

## NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 19 JANUARY 2024

# MEMBERS' INFORMATION

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

# NEWS AND INFORMATION

## AGENDA & REPORTS

### PUBLISHED WEEK COMMENCING

15 January 2024

Council Tax Setting Committee – 29 January 2024  
Overview and Scrutiny Committee – 29 January 2024  
Finance, Audit and Risk Committee - 31 January 2024

### FORTHCOMING MEETINGS WEEK COMMENCING

22 January 2024

Planning Control Committee – 23 January 2024  
Full Council – 25 January 2024

### CHAIR'S ENGAGEMENTS WEEK COMMENCING

22 January 2024

Date	Event	Location
	None	

### VICE-CHAIR'S ENGAGEMENTS WEEK COMMENCING

22 January 2024

Date	Event	Location
	None	

### OTHER EVENTS WEEK COMMENCING

22 January 2024

Date	Event	Location
Wednesday 24 January 2024, 19:30	Letchworth Area Forum	Via Zoom

## Briefing note - Changes to Overseas Electors

### Extension of the overseas elector franchise

- From 16 January 2024, British citizens<sup>1</sup> can register as overseas electors if they are currently living abroad, and:
  - are currently, or were previously, registered to vote within the constituency, either as a domestic elector before they left the UK or, as an overseas elector since they left the UK. **This is known as the previously registered condition; OR**
  - were previously resident in the constituency. **This is known as the previously resident condition.** Examples of individuals who may be eligible to register under the previously resident condition include:
    - a person who was too young to register when they left the UK;
    - a person who was too young to register when they left the UK, and their parent or guardian was registered at their qualifying address;
    - a person who was of no fixed abode when they left the UK and would have been eligible to make a Declaration of Local Connection (DLC) or who left the UK before 2001 (when DLC provisions were not in force).
    - a person who chose not to register while living in the UK.
- There is no longer a time limit as to when they were last registered or resident in the UK. A British citizen can register as an overseas elector regardless of when they left the UK, provided they satisfy either the previously registered or previously resident criteria.
- Overseas electors can only vote at UK Parliamentary elections and UK-wide referendums.

### Identity verification

- Any person who makes a new overseas elector application must provide personal identifiers (name, previous name (where relevant), National Insurance Number (NINo) and Date Of Birth (DOB)) which are then used to check their identity against the Department for Work and Pensions (DWP) records.
- If the applicant's identity cannot be verified using DWP records, their identifiers may also be matched against local data sources.
- If the applicant's identity cannot be verified using local data sources, we may choose to:

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<sup>1</sup> Includes citizens of British Crown Dependencies (Isle of Man, Jersey and Guernsey).

- use documentary evidence provided by the applicant at the time of application to verify their identity, We can only do this where elector cannot provide their NINo or DoB.
- request the applicant provides supporting documents verifying they are who they say they are under the exceptions process.
- If the applicant's identity remains unable to be verified after using the exceptions process, they may be required to provide an attestation, or, in some rare cases, more than one attestation, or an attestation and documentary evidence.

### **Address verification**

- As well as verifying the elector's identity, it is also necessary to verify the applicant qualifies under the condition provided in their application – either previously registered or previously resident.
- For an applicant to qualify under the **previously registered condition** they must have been previously registered to vote and are required to provide the address at which they were last registered to vote in the UK. In most instances, this will involve checking previous registers where these are held, either digitally or in hard copy.
- Where the register is no longer available or reasonable access to the register is not available, alternative steps will be taken to satisfy that the applicant met the previously registered condition. These may include:
  - Using the result of the automated match against DWP records;
  - Checking other local held records;
  - Using any documentary evidence provided by the applicant under the exceptions process at the time of application, or requesting such evidence where it hasn't already been provided;
  - Using an attestation to confirm a connection, or in some cases more than one attestation or an attestation combined with documentary evidence.
- Historic electoral registers cannot be used where an elector applies under the **previously resident condition**. However, to be satisfied that the applicant was previously a resident at the address, similar means as the alternative verification mechanisms for previously registered condition outlined above can be used.

### **Length of declaration**

- If an elector successfully registers as an overseas elector, then their declaration is valid for up to three years. Each declaration will expire on the third 1st November after the date the declaration has been made unless the elector renews their declaration. Previously these declarations lasted for 12 months.

- The renewal period can begin in the last six months of their existing entitlement. Renewal declarations made within the final 6 months renews their registration for another three years.
- Overseas electors will be sent a notice reminder of the need to make a renewal from 1 July immediately before the third 1 November on which their registration will end.
- Existing overseas electors (i.e., those with an arrangement in place before 16 January 2024) and those renewing their declaration prior to 16 January 2024 – have done so under the current requirements (e.g., making applications based on being previously registered in the last 15 years and renewing every 12 months).
- There is no requirement for all existing overseas electors to reapply immediately. Existing declarations will continue to expire in line with provisions in place when their last declaration was made (e.g., 12 months from date added to register with renewal sent 2-3 months before expiry). When they are next required to renew their declaration, they will move to a 3-year renewal.

### **How you can help.**

- If anyone contacts you regarding registering as an overseas elector highlight the new requirements and **encourage them to register at the earliest opportunity**. Don't wait until a UK Parliamentary or UK-wide Referendum is called.
- If you have contact with any organisations that support overseas electors, please make sure they are aware of these changes.
- Remind overseas electors that they can only vote at UK Parliamentary elections and UK-wide referendums.
- Encourage any overseas elector to apply for a proxy vote rather than a postal vote due to the short time period available to send and receive postal votes at election time.
- For further information on the changes to overseas electors, please contact [elections@north-herts.gov.uk](mailto:elections@north-herts.gov.uk)

## Community & Partnerships Executive Member briefing – January 2024

### Community & Licensing

#### Community Safety

- The injunction that was being obtained by NHC against two youths in Hitchin continues. During December and early January there have been multiple breaches of the injunction by the two offenders and there will be a meeting of professionals on Thursday to discuss the next steps regarding these breaches
- There has been a request for an Anti-Social Behaviour Case review, which is alleging ASB by a NHC housing provider. This has been an ongoing issue for many years and whilst still in the early stages of investigation.

### Democratic Services

#### Committee Services

- New Committee, Member and Scrutiny Officer due to start on Monday 5 February and will be working full time within the team.
- Scrutiny Officer role out for advertisement – applications close midday on Monday 15 January.
- Working on a busy cycle of meetings through to April.
- Liaising with Modern.Gov to finalise details on their use of the Council Chamber for their National User Group Forum on 8 March 2024, with attendees from Democratic Services teams around the country attending.
- Continuing to prepare and promote the Chair's Civic Event on 1 March 2024.

#### Electoral Services

- The team has finalised the register distribution associated with the December annual revision of the electoral register, with all entitled recipients having now received their copy. We have also been working on sending out the January monthly updates.
- Regarding the May 2024 local elections, we have now booked polling stations and sent out our initial staffing availability letter to those on our database, with a good response so far. We have

also identified stock / equipment that needs to be ordered following the recent stock check, liaising with our printers on despatch dates and artwork proofs and drafting some artwork to go out with council tax bills surrounding Voter ID and changes to polling stations.

- We have also updated our election build and action plan to account for the possibility of a combined UK Parliamentary election and will be undertaking additional meetings with colleagues in our neighbouring take on / give away authorities to discuss arrangements.
- The team is continuing to adapt to the Elections Act changes, with the next tranche for overseas electors to come in to force from 16 January. To this end, we have been preparing new draft letters and experimenting with the test version of the ERO portal to familiarise ourselves with the new processes.
- A few members of the team and Service Director will be attending the AEA national conference, where workshops will be held covering the Elections Act changes, as well as preparing for the upcoming UK Parliamentary General Election.

### Policy & Community Services

Throughout December, we were busy coordinating various partnership networks and events and the provision of ongoing Community and Member support.

