

NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 19 DECEMBER 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

NEWS AND INFORMATION

AGENDA & REPORTS

PUBLISHED WEEK COMMENCING 16 DECEMBER 2024

- Finance, Audit and Risk Agenda
 - JSCC Agenda
- Overview and Scrutiny Agenda

FORTHCOMING MEETINGS WEEK COMMENCING 23 DECEMBER 2024

None

UPCOMING CHAIR'S ENGAGEMENTS FROM FRIDAY 23 DECEMBER 2024

Date	Event	Location
	None	

UPCOMING VICE-CHAIR'S ENGAGEMENTS FROM FRIDAY 23 DECEMBER 2024

Date	Event	Location
	None	

UPCOMING OTHER EVENTS FROM FRIDAY 23 DECEMBER 2024

Date	Event	Location
	None	



**North
Herts**
Council

LEGAL & COMMUNITY COMMITTEE & MEMBER SERVICES

MEMBERS INFORMATION NOTE

EELGA – A DAY OF DISCOVERY AND DEVELOPMENT.

Local Government faces a range of unprecedented challenges in 2025. From the Local Government Review and legislative changes to increasing demand and rising costs, the sector continues to work hard to deliver the best possible service to local communities.

East of England Local Government Association are pleased to offer a series of six-monthly events designed to equip Elected Members and Officers with valuable insights and training to navigate these challenges effectively. The first event is taking place on Friday 28th February at The Nucleus, Chesterford Research Park in Saffron Walden.

Local Government Essentials East provides a unique opportunity to attend three workshops of your choice, featuring expert industry speakers. Additionally, we are excited to launch a new toolkit capturing the key lessons learned during the events. This resource will enable Members and Officers to access shared knowledge and practical guidance whenever needed, as well as point them toward other useful materials.

Ample free parking is available on-site, and lunch will be provided. We look forward to welcoming you to a day of discovery and development. An agenda will be available shortly.

To secure your free place, please register here: [Local Government Essentials East - A day of Discovery and Development - EELGA](#)

Committee Services
01462 474655

Committee.Services@north-herts.gov.uk

RESOURCES

MEMBERS INFORMATION NOTE

SALE/LONG TERM LEASE OF THE CABINET, REED

This site has been identified as "an asset of community value" and added to the list of Community Assets administered by North Herts Council.

Following the listing, on 20 Aug 2024 the landowner has confirmed their intention to sell the site and therefore this triggers the interim six-week moratorium period (exemptions notwithstanding), commencing on the day the landowner confirmed their intentions and NHDC is required to publicise this locally.

During this period community groups may request in writing to be treated as a potential bidder for the asset, notifying both the landowner and NHDC. If such a request is received in writing this will bring the full six-month moratorium period into force.

Any potential Community Group bidder is therefore requested to contact North Herts Council regarding the above or visit our website [Community assets | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/community-assets)

The interim moratorium period will run from 13 Dec 24 to 24 Jan 25 inclusive and any requests must be received within this period.

The full moratorium (if triggered) would run for six months from 13 Dec 24 and conclude on 12 June 25 (inclusive).

For more information please contact:

Rachel Cooper
Controls, Risk and Performance Manager
Tel: 01462 474606
Email: Rachel.cooper@north-herts.gov.uk

RESOURCES

MEMBERS INFORMATION NOTE

Nominations to the Asset of Community Value register

Under the Assets of Community Value (Community Right to Bid) we may receive nominations to list assets within our District, whether they are NHDC owned or not. When a valid nomination is received, we will inform all Councillors. Subsequently we will also notify Councillors of whether the listing nomination was successful or not.

This note is to confirm that we have received a nomination, under the Localism Act, from Wymondley Parish Council for Great Wymondley Garden Plots

If a nomination for an asset is accepted, no further actions are taken until such time as the asset is to be put up for sale (or for disposal by a long lease).

