

NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 8 DECEMBER 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

2 December 2023

None

FORTHCOMING MEETINGS WEEK COMMENCING

9 DECEMBER 2023

Extraordinary Cabinet – 12 December 2023
Finance, Audit and Risk Committee – 13 December 2023

CHAIR'S ENGAGEMENTS WEEK COMMENCING

9 DECEMBER 2023

Date	Event	Location
	None	

VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING

9 DECEMBER 2023

Date	Event	Location
	None	

OTHER EVENTS WEEK COMMENCING

9 DECEMBER 2023

Date	Event	Location
	None	



**North
Herts**
Council

**LEGAL & COMMUNITY
COMMITTEE & MEMBER SERVICES**

MEMBERS INFORMATION NOTE

An Introduction to Scrutiny for Councillors

19 January 2024 2pm-3.30pm – Virtual Workshop

As part of its series of events for councillors, the LGA will be delivering a virtual event on the topic of scrutiny on 19 January 2024. The event will provide useful insight and practical assistance into being an effective scrutineer. An experienced member peer will share useful information and insight and the session will cover:

- The scrutiny context
- Leadership role
- Chairing
- Questioning techniques
- The critical friend balancing act

Confirmed speakers:

- Cllr Victoria Cusworth, Cabinet Member for Children and Young People, Rotherham Metropolitan Borough Council
- Helen Jenkins, Head of Leadership, Local Government Association

The course is recommended for Councillors who are new to overview and scrutiny or Councillors who have an interest in the overview and scrutiny function of a Council.

Bookings can be made at this link [here](#).

For further information please contact:

Committee Services
01462 474655

Committee.Services@north-herts.gov.uk



ENTERPRISE

MEMBERS INFORMATION NOTE

Shared Prosperity Fund Grants for Town Centre Improvements

Further to the Grants funded by the North Herts Shared Prosperity Fund in support for Improvements in our town centres and High streets in June 2023, the Executive Member for Enterprise has authorised further grants from the fund as follows:

Hitchin BID - £6,000 towards the updating and renewal of the lighting and suspension systems supporting the Christmas lights and other displays. This is in addition to the £25,100 already paid to Hitchin BID from the Shared Prosperity Fund.

Royston Town Council – a further £3,141.42 to complete the project to repair and repaint the street furniture in the town centre. Royston Town and BID have already received £24,350.

North Herts Council are spending £12,432 for the town centre monitoring systems annual fee. This is a requirement of the Shared Prosperity Fund .

For more information or clarification please contact:

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



REGULATORY HOUSING

MEMBERS INFORMATION NOTE

North Herts Council Housing Strategy 2024-2029

The Council's current [Housing Strategy](#) will be expiring at the end of 2023/24. The Housing Strategy sets out the Council's high level priorities for meeting the housing needs of our residents. This includes actions around tackling homelessness, the provision of affordable housing, maintenance and enforcement of housing standards and efficient use of existing homes.

We would like to invite Members to an in-person briefing on Monday 18 December 2023 from 7.30pm - 9pm in the Council Chamber, to find out more about the Council's roles and responsibilities and to provide Members with an opportunity to feedback their views on our proposed priorities going forward.

The consultation with residents and stakeholders via an online survey will commence shortly after.

To confirm your attendance and/or if you require more information, please contact:

Martin Lawrence
Strategic Housing Manager
01462 474 250
martin.lawrence@north-herts.gov.uk

Community & Partnerships Executive Member briefing – November 2023

Community Safety & Licensing

Community Safety

- Anti-social behaviour injunction against 2 youths from Hitchin had its first hearing at St Albans Youth Court on 17 October 2023. Case was adjourned with an interim injunction granted until the full hearing. There has been a significant drop in the recording of ASB because of the injunction.
- Reports of ASB have increased around derelict buildings, particularly in Offley and Codicote. Work is underway with Herts Fire and Rescue, Police, Planning Enforcement and Environmental Health to find a suitable solution to the issues.
- Community safety and planning enforcement have been dealing with concerns over unlawful development and environmental offences at a site in Danesbury Park Road, Welwyn (which is in North Herts). There have been numerous historical serious issues associated with the site, but following careful negotiation this has been resolved for now but will continue to be monitored.

Democratic Services

Committee Services

- Full time Committee, Member and Scrutiny Officer post and part time Scrutiny Officer post have been advertised. CMSO closes on 20 November and SO closes on 27 November, with interviews in early/mid-December.
- Youth Democracy Day was very successful, with around 27 students in attendance and sessions from Sir Oliver Heald MP, Bim Afolami MP, Baroness Taylor of Stevenage, a senior researcher for an MP, as well as question time with district and county Councillors. Initial feedback has been positive from both students and Councillors.
- Remembrance Day – District Council representatives were present at Baldock, Letchworth, Hitchin, Knebworth and Royston events, with a representative from the Lord Lieutenants office attending each.
- Concluding work with the IRP, as they review the Members Allowances Scheme, with a view to share this with Group Leaders for comments before consideration at Full Council in January.

Electoral Services

- Tranche 2 measures of The Elections Act 2022 have come into effect. Voters applying for Absent Votes now required to provide additional information (including National Insurance Numbers) to verify their identity when applying. There is a new Online Application service for most types of Absent Votes (including Postal and Proxy Vote applications) and a new portal from which the Electoral Services Team processes applications.
- The Consultation period for the Polling District Review has concluded with a good number of responses received (>200).
- The annual canvass is coming toward its conclusion. Canvassers have started to finish their rounds and our completion rate is currently at 97%.
- All three BID ballots are open for Royston, Hitchin and Letchworth.

Policy & Community Services

Policy, Community & Partnerships

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

- Ongoing facilitation of Area Forum meetings.
- Ongoing support of Needham House asylum seekers and support group.
- Attended various groups and networking opportunities including: settles Cost of Living Alliance, Green and Growing Network, various School visits with Councillors, support of groups to assist with Chinese New Year event, support provided to HCC Services for Young People for The Big Draw Festival at North Herts College, Launch of CCIN Arts & Culture Policy lab case study at the CCIN Annual Conference, ongoing support of the All About Us 'Collaboration Workshop' in partnership with Letchworth Garden City Heritage Foundation and Centre for Voluntary Services (CVS), Holocaust Memorial Day preparation with NH Interfaith forum and various District Cllr Community surgeries.
- Ongoing work to provide updates on the Climate Hive Engagement page – including Baldock eco festivals, Environment Panel.
- Quarterly meetings with Memorandum of Understanding agreements with key partners.
- Assessment of Community Investment Fun applications.

- Preparation to support the Remembrance Sunday event in Letchworth Garden City. LANTRA training provided for officers to assist. Officers will steward the road closures in support of the Letchworth BID and Royal British Legion and other groups.
- Submission of Public Sector Decarbonisation Scheme application in open bidding window.
- Preparation of Climate Change Emergency UK scorecard ratings.
- Preparation on Internal Sustainability session for staff.
- Preparation of Councils' documented response to Luton Rising expansion proposal.
- HUG 2 (Central Government home efficiency scheme) preparation of launch and advertise on HIVE engagement page.

Community Wellbeing

- The Healthy Hub drop-ins in are now scheduled to the end of the year. Further information can be found [HERE](#).
- First cooking with carers course running with Herts Carers this week in Knebworth funded by HSF4.
- 95 families have been engaged for the Food Box scheme via School Partnerships managers. Delivery of 103 food boxes to commence in October.
- Delivering food education class in Baldock for adults with learning disabilities.
- Healthy Hub delivering family activities in Knebworth and Hitchin in October.
- NHS health checks taking place in the CSC at DCO. All appointments fully booked.
- Cooking session for adults with learning disabilities running with Supported Activities this week.

Safeguarding briefing

- Ongoing advanced Adults safeguarding training delivered to staff.
- Internal Corporate Safeguarding meeting held to update and share good practice with all Designated Safeguarding council officers.
- The Safeguarding Team Leader has left and there is an ongoing recruitment for her replacement.

Incidents Summary Analysis by Zone
NORTH HERTS

01/11/2023 to **01/12/2023**

Incidents Summary Analysis by Zone

01/11/2023 to 01/12/2023

Category Summary

Zone: Baldock

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Assault	ABH	1
Concern for Welfare	Missing Persons	2
Post Event Viewing	Download For Police	1

Total No. of Incidents in Zone Baldock: 4

Zone: Hitchin

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti-Social Behaviour	Drunken Behaviour	13
Arson/Fire		1
Assault		4
Concern for Welfare	Missing Persons	4
Criminal Damage		1
Deception/Fraud	Banking Protocol	2
Domestic		3
Police Request	False/Abandoned 999	1
Post Event Viewing	Download For Police	11
Suspicious Activity		1
Theft	Shoplifting	5
Traffic Incident	RTC	2
Vehicle	DUI	1

Total No. of Incidents in Zone Hitchin: 49

Zone: Knebworth

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Drug Related		1
Post Event Viewing	Public Viewing Request	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>
Anti-Social Behaviour	Drunken Behaviour	10
Arson/Fire		1
Assault	GBH	4
Bomb Threat/Suspect Package		1
Concern for Welfare	Missing Persons	5
Deception/Fraud	Banking Protocol	1
Domestic		1
Other		1

Incidents Summary Analysis by Zone

01/11/2023 to 01/12/2023

Police Request		1
Post Event Viewing	Public Viewing Request	1
Theft	Shoplifting	2
Traffic Incident	RTC	1
Vehicle	DUI	1

Total No. of Incidents in Zone Letchworth: 30

Zone: Royston

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Assault		2
Concern for Welfare	Missing Persons	1
Criminal Damage		1
Police Request	Warrant or Wanted	1
Post Event Viewing	Download For Police	1
Traffic Incident	RTC	1

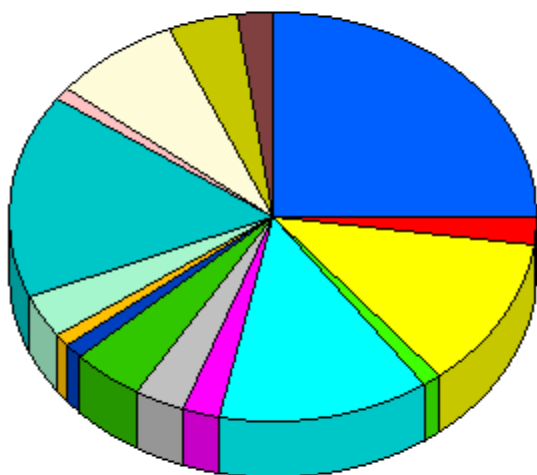
Total No. of Incidents in Zone Royston: 7

Total No. of Incidents : 92

Incidents Summary Analysis by Zone

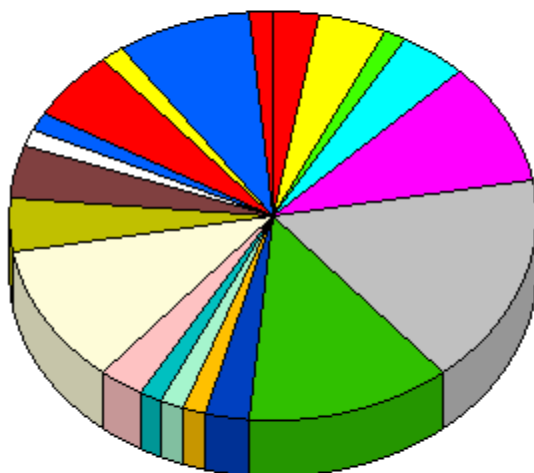
01/11/2023 to 01/12/2023

No. of Incidents by Category



Anti Social Behaviour	25.0%
Arson/Fire	2.2%
Assault	12.0%
Bomb Threat/Suspect Package	1.1%
Concern for Welfare	13.0%
Criminal Damage	2.2%
Deception/Fraud	3.3%
Domestic	4.3%
Drug Related	1.1%
Other	1.1%
Police Request	3.3%
Post Event Viewing	16.3%
Suspicious Activity	1.1%
Theft	7.6%
Traffic Incident	4.3%
Vehicle	2.2%
Total:	100.0%

