

## NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 31 MAY 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

27 MAY 2024

Joint Staff Consultative Committee - Wednesday 12 June 2024

Planning Control Committee – Thursday 13 June 2024

### FORTHCOMING MEETINGS WEEK COMMENCING

3 JUNE 2024

Nothing Scheduled

### UPCOMING CHAIR'S ENGAGEMENTS

FROM FRIDAY 31 MAY 2024

Date	Event	Location
Friday 7 June 2024	Invitation to the Chair - Hertfordshire and Big Help Out Volunteer Fair	Hitchin Market Place Hitchin

### UPCOMING VICE-CHAIR'S ENGAGEMENTS

FROM FRIDAY 31 MAY 2024

Date	Event	Location
	None	

### UPCOMING OTHER EVENTS

FROM FRIDAY 31 MAY 2024

Date	Event	Location
Tuesday 4 June 2024 7pm - 9pm	Scrutiny Essentials Training	Council Chamber, District Council Offices
Thursday 6 June 2024 6pm – 8pm	Planning Advisory Service Training	Council Chamber, District Council Offices



**Legal and Community  
Committee & Member Services**

# **MEMBERS INFORMATION NOTE**

## **REMINDER: TRAINING SESSIONS**

**Tuesday 4 June, 7pm - 9 pm - Scrutiny Essentials**

**Thursday 6 June, 6pm - 8pm - Planning Advisory Service**

**Wednesday 12 June, 6:30pm - 9pm - Understanding Local Government Finance**

We have arranged the above training sessions to be held in person in the Council Chamber. All new and existing Members are encouraged and welcome to attend.

### **Scrutiny Essentials:**

*Mandatory for Members sitting on the Overview & Scrutiny Committee.*

Provided by the Centre for Governance and Scrutiny, this training will cover the essentials you need to know regarding scrutiny processes at the Council.

### **Planning Advisory Service:**

*Mandatory for Members sitting on the Planning Control Committee.*

Provided by the Planning Advisory Service, this training will cover defensible decision making, regarding planning applications, as well as understanding appropriate conduct by Members on Planning Control Committee.

### **Understanding Local Government Finance:**

*Mandatory for Members sitting on the Finance, Audit & Risk Committee.*

Provided by Fifield Training, this training will cover the essentials you need to know regarding Local Government finances, budgets and funding.

Please contact Committee Services if you are able to attend the session in person and have not already responded.

For further information please contact:

Committee Services

Tel: 01462 474655

Email: [committee.services@north-herts.gov.uk](mailto:committee.services@north-herts.gov.uk)

## Directorate: Legal & Community

### MEMBERS

### INFORMATION NOTE

#### ***Pre-Election Restricted Period (PERP) General Elections (4 JUNE - 4 JULY 2024)***

#### ***Pre-Election Restricted Period***

As Members and Officers will be aware, the UK General Election 2024 will take place on Thursday 4 July 2024. The Pre-Election Restriction Period for local authorities will start from the publication of a notice of election. The Pre-Election Restriction Period (PERP) applies to all local authorities.

The notice of election can be published up to and no later than 16:00 on Tuesday 4 June. I have been informed that the Council's (Acting) Returning Officer for the Parliamentary election (Melanie Stimpson) intends to publish the notice on 4 June. That means that PERP will run (inclusively) from 00.01 TUESDAY 4 JUNE until the close of poll at 22:00 on THURSDAY 4 JULY 2024.

PERP means that in the run up to a General Election certain statutory restrictions apply as to what the Council (and its employees) can do, to ensure political neutrality is maintained.

If a Member or Officer is unsure as to whether PERP affects anything, or if they have a general concern, they should err on the side of caution.

Guidance on PERP can be found below. I am happy to clarify any aspects of this guidance or to deal with any questions Members or Officers may have.

**Jeanette Thompson**  
**Service Director: Legal and Community (& Monitoring Officer)**  
**01462 474370**  
[Jeanette.thompson@north-herts.gov.uk](mailto:Jeanette.thompson@north-herts.gov.uk)

#### **Pre-Election Restricted Period Guidance**

#### **GUIDANCE FOR COUNCIL MEMBERS AND OFFICERS**

What is PERP and WHEN?

PERP runs from the date on which the Notice of Election is published until the close of Poll on the day of the election (inclusive).

During the periods mentioned above, there are restrictions that apply to the way in which the Council operates, including use of Council resources and to the publicity it can issue. PERP is sometimes also referred to under the old terminology of purdah, but the two terms have the same meaning.

#### **Why does PERP impose restrictions?**

The purpose of PERP is to ensure that the Council remains neutral in the elections and does not appear to be supporting any particular political party or candidate in the elections. There

are also some statutory restrictions. Some of these apply all the time but have more significance immediately before elections.

The main statutory provisions are sections 2 and 4 of the Local Government Act 1986 which prohibits the Council from issuing any material which wholly or in part appears to support a political party. Section 4 of the Act makes it clear that a council must have regard to the Code of Recommended Practice on Local Authority Publicity. The Code of Recommended Practice is based around seven principles to ensure that all communications activity:

- is lawful
- is cost effective
- is objective
- is even-handed
- is appropriate
- has regard to equality and diversity
- is issued with care during periods of heightened sensitivity.

Publicity is defined as ***“any communication in whatever form addressed to the public”*** (or a section of the public) and includes press releases, magazines, newsletters and other publications, information on the Council’s website and consultations. It also includes social media which may broadly be defined as any external communication channel by which can be accessed by a large number of people (e.g. Twitter / X, Facebook etc.).

### **Practical Guidance**

The following is intended to provide practical guidance to Members and Officers on what can and cannot be done during PERP. The guidance deals with the issues most likely to arise, but it cannot cover everything. The guiding principle is whether a proposed course of action may cause the Council to be perceived as favouring a particular political party or candidate in the elections.

The Council’s business should continue as normal during PERP subject to this guiding principle or the following restrictions:

1. No press releases, or other publicity, should be issued quoting any Member.
2. Council publications should not refer to or identify Members by name or contain statements or quotes from Members.
3. Quotes in press releases and other publicity should be from the Service Director for the Service concerned.
4. Press releases, other publicity, Officer quotes and statements must be neutral in tone, avoid controversy, be factual and avoid association with any political party or candidate in the elections, or with the policy or programme of any political party or candidate. This also applies to any displays or exhibitions on Council premises or which the Council is promoting or sponsoring, whether or not the material which is the subject of the exhibition or display has been produced by or on behalf of the Council.
5. Member contact details and Member information will remain on the Council’s website.
6. The Leader or relevant Executive Member may comment on emergency situations or where there is a genuine need for a Member response to an important event outside the Council’s control.