If you have any queries regarding the interpretation of the "Right to Bid", please contact Douglas Traill-Stevenson in Legal Services. I would be very grateful for any comments you may have on this nomination by 20 January 2025

Background:

The Dept of Communities & Local Government states that the initial requirements for a valid nomination are:

- A) a description of the nominated land including its proposed boundaries for the purposes of the nomination.
- B) any information the nominator has about the freeholders, leaseholders and current occupants of the site.
- C) the reasons for nominating the asset, explaining why the nominator believes the asset meets the definition.
- D) the nominator's eligibility to make the nomination.

For more information please contact:

Rachel Cooper

Controls, Risk and Performance Manager

Tel: 01462 474606

Email: Rachel.cooper@north-herts.gov.uk



**LEGAL & COMMUNITY
COMMITTEE & MEMBER SERVICES**

MEMBERS INFORMATION NOTE

UPCOMING TRAINING HIGHLIGHTS – DECEMBER 2024 UPDATE

Please see below upcoming training sessions and programmes available for Members – many of these are free of charge or fully subsidised by the LGA, so please feel free to sign up to these directly.

Should you wish to attend any paid training, you will need to discuss this with your Group Leader, who will confirm any requests with Committee Services.

For further information, please contact:

Committee Services

01462 474655

Committee.Services@north-herts.gov.uk

Leadership Academy

The Leadership Academy is the LGA's flagship development programme for Councillors in leadership positions. Refreshed and updated for the current challenges faced across local government, the Leadership Academy delivers for local leaders a step change in leadership behaviors, strategies, skills and mind-set.



Leading Councillors from across the country and political spectrum have found the Leadership Academy helps to ensure they can effectively address modern challenges and make the most of new opportunities. The programme is now approved by Institute of Leadership, the UK's leading awarding body for leadership and management, and Leadership Academy graduates will now receive an approved Institute of Leadership certificate with access to resource materials for a year from the organisation. The Leadership Academy is a leadership development programme for leading Councillors based on three two-day residential modules over a three-month period.

Leading Councillors from across the country and political spectrum have found the Leadership Academy helps to ensure they can effectively address modern challenges and make the most of new opportunities. Over 3,329 elected members from almost every council in the country have graduated from the Leadership Academy programme since it was launched in 2000.

Benefits of attending

- Work with fellow Leaders and leading councillors on current issues
- Understand your own leadership style and enhance your leadership capabilities.
- Develop a 'leadership toolbox' of techniques and strategies to use in different situations.
- Work on participants' own specific challenges from their councils.
- Understand and practise effective leadership strategies for the current environment.
- Take back the learning to councils.
- Work with peers from other parties and councils.
- You will become registered [Members](#) with [The Institute of Leadership](#) for 1 year, providing access to all their brilliant resources, including their award-winning platform [MyLeadership](#).
- You will receive a certificate of achievement upon completion, along with a digital credential and are able to use after your name: MIoL
- Overall, providing a step change in leadership effectiveness.

About the programme

The Leadership Academy is a leadership development programme for leading councillors based on three two-day residential modules over a three-month period.

Module 1 Personal Leadership: This module explores how Councillors can develop, maintain and use relationships (both internal and external) to provide effective leadership at the political, organisational and wider community levels.

Module 2 Political Leadership: This module will develop Councillors' ability to lead and manage complex change to improve effectiveness and efficiency and to achieve better outcomes for the community.

Module 3 Leadership of place. The focus is on helping councillors to communicate with and provide leadership to their communities and within partnerships to achieve growth and prosperity.

Who is it for?

Councillors in leadership positions, including leaders of councils, deputy leaders, leaders of political groups, portfolio holders, shadow portfolios, scrutiny chairs and committee chairs.

Fees: The cost of the first place booked for each authority is now just £1,000, and the cost for each subsequent place will be £1,250. The fee covers accommodation, meals, refreshments, materials and tuition for the three residential modules.