No. of Incidents by Sub Category



	0.0%
ABH	2.8%
Affray	4.2%
Anti Social	1.4%
Banking Protocol	4.2%
Disorder	9.7%
Download For Police	16.7%
Drunken Behaviour	12.5%
DUI	2.8%
False/Abandoned 999	1.4%
GBH	1.4%
Indecency	1.4%
Injury	2.8%
Missing Persons	11.1%
Nuisance	4.2%
Public Viewing Request	4.2%
Rape	1.4%
Robbery	1.4%
RTC	5.6%
Sexual Assault	1.4%
Shoplifting	8.3%
Warrant or Wanted	1.4%
Total:	100.0%

Incidents Summary Analysis by Zone

01/11/2023 to 01/12/2023

Call Source Summary

Zone: Baldock

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

Total No. of Incidents in Zone Baldock: 4

Zone: Hitchin

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	9
Police Airwaves	19
Police Control	2
Post Event Viewing	11
Town Link	8

Total No. of Incidents in Zone Hitchin: 49

Zone: Knebworth

<u>Call Source</u>	<u>No. of Incidents</u>
Police Airwaves	1
Post Event Viewing	1

Total No. of Incidents in Zone Knebworth: 2

Zone: Letchworth

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	1
Police Airwaves	24
Police Control	2
Post Event Viewing	1
Town Link	2

Total No. of Incidents in Zone Letchworth: 30

Zone: Royston

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

Incidents Summary Analysis by Zone

01/11/2023 to 01/12/2023

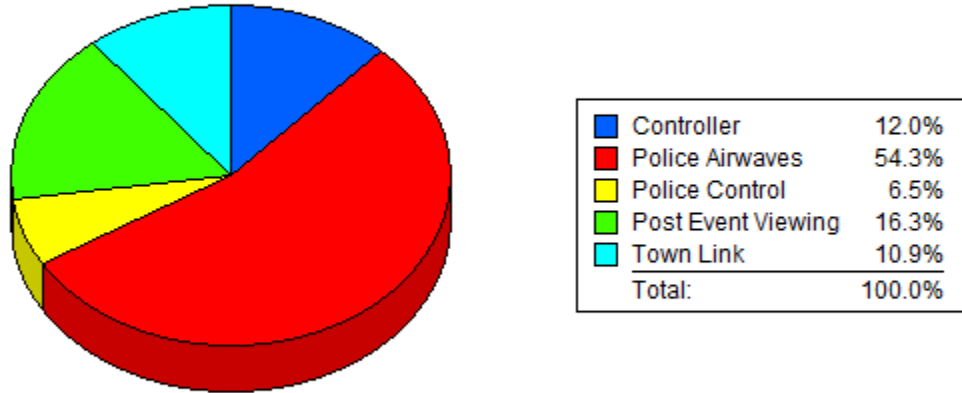
Total No. of Incidents in Zone Royston:	7
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Total No. of Incidents :	92
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Incidents Summary Analysis by Zone

01/11/2023 to 01/12/2023

No. of Incidents by Call Source



Incidents Summary Analysis by Zone

01/11/2023 to 01/12/2023

Camera Summary

Zone: Baldock

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00801	Mansfield Road	2
00802	Thurnall Close	2
00803	High Street Junc	2
00804	High Street Junc	1
00805	Whitehorse Street	1
00806	Great North Road	1

Total No. of Incidents in Zone Baldock: 4

Zone: Hitchin

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00300	Bancroft North	3
00302	Bancroft Middle	4
00303	Bancroft	11
00304	Brand Street	11
00305	Market Place	12
00306	Market Place Sun	14
00307	Hermitage Road	7
00308	Woodside Car Park	1
00309	Churchyard South	8
00310	Churchyard North	1
00311	Sun Street	5
00312	Bucklesbury	3
00313	Biggen Lane Car	2
00314	Queen Street	13
00315	Portmill Lane Car	9
00316	Station Approach	2
00317	Nightingale Road	1

Total No. of Incidents in Zone Hitchin: 49

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	9
00402	Broadway Hotel	4
00403	Station Place	10

Incidents Summary Analysis by Zone

01/11/2023 to 01/12/2023

00404	Station Road West	7
00405	Station Road	2
00406	Station Road East	7
00407	The Wynd	1
00408	Leys Avenue	3
00409	Leys Square	6
00410	Eastcheap Middle	4
00411	Broadway Gardens	5
00412	Broadway South	4
00413	Gernon Road	5
00414	Howard Park Car Pa	3
00415	Norton Way South	3
00417	Leys Avenue Top	8
00418	Leys Avenue	4
00419	Leys Avenue	2
00820	Grange Estate	3

Total No. of Incidents in Zone Letchworth: 30

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	1
00812	Upper High Street	1
00814	Market Hill	3
00815	Fish Hill Opp NU	3
00817	Subway Brook	1
00818	Subway West	1
00819	Subway East	1

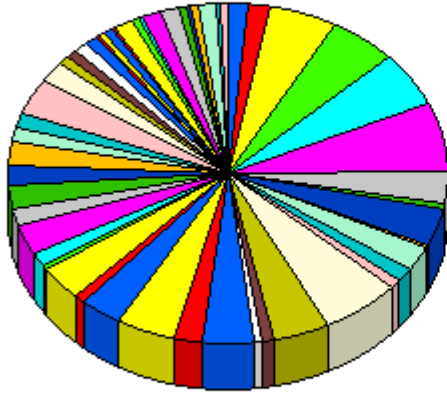
Total No. of Incidents in Zone Royston: 7

Total No. of Incidents : 91

Incidents Summary Analysis by Zone

01/11/2023 to 01/12/2023

No. of Incidents by Camera



0300	Bancroft North	1.3%
0302	Bancroft Middle	1.8%
0303	Bancroft Heritage Rd	4.9%
0304	Brand Street	4.9%
0305	Market Place High St	5.4%
0306	Market Place Sun St	6.3%
0307	Hermitage Road	3.1%
0308	Woodside Car Park	0.4%
0309	Churchyard South	3.6%
0310	Churchyard North	0.4%
0311	Sun Street	2.2%
0312	Bucklesbury	1.3%
0313	Biggen Lane Car Park	0.9%
0314	Queen Street	5.8%
0315	Portmill Lane Car Park	4.0%
0316	Station Approach	0.9%
0317	Nightingale Road	0.4%
0401	Eastcheap Car Park	4.0%
0402	Broadway Hotel	1.8%
0403	Station Place	4.5%
0404	Station Road West	3.1%
0405	Station Road Middle	0.9%
Total:		100.0%

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 updated Area Forums Terms of reference Appendix A (as shown as tracked changes) & approve the Area Forum Protocol, Appendix B.

2. DECISION TAKER

Leader, Cllr Elizabeth Denis in consultation with Cllr Alistair Willoughby, Executive Member for Community & Partnerships, and Jeanette Thompson, Service Director, Legal & Community.

3. DATE DECISION TAKEN:

6 December 2023

4. REASON FOR DECISION

4.1 To update the Area Forums' Terms of Reference to better align with Members aspirations for more flexible public engagement.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1. To retain the currently worded Area Forums' Terms of Reference and not have a Protocol. However, the intention was to better demonstrate the flexibility of Forum meeting arrangements, and the Protocol to reflect the practicalities for arranging the meetings and conducting of them.

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

6.1. Amendments had been agreed with the Leader in advance of the Constitutional review report being presented to Council on 23 November, and were for noting by Full Council. That report consideration was, however, deferred until the next Council meeting in January. The Leader therefore decided to expedite the decision regarding amendments to the Terms of Reference for the Area Forums and also approval of a supporting Protocol.

6.2. Area Forums are informal bodies and as such the Terms of Reference can (as per the information presented at the Council meeting in April 2023) be amended by the Leader, executive or officer. Further amendments were proposed; they did not require approval by Full Council, and are therefore dealt with in this decision. These amendments and Protocol have now been approved following liaison with those detailed under section 2 above, the Deputy Leader of Council and the Leadership team.

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. A [Constitutional Amendment](#) report was presented to Full Council on 18 April 2023. The report covered changing the Area Committees to Area Forums.
- 8.2. Since May 2023 these have been implemented with 4 meetings per Area Forum approved annually. There was concern expressed by some Members that more of these meetings needed to be in person.
- 8.3. In terms of numbers of evening meetings, the Leader has taken into account that prior to the changes in 2023, there were staffing objections to increased number of evening meetings/ timings of meetings. See Human Resource implications below. Therefore, to ensure that staff concerns are taken into account regarding additional meetings, a further amendment has been made by the Leader, so that additional meetings would only be arranged following the Leader's agreement, having consulted the Executive Member with responsibility for Community & Partnerships and Service Director with responsibility for that service area.

9. LEGAL IMPLICATIONS

- 9.1. The Area Forums are informal bodies without decision making powers, and the Terms of Reference can be amended by Leader, or executive/ officer as per the report to Council 14 April 2023. As per 14.6.16.1 of the Constitution, the scope of the Leader's responsibilities spans all Portfolios, ensuring co-ordination and a coherent approach to the Council's decision making. The Leader can make any decision which is delegated to any Executive Member. In discharging this particular decision, the Leader is exercising her overall specific responsibility for strategic decision making, following cross party issues raised with the Leader, and does so under section 14.6.16.5 of the Constitution. This has also been undertaken in consultation with the relevant Executive Member with responsibility for Community & Partnerships and Deputy Leader.
- 9.2. The Protocol has been created to regularise the arrangements for Area Forum meetings and imbed principles.
- 9.3. 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 Grants and was therefore consulted.

10. FINANCIAL IMPLICATIONS

- 10.1. There is a budget of £2.5K currently for venue hire. It is currently anticipated that c£2K would be required for all 5 Area Forums to meet in person during a civic year. That does not cover include costs for any refreshments or other equipment hire (or additional staffing costs if further evening meetings are arranged – covering evening meeting attendance and overtime per officer).
- 10.2. There is no budget for venue equipment hire or ability to live stream or participate in a hybrid Area Forums for certain venues. If hybrid meetings were required and more effective microphones equipment and live streaming procured per meeting (to

mitigate the potential equalities issues raised). It should be noted that when audio and video equipment hire and operation was arranged at Hitchin Town Hall in 2021, the total cost for this was £1627 for *one* meeting. There is no budget allotted for this level of hire and operation outside of the District Council's Letchworth offices.

11. RISK IMPLICATIONS

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 There are risks involved in changing meeting arrangements and associated costs as detailed. These risks have been mitigated, to the extent possible, with oversight of requests for additional Area Forum meetings by the Leader, who will make such decisions in consultation with the relevant Executive Member and Service Director for the area concerned.