#### Policy, Community & Partnerships

- Ongoing facilitation of Area Forum meetings and councillors' surgeries.
- Attended various groups and networking opportunities including Parish council meetings, Great Heat Co-operative AGM, Royston Community Breakfast, Knebworth Environmental Group, Grange and Jackmans Network meetings, North Herts Cost of Living Alliance, North Herts Arts & Culture

meeting, North Herts Youth Strategy Group, various school visits with Councillors and Ward Walks, Holocaust Memorial Day preparation with NH Interfaith forum and support to VCSE All about Us conference and workshops in partnership with the Letchworth Garden City Heritage Foundation and the Centre for Voluntary Services.

- Ongoing work to provide updates on the Climate Hive Engagement page – including Local Enterprise retrofit skills courses, awareness raising for Solar Together next round and HUG2 promotion.
- Assessment of Community Investment Fund applications.
- Commencement of cumulative equality and environmental impact assessment for the civic year.

#### Community Wellbeing

- The Healthy Hub drop-ins in are now scheduled to the end of March 2024. Further information can be found [HERE](#).
- Warm space established in partnership between First Garden Cities Homes and Macfadyen Webb House.
- Preparing Health Inequalities half yearly assessments.
- Healthy Hub delivering various family activities in Hitchin, Knebworth, Letchworth and Royston in December.
- Ongoing support of NHS health checks provided by Health Improvement Team, taking place in the CSC at DCO for 40–74-year-olds. Uptake is good and all appointments are fully booked.
- Planning various exercise activity events and programmes for 2024.

#### Safeguarding

- Advertising of HSAB/HSCP updates and training events to relevant officers.
- Full programme of proposed safeguarding training courses set for 2024/25.



## **Emergency planning (SERVICE AREA, Resources)**

# MEMBERS INFORMATION NOTE

### **King James Academy Royston damaged due to storm**

On 3 and 4th January during Storm Henk the roof of KJAR senior site blew off and then the situation was compounded by heavy rainfall flooding the building. The majority of the classrooms at the senior site are not able to be used, leading to the majority of students in years 7 to 10 unable to access learning in the classroom. The school has provided those unable to attend class access to remote learning; year 11 are attending class.

The junior site is also undergoing some repair work to their roof and has 6 classrooms out of action so the latest damage to the senior site has seriously impacted the schools ability to teach all students in the classroom.

The school, which is an academy, and therefore independent from the LA, is part of a Cambridgeshire based MAT, the Diamond Learning Trust, (DLT). and has KJAR (formerly Greneway and Roysia middle schools and Meridian upper school) and Roman Way first school all based in Royston. The MAT is funded directly from the Education, Skills and Funding Agency (ESFA), including for capital maintenance and projects. The site is leased to the academy trust from HCC on a 125 year lease whereby the academy trust is responsible for all capital repairs and maintenance. The academy, handed back the Roysia site to HCC in 2019, this was due to low pupil numbers attending the middle schools and the site no longer needed by the Trust. The building has not be occupied since.

DLT contacted HCC on 5<sup>th</sup> January as they were keen to utilize the Roysia site to move students into temporarily whilst repairs were undertaken to their senior site. HCC advised that Roysia site is unlikely to be in a viable condition to occupy, due to it being empty for so long and suffering a number of incursions leading to damage, HCC also provided DLT and their insurers with the latest inspection survey, (dated March 2023). Estates team made the site available for the Trust's insurers to assess its condition. As expected the insurers have confirmed that the Roysia site will be too

expensive and take too long to refurbish to use as a temporary solution, instead the insurers will bring 46 mobile units onsite to provide classrooms/breakout spaces/canteen and toilets.

HCC officers from both the education and Estates teams have been in regular touch with the CEO of DLT and the HT since 5<sup>th</sup> January and have been reaching out to other nearby schools since to help find space for KJAR to use temporarily to get students in a classroom. Fearnhill in Letchworth, whilst not immediately close does have some spare classrooms and has offered to help, which we extend our thanks for. Some first schools in the locality have offered help although these schools are designed for much younger children so aren't practical.

The timeline getting the mobile units on site is entirely down to the academy trust's insurers who will be responsible for contracting the work, but they have shared that they expect units in place by the first half of February. It is anticipated that they will be needed for up-to 6 months whilst repairs are undertaken on the senior site.

In the meantime, the school will be moving to a rotating timetable bringing in different year groups across the week, whilst keeping remote learning in place for those working at home. They will also be making use of 2 spare classrooms at Fearnhill in Letchworth and 2 more at Shrepworth Wildlife Centre, where Year 7s will be enjoying some enrichment activities in additional to their normal lessons. The academy trust will be providing transport for students to and from temporary external sites.

#### County and District Council's role.

There is no role for HCC beyond facilitating access to the Roysia site for the academy trust's insurers to assess the suitability of it as a temporary solution, which is complete. The insurer's will need to apply to NH district council for planning permission for the mobile units, but again this will be undertaken by contractors appointed by the insurance company.

For more information contact:

#### **Tania Rawle**

Head of School Standards and Accountability | Education Leadership Team |  
Children's Services

Hertfordshire County Council

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**Incidents Summary Analysis by Zone**  
**NORTH HERTS**

**01/12/2023** to **01/01/2024**

# Incidents Summary Analysis by Zone

01/12/2023 to 01/01/2024

## Category Summary

### Zone: Baldock

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti-Social Behaviour	Affray	2
Assault		1
Concern for Welfare		1
Post Event Viewing	Public Viewing Request	1

**Total No. of Incidents in Zone Baldock: 5**

### Zone: Hitchin

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Alarm Activation	Personal Attack	1
Anti-Social Behaviour	Nuisance	13
Assault		5
Concern for Welfare	Missing Persons	10
Criminal Damage		1
Domestic	Assault	1
Drug Related		3
Hate Crime	Race Related	1
Other		2
Police Request		3
Post Event Viewing	Download For Police	6
Suspicious Activity		2
Theft	Shoplifting	1
Traffic Incident	RTC	1
Vehicle	DUI	2
Weapon	Firearms	1

**Total No. of Incidents in Zone Hitchin: 53**

### Zone: Letchworth

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti-Social Behaviour	Nuisance	6
Assault		1
Concern for Welfare	Missing Persons	8
Criminal Damage		2
Deception/Fraud	Banking Protocol	1
Hate Crime	Race Related	1
Post Event Viewing	Download For Police	1
Suspicious Activity		4
Theft		2
Vehicle	Stolen	1
Weapon	Firearms	2

## Incidents Summary Analysis by Zone

01/12/2023 to 01/01/2024

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**Total No. of Incidents in Zone Letchworth: 29**

### Zone: Royston

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti-Social Behaviour	Begging	1
Assault	Robbery	1
Concern for Welfare	Injury	1
Post Event Viewing	Download For Police	2
Traffic Incident	RTC	1

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**Total No. of Incidents in Zone Royston: 6**

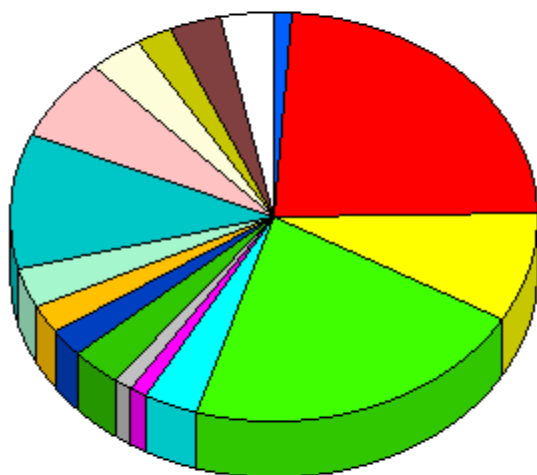
**Total No. of Incidents : 93**

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# Incidents Summary Analysis by Zone