7. Members may continue with their everyday constituency work, including correspondence from constituents. However, Members cannot use Council resources, such as their North Herts Council email address/or telephone number on election material or political tweets or blogs.
8. Officers should continue to keep Members informed on matters relating to their ward or portfolio as normal. Members should use such information only for the purposes of their role as a Councillor and not for any purpose connected with the elections.
9. New policies or initiatives should not be announced or commenced during PERP, unless these are unavoidable or clearly not politically controversial. If this is necessary, any new policies or initiatives that are announced or commenced should be presented neutrally and not be associated with any political party or candidate.
10. The Council should not commence any consultations during PERP unless they are unavoidable or required by law, in which case they should be presented neutrally and not associated with any political party or candidate.
11. Officers should not arrange events to highlight a Council service, to celebrate completion of or commencement of a new initiative during PERP.
12. Officers should not hold or attend meetings with candidates in the elections or with prominent political figures unless these are part of normal business and clearly not contentious. If Officers have any concerns about holding or attending any meeting involving a candidate in the elections or a political figure, they should seek advice from the Monitoring Officer.
13. PERP restrictions apply to the Council, to publicity issued by or on behalf of the Council and to the use of Council resources and facilities. They do not prevent Members from contacting the press themselves, making political statements, organising photo shoots or engaging in political activity generally on their own behalf. However, they must not use Council resources or facilities to do so.
14. PERP does not prevent Officers from providing factual responses to requests for information (e.g. how someone can register to vote).
15. PERP does not apply to the media who do not have to adapt their coverage or refrain from asking candidates or Members for political comment.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Council held in the Council Chamber, District Council Offices, Letchworth Garden City, SG6 3JF  
on Thursday, 23rd May, 2024 at 7.30 pm

### 1 ELECTION OF THE CHAIR OF COUNCIL FOR THE CIVIC YEAR 2024-25

**RESOLVED:** That Councillor Clare Billing be elected as Chair of the Council for the Civic Year 2024-25.

**RESOLVED:** That the Council places on record its sincere thanks and appreciation to Councillor Daniel Allen for his service as Chair of the Council during the past year and also to his Consort Councillor Amy Allen for her help and support during his term of office.

### 2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lisa Nash.

### 3 ELECTION OF THE VICE CHAIR OF THE COUNCIL FOR THE CIVIC YEAR 2024-25

**RESOLVED:** That Councillor Tina Bhartwas be elected as Vice-Chair of the Council for the Civic Year 2024-25.

### 4 MINUTES - 18 APRIL 2024

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 18 April 2024 be approved as a true record of the proceedings and be signed by the Chair.

### 5 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean that, as this was an emergency, all of us, Officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.
- (3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (4) The Chair advised that the normal procedure rules in respect of debate and times to speak will apply.
- (5) The Chair advised that 4.8.23(a) of the Constitution did not apply to this meeting. A comfort break would be held at an appropriate time, should proceedings continue at length.
- (6) The Chair welcomed and congratulated the newly elected Members following the elections on 2 May: Councillors Tina Bhartwas, Sadie Billing, Rhona Cameron, David Chalmers, Jon Clayden, Ruth Clifton, Emma Fernandes, Joe Graziano, Tim Johnson, Caroline McDonnell, Steven Patmore, Vijaiya Poopalasingham, Martin Prescott, Emma Rowe, Paul Ward, Laura Williams, Stewart Willoughby, Claire Winchester and Donna Wright.



**Thursday, 23rd May, 2024**

- (7) The Chair congratulated those Councillors successfully re-elected: Councillors Ian Albert, Amy Allen, Daniel Allen, David Barnard, Matt Barnes, Clare Billing, Ruth Brown, Cathy Brownjohn, Val Bryant, Sam Collins, Mick Debenham, Elizabeth Dennis, Dominic Griffiths, Chris Hinchliff, Keith Hoskins, Steve Jarvis, Chris Lucas, Ian Mantle, Nigel Mason Bryony May, Michael Muir, Ralph Muncer, Lisa Nash, Sean Nolan, Louise Peace, Sean Prendergast, Claire Strong, Tamsin Thomas, Tom Tyson, Alistair Willoughby, Dave Winstanley and Daniel Wright-Mason.
- (8) The Chair thanked former Councillors Richard Thake, Gerald Morris, Mandi Tandi, Adam Compton, Michael Weeks, Raj Bhakar, Terry Tyler, James Denselow, Daniel Marsh and Tom Plater who did not stand for re-election.
- (9) The Chair thanked former Councillors Simon Bloxham, Juan Cowell, Faye Frost, Terry Hone, David Levett, Ian Moody and Phil Weeder who were unsuccessful in being re-elected.
- (10) The Chair reminded Members to complete their Register of Interest forms by the 31 May 2024.
- (11) The Chair reminded Members to complete their election expenses by 7 June 2024.
- (12) The Chair encouraged Members, Agents and Election Candidates to complete the post-Election survey by the 31 May 2024.
- (13) The former Chair confirmed the amount raised for his chosen charities Feed Up Warm Up and Resolve, during the civic year 2023-24 and presented a cheque to a representative from Resolve.
- (14) The Chair advised that her chosen charity for the Civic Year 2024-25 would be Sands.
- (15) The Chair offered thanks to Penny Copestake, Chair's Secretary, on behalf of former Chair Daniel Allen, and announced that a bouquet would be sent in recognition of her hard work and support.
- (16) Members paid tribute followed by a minutes silence for former Councillor Michael Weeks.

## **6 DISTRICT COUNCIL ELECTION RESULTS (INCLUDING ALL POLLS) - 2 MAY 2024**

**RESOLVED:** That the report of the Returning Officer regarding the election results of the District Council, Police and Crime Commissioner for North Hertfordshire and the uncontested Town and Parish Council elections was noted.

**REASON FOR DECISION:** To inform Members of the results of the elections held on 2 May 2024.

## **7 ELECTION OF THE LEADER OF THE COUNCIL 2024-28**

**RESOLVED:** That Councillor Daniel Allen be elected as Leader of the Council for 2024-2028.

## **8 APPOINTMENT OF THE DEPUTY LEADER OF COUNCIL AND MEMBERS OF THE CABINET FOR 2024/25**

**RESOLVED:**

- (1) That the appointment of the Deputy Leader of the Council for the Civic Year 2024/25 was noted as Councillor Val Bryant.

- (2) That the Members appointed as Executive Members of the Cabinet for 2024/25 and the areas for which they will be responsible as detailed in Appendix A, provided as a supplementary document, was noted.

**REASON FOR DECISIONS:** To comply with the provisions of the Local Government Act 2000 and Sections 4.8.1 (a) (vii), 5.2 and 5.3.4 of the Council's Constitution.