12. EQUALITIES IMPLICATIONS

- 12.1 The amendments approved could all be in person and therefore see Equality Impact Assessment. This sets out the potential impacts of moving back to holding in person meetings. Overall results could provide better face to face engagement; however, this is dependent on attracting a wider range of participants. There is no obvious group who will benefit from one form of meeting to another mode, albeit that meeting organisers will need to be mindful of accessibility of venues and reasonable adjustments.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 If meetings are in person, then local venues will be procured (subject to any exceptional reasons why on occasions these need to arrange in person outside of District).

14. ENVIRONMENTAL IMPLICATIONS

- 14.1 Moving to more in person meetings or more such meetings would have environmental impact for the public, Members and Officers. An Environmental Assessment has been completed to highlight potential impacts. Overall, more in person meetings will increase emissions, which includes travel to and from the venues, and venue energy demands. This may be mitigated, in terms of heating requirements, where the venues have been in use during the day. Further mitigation measures include, having a chosen venue with good public transport links, and lift sharing should be encouraged.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 In the autumn 2022, following a request for later and /or further (then) Area Committees, staff consultation was undertaken regarding this subject. All staff in Community & Partnerships and Democratic Services (Committee, Member & Scrutiny element) were, at that time, consulted on the proposals. Unison was involved and the proposals rejected unanimously by staff. In respect of the replacement Area Forums, it was anticipated that these would be more flexible, however, with some held virtually/ hybrid (and therefore not all in person). This was to recognise that not only staffing issues, but the equality issues of access, and the elected Member ability to participate in these Forums in a more flexible manner.

15.2 If more evening meetings (in addition to the 20 fixed) are required, then consideration as to arrangements and consultation would be required, given the staff welfare and wellbeing implications.

16. BACKGROUND PAPERS

16.1 See link for report of 18 April 2023, and documents referred to/ links.

17. APPENDICES

17.1 Appendix A – Terms of reference Area Forums amended.

17.2 Appendix B - Area Forum Protocol.

17.3 Appendix C - Equality Impact Assessment [Delegated Decision page only [click here](#)]

17.4 Appendix D - Environmental Impact Assessment [Delegated Decision page – see above]

NOTIFICATION DATE

8 December 2023

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



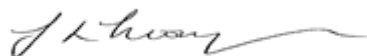
Date6 December 2023

Consultees:

Signature of Executive Member for Community & Partnerships



Signature of Service Director: Legal & Community consultee Decision Taker



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Call-in does not apply to NON-EXECUTIVE DECISIONS. This decision is partly Executive and Non-Executive.

SECTION 9

Area Forums¹

9.1 Introduction:

To promote greater engagement with our communities, North Herts Council has five informal Area Forums which cover different geographical areas of the district. These are to provide a 'sounding board' for community opinion and an opportunity to input to the Council, via a Forum or their Councillors at a local level. In addition to the local community, County Councillors, Parish/Town, Community Councillors and other partners such as the Police, are welcomed to the Forum meetings, and to speak on an item.

9.2 All Members of the Council will be a member of the Area Forum that includes their own Ward.

9.3 The Area Forum elects its Chair and Vice-Chair annually. If a Chair and Vice Chair cannot be appointed at the first meeting of an Area Forum or at the next available meeting, such appointment shall be made at the subsequent ordinary Council meeting by Full Council.

9.4 Meetings: each Forum will aim to meet at least four (4) times per year, with the flexibility to meet virtually, hybrid or in person as agreed by the Forum Chair (or Vice Chair in their absence, or in consultation with Members of that Forum if neither are available). The dates are agreed by Full Council at Annual Council, however, may be moved or cancelled in consultation with the Chair (or Vice Chair in their absence). If the Chair in consultation with Area Forum members considers additional meetings beyond the 4 agreed per year, per Area Forum, would be beneficial to effective community engagement in the area these may be arranged following the agreement of the Leader in consultation with the Executive Member and Service Director with responsibility for Community & Partnerships.

9.5 Although this is an informal body, the quorum for all Area Forums shall be 3 (three). The Forums will aim to make recommendations by consensus; however, in the event of a vote, and a tie, the Chair will have a casting vote under normal principles.

9.6 The aim is for each Area Forum to set a topic or theme for each meeting at the start of the municipal year, with input from the Councillors, communities and partners. The Chair will aim to do this with all the Area Forum membership, however, will have the final say as to agenda setting.

9.7 Terms of Reference

9.7.1. To act as a Forum for discussion on matters of local interest and to elicit/hear the views of local bodies and organisations.

9.7.2. To consider and act as an advisory body to the relevant Executive Member for grants who approves these (in consultation with the relevant Service Director). Any 'between meeting' grant applications can be dealt with in urgent situations with the recommendation of the Area Forum members by email or in urgent situations, the Chair/ or in their absence Vice Chair.

9.7.3. To undertake a community leadership role in bringing together different interest groups from the public, private and voluntary sectors to work in partnership to meet the Council's corporate strategic and local objectives.

¹ These terms of reference may be amended by the Leader, Executive or Officer in consultation with the Executive. These are not formal decision-making bodies

9.7.4. To receive petitions, presentations and questions from members of the public, groups and outside bodies on matters relating to their area.

9.7.5. To provide local input into service specifications where feasible for a local area and input for relevant local area consultations.

9.7.6. In line with the Council's adopted Statement of Community Involvement to receive any presentations from developers, their agents and / or Council officers on masterplans or relevant applications for Strategic Housing Sites and other significant development (as defined in Policy SP9 of the Council's Local Plan), ask questions and provide comments accordingly.

Deleted: n

9.8 **Area, wards and membership**

Area Forum	Membership	Composition
Baldock and District	6	The Wards of Baldock East and Baldock Town, the Arbury Ward and the Weston and Sandon Ward which comprise the parishes of Ashwell, Bygrave, Caldecote, Clothall, Hinxworth, Newnham, Radwell, Rushden, Sandon, Wallington and Weston.
Hitchin	13	The Wards of Hitchin Bearton, Hitchin Highbury, Hitchin Oughton, Hitchin Priory (including the north ward of the parish of St Ippolyts) and Hitchin Walsworth.
Letchworth	13	The Wards of Letchworth Grange, Letchworth East, Letchworth South East, Letchworth South West and Letchworth Wilbury.
Royston and District	7	The Wards of Royston Heath, Royston Meridian and Royston Palace (which comprise the area of Royston Town Council) and the Ermine Ward (which comprises the parishes of Barkway, Barley, Kelshall, Nuthampstead, Reed and Therfield).
Southern Rural	10	The Wards of Cadwell, Chesfield, Codicote, Graveley and Wymondley, Hitchwood, Offa & Hoo, Kimpton and Knebworth which comprise the parishes of Codicote, Graveley, Great Ashby, Hexton, Holwell, Ickleford, the south Ward of the parish of St Ippolyts (south

		ward), Kings Walden, Kimpton, Knebworth, Langley, Lilley, Offley, St Pauls Walden, Pirton, Preston and Wymondley.
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AREA FORUM PROTOCOL

The five Area Forums provide the opportunity for two-way engagement with the local communities of North Herts. Unlike Council meetings, the Forums are informal and allow for an open discussion.

They provide a vehicle to promote the actions and activities of North Herts Council and local Voluntary Charity Faith and Social Enterprise (VCFSE) groups to share information about their activities, services, and projects within the district.

The Area Forums are non-party political and are for the benefit of the people of North Herts in line with the People First strategic Council priority.

The five Area Forums cover the following geographical areas:

- Baldock & District
- Hitchin
- Letchworth
- Royston & District
- Southern Rural

Each Area Forum will meet at least four times per civic year.

It is possible for Area Forums to be held either in-person, virtually (online) or hybrid (using the microphones and camera equipment in the District Council Offices' Council Chamber). The Council will look to explore other locations for hybrid meetings if appropriate. Where possible, the Chair of the Area Forum will be consulted. It is suggested that a mix of meeting types is used, to reach a range of different parts of our community, however the decision on mode of meeting will be for the Chair, or Vice Chair of each Area Forum to determine or Members of their Forum in their absence, as per the Terms of Reference.

1 What is the purpose of Forums?

Area Forums are a way for the council and elected members to engage with our local communities and to consult on grant applications.

This Protocol is an informal document, it is possible that the Terms of Reference (ToR) for the Area Forums will change. The ToR for the Area Forums can be found on line on the Council Constitution page [[CLICK HERE](#)], and in the event that there are inconsistencies between the ToR and the Protocol, the ToR will be correct version to follow. In summary, however, the purpose of the Forums is:

1.1 Community engagement

Each Area Forum meeting will have a topic or theme chosen in advance by the Chair, Vice Chair and Forum members in consultation with the relevant Community Partnerships Officer.

The theme / topic should be of interest and relevant to the people of the local area.

The relevant Executive Member will be invited to attend. If the Executive Member is unavailable, their Deputy will be invited to present at the Forum meeting.

The Forum will seek to ensure that consideration of agenda items minimises additional burdens on staff resources. Wherever possible, requests will be made for the presentation of material already in existence rather than the production of new

material. Apart from Community Partnerships Officers, Officers from other areas of the Council are not required to attend. The aim of these Forums is to be as engaging as possible for all participants and therefore should try to avoid being 'report heavy' in the way a formal Council or Council Committee can be.

Officers may use the Area Forums to undertake consultation exercises where they are seeking to consult on Council policies / activities. The Executive Member or Deputy would normally present these.

Any Member or member of the public can attend any Area Forum if they wish to do so. They may take part in open discussions on the topic being discussed. If they, or Members (or Officers) would like a topic to be included on the agenda, then they must provide a note or where relevant, a presentation to the Community Partnerships Officer, at least two weeks prior to the meeting date and this would need to be agreed with the Chair (or Vice Chair in their absence) as to whether it can be included.

If a Forum Chair and/or their Vice Chair would like a particular topic on the agenda, then, if a report is already available, a request should be made to the relevant Service Director. Where resource and practicality allow, an informal note may also be provided. As a rule, the relevant Executive Member or their Deputy will be invited to present this note and respond to questions raised by the public and or Members of the Forum (if appropriate).

1.2 **Grants**

The Area Forum Members are consulted on grant applications in their area and provide recommendations to the relevant Executive Member to sign off on grant decisions.

Grant applicants will be invited to provide presentations in support of their applications and to return to a later meeting to provide updates on projects.

The Forum acts as an advisory body to the Executive Member for Community and Partnerships, who approves grants (in consultation with the Service Director for Legal and Community). Any 'between meeting' grant applications can be dealt with in urgent situations, with the recommendation of the Area Forum members by email or the Chair/ or in their absence the Vice Chair.

The Community Grants policy can be found [here](#).

2. **Template Agenda**

The order of agenda items is up to the Chair of the Forum to decide on. The below is a suggested agenda.