2024-2025 Leadership Academy Dates

Weekend Programme 225: Warwick Conference Centre, Coventry

Module 1: Saturday, 18th January – Sunday, 19th January 2025

Module 2: Saturday, 15th February – Sunday, 16th February 2025

Module 3: Saturday, 15th March – Sunday, 16th March 2025

Date & Time	Location	Course Title and Detail	Course Fee
Thursday 16 January 2025 & Friday 17 January 2025 <i>(waiting List)</i>	Warwick Conference Centre, Coventry	<p>Leadership Essentials: Planning Committee</p> <p>PAS are delivering one of our LGA Leadership Essentials councillor training sessions at Warwick Conferences on 16 and 17 January 2025 which will help councillors who are chairs of planning committee understand the key characteristics of a good committee and develop their skills as a chair.</p> <p>The programme will also look at updates on new challenges and agendas in the planning process such as Biodiversity Net Gain, new performance regimes, housing numbers and delivery. The sessions will be useful to both new and experienced planning committee chairs and vice chairs. The two-day residential course will be delivered in person, and we'll be trialling access to an online warm-up to those who are attending.</p>	<p>£200 per attendee</p> <p>(covers cost of one night accommodation, meals and learning materials)</p>
Saturday 18 January 2025 & Sunday 19 January 2025	Warwick Conference Centre, Coventry	<p>Leadership Essentials: Getting Your Message Across</p> <p>This event will provide leading councillors with new ideas, strategies and techniques for achieving more effective communication with both internal and external audiences. Participants will learn how to:</p> <ul style="list-style-type: none"> • Influence others towards achieving mutually beneficial objectives • Adapt their communication style to convey messages more persuasively to people who have a different communication style • Be more effective when delivering and managing bad news • Develop a more authoritative communication style • Build and promote their own personal brand • Target the right message at the right audience and establish trust and credibility and build relationships • Overcome barriers to effective communication • Select the best tools and methods for delivering messages. 	<p>£250 per attendee</p> <p>(covers cost of one night accommodation, meals and learning materials)</p>
Thursday 23 January 2025 & Thursday 30 January 2025	Virtual - via Zoom	<p>Leadership Essentials: Financial governance</p> <p>With finance in every local council getting ever tighter, it is even more important that every council makes sure that it has a culture and systems to ensure that finance is well governed and controlled. Good governance starts at full Council and every councillor has a role to play, but what does good financial governance look like? These two online sessions will explore this question. These sessions assume no prior knowledge and as such are ideal for new councillors or those who wish to refresh their understanding. The session will be delivered in plain English with plenty of time for you to ask questions.</p> <p><u>Session 1:</u> Introductions, what is meant by good financial governance? Roles and responsibilities - councillors, officers and auditors.</p> <p><u>Session 2:</u> An in-depth look at financial governance; budgeting and financial control, new project evaluation and control.</p>	<p>Fully subsidised</p>

Friday 24 January 2024	Warwick Conference Centre, Coventry	<p>Communication and Media Political Leadership Masterclass</p> <p>As a leading councillor you play a pivotal role in raising awareness of your local area and organisation through the media. We're running an intense five-hour masterclass to develop and enhance interview skills. The session will be run by Scott Chisholm, who advises some of the country's top politicians and the world's most influential corporate executives.</p> <p>You will learn how to:</p> <ul style="list-style-type: none"> • Be in control of any encounter with any journalist • How to prepare and present • How a journalist thinks • What makes news, news • Your rights • How to exploit difficult questions • How to influence, rather than merely inform • The 3 'R's of damage limitation and crisis management 	Fully subsidised
Saturday 25 January 2025 & Sunday 26 January 2025 <i>(waiting list)</i> OR Thursday 13 February 2025 & Friday 14 February 2025	January - Warwick Conference Centre, Coventry February - Virtual via Zoom	<p>Leadership Essentials: Effective Scrutiny</p> <p>The Leadership Essentials: Effective Scrutiny 2-day programme is for new or aspiring scrutiny chairs or task-and-finish group review lead members covering:</p> <ul style="list-style-type: none"> • Leading and managing a scrutiny review • Charing scrutiny meetings in all their forms • Increasing participation by members and the public • Ensuring impact of scrutiny recommendations <p>Drawing on experts in their field, the programme will also offer the opportunity to focus in depth on the hot topics that are currently most relevant to your work, whether that is children's safeguarding, welfare reform, changes in health services or pressure on budgets driving major changes in how services are delivered or commissioned.</p>	<p>£250 per attendee, in person</p> <p>£99 per attendee, remote</p> <p>(covers cost of one night accommodation, meals and learning materials)</p>
Thursday 30 January 2025 & Friday 31 January 2025	Warwick Conference Centre, Coventry	<p>Effective Opposition</p> <p>This program, aimed at opposition leaders and deputy leaders, is designed to help participants to get a better understanding of how they can enhance the effectiveness of their role in leading an opposition group on their council.</p> <p>It will focus on a range of relevant topics, skills and techniques, including building good working relationships with key officers, engaging with external stakeholders, working with the local media and getting the most out of social media.</p>	<p>£150 per attendee</p> <p>(covers cost of one night accommodation, meals and learning materials)</p>
Saturday 1 February 2025 & Sunday 2 February 2025	Warwick Conference Centre, Coventry	<p>LGBTQ+ Councillors Weekender – “I’m Me”</p> <p>Cross-party two day Councillors Weekender event which will provide an opportunity for Lesbian, Gay, Bisexual, Trans and Queer+ (LGBTQ+) Councillors to network and share experience and stories with each other. Exploring the challenges of being a LGBTQ+ elected member and how to get what you stand for across.</p> <p>Working on how to build support networks, your own personal resilience and develop your way of being a leader whilst also being “other”. Looking at intersectionality and what it is to be different whilst at the same time the same!</p>	<p>£150 per attendee</p> <p>(covers cost of one night accommodation, meals and learning materials)</p>