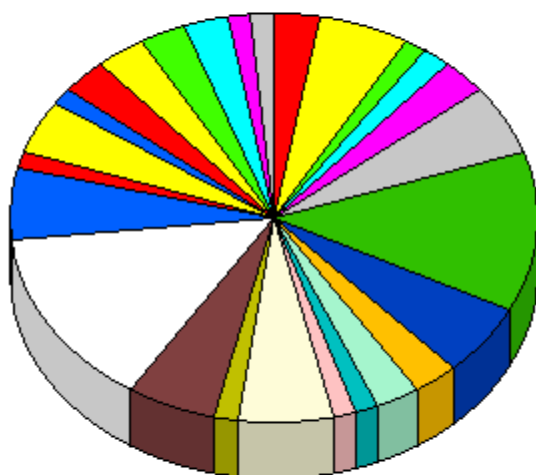
01/12/2023 to 01/01/2024

## No. of Incidents by Category



Alarm Activation	1.1%
Anti Social Behaviour	23.7%
Assault	8.6%
Concern for Welfare	21.5%
Criminal Damage	3.2%
Deception/Fraud	1.1%
Domestic	1.1%
Drug Related	3.2%
Hate Crime	2.2%
Other	2.2%
Police Request	3.2%
Post Event Viewing	10.8%
Suspicious Activity	6.5%
Theft	3.2%
Traffic Incident	2.2%
Vehicle	3.2%
Weapon	3.2%
<b>Total:</b>	<b>100.0%</b>

## No. of Incidents by Sub Category



ABH	2.8%
Affray	5.6%
Assault	1.4%
Banking Protocol	1.4%
Begging	2.8%
Disorder	5.6%
Download For Police	12.7%
Drunken Behaviour	5.6%
DUI	2.8%
Firearms	2.8%
GBH	1.4%
Indecency	1.4%
Injury	5.6%
Knife	1.4%
Mental Health	5.6%
Missing Persons	14.1%
Nuisance	5.6%
Personal Attack	1.4%
Public Order	4.2%
Public Viewing Request	1.4%
Race Related	2.8%
Robbery	2.8%
RTC	2.8%
Shoplifting	2.8%
<b>Total:</b>	<b>100.0%</b>

# Incidents Summary Analysis by Zone

01/12/2023 to 01/01/2024

## Call Source Summary

### Zone: Baldock

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

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**Total No. of Incidents in Zone Baldock: 5**

### Zone: Hitchin

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	11
Police Airwaves	25
Police Control	4
Post Event Viewing	6
Town Link	7

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**Total No. of Incidents in Zone Hitchin: 53**

### Zone: Letchworth

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	2
Police Airwaves	19
Police Control	6
Post Event Viewing	1
Town Link	1

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**Total No. of Incidents in Zone Letchworth: 29**

### Zone: Royston

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

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**Total No. of Incidents in Zone Royston: 6**

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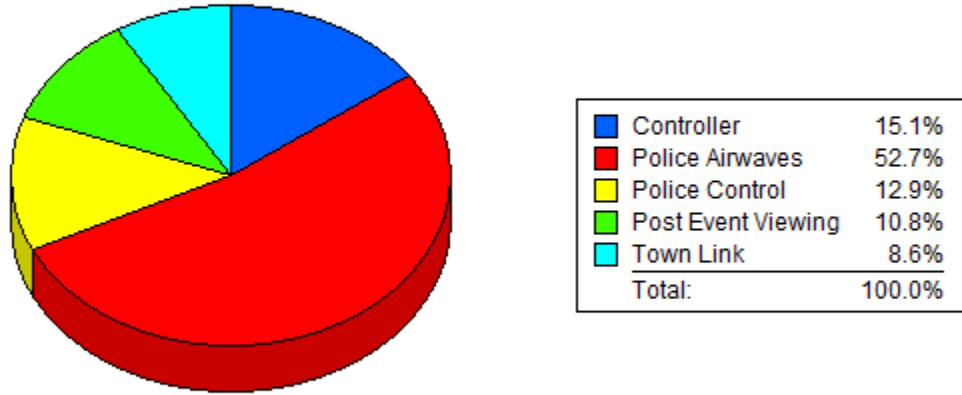
**Total No. of Incidents : 93**

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## Incidents Summary Analysis by Zone

01/12/2023 to 01/01/2024

### No. of Incidents by Call Source



# Incidents Summary Analysis by Zone

01/12/2023 to 01/01/2024

## Camera Summary

### Zone: Baldock

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00801	Mansfield Road	1
00802	Thurnall Close	1
00804	High Street Junc	3

**Total No. of Incidents in Zone Baldock: 5**

### Zone: Hitchin

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00300	Bancroft North	5
00301	Bancroft Park Car	2
00302	Bancroft Middle	4
00303	Bancroft	10
00304	Brand Street	8
00305	Market Place	21
00306	Market Place Sun	19
00307	Hermitage Road	13
00308	Woodside Car Park	3
00309	Churchyard South	9
00311	Sun Street	7
00312	Bucklesbury	8
00313	Biggen Lane Car	2
00314	Queen Street	10
00315	Portmill Lane Car	9
00316	Station Approach	8
00317	Nightingale Road	4
00822	Westmill John	1
03028	RV Westmill	1

**Total No. of Incidents in Zone Hitchin: 53**

### Zone: Letchworth

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00401	Eastcheap Car Park	7
00402	Broadway Hotel	9
00403	Station Place	10
00404	Station Road West	7
00406	Station Road East	3
00407	The Wynd	5
00408	Leys Avenue	3
00409	Leys Square	6
00410	Eastcheap Middle	3
00411	Broadway Gardens	10
00412	Broadway South	2
00413	Gernon Road	2

## Incidents Summary Analysis by Zone

01/12/2023 to 01/01/2024

00414	Howard Park Car Pa	2
00415	Norton Way South	2
00417	Leys Avenue Top	7
00418	Leys Avenue	3
00419	Leys Avenue	1
00421	Letchworth MSCP	1
00820	Grange Estate	1
03006	Lampost 3 Redhill	1

**Total No. of Incidents in Zone Letchworth: 29**

### Zone: Royston

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00810	Lower King Street	2
00811	Lower High Street	1
00812	Upper High Street	1
00813	Corn Exchange	2
00814	Market Hill	2

**Total No. of Incidents in Zone Royston: 6**

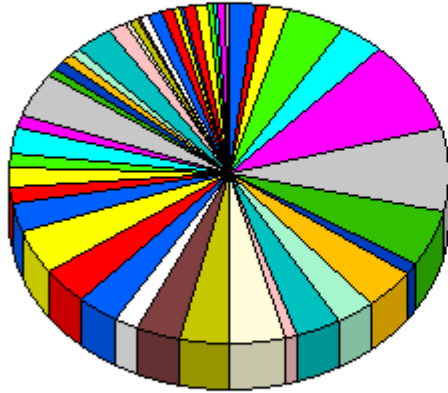
**Total No. of Incidents : 92**



# Incidents Summary Analysis by Zone

01/12/2023 to 01/01/2024

## No. of Incidents by Camera



0300	Bancroft North	2.1%
00301	Bancroft Park Car Park	0.8%
00302	Bancroft Middle	1.7%
00303	Bancroft Hermitage Rd	4.1%
00304	Brand Street	3.3%
00305	Market Place High St	8.7%
00306	Market Place Sun St	7.9%
00307	Hermitage Road	5.4%
00308	Woodside Car Park	1.2%
00309	Churchyard South	3.7%
00311	Sun Street	2.9%
00312	Bucklesbury	3.3%
00313	Biggen Lane Car Park	0.8%
00314	Queen Street	4.1%
00315	Potmill Lane Car Park	3.7%
00316	Station Approach	3.3%
00317	Nightingale Road	1.7%
00401	Eastcheap Car Park	2.9%
00402	Broadway Hotel	3.7%
00403	Station Place	4.1%
00404	Station Road West	2.9%
00406	Station Road East	1.2%
Total:		100.0%

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### \*PART 1 – PUBLIC DOCUMENT

**SERVICE DIRECTORATE:** *Place*

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

- 1.1 To appoint the Southern Landscape Construction (SLC) to undertake the contract to renovate the play area at Bancroft Recreation Ground, Hitchin.

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

Sarah Kingsley – Service Director, Place

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

11<sup>th</sup> January 2023

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

- 4.1 The above contractor attained the highest score in the tender evaluation process based on price, quality and social value criteria and are therefore considered best value.

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

- 5.1 No alternative options have been considered as this is a works only contract to deliver a specific project as part of the delivery of the Greenspace Management Strategy.