1. Apologies for Absence
2. Chair's Announcements
3. Grant Presentations from applicants – recommendations on applications
4. Grants and Community Update
5. Presentation(s) in relation to the theme for the meeting
6. Question & Answer session on the presentation(s) or any other matters from the floor
7. Ward Matters – reports from Forum Members regarding their activities.
8. Suggestion of topics for future Forum meetings

3. Process - Community Partnerships Officers co-ordinate the Area Forums

3.1 Planning the Forum meeting.

- Agree on a theme/ liaising with the Chair and Vice Chair of the Forum
- Agree on whether to meet virtually, hybrid or in person with the Forum Chair (or Vice Chair in their absence, or in consultation with Members of that Forum if neither are available).
- Booking the venue – Venue is decided by the Chair, or as above with the Vice Chair, in their absence, in consultation with officers where the Forum is in-person.
- Set up a Zoom meeting / book Council Chamber for virtual / hybrid meetings (as appropriate).
- Produce the Grant and Community Update Report
- Invite and liaise with presenters, including grant applicants.
- Put forward a request to a relevant Service Director for any material that is available (or where not and time allowing a briefing note) and liaise with the relevant Executive Member for the topic area regarding attendance.
- Marketing and publicity - an overall graphic layout has been finalised which all the Area Forums use.
- Community Partnerships Officers finalise the content of the graphic for each Forum, in liaison with the Communications team.
- Publicise the Forum in-person and on social media.
- Plan and publish the agenda on Modern.gov at least 5 clear working days prior to the meeting.
- Produce and send the Chair's Notes prior to the Forum meeting.

3.2 During the Forum – In-person

- Set up the room.
- Display signage and banners.
- Put out refreshments.
- Take notes and record attendance.
- Assist the Chair throughout the meeting.
- Present the Grants and Community update.
- Tidy and clear up the room – lock up where appropriate.

3.3 During the Forum – Virtual

- Start the Zoom meeting.
- Start the YouTube live stream.
- Take notes and record attendance.
- Assist the Chair throughout the meeting.
- Adhere to the instructions outlined in the on-line meeting etiquette instructions or any etiquette document.

3.4 Hybrid meetings.

- Due to the availability of equipment, these can currently only take place in the Council Chamber.
- Two Community Partnership Officers will be in attendance to deal with the meeting arrangements.
- Officers need to undertake the points in both 3.2 and 3.3.

3.5 **After the Forum**

- Send the Forum meeting notes to the Chair for any comments.
- Chair to respond within 5 working days of receiving the notes.
- Upload the notes on Modern.gov as a supplementary document.
- Upload Member attendance.
- Prepare a delegated decision report in relation to any recommended Grants, for the Executive Member for Community and Partnerships
- Consult with Service Director regarding grants recommendations and follow the process for ensuring relevant payments are made.
- Forward any final Delegated decision to the Member Information Service and Committee, Member & Scrutiny Services for publishing.

4. **District Member involvement**

- 4.1 Members will be consulted on the themes for future Forums.
- 4.2 Members are encouraged to promote the Forums to their local constituents.
- 4.3 Members should familiarise themselves with the agenda and report documents regarding grants prior to the meeting.
- 4.4 Members will be available before the meeting to greet presenters and members of the public attending the meeting and assist with setting up the room where necessary.
- 4.5 The Chair will facilitate the meeting and encourage open and inclusive discussion around the presentations and any other queries that arise as part of the Forum.

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

Any interest to declare/or conflict and any dispensation granted: None

SERVICE DIRECTORATE: Enterprise: Estates & Asset Management

1. DECISION TAKEN

To approve use of St. Mary's Square Car Park and Portmill Lane Car Park (East & West) in Hitchin to facilitate the Farmers on Christmas Light Tour ("the Tour") scheduled for 16th December 2023.

2. DECISION TAKER

Steven Crowley, Service Director for Enterprise, in consultation with Councillor Keith Hoskins, Executive Member for Enterprise & Arts.

3. DATE DECISION TAKEN:

5 December 2023.

4. REASON FOR DECISION

4.1 To approve use of St. Mary's Square Car Park and Portmill Lane Car Park (East & West) to facilitate the Tour so that a temporary licence can be implemented by North Herts Council to formalize use of the Car Parks for the event.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 Not to permit use of St. Mary's Square Car Park and Portmill Lane Car Park for the Tour. As these are key destinations for the Tour's planned route, this option would create logistical problems, additional costs and delays for the Tour organiser and risk cancellation of the event.

5.2 Permit use of an alternative public car park(s) in Hitchin. The only realistic alternative is Woodside Car Park off Walsworth Road. However, this Car Park is considered too far outside the core town centre to generate the desired level of ambience and maximise attendance for the Tour.

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

6.1 Consultation has been undertaken with the following individuals & parties:

- Councillor Ian Albert, Executive Member for Finance & IT.
- Richard Hill, local farmer and the Tour's organiser.
- Richard Harbon, Product & Events Manager at Garden House Hospice Care.
- Safety Advisory Group

6.2 The Tour is publicised on Garden House Hospice Care's website and other websites.

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 Farmers on Christmas Light Tour 2023 is an event scheduled for 16th December 2023. The intention is for 120 tractors decorated in Christmas lights and other festive embellishments to drive through the town centres of Baldock, Letchworth Garden City and Hitchin. The public is invited to view and enjoy the colourful sight of the tractors. A similar event has taken place in recent years, the purpose it to raise money for the Garden House Hospice Care. The event is organised by a local farmer.
- 8.2 Over the past months, North Herts Council has been liaising with the event organiser, the Hospice and key stakeholders across Hertfordshire, including Hertfordshire Highways and Hertfordshire Constabulary, to organise the route and logistics for the 2023 Tour.
- 8.3 North Herts Council intends to allow a total of 40 of the 120 tractors to enter and park in St. Mary's Square Car Park. The remaining tractors will park in the Portmill Lane East & West Car Parks. Both Car Parks are owned by North Herts Council.
- 8.4 Members of the public will have opportunity to view, video and take photographs of the decorated tractors whilst parked. All car parks will have marshals to strictly enforce where they park. The tractors will be required to follow a designated route in the Car Parks until they reach their allotted parking bay, as directed by marshals.
- 8.5 Further details of the event's set up are:
- 8 car parking spaces in St. Mary's Square Car Park will be allocated to a funfair.
 - Staging will be installed on the pavement at the front (east side) of the Car Park, parallel with Queen Street.
 - Food stalls will be positioned on the pavement at the rear (west side) of the Car Park.
 - Toilets and a generator will be installed on the pavement at the northern end of the Car Park, towards the Portmill Lane Car Parks.
- 8.6 The intention is for the Car Parks to be closed at 6pm until 10pm on 16th December to normal parking use. Tractors will then enter the Car Parks in a manner controlled by marshals. The later departure of the tractors from the Car Parks will be similarly managed. Members of the public will still be allowed access to the Car Parks by foot or wheelchair only during the period of closure.
- 8.7 The event organiser plans for security personnel to be in attendance throughout the Car Parks from the morning of 16th December advising users that the Car Parks will be closed from 6pm. Suspension notices to highlight this arrangement will be erected in the Car Parks by North Herts Council.
- 8.8 In November 2022 North Herts Council obtained technical advice from the Engineering Services Manager of Stevenage Borough Council¹ on the safety and suitability of the construction of St. Mary's Square Car Park to accommodate 40 tractors and the funfair in light of the Car Park's construction over underground

voids. The advice does not raise any concerns in relation to the safety and suitability of this Car Park for the proposed use described. In addition, the Council has public liability insurance cover in place.

9. LEGAL IMPLICATIONS

- 9.1 North Herts Council will formalize use of the Car Parks by a licence agreement to be entered into by the event organiser. The licence will stipulate the responsibilities of the event organiser as licensee in using the Car Parks as part of the Tour event. For example, the licence will require the licensee to:
- Take good care of the Car Parks and any property and infrastructure therein, such as lighting columns and drainage coverings.
 - Ensure any damage to the Car Parks is made good to the Council's satisfaction.
 - To have in place the requisite valid insurances, such as public liability insurance, and for tractor drivers to have motor insurance policies in place.
 - To remove rubbish and litter generated during the event from the Car Parks, and removal of any equipment of the licensee.

10. FINANCIAL IMPLICATIONS

- 10.1. The Council will limit closure of the Car Parks to the minimum duration possible in order to minimise disruption to local traders whose customers may otherwise use the Car Parks. Based on the immense popularity of this event in previous years, many people are expected to be drawn to Hitchin town centre helping balance out the effects of closure.
- 10.2 If damage is caused to the Car Parks by the tractors, the tractor drivers' motor insurance policies will be expected to cover the cost of damage repairs and any consequential losses such as car park income.

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 Based on the technical advice from Stevenage Borough Council¹, as outlined in paragraph 8.8, the risk of allowing tractors and the funfair onto St. Mary's Square Car Park is not considered heightened.
- 11.3 The Council has public liability insurance in place.
- 11.4 The licence to use the Car Parks will require the Tour organiser to have in place all requisite valid insurances, and require documentary proof of insurance.
- 11.5 A pre- and post-event inspection of the Car Parks will be undertaken to document their condition, help ensure damage caused during the event is identified and help secure prompt remedy of the damage to the Council's satisfaction.

1: Informal view given on the understanding that Stevenage Borough Council does not take on any liability.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no equalities implications arising from this decision.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 The Council’s Estates and Legal Services departments will be required to collaborate on production of a licence to formalize use of the Council’s Car Parks for the Tour. No further human resource implications are considered to arise from the decision.

16. BACKGROUND PAPERS

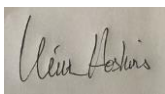
- 16.1 E-mail correspondence between Senior Estates Surveyor of North Herts Council and Engineering Services Manager of Stevenage Borough Council.

17. APPENDICES

- 17.1 Appendix A - Site plan:
St. Mary’s Square Car Park and Portmill Lane (East & West) Car Park are indicated by the areas edged red.


NOTIFICATION DATE

7 December 2023

Signature of Executive Member Consulted 

Councillor Keith Hoskins, Executive Member for Enterprise & Arts

Date 5 December 2022

Signature of Decision Taker ... 

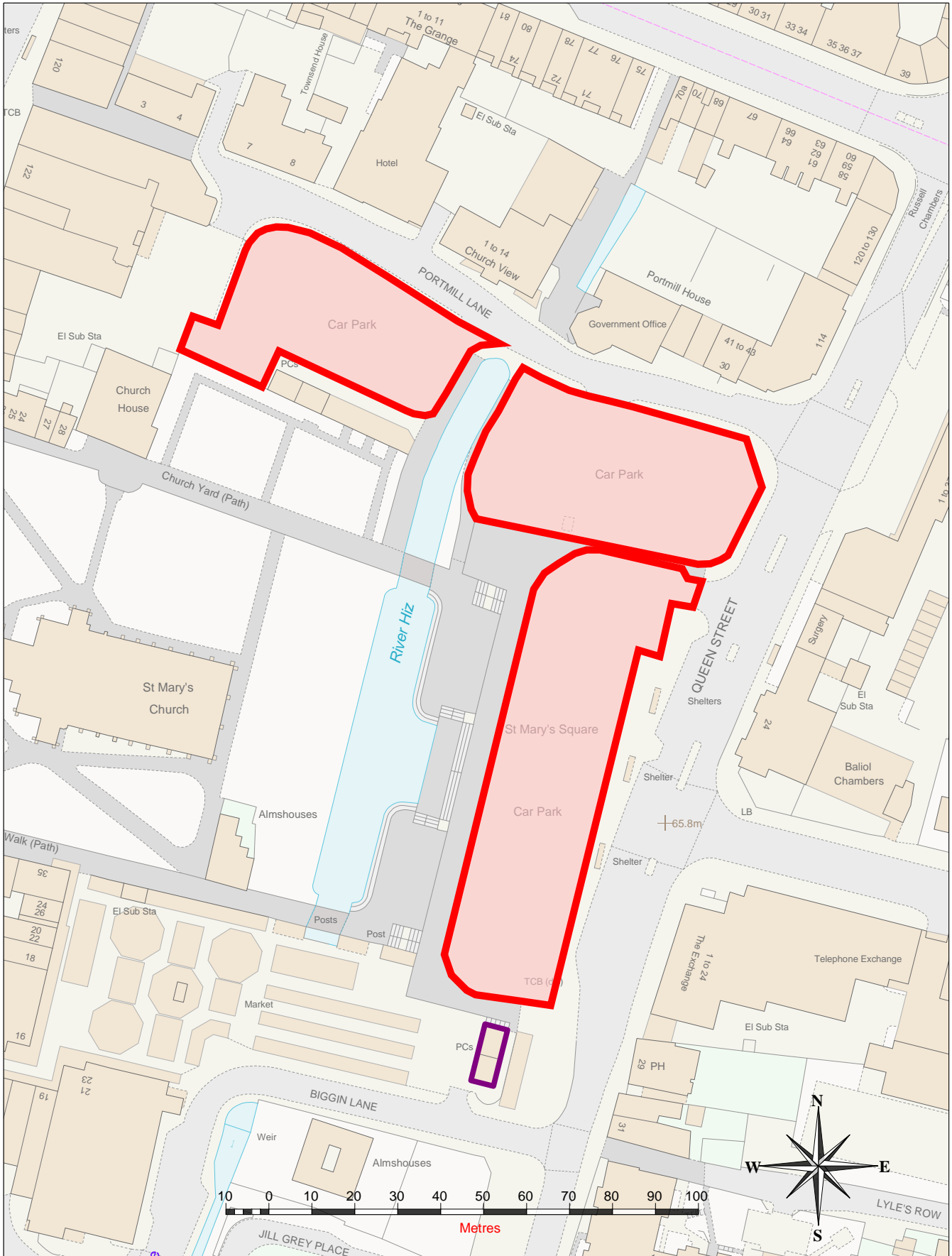
Steven Crowley, Service Director: Enterprise

