

## NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 13 SEPTEMBER 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 9 SEPTEMBER 2024

Council – 19 September 2024

### FORTHCOMING MEETINGS WEEK COMMENCING 16 SEPTEMBER 2024

Council – 19 September 2024

### UPCOMING CHAIR'S ENGAGEMENTS FROM FRIDAY 13 SEPTEMBER 2024

Date	Event	Location
	None	

### UPCOMING VICE-CHAIR'S ENGAGEMENTS FROM FRIDAY 13 SEPTEMBER 2024

Date	Event	Location
	None	

### UPCOMING OTHER EVENTS FROM FRIDAY 13 SEPTEMBER 2024

Date	Event	Location
Monday 16 September 2024 @ 6pm	Labour Group Meeting	Council Chamber, District Offices, Gernon Road, Letchworth Garden City SG6 3JF



## WASTE MANAGEMENT

# MEMBERS

# INFORMATION NOTE

### **New contractor announcement**

This week we were able to announce that Veolia will be our new contractor for the Waste, recycling, and street cleansing contract. Below is the press release that was issued:

[Veolia wins waste contract for North Herts and East Herts councils | North Herts Council \(north-herts.gov.uk\)](#) and [Veolia wins waste contract for North Herts and East Herts councils | East Herts District Council](#)

This announcement has renewed residents' interest in the service changes planned for waste and recycling in August 2025. We have been developing FAQs based on the questions that have been asked of us and we will be respond to enquiries made on these topics. These are below and will be continuously updated.

### **Drop-in sessions - reminder**

As a reminder Chloe Hipwood is hosting drop-in sessions once a month to discuss all things contract related include the changes planned for August 2025. The next session is on Monday 7<sup>th</sup> October 2024.

Meeting ID: 335 050 619 999

Passcode: DV7CSe

### **Communications**

The waste team is also keen to get your input on communications planning for the service changes in August 2025, this includes creating key messages, themes, and communications opportunities.

We would like to get your input via an informal workshop, the first of many sessions we plan to deliver to ensure everybody is briefed on what is happening in the lead up to service change.

We are currently looking at dates for this joint workshop in mid-October , if you would like to be involved please message [wasteandrecycling@north-herts.gov.uk](mailto:wasteandrecycling@north-herts.gov.uk) by 23 September 2024 to help us coordinate the most suitable date.

This workshop will be a joint workshop between EHC and NHC.

### **Flex-collect expansion**

We are also pleased to be able to share with you that we have now expanded the flex collect trial into more of North Herts (including Royston, Offley, Breachwood Green, Lilley, Whitwell and others) and introduced the scheme to East Herts (Sawbridgeworth). Information leaflets are being delivered in advance of collections starting the week commencing 16<sup>th</sup> September.

For more information please contact:

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## **2025 Waste collection changes – FAQs**

### **Does this mean we will be getting a larger purple bin?**

No, you will be keeping the same bin you already have for general waste. Our waste composition shows us a significant proportion of general waste is made up of recycling and food waste which should be placed in other bins.

### **Why are the bin colours changing?**

East Herts and North Herts Councils are aligning the colour of bins so that all replacement or new bins will have a black/grey body with a coloured lid. This will save the council money in the long term and enable us to repair and reuse bin parts more easily.

### **What special consideration/support will be given to those families using adult hygiene products (incontinence wear)?**

We know that three weekly general waste collections in a 180 litre bin will not be suitable for some households. Therefore, we have given special consideration to those households with waste generated because of a medical condition and those who have to use adult hygiene products. Depending on the circumstances we will either provide a larger waste bin or continue to provide a fortnightly collection of the general waste bin.

### **What consideration/support will be given to large families or those with children in nappies?**

We know that large families or those with children in nappies may find that a 180litre bin is not large enough, therefore those households can retain their 240 litre bin or apply to have a 240 litre bin. This is the same process we have in place now and is subject to completion of an application and meeting the criteria set out in our collection policies. Some residents may find information on reusable nappies useful [Herts Reusable Nappies | Hertfordshire County Council](#)

### **How will this work for flats with one communal bin that fills up and overflows by the end of the week?**

Flats are not affected by this change and will continue to receive fortnightly general waste collections as they already have less residual waste capacity than houses of a similar occupancy.

### **Will garden waste continue to be collected fortnightly?**

Yes, the paid for garden waste service will continue to be fortnightly with the exception of the two weeks service break after Christmas.

### **Why are you changing to a three-weekly collection for general waste?**

The short answer is to reduce the amount of waste we collect which is not recycled, by encouraging more residents to recycle more and reduce their waste. The changes will also reduce the cost of service provision and mitigating council tax increases and the districts carbon emissions and help us fight climate change.

### **Are you the first council to consider three-weekly collections?**

No, an increasing number of councils in England, Scotland and Wales already have three-weekly collections for general waste, with some in Wales and Scotland having monthly collections.

### **Won't this lead to an increase in fly-tipping?**

There is never an excuse for fly-tipping, and we have no reason to believe that residents will start breaking the law in this way. Items most commonly fly-tipped are bulky items or trade waste, neither of which are collected as part of our standard collection service. We are confident that with added recycling options at the kerbside, more information to encourage recycling, and support in place for larger households and others who need it, residents will continue to dispose of their waste responsibly.

### **Won't three-weekly collections attract vermin and other pests?**

There is no evidence to suggest that residents would see an increase in vermin or other pests, especially as food waste would still be collected every week. We would have support in place for households that need it, such as those living in larger households, those with multiple children using disposable nappies or people with other special waste needs.

### **When are three-weekly collections due to start?**

August 2025 after our new collection contractor has been operating for a few months.

### **What are the service changes?**

Most residents will receive a new bin and the service will involve three weekly collection of:

- Mixed paper and cardboard in one bin
- All other dry recycling – glass, plastic bottles, pots tubs and trays and cans and foil – with a new addition of plastic bags and film in another bin
- General (non-recyclable) waste
- North Herts Council's weekly food waste collection service will remain unchanged
- East Herts will be introducing a new separate weekly food collection service, similar to our existing service
- Garden waste will remain fortnightly

### **How did you come up with the proposal for three-weekly collections?**

We need to save money in the current landscape of rising costs and find savings to mitigate against increasing council tax.

Local councillors from all political parties from North Herts and East Herts Councils were involved in a series of workshops to help shape the proposals. We also used the results of a recent public consultation about residents' recycling habits which found:

- Nearly half (49%) of respondents' purple bins (for general waste) are either half-full or quarter-full when it's time to be collected – 18 people told us their bin was empty!
- 84% of respondents agreed the council should do more to make people recycle more and reduce waste and 74% of residents agreed the council should invest in or change services to reduce its carbon footprint.
- 76% of respondents said 'I care about the environment and climate change and do my bit'.

### What evidence is there that less frequent collections reduce waste?

Daventry District Council adopted a three-weekly general waste service in 2018 and have had the highest fall in general waste of any local authority in the country at a drop of 13%. This table shows the waste reduction of three local authorities in Wales:

Residual Waste Service Frequency	Authority	Year	Recycling rate (%)	Waste Arisings per person (kgs)	Percentage Drop in Per Person Waste Arisings (kgs)	Residual Waste Per Person (kgs)	% decrease Residual Waste
4 weekly	Conway	20/21	70	452	18.12%	135	43.98%
3 weekly in 2016 and 4 weekly in Jan 18		13/14	56	552		241	
3 weekly	Gwynedd	20/21	65	494	21.71%	117	59.65%
		13/14	54	631		290	
3 weekly	Pembrokeshire	20/21	73	455	17.12%	112	48.62%
		13/14	60	549		218	

### What can I do to reduce waste now?

Reducing waste is linked to what you buy and the packaging that items are contained in. To truly reduce waste then buying only necessary items and items with less packaging is part of our challenge of reducing waste. For the waste that you do produce check out our [recycling A-Z](#) on our website to ensure you are recycling all you can. To create more space in your recycling (grey bin) – wash and squash plastic bottles, pots, tubs and trays, cartons and tins, and break cardboard down to make more room in your recycling bin.

Food – try to plan your meals around what needs using up and don't forget to freeze leftovers and excess fresh ingredients – check out [Love food, Hate waste](#). Put any food waste, including meat and bones, as well as peelings, in your food waste caddy.

Paper – if you haven't got one please request a blue box specifically for paper, which is much better than putting it in your grey bin with other recycling, even a small amount of food residue on recycling makes paper less easy to recycle.

Textiles – any unwanted clothes, shoes, towels, bedsheets etc – even damaged – can be taken to your local charity shop or clothes bank. Please keep damaged items separate and label as 'rags'. Check with your local shop which are happy to take rags, some animal shelters will also take old bedding.

Soft plastics – plastic film/wrap like bags, crisp packets and wrappers, can be recycled at a number of supermarkets.

Local tip – check what you can recycle at your local Herts recycling centre such as coat hangers and old plastic garden furniture.

You could also check out Herts Sustainable Periods and Herts Reusable Nappies.

### **What should I do with excess waste?**

We don't expect excess waste to be a regular problem for the average household and will have support in place for households that need it, such as those living in larger households, those with multiple children using disposable nappies or people with other special waste needs.

If you have extra recycling, for example after a party, you can place this out for recycling next to your grey bin, either in a reusable box (which collection crews will return) or in a recyclable cardboard box or paper bag.

### **Did you consult on this?**

**We ran a consultation for residents in summer 2022**

### **Why was I not made aware of the Waste and Recycling consultation? / Why was the consultation only published online?**

The consultation ran from 22 July to 22 August and was communicated on a regular basis during that time through our e-newsletter, on our website, across our social media channels and a press release sent to all local press. It was featured in The Comet on the 28 July.

### **Why were the results of the consultation not published?**

The results on the consultation were published on our website ahead of the Extraordinary, Overview and Scrutiny meeting on Wednesday 28 September 2022. They were also included in the minutes of the same meeting. The results can be found here:

<https://democracy.north-herts.gov.uk/ieListDocuments.aspx?CId=134&MId=2986>

They were further published as part of papers for our Cabinet meeting on Tuesday 25 October 2022.

For more information please contact:

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## HOUSING AND ENVIRONMENTAL HEALTH

# MEMBERS INFORMATION NOTE

### *Supporting vulnerable residents with the Anderson House Project*

Dear Councillors,

I wanted to draw your attention to the press statement below which was released on Friday 23<sup>rd</sup> August. As I am sure you are aware the council's provision for homeless residents has been inadequate to meet the needs of some of our most vulnerable residents for some years. This new provision will be a very welcome boost to our housing supply and a significant help in realising one of the council's strategic objectives of supporting homeless individuals. The additional units at Anderson House, as described below, will not change the provision at the Lord Lister and the council remains committed to working with Keystage Housing at the Lord Lister until at least 2031.

There will be many opportunities for both councillors and residents to engage with our provider, One YMCA, to ask questions about the service and visit the site, and we will keep you informed as the scheme progresses.