## 9 APPOINTMENT OF MEMBERS OF COMMITTEES, JOINT COMMITTEES AND PANELS FOR 2024/25

### **RESOLVED:**

- (1) That, for 2024/25, the seats allocated to each political group on the Committees to which Section 15 of the Local Government and Housing Act 1989 applies and the seats allocated to each political party on the bodies to which Section 15 of the Local Government and Housing Act 1989 does not apply, as set out in Appendix A of the report, was noted.
- (2) That, for 2024/25, Members be appointed to the various Committees and other bodies in accordance with the wishes of the individual political groups, as detailed in Appendix B provided as a supplementary document, to this report, with the addition of:
- Councillor Claire Strong as Conservative Substitute on the Finance Audit and Risk Committee.
  - Councillor Joe Graziano as the Conservative Substitute on the Planning Control Committee.
  - Councillor Ralph Muncer as the Conservative Substitute on the Standards Committee.
  - The Deputy Leader as the Substitute on the Herts Growth Board.
- (3) That, for 2024/25, each political group leader be appointed to the Constitutional and Governance Working Group and the Community Governance Review Working Group, as detailed in 8.6 of the report.

**REASON FOR DECISIONS:** To comply with the provisions of Section 15 of the Local Government and Housing Act 1989.

## 10 APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES FOR 2024/25

**RESOLVED:** That the Chairs and Vice-Chairs of Committees (except Community Forums) for 2024/25 be appointed in accordance with the details set out in Appendix A provided as a supplementary document of the report, with the addition of:

- Councillor Tom Tyson as the Vice-Chair of the Overview and Scrutiny Committee.
- Councillor Ruth Brown as the Vice-Chair of the Joint Staff Consultative Committee.
- Councillor Ruth Brown as the Vice-Chair of the Employment Committee.
- Councillor Ian Albert as the Vice-Chair of the Standards Committee.
- Councillor Daniel Allen as the Chair of the Employment Committee.
- Councillor Chris Hinchliff as the Chair of the Employment Appeals Committee.
- Councillor Nigel Mason as the Vice-Chair of the Employment Appeals Committee.

**REASON FOR DECISION:** To comply with the provisions of Standing Order 4.8.1(a)(ix) of the Council's Constitution.

## 11 ADJOURNMENT

The meeting of the Annual Council was adjourned at 20:40 to allow meetings of each Community Forum to convene to elect Chairs and Vice-Chairs for the Civic Year.

The meeting of the Annual Council reconvened at 21:11.

**12 KEY DECISIONS - LEADER'S ANNUAL REPORT ON CASES OF SPECIAL URGENCY**

This item was deferred to the Council meeting of the 11 July 2024.

**13 SCHEDULE OF COUNCIL MEETINGS 2024/25**

**RESOLVED:** That the Calendar of Meetings for 2024/25, as attached as Appendix A, was approved with the exception of the Council Meeting of the 17 April 2025, the date for which was to be confirmed.

**REASON FOR DECISION:** To enable Members to agree a programme of ordinary meetings of the Council for 2024/25.

**14 NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2024/25**

**RESOLVED:**

(1) That the list of nominations of representatives on Outside Organisations and Other Bodies for 2024/25, as set out in Appendix A provided as a supplementary document to the report was approved with confirmation that:

- The Council's representatives to Baldock Town Twinning Association be Councillors Alistair Willoughby and Stewart Willoughby.
- The Council's representatives to Baldock United Almshouses Charities be Councillors Alistair Willoughby, Stewart Willoughby and Emma Rowe.
- The Council's representatives to Baldock Youth and Community Association be Councillors Alistair Willoughby, Stewart Willoughby and Emma Rowe.
- The Council's representative to Hertfordshire Health Scrutiny Committee be Councillor Tina Bhartwas.
- The Council's representatives to Letchworth Civic Trust be Councillors Emma Fernandes and Daniel Allen.
- The Council's representative to Letchworth Garden City BID be Councillor Tamsin Thomas.
- The Council's representative to Letchworth Garden City Heritage Foundation be Councillor Ian Mantle.
- The Council's representative to Letchworth Garden City Town Twinning Association be Councillor Mick Debenham.
- The Council's representative to London Luton Airport Consultative Committee be Councillor Mick Debenham.
- The Council's representative to Police and Crime Panel be Councillor Val Bryant
- The Council's representative to Royston Old People's Day Centre (Royston Old Barn) be Councillor Bryony May.

(2) That Political Group Leaders notify the Democratic Services Manager of nominations to the remaining vacancies or any changes to the existing representatives on outside organisations.

**REASON FOR DECISIONS:** To comply with the provisions of Standing Order 4.8.1(b)(iv) and (v) of the Council's Constitution.

**15 EXCLUSION OF PRESS AND PUBLIC**

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

**16 PART 2 MINUTES - 18 APRIL 2024**

***RESOLVED:*** That the Part 2 Minutes of the Meeting of the Committee held on 18 April 2024 be approved as a true record of the proceedings and be signed by the Chair.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Hitchin Community Forum held in the Council Chamber, District Council Offices,  
Gernon Road, Letchworth, SG6 3JF  
on Thursday, 23rd May, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 2 ELECTION OF A CHAIR FOR CIVIC YEAR 2024-2025

**RESOLVED:** That Councillor Ian Albert be elected as Chair of the Hitchin Community Forum for the Civic Year 2024-25.

### 3 ELECTION OF A VICE-CHAIR FOR CIVIC YEAR 2024-2025

**RESOLVED:** That Councillor Clare Billing be elected as Vice-Chair of the Hitchin Community Forum for the Civic Year 2024-25.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Letchworth Community Forum held in the Council Chamber, District Council Offices, Gernon Road, Letchworth, SG6 3JF  
on Thursday, 23rd May, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 2 ELECTION OF A CHAIR FOR CIVIC YEAR 2024-2025

**RESOLVED:** That Councillor Sadie Billing be elected as Chair of the Letchworth Community Forum for the Civic Year 2024-25.

### 3 ELECTION OF A VICE-CHAIR FOR CIVIC YEAR 2024-2025

**RESOLVED:** That Councillor Tamsin Thomas be elected as Vice-Chair of the Letchworth Community Forum for the Civic Year 2024-25.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Royston and District Community Forum held in the Council Chamber, District Council Offices, Gernon Road, Letchworth, SG6 3JF  
on Thursday, 23rd May, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 2 ELECTION OF A CHAIR FOR CIVIC YEAR 2024-2025

**RESOLVED:** That Councillor Ruth Brown be elected as Chair of the Royston and District Community Forum for the Civic Year 2024-25.