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



St. Mary's Square Car Park and Portmill Lane (East & West) Car Park, Hitchin, Hertfordshire



Scale: 1:1250
Date: 18:11:22



NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Joint Staff Consultative Committee held Via Zoom
on Wednesday, 6th December, 2023 at 10.00 am

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Claire Strong.

2 MINUTES - 18 OCTOBER 2023

RESOLVED: That the Minutes of the Meeting of the Committee held on 18 October 2023 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 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.

4 SCF MINUTES

RESOLVED: That the Committee noted the minutes of the Staff Consultation Forum for October and November 2023.

5 HR INFORMATION NOTE

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

6 DISCUSSION PAPER - PROVIDING SUPPORT FOR STAFF WELLBEING

RESOLVED: That the Committee commented on and noted the Discussion Paper on Providing Support for Staff Wellbeing.

7 SUGGESTED DISCUSSION TOPICS

The Chair suggested the topics of 'Face to Face v On Line Learning, Striking a Balance' and 'Long Term Absence Management' for the next meeting of the Committee and this was agreed with Members present.

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Overview and Scrutiny Committee held in the Council Chamber, District Council Offices, Gernon Road, Letchworth on Tuesday, 5th December, 2023 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Clare Billing, Dominic Griffiths and Ian Moody.

2 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 for the purposes of clarification clause 4.8.23(a) of the Constitution does not apply to this meeting.
- (4) The Chair asked the Committee for proposed topics for the Crime and Disorder Matters meeting on 29 January 2024.

3 PUBLIC PARTICIPATION

There was no public participation at this meeting.

4 DRAFT SUSTAINABILITY SPD

RECOMMENDED TO CABINET:

- (1) That the draft Sustainability SPD, attached as Appendix A to the report, be endorsed and approved for a six-week public consultation from 4th January 2024 to 16th February 2024.
- (2) That the Hertfordshire Development Quality Charter attached as Appendix C was endorsed and that developers of strategic and significant sites in the District (as defined by the Local Plan) are encouraged to voluntarily sign and commit to its pledges.

REASONS FOR RECOMMENDATIONS:

- (1) To allow the draft Sustainability SPD to be progressed to public consultation so that it may be developed and eventually adopted to support the adopted Local Plan.
- (2) To support a common standard for design quality and sustainability across Hertfordshire.
- (3) To reinforce and deliver the Council's pledges and ambitions as set out in the Climate Emergency and Ecological Emergency declarations.

5 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the said Act (as amended).

6 WASTE, RECYCLING AND STREET CLEANSING CONTRACT SERVICE DESIGN - PART 2

RESOLVED: That the Committee returned to Part 1 to consider the report and to make a final determination on the recommendations as the recommendations for Part 1 and Part 2 were identical.

7 WASTE, RECYCLING AND STREET CLEANSING CONTRACT SERVICE DESIGN - PART 1

RECOMMENDED TO CABINET: That the Overview and Scrutiny Committee noted the recommendations in the report to Cabinet and requested that Cabinet takes into account the comments and questions made by the Overview and Scrutiny Committee in Part 1 and Part 2 when making their final decision.

REASON FOR RECOMMENDATION: To ensure Cabinet reviews and considers the comments and questions made by the Overview and Scrutiny Committee when considering the final recommendations of the Waste, Recycling and Street Cleaning Contract Service Design.

8 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the said Act (as amended).

9 LEISURE MANAGEMENT CONTRACT AWARD - PART 2

Details of decisions taken on this item are restricted due to the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of Section 100A(4) of the Local Government Act 1972.

10 LEISURE MANAGEMENT CONTRACT AWARD - PART 1

RECOMMENDED TO CABINET: That Cabinet agree to award the Leisure and Active Communities Contract to the successful bidder highlighted in the Part 2 report. Subject to Standstill period.

REASON FOR RECOMMENDATION: Our leisure management contracts expire on 31 March 2024. The recommendation ensures the procurement can be undertaken and completed within the project timescales, enabling the successful ongoing provision of leisure services in North Herts.

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, 30th November, 2023 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Terry Tyler.

2 MINUTES - 26 OCTOBER 2023

RESOLVED: That the Minutes of the Meeting of the Committee held on 26 October 2023 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 clarified matters for the registered speakers.
- (4) The Chair advised that Section 4.8.23(a) of the Constitution applied to the meeting.

5 PUBLIC PARTICIPATION

The Chair confirmed that the registered speakers were in attendance.

6 22/02871/FP LAND ON THE WEST SIDE OF, LOWER ROAD, BREACHWOOD GREEN, HERTFORDSHIRE, SG4 8NS

RESOLVED: That application 22/02871/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager, with the following amendment to Condition 11 and the addition of Condition 14:

Condition 11:

Before the commencement of any other works on the site, trees to be retained shall be protected by the erection of temporary chestnut paling fencing of a minimum height of 1.2 meters on a scaffolding framework, located at the appropriate minimum distance from the tree trunk in accordance with Section 4.6 of BS5837:2012.

Reason: To prevent damage or destruction of trees to be retained on the site in the interests of the appearance of the completed development and the visual amenity of the locality, and to comply with Policy NE2 of the North Hertfordshire Local Plan 2011 to 2031.

Councillor Daniel Allen requested the amendment to protect wildlife.

Condition 14:

Details of the foundation layout, type and depth for 'Plot 4 Garage' of the development hereby permitted shall be submitted to and approved in writing by the Local Planning Authority before the development is commenced and the approved details shall be implemented on site.

Reason: To ensure that the development will not have an unacceptable impact upon the adjacent woodland and to comply with Policy NE4 of the North Hertfordshire Local Plan 2011 to 2031.

7 23/00334/FP BARN ADJACENT TO CHURCH FARM, WEST STREET, LILLEY, HERTFORDSHIRE, LU2 8LH

RESOLVED: That application 23/00334/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager.

8 23/01029/FP COCKERHOE FARM, LUTON ROAD, COCKERHOE, LUTON, HERTFORDSHIRE, LU2 8PY

RESOLVED: That application 23/01029/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager.

9 23/01420/FP NEWSELLS PARK WINERY, WHITELEY HILL, BARKWAY, ROYSTON, HERTFORDSHIRE, SG8 8DY

RESOLVED: That application 23/01420/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager with the removal of 6.1(A) and 6.1(B) and the following additional conditions and informatives:

Condition 18:

If, during development, contamination not previously identified is found to be present at the site then no further development (unless agreed in writing with the Local Planning Authority) shall be carried out until the developer has submitted a remediation strategy detailing how this contamination shall be dealt with and has obtained written approval from the Local Planning Authority. The remediation strategy shall be implemented as approved.

Reason: To protect and prevent the pollution of controlled waters from potential pollutants associated with current and previous land uses in line with National Planning Policy Framework (NPPF), paragraphs 174, 183, 184, your local plan policy SP11 'Natural resources and sustainability' and relevant position statements within The Environment Agency's Approach to Groundwater Protection.

Condition 19:

The development hereby permitted may not commence until a non-mains waste water drainage scheme has been submitted to and approved in writing by the local planning authority. The scheme shall be implemented as approved and completed prior to the development being brought into use.

Reason: To protect and prevent the pollution of controlled waters from potential pollutants associated with current and previous land uses in line with National Planning Policy Framework (NPPF), paragraphs 174, your local plan policy SP11 'Natural resources and sustainability' and relevant position statements within The Environment Agency's Approach to Groundwater Protection.

Condition 20:

No development should commence until a scheme for surface water disposal has been submitted to and approved in writing by the Local Planning Authority. No drainage systems for the infiltration of surface water drainage into the ground is permitted other than with the express written consent of the Local Planning Authority, which may be given for those parts of the site where it has been demonstrated that there is no resultant unacceptable risk to controlled waters. The scheme shall be implemented in accordance with the approved details.

Reason: To ensure that the development does not contribute to and is not put at unacceptable risk from or adversely affected by, unacceptable levels of water pollution caused by mobilised contaminants. This is in line with paragraph 174 of the National Planning Policy Framework, your local plan policy SP11 'Natural resources and sustainability' and relevant position statements within The Environment Agency's Approach to Groundwater Protection.

Condition 21:

Piling or any other foundation designs and investigation boreholes using penetrative methods shall not be permitted other than with the express written consent of the Local Planning Authority, which may be given for those parts of the site where it has been demonstrated that there is no resultant unacceptable risk to groundwater. The development shall be carried out in accordance with the approved details.

Reason: To protect and prevent the pollution of controlled waters from potential pollutants associated with current and previous land uses in line with National Planning Policy Framework (NPPF), paragraphs 174, your local plan policy SP11 'Natural resources and sustainability' and relevant position statements within The Environment Agency's Approach to Groundwater Protection.

10 23/02040/FPH 181 WESTON WAY, BALDOCK, HERTFORDSHIRE, SG7 6JG

RESOLVED: That application 23/02040/FP be **REFUSED** planning permission due to the reasons outlined in the report of the Development and Conservation Manager.

11 PLANNING APPEALS

RESOLVED: That the Committee noted the report.