### **Press statement: Supporting vulnerable residents with the Anderson House Project**

North Herts Council recognises the growing demand for supported housing in the district, especially for single homeless people who require additional assistance. Over the years, we have been committed to developing a pathway that helps those experiencing rough sleeping transition smoothly to independent living. To achieve this, we've been working closely with specialist providers of accommodation and support to create tailored housing schemes for this group.

We're pleased to advise that One YMCA has recently agreed to purchase Anderson House on Florence Street, Hitchin from settle Group. One YMCA has nearly 180 years of experience in supporting people in need and this project represents a

significant opportunity to provide high-quality, much-needed housing for the district's residents.

The final purchase and future use of the property are subject to the usual legal and regulatory requirements, including planning permission. We understand that there will be local interest in these developments, so the Council will work with One YMCA to offer opportunities for residents to receive updates and meet with representatives from One YMCA, who will be leading on this initiative.

Anderson House is currently occupied by Live-In Guardians who will be vacating the property in due course.

Cllr Dave Winstanley, North Herts Council's Executive Member for Housing and Environmental Health, said: "This project is an important step forward in providing meaningful support for our most vulnerable residents. We're proud to be working with partners who share our vision of providing a pathway to independent living for those who need it most."

Guy Foxell from One YMCA said: "We are delighted to be working with settle and North Herts Council, to meet the needs of the most vulnerable in the district, at Anderson House, and hope to continue to work with the Hitchin based charity, Helping Herts Homeless in the future development of the Sanctuary site."

As the project progresses, we will keep the community informed and share further details in due course.

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Directorate: Legal & Community

# MEMBERS

# INFORMATION NOTE

***Pre-Election Restricted Period (PERP)  
Royston Palace - District By-election  
(12 September – 17 October 2024)***

## **Pre-Election Restricted Period – PLEASE READ**

As Councillors are aware in the run up to an election certain statutory restrictions apply as to what the Council (and its employees) can do, to ensure political neutrality is maintained during the **Pre-Election Restricted Period** ('PERP').

This year a By-election has been called for the above seat in the Royston Palace District ward. PERP for that will start on **12 September until the close of poll on Thursday 17 October 2024.**

If a Member or Officer is unsure as to whether anything is affected by PERP, 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 Councillors or Officers may have.*

**Jeanette Thompson**  
**Service Director: Legal and Community (& Monitoring Officer)**  
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## **Pre-Election Restricted Period**

### **GUIDANCE FOR COUNCILLORS 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. X [formerly Twitter], Facebook etc.).

### **Practical Guidance**

The following is intended to provide practical guidance to Councillors 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, and the following restrictions:

1. No press releases, or other publicity, should be issued quoting any Councillor.
2. Council publications should not refer to or identify Councillors by name or contain statements or quotes from Councillors.
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. Councillor contact details and Councillor 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 Councillor response to an important event outside the Council’s control.

7. Councillors may continue with their everyday constituency work, including correspondence from constituents. *However, Councillors are advised not to 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 Councillors informed on matters relating to their ward or portfolio as normal. Councillors 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 Councillors 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 Councillors for political comment.

## HOUSING SERVICES

# MEMBERS INFORMATION NOTE

### Update to the Common Housing Allocation Scheme

The Common Housing Allocation Scheme (CHAS) sets out who can apply for affordable housing in the district and how it is allocated. Affordable housing is in high demand locally and we are updating the CHAS in order to ensure that affordable housing continues to be prioritised for households in the greatest need.

The CHAS is jointly managed by the Council and [settle group](#) (the district's largest housing provider), as is the district's Common Housing Register, the register of households who qualify for affordable housing.

Key updates to the CHAS include changes to some of the qualification criteria for who can join the Common Housing Register:

- New gross annual household income limits. Households with incomes above the following limits will not qualify to join the Common Housing Register: £39,000 if you need a studio/1 bed home; £50,000 if you need a 2 bed home; or £64,000 if you need a 3 bed or larger home;
- A new savings limit for households requiring general needs housing. Households with savings above £16,000 will not qualify to join the Common Housing Register (households requiring sheltered housing/retirement living are exempt from the savings limit but will be placed in a lower band);
- Home owners requiring general needs housing will no longer qualify to join the Common Housing Register.

We are also removing preference (priority) currently awarded to the following groups:

- Affordable housing tenants who are under-occupying sheltered housing;
- Households with young children who are living above the ground floor and/or without access to a secure garden;

- Households who are sharing facilities with others who are not included in their application but who do have a legal right to reside in the property i.e. joint tenants.

A number of other, minor, amendments have also been made in response to changes in the operational environment and to clarify existing practice.

These changes will come into effect on **Monday 2 September 2024**.

All households on the Common Housing Register have been emailed on 6 August 2024 about the changes and have been made aware that their existing preference and/or qualification for affordable housing may be affected. Further information is also available on the [Home4U](#) website, through which households bid for properties that they are interested in.

Public consultation on the proposed changes to the CHAS took place over six weeks in Autumn 2023. Cabinet subsequently approved the updated CHAS at its meeting on [6 February 2024](#). Full details of all the changes are documented in the [report](#) presented to the meeting.

For more information please contact:

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Martin Lawrence  
Strategic Housing Manager  
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**Incidents Summary Analysis by Zone**  
**NORTH HERTS**

**01/08/2024** to **01/09/2024**



# Incidents Summary Analysis by Zone

01/08/2024 to 01/09/2024

## Category Summary

### Zone: Baldock

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

**Total No. of Incidents in Zone Baldock: 3**

### Zone: Hitchin

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
		1
Alarm Activation	Intruder Alarm	1
Anti-Social Behaviour	Drunken Behaviour	6
Arson/Fire		1
Assault	GBH	4
Concern for Welfare	Mental Health	3
Deception/Fraud	Banking Protocol	1
Drug Related		4
Other		2
Police Request		3
Post Event Viewing	Download For Police	12
Suspicious Activity		5
Theft		5
Vehicle	No Insurance	3
Weapon	Knife	1

**Total No. of Incidents in Zone Hitchin: 52**

### Zone: Knebworth

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Concern for Welfare	Mental Health	2

**Total No. of Incidents in Zone Knebworth: 2**

### Zone: Letchworth

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
		1
Alarm Activation		1
Anti-Social Behaviour	Disorder	5
Concern for Welfare		7
Domestic		2
Drug Related		3
Other		2
Police Request	Warrant or Wanted	2



## Incidents Summary Analysis by Zone

01/08/2024 to 01/09/2024

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Post Event Viewing	Download For Police	5
Suspicious Activity		4
Theft		3

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**Total No. of Incidents in Zone Letchworth: 35**

### Zone: Royston

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Alarm Activation	Personal Attack	3
Assault	GBH	1
Other		1
Theft	Shoplifting	1
Weapon	Knife	1

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**Total No. of Incidents in Zone Royston: 7**

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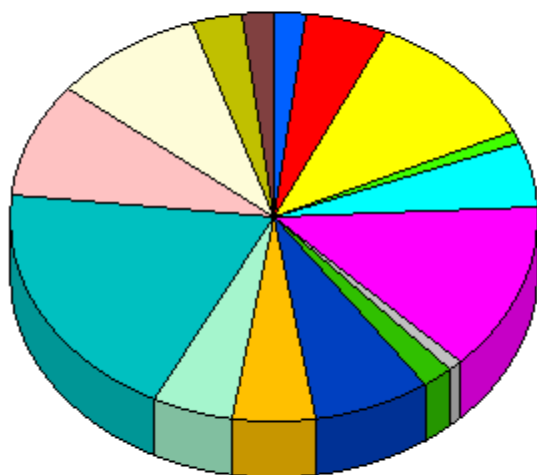
**Total No. of Incidents : 99**

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# Incidents Summary Analysis by Zone

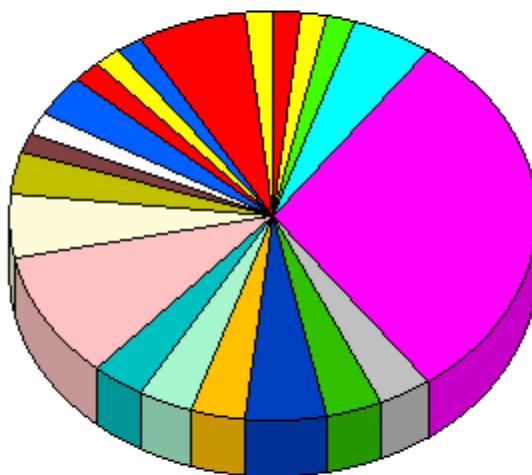
01/08/2024 to 01/09/2024

## No. of Incidents by Category



Alarm Activation	2.0%
Anti Social Behaviour	5.1%
Arson/Fire	11.1%
Assault	1.0%
Concern for Welfare	5.1%
Deception/Fraud	13.1%
Domestic	1.0%
Drug Related	2.0%
Other	7.1%
Police Request	5.1%
Post Event Viewing	19.2%
Suspicious Activity	9.1%
Theft	9.1%
Vehicle	3.0%
Weapon	2.0%
<b>Total:</b>	<b>100.0%</b>

## No. of Incidents by Sub Category



ABH	0.0%
Anti Social	1.7%
Banking Protocol	1.7%
Disorder	1.7%
Download For Police	5.0%
Drunken Behaviour	30.0%
GBH	3.3%
Handling Stolen Property	3.3%
Injury	5.0%
Intruder Alarm	3.3%
Knife	3.3%
Mental Health	10.0%
Missing Persons	3.3%
No Insurance	5.0%
Nuisance	3.3%
Operation	1.7%
Personal Attack	1.7%
Public Order	3.3%
Public Viewing Request	1.7%
Robbery	1.7%
Shoplifting	6.7%
Warrant or Wanted	1.7%
<b>Total:</b>	<b>100.0%</b>

# Incidents Summary Analysis by Zone

01/08/2024 to 01/09/2024

## Call Source Summary

### Zone: Baldock

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

**Total No. of Incidents in Zone Baldock: 3**

### Zone: Hitchin

<u>Call Source</u>	<u>No. of Incidents</u>
_TEST	1
Controller	11
Police Airwaves	21
Police Control	1
Post Event Viewing	12
Town Link	5

**Total No. of Incidents in Zone Hitchin: 52**

### Zone: Knebworth

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

**Total No. of Incidents in Zone Knebworth: 2**

### Zone: Letchworth

<u>Call Source</u>	<u>No. of Incidents</u>
_TEST	1
Controller	7
Police Airwaves	18
Police Control	1
Post Event Viewing	5
Town Link	2