<p>Thursday 6 February 2025 & Friday 7 February 2025 (waiting list)</p>	<p>Warwick Conference Centre, Coventry</p>	<p>Leadership Essentials: Effective Cabinet Member</p> <p>This exciting programme from the LGA has been designed to meet a significant unmet need in the member development world - a course to support new and experienced cabinet members in being successful in their portfolios. There are many courses available for scrutiny councillors but this is the first course dedicated to supporting councillors in their role as executive members.</p> <p>The course examines the key aspects of being a successful cabinet member - from having a clear understanding of the legacy you want to leave, to working with your director, working with other cabinet members, making effective decisions and managing your workload. The course is designed to produce a step change in the effectiveness of cabinet members. It is designed to support all different types of portfolio holders - and is not specific to a specific portfolio - and will be relevant for new cabinet members; experienced cabinet members wanting a 'refresh'; shadow cabinet members.</p>	<p>£250 per attendee</p> <p>(covers cost of one night accommodation, meals and learning materials)</p>
<p>Saturday 22 February 2025 & Sunday 23 February 2025</p>	<p>TBC</p>	<p>Black, Asian and Minority Ethnic Councillors – Developing your Political Leadership Skills</p> <p>This two-day programme focuses on the development of high-level political skills. As a Black, Asian or minority ethnic councillor, this session will help you:</p> <ul style="list-style-type: none"> • Define and refine your political skills to adapt your leadership approach for maximum effectiveness. Explore the relevance and importance of this issue for Black, Asian and minority ethnic elected members. • Align your leadership strategy with your political vision and values, ensuring authenticity and impact. • Explore key leadership qualities such as effective communication, resilience and confidence. • Enhance your influence to build a reliable political following and achieve your leadership goals. • Learn perspectives of experienced and notable Black, Asian, Minority ethnic political leaders on the importance of 'political skills and the issues important for them as political leaders. • Lead with confidence and achieve maximum impact by being clear about your purpose and what you personally bring to municipal leadership. • Discuss the importance of collaborative leadership that attracts and influences powerful / potential allies across the political spectrum. • Create a personal development plan centred on the advancement of your political skills. 	<p>£150 per attendee</p> <p>(covers cost of one night accommodation, meals and learning materials)</p>

Estates & Asset Management Briefing Note

Winter 2024

Several projects reached successful conclusion or progressed significantly during the last 3 months.

These include:

(1) Potential Development Sites:

- Work continues to bring forward various potential residential development sites across the district, each at different stages of the process. Reports are being finalised to progress decisions on each site in the coming months.