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

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

SERVICE DIRECTORATE: ENTERPRISE

- The approval of grants in total **£21,573.42** from the 2023/4 Allocation of the Shared Prosperity Fund from the Department for Levelling Up Housing and Communities (DLUHC) to fund projects to improve the North Herts Town Centres:
 - **£12,432** internally to North Herts Council as outlined in 5.1.
 - **£6,000** to Hitchin Business Improvement District (BID) as outlined in 5.2.
 - **£3,141.42** to Royston Town Council as outlined in 5.3.
- **2. DECISION TAKER**
 - The Executive Member for Enterprise in consultation with the Service Director – Enterprise.
- **DATE DECISION TAKEN:**
30th November 2023

3. REASON FOR DECISION

- 3.1 In July 2022, North Herts Council (NHC) compiled the North Herts Shared Prosperity Fund (SPF) Investment Plan, which provides details of our plans to distribute the 3 annual allocations of the fund provided by the Department of Levelling Up, Housing and Communities (DLUHC) to projects and programmes for the betterment of the District under the scheme.
- 3.2 In the investment plan, NHC allocated funding towards Improvements to town centres and high street (investment priority E1) as follows:
- | | |
|--------|----------|
| 2022/3 | £76,702 |
| 2023/4 | £51,404 |
| 2024/5 | £229,438 |
- 3.3 The Investment Plan was approved by DLUHC in Dec 22/Jan23 and NHC received the 2022/3 allocation in Feb 2023. NHC received the 2023/4 allocation in July 2023.
- 3.4 Following the first round of town improvement grants, NHC have identified a balance from 2022/3 and 2023/4 of £25,877 which must be spent prior to the end of March 2024. Stakeholders were asked to submit further proposals to spend the money.
- 3.5 The Stakeholders have submitted their proposals, and NHC have prioritised urgent requirements to be included in the 2023/4 Town Centre tranche. These are outlined in Section 5 below for approval.
- 3.6 Following approval, NHC will pay the grants to the stakeholders who will be responsible for delivery of and reporting on the approved projects.
- 3.6.1 These activities are all designed to fall under the ‘E1 intervention, Improvements’ to the town centres and high streets.

3.6.2 Required outcomes

The outputs and outcomes chosen to reflect the success of the measures by March 2025 are :

- a) Increased Footfall (at least 5%)
- b) Improved public realm space (in m2)

We will require feedback from the grant recipients, coupled with our use of the Community Vision Town Centre metrics system to report back to DLUHC.

- 3.6.3 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.

4. CONSULTATION WITH MEMBERS

- 4.1 Consultation will take place by means of an information note that published in the Members Information Service on the 1st December 2023.

5. APPLICATION DETAILS

- 5.1 NHC is required to monitor to progress of improvements in town centres under the SPF Programme. In order to provide consistent metrics we would like to extend our contract with HUQ for provision of the Community Vision system which provides data on footfall, dwell time, demographics and other data. The 2023 annual cost was £11,840, paid from the 2022/3 allocation. It is proposed to renew the contract at the end of December 2023 at a cost of **£12,432**, a 5% increase. This will give NHC access to the next generation Signal system produced by HUQ which will give us greater accuracy in metrics and allow our partners and stakeholders their own direct access to the system, at an additional cost of 15%.

We have also contracted centrally with People and Places Partnership who compiled the recent Town Centre studies to enable further work with stakeholders to crystallise and enable them to start to implement their Town Centre Improvement programmes in Letchworth, Baldock and Royston. The total cost is up to £24,000 over the 18 months to October 2024. The Letchworth Heritage Foundation have pledged a further £2,000 to match the work undertaken in the town.

It appears that People and Places are likely to invoice NHC for £8,000 in 2023/4 and so we propose to roll the balance of £16,000 over to the 2024/5 budget.

- 5.2 Hitchin BID have requested **£6,000** towards the £12,050 cost of renewing lighting suspension and connection system. The remainder of the balance will be provided by BID, the Hitchin Area forum and member's locality budget.
- 5.3 Royston Town Council have completed the original Street furniture renewal and repair project. They have found that some items were not included in the original quotation, and so have requested a further grant for the completion of the project. This amounts to **£3, 141.42**.

6. LEGAL IMPLICATIONS

- 6.1 Chapter 1, s1-8 of the Localism Act 2011 provides a General Power of Competence which gives local authorities the powers to do anything if it is not specifically prohibited in legislation.

- 6.2 Section 137 Local Government Act 1972 provides specific authority for the Council to incur expenditure on anything which is in the interests of and will bring direct benefit to its area. This includes a charity or other body operating for public service.
- 6.3 The decision taker signing the Decision Notice has delegated authority to take such a decision in accordance with the North Hertfordshire District Council Constitution under section 14.6.8(b)(iii)(A) in relation to Community engagement and development, including financial assistance and grants to external organisations.

7. FINANCIAL IMPLICATIONS

- 7.1 The current balance available in the Shared Prosperity budget and North Herts District Investment Plan to allocate towards Town Centre Improvements is **£411,245** over years 2022/3, 2023/4 and 2024/5 from the Department for Levelling Up, Housing and Communities.
- 7.2 The Allocations as outlined in section 6 represent a capital spend of 28%, well in excess of the 13% total allocation minimum required by DLUHC.

8. RISK IMPLICATIONS

- 8.1 There are no relevant risk entries that have been recorded on Pentana Risk, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

9. EQUALITIES IMPLICATIONS

- 9.1 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.
- 9.2 Area committee funding is awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

10. SOCIAL VALUE IMPLICATIONS

- 10.1 The Social Value Act and "go local" requirements do not apply to this report.

11. ENVIRONMENTAL IMPLICATIONS

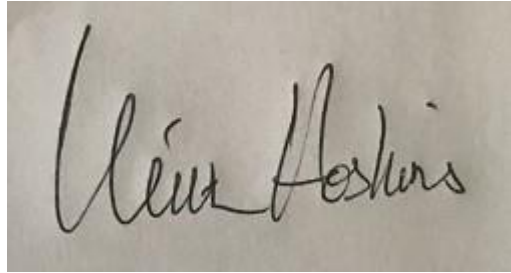
- 11.1. There are no known Environmental impacts or requirements that apply to this report.

12. HUMAN RESOURCE IMPLICATIONS

- 12.1 There are no pertinent Human Resource implications associated with any items within this report.

NOTIFICATION DATE

30th November 2023



Signature of Executive Member Decision taker

Date30/11/2023.....



Signature of Service Director: Enterprise

Date ...30/11/2023

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

**LOCAL GOVERNMENT ACT 2003
BUSINESS IMPROVEMENT DISTRICTS (ENGLAND) REGULATIONS 2004**

BUSINESS IMPROVEMENT DISTRICT FOR ROYSTON

DECLARATION OF RESULT – 01/12/2023

As an agent of the ballot holder for the Royston Business Improvement District renewal ballot I certify as follows:

Total number of votes cast in the ballot, excluding any given on ballot papers rejected	94
Aggregate rateable value of each hereditament in respect of which a person voted in the ballot	£6,652,900
Total number of votes cast in favour of the proposed Business Improvement District for Royston	82
Aggregate rateable value of each hereditament in respect of which a person voting in the ballot has voted in favour of the proposed Business Improvement District for Royston	£6,231,800

I hereby declare that the proposal to renew a Business Improvement District for Royston is approved. A majority of the Business ratepayers in the proposed BID area who voted, voted in favour of the proposal, both by aggregate rateable value and numbers voting.



Siobhan Murray
Project Manager

Notes:

The total number of ballot papers rejected was as follows:

3 Unsigned, unmarked or void for uncertainty

Total: 3



EAST TEAM

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

23/02785/TCA	Mr Dom Walker The Blue Tree Company 50 Bunyan Road, Hitchin, SG5 1NN	The Old Rectory Hodwell Ashwell Baldock Hertfordshire SG7 5QQ
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Ms Sara Jane Rothwell

T2. Lime - Reduce up to 4m shape and balance cutting to viable growth and remove deadwood. T3. Beech - Reduce up to 4m shape and balance cutting to viable growth. T4. Lime - Re-pollard back to historical points. T5. Prunus - Fell

23/02799/TCA	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ	The Gables 11 High Street Ashwell Baldock Hertfordshire SG7 5NL
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Caroline Feast

T1: Robinia - Reduce by 25-30% to suitable growth points. T2: Conifer Hedge - Reduce in height, to the lowest level.

Baldock

23/02737/FPH	Houghton Architecture Ltd Mr Mark Houghton Suite 83, Enterprise House, 86 Bancroft, Hitchin, Hertfordshire, SG5 1NQ	4 Laxton Gardens Baldock Hertfordshire SG5 6DA
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Lauren Brown

Single storey front extension and alterations to fenestration.

Letchworth Garden City

23/02735/FP	Peter George Town Planning Mr Tom Donovan Nine Hills Road, Cambridge, CB2 1GE	La Concha Letchworth Railway Station Station Place Letchworth Garden City Hertfordshire SG6 3AN
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Mr Neil Burton

External alterations to include replacement awnings to front, replacement front and rear doors and erection of copper backlit sign to front and associated external lighting.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 08/12/2023
DEADLINE FOR COUNCILLORS' CALL IN: 04/01/2024**

23/02736/LBC	Peter George Town Planning Mr Tom Donovan Nine Hills Road, Cambridge, CB2 1GE	La Concha Letchworth Railway Station Station Place Letchworth Garden City Hertfordshire SG6 3AN
		Mr Neil Burton External alterations to include replacement awnings to front and replacement front and rear doors and erection of copper backlit sign to front and associated external lighting. Internal alterations to include an applied resin floor covering at ground floor level, formation of new internal opening and the erection of a stud wall at (retrospective) and other minor internal alterations. Retention of replacement boundary fencing and patio with associated raised brick planter to rear.
23/02745/LDCP	Rose Consulting Adrian Rose 16 Rhodesia Avenue, Halifax, HX30PB	30 Wissen Drive Letchworth Garden City Hertfordshire SG6 1FN
		Amanda Velho Change of use of a C3a (dwelling) to C2 use (children's home for a maximum of three children, with up to three carers).
23/02758/HCC	Herts County Council Spatial Planning, CHN216, County Hall , Hertford, Herts, SG13 8DN	1 Icknield School Houses Archers Way Letchworth Garden City Hertfordshire SG6 4UG
		Herts County Council Change of use of an existing dwelling falling within use class C3(A) to use as a childrens home falling within use class C2 at 1 Icknield School Houses, Archers Way, Letchworth Garden City, Hertfordshire, SG6 4UG.
		NORTH HERTS COUNCIL : CONSULTEE ONLY
23/02777/FPH	Rejig Homes Ltd Mr Abdul Haque 167 Heathfield Road, Hitchin, SG5 1TE	9 Midhurst Letchworth Garden City Hertfordshire SG6 4SF
		Mr and Mrs Raine Two storey front extension and replacement front porch.
23/02798/TCA	Mr Mark Gibson 4Seasons Specialist Tree Surgeons 17 Marigold Way, Stotfold, Hitchin, Hertfordshire, SG5 4HQ, United Kingdom	13 Shott Lane Letchworth Garden City Hertfordshire SG6 1SD
		Miss Virginia Brown T1 Cherry Plum - 25-30% reduction to suitable growth points.

Newnham Parish Meeting

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 08/12/2023
DEADLINE FOR COUNCILLORS' CALL IN: 04/01/2024**

23/02753/HCC Herts County Council Unit 5
Spatial Planning Unit, CHN216, Hullockpit Hill
County Hall , Hertford, Herts , SG13 Newnham Road
8DN Newnham
Baldock
Hertfordshire
SG7 5DP

Herts County Council

Variation of Condition 4 Vehicle Movements and Condition 5 Throughput at Ecowaste & Recycling, Unit 5, Hullockpit Hill, Newnham Road, Newnham, SG7 5DP .
NORTH HERTS COUNCIL : CONSULTEE ONLY

Nuthampstead

23/02767/FPH CT Planning Mr Andrew Brough Earls View
Three Spires House, Station Road, Bell Lane
Lichfield, WS13 6HX, United Nuthampstead
Kingdom Royston
Hertfordshire
SG8 8ND

Mr I Welch

Single storey front, and single storey side/rear extension and alterations to existing single storey rear roof. Installation of solar panels to front roofslope.