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

- 6.1 Groundwork East have been appointed to manage the delivery of this project who have undertaken extensive consultation on site and via an online survey to seek the opinions of visitors and users alike. The project design takes into account the comments that were received where practical to do so. The consultation process was also advertised via the NHC website, directing responses to the online questionnaire. The Executive Member for Environment and Leisure and Deputy has been informed of the decision.

#### **7. FORWARD PLAN**

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

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

- 8.1 The Greenspace Management Strategy identifies a provision for the renovation and improvement to existing play areas across the District. The Executive Member for Environment and Leisure in consultation with the Service Director Place and Service Manager Greenspace, have identified the need to invest in the play provision at

Bancroft Recreation Ground, Hitchin. This need was highlighted following annual playground independent inspections and regular monitoring of the site which showed a number of obsolete items of equipment and poor safety surfacing in need of repair or replacement. In addition, Bancroft Recreation Ground, Hitchin is classified as a Town Centre Park within the Greenspace Management Strategy and therefore receives a high level of use and visitors throughout the year.

## **9. LEGAL IMPLICATIONS**

- 9.1. Under paragraph 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have general authority to enter contracts to carry out works and/or for the supply of goods and services within approved budgets.
- 9.2. Paragraph 14.6.9 (b) (ii), (iii) and (viii) further gives the Service Director - Place the authority to manage, direct and control resources relating to, amongst others, environmental services, grounds maintenance and parks and open spaces. The Executive Member for Environment and Leisure is also responsible for leadership, strategic planning and development, partnership working and decision making within these stated service areas under this paragraph.
- 9.3. Under Health and Safety Legislation, North Herts Council has a legal duty to maintain all trees on land it owns, or has a responsibility to maintain, in a safe condition in public open spaces, or adjacent the highway.

## **10. FINANCIAL IMPLICATIONS**

- 10.1. There are no specific revenue implications associated with this contract award as the costs will be met from within existing Capital budgets.
- 10.2. The contract value is £168,826.81 to deliver the specified design including an element for contingencies.

## **11. RISK IMPLICATIONS**

- 11.1 This contract award to a single provider has been procured via InTend and will be managed via Groundwork with regular weekly reporting during the construction phases. SLC have a proven track record of delivering projects of similar scale and value in public open spaces, which provides additional assurance for delivery of this project.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 The Equality Act 2010 came into force on the 1<sup>st</sup> October 2010, a major piece of legislation. The Act created a new Public Sector Equality Duty, which came into force on the 5<sup>th</sup> April 2011. There is a general duty, described in paragraph 12.2, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.
- 12.2 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its 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.
- 12.3 There are no additional equality implications associated with this proposal.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 As the recommendations in the report relate to a contract above the EU threshold, Social Value has been included as part of the evaluation process with an allocation

of 10% of the award marks. The results of these steps are now included within the method statements for the delivery of the contract.

**14. ENVIRONMENTAL IMPLICATIONS**

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

**15. HUMAN RESOURCE IMPLICATIONS**

15.1 There are no known human resource implications as the works associated with delivering the contract are already contained within existing resources.

**16. BACKGROUND PAPERS**

16.1 None

**17. APPENDICES**


17.1 None

**NOTIFICATION DATE**            **19<sup>th</sup> January 2024**

*Date sent to all Members, put on website and appears in MIS – Committee, Member & Scrutiny Services can confirm this with you,*

**Signature of Executive Member Consulted .....** 

**Date 17<sup>th</sup> January 2024.....**

**Signature of Decision Taker .....** 

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

**Call-in does not apply to NON-EXECUTIVE DECISIONS**

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### \*PART 1 – PUBLIC DOCUMENT

**SERVICE DIRECTORATE:** *Place*

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

- 1.1 To appoint NCS Countryside Services to undertake the contract to replace the existing bridge (known as Kings Bridge) at Norton Common Letchworth.

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

Sarah Kingsley – Service Director, Place

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

11th January 2023

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

- 4.1 The above contractor attained the highest score in the tender evaluation process based on price, quality and social value criteria and are therefore considered best value.

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

- 5.1 No alternative options have been considered, as this is a works only contract to deliver a specific project as part of the delivery of the Greenspace Management Strategy.

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

- 6.1 Consultation has been undertaken with the Friends of Norton Common and individual users of the Local Nature Reserve, to inform them of the project, as a result of their concerns regarding the condition of the existing structure. The Executive Member Environment and Leisure and Deputy have also been informed of the decision.

#### **7. FORWARD PLAN**

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

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

- 8.1 The bridge has been identified as being in need of significant repair or replacement following concerns raised by the Friends of Norton Common and completion of an independent technical survey.
- 8.2 Countryside Management Services (CMS) of Herts County Council support the Greenspace Team to manage NHC's Local Nature Reserves and also manage the activities of the on-site Friends of Groups. Consequently, due to their technical

knowledge, local site knowledge and experience of similar projects elsewhere, CMS have been employed to manage this project which has approved Capital Funding from NHC.

## **9. LEGAL IMPLICATIONS**

- 9.1. Under paragraph 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have general authority to enter contracts to carry out works and/or for the supply of goods and services within approved budgets.
- 9.2. Paragraph 14.6.9 (b) (ii), (iii) and (viii) further gives the Service Director - Place the authority to manage, direct and control resources relating to, amongst others, environmental services, grounds maintenance and parks and open spaces. The Executive Member for Environment and Leisure is also responsible for leadership, strategic planning and development, partnership working and decision making within these stated service areas under this paragraph.
- 9.3. Under Health and Safety Legislation, North Herts Council has a legal duty to maintain all trees on land it owns or has a responsibility to maintain, in a safe condition in public open spaces, or adjacent the highway.

## **10. FINANCIAL IMPLICATIONS**

- 10.1. There are no specific revenue implications associated with this contract award as the costs will be met from within existing Capital budgets.
- 10.2. The contract value is £68,491.50 to deliver the specified design including an element for contingencies.

## **11. RISK IMPLICATIONS**

- 11.1 This contract award to a single provider has been procured via InTend and will be managed via CMS with regular weekly reporting during the construction phases. NCS Countryside Services have a proven track record of delivering projects of similar scale and value in public open spaces, which provides additional assurance for delivery of this project.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 The Equality Act 2010 came into force on the 1<sup>st</sup> October 2010, a major piece of legislation. The Act created a new Public Sector Equality Duty, which came into force on the 5<sup>th</sup> April 2011. There is a general duty, described in paragraph 12.2, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.
- 12.2 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its 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.
- 12.3 There are no additional equality implications associated with this proposal.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 As the recommendations in the report relate to a contract below £100,000 the "go local" policy has been applied as NCS Countryside Services are a local company who have indicated that they will employ local Structural Engineers as part of their tender submission.

**14. ENVIRONMENTAL IMPLICATIONS**

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

**15. HUMAN RESOURCE IMPLICATIONS**

15.1 There no human resource implications, as the works associated with delivering the contract are already contained within existing resources.

**16. BACKGROUND PAPERS**

16.1 None

**17. APPENDICES**


17.1 None

**NOTIFICATION DATE 19<sup>th</sup> January 2024**

*Date sent to all Members, put on website and appears in MIS – Committee, Member & Scrutiny Services can confirm this with you,*

**Signature of Executive Member Consulted .....** 

**Date 17<sup>th</sup> January 2024.....**

**Signature of Decision Taker .....** 

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

**Call-in does not apply to NON-EXECUTIVE DECISIONS**

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Overview and Scrutiny Committee held in the Council Chamber, District Council Offices, Gernon Road, Letchworth, SG6 3JF on Tuesday, 9th January, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Matt Barnes, Clare Billing, Adam Compton, Ian Moody and Mick Debenham.

Having given due notice Councillor Daniel Allen substituted for Councillor Debenham.

### 2 MINUTES - 7 NOVEMBER AND 5 DECEMBER 2023

**RESOLVED:** That the Minutes of the Meeting of the Committee held on '7 November 2023 as amended and 5 December 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 advised that for the purposes of clarification clause 4.8.23(a) of the Constitution does not apply to this meeting.

### 5 PUBLIC PARTICIPATION

There was no public participation at this meeting.