### 3 ELECTION OF A VICE-CHAIR FOR CIVIC YEAR 2024-2025

**RESOLVED:** That Councillor Bryony May be elected as Vice-Chair of the Royston and District Community Forum for the Civic Year 2024-25.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Southern Rural Community Forum held in the Council Chamber, District Council Offices, Gernon Road, Letchworth, SG6 3JF  
on Thursday, 23rd May, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lisa Nash.

### 2 ELECTION OF A CHAIR FOR CIVIC YEAR 2024-2025

**RESOLVED:** That Councillor David Barnard be elected as Chair of the Southern Rural Community Forum for the Civic Year 2024-25.

### 3 ELECTION OF A VICE-CHAIR FOR CIVIC YEAR 2024-2025

**RESOLVED:** That Councillor Claire Strong be elected as Vice-Chair of the Southern Rural Community Forum for the Civic Year 2024-25.



# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Baldock and District Community Forum held in the Council Chamber, District Council Offices, Gernon Road, Letchworth, SG6 3JF  
on Thursday, 23rd May, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 2 ELECTION OF A CHAIR FOR CIVIC YEAR 2024-2025

**RESOLVED:** That Councillor Alistair Willoughby be elected as Chair of the Baldock and District Community Forum for the Civic Year 2024-25.

### 3 ELECTION OF A VICE-CHAIR FOR CIVIC YEAR 2024-2025

**RESOLVED:** That Councillor Emma Rowe be elected as Vice-Chair of the Baldock and District Community Forum for the Civic Year 2024-25.

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

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

**1. DECISION TAKEN**

- 1.1 To approve to hold a Kick Flip Skate Jam at the Common event at Norton Common, Skate Park, Letchworth on the 23<sup>rd</sup> June 2024 from 13.00 to 16.00 hrs.

**2. DECISION TAKER**

- 2.1. Andrew Mills, Service Manager Greenspace

**3. DATE DECISION TAKEN:**

- 3.1 29<sup>th</sup> May 2024

**4. REASON FOR DECISION**

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

**5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 The organisers have approached North Herts Council to host these events, no alternative options or locations have been considered.

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

- 6.1 Consultation has been undertaken with colleagues in the Safety Advisory Group and the Greenspace 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 The organisers have approached NHC for approval to use this location for their event.

**9. LEGAL IMPLICATIONS**

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

**10. FINANCIAL IMPLICATIONS**

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

**11. RISK IMPLICATIONS**

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

**12. EQUALITIES IMPLICATIONS**

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

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

**13. SOCIAL VALUE IMPLICATIONS**

13.1 The event is open to everyone.

**14. ENVIRONMENTAL IMPLICATIONS**

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

**15. HUMAN RESOURCE IMPLICATIONS**

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

**16. BACKGROUND PAPERS**

16.1 None

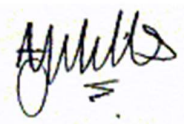
**17. APPENDICES**

17.1 None

**NOTIFICATION DATE - 31<sup>st</sup> May 2024**

**Signature of Executive Member Consulted .....Not Applicable.....**

**Date .....29<sup>th</sup> May 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.**

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

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

### **1. DECISION TAKEN**

- 1.1 To approve to hold a Maypole & Morris Dancing and Shakespeare in the Park event at Howard Park & Gardens, Letchworth on the 8<sup>th</sup> June 2024 from 15.00 to 21.00 hrs.

### **2. DECISION TAKER**

- 2.1. Andrew Mills, Service Manager Greenspace

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

- 3.1 29<sup>th</sup> May 2024

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

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

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

- 5.1 The organisers have approached North Herts Council to host these events, no alternative options or locations have been considered.

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

- 6.1 Consultation has been undertaken with colleagues in the Safety Advisory Group and the Greenspace 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 The organisers have approached NHC for approval to use this location for their event.

### **9. LEGAL IMPLICATIONS**

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

### **10. FINANCIAL IMPLICATIONS**

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

**11. RISK IMPLICATIONS**

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

**12. EQUALITIES IMPLICATIONS**

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

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

**13. SOCIAL VALUE IMPLICATIONS**

13.1 The event is open to everyone.

**14. ENVIRONMENTAL IMPLICATIONS**

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

**15. HUMAN RESOURCE IMPLICATIONS**

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

**16. BACKGROUND PAPERS**

16.1 None

**17. APPENDICES**

17.1 None

**NOTIFICATION DATE - 31<sup>st</sup> May 2024**

**Signature of Executive Member Consulted .....Not Applicable.....**

**Date .....29<sup>th</sup> May 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.**

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

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

### **1. DECISION TAKEN**

- 1.1 To approve to hold a Breathe In fitness and wellbeing day as part of Letchworth Festival event at Howard Park & Gardens, Letchworth on the 1<sup>st</sup> June 2024 from 10.00 to 16.00 hrs.

### **2. DECISION TAKER**

- 2.1. Andrew Mills, Service Manager Greenspace

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

- 3.1 29<sup>th</sup> May 2024

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

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

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

- 5.1 The organisers have approached North Herts Council to host these events, no alternative options or locations have been considered.

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

- 6.1 Consultation has been undertaken with colleagues in the Safety Advisory Group and the Greenspace 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 The organisers have approached NHC for approval to use this location for their event.

### **9. LEGAL IMPLICATIONS**

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

### **10. FINANCIAL IMPLICATIONS**

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

**11. RISK IMPLICATIONS**

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

**12. EQUALITIES IMPLICATIONS**

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

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

**13. SOCIAL VALUE IMPLICATIONS**

13.1 The event is open to everyone.

**14. ENVIRONMENTAL IMPLICATIONS**

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

**15. HUMAN RESOURCE IMPLICATIONS**

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

**16. BACKGROUND PAPERS**

16.1 None

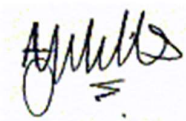
**17. APPENDICES**

17.1 None

**NOTIFICATION DATE - 31<sup>st</sup> May 2024**

**Signature of Executive Member Consulted .....Not Applicable.....**

**Date .....29<sup>th</sup> May 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.**

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### **PART 1 – PUBLIC DOCUMENT**

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

Any conflict with any Member of the Panel and the bodies concerned **[NO]**

### **SERVICE DIRECTORATE: Legal and Community**

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

1.1 Approval to use the April 24 to September 24 Household Support Fund phase 5 (£50,000 + £5k admin) to continue a district wide food education project that was delivered from April 23 to March 24 using Household Support Fund phase 4.

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

2.1 Executive Member for Community and Partnerships, Cllr Val Bryant, in consultation with the Service Director – Legal and Community).