**Total No. of Incidents in Zone Letchworth: 35**

### Zone: Royston

<u>Call Source</u>	<u>No. of Incidents</u>
_TEST	1
Police Airwaves	6



## Incidents Summary Analysis by Zone

01/08/2024 to 01/09/2024

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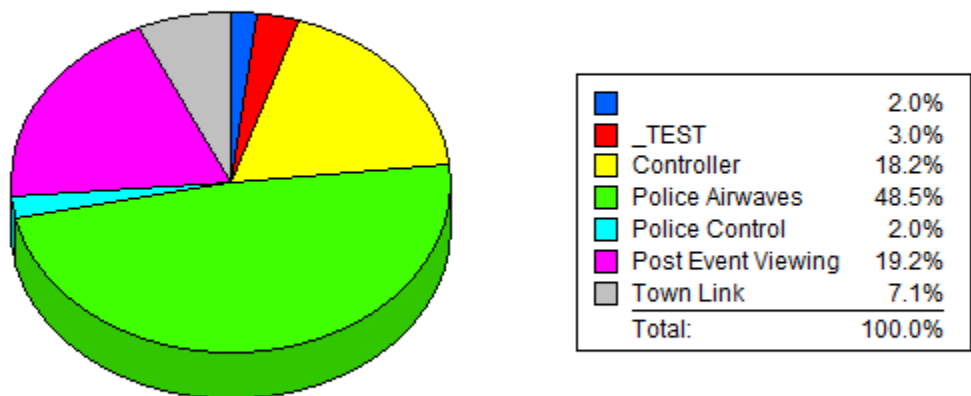
Total No. of Incidents in Zone Royston:	7
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Total No. of Incidents :	99
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# Incidents Summary Analysis by Zone

01/08/2024 to 01/09/2024

## No. of Incidents by Call Source



# Incidents Summary Analysis by Zone

01/08/2024 to 01/09/2024

## Camera Summary

### Zone: Baldock

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00803	High Street Junc	3

**Total No. of Incidents in Zone Baldock: 3**

### Zone: Hitchin

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00300	Bancroft North	4
00301	Bancroft Park Car	2
00302	Bancroft Middle	5
00303	Bancroft	7
00304	Brand Street	5
00305	Market Place	8
00306	Market Place Sun	10
00307	Hermitage Road	14
00308	Woodside Car Park	1
00309	Churchyard South	10
00310	Churchyard North	1
00311	Sun Street	6
00312	Bucklesbury	2
00313	Biggen Lane Car	4
00314	Queen Street	11
00315	Portmill Lane Car	4
00316	Station Approach	1
00317	Nightingale Road	1

**Total No. of Incidents in Zone Hitchin: 52**

### Zone: Knebworth

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00850	Station Road Junc	1
00851	London Road	2

**Total No. of Incidents in Zone Knebworth: 2**

### Zone: Letchworth

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00401	Eastcheap Car Park	7
00402	Broadway Hotel	9
00403	Station Place	16
00404	Station Road West	6
00406	Station Road East	4
00411	Broadway Gardens	6
00412	Broadway South	2

## Incidents Summary Analysis by Zone

01/08/2024 to 01/09/2024

00413	Gernon Road	2
00415	Norton Way South	5
00417	Leys Avenue Top	9
00820	Grange Estate Southf	3
00821	Grange Estate Rear Sh	2
03002	RV Brampton Park	1
03005	RV Webb Close	1

**Total No. of Incidents in Zone Letchworth: 35**

### Zone: Royston

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00809	Subway Burns	1
00811	Lower high street	2
00812	Upper High Street	4
00813	Corn Exchange Junc	1
03003	RV Priory Park	1

**Total No. of Incidents in Zone Royston: 7**

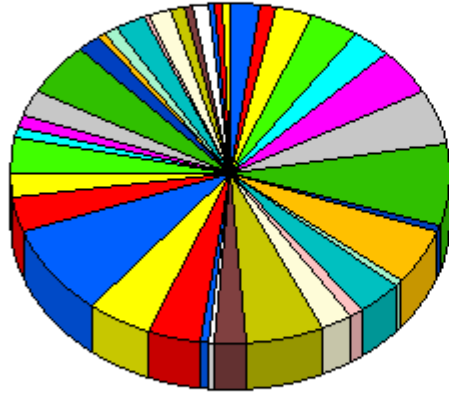
**Total No. of Incidents : 97**



# Incidents Summary Analysis by Zone

01/08/2024 to 01/09/2024

## No. of Incidents by Camera



00300	Bancroft North	2.2%
00301	Bancroft Park Car Park	1.1%
00302	Bancroft Middle	2.7%
00303	Bancroft Hermitage Rd	3.8%
00304	Brand Street	2.7%
00305	Market Place High St	4.3%
00306	Market Place Sun St	5.4%
00307	Hermitage Road	7.6%
00308	Woodside Car Park	0.5%
00309	Churchyard South	5.4%
00310	Churchyard North	0.5%
00311	Sun Street	3.3%
00312	Bucklesbury	1.1%
00313	Biggen Lane Car Park	2.2%
00314	Queen Street	6.0%
00315	Portmill Lane Car Park	2.2%
00316	Station Approach	0.5%
00317	Nightingale Road	0.5%
00401	Eastcheap Car Park	3.8%
00402	Broadway Hotel	4.9%
00403	Station Place	8.7%
00404	Station Road West	3.3%
Total:		100.0%

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Planning Control Committee held in the Council Chamber, District Council Offices, Gernon Road, Letchworth Garden City, SG6 3JF on Thursday, 5th September, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Louise Peace.

Having given notice, Councillor Jon Clayden substituted for Councillor Peace.

### 2 MINUTES - 18 JULY 2024 AND 25 JULY 2024

**RESOLVED:** That the Minutes of the Meetings of the Committee held on 18 July 2024 and the 25 July 2024 be approved as a true record of the proceedings and be signed by the Chair.

### 3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (3) The Chair clarified matters for the registered speakers.
- (4) The Chair advised that Section 4.8.23(a) of the Constitution applied to the meeting.
- (5) The Chair advised Members of the ongoing Community Governance Review survey which was being conducted to look at parish arrangements. The survey was open until the 7 October 2024 and posters had been provided to Members to distribute in their wards.
- (6) The Chair advised that items 8, 9 and 10 of the agenda, relating to The Bull, High Street, Gosmore, Hitchin, SG4 7QG had been withdrawn from the agenda due to the withdrawal of the call-in request.

### 5 PUBLIC PARTICIPATION

The Chair confirmed that the registered speakers were in attendance.

### 6 23/01492/FP WESTBOURNE RESIDENTIAL CARE HOME, 9 BEDFORD ROAD, HITCHIN, HERTFORDSHIRE, SG5 2TP

**RESOLVED:** That application 23/01492/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager.

7 **24/00103/FP COUNTRY BOARDING FOR CATS AND DOGS, GANNOCK LANE, SLIP END, BALDOCK, HERTFORDSHIRE, SG7 6NL**

**RESOLVED:** That application 24/00103/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager with the following amendment to Condition 15.

*“Condition 15:*

*Prior to commencement a site-wide sustainability strategy shall be submitted to the Local Planning Authority for approval addressing renewable energy, reducing carbon emissions and water conservation and the measures shall be implemented on site prior to the first occupation of each dwelling.*

*Reason: To reduce carbon dioxide emissions and promoting principles of sustainable construction and the efficient use of buildings in accordance with Policies SP9 and D1 of the North Hertfordshire Local Plan 2011 to 2031.”*

8 **24/00796/FP THE BULL, HIGH STREET, GOSMORE, HITCHIN, HERTFORDSHIRE, SG4 7QG**

The Chair confirmed that agenda item 8, 24/00796/FP had been withdrawn from the agenda due to the withdrawal of the call-in request.

9 **24/00751/FP THE BULL, HIGH STREET, GOSMORE, HITCHIN, HERTFORDSHIRE, SG4 7QG**

The Chair confirmed that agenda item 9, 24/00751/FP had been withdrawn from the agenda due to the withdrawal of the call-in request.

10 **24/00725/LBC THE BULL, HIGH STREET, GOSMORE, HITCHIN, HERTFORDSHIRE, SG4 7QG**

The Chair confirmed that agenda item 10, 24/00725/LBC had been withdrawn from the agenda due to the withdrawal of the call-in request.

11 **23/02706/FP LAND WEST OF, AVENUE ONE, LETCHWORTH GARDEN CITY, HERTFORDSHIRE, SG6 2WW**

**RESOLVED:** That application 23/02706/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager.

12 **24/01285/S73 LAND NORTH OF 68, LONDON ROAD, BALDOCK, HERTFORDSHIRE, SG7 6JL**

**RESOLVED:** That application 24/01285/S73 be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager.

13 **APPEALS**

The Area Planning Officer provided an update on Planning Appeals.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Overview and Scrutiny Committee held in the Council Chamber, District Council Offices, Gernon Road, Letchworth Garden City, SG6 3JF on Tuesday, 3rd September, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

There were no apologies for absence received.

### 2 MINUTES - 18 JUNE, 2 JULY 2024

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

### 3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (3) The Chair advised that for the purposes of clarification clause 4.8.23(a) of the Constitution does not apply to this meeting.
- (4) The Chair advised Members of the ongoing Community Governance Review survey which was being conducted to look at parish arrangements. The survey was open until the 7 October 2024 and posters had been provided to Members to distribute in their wards.

### 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 COMMUNITY SURVEY ROUND TWO RESULTS (MARCH-MAY 2024)**

**RESOLVED:** That Committee commented on and noted the key findings and observations from round two of the Community Survey and commented on the approach to future surveys (as detailed in section 8.7.2).

**RECOMMENDED TO CABINET:** That Cabinet consider the recommendations and comments from Overview and Scrutiny Committee.

**REASONS FOR DECISION:** To ensure that Overview and Scrutiny and Cabinet are aware of the round two results of our digital Community Survey and how they compare to both our round one (2023) results and the Local Government Association (LGA) February 2024 Resident Satisfaction phone survey results.

**10 COUNCIL PLAN 2024-2028**

**RECOMMENDED TO CABINET:**

- (1) That Cabinet reviews and recommends the approval of the Council Plan to Full Council (Appendix A) with the four new Council Priorities as outlined below:
  - Thriving Communities
  - Accessible Services
  - Responsible Growth
  - Sustainability
- (2) Delegate authority to the Managing Director and Leader of the Council to approve any minor amendments to wording required as a result of the design process.

**REASON FOR RECOMMENDATION:** The Council Plan is a key element of the corporate business planning process, as a high level strategic document it sets out the Council's Priorities for the next four years. As an overarching policy framework document, it guides and influences the use of Council resources; providing a focus for activities, plans, and services that the Council provide. The introduction to the plan highlights the link between the Council Plan and the Medium Term Financial Strategy and service delivery plans.

**11 COUNCIL DELIVERY PLAN 2024-25 (QUARTER 1 UPDATE)**

**RESOLVED:**

- (1) That Overview and Scrutiny Committee commented on the Council Delivery Plan Quarter 1 monitoring report, including the recommendations made to Cabinet.
- (2) That Overview and Scrutiny Committee determined any project that they want to receive more detail on as part of the next monitoring report.

**RECOMMENDED TO CABINET:** That Cabinet notes the progress against Council projects as set out in the Council Delivery Plan (Appendix A) including the new milestones that have been set for the current year.