### 6 URGENT AND GENERAL EXCEPTION ITEMS

No urgent or general exception items were received.

### 7 CALLED-IN ITEMS

There have been no called-in items.

### 8 MEMBERS' QUESTIONS

No questions had been submitted by Members.

### 9 RESOLUTIONS OF THE OVERVIEW AND SCRUTINY COMMITTEE

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



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

## 10 Q2 UPDATE ON PROGRESS AGAINST THE COUNCIL DELIVERY PLAN

**RESOLVED:** That the Committee identified any project(s) for which they would like to receive a more detailed update.

**RECOMMENDED TO CABINET:** That the Committee noted the progress against Council projects as set out in the Council Delivery Plan (Appendix A) including changes to milestones, performance indicators and risks, and made recommendations and comments to Cabinet.

**REASON FOR RECOMMENDATION:** The Council Delivery Plan (CDP) monitoring reports provide Cabinet with an opportunity to monitor progress against the key Council projects, and understand any new issues, risks or opportunities.

## 11 LOCAL PLAN REVIEW

### **RECOMMENDATIONS TO CABINET:**

- (1) That Cabinet note the results of the review of the policies of the NHLP set out in Appendix A and the PAS toolkit in Appendix B.
- (2) That Cabinet agree that a full review and update of the NHLP is undertaken.
- (3) That work commences during 2024/25 on updating the technical studies needed to provide a robust evidence base to inform an update of the Local Plan and early community engagement take place.
- (4) That a further report on the detailed scope of the update and the timetable for its preparation, submission and examination is prepared at the earliest opportunity once the implications of the new National Planning Policy Framework (NPPF) are better understood and the statutory framework required to implement the reforms has been approved.

**REASON FOR RECOMMENDATIONS:** To ensure that North Herts Council fulfils its commitments as set out in Policy IMR2 of the North Herts Local Plan which requires the Council to undertake a whole plan review by the end of 2023 to determine whether the plan needs to be updated either in whole or in part.

## 12 2024 - 2028 MARKETING AND COMMUNICATIONS STRATEGY

**RECOMMENDED TO CABINET:** That Cabinet approves the 2024 - 2028 Marketing and Communications Strategy.

### **REASONS FOR RECOMMENDATION:**

- (1) With residents facing a cost-of-living crisis and council budgets being tightened further, it has never been more important for councils to communicate effectively with their audiences.
- (2) Effective communication is critical as it has the power to engage communities, challenge misconceptions, build trust and confidence in the council and through that, strengthen relationships with residents, stakeholders, and staff.
- (3) Although communications help to tell the story of North Herts Council (and improve resident perceptions of the council), marketing is needed to promote and raise awareness of our vision, priorities, and themes, to ensure that the right people, get the right message, at the right time through their preferred channel of choice.

- (4) It is therefore recommended, that the 2024 - 2028 strategy is a Marketing and Communications Strategy.

**13 COMMUNITY SURVEY RESULTS (MARCH - JUNE 2023)**

**RECOMMENDED TO CABINET:** That Cabinet comment on and note the key findings and observations from round one of the Community Survey and comment on the approach to future surveys (as detailed in section 8.5).

**REASON FOR RECOMMENDATION:** To ensure that Cabinet is aware of the results of the Community Survey (our first digital residents' survey) and how they compare to the Local Government Association (LGA) June 23 Resident Satisfaction phone survey results.

**14 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME**

**RESOLVED:**

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

**REASONS FOR DECISIONS:**

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

**EAST TEAM**

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
<b>Ashwell Parish Council</b>		
24/00088/TCA	Mrs Deputy Clerk 6a Back Street, Ashwell, Baldock, Hertfordshire, SG7 5PE, United Kingdom	Recreation Ground Lucas Lane Ashwell Hertfordshire  Mrs Deputy Clerk  2x Cherry - Reduce the crown by 50%, removal of the secondary stem to ground level.
<b>Bygrave Parish Council</b>		
24/00030/FPH	PicklePlanning Stuart Judd 1 Sale Drive, Clothall Common, Baldock, SG7 6NS	15 Ashwell Road Bygrave Baldock Hertfordshire SG7 5DT  John Bennett  Single storey rear extension.
<b>Letchworth Garden City</b>		
24/00004/AD	ISG Design Megan Koch Aldgate House, 33 Aldgate High Street, London, EC3N 1AG, United Kingdom	16 Leys Avenue Letchworth Garden City Hertfordshire SG6 3EU  Nationwide Building Society  Replacement external signage and installation of projecting sign
24/00060/TCA	Paul McKenna Broadway, One Garden City, Letchworth GC, SG6 3BF, United Kingdom	30 Lytton Avenue Letchworth Garden City Hertfordshire SG6 3HT  Paul McKenna  T1: Conifer - Remove
24/00068/TCA	Mr Danny O'Brien Forestwood Services Ltd 1 Angel Cottages, Kings Walden Road, Great Offley, Hitchin, SG5 3EA	1 Church Lane Letchworth Garden City Hertfordshire SG6 1AJ  Mr Danny Obrien  T1 Ash - Fell to ground level.
24/00071/TCA	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ	17 Ridge Road Letchworth Garden City Hertfordshire SG6 1PW  Mr Michael McNally  T1: Silver Birch - 20-25% reduction to shape and balance. T2: Sycamore - 30% reduction. T3: Plum - 20% reduction. T4: Silver Birch - 25% reduction to shape and balance. T5: Cherry - Pollard to a framework of wood. T6: Rowan - 20% reduction.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 19/01/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 08/02/2024**

24/00076/TCA	Mr Tim Williams Green Tree Forestry Ltd 110 Beech Road, St Albans, AL3 5AU	328 Norton Way South Letchworth Garden City Hertfordshire SG6 1TA
		Bickerdyke  T1: Plum - Reduce height by approx 50%

**Royston Town Council**

23/02934/LBC	Pentangle Design Group Mr Jonathan Read Suite 1, 21 Bancroft, Hitchin, SG5 1JW, United Kingdom	22 - 24 High Street Royston Hertfordshire SG8 9AG
		Mrs Chi Fai Cheung  Internal alterations and external alterations to facilitate the change of use and conversion of part of ground floor, first floor and second floor from Class E (retail) to Class C3 (residential) to provide 1 x 2 bed apartment on first floor and 1 x 1bed apartment on second floor.

24/00040/FPH	Mr Colin Rowe Mr Colin Rowe 38 Ferrars Avenue, Eynesbury, ST NEOTS, PE19 2TZ	5 Betjeman Road Royston Hertfordshire SG8 5UP
		Mr Chris Petrie  Part single storey, part two storey front extension, first floor side extension, and erection of front elevation boundary wall with railings to match existing following removal of existing hedge. (as a variation of planning reference 22/02670/FPH granted on 10.01.2023.

24/00063/TCA	Mrs Felicity Rice Upper Warren, 14 The Warren, Royston, Herts, SG8 9EG, United Kingdom	14 The Warren Royston Hertfordshire SG8 9EG
		Mrs Felicity Rice  Yew - Remove. Judas - Reduction in height up to approx 30%

24/00072/TPO	Mr Dave Bull 10 The Copperfields,, Baldock Road, Royston, SG8 5BH, United Kingdom	10 The Copperfields Royston Hertfordshire SG8 5BH
		Mr Dave Bull  Bay - Reduce by 40%. 2x Lawson Cypress - Remove. Area B Holly - Remove. Eastern Red Cedar - Remove. Area C x8 Holly - Pollard to approx 4m

24/00074/TPO	Mr Alan Hootton 78 Downlands, Royston, Herts, SG8 5BY, United Kingdom	78 Downlands Royston Hertfordshire SG8 5BY
		Mr Alan Hootton  T1, T2 Lime - Reduce by 30%. T3 Silver Birch - Reduce by 30%.

**Rushden And Wallington Parish Council**

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 19/01/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 08/02/2024**

24/00052/TCA Mrs Laura South Spring Cottage  
Spring Cottage, Rushden, Bennetts Lane  
Buntingford, SG9 0SG, United Rushden  
Kingdom Buntingford  
Hertfordshire  
SG9 0SG

Mrs Laura South

Pine - Fell. Leylandii - Fell.