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

**30.5.24**

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

4.1 £55,000.00 Household Support Fund phase 5 has been allocated to North Herts Council from the Department for Work and Pensions (DWP) via Hertfordshire County Council (HCC) for the period April 2024 to September 2024. The funding is to be used to support vulnerable households experiencing food and energy poverty.

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

5.1 There are no other reasonable alternative options.

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

6.1 The Leadership Team have considered the proposals before these were submitted to the Executive Member.

#### **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 Previous district/borough Household Support Funding from 2021 to 2023 provided supermarket vouchers to low-income households distributed by partner organisations. This support continues countywide through Citizens Advice and Hertshelp and vouchers provided through schools to families in receipt of free school meals for school holiday support.



- 8.2 In July 2023, a delegated decision was taken to utilise phase 4 of the fund to provide a district wide food education programme from April 2023 to March 2024 to support households to gain the knowledge, skills and confidence to cook low cost healthy meals, in anticipation of this level of support being withdrawn. During this time:
- 8.2.1 177 households received monthly food boxes benefitting 684 individuals and providing 5190 healthy meals from 1038 boxes. Only 5 households dropped out.
  - 8.2.2 681 individual children attended a food education session for under 5's, totalling 1,234 attendances.
  - 8.2.3 8 food education sessions were offered to carers supporting 13 individuals and totalling 44 attendances.
  - 8.2.4 19 food education sessions were provided for disabled adults supporting 51 individuals and totalling 372 attendances.
  - 8.2.5 37 food education sessions were offered to older adults, supporting 211 individuals, and totalling 487 attendances.
  - 8.2.6 Projects were delivered in partnership with Age UK Hertfordshire, First Garden Cities Homes, Carers in Hertfordshire and numerous pre-schools, nursery classes and community groups.
- 8.3 On 6<sup>th</sup> March 2024, the Chancellor announced a 6 month extension to the current funding at the same value as the 2023/24 programme.
- 8.4 To continue to deliver a programme of this scale under very short timescales, the Community Wellbeing Team wish to:
- 8.4.1 Continue to deliver a programme of face-to-face food education classes for groups in the local community including carers, young people, people living with a disability, families, older people, and culturally diverse households. These programmes will be funded from the 75% allocation for food education.
  - 8.4.2 Continue to deliver food boxes to households who prefer not to access face to face food education classes, containing low cost, healthy ingredients, and recipes for 5 dinners, 5 breakfasts and snacks for a household of 4 to 5 people. These programmes will be funded from the 75% allocation for food education.
  - 8.4.3 Develop and deliver a programme of air frying and slow cooking courses to our deprived communities, working with housing associations and other partners to target those who need it most and supply participants who commit to the programme with an appliance to reduce their energy use in the home. These programmes would be funded from the 25% for energy support. These programmes will be funded from the 25% allocation for food education.

## **9. LEGAL IMPLICATIONS**

- 9.1 The Executive Member has delegated authority to make these Executive decisions under section 14.6.8(b)((ii)A 5 of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a 5 clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 75% (£37,500) of the 2024/25 funding is to be used for food education programmes and food boxes. 25% (£12,750) is to be used for energy support this will fund air frying and slow cooking courses for deprived and vulnerable households with

appliances given to committed participants to reduce their home energy consumption. The remaining £5000 is for administration costs.

- 10.2 A purchase order has now been received from HCC for the full allocation of £55,000 and has been invoiced against which HCC have confirmed in writing will be paid on immediate payment terms by HCC. The Community Wellbeing Team Leader has invoiced HCC for the full £55k allocation following receipt of a purchase order. HCC have confirmed in writing this will be paid on immediate payment terms.

## **11. RISK IMPLICATIONS**

- 11.1 The funding criteria means there is a short timeframe for us to use the allocated money to deliver essential support to vulnerable households. Therefore, there is a potential reputational risk associated with not using the full allocation and not delivering the maximum support possible. This decision notice aims to mitigate the risk by allowing experienced officers to make the required preparations and commence delivery quickly.

## **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 This proposal will target households in the district who are in greatest need and experiencing food poverty.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 The Social Value Act and “go local” policy do not apply to the matters contained within this report, as there are no recommendations on procurement.

## **14. ENVIRONMENTAL IMPLICATIONS**

- 14.1 To support both an increase in the consumption of low cost vegetables and assist with food safety, the programme will focus on cooking with vegetarian ingredients, which is reported by the Vegetarian Society to contribute to reduced carbon emissions.
- 14.2 Air frying and slow cooking have been identified as energy efficient in comparison to oven cooking.

## **15. HUMAN RESOURCE IMPLICATIONS**

- 15.1 The work will be overseen by existing members of the Community Wellbeing Team.

## **16. BACKGROUND PAPERS**


- 16.1 None.

## **17. APPENDICES**

- 17.1 None.

## **NOTIFICATION DATE**

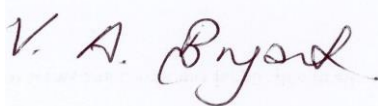
**31.5.24**



Signature of Service Director Consulted .....

Date 29.5.24

Signature of Executive Member for Community and Partnerships



Decision Taker

Date 30.5.24

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

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

**EAST TEAM**

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
<b>Ashwell Parish Council</b>		
24/01109/TCA	Mr Ewan Habben Hbn Trees 5 Walkdens, Station Road, Ashwell, Hertfordshire , SG7 5RU, United Kingdom	65 Back Street Ashwell Baldock Hertfordshire SG7 5PG  Mrs Anne Burke  T1 Ornamental Cherry - 1m crown reduction. T2 Pear - Crown lift up to 2.5m. T3 Gingko - Crown lift to 2.5m & selectivity prune crossing branches. T4 Amelanchier - Reduce crown by 1m
<b>Letchworth Garden City</b>		
24/01087/PNG	Mr Vishal Luthra 3rd Floor, 166 College Road, London, HA1 1BH	Former Hsbc Bank Station Place Letchworth Garden City Hertfordshire SG6 3EU  Mr Vishal Luthra  Mixed used development comprising of commercial use (ground floor) and residential use (first floor) - to provide 1 x 1-bed flat and 1 x 2-bed flat.
24/01141/TPO	Mr Dom Walker The Blue Tree Company 50 Bunyan Road, Hitchin, SG5 1NN	43 Parker Close Letchworth Garden City Hertfordshire SG6 3RT  Mr Page  T1. Silver Birch - Fell to ground level. T2. Apple - Fell to ground level. T3. Sorbus - Fell to ground level.
24/01159/TCA	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ	73 West View Letchworth Garden City Hertfordshire SG6 3QJ  Buz Loveday  T1: Liquidambar - Lateral growth shortened back from the property side to suitable growth points. Remaining canopy to have protruding growth shortened back to balance and the lower canopy lifted. T2: Sycamore - Prune back overhanging foliage back to the boundary where possible to suitable growth points.
24/01160/TCA	Mr Mark Gibson 4Seasons Specialist Tree Surgeons Ltd 19 Tansy Avenue, Stotfold, Hitchin, SG5 4GJ	45 Baldock Road Letchworth Garden City Hertfordshire SG6 3JX  Mr Andy Kennedy  T1: Oak - Reduce canopy by approx. 25-30% to suitable lateral growth points. T2: Eucalyptus - Reduce by approx. 25-30% to suitable lateral growth points and lower stem growth removed. T3: Birch - Reduced by approx. 20-25% to suitable lateral growth points.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 31/05/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 20/06/2024**