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

**12 LEISURE MANAGEMENT CONTRACT PROCUREMENT - END PROJECT REPORT**

**RESOLVED:** That Overview and Scrutiny Committee commented on and noted the Leisure Management Contract Procurement End Project Report.

**REASON FOR DECISION:** To enable Overview and Scrutiny to consider lessons learned from the major procurement project.

**13 SAFEGUARDING ANNUAL REPORT 2023-24**

**RESOLVED:**

- (1) Received and commented on the annual report of progress made against the Council's fulfilment of the statutory duty to maintain an effective safeguarding function regarding children, adults with care and support needs, modern slavery, Prevent and domestic abuse.
- (2) Noted the SIAS Audit Action Plan tracker (Appendix A).
- (3) Agreed that sufficient and robust processes were in place at the Council for application and review of safeguarding processes, and that an annual review and presentation to this committee should continue.

**REASON FOR DECISIONS:** The recommendations made, contained within paragraphs 2.1 to 2.3, are the best course of action that can be accommodated within the approved budget and officer resources, that will fulfil our statutory and lawful obligations but also ensure that a regular, corporate review exists.

**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, determines 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.

**15 SCRUTINY CHARTER**

**RESOLVED:** That the Overview and Scrutiny Committee adopted the Scrutiny Charter for Scrutiny at North Herts Council, attached as Appendix A.

**REASON FOR DECISION:** To ensure that the Overview and Scrutiny Committee members have a clearly defined purpose, objectives, and expectations of Scrutiny at North Herts Council.

**16 DECISIONS AND MONITORING TRACKER**

**RESOLVED:** That the report entitled 'Decisions and Monitoring Tracker' 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.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Cabinet held in the Council Chamber, District Council Offices, Gernon Road,  
Letchworth, Herts, SG6 3JF  
on Tuesday, 10th September, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

### 2 MINUTES - 25 JUNE 2024 AND 9 JULY 2024

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 25 June 2024 and 9 July 2024 be approved as a true record of the proceedings and be signed by the Chair.

### 3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean that, as this was an emergency, all of us, Officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.
- (3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (4) The Chair advised for the purposes of clarification that 4.8.23(a) of the Constitution did not apply to this meeting.
- (5) The Chair advised of a change in the order of the agenda. Agenda Item 15 would be considered after Agenda Item 8.
- (6) The Chair advised Members that all residents were invited to take part in the Churchgate conversation to help shape the future vision of the Churchgate shopping area of Hitchin, via an online survey and a meet the team event on 17 September 2024.
- (7) The Chair advised Members of the ongoing Community Governance Review survey which was being conducted to look at parish arrangements. The survey was open until the 7 October 2024 and posters had been provided to Members to distribute in their wards.

### 5 PUBLIC PARTICIPATION

The Chair advised that Guy Foxell, OneYMCA, was in attendance for Agenda Item 11.

### 6 ITEMS REFERRED FROM OTHER COMMITTEES

The Chair advised that items referred from the Overview and Scrutiny Committee and the Finance, Audit and Risk Committee would be taken with their respective items on the agenda.



**7 COMMUNITY SURVEY ROUND TWO RESULTS (MARCH-MAY 2024)**

**RESOLVED:** That Cabinet commented on and noted the key findings and observations from round two of the Community Survey and comment on the approach to future surveys (as detailed in section 8.7.2).

**REASON FOR DECISION:** To ensure that Cabinet are aware of the round two results of our digital Community Survey and how they compare to both our round one (2023) results and the Local Government Association (LGA) February 2024 Resident Satisfaction phone survey results.

**8 COUNCIL PLAN 2024-2028**

**RECOMMENDED TO COUNCIL:**

- (1) The approval of the Council Plan (Appendix A) with the four new Council Priorities as outlined below:
  - Thriving Communities
  - Accessible Services
  - Responsible Growth
  - Sustainability
- (2) That authority be delegated to the Managing Director and Leader of the Council to approve any minor amendments to wording required as a result of the design process.

**REASON FOR RECOMMENDATION:** The Council Plan is a key element of the corporate business planning process, as a high-level strategic document it sets out the Council's Priorities for the next four years. As an overarching policy framework document, it guides and influences the use of Council resources; providing a focus for activities, plans, and services that the Council provide. The introduction to the plan highlights the link between the Council Plan and the Medium-Term Financial Strategy and service delivery plans.

**15 MEDIUM TERM FINANCIAL STRATEGY 2025-2030**

**RECOMMENDED TO COUNCIL:** The adoption of the Medium-Term Financial Strategy for 2025-30, as attached at Appendix A.

**REASON FOR RECOMMENDATION:** Adoption of a MTFS and communication of its contents will assist in the process of forward planning the use of Council resources and in budget setting for 2025/2026 to 2029/2030, culminating in the setting of the Council Tax precept for 2025/26 in February 2025. Alongside the Council Plan, this will support the Council in setting a budget that is affordable and aligned to Council priorities.

**9 SUSTAINABILITY SPD**

**RESOLVED:**

- (1) The Cabinet adopted the Sustainability SPD, attached as a Supplementary Document to the agenda.
- (2) That Cabinet delegated authority to the Service Director – Regulatory, in consultation with the Executive Member for Planning and Transport, to make any minor non-material corrections (including but not limited to cosmetic additions or presentational alterations) to the adopted Sustainability SPD as considered necessary for publication and publicity in accordance with the relevant regulations.

- (3) To support the recommendation in 2.1, Cabinet resolved to pursue the preparation of a separate Parking and Transport SPD contrary to the previous resolution to incorporate it into the Sustainability SPD in July 2021.

**REASONS FOR DECISIONS:**

- (1) To allow the Sustainability SPD to be adopted to support the delivery of the policies in the adopted Local Plan and ensure the securing of sustainable development in the District.
- (2) To encourage higher standards of design quality and sustainability across the District responding directly to the Council's pledges and ambitions as set out in the Climate Emergency and Ecological Emergency declarations.

**10 STRATEGIC PLANNING MATTERS**

**RESOLVED:** That Cabinet:

- (1) Noted the report on strategic planning matters.
- (2) Endorsed the documents at Appendices A, C and D.
- (3) Noted and endorsed the revised Terms of Reference for the Strategic Planning Project Board at Appendix B.

**REASON FOR DECISIONS:** To keep Cabinet informed of recent developments on strategic planning matters.

**11 REVISED USE OF COMMUTED SUMS**

**RESOLVED:** That, subject to the completion of the necessary legal documentation, planning and regulatory requirements, Cabinet approved the allocation of £388.3k of commuted sums to One YMCA to aid their acquisition of Anderson House, Florence Street, Hitchin.

**REASON FOR DECISION:** This proposal has been made in order to support One YMCA's acquisition of Anderson House and in turn help meet the needs of some of the District's most vulnerable residents.

**12 COUNCIL DELIVERY PLAN 2024-25 (QUARTER 1) UPDATE**

**RESOLVED:** That Cabinet noted the progress against Council projects as set out in the Council Delivery Plan (Appendix A) including the new milestones that have been set for the current year.

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

**13 FIRST QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2024/25**

**RESOLVED:** That Cabinet:

- (1) Noted the forecast expenditure of £30.415M in 2024/25 on the capital programme, paragraph 8.3 refers.
- (2) Noted the position of the availability of capital resources, as detailed in table 2 paragraph 8.10 and the requirement to keep the capital programme under review for affordability.

- (3) Noted the position of Treasury Management activity as at the end of June 2024.
- (4) Approved that the Council should proceed with the Local Authority Housing Fund round 3 and submit the Memorandum of Understanding so that the Council can receive the initial allocation of funds.

**RECOMMENDED TO COUNCIL:** That Council:

- (1) Approves a capital budget of £0.080M to fund the purchase and installation of a new chiller at the museum, paragraph 8.4 refers.
- (2) Approves a capital budget of £1.920M (£0.96M in 24/25 and £0.96M in 25/26) for round 3 of the Local Authority Housing Fund. This will be fully funded from Government grants and housing provider contributions, paragraph 8.5 refers.
- (3) Approves bringing forward £0.008M of the backup and business continuity hardware capital budget (from 2025/26 to 2024/25) and reducing the 2025/26 budget to £0.057M.
- (4) That Council approved bringing forward £0.672M of leisure funding to allow upgrades to the fitness facilities in Hitchin to take place in this financial year, instead of next financial year. This would be made up of the £0.300M budget for Member Change and Relaxation Area Refurbishment, and £0.372M of the 2025/26 allocation of the budget for providing capital funding to our leisure provider.

**REASONS FOR RECOMMENDATIONS:**

- (1) Cabinet is required to approve adjustments to the capital programme and ensure the capital programme is fully funded.
- (2) To ensure the Council's continued compliance with CIPFA's code of practice on Treasury Management and the Local Government Act 2003 and that the Council manages its exposure to interest and capital risk.

**14 FIRST QUARTER REVENUE BUDGET MONITORING 2024/25**

**RESOLVED:** That Cabinet:

- (1) Noted this report.
- (2) Approved the changes to the 2024/25 General Fund budget, as identified in table 3 and paragraph 8.2, a £858k decrease in net expenditure.
- (3) Noted the changes to the 2025/26 General Fund budget, as identified in table 3 and paragraph 8.2, a total £244k increase in net expenditure. These will be incorporated in the draft revenue budget for 2025/26.
- (4) Delegated to the Service Director: Resources (in consultation with the Executive Member for Finance and IT) authority to enter in to a Business Rate Pooling arrangement (if available) if it is estimated that it will be in the financial interests of the Council.

**REASON FOR DECISIONS:** Members are able to monitor, make adjustments within the overall budgetary framework and request appropriate action of Services who do not meet the budget targets set as part of the Corporate Business Planning process.

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### **\*PART 1 – PUBLIC DOCUMENT**

Any interest to declare/ or conflict and any dispensation granted - none

#### **SERVICE DIRECTORATE: REGULATORY**

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

To enter into a contract extension for a temporary member of staff to extend their current contract period due to recruitment and retention issues in order to deliver key projects.

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

Ian Fullstone – Service Director Regulatory

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

12 September 2024

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

- 4.1 To ensure that the Council has sufficient staffing to deliver the Town centre Strategy as required by the adopted Local Plan and in meeting the requirements of the Council's Delivery Plan regarding the recovery of the town centres. This requires extending the current contract period for the Town Centre Regeneration officer. The use of temporary staff is being extended due to conflicting priorities with regard other projects within the Infrastructure and Projects Team.

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

- 5.1 As can be seen below this role is required to deliver key services or projects due to an inability to recruit, as such, these are the alternative options.

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

- 6.1 The previous Executive Member and Deputy for Planning and Transport were regularly briefed re the staffing issues within the Regulatory Directorate, conflicting priorities and the use of temporary staff. The Leader has been briefed regarding this further extension in the absence of a Planning & Transport Exec 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 Reference is made to previous Record of Decision Report made under Delegated Authority dated 22 January 2024 setting out the various recruitment and retention difficulties faced by the directorate resulting in a number of temporary staff being employed to deliver both the statutory services as well as key projects, including the

delivery of the town centre Strategy. This delegated decision record includes extending the current contract for the Town centre Regeneration officer.