**Therfield Parish Council**

24/00029/FPH Altaras Architecture Ltd Ms Dolores Judges Court  
Altaras Police Row  
41 High Street, Barkway, Royston, Therfield  
SG8 8EA, United Kingdom Royston  
Hertfordshire  
SG8 9QE

Mr Stewart Peatman

Single storey side extensions following demolition of existing porch.  
Alteration to fenestration of existing detached garage to facilitate part  
conversion to office/utility use.

**Weston Parish Council**

24/00028/FPH Jeremy Williams-Leroy Architect Wheelers Plat  
Jeremy Williams-Leroy Fore Street  
1 The Limes, Hitchin , SG5 2AY, Weston  
United Kingdom Hertfordshire  
SG4 7AS

Dr Cockburn

Erection of detached triple carport and garden room

**WEST TEAM**

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
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24/00057/ADJ		Land At Butterfield Technology Park Great Marlings Luton Luton  Luton Borough Council  Development of land for mixed use development - Outline Planning Application, with all matters reserved, for the delivery of flexible commercial units (Class E(g)(ii), E(g)(iii), B2 and B8 uses), alongside parking, landscaping and other associated works NORTH HERTS DISTRICT COUNCIL: ADJACENT AUTHORITY : CONSULTEE ONLY
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**Clothall Parish Meeting**

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 19/01/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 08/02/2024**

23/02936/FPH	Aria Design Mr Alan Hawkes 90 Chertsey Rise, Stevenage, SG2 9JL, United Kingdom	White Hall Luffenhall Luffenhall Stevenage Hertfordshire SG2 7PX
		Mr Peter Busby
		Alterations to existing roof, replacement pitched roofs over existing three dormer windows and replacement windows. Erection of stables/tackroom following demolition of existing stables/tackroom. New retaining walls, larger parking area, rear patio extension, septic tank and replacement block paved driveway
23/02937/LBC	Aria Design Mr Alan Hawkes 90 Chertsey Rise, Stevenage, SG2 9JL, United Kingdom	White Hall Luffenhall Luffenhall Stevenage Hertfordshire SG2 7PX
		Mr Peter Busby
		Internal and external alterations to include repair and restoration to existing roof, replacement pitched roofs over existing three dormer windows and replacement windows.
<b>Hitchin</b>		
23/02886/FPH	LABELLA DESIGN Mr Leo Abella 35 Whitehands Close, Hoddesdon, EN11 8RU, United Kingdom	14 Bearton Avenue Hitchin Hertfordshire SG5 1NZ
		Mrs Lilla Comparetto
		Replacement raised roof and alterations including hip to gable roof extensions, insertion of front and rear dormer windows and first floor side windows to facilitate conversion of loft into habitable accommodation. Front porch extension.
23/02918/FP	Mr Martin King Mr Martin King 87 Waterdell Lane, St. Ippolyts, Hitchin, SG4 7RA, United Kingdom	31A Ickleford Road Hitchin Hertfordshire SG5 1TR
		Ms Madeleine Weston
		Erection of timber shed following demolition of existing timber shed
23/02928/LDCP	Mr Peter Hope 3D The Avenue, Hitchin, Hertfordshire, SG4 9RQ	3D The Avenue Hitchin Hertfordshire SG4 9RQ
		Mr Peter Hope
		Erection of 17m section of brick boundary wall following partial demolition of existing 19m wall

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 19/01/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 08/02/2024**

24/00003/FPH CROE Architects Mr Joe Reader 214 Cambridge Road  
Suite 10, 18 Walsworth Road, Hitchin  
Hitchin, SG4 9SP, United Kingdom Hertfordshire  
SG4 0JW

Mr and Mrs Safi

Two storey and single storey rear extension; two storey and first floor side extension; single storey front extension following demolition of existing single storey rear element and existing side shed. Insertion of rear box dormer window incorporating Juliet balcony to facilitate conversion of loft into habitable accommodation. Erection of detached outbuilding in rear garden.

24/00008/FPH In2Design Mrs Hannah 45 Swinburne Avenue  
Jordan-Bancroft Hitchin  
1B Primrose Lane, Arlesey, SG15 Hertfordshire  
6RD, United Kingdom SG5 2RA

Mr Jenkins

Single storey side extension including replacement roof over existing front porch.

**St Ippolytts Parish Council**

23/02945/FPH Mr James Trafford 70 Waterdell Lane  
70 Waterdell Lane, St Ippolyts, St Ippolyts  
Herts, SG4 7QZ Hitchin  
Hertfordshire  
SG4 7QZ

Mr James Trafford

Part two storey and part single storey rear extension

24/00090/TCA Mr Danny O'Brien Forestwood 70 Waterdell Lane  
Services Ltd Maydencroft Lane  
1 Angel Cottages, Kings Walden Gosmore  
Road, Great Offley, Hitchin, SG5 Hitchin  
3EA Hertfordshire  
SG4 7QD

Mr Danny O'Brien

T1 Horse Chestnut - Fell to ground level.

**St Pauls Walden Parish Council**

23/02938/LBC Home Extension Team Miss GeorgiaThe Dower House  
Hayes Stagenhoe Park  
4 Brand Street, Hitchin, SG5 1HX, St Pauls Walden  
United Kingdom Hitchin  
Hertfordshire  
SG4 8BZ

Morton

Single storey rear infill extension following demolition of existing conservatory. Internal and external alterations



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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 19/01/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 08/02/2024**

24/00024/FPH Home Extension Team Miss GeorgiaThe Dower House  
Hayes Stagenhoe Park  
4 Brand Street, Hitchin, SG5 1HX, St Pauls Walden  
United Kingdom Hitchin  
Hertfordshire  
SG4 8BZ

Morton

Single storey rear infill extension following demolition of existing conservatory (as a variation of planning permission 22/02666/FPH granted 27.03.2023)

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(Including Withdrawn decisions)

**EAST TEAM**

<b>Application No:</b> 21/01970/DOC	<b>Location:</b> Foundation House Icknield Way Letchworth Garden City Hertfordshire SG6 1GD <b>Applicant Name:</b> Mr Darren Mulhare Hill <b>Description:</b> Details reserved by Condition 13 - Written Scheme of Investigation (relating to Planning permission 20/01714/FP granted 14.06.2021).	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 11/01/2024
<b>Application No:</b> 23/01355/FPH	<b>Location:</b> 35 Rosecomb Royston Hertfordshire SG8 9FL <b>Applicant Name:</b> Mr Edward McGowan <b>Description:</b> Insertion of No.2 rooflights to existing front and dormer with Juliette balcony to existing rear roofslope to facilitate conversion of loftspace into habitable accommodation.	<b>Appeal Decision:</b> Appeal Dismissed <b>Decision Date:</b> 12/01/2024
<b>Application No:</b> 23/01614/LBC	<b>Location:</b> Church House 32A Kneesworth Street Royston Hertfordshire SG8 5AB <b>Applicant Name:</b> Aimee Gentry Orchards Day Nursery <b>Description:</b> Retention of internal alterations (as a variation to listed building consent ref: 21/00127/LBC granted on 15/03/2021) and partial removal of existing curtilage-listed boundary wall followed by its rebuild in brick and blockwork	<b>Decision:</b> Consent <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/01816/DOC	<b>Location:</b> 75A High Street Barkway Royston Hertfordshire SG8 8EB <b>Applicant Name:</b> Mr Mark Grint <b>Description:</b> Details reserved by Condition 3 (Proposed windows) of listed building consent 23/00823/LBC granted on 02.08.2023	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 16/01/2024
<b>Application No:</b> 23/01895/FPH	<b>Location:</b> Johnson Matthey Plc Orchard Road Royston Hertfordshire SG8 5HE <b>Applicant Name:</b> Johnson Matthey Plc <b>Description:</b> Installation of external hvac plant including associated ducting and pipework (as amended by plans received 10th January 2024).	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 16/01/2024
<b>Application No:</b> 23/01921/TCA	<b>Location:</b> Land Adjacent To Barkway House 66 High Street Barkway Hertfordshire SG8 8EE <b>Applicant Name:</b> Mr David Grainger <b>Description:</b> T1 Ash - Reduce over extended branch by removing lowest branch back to union.	<b>Decision:</b> No Objection <b>Decision Date:</b> 17/01/2024
<b>Application No:</b> 23/01933/EC	<b>Location:</b> Land At Manor Farm Land To North East Of Parkwood Lodge, Church Lane Bygrave Hertfordshire SG7 5EQ <b>Applicant Name:</b> Waldon Telecom Ben Illingworth <b>Description:</b> Replace existing communications equipment to include installation of No.1 pole, No.4 antennas and dish following relocation of existing dish, refresh equipment in existing cabinets and ancillary works.	<b>Decision:</b> No Objection <b>Decision Date:</b> 16/01/2024
<b>Application No:</b> 23/02328/FPH	<b>Location:</b> 8 Chalk Row Barkway Road Royston Hertfordshire SG8 9GF <b>Applicant Name:</b> Mr Lee Robinson <b>Description:</b> Part retention and alterations to landscaping including retaining wall (as amended by plans received on 08/01/2024 and 09/01/2024).	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 16/01/2024