(2) Riverside Walk, Hitchin:

- Following the results of a topographical survey of the proposed route for Riverside Walk, an outline proposal is being put together by an external firm of consultant engineers. The route will involve the construction of a new footbridge over the Hiz near to the Biggin Lane car park. The route will need to be for the use of pedestrians only (and not mounted cyclists) due to the width of the existing walkway adjacent to Jill Gray Place. It is hoped that a preliminary proposal will be available from the structural engineers shortly. Finalising the proposed route and details will be subject to the input of the legal department, highways agency and environment agency and subsequent consultation.

(3) Charnwood House:

- In March 2022 the Council announced its ambition to revitalise Charnwood House for the benefit of Hitchin and the wider district. Subsequent to this, external agents were tasked with engaging potential operators for Charnwood House, envisioning it as a lively community space. Despite marketing, no suitable proposals emerged. Subsequently there has been interest from a few groups, but no decisions taken as yet. The Estates team are in the process of reporting back to Executive Councillors on next steps with the aspiration to secure a suitable letting and use for the property.
- To safeguard Charnwood House from further decay, essential roof and other works have been undertaken to maintain its structural integrity, in addition to clearance within the property and main electrical works so the property is safe for viewings.

(4) Churchgate Shopping Centre:

- A number of new lettings and lease renewals have completed recently.
- Short term lettings are also coming forward to occupy some vacant units pending marketing and longer-term tenants being secured.
- Discussions continue with County Highways regarding planned improvements to lighting, canopies, walkways, pending the longer term proposed regeneration project.
- The Council used 16/17 Market Place as temporary hub for a successful public consultation on the proposed regeneration during September, October and November. As part of this

Estates & Asset Management Briefing Note

Winter 2024

the current tenants were consulted on the proposals.

- The tender for a new management contract for the centre has been completed and the appointed surveyors will be announced shortly with the contract starting in February.

(5) Museum Storage Solution:

- Following approval at Cabinet on 19 November, officers from Estates continue to work closely with colleagues in the Culture and Facilities Service to explore the agreed potential options for solving or improving the museum collection storage pressures. This includes exploring potential acquisition of a suitable property and new build on the existing Bury Mead Road site. This will be reported on again in the coming months.

(6) Ongoing rent reviews and lease renewals across the investment portfolio:

- The new Estates team have recognised the need to improve records and procedures to ensure timely actions for the above and work is already underway to ensure this in place going forward and to complete outstanding cases, delivering additional income where possible.

The Estates & Asset Management department will look to build on these positive outcomes during 2025

If you have any queries regarding the above, please do not hesitate to contact Philip Doggett, Principal Estates Surveyor, on 01462 474141 or e-mail: Philip.doggett@north-herts.gov.uk

North Herts Museum & Hitchin Town Hall Briefing Note

Winter 2024

Hitchin Town Hall

Autumn at Hitchin Town Hall has been busy with both internal and external hires. Two further sell out tribute nights featuring Dolly Parton and the Bee Gee's respectively. Internal highlights for HTH were both the 80's/90's and Indie Nights which performed well on both bar and ticket sales. Craft Fairs have contributed to an increased footfall in NHM Cafe by around 40% across the full weekends of 9th, 23rd and 24th November.

As we move into December the Events teams focus is on delivering our Christmas party nights to a high standard. Initial feedback from 6th December party was overwhelmingly positive with repeat customers complimenting the standard of food and general atmosphere. Bar sales are performing over target for the year, and cost centres have now been adjusted to reflect the additional costs associated with generating the additional income. Decembers Boxing event alone generated an additional £8k revenue, which is a record-breaking single night figure.

Fitness Classes continue to perform well against profile with the introduction of a yoga class. In January 2025 officers expect to see a further rise in attendees after a comprehensive fitness campaign over our social media and print channels during the Christmas close down period. Officers will also be looking to add in additional wellness classes such as tai chi and breath workshops from January 2025.

North Herts Museum

The current exhibition, *The Snowman*, is extremely popular, with the museum's best ever October and November visitor numbers (almost 4000 in November). This has also boosted our shop and café sales. Although the summer numbers were less than anticipated, we are now on target. The next exhibition is called *Stuff, things that make us human*, and showcases items normally kept in storage. Following this, there is an exhibition

of the work of Yemeni-born Letchworth potter *Abdo Nagi* (1941-2001), whose work now commands high prices nationally. The summer exhibition *Horrible Histories; the world of Martin Brown*.