8.2 The **Town Centre Regeneration Officer** post has been out to recruitment twice in 2023 and has not been successful. In order to progress the town centre strategy work required by the Local Plan an agency member of staff through the Oyster Partnership was recruited. The agency member of staff previously assisted the Council at its Local Plan examination, so employment was sought of this individual through a single tender. Whilst the post has now been filled through a recruitment process it is only on a short-term contract (ends December 2024). Given the Strategic Infrastructure and Projects Manager and her team is and has been fully committed and engaged in other key projects it has been agreed by single tender to further extend the contract until the end of November 2024. These other key projects include:

- The replacement of parking machines with alternative methods of payment across all the Council operated car parks, and
- the Installation of EV charges across a number of the Council's car parks. Contractors have been appointed for both projects and the implementation programme for delivery of each project is under discussion with roll out expected to commence in the autumn running through to early 2025.
- Engagement in masterplan work for key sites in the town centres is also ongoing.

## 9. LEGAL IMPLICATIONS

9.1 Under section 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have the authority to enter into contracts to carry out works and/or for the supply of goods and services in respect of their service areas and within approved budgets.

9.2 Section 14.6.11 (a) (i) of the Constitution also specifically gives the Service Director: Regulatory, the authority to manage, direct and control all resources allocated to the Directorate in accordance with the Council's policies and procedures.

9.3 The Openness of Local Government Bodies Regulations 2014\* (No. 2095) require officers undertaking non-executive decisions to record (amongst other things) an award of a contract that materially affects the Council's position in a written delegated decision. At North Herts this is any award of a contract or financial decision, that is or is likely to be above £50,000.

## 10. FINANCIAL IMPLICATIONS

10.1 Expenditure to date from Aug 23 to Aug 24 is £133,300. Projected spend to 30<sup>th</sup> November is £165,000. Costs have been funded from a combination of salary budget underspends from vacant posts across the directorate, and income from the Growth Area Fund Earmarked Reserve.

10.2 The Group Accountant has confirmed that there are sufficient funds to continue with the proposed extension of contract.

## 11. RISK IMPLICATIONS

11.1. The Council has a number of key projects that need to be delivered within the Regulatory Directorate. Without the use of temporary staff to assist with the preparation of the town centre strategy this and other key projects would not met.

## 12. EQUALITIES IMPLICATIONS

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

## 13. SOCIAL VALUE IMPLICATIONS

- 13.1. Social value was not incorporated into the original single tender with Oyster Partnership as officers were not aware of any local specialist suppliers who could meet the requirements of this contract.
- 13.2. Incorporating social value requirements at this juncture could significantly increase both the complexity and cost of the project. Given that the procurement was lawfully initiated under the previous conditions, it was considered not practical or financially prudent to amend the current process to incorporate any social value obligations.

## 14. ENVIRONMENTAL IMPLICATIONS

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

## 15. HUMAN RESOURCE IMPLICATIONS

- 15.1 Recruitment of both permanent and temporary staff is time consuming for managers, therefore any inability to recruit increases the time demand upon these officers. Extending the current contract for a consultant to undertake this work will enable officers within the Strategic Infrastructure and Projects Team to concentrate their efforts on delivering the other key projects.

## 16. BACKGROUND PAPERS

- 16.1 Record of decision made under delegated authority dated 22 January 2024 - To enter into contract extension for temporary staff to extend current contract periods due to recruitment and retention issues in order to deliver key projects and statutory services. Published on the Council [Website](#).

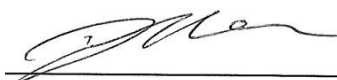
## 17. APPENDICES

- 17.1 None.

## NOTIFICATION DATE

13 September 2024

Signature of Executive Member Consulted .....



Date

12/09/2024

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:** Regulatory

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

To award Blink Charging UK Ltd a concession contract for the provision, installation and on-going maintenance of Electric Vehicle Charging Points (EVCP) within the Council managed car parks. (Further Competition under Framework let by KCS Procurement Services Y21002 Electrical Vehicle Charging Points and Associated Services (Project Reference: NHDC202211-03)).

The estimated value of this concession contract is circa £2.44m (ex. VAT) over a 15 year period.

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

Ian Fullstone, Service Director - Regulatory

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

12 September 2024.

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

- 4.1 To accord with the Council's ambition to expand and update its current EVCP provision across the District as set out within North Herts Climate Change Strategy (2021-2026) Action Plan and reviewed in 2022 to enable carbon savings, which includes working with other public and private entities/partners.

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

- 5.1 The provision of more electric car-charging facilities in Council car parks is listed under measures within North Herts Climate Change Strategy (2021-2026) Action Plan. As the Council has limited funds and in order to proceed with the installation of EVCP various grant opportunities and partnership arrangements were investigated.
- 5.2 A feasibility study was presented to Political Liaison Board (PLB) in December 2021 with a next Steps report in February 2022 setting out the various options to procure a partner and investigate various government funding options. PLB along with the then Executive Member and Deputy for Planning and Transport supported a phased approach to extending the EV charging network within the district, with phase 1 being an externally funded approach to install EVCPs across a number of car parks within each of the four towns and is the subject of this decision record. Phase 2 includes working with HCC under the government's LEVI funding program.
- 5.3 The only government funding mechanism available to support Local Authority procurement of EV charging Infrastructure at the time was the On-street Residential Charging Scheme, (ORCS). This Government funded scheme from OZEV (Office for



Zero Emission Vehicles) is administered by Energy Savings Trust on behalf of OZEV.

- 5.4 The ORCS fund would only supply up to 60% funding of the full costs of the Electric Vehicle Charging Infrastructure (EVCI) installations with the remaining 40% to be funded from either Council funding or private investment typically via a charge point provider.
- 5.5 Following discussions with the Energy Savings Trust, UK Power Networks, neighbouring authorities and after completing a soft market testing exercise with EV providers it became apparent that without additional funding from a charge point supplier or other external source, there would be a shortfall in available funding for the purchaser of the EVCI, i.e. the Council in this instance, if potential OZEV Grant funding alone is considered.
- 5.6 It was agreed by PLB, together with the Service Directors for Regulatory and Resources to proceed with an externally funded approach where the Council would apply for the ORCS funding and seek to procure a charge point operator through a match funding concession model, i.e. where the Council would offer the grant money, the use of its car parks and the supplier would provide, install and maintain the EVCPs. Officers were tasked with investigating various procurement options, for a matched funding concession model. (See paras 8.1 to 8.3 below)

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

- 6.1 Given the provision of EV facilities in Council car parks was listed under the measures within North Herts Climate Change Strategy (2021-2026) Action Plan and remains a priority in the 2022 review of the Strategy, all members would have been consulted on the Council's Climate Change Strategy including being party to its approval at Full Council.
- 6.2 The Executive Member and the then Deputy Member, together with the current interim Executive Member (The Leader) for Planning and Transport have been consulted and kept informed throughout the procurement process.

## **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 Working together with the Procurement Team and Legal Services, officers within the Strategic Planning and Environmental Health Teams investigated various forms of procuring a match funded concession contract. This included:
  - Contacting and reviewing guidance provided by the Energy Savings Trust and Department for Transport for Local Authorities to consider when procuring EVCI which included a matched funding concession model.
  - Contacting neighbouring Districts and Boroughs, with the majority having used this approach for EVCI procurement based upon a combination of funding from the OZEV/ORCS fund with the remaining contribution from a chargepoint operator selected following a competition run through a dedicated Procurement Framework.
- 8.2 Various frameworks that include EV Charging Infrastructure were also investigated such as: CCS - Crown Commercial Services (UK Government Framework); NHS Framework, TPPL – The Procurement Partnership (with Links to Herts CC) and ESPO -Eastern Shires Purchasing Organisation, as these were not considered suitable in meeting NHC requirements for a concession type contract, it was decided

to work with the Kent (KCS) Framework (via Kent County Council). This is an EVCI Procurement Framework developed by the Local Authorities that would entertain concession contracts.

- 8.3 From the information gathered and seeking advice from the Council's Procurement and Legal teams it was agreed to conduct a mini competition through the (KCS) Framework, inviting proposals from various EVCP operators. This approach sought to ensure adherence to Regulation 18 of the Public Contracts Regulations 2015 and the selection of the most suitable supplier.
- 8.4 The mini competition through the KSC Framework ran from 29<sup>th</sup> November 2022 until 3<sup>rd</sup> January 2023. The tender included two Lots:
- Lot 1 - to provide new EVCPs for visitors and residents, in particular those who do not have off street parking, within the Council owned car parks within a Concession based contract meeting the Office for Zero Emissions Vehicles (OZEV) On-street Residential Charging Scheme (ORCS) funding requirements for 60% of the project capital costs, with the remainder being provided by the Concessionaire, and
  - Lot 2 - to transfer ownership and replacement of the Council's existing Electric Vehicle Charging Infrastructure (EVCI) in five of the Council car parks to the concessionaire as part of the contract.
- 8.5 It is to be noted that under Lot 1 in making provision for EV chargepoints to residential properties without off street parking and located within close proximity of a 24/7 accessible council car park where parking tariffs are free overnight, meets the ORCS funding requirements. The EVCPs can be accessible to all users during the car park tariff chargeable hours.
- 8.6 The evaluation of bids was conducted by an evaluation panel of four in accordance with the award/evaluation criteria stipulated in the promulgated procurement documents. Blink Charging UK Ltd, formally EB Charging Limited were awarded the contract in February 2023 based on their submission with a strong delivery and project management plan, and a clear focus on delivering a positive experience for end users.
- 8.7 This record of decision has been delayed due to:
- The Council waiting on the outcome of its ORCS grant application – which was confirmed in September 2023,
  - The charge point operator, Blink UK Ltd, waiting on confirmation from UK Power Networks on their Distribution Network Operator (DNO) connection installation programme,
  - The complex nature of the contract and the supplier EB Charging Ltd being taken over by an American company, Blink Charging Co incorporated during the procurement process. This has resulted in Blink Charging UK Ltd contract documents going through their American office and the time taken to respond to various requirements as set out in the agreed tender documentation to satisfy the Council in entering the concession contract, and
  - The need for the Council following legal advice to publish a Voluntary Ex-Ante Transparency Notice (VEAT) notice for transparency purposes to ensure compliance with the Public Contracts Regulation 2015. The Notice explained that in their response to the Further Competition, Blink submitted a variant bid aligned with the bid Specification documents. Their bid included a detailed feasibility study for Lots 1 and 2, with updated quotations from the DNO for electricity supply installations. In doing so, Blink has maximised the number of EV chargepoint sockets to 46 across eight sites, compared to their baseline bid of 32 sockets, offering enhanced capacity and service. The variant bid proposal served as the basis for the Council's successful

application to the OZEV ORCS fund, securing a £135,000 grant to support the initiative. The estimated value of the concession contract has increased from the initial tender value of £1.715m (ex. VAT) to £2.44m (ex. VAT) due to the expanded scope and additional benefits provided by the variant bid.