**EAST TEAM**

<b>Application No:</b> 23/02665/NCS	<b>Location:</b> 41 Lordship Lane Letchworth Garden City Hertfordshire SG6 2BJ <b>Applicant Name:</b> Mr Mandeep Parmar <b>Description:</b> Single storey rear extension with the following dimension: Length as measured from rear wall of original dwelling - 6 metres	<b>Decision:</b> Prior Approval Not Required <b>Decision Date:</b> 16/01/2024
<b>Application No:</b> 23/02684/DOC	<b>Location:</b> Former Land Off Gernon Road Letchworth Garden City Hertfordshire <b>Applicant Name:</b> Mr Henry Reddin Croudace Homes Ltd <b>Description:</b> Details reserved by condition 22 C and D (Remediation Method Statement) of planning permission ref 19/02999/FP granted on 27.11.2020.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 16/01/2024
<b>Application No:</b> 23/02690/FPH	<b>Location:</b> 20 Temple Gardens Green Lane Letchworth Garden City Hertfordshire SG6 1EQ <b>Applicant Name:</b> Mrs Sarah Parkinson <b>Description:</b> Single storey rear infill extension and raised rear deck.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02701/FPH	<b>Location:</b> 2 Julians Cottages Rushden Buntingford Hertfordshire SG9 0SZ <b>Applicant Name:</b> Mrs McNally <b>Description:</b> Part two storey/single storey rear extension, two storey side extension, single storey front porch extension and insertion of first floor front window and insertion of window to rear roofslope, following demolition of rear element (as amended by plans received 14th December 2023).	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 11/01/2024
<b>Application No:</b> 23/02740/FPH	<b>Location:</b> 37 Highfield Letchworth Garden City Hertfordshire SG6 3PY <b>Applicant Name:</b> Mr Anthony Hack <b>Description:</b> Part two storey, part single storey side extension and two storey rear extension following demolition of existing detached garage and rear conservatory. Alterations to fenestration including insertion of first floor side window.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02811/FPH	<b>Location:</b> 77 Baldock Road Letchworth Garden City Hertfordshire SG6 2EE <b>Applicant Name:</b> Ms Kate Hughes <b>Description:</b> Single storey rear extension, installation of door to side elevation and insertion of No.2 rooflights to rear roofslope, following demolition of existing conservatory.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 16/01/2024
<b>Application No:</b> 23/02828/TPO	<b>Location:</b> 11 Palace Gardens Royston Hertfordshire SG8 5AD <b>Applicant Name:</b> Mrs Price <b>Description:</b> T1 Cypress - Reduce to height & trim garden side. T2 Ash - Fell. T3 Cypress - Reduce height to match & trim garden side. T4. Laurel - trim to clear garage. T5. Plum - Fell and grind stump	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 17/01/2024
<b>Application No:</b> 23/02901/TCA	<b>Location:</b> Cononleigh 505 Broadway Letchworth Garden City Hertfordshire SG6 3PT <b>Applicant Name:</b> Mr Rav Singh <b>Description:</b> T1: Conifer, T2: Cedar, T3: Twin stem Conifer, T4: Conifer - Remove. T5: Cherry Plum - Reduce by approx 25-30% to suitable lateral growth points. T6: X2 Sections of Beech hedge - Remove.	<b>Decision:</b> No Objection <b>Decision Date:</b> 16/01/2024
<b>Application No:</b> 23/02902/PNW	<b>Location:</b> Land At Mill End Sandon Hertfordshire SG9 0RN <b>Applicant Name:</b> Mr J Sapsed <b>Description:</b> Agricultural track/private way.	<b>Decision:</b> Refused <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02903/TPO	<b>Location:</b> Land South Of 3 Butterfield Court Hitchin Street Baldock Hertfordshire SG7 6XS <b>Applicant Name:</b> Mr Michael Jeffreys <b>Description:</b> Beech - Reduce by 2-3m	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 16/01/2024

**EAST TEAM**

<b>Application No:</b> 23/02916/TCA	<b>Location:</b> Land At Sollershott Hall Sollershott East Letchworth Garden City Hertfordshire SG6 3PN <b>Applicant Name:</b> Marlene Gray For and on behalf of Sollershott Hall Ma <b>Description:</b> Various works including removal	<b>Decision:</b> No Objection <b>Decision Date:</b> 16/01/2024
<b>Application No:</b> 23/02929/TCA	<b>Location:</b> Land Rear Of 46 Ridge Road Letchworth Garden City Hertfordshire SG6 1PN <b>Applicant Name:</b> Paul McKenna Letchworth Garden City Heritage Foun <b>Description:</b> T1 Ash - Crown reduction of up to 3m removal of large broken branches and major deadwood.	<b>Decision:</b> No Objection <b>Decision Date:</b> 16/01/2024
<b>Application No:</b> 24/00012/TPO	<b>Location:</b> 80 Downlands Royston Hertfordshire SG8 5BY <b>Applicant Name:</b> Mr Mervyn King <b>Description:</b> 2x Lime - Pollard back to trunk	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 24/00034/EC	<b>Location:</b> Land North West Of 35 Ashdown Letchworth Garden City Hertfordshire SG6 4SH <b>Applicant Name:</b> Openreach Ravi Kumar <b>Description:</b> Installation of one 11m wooden pole	<b>Decision:</b> No Objection <b>Decision Date:</b> 15/01/2024

**WEST TEAM**

<b>Application No:</b> 22/01975/FP	<b>Location:</b> Pirton Hall Shillington Road Pirton Hitchin Hertfordshire SG5 3HB <b>Applicant Name:</b> Mr Hudson <b>Description:</b> Erection of one 6-bed dwelling with integral swimming pool including the laying of hardstanding, boundary treatments and associated works following demolition of existing detached barn.	<b>Decision:</b> Withdrawn <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02013/FPH	<b>Location:</b> 7 Tilehouse Street Hitchin Hertfordshire SG5 2DW <b>Applicant Name:</b> Millie Self <b>Description:</b> Alterations to existing front extension, Insertion of rooflights to front and rear existing roofslopes. replacement front boundary fence and gate and erection of pergola, shed and plunge pool following demolition of existing outbuilding. Alterations to fenestration and cladding (as amended by plans received 11/01/24)	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02014/LBC	<b>Location:</b> 7 Tilehouse Street Hitchin Hertfordshire SG5 2DW <b>Applicant Name:</b> Millie Self <b>Description:</b> Alterations to existing front extension, Insertion of rooflights to front and rear existing roofslopes. Alterations to fenestration and cladding. Internal alterations. Replacement driveway, new front step and planter (as amended by plans received 11/01/24)	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02027/FPH	<b>Location:</b> 11 Hampden Road Hitchin Hertfordshire SG4 0LD <b>Applicant Name:</b> Mr Pickering & Ms Tomkins <b>Description:</b> Two storey side and rear extension, part single storey rear extension and front porch following demolition of existing porch, garage and shed (as amended by plans rec'd 12 October 2023).	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 17/01/2024
<b>Application No:</b> 23/02111/FPH	<b>Location:</b> Chiltern House Austage End Lane Kings Walden Hitchin Hertfordshire SG4 8NE <b>Applicant Name:</b> Mrs Julie Findlay <b>Description:</b> Open bay oak framed triple garage and installation of electric vehicle charging point	<b>Decision:</b> Withdrawn <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02339/FP	<b>Location:</b> 33 Sun Street Hitchin Hertfordshire <b>Applicant Name:</b> Mr Orenstein Carlton Asset Management <b>Description:</b> Conversion of existing two 2-bed flats into four 1-bed flats. Second floor rear extension	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 15/01/2024