The museum is putting on a full range of talks and creative activities, which are all shown in the latest *What's On* leaflet. Staff are trying to widen the offer, including a recent family drumming workshop and an Introduction to Opera, both courtesy the Herts Museum Service. Both were fully-booked and will be repeated. Next year even more creative activities are available in the day and evening, from willow weaving to concrete pouring, with courses on poetry and the Roman emperors. We are thinking about who to ask for a summer celebrity lecture, following the success of Mary Beard.

The museum storage project is ongoing. Since the Cabinet meeting where a number of options were agreed, an industrial unit has become available, and we are currently exploring this.

If you have any queries regarding the above or any other issues relating to North Herts Museum & Hitchin Town Hall please do not hesitate to contact Robert Orchard, Culture & Facilities Service Manager, on 01462 474287 or email: robert.orchard@north-herts.gov.uk

Enterprise Briefing Note – Churchgate Special

Winter 2024

Churchgate Regeneration

The second stage consultation took place from 11th September – 3rd November, receiving over 1,500 responses and welcoming 1,000 visitors into the Churchgate Hub located in the town centre. The purpose of this consultation was to help us create a Council/Community led vision that will make up part of the brief for any partner we appoint soon. The consultation hosted various stakeholder workshops, including Hitchin Markets Limited Directors, Hitchin Community Forum, pupils from neighbouring schools and Churchgate tenants.

Since closing early November, the team have been busy collating and analysing the data from the survey and in-person engagement activities that were hosted in the Hub. The team are now in a position whereby a draft report is in preparation for publishing in the New Year. The report and its findings will be communicated throughout January and February 2025 to all Councillors, Council Officers and of course, the wider public via various platforms. The reason for not communicating this sooner is due to the risk of the content being caught up in the festive communications that are currently being rolled out. Having said that, the key themes (see below) have been communicated to Hitchin Community Forum by Cllr Albert, and within our latest Winter Outlook magazine. The team are also launching the refreshed online Hub (also known as Churchgate Conversation) to subscribers before the Christmas break as another communications platform.

Key Themes coming from the recent consultation:

- 1) **Revitalisation of Hitchin Market** - the market is considered one of Hitchin's greatest strengths and people are keen to see it brought forward as flexible, vibrant, and community-centred.
- 2) **Sustainable regeneration** – the incorporation of green space and eco-friendly initiatives are considered of high importance
- 3) **Improvement of accessibility** – people want to see better access to the Town Centre through parking, public transport, and pedestrian routes
- 4) **Affordable housing** – the most important aspect of any housing brought forward in the plans will be affordable homes



Figure 1) Our Graduate student presenting to a group of 6th Form students from the Priory school.

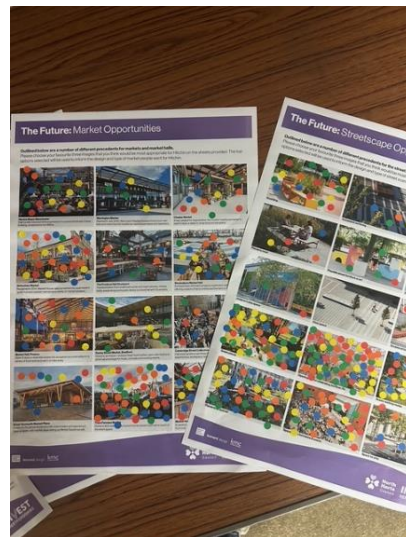


Figure 2) A sample of the in-person engagement activities



Figure 3) A sample of another in-person engagement activity

Enterprise Briefing Note – Churchgate Special Winter 2024



Figure 4) A furry visitor into the Churchgate Hub

- 5) **Community and leisure spaces** – *it is important to people that community spaces are multi-functional, flexible spaces that provide for all demographics.*

If you have any queries regarding the above, please do not hesitate to contact Chloe Gray, Enterprise Manager, on 01462 474223 or email: chloe.gray@north-herts.gov.uk



The Chair of North Herts Council,
Cllr Clare Billing, cordially invites you to her

Civic Event

and Awards Ceremony

to raise money for her chosen charity,
SANDS, and to celebrate
outstanding residents of the district.