Sandon Parish Council

23/02786/FPH Highclere Business Solutions Mr Beckfield House
Paul Harris Beckfield Lane
47 Haymeads Lane, Bishop's Green End
Stortford, CM23 5JJ Sandon
Buntingford
Hertfordshire
SG9 0RL

Mr Richard Kay

Two storey side extension.

23/02790/LDCP Mr Gary Clayden-Smith Mr Gary Redhill Cottage
Clayden-Smith Redhill
1 Six Cottages, Unclassified Road Rushden
East From Church, Clapgate, Buntingford
Albury, SG11 2JL Hertfordshire
SG9 0TG

Mrs Carla Harmer

Permanent siting of caravan to provide ancillary domestic accommodation.

WEST TEAM

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

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 08/12/2023
DEADLINE FOR COUNCILLORS' CALL IN: 04/01/2024**

23/02719/FP Woods Hardwick Planning Ms Land At Oakleigh Farm
Samantha Boyd Codicote Road
15-17 Goldington Road, Bedford, Welwyn
MK40 3NH Hertfordshire
AL6 9TY

Kingshall Estates (uk) Ltd

Cross Boundary Application: Erection of 7 x 4-bed detached dwellings with associated detached garages, parking and amenity areas following demolition of all existing buildings and structures. Change of use of eastern section of land to paddock and alterations to existing access road. (as a variation of planning permission 20/00598/FP granted 29.09.2021)

Hexton Parish Council

23/02724/FP Mr James Gran Intouch Planning The Bothy
Ltd Hexton
4 Ennismore Close, Letchworth Hitchin
Garden City, SG6 2SU, United Hertfordshire
Kingdom SG5 3JG

Mr Riehmer

Conversion of existing outbuilding to one 2-bed dwelling to include single storey side extension following demolition of existing extensions with parking and landscaping. Alterations to fenestration

23/02725/LBC Mr James Gran Intouch Planning The Bothy
Ltd Hexton
4 Ennismore Close, Letchworth Hitchin
Garden City, SG6 2SU, United Hertfordshire
Kingdom SG5 3JG

Mr Riehmer

External and internal alterations to existing outbuilding to include single storey side extension following demolition of existing extensions to facilitate conversion to one 2-bed dwelling.

23/02726/FP Intouch Planning Ltd Mr James Old Generator House
Gran Mill Lane
4 Ennismore Close, Letchworth Hexton
Garden City, SG6 2SU, United Hertfordshire
Kingdom SG5 3JE

Mr Riehmer

Change of use and conversion of existing outbuilding to one 3-bed dwelling to include single storey side and rear extensions, parking and landscaping.

Hitchin

23/02616/FP Plans To Expand Geoffrey Phillips 26 Gainsford Crescent
Plans To Expand, 97 Mildmay Road, Hitchin
Stevenage, SG1 5RS Hertfordshire
SG4 0QG

Mr Lee Honeyball

Two storey front extension and part two storey and part single storey rear extension

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 08/12/2023
DEADLINE FOR COUNCILLORS' CALL IN: 04/01/2024**

23/02713/FP Ms Holly Butrimas-Gair Barker Parry 7 Bancroft
Town Planning Ltd Hitchin
33 Bancroft, Hitchin, SG5 1LA, Hertfordshire
United Kingdom SG5 1JQ

Ms A Robertson

Change of use from office (Class E(g)) to residential comprising of two 2-bed and one 1-bed maisonettes including associated bike and bin store. Alterations to fenestration.

23/02714/LBC Ms Holly Butrimas-Gair Barker Parry 7 Bancroft
Town Planning Ltd Hitchin
33 Bancroft, Hitchin, SG5 1LA, Hertfordshire
United Kingdom SG5 1JQ

Ms A Robertson

Internal and external alterations to facilitate the conversion of existing office (Class E(g)) to residential.

23/02718/FP HK Architects Mrs Helen Kyprianos The Exchange
198 High Street, Barnet, Herts, EN5 Queen Street
5SZ Hitchin
Hertfordshire

SONAR GROUP

Alterations to fenestration and new fenestration on front, side and rear elevations

Kimpton Parish Council

23/01993/FP Divine Design Consultants Ltd Mr 22 Blackmore Way
Steven Johnston Blackmore End
49 Queens Crescent, Marshalswick, St Albans
St Albans, AL4 9QQ Hertfordshire
AL4 8LJ

Mr and Mrs N Merlo

Erection of detached rear garden room to facilitate gym/sauna/workshop

Knebworth Parish Council

23/02675/OP MSAD Architectural Design Ltd Mr Park Lodge House
Mark Scott 77 Park Lane
Bancroft House, 34 Bancroft, Old Knebworth
Hitchin, SG5 1LA Knebworth
Hertfordshire
SG3 6PP

Mr D Byworth

Outline application for one detached 3-bed dwelling and detached garage.

Preston Parish Council

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 08/12/2023
DEADLINE FOR COUNCILLORS' CALL IN: 04/01/2024**

23/02621/FPH	Open Road Associates Mr Simon Brazier 1 The Oaks, Mill Farm Courtyard, Beachampton, Milton Keynes, MK19 6DS, United Kingdom	5 Chequers Cottages Chequers Lane Preston Hitchin Hertfordshire SG4 7TY
		Mr Paul Brignell
		Installation of front hardstanding and creation of vehicular access off Chequers Lane
St Ippolytts Parish Council		
23/02695/FP	Mr Alan Duncan Mr Alan Duncan 41 High Street, Whitwell, Herts , SG4 8AG	41 Stevenage Road St Ippolyts Hitchin Hertfordshire SG4 7PE
		Mr Mark Bean
		Erection of one detached 2-bed dwelling including creation of vehicular access off Stevenage road
23/02770/TCA	Mrs Allison Sparrow Arborcare Unit N, Shangri La Farm, SG1 2JE	Calebs Cottage Stevenage Road St Ippolyts Hertfordshire SG4 7PE
		Blaksley
		T1 Oak - Pollard by 5m
23/02801/TCA	MR Dudley Jooste Maydencroft Manor Farm, Roxley Court Lane, Willian, Letchworth, SG6 2AH, United Kingdom	The Village Green High Street Gosmore Hertfordshire
		MR Dudley Jooste
		Ash - 30% reduction, remove all deadwood.

List of Planning Decisions Week Ending 08/12/2023

(Including Withdrawn decisions)

EAST TEAM

Application No: 23/01420/FP	Location: Newsells Park Winery Whiteley Hill Barkway Royston Hertfordshire SG8 8DY Applicant Name: Newsells Park Winery Description: Proposed winery production, processing and storage facility including hospitality functions, service apron, car park, access road, wetland waste treatment solution and landscaping.	Decision: Conditional Permission Decision Date: 05/12/2023
Application No: 23/01574/RM	Location: Land Adjacent To 9 North End Kelshall Hertfordshire SG8 9SD Applicant Name: Mr And Mrs Williams Description: Reserved Matters application for approval of the details of the design and appearance, landscaping and layout of the development for a single dwelling with new vehicular access onto North End (pursuant to outline application 20/02292/OP granted 03.09.2021).	Decision: Conditional Approval of Details Decision Date: 01/12/2023
Application No: 23/01899/LBC	Location: 5 Norton Way North Letchworth Garden City Hertfordshire SG6 1BY Applicant Name: Mr J Adams Description: Installation of flue and internal alterations.	Decision: Conditional Consent Decision Date: 04/12/2023
Application No: 23/01908/FPH	Location: 16 Ridge Road Letchworth Garden City Hertfordshire SG6 1PN Applicant Name: Mr Valentino Parravicini Description: Single storey rear extension following demolition of lower rear eaves and shed	Decision: Refused Decision Date: 01/12/2023
Application No: 23/01909/LBC	Location: 16 Ridge Road Letchworth Garden City Hertfordshire SG6 1PN Applicant Name: Mr Valentino Parravicini Description: Single storey rear extension following demolition of lower rear eaves and shed. Internal alterations	Decision: Refused Decision Date: 01/12/2023
Application No: 23/01942/FP	Location: 54 Church Street Baldock Hertfordshire SG7 5AF Applicant Name: Mr Basra Basra Investments Ltd Description: Change of Use and conversion of existing building from salon (D1) to residential (C3) use to create 2no two bedroom flats and ancillary works and external alterations (as amended by plan received 4th October 2023).	Decision: Conditional Permission Decision Date: 05/12/2023
Application No: 23/02040/FPH	Location: 181 Weston Way Baldock Hertfordshire SG7 6JG Applicant Name: Mr Josh Munford Description: Erection of detached garage/store.	Decision: Refused Decision Date: 01/12/2023
Application No: 23/02232/FP	Location: Farrowby Farm New Inn Road Hinxworth Baldock Hertfordshire SG7 5EY Applicant Name: Soggy Dog Co Ltd Ms Stacie Hephherd Description: Continued use of agricultural land for the siting of a therapy pool for dogs and retention of existing therapy pool structure.	Decision: Conditional Permission Decision Date: 04/12/2023
Application No: 23/02329/LBC	Location: 104 Ridge Road Letchworth Garden City Hertfordshire SG6 1PT Applicant Name: Simon Glover Description: Replace existing flat, fibreglass extension roof with a similar roofing system but introducing simulated lead rolls and install two curved double-glazed rooflights to the same roof.	Decision: Conditional Consent Decision Date: 04/12/2023

EAST TEAM

Application No: 23/02376/TPO	Location: 16 Palace Gardens Royston Hertfordshire SG8 5AD Applicant Name: Alex Hiom Description: T1 Walnut - Crown reduce back to previous. Approx. 2m in height and lateral growth (as amended by email received 04/12/2023)	Decision: Conditional Consent Decision Date: 05/12/2023
Application No: 23/02391/FPH	Location: 12 Newmarket Road Royston Hertfordshire SG8 7DY Applicant Name: Mr and Mrs Kay Description: Two storey side extension and part two-storey part single storey rear extension following demolition of existing single storey side element. Raise roof height and replace existing roof covering, insertion of front and rear dormer windows and rear rooflights to facilitate conversion of loftspace into habitable accommodation. Front open-sided entrance porch, alterations to existing fenestration arrangement including insertion of first floor side window and external rendering (amended proposal 16/11/2023 and amended plans received on 05/12/2023).	Decision: Conditional Permission Decision Date: 05/12/2023
Application No: 23/02460/FPH	Location: 2A Middle Drift Royston Hertfordshire SG8 5BU Applicant Name: Mr Richard Lewis Description: Erection of garden/games room and garden shed	Decision: Withdrawn Decision Date: 01/12/2023
Application No: 23/02472/PN14J	Location: Hullockpit Hill Newnham Road Newnham Herts SG7 5DP Applicant Name: Mr Shaun Beattie Beba Energy Uk Ltd Description: Installation of roof mounted solar panels (44.6kWp)	Decision: Prior Approval Given Decision Date: 04/12/2023
Application No: 23/02484/FP	Location: 1 Lavender Court Baldock Hertfordshire SG7 5AR Applicant Name: Mr George Tsolakis Description: Insertion of dormer to existing rear roofslope and No. 3 rooflights to existing front roofslope to facilitate conversion of loftspace into habitable accommodation.	Decision: Conditional Permission Decision Date: 01/12/2023
Application No: 23/02524/FPH	Location: 8 Cloisters Road Letchworth Garden City Hertfordshire SG6 3JS Applicant Name: Mr and Mrs Harvey Description: Two storey front extension and front entrance canopy.	Decision: Conditional Permission Decision Date: 05/12/2023
Application No: 23/02548/FPH	Location: 35 Burley Letchworth Garden City Hertfordshire SG6 4PR Applicant Name: Mr Peter Ruston Description: Two storey side extension, alterations to fenestration including relocation of front door with canopy above following demolition of garage and rear element.	Decision: Conditional Permission Decision Date: 04/12/2023
Application No: 23/02551/TCA	Location: 14 Field Lane Letchworth Garden City Hertfordshire SG6 3LE Applicant Name: Mr Michael Cooper-Bland Description: Beech - Reduce by 30% and shape to balance.	Decision: No Objection Decision Date: 04/12/2023
Application No: 23/02575/TCA	Location: 18 Rushby Mead Letchworth Garden City Hertfordshire SG6 1RU Applicant Name: Miss Lois Burgess First Garden Cities Homes Description: T1 Sycamore - Reduce crown by 2m all around.	Decision: No Objection Decision Date: 05/12/2023