**WEST TEAM**

<b>Application No:</b> 23/02340/LBC	<b>Location:</b> 33 Sun Street Hitchin Hertfordshire  <b>Applicant Name:</b> Mr Orenstein Carlton Asset Management <b>Description:</b> Conversion of existing two 2-bed flats into four 1-bed flats. Second floor rear extension and internal alterations	<b>Decision:</b>  Conditional Consent <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02485/S73	<b>Location:</b> 2 Brook View Hitchin Hertfordshire SG4 9NY  <b>Applicant Name:</b> Mr Ashutosh Kumar <b>Description:</b> Variation of condition 2 (submission of revised plans) and removal of condition 4 of planning permission 23/00874/FPH granted 23.06.2023 for extensions and alterations to existing roof to create gable end, insertion of front and rear dormer windows, first floor rear extension to facilitate loft conversion to create habitable space at first floor level. Insertion of rooflight in existing rear flat roof.	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 17/01/2024
<b>Application No:</b> 23/02523/FPH	<b>Location:</b> 4 Hambridge Way Pirton Hitchin Hertfordshire SG5 3QS  <b>Applicant Name:</b> Mr And Mrs Nick And Emily Newman, Boothroyd <b>Description:</b> Single storey rear extension and alterations to fenestration	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 17/01/2024
<b>Application No:</b> 23/02657/FPH	<b>Location:</b> 45 Mattocke Road Hitchin Hertfordshire SG5 2PB  <b>Applicant Name:</b> Miss Hannah More <b>Description:</b> Single storey side extension	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02762/FPH	<b>Location:</b> 22B The Avenue Hitchin Hertfordshire SG4 9RL  <b>Applicant Name:</b> Mr Ross Armstrong <b>Description:</b> Part two storey and part single storey side extension and single storey rear extension following demolition of existing conservatory and detached double garage (as a variation of planning permission 23/01055/FPH granted 09.08.2023)	<b>Decision:</b>  Conditional Permission <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02926/NMA	<b>Location:</b> Former The Foundry Stevenage Road St Ippolyts Hertfordshire SG4 7NU  <b>Applicant Name:</b> Jarvis Homes Ltd <b>Description:</b> Relocation of the dwelling on plot by 2.1m to the east (as Non-Material Amendment to planning permission 22/00754/FP granted 05.09.2023)	<b>Decision:</b>  Agreed <b>Decision Date:</b> 15/01/2024
<b>Application No:</b> 23/02953/NMA	<b>Location:</b> 237 Cleveland Way Great Ashby Stevenage Hertfordshire SG1 6BX  <b>Applicant Name:</b> Mrs Tara Jackson <b>Description:</b> Amendments to porch (as Non-Material Amendment to planning permission 23/01457/FPH granted 07.09.2023)	<b>Decision:</b>  Withdrawn <b>Decision Date:</b> 15/01/2024

# PRESS RELEASE

**PR 3825**

**15 January 2024**

## **Have your say on North Herts' housing strategy**

How do you think the council should prioritise housing needs in the district, such as homelessness, affordable housing, and enforcing housing standards? These are all important aspects of North Herts Council's Housing Strategy, and as we renew our strategy for 2024-29, we want to know what residents and local interested parties think.

Although we don't own what's known as housing stock – social housing is largely owned and managed by settle and around 30 other housing associations – the council has a duty to consider the housing needs of North Herts and we produce and deliver a local housing strategy which sets out our plans for tackling these housing needs. A five-year high-level strategy will be accompanied by detailed annual action plans, the first of which will be published with the strategy.

In North Herts, 15% of households privately rent, nearly 20% are in social housing and 65% own (with or without a mortgage). Together with settle, we manage the Common Housing Register, a list of people who qualify for social housing – and we consulted on how we allocate social housing in November last year. There are around 2,500 households on the register and we get over 120 new applications each month, with only around 430 lettings coming up each year.

Cllr Sean Prendergast, Executive Member for Housing & Environmental Health, said: "The main themes for most local authorities will be about preventing and managing homelessness, maximising the delivery of genuinely affordable homes, and ensuring high standards of housing. With home ownership and even private renting out of reach for around a fifth of our residents, affordable or social housing, is an important sector, providing homes at 50-80% below market rents. And we are acutely aware of how the cost-of-living crisis is impacting the ability for many residents to afford their housing costs. Social housing is scarce, as are our resources, so it's important that residents have their say to help us prioritise and manage what we can do in this essential service."

Cllr Dave Winstanley, deputy Executive Member for Housing & Environmental Health, added: “Most residents will know we manage the housing register but we also have specific legal responsibilities towards those who are homeless or at risk of homelessness, including refugees fleeing war-torn countries and those fleeing domestic violence. We also ensure there are high standards of housing in the rented sector, as well as help people to remain living in their homes for longer, providing targeted grants for adaptations, disrepair and to improve energy efficiency.”

Please have your say on our Housing Strategy by completing a short survey by **11 February** on our website at: [www.north-herts.gov.uk/housingstrategy](http://www.north-herts.gov.uk/housingstrategy). For those residents who don't have digital access, councillors can provide support with completing the survey at [councillor surgeries](#) and residents can also call Customer Services on 01462 474000 to make an appointment to [visit the council offices](#) in Letchworth, which are now open Monday to Friday, 9am to 5pm.

**ENDS**

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

# PRESS RELEASE

**PR 3826**

**16 January 2024**

## **Pop-up extravaganza transforms Hitchin's Churchgate area into a local business hub**

In a dazzling showcase of entrepreneurial spirit, the Churchgate area of Hitchin recently played host to an exceptionally successful pop-up shop, occupying a once-vacant unit and drawing widespread acclaim from both the local community and neighbouring establishments.

Spearheaded by Jemma Larkin, the creative force behind the Furniture Parlour, the seasonal pop-up providing a platform for over 30 local businesses to shine. The vibrant atmosphere and positive reception underscored the venture's impact, with businesses reporting not only increased visibility but also a surge in commissions. Some fortunate participants even received invitations to feature their products in local gift shops.

Jemma expressed her gratitude for the opportunity to run the pop-up, stating, "I would like to thank everyone who has made it possible for me to bring the pop-up shop to life. The overwhelming success has fuelled my vision to make the Christmas pop-up a recurring event. The pop-up markets will be returning to The Hitchin Town Hall throughout the year, with the first one being Saturday 9th March."

Councillor Keith Hoskins, North Herts Council's Executive Member for Enterprise, said: "This endeavour stands as a remarkable means of bringing vitality back to our high street. North Herts Council is eager to extend this opportunity to other businesses; interested parties are encouraged to [contactchurchgate.tenants@north-herts.gov.uk](mailto:contactchurchgate.tenants@north-herts.gov.uk) for further details."

Cllr Ian Albert, North Herts Council's Executive Member for Finance and IT and Chair of Hitchin Area Forum, said: "Jemma did an exceptional job in orchestrating a captivating pop-up just before Christmas, showcasing delightful items from our local community. The decision to lease units to independent businesses not only injected excitement into Hitchin but also provided a boost to the local economy. It's always preferable to have these spaces



buzzing with life and unique offerings rather than sitting idle. I hope we will see more pop-ups in our towns in the future.”

For more information on pop-up markets visit:

[Shop Small | Pop Up Craft Markets in Hitchin & St Albans \(shopsmallpopup.co.uk\)](http://shopsmallpopup.co.uk)

**ENDS**

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