- The VEAT Notice was published on 27 August 2024 and was subject to a 10 day standstill period. No comments or challenges to the VEAT Notice were raised.

8.8 All requirements are near completion and officers are ready to move forward with the concession contract.

## **9. LEGAL IMPLICATIONS**

9.1. Section 14.6.4 of the Council Constitution provides delegation to service directors and states at section 14.6.4 (a) (ii):

*“Entering into contracts to carry out works and/or for the supply of goods and services within approved budgets (subject also to approval of the Service Director for: Customers in respect of software or hardware contracts). All may attest the fixing of the Common Seal to a contract or Deed;”*

9.2. The Council resolved to conduct a mini competition through the KCS Framework. This approach sought to ensure adherence to Regulation 18 of the Public Contracts Regulations 2015 (as amended) and the selection of the most suitable supplier.

9.3 A VEAT Notice was prepared under legal guidance and published on the Government Find a Tender Service to ensure transparency and adherence with the Public Contracts Regulations 2015 before finalising the contract award.

9.4 Legal are assisting Officers with the concession Contract and will ensure that the Contract is properly executed and completed.

## **10. FINANCIAL IMPLICATIONS**

10.1 The Council were successful in seeking £135,000 OZEV grant funding as match funding towards the installation of EVCPs under of Lot 1 of the concession contract. The Council is in receipt of 75% of the funding and the remainder will be paid upon completion of the installation of the EVCPs.

10.2 A capital budget of £100,000 has been set aside to assist with any additional match funding required under the contract mainly in the event that there is a default payment on the OZEV grant.

10.3 The provision, installation, back office requirements and on-going maintenance of the EVCPs under Lots 1 and 2 will be provided by Blink UK Ltd, who are match funding the remainder of the project costs. Other than officer time in project managing the process, legal support in preparing the contract and any lease documentation, which is covered by internal budgets there are no further costs to the Council.

10.4 This is a 15 year contract to enable the EVCP provider, i.e. Blink UK Ltd, suitable time to recover their costs through the sale of electrical power/energy to the end user. Given the grant money and lease of land within its car parks for the placement of the EV infrastructure and chargepoints to the concessioner, the Council will receive a 3% revenue share of the difference between the revenue received from chargepoint users and the cost to Blink of the electricity supplied. While the revenue will start to accrue immediately, it will take a few years to grow to a significant sum.

10.5 The Council's fleet vehicles will also be eligible for a 5% discount on the standard tariff at those chargepoints installed in the Hitchin Lairage and Letchworth Garden

Square multistorey car parks under this concession contract and potentially at Blink chargepoints across Hertfordshire.

- 10.6 Officers have negotiated a compensation cap as part of the contract documentation to cover the cost for any relocation or compensation charges to the Council in the event that the Council requires an EVCP to be removed, for instance to make way to planned development. The EVCPs being installed under this contract are within the Council's operated long stay car parks.

## **11. RISK IMPLICATIONS**

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 Provision of EVCPs in the Council car parks is listed as a Corporate Risk relating to a key project in the Council Delivery Plan.
- 11.3 The current EVCPs in the Council's car parks are coming to the end of their life, are outdated and underutilised. The replacement of these chargepoints together with the new chargepoints will make them more accessible to the public across the 4 towns thereby improving customer experience.
- 11.4 Phasing the implementation of the EVCPs across the Council car parks together with a well-publicised public relations programme will seek to manage customer experience, thereby seeking to reduce the risk of negative public reaction.
- 11.5 A full implementation programme will be agreed with the supplier to ensure minimal disruption to customers using the car parks and loss of income to the Council during associated works.
- 11.6 There is the possibility of reputational risk to the Council, as users of these chargepoints in North Herts car parks will see the Council as being at least partly responsible if the quality of service is poor. A detailed Service Level Agreement, with Key Performance Indicators, reporting requirements, and a procedure for resolving breaches has been agreed with the concessionaire to mitigate such risk.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 The contract includes the provision of at least one accessible EVCP within each of the car parks listed under the contract. The location chosen are within the car parks are within walking access to nearby residential properties along well illuminated and accessible routes.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1. As the recommendations in the report relate to a contract above the EU threshold, Social Value has been considered. While social value was not a specific award criterion in the further competition, the environmental benefits and alignment with our sustainability goals ensure that this project delivers significant social value.
- 13.2. The installation and maintenance of Electric Vehicle Charging Points (EVCPs) naturally promote social value by reducing carbon emissions and encouraging the use of electric vehicles. This supports the Council's climate change strategy and offers a valuable public service by providing sustainable transportation options.

- 13.3. Additionally, the contract with Blink Charging UK Ltd ensures that all power used for the chargepoints will come from 100% renewable energy sources. This commitment is specified in the agreement where Blink Charging UK Ltd confirms the use of REGO-backed renewable sources from Octopus Energy, which includes solar, wind, and hydro power. This further enhances the social value by lowering the district's carbon footprint.

#### **14. ENVIRONMENTAL IMPLICATIONS**

- 14.1. Environmental Impact implications has been taken into consideration as part of the contract. This included incorporating an environmental impact quality criterion within the mini competition through the Framework. The following mitigation measures which meet NHC's environmental policies will be provided through the contract with Blink UK Ltd:

- Their installers hold Waste Carrier Licences, and all recyclable material will be disposed of in line with WEEE regulations
- Single use plastics are not utilised at any stage of production or installation process.
- For all chargepoints infrastructure and all power requirements during the delivery/management of the chargepoints network, all power used will be from 100% REGO backed renewable sources, via Octopus Energy. Octopus Energy delivers clean energy from several sources including solar/wind/hydro.
- All EVCPs are OZEV approved, and their processes comply with WEEE regulations and all environmental legislation.
- Blink will report on their sustainability/CO2 performance at regular reviews with the Council through the life of the contract.

#### **15. HUMAN RESOURCE IMPLICATIONS**

- 15.1 There would be no human resource implications other than requirement to project manage the implementation of the project and to ensure the performance measures are being met by the chargepoint operator through the life of the contract. This would be via agreed meetings.

#### **16. BACKGROUND PAPERS**

- 16.1 The following background papers are available on request:

- EVCI Feasibility Study August 2021
- Political liaison Board Report 7<sup>th</sup> December 2021
- Political liaison Board Report 18<sup>th</sup> February 2022

#### **NOTIFICATION DATE**

**13 September 2024**

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

Date 12 September 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. This is a NON-EXECUTIVE decision**

## EAST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
<b>Barkway Parish Council</b>		
24/01877/FPH	CROE Architects Mr Joe Reader Suite 10, 18 Walsworth Road, Hitchin, SG4 9SP, United Kingdom	1 Pledgers Place Barkway Royston Hertfordshire SG8 8DQ  Mr and Mrs Baker  Installation of rear patio door and two picture windows to existing rear elevation.
24/01883/RM	Mr Glass 6 Waterside Way, The Lakes, Northampton, Northamptonshire, NN4 7XD, UK	Land Between Royston Road And Cambridge Road Barkway Hertfordshire  Mr Glass  Application for the approval of reserved matters comprising: details of the siting, design and external appearance of the development, and the landscaping of the site in respect of the approved outline planning permission ref: 18/01502/OP for the development of 140 dwellings and a new shop on the land between Royston Road and Cambridge Road, Barkway
<b>Bygrave Parish Council</b>		
24/01907/RM	Thomas Postlewaite Thomas Postlewaite 8 Woodland Way, Baldock, Herts, SG7 6LR	Greenleas Bygrave Road Baldock Hertfordshire SG7 5DS  Mr Thomas Wilcock  Reserved Matters application for approval of appearance, landscaping, layout and scale for outline permission 23/02113/OP granted 02.11.2023 for two detached dwellings with associated vehicular access and proposed parking area.
<b>Kelshall Parish Meeting</b>		
24/01251/FP	C+A Design Ltd Mr Luke Bembridge 2b-3b Hathersage Park, Heather Lane, Hathersage, Sheffield, S32 1DP, United Kingdom	Greenfield Service Station Baldock Road Royston Hertfordshire SG8 9NN  Mr Tom Highland  Replace existing canopy, reconfiguration of forecourt pumps to create additional HGV lane and changes to parking arrangements on site.
<b>Letchworth Garden City</b>		

24/02003/TCA	Mr philip Allen Philip Allen Tree Surgeon 20 Angelica Avenue, Stotfold, Hitchin, Hertfordshire, SG5 4HH	41 Shott Lane Letchworth Garden City Hertfordshire SG6 1SD  Mrs Lisa Wright  T3, T4: Sycamore - Fell. T1: Cherry - Reduce by 1m. T2: Willow - Fell. T5: Sycamore - Reduce large limb
<b>Reed Parish Council</b>		
24/01866/LDCP	Hertford Planning Service Mr Greg Scrase Westgate House, 37-41 Castle Street, Hertford, SG14 1HH, United Kingdom	3 Hobbs Hayes Blacksmiths Lane Reed Royston Hertfordshire SG8 8AU  Mr P Hasell  Erection of double garage/store, fence, electric gate and extension to existing permeable gravel drive.
<b>Royston Town Council</b>		
24/01867/FPH	RCBArchitect Mr Christopher Bond Office 1, First Floor, 1 Market Hill, Royston, SG89JL, United Kingdom	28 Parklands Royston Hertfordshire SG8 9HL  Mr Claus Goersmann  Single storey rear and side extensions and insertion of rooflights to existing rear roofslope to facilitate loft conversion. External cladding to existing front and rear dormer windows.
24/01900/FP	Mrs Sara Humphries 12 Martin Dale, Loggerheads, MARKET DRAYTON, TF9 4DH, United Kingdom	Unit 6 Royston Gateway Trade Park Darlington Road Royston Hertfordshire SG8 5PF  Mrs Sara Humphries  Installation air conditioning condenser units, extractor grilles and fixed outside seating.
24/01901/AD	Mrs Sara Humphries 12 Martin Dale, Loggerheads, MARKET DRAYTON, TF9 4DH, United Kingdom	Unit 6 Royston Gateway Trade Park Darlington Road Royston Hertfordshire SG8 5PF  Mrs Sara Humphries  Installation of internally illuminated four fascia signs and one internally illuminated projecting sign.



24/01905/FPH Mr John Somerville  
Gamelands, 10A North Close,  
Royston, Hertfordshire, SG8 5EZ

Gamelands  
10A North Close  
Royston  
Hertfordshire  
SG8 5EZ

Mr John Somerville

Installation of rear heat pump.