Friday 28 February 2025

7pm arrival, for 7.30pm start

£40 per ticket

Dress to Impress

Buffet provided

Prize raffle tickets (cash only)

Hitchin Town Hall, Brand Street, Hitchin SG5 1HX

Scan the QR code to book tickets
or via: <https://bit.ly/3Zfy2Fb>



HCC Services for Young People North Herts – Autumn Term Report 2024

Hertfordshire County Council Services for Young People is the primary provider of youth work, independent careers education information advice guidance, work related learning and work experience to young people in Hertfordshire. It enables young people to succeed by providing high quality informal education opportunities to promote their personal and social development.

Service Updates

SfYP Earns Matrix Standard Accreditation

SfYP has once again demonstrated its commitment to excellence, securing the prestigious Matrix Standard Accreditation. This accolade, awarded by The Growth Company on behalf of the Department for Education, underscores the high-quality Information, Advice, and Guidance (IAG) services provided to young people across the county.

The final report highlighted innovative SfYP methods, including its use of Young People Centres and a robust digital platform to ensure accessibility. The report made reference to the introduction of the Recruitment Hub aimed to streamline services for young people moving from NEET to EET.

The report praised the clear direction and robust support provided by senior leaders, which ensures that staff are well-equipped to deliver high-quality services. The dedication and enthusiasm of SfYP staff were noted as key factors in the organisation's positive reputation among schools and partners. The impact of SfYP was evident in the positive feedback from young people and partners. Testimonials highlighted the significant difference made by SfYP in improving young people's confidence, self-belief, and life prospects. The use of tools like the Outcome Star and the Quality of Practice Tool helps measure the effectiveness of interventions, ensuring continuous improvement.

The assessor said "SfYP continues to set a high standard in providing essential support to vulnerable young people. The Matrix Standard Accreditation is a well-deserved recognition of their hard work, dedication, and innovative approach to youth services.

Team

Hertfordshire Activity Programme (HAP) Summer 2024

The [HAP](#) project in North Herts, delivered at Westmill Community Centre was a resounding success. The young people utilised the sports hall facility and played a lot of badminton, football and basketball, which helped to break the ice and allowed the young people to develop new friendships, as well as sharing healthy lunches together each day.

The SfYP Talent Mentor led workshops on communication skills, problem-solving, and creativity. Activities included practical tasks like untangling string intertwined with a partner, encouraging active listening and building resilience. The creativity workshops particularly inspired young people at the North Herts programme to think 'outside the box', without fear of failure. The young people also enjoyed the inclusive street dance workshop for young people with special educational needs and disabilities delivered by Warriorz.

SfYP Young People's Awards 2024

Held during National Youth Work Week, the [Young People's Awards](#) celebrated the resilience and determination of the thirty five young winners from across Stevenage and North Herts. Also, as

part of National Youth Work Week, the Youth Work Team visited local schools and delivered lunch time sessions promoting the service.

Young People's Award winner Surender said:

"Working with my Adviser has built my confidence. With all support given it has given me the chance to go to college. I am so happy to receive this award as I have never been able to achieve an award before. This is a big boost for me, and I now feel more confident to face barriers."

Cllr Fiona Hill, who attended the Stevenage and North Herts event at the Bowes Lyon Young People's Centre in Stevenage, said: *"I was delighted to attend the Young People's Awards evening and as always it was wonderful to see the achievements of the young people and the confidence they have quite clearly gained since working with Services for Young People. The hard work and resilience of all the winners is an inspiration to us all and they should be very proud of themselves."*

Education, Employment and Training

NEET and Lost Contact 16–18-year-olds in the North Herts Area

Advisers continue to track and support this cohort to ensure they have taken up their place for this academic year and successfully started their education or training. Any of last year's year 11 or 12 leavers who are identified as not in education or training have been offered impartial information, advice and guidance support.