EAST TEAM

Application No: 23/02579/TCA	Location: 109 High Street Ashwell Baldock Hertfordshire SG7 5PQ Applicant Name: Mr Ewan Habben Hbn Trees Description: T1. Yew - Hedge trim approx 1ft back to previous points. T2 Lime - Crown lift to above 6ft & reduce canopy by 1m. T3 Lime - Crown lift to above 6ft & reduce canopy by 1m. T4. Yew - Reduce in height to 7ft approx 3ft reduction and trim sides. T5. Yew - Hedge trim back to previous points. T7. Group of Elder - Cut dead branches. T8. Apple - Sever ivy and crown clean and prune rubbing branches. T9. 2x Pear - Sever ivy. T10. Redwood - Crown lift to 7ft. T12. Mixed shrubs - Prune and trim. T13. Lilac, Holly - Cut back approx 1-2ft. T14. Holly - Reduce in height by 4ft & hedge trim sides to create a new canopy.	Decision: No Objection Decision Date: 04/12/2023
Application No: 23/02586/TCA	Location: 10 Manor Way Letchworth Garden City Hertfordshire SG6 3NJ Applicant Name: Mr Moir Description: Trim top and sides of all hedges to the boundary; Remove 1 x small unidentified tree; Remove 1 x Elder in hedge; Crown reduce 1 x Common Hazel; Crown reduce and shape 1 x Lime and Trim bottom of 1 x Willow (as amended 08/11/2023).	Decision: No Objection Decision Date: 04/12/2023
Application No: 23/02587/TCA	Location: 52 Lytton Avenue Letchworth Garden City Hertfordshire SG6 3HU Applicant Name: Mr Roger Harrison Description: T2 Apple - Crown reduce by up to 3m to leave viable growth points	Decision: No Objection Decision Date: 01/12/2023
Application No: 23/02605/LDCP	Location: 2 Caldecote Road Newnham Baldock Hertfordshire SG7 5JZ Applicant Name: Mr Alex Farr Description: Erection of detached outbuilding to include garaging for two vehicles, study and gym with a shower/WC. Hardstanding.	Decision: Granted Permission Decision Date: 05/12/2023
Application No: 23/02611/TCA	Location: Ivy Cottage Letchworth Lane Letchworth Garden City Hertfordshire SG6 3ND Applicant Name: Lola Adedokun Sedgwick International UK Description: T1 Plum - Fell. T3, T4 Cypress - Fell close to ground level.	Decision: No Objection Decision Date: 04/12/2023
Application No: 23/02652/AG	Location: Straw Store Barn Ashwell Road Newnham Hertfordshire SG7 5JX Applicant Name: Mr A Farr A E & W A Farr Ltd Description: Erection of agricultural building for storage of straw and machinery/equipment.	Decision: Prior Approval Not Required Decision Date: 04/12/2023
Application No: 23/02656/TCA	Location: 44 High Street Barkway Royston Hertfordshire SG8 8EE Applicant Name: Ms Ann Smalley Description: T1 & T3 - Cherry - Reduce by up 2m; T2 - Acer - Remove re-growth up to 3m and T4 - Malus - Fell to ground level (as amended by plan received on 01/12/2023).	Decision: No Objection Decision Date: 05/12/2023
Application No: 23/02715/TPO	Location: Stamford Yard Kneesworth Street Royston Hertfordshire SG8 5AN Applicant Name: smith Description: T1 Sycamore, T2 Rowan, T3, Cherry - To overall reduce by 2m. .	Decision: Conditional Consent Decision Date: 01/12/2023
Application No: 23/02732/TCA	Location: Lammas Cottage Police Row Therfield Royston Hertfordshire SG8 9QE Applicant Name: Dr Ellen Spellman Description: T1 3x Lawson Cypress - Reduce height by 50% back to previous	Decision: No Objection Decision Date: 04/12/2023

WEST TEAM

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Application No: 22/02871/FP	Location: Land On The West Side Of Lower Road Breachwood Green Hertfordshire SG4 8NS Applicant Name: Mr & Mrs Long Description: Erection of six dwellings comprising of two pairs of semi-detached dwellings (2 x 2-bed and 2 x 3-bed) and two detached 3-bed dwellings with detached double garages (plots 3 and 4) including parking, landscaping and creation of vehicular access off Lower Road.	Decision: Conditional Permission Decision Date: 04/12/2023
Application No: 23/00334/FP	Location: Barn Adjacent To Church Farm West Street Lilley Hertfordshire LU2 8LH Applicant Name: Ms & Mr McNeill & Johnson Description: Change of use and conversion of barn to provide one 4-bed dwelling including two front extensions and one rear extension, hip to gable roof extension, alterations to openings, and installation of solar panels (amended by plans received on 29/06/23 and 30/06/23)	Decision: Conditional Permission Decision Date: 01/12/2023
Application No: 23/01029/FP	Location: Cockernhoe Farm Luton Road Cockernhoe Luton Hertfordshire LU2 8PY Applicant Name: . Offley Chase Estates Ltd Description: Conversion of existing brick barn and stable buildings to 4 No. dwellings and erection of 4 No. dwellings and garages following demolition of 2 No. modern barns.	Decision: Conditional Permission Decision Date: 04/12/2023
Application No: 23/01345/FP	Location: Glendale 2 Waterloo Lane Holwell Hitchin Hertfordshire SG5 3ST Applicant Name: Mr & Mrs Harris Description: Erection of one 2-bed detached dwelling including parking and landscaping (as amended by plans received 31/10/2023).	Decision: Conditional Permission Decision Date: 30/11/2023
Application No: 23/01409/FPH	Location: 38 Horn Hill Whitwell Hitchin Hertfordshire SG4 8AR Applicant Name: Mr Matthew Beckham Description: Installation of vehicular crossover and retention of existing driveway	Decision: Withdrawn Decision Date: 05/12/2023
Application No: 23/01508/FPH	Location: Highlands Willow Walk Welwyn Hertfordshire AL6 9SQ Applicant Name: Mr Michael Cook Description: Installation of free standing solar panels	Decision: Conditional Permission Decision Date: 05/12/2023
Application No: 23/01962/LDCP	Location: 13 Hensley Close Hitchin Hertfordshire SG4 9QF Applicant Name: Peter Apostoli Description: Relocation of side entrance door to front elevation	Decision: Granted Permission Decision Date: 01/12/2023
Application No: 23/02056/FP	Location: Land At Foxglove Way And The Brambles Welwyn Hertfordshire Applicant Name: Mr J Thurley Altea homes Ltd Description: Erection of one 1-bed dwelling with associated detached double garage to include storage and creation of vehicular access	Decision: Refused Decision Date: 04/12/2023
Application No: 23/02190/FP	Location: Kimpton Recreation Ground High Street Kimpton Hertfordshire SG4 8RA Applicant Name: Carina Helmn Kimpton Parish Council Description: Refurbishment of existing sports pavilion to include relocation of an existing window and the replacement of external doors (as a variation of planning permission 23/00509/FP granted 18.04.2023)	Decision: Conditional Permission Decision Date: 04/12/2023
Application No: 23/02210/DOC	Location: 18 East Street Lilley Luton Hertfordshire LU2 8LW Applicant Name: Mrs Karen Clark Description: Details reserved by Condition 3 (Landscape and ecological management plan (LEMP)) of planning permission reference 21/03347/FP granted on 31.08.2022.	Decision: Agreed Decision Date: 05/12/2023

WEST TEAM

Application No: 23/02261/FPH	Location: 9 Lye Hill Breachwood Green Hitchin Hertfordshire SG4 8PP Applicant Name: Oliver Scott Description: Detached double garage	Decision: Refused Decision Date: 01/12/2023
Application No: 23/02289/FPH	Location: 2 Riverside Cottages Arlesey Road Ickleford Hitchin Hertfordshire SG5 3TZ Applicant Name: Mr and Mrs Cazaly Description: Detached triple bay garage	Decision: Refused Decision Date: 04/12/2023
Application No: 23/02422/PNR	Location: West Lane Farm West Lane Pirton Hertfordshire SG5 3QP Applicant Name: Mr Reid Pike Smith and Kemp Rural Description: 23 Change of Use of agricultural building to offices	Decision: Prior Approval Not Required Decision Date: 30/11/2023
Application No: 23/02487/FPH	Location: 44 Broadmead Hitchin Hertfordshire SG4 9LX Applicant Name: Mr & Mrs Stephen Gee-finch Description: Single storey front extension (as a variation of planning permission 23/02148/FPH granted 19.10.2023)	Decision: Conditional Permission Decision Date: 01/12/2023
Application No: 23/02504/PNMA	Location: Regal House 54A And 55A Bancroft Hitchin Hertfordshire SG5 1LL Applicant Name: Hitchin Estates Ltd Hitchin Estates Ltd Description: Conversion of first floor office (use class E) into two 1-bed flats (use class C3).	Decision: Prior Approval Given Decision Date: 04/12/2023
Application No: 23/02541/FPH	Location: 12 Meadowbank Hitchin Hertfordshire SG4 0HX Applicant Name: Mr Ram Singh Description: Single storey front and rear extensions following demolition of existing front porch, rear lean to and partial demolition of existing detached outbuilding	Decision: Conditional Permission Decision Date: 04/12/2023
Application No: 23/02612/NCS	Location: 182 Park Lane Old Knebworth Knebworth Hertfordshire SG3 6PR Applicant Name: Mr Elley Gumble Description: Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 4 metres	Decision: Prior Approval Not Required Decision Date: 05/12/2023
Application No: 23/02661/TCA	Location: Avenue Farm Maydencroft Lane Gosmore Hitchin Hertfordshire SG4 7QD Applicant Name: Mr Danny O'Brien Forestwood Services Ltd Description: T5 Horse Chestnut - Remove	Decision: No Objection Decision Date: 01/12/2023
Application No: 23/02697/LDCP	Location: 20 The Chilterns Hitchin Hertfordshire SG4 9PP Applicant Name: Mr & Mrs M Firth Description: Single storey rear extension with canopy and insertion of 2no rooflights	Decision: Refused Decision Date: 01/12/2023