24/01995/TPO Mr James Cantle Shire Tree Limited  
1A Trigg Way, Melbourn, Royston,  
SG8 6HX

13 Lower King Street  
Royston  
Hertfordshire  
SG8 5AL

Mr Rodney Dyer

T1: Lawson Cypress - Fell failed stem at base retaining stem to West.  
T2: Leyland Cypress - Fell to 3ft stump and remove all arisings.  
T3: Leyland Cypress hedge - Reduce height to previous pruning  
points. T4: Mulberry - Prune back low limb by 2-3m. T5: Beech - Prune  
to clear garage roof by 1.5m. T6: Walnut - Prune minor growth to clear  
neighbouring roof by 2m

#### WEST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
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#### Hitchin

24/01886/FP Planning Potential Ltd. Mr James  
Baker  
Magdalen House, 148 Tooley Street,  
London, SE1 2TU, United Kingdom

16 Bancroft  
Hitchin

24/01887/AD Planning Potential Ltd. Mr James  
Baker  
Magdalen House, 148 Tooley Street,  
London, SE1 2TU, United Kingdom

16 Bancroft  
Hitchin

24/01888/LBC Planning Potential Ltd. Mr James  
Baker  
Magdalen House, 148 Tooley Street,  
London, SE1 2TU, United Kingdom

16 Bancroft  
Hitchin

24/01902/FP Intouch Planning Ltd Mr James  
Gran  
4 Ennismore Close, Letchworth  
Garden City, SG6 2SU, United  
Kingdom

3 Bearton Avenue  
Hitchin  
Hertfordshire  
SG5 1NZ

Lewcon Estates Ltd

Erection of one detached 3-bed dwelling. (Development already carried  
out).

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 13/09/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 03/10/2024**

24/01913/FPH	Rejig Homes Ltd Mr Abdul Haque 167, Heathfield road, Hitchin, SG5 1TE	38 Highbury Road Hitchin Hertfordshire SG4 9SA  Mr Shoebottom  Alterations to existing single storey extension roof and fenestration.
24/01924/FPH	MARLIN Design Ltd Mr Mark Wiffen 37, Plaw Hatch Close, Bishops Stortford, CM23 5BL, United Kingdom	12 Bowlers End Hitchin Hertfordshire SG5 2EA  Mrs Jemima Irisik  Single storey rear extension. Alterations to existing detached garage fenestration including insertion of rear juliet balcony's following removal of existing garage doors to facilitate conversion of garage to gym/study. Alterations to existing side garden to provide two parking spaces.
24/01984/TCA	Mr Philip Bellwood C/o Rushbrook & Rathbone Ltd, Portmill House,, Portmill Lane,, Hitchin, Hertfordshire, SG5 1DJ, United Kingdom	Caldicott Court Harrison Close Hitchin Hertfordshire SG4 9SL  Mr Philip Bellwood  Walnut - Crown reduction and lopping of a main side branch by up to 50%

**Kimpton Parish Council**

24/01914/FPH	Drawing Office Associates Ltd Mr Stephen Harrison 1 Edison Road, Aylesbury, Bucks, HP19 8TE, UK	120 High Street Kimpton Hitchin Hertfordshire SG4 8QP  Mr Wilson  Part two storey and part single storey rear extension and single storey front extension incorporating front porch following demolition of existing rear element. Alterations to fenestration including insertion of first floor window in existing side elevation and alterations to driveway to provide three parking spaces.
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**Knebworth Parish Council**

24/01232/LBC	Mrs Charlotte Balaam Knebworth Estates Estate Office,, Knebworth House, Knebworth Park, Stevenage, SG3 6PY	Manor Gardens Cottage Park Lane Old Knebworth Knebworth Hertfordshire SG3 6QB  Knebworth Estates  Like for like replacement of 4 timber frame windows
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(Including Withdrawn decisions)

**EAST TEAM**

<b>Application No:</b> 24/00840/FPH	<b>Location:</b> 93 Gaunts Way Letchworth Garden City Hertfordshire SG6 4PP <b>Applicant Name:</b> Mr N Kumar <b>Description:</b> Single storey front extension following demolition of existing porch canopy.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/01298/FPH	<b>Location:</b> 3 The Street Wallington Hertfordshire SG7 6SN <b>Applicant Name:</b> Ms E A Kennedy <b>Description:</b> Single storey orangery to the west elevation	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/01299/LBC	<b>Location:</b> 3 The Street Wallington Hertfordshire SG7 6SN <b>Applicant Name:</b> Ms E A Kennedy <b>Description:</b> Single storey orangery to the west elevation	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/01413/LBC	<b>Location:</b> 6 The Dovecote Back Street Ashwell Baldock Hertfordshire SG7 5PE <b>Applicant Name:</b> Peter Taylor <b>Description:</b> Reroof grade II listed dovecote.	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/01529/FPH	<b>Location:</b> 177 Grange Road Letchworth Garden City Hertfordshire SG6 4LP <b>Applicant Name:</b> Mrs Clare Monaghan <b>Description:</b> Single storey rear extension following demolition of existing rear element.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 05/09/2024
<b>Application No:</b> 24/01660/FPH	<b>Location:</b> 73 Ordelmere Letchworth Garden City Hertfordshire SG6 4QP <b>Applicant Name:</b> Mr and Mrs Burke <b>Description:</b> Two storey side, single storey rear extension and single storey front/side porch.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/01722/TCA	<b>Location:</b> Bell House Kelshall Tops Therfield Royston Hertfordshire SG8 9PT <b>Applicant Name:</b> Nicole Henderson <b>Description:</b> T1. Cedar - Crown reduce height by 2m and laterals by 1.5m. Raise canopy to a height of 4m from floor level. T2. Maple - Crown lift to provide 5m clearance from floor level. T3. Maple - Crown reduce height and spread by 2m. T4. Cherry - Fell to ground level.	<b>Decision:</b> No Objection <b>Decision Date:</b> 05/09/2024
<b>Application No:</b> 24/01757/TCA	<b>Location:</b> 46 Rushby Walk Letchworth Garden City Hertfordshire SG6 1RX <b>Applicant Name:</b> Mr Ewan Macleod FGCH Ltd <b>Description:</b> RW001. Sycamore - Crown reduce all round by 3-4m	<b>Decision:</b> No Objection <b>Decision Date:</b> 05/09/2024
<b>Application No:</b> 24/01796/TCA	<b>Location:</b> Highfield House 28 Hitchin Road Letchworth Garden City Hertfordshire SG6 3LU <b>Applicant Name:</b> Mr Alan Cox <b>Description:</b> Ash - Reduce by 4/5m	<b>Decision:</b> No Objection <b>Decision Date:</b> 06/09/2024
<b>Application No:</b> 24/01881/NMA	<b>Location:</b> 19 Lucas Lane Ashwell Baldock Hertfordshire SG7 5LN <b>Applicant Name:</b> Mr David Evans <b>Description:</b> Pitch the side extension roof from the wall in line with the existing house back wall (as non-material amendment to planning permission 24/00816/FPH granted on 25.06.2024).	<b>Decision:</b> Agreed <b>Decision Date:</b> 05/09/2024

**WEST TEAM**

<b>Application No:</b> 23/02724/FP	<b>Location:</b> The Bothy Hexton Hitchin Hertfordshire SG5 3JG <b>Applicant Name:</b> Mr Riehmer <b>Description:</b> Conversion of existing outbuilding to one 2-bed dwelling to include single storey side extension following demolition of existing extensions with parking and landscaping. Alterations to fenestration	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 23/02725/LBC	<b>Location:</b> The Bothy Hexton Hitchin Hertfordshire SG5 3JG <b>Applicant Name:</b> Mr Riehmer <b>Description:</b> External and internal alterations to existing outbuilding to include single storey side extension following demolition of existing extensions to facilitate conversion to one 2-bed dwelling.	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 23/02727/FP	<b>Location:</b> The Kennels Hexton Hertfordshire SG5 3JG <b>Applicant Name:</b> Mr Riehmer <b>Description:</b> Change of use and conversion of existing outbuilding to one 3-bed dwelling to include single storey front and rear extensions following demolition of existing front extension with parking and landscaping.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/00725/LBC	<b>Location:</b> The Bull High Street Gosmore Hitchin Hertfordshire SG4 7QG <b>Applicant Name:</b> A E Hoffman and K A Lauder Pension Funds <b>Description:</b> Internal and external alterations to facilitate change of use of the public house (Sui Generis) to residential (Class C3) comprising 1x four-bed dwelling	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 09/09/2024
<b>Application No:</b> 24/00751/FP	<b>Location:</b> The Bull High Street Gosmore Hitchin Hertfordshire SG4 7QG <b>Applicant Name:</b> A E Hoffman and K A Lauder Pension Funds <b>Description:</b> Temporary planning permission for a period of 12 months for the continued use of the first floor as residential accommodation	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 09/09/2024
<b>Application No:</b> 24/00796/FP	<b>Location:</b> The Bull High Street Gosmore Hitchin Hertfordshire SG4 7QG <b>Applicant Name:</b> A E Hoffman and K A Lauder Pension Funds <b>Description:</b> Change of use of the public house (Sui Generis) to residential (Class C3) comprising 1x four-bed dwelling and associated landscaping, Erection of carport/storage	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 09/09/2024
<b>Application No:</b> 24/01002/FP	<b>Location:</b> Land At Church Wood Three Houses Lane Codicote Hertfordshire <b>Applicant Name:</b> D&A Architectural & Structural <b>Description:</b> Change of use of existing three barns to office and storage space and the erection of supporting substation and concrete base.	<b>Decision:</b> Withdrawn <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/01031/S73	<b>Location:</b> Land At Turnpike Lane And Adjacent To 4 Manor Close Turnpike Lane Ickleford Hertfordshire <b>Applicant Name:</b> Mr P Wright Troy Homes <b>Description:</b> Variation of condition 2 (revised plans) of planning permission 23/02650/FP granted 16.02.2024 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>Decision:</b> Conditional Permission <b>Decision Date:</b> 09/09/2024
<b>Application No:</b> 24/01165/FPH	<b>Location:</b> Twin Oaks St Marys Church Road Little Wymondley Hitchin Hertfordshire SG4 7JN <b>Applicant Name:</b> Mr Gates <b>Description:</b> Single storey side extension garage. (Development already carried out).	<b>Decision:</b> Unconditional Permission <b>Decision Date:</b> 05/09/2024

**WEST TEAM**

<b>Application No:</b> 24/01357/AD	<b>Location:</b> The Glasshouse 31 Market Place Hitchin Hertfordshire SG5 1DY <b>Applicant Name:</b> Marston's PLC <b>Description:</b> Installation of one internally illuminated fascia sign and one non-illuminated window graphics (development already carried out).	<b>Decision:</b> Conditional Consent <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/01361/LBC	<b>Location:</b> The Glasshouse 31 Market Place Hitchin Hertfordshire SG5 1DY <b>Applicant Name:</b> Marston's PLC <b>Description:</b> Installation of one internally illuminated fascia sign and one non-illuminated window graphics (development already carried out).	<b>Decision:</b> Consent <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/01481/FPH	<b>Location:</b> 44 Old Hale Way Hitchin Hertfordshire SG5 1XJ <b>Applicant Name:</b> Mr Fozi <b>Description:</b> Single storey rear extension and side porch extension following demolition of existing rear sun lounge. Alterations to fenestration.	<b>Decision:</b> Conditional Permission <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/01521/FPH	<b>Location:</b> 195 Whitehill Road Hitchin Hertfordshire SG4 9HY <b>Applicant Name:</b> Mr and Mrs Christian and Emilia Kingham <b>Description:</b> Two storey side and single storey rear extension and alterations to existing fenestration following demolition of existing two storey side and single storey rear extensions.	<b>Decision:</b> Refused <b>Decision Date:</b> 10/09/2024
<b>Application No:</b> 24/01990/5DN	<b>Location:</b> Highover Farm Highover Way Hitchin Hertfordshire SG4 0RQ <b>Applicant Name:</b> Andrew Belson <b>Description:</b> 2 x Lime - Fell	<b>Decision:</b> Agreed <b>Decision Date:</b> 10/09/2024

# PRESS RELEASE

**PR 3875**

**9 September 2024**

## **North Herts staff raise over £8,000 for charity taking on Yorkshire Three Peaks**

A team of 17 members of staff from North Herts Council including Managing Director Anthony Roche and two Service Directors, have tackled the Yorkshire Three Peaks, with the fundraising pot currently at over £8,000!