24/01161/TCA Mr Mark Gibson 4Seasons 76 Baldock Road  
Specialist Tree Surgeons Ltd Letchworth Garden City  
19 Tansy Avenue, Stotfold, Hitchin, Hertfordshire  
SG5 4GJ SG6 2EQ

Mr Ernest Lewis

T1: Conifer - Reduce in height by approx 25-30% and remaining canopy pruned in to balance.

24/01167/TCA Mrs Julia Sonander 28 South View  
28 South View, Letchworth, SG63JJ, Letchworth Garden City  
United Kingdom Hertfordshire  
SG6 3JJ

Mrs Julia Sonander

Cherry - Prune and shape to a height of 4.5m above ground level.

**Royston Town Council**

24/01112/FPH Adrian Palmer-Geaves 6 Princes Court  
61 Clay Farm Drive, Cambridge, Royston  
CB2 9BX, United Kingdom Hertfordshire  
SG8 9FG

Adrian Palmer-Geaves

Replace existing front garage door with a window to facilitate conversion of garage into habitable accommodation.

**WEST TEAM**

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

24/01037/FP Agent Thompson and Williams Graveley Fruit Farm  
Thompson & Williams Jacks Hill  
Firtree Cottage, Pinewood Road, Graveley  
Iver Heath, SL0 0ND, United Hertfordshire  
Kingdom

Biel

Use of existing hard standing storage yard for the storage of empty skips and empty roll-on roll-off bins (Continued change of use of land).

**Hitchin**

24/01065/FPH JB Designs (Herts) Mr James 37 Armour Rise  
Bygate Hitchin  
169 Manor Road, Caddington, Hertfordshire  
Luton, LU1 4HJ, United Kingdom SG4 0RJ

Mr & Mrs Sally And Chris Reid

Insertion of ground floor front window following removal of existing garage doors to facilitate garage conversion (Development already carried out).

24/01100/FPH	Octopus Energy Services Sheldon Howarth Neptune Square, Block C, Floor 3, Brighton, BN2 0AT, United Kingdom	31 Broadmead Hitchin Hertfordshire SG4 9LX	Sian Elvin  Installation of one rear freestanding air source heat pump
24/01147/NHC	Emma Critchley Holywell Lodge,, 41 Holywell Hill, , St Albans, , Herts. , AL1 1HE	St Marys Church Churchyard Hitchin Hertfordshire SG5 1HP	Emma Critchley  Rebuilding the existing plant room on the north side of the tower NORTH HERTS COUNCIL CONSULTEE ONLY
<b>Ickleford Parish Council</b>			
24/01031/S73	DLA Town Planning Ltd Planning Ltd 5 The Gavel Centre Porters Wood, St Albans, AL3 6PQ, United Kingdom	DLA Town Land At Turnpike Lane And Adjacent To 4 Manor Close Turnpike Lane Ickleford Hertfordshire	Mr P Wright  Variation of condition 2 (revised plans) of planning permission 23/02650/FP granted 16.02.2022 for erection of eight dwellings comprising of 3 pairs of semi-detached dwellings (6 x 3-bed) and two detached 4-bed dwellings including integral garages (plots 1 and 8) with a new access spur from the Lodge Court, on-site parking, landscaping.
<b>Kimpton Parish Council</b>			
24/01055/FPH	Mr R Lloyd Mr R Lloyd 11 Marshalls Heath Lane, Wheathampstead, Herts, AL4 8HR	14 Kimpton Road Blackmore End St Albans Hertfordshire AL4 8LD	Mr And Mrs A Cooke  Creation of first floor rear balcony area
<b>Knebworth Parish Council</b>			
24/01095/FPH	Ms Heather Moye Heather Moye Corner House, 1 Balmoral Road, Hitchin, SG5 1XG, United Kingdom	66 Stevenage Road Knebworth Hertfordshire SG3 6NN	Mr And Mrs Hindle  Erection of detached front double garage
24/01101/FPH	Octagon Design & Consultancy Mr Trevor Johnson 2A Bournemouthe Road, Stevenage, SG1 2PN	25 Broom Grove Knebworth Hertfordshire SG3 6BZ	Isabelle Botfield  Single storey rear extension following demolition of existing conservatory and replacement roof to existing rear/side extension.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 31/05/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 20/06/2024**

24/01144/TCA Paul Ward 19 Deards End Lane  
19 Deards End Lane, Knebworth, Knebworth  
SG3 6NL, United Kingdom Hertfordshire  
SG3 6NL  
  
Paul Ward  
  
T1. Lombardy Poplar - Dismantle and stump removal. T2. Western Red  
Cedar - Remove two dead limbs

**Pirton Parish Council**

24/01088/FP Intouch Planning Ltd Mr James 30 Shillington Road  
Gran Pirton  
4 Ennismore Close, Letchworth Hitchin  
Garden City, SG6 2SU, United Hertfordshire  
Kingdom SG5 3QL  
  
Mr and Mrs Fausset  
  
Erection of rear shed for agricultural purposes.

**St Ippolytts Parish Council**

24/01044/FPH MR Michael Collins West Wing  
12 Purwell Lane , Hitchin , SG40NE St Ibbs  
London Road  
St Ippolyts  
Hitchin  
Hertfordshire  
SG4 7NL  
  
MR Michael Collins  
  
Insertion of two rooflights to existing east elevation roofslope

24/01045/LBC MR Michael Collins West Wing  
12 Purwell Lane , Hitchin , SG40NE St Ibbs  
London Road  
St Ippolyts  
Hitchin  
Hertfordshire  
SG4 7NL  
  
MR Michael Collins  
  
Insertion of two rooflights to existing east elevation roofslope. Internal  
alterations

**St Pauls Walden Parish Council**

24/01076/FPH Your Plans UK Mr Harrison Eales 12 High Street  
Suite A2, Stevenage, SG1 3UN Whitwell  
Hitchin  
Hertfordshire  
SG4 8AG  
  
Miss Riva Sara  
  
Installation of pergola on front elevation, ground floor side awning and  
first floor side air conditioning unit.

