02552/TCA Mr Kenneth Ramsay Larch Howe
LarchHow, Park Lane, Old Park Lane
Knebworth, Old Knebworth, Old Knebworth
Sg36PS, United Kingdom Knebworth
Hertfordshire
SG3 6PS

Mr Kenneth Ramsay

3x Lime - Reduce the main trunk of to 4m to bring them into line.

Wymondley Parish Council

23/02518/FP MSAD Architectural Design Ltd Mr The Farmhouse At Redcoats
Mark Scott Stevenage Road
Bancroft House, 34 Bancroft, Redcoats Green
Hitchin, SG5 1LA Little Wymondley
Hitchin
Hertfordshire
SG4 7JR

Mr H Nye

Retention of covered oak frame structure providing external cover to courtyard area

23/02519/LBC Mr Mark Scott MSAD Architectural Design Ltd The Farmhouse At Redcoats
Bancroft House, 34 Bancroft, Stevenage Road
Hitchin, SG5 1LA Redcoats Green
Little Wymondley
Hitchin
Hertfordshire
SG4 7JR

Mr H Nye

Retention of covered oak frame structure providing external cover to courtyard area

PRESS RELEASE

PR 3811

1 November 2023

Plastic bags and wrapping recycling trial to start in Knebworth

Around 2,200 households in Knebworth are part of a pilot project for collecting and recycling plastic bags and wrapping from the kerbside, also known flexible plastic packaging or soft plastics.

North Herts Council has been chosen to take part in a fully-funded project to test the collection of plastic bags and wrapping as part of our current fortnightly recycling collections. Plastics such as plastic bags, confectionary wrappers, crisp packets, foil lined packaging, plastic film and bubble wrap (not pet food pouches) will be collected by our contractors Urbaser in special bags which will be sent to the selected households in Knebworth. Participating households have also received full details of the scheme, including what can be collected and how bags should be presented on their usual collection day.

Plastic bags and wrapping are a considerable challenge as they represented 22% of all UK consumer plastic packaging in 2020, but only 8% was recycled. At present, the only way to recycle plastic bags and wrapping is at supermarket collection points. The trial is part of a larger £2.9m Flexible Plastic Fund (FPF) 'FlexCollect' project, which involves the charity WRAP (Waste & Resources Action Programme) and nine local authorities across England, and aims to inform government and industry on how plastic bags and wrapping should be added to existing household collection services. Most of the £2.9m fund is provided by the FPF, the government Department for Environment Food and Rural Affairs (Defra) and UK Research and the Innovation Smart Sustainable Plastic Packaging Challenge Fund.

Cllr Amy Allen, Executive Member for Recycling & Waste, said: "We are delighted to be part of this exciting pilot to extend what we collect from the kerbside. Although plastic bags and wrapping don't weigh that much, they can take up lots of space in people's bins and it's such a shame for them not to be recycled. We have done our own pilot within the office, with the collection of plastic bags and wrapping for three weeks making a dramatic impact on what's

left in a non-recyclable (purple) bin. All being well with this initial trial, we hope to expand to more properties next year, and eventually the whole district.”

Cllr Tom Tyson, Deputy Executive Member for Recycling & Waste, added: “I have been taking my soft plastics to the collection point at our local supermarket since the beginning of the year and know how much even a small household can generate. Kerbside collection of this type of waste will be a positive move in the battle against landfill, and this trial will help us identify the best way forward.”

Please do not put plastic bags and wrapping in your recycling (grey) bin – this will be classed as contamination and your bin will not be emptied. There are special separate collection bags for those on the trial. Anyone else can take their flexible/soft plastics to a local supermarket collection point.

For more information please visit www.recyclenow.com/plastic-wrapping

ENDS

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

Notes to editors

In collaboration with manufacturers, retailers and recyclers, the [Flexible Plastic Fund \(FPF\)](#) intends to improve flexible plastic recycling and reduce plastic pollution by giving the material a stable value. This will in turn increase the supply of recycled plastic for the industry to become more ‘circular’. This will motivate investment in much needed jobs and infrastructure to make flexible plastic recycling a financially sustainable system in the UK. Through supporting the Flexible Plastic Fund, partners will contribute to system-wide progress driving towards household collection of this valuable material and ultimately closing the loop on flexible plastic production.

The Fund comprises leading industry and government partners including Defra, Ecosurety, UK Research and Innovation Smart Sustainable Plastic Packaging Challenge (UKRI SSPP), SUEZ recycling and recovery UK, RECOUP, LARAC and WRAP. It was established in May 2021 by five founding partners: Mars UK, Mondelēz International, Nestlé, PepsiCo and Unilever. Partners of the Fund now also include Abel & Cole, Ella’s Kitchen, The Collective, Kiddylicious, Koninklijke Douwe Egberts, KP Snacks, McCain Foods, Tilda, United Biscuits, Vitaflo, Yeo Valley Farms, Lotus Bakeries, Natural Balance Foods, Ocado Retail and WARP Snacks.