The [Public Sector Challenge](#) took place on Friday, 6 September, and was a 24-mile (38.6km) round trip to be completed within 12 hours in the Yorkshire Dales National Park in aid of Cancer Research UK, with the council's first finishers completing the course in 11 hours 15 minutes.

Anthony Roche, North Herts Council's Managing Director, said: "We knew it was going to be hard, but it was much tougher than we thought. Whilst we had all been training beforehand, it was hard to prepare for the relentlessness of the terrain. It was a great day and we are so proud of ourselves for raising so much money. We've helped raise vital funds for research into cancer, which one in two of us will develop in some form. It's a fantastic event which brings public sector workers together from across the country, and it was great to meet some of them on the walk."

Everyone Active, our leisure contractor, kindly sponsored the entry fees for the team. Chris Williams, Everyone Active's Contract Manager across North Herts, said: "We are thrilled to celebrate our local council as they return from their magnificent feat. Their incredible effort will make a real, practical difference, improving awareness for those directly and indirectly affected by cancer and raising funds to facilitate lifesaving research."

The Yorkshire Three Peaks Challenge includes 1,585m (5,200ft) of ascent and takes on the peaks of Pen-y-Ghent (694 metres), Wharfedale (736 metres) and Ingleborough (723 metres).

The annual event is in its infancy but is sponsored by the likes of the Local Government Association. An event organiser said: “Local government is always up for a challenge but the last few years have been more challenging than most. Annually we are asking the public sector to come together by taking on a challenge and by doing so raise money for Cancer Research UK.”

Staff paid for their own travel and accommodation.

It's not too late to donate – any amount will help: [North Herts Hikers \(cancerresearchuk.org\)](http://cancerresearchuk.org)

**ENDS**

The total raised stands at £6,925.50 + £1,432.63 Gift Aid.

Various photos attached of the team during the challenge.

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

# PRESS RELEASE

**PR 3876**

**10 September 2024**

## **Veolia wins waste contract for North Herts and East Herts councils**

Following a competitive procurement process, North Herts and East Herts councils' next joint waste, recycling and street cleansing contract will be awarded to Veolia, starting from May 2025.

The councils have operated a joint contract and shared service for waste since 2018, the first of its kind in Hertfordshire, and this procurement sees an extension of the successful partnership.

Cllr Amy Allen, North Herts Council's Executive Member for Recycling & Waste, said: "We are excited to be continuing our partnership with East Herts and developing a new partnership with Veolia, to help drive forwards an environmentally sustainable service for the future.

"I'd like to thank officers at both North and East Herts for the sheer graft put into the tender process. The process was rigorous, and we have ensured in these financial times that we will receive the best value for money for residents."

The councils will continue to work in partnership with current contractor Urbaser UK, which has recently been bought out by FCC, until the new contract starts in May 2025. Staff on the existing contract will transfer over from FCC to Veolia.

The councils will work with Veolia to introduce significant changes to waste and recycling services later in 2025, including a new three-weekly collection cycle, to enhance recycling opportunities for residents. Most residents will receive a new bin and the service will involve three weekly collection of:

- Mixed paper and cardboard in one bin
- All other dry recycling – glass, plastic bottles, pots tubs and trays and cans and foil – with a new addition of plastic bags and film in another bin
- General (non-recyclable) waste
- North Herts Council's weekly food waste collection service will remain unchanged
- East Herts will be introducing a new separate weekly food collection service, similar to North Herts' existing service



In addition, the councils will operate a new fleet with vehicles which are 3.5t or under being zero emission.

Cllr Tim Hoskin, East Herts Council's Executive Member for Recycling & Waste, said: "This new contract and service design gives residents the opportunity to recycle more materials and help the councils in their long-term ambitions to improve the environmental sustainability of services. As a result, we hope to see improvements in recycling performance over the coming years.

"We would like to thank Urbaser for their hard work and commitment to providing high quality services over the last seven years, and we look forward to continuing to work with them until May 2025."

Ilana Shaw, General Manager at Veolia, said: "We are delighted to form a new partnership with North and East Herts councils to target increased recycling, clean streets, decarbonisation, and social value initiatives to support the local communities.

"We look forward to sharing our extensive experience for a sustainable future as we support the authorities in achieving net zero by 2030 with key projects planned, which will enable residents to join Veolia and North and East Herts councils on the journey towards ecological transformation."

## **ENDS**

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

### **About Veolia**

Veolia Group aims to become the benchmark company for ecological transformation. Present on five continents with nearly 213,000 employees, the Group designs and deploys useful, practical solutions for the management of water, waste and energy that are contributing to a radical turnaround of the current situation. Through its three complementary activities, Veolia helps to develop access to resources, to preserve available resources and to renew them. In 2022, the Veolia group provided 111 million inhabitants with drinking water and 97 million with sanitation, produced nearly 44 million megawatt hours and recovered 61 million tonnes of waste. Veolia Environment (Paris Euronext: VIE) achieved consolidated revenue of 42.885 billion euros in 2022. [www.veolia.com](http://www.veolia.com)

**Press release**

13 September 2024

**Team GB sprint star to attend free open day to celebrate £1.1 million leisure centre upgrades**

Three-time gold medallist sprinter Harry Aikines-Aryeetey will headline a free community open day across three newly refurbished North Herts leisure centres on Saturday 21 September, marking the completion of a £1.1 million investment project.

A core member of the Team GB sprint relay team, Harry has won medals at each of the past three Commonwealth Games, including gold at Birmingham 2022 and Gold Coast 2018. He is also a three-times gold medallist at the European Championships and won individual bronze in the 100m in the 2014 Europeans.

As well as being a popular face on BBC TV, Harry Aikines-Aryeetey is also an Elite Athlete on Everyone Active's Sporting Champions programme, which helps guide aspiring athletes in the community.

On the day, at 11am, Harry will officially open the brand-new gym at North Herts Leisure Centre, whereafter visitors will be able to enjoy the state-of-the-art facilities through free taster sessions led by expert personal trainers and gym challenges, with prizes to be won.

The £750,000 gym refurbishment saw the introduction of cutting-edge Life Fitness cardio equipment, advanced resistance equipment and brand-new free weights, benches, dumbbells and squat racks.

Throughout the morning, visitors will also be able to meet and greet Harry, having the opportunity to take photos and ask questions about his impressive career to date.

For all members of the family, taster sessions including Under 5's gymnastics, Pickleball and walking tennis will be on offer. Free swimming lesson sessions will also be available, as well as the exclusive opportunity to trial a session with Hitchin Water Polo Club.

Little ones will have the opportunity to join in with the Play Wild Soft Play Centre, which includes a princess-themed session, as well as face painting, balloon modelling, and a meet-and-greet with Spiderman.

Meanwhile, at Hitchin Swimming and Fitness Centre, exclusive free sessions throughout the morning will introduce the centre's new Les Mills class offering, including BodyPump, BodyCombat and BodyBalance, whilst free spin sessions will showcase the centre's brand-new spin studio, complete with 19 new Kieser bikes.

Visitors will also have the opportunity to trial a Pilates-based session at Everyone Active's latest offering, the Reformer studio. A keen advocate for Reformer classes and its health benefits, Harry will also make an appearance at the Hitchin centre.

At Royston Leisure Centre, the refurbished cycling studio - now doubled in size along with its number of bikes - will host spin sessions throughout the day, introducing the brand-new Keiser bikes, innovative audio-visual equipment and an inspiring new look and feel.

In the pool, visitors will be able to take part in free sessions including a two-hour pool inflatable session, a Rookie Lifeguard session and a taster session for Royston Swimming Club, a competitive swimming club which accepts swimmers from age eight years and up.

On land, visitors will also have the opportunity to trial Judo, a CPR training course and ActiveAntz, a programme designed for under 5s which incorporates singing, Soft Play exploration and crafts.

Chris Williams, Contract Manager at Everyone Active across North Herts, said: "We're thrilled to be opening our doors across North Herts in celebration of an exciting time for fitness in Hertfordshire.

"This fun-filled community open day for locals of all ages and abilities is the perfect opportunity to explore the diverse new facilities on offer if you've been inspired by the incredible successes of our local and national athletes this summer.

"Harry Aikines-Aryeetey, a powerhouse and exciting athlete, is also sure to inspire visitors with his incredible sporting and television achievements to date.

"Whether you are a seasoned gym professional or are looking to take the first step in your fitness journey, our team will be thrilled to welcome you. So come on down, enjoy the community spirit and see what is now on offer throughout North Herts."

Cllr Mick Debenham, Executive Member for Leisure at North Herts Council, said: "We're delighted to welcome Harry Aikines-Aryeetey to North Herts as we celebrate the refurb of these fantastic facilities. This event showcases our commitment to providing top class recreational spaces for residents. With Harry's presence and the wide range of activities on offer, we hope to inspire our community to take full advantage of these facilities, stay active, and enjoy the benefits of a healthy lifestyle."

**-ENDS-**

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**Everyone Active**

Everyone Active is the trading name for Sports Leisure Management Ltd (SLM), which operates leisure facilities in partnership with local councils across England.

SLM is the longest-established leisure operator in the UK, having formed in 1987. At the time, it managed just one leisure centre in the Midlands, whereas today it has grown to operate more than 200 leisure facilities and cultural services across the country in partnership with over 60 local authorities.

Its influence reaches as far as Sunderland in the north to Chichester in the south, and Mid Suffolk in the east to Plymouth in the south west. SLM's growth is due to its ability to deliver well-managed leisure facilities and activity services that offer great value for money. Its aim is to increase local people's participation in sports and leisure activities by advocating that all adults achieve a minimum of 30 minutes exercise five times per week.

[www.everyoneactive.com](http://www.everyoneactive.com)