(Including Withdrawn decisions)

**EAST TEAM**

<b>Application No:</b> 23/02759/DOC	<b>Location:</b> Hyde Hall Farm Sandon Lane Sandon Buntingford Hertfordshire SG9 0RU <b>Applicant Name:</b> Mr Ben Cannon Cannon Consulting <b>Description:</b> Details reserved by Condition 4 (Wall and roof insulation) of listed building consent 23/01760/LBC granted on 25.10.2023.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 23/02772/DOC	<b>Location:</b> Hyde Hall Farm Sandon Lane Sandon Buntingford Hertfordshire SG9 0RU <b>Applicant Name:</b> Mr Ben Cannon Cannon Consulting <b>Description:</b> Details reserved by Condition 5 (East elevation casements) of listed building consent 23/01760/LBC granted on 25.10.2023.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 23/02773/DOC	<b>Location:</b> Hyde Hall Farm Sandon Lane Sandon Buntingford Hertfordshire SG9 0RU <b>Applicant Name:</b> Mr Ben Cannon Cannon Consulting <b>Description:</b> Details reserved by Condition 6 (External Barn Doors) of listed building consent 23/01760/LBC granted on 25.10.2023.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 23/02774/DOC	<b>Location:</b> Hyde Hall Farm Sandon Lane Sandon Buntingford Hertfordshire SG9 0RU <b>Applicant Name:</b> Mr Ben Cannon Cannon Consulting <b>Description:</b> Details reserved by Condition 7 (Conservation roof lights) of listed building consent 23/01760/LBC granted on 25.10.2023.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 23/02887/S73	<b>Location:</b> Land Between Bush Wood And Rokey Wood High Street Reed Hertfordshire <b>Applicant Name:</b> K.D Duke & Partners <b>Description:</b> Variation of Condition 9 (Excess imported material) imposed on planning application reference 22/00910/FP granted on 14/10/2022.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 23/02957/DOC	<b>Location:</b> 20 High Street Baldock Hertfordshire SG7 6AX <b>Applicant Name:</b> Mr Sabahipour <b>Description:</b> Details reserved by condition 4 (CCTV) of planning permission reference no 23/02191/FP granted 14.12.2023	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 24/00412/FP	<b>Location:</b> Manor Farm, Barns At Church Lane Kelshall Royston Hertfordshire SG8 9SP <b>Applicant Name:</b> Mr P Whiffin Paul & Page Ltd <b>Description:</b> Conversion and extension of existing grade II listed barn to create one 4-bedroom dwelling. Erection of one 4-bedroom dwelling and one 5-bed dwelling and associated 6-bay cart lodge and associated formation of vehicular accesses, parking, private amenity and hard/soft landscaping.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 24/00413/LBC	<b>Location:</b> Manor Farm Church Lane Kelshall Royston Hertfordshire SG8 9SP <b>Applicant Name:</b> Mr P Whiffin Paul & Page Ltd <b>Description:</b> Conversion and extension of existing grade II listed barn including internal and external alterations to create one x 4-bedroom dwelling.	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 28/05/2024



**EAST TEAM**

<b>Application No:</b> 24/00539/FPH	<b>Location:</b> Providence House 4 Melbourn Road Royston Hertfordshire SG8 7DB <b>Applicant Name:</b> Mr and Mrs Brown <b>Description:</b> Single storey side infill extension and rear canopy extension, widen existing front porch, alterations to fenestration to include first floor front window, erection of vehicle and pedestrian electric gate following demolition of existing front and side wall. Alterations to patio area and insertion of solar panels to existing detached garage roof. (amended by plans received 03/05/2024)	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 24/00607/FP	<b>Location:</b> 13 High Street Baldock Hertfordshire SG7 6AZ <b>Applicant Name:</b> Mr Donald Duncan Quenby Baldock <b>Description:</b> Change of use and alterations to existing workshop to provide two 1-bed dwellings and erection of two 1-bed dwellings with ancillary works.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 24/00668/LDCP	<b>Location:</b> Wheat Hill Sandon Buntingford Hertfordshire SG9 0RB <b>Applicant Name:</b> Mrs C Boscawen <b>Description:</b> Installation of outdoor swimming pool and associated path and erection of detached timber plant room.	<b>Decision:</b> Granted Permission <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 24/00718/DOC	<b>Location:</b> Land On The North Side Of York Way Royston Hertfordshire <b>Applicant Name:</b> Kiafield Properties Ltd <b>Description:</b> Details reserved by Condition 13 (CMP) of planning permission reference 23/00750/FP granted on 27.09.2023.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 24/00745/DOC	<b>Location:</b> Land On The North Side Of York Way Royston Hertfordshire <b>Applicant Name:</b> Kiafield Properties Ltd <b>Description:</b> Details reserved by Condition 14 (Vehicular Access Improvements) of planning permission reference 23/00750/FP granted on 27.09.2023.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 24/00746/DOC	<b>Location:</b> Land On The North Side Of York Way Royston Hertfordshire <b>Applicant Name:</b> Kiafield Properties Ltd <b>Description:</b> Details reserved by Condition 17 (Archaeological WSI) of planning permission reference 23/00750/FP granted on 27.09.2023.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 24/00748/DOC	<b>Location:</b> Land On The North Side Of York Way Royston Hertfordshire <b>Applicant Name:</b> Kiafield Properties Ltd <b>Description:</b> Details reserved by Condition 22 (Renewables) of planning permission reference 23/00750/FP granted on 27.09.2023.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 24/00773/FPH	<b>Location:</b> 18 Barnack Grove Royston Hertfordshire SG8 5HQ <b>Applicant Name:</b> Mr Glenn Bowles <b>Description:</b> Detached cycle store and home office/gym outbuilding	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 29/05/2024
<b>Application No:</b> 24/00868/LDCP	<b>Location:</b> The Old Grammar School Broadway Letchworth Garden City Hertfordshire SG6 3NX <b>Applicant Name:</b> Miss Beatrice Pryor Emil Dale School of Performing Ar <b>Description:</b> Installation of air conditioning units at ground floor level	<b>Decision:</b> Granted Permission <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 24/00876/EC	<b>Location:</b> Mulberry Barn Maiden Street Weston Hitchin Hertfordshire SG4 7BG <b>Applicant Name:</b> Openreach Shaziya Petkar <b>Description:</b> Installation of No.1 wooden pole.	<b>Decision:</b> No Objection <b>Decision Date:</b> 28/05/2024

## EAST TEAM

<b>Application No:</b> 24/00898/TCA	<b>Location:</b> Paddock View High Street Barley Royston Hertfordshire SG8 8HX <b>Applicant Name:</b> Mr Ian Northern <b>Description:</b> 2 x Hawthorn - Reduce canopy 1m. 2x Plum - Reduce canopy by 1m. Elm - Reduce by 1m and remove crossing branches.	<b>Decision:</b> No Objection <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 24/00951/DOC	<b>Location:</b> Land West Of Royston Bypass Royston Hertfordshire <b>Applicant Name:</b> Mr Frankie Faulkner Harris Irwin Architects <b>Description:</b> Details reserved by Condition 23 (Cycle/Bin Store) of planning permission reference 19/00248/FP granted on appeal on 30.06.2021.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 24/00966/TCA	<b>Location:</b> Car Parking Area Adjacent To 23 Old Westbury Letchworth Garden City Hertfordshire <b>Applicant Name:</b> Louise Gentle PBM Ltd <b>Description:</b> T1 Pine - Crown reduce by 2.5m, remove major deadwood from within crown, reduce back building side to provide minimum 2m clearance. T2 Yew - Crown reduce by 2.5m, remove major deadwood from within crown, reduce back building side to provide minimum 2m clearance. Raise crown all round to 3m	<b>Decision:</b> No Objection <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 24/01107/TPO	<b>Location:</b> 66 King James Way Royston Hertfordshire SG8 7EF <b>Applicant Name:</b> Mr Edward Schurch <b>Description:</b> Birch - Fell	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 28/05/2024

## WEST TEAM

<b>Application No:</b> 21/01537/DOC	<b>Location:</b> Rye End Farm Green Lane Codicote Hitchin Hertfordshire SG4 8SU <b>Applicant Name:</b> Dr Sarah Lotzof <b>Description:</b> Details reserved by Condition 3 (Sample brick panel) as attached to Listed Building consent 20/00643/LBC granted on 19.04.2021	<b>Decision:</b> Withdrawn <b>Decision Date:</b> 29/05/2024
<b>Application No:</b> 22/01964/DOC	<b>Location:</b> 17 Walnut Tree Road Pirton Hitchin Hertfordshire SG5 3PX <b>Applicant Name:</b> Mr & Mrs D Batchelor <b>Description:</b> Details reserved by Condition 5- Full details of the painted render and painted brickwork (relating to planning permission 21/03514/FPH granted 06.05.2021).	<b>Decision:</b> Agreed <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 23/02649/FP	<b>Location:</b> Land Opposite 24 High Street Whitwell Hertfordshire <b>Applicant Name:</b> Mr Gireedhar Patil Openreach <b>Description:</b> Installation of a VDSL Sidepod Cabinet - Retrospective	<b>Decision:</b> Unconditional Permission <b>Decision Date:</b> 29/05/2024
<b>Application No:</b> 24/00214/DOC	<b>Location:</b> Site Of Former John Burgess And Co Ltd Wratten Road East Hitchin Hertfordshire SG5 2BY <b>Applicant Name:</b> Mr Ian Cooper John Burgess & Co Ltd <b>Description:</b> Details reserved by condition 7 A (Parts 3, 4, 5 and 6), B and C (Archaeology) of planning permission reference no.13/02206/1 granted 10.12.2013.	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 24/00346/FPH	<b>Location:</b> 6 Gosmore Ley Close Gosmore Hitchin Hertfordshire SG4 7QJ <b>Applicant Name:</b> Nadia Chelache <b>Description:</b> Single storey rear extension following demolition of existing conservatory	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 29/05/2024
<b>Application No:</b> 24/00530/LDCP	<b>Location:</b> 72 Bedford Road Hitchin Hertfordshire SG5 2UD <b>Applicant Name:</b> Mrs Lorraine Bayfield <b>Description:</b> Siting of shepherd's hut on front driveway	<b>Decision:</b> Granted Permission <b>Decision Date:</b> 28/05/2024

**WEST TEAM**

<b>Application No:</b> 24/00586/NMA	<b>Location:</b> Site Of Former Burford Grange Bedford Road Ickleford Hertfordshire SG5 3XG <b>Applicant Name:</b> Mr Jack Brudenell CALA Homes Chiltern Ltd <b>Description:</b> Amendment to wording of condition 6 (as Non-Material Amendment to planning permission 19/01106/FP granted 06.02.2023)	<b>Decision:</b> Agreed <b>Decision Date:</b> 28/05/2024
<b>Application No:</b> 24/00657/FPH	<b>Location:</b> 23 Broadmead Hitchin Hertfordshire SG4 9LU <b>Applicant Name:</b> Mrs Hana Hue M T Nguyen <b>Description:</b> Part two storey and part single storey rear extension. Rear roof extension. Alterations to existing garage roof and fenestration following removal of garage doors to facilitate garage conversion into habitable accommodation. Front canopy.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 29/05/2024
<b>Application No:</b> 24/00692/DOC	<b>Location:</b> Land North Of Pound Farm London Road St Ippolyts Hertfordshire SG4 7NE <b>Applicant Name:</b> c/o agent Osprey Homes Limited & Parker Land LLP <b>Description:</b> Details reserved by condition 21(Construction Traffic/Environmental Management Plan) of planning permission 21/00434/HYA granted 19.03.2024	<b>Decision:</b> Approval of Details <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 24/00710/FPH	<b>Location:</b> 91 Common Rise Hitchin Hertfordshire SG4 0HP <b>Applicant Name:</b> Mr And Mrs Altham <b>Description:</b> Erection of front open porch	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 24/00769/LDCP	<b>Location:</b> 121 Bearton Road Hitchin Hertfordshire SG5 1UE <b>Applicant Name:</b> Mr Jourdan and Miss Booton <b>Description:</b> Insertion of rear L shaped box dormer window and two front rooflights to facilitate loft conversion	<b>Decision:</b> Granted Permission <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 24/00795/TPO	<b>Location:</b> 14 Symonds Road Hitchin Hertfordshire SG5 2JL <b>Applicant Name:</b> Mr Charlie Martinelli Cm Garden and Tree Care Ltd <b>Description:</b> Lime - Re pollard back to old points removing around 2m of growth	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 24/05/2024
<b>Application No:</b> 24/01046/TCA	<b>Location:</b> 40 The Avenue Hitchin Hertfordshire SG4 9RQ <b>Applicant Name:</b> Mr Jack Emmerson Rustle <b>Description:</b> T3, T4, Sycamore - Re pollard by 50%.	<b>Decision:</b> Withdrawn <b>Decision Date:</b> 23/05/2024