North Herts Data from 12th December 2024:

- From the total cohort of 3131 Year 12 and 13s, 87 young people are lost contacts and work will continue to reach those individuals through phone calls and outreach.
- From the total cohort of 3131 Year 12 and 13s 86 young people are NEET and we are actively working with these to help them into work, training, or education.

Recruitment Hub

SfYP have launched a new Recruitment Hub, offering young people a seamless gateway to education, employment, and training opportunities. Young People, parents and employers can get access to all the information and support they need by visiting: [Recruitment Hub](#)

Employment Pathways (Funded by UK Shared Prosperity Fund)

Our [Employment Pathways Project](#) for young people aged 16-25 who are NEET (not in education, employment or training) continues in to its third quarter. There are currently 22 young people signed up on the programme where young people are supported to take part in up to 70 hours work experience and into their desired outcome of education, employment, or training.

Pathways to Success 2024

The [Pathways to Success 2024](#) programme is being delivered to vulnerable groups in North Herts including Care Leavers, previously CME young people and young people with SEND. This programme aims to reduce barriers to sustained employment, providing a holistic approach for those that are furthest from the labour market. The delivery includes: Careers Education, Information, Advice and Guidance from a Nationally Qualified Adviser, the development of Employability Skills including CV development, job search skills and interview preparation, access to 11-5pm offer at Young People's Centres across the County, enhanced profiling (effective use of Linked In and social media platforms), experiences of work, and groupwork as required.

Care Leavers

Care Leaver Hubs

The team continue to offer support to Care Leavers into Education, Employment and Training outcomes, including through dedicated [Care Leaver Hubs](#) and through the [Pathways to Success 2024](#) and [Employment Pathways Project](#).

Explore More Plus

[Explore More Plus](#) continues to be available to young people who are looked after (CLA), who have a child in need plan (CIN) or who have a child protection (CP) plan, in Hertfordshire Secondary Schools. The programme has been designed to focus on raising aspirations, building confidence and encouraging the young person to think and plan for their future career paths, in order to reduce the risk of them becoming NEET at Post-16.

Children Missing from Education (CME)

Working closely with the Virtual School, SfYP have been providing bespoke, targeted support to CME young people in Year 9, 10 and 11, to ensure that alongside the support in place to access a school place, they have support to overcome barriers to successfully reintegrating and sustaining that education place. The start of the academic year saw two new Inclusion Workers join the team, with the focus on working with young people to support them back into education or training.

Of the young people in Year 9 to 11 known to the programme in the 24-25 academic year in Stevenage and North Herts, 4 have successfully re-engaged in education following CME project support and 48 continue to be supported (data correct on 30th November 2024).

SEND and MSEB

EHCP Reviews Team

The EHCP Reviews team have been busy, working with young people to enable them to have successful transitions into post-16 education settings, calling on the expertise of Services for Young People CEIAG Advisers and Youth Workers. A central focus for the team currently is increasing the number of Education, Health and Care plans amended within statutory timescales, and working together with local colleges to enable the team to achieve this. The team are also working with the Quality Assurance team to audit and improve the quality of EHCPs so they can best serve the needs of young people in Hertfordshire.

GigaMix- 18-25 SEND Project

The term, [GigaMix](#) have been focusing on independent living skills and what makes a healthy relationship. The young adults engaged well with the online safety session and enjoyed creating weekly recipes to develop their cooking skills. The group have been developing their social skills by welcoming many new members to the group and have enjoyed the weekly brain teaser quizzes and topical discussions.

North Herts SEND Youth Council

This term the [North Herts SEND Youth Council](#) have focused on anti-bullying as their curriculum topic. The group have worked hard to reflect on and produce their lived experiences as stories, poems, pieces of music, and interviews. It's given the group a chance to have their voices heard and for them to feel listened to. Other activities the group have participated in this term include reviewing the SEND Local Offer website for Hertfordshire and Q&A sessions for the SEND takeover day in December for Disability awareness month.

Youth Councillor: *"I am happy I am helping the young people with bullying, I wish I had this when I was younger"*

Traded Work and Contracts

The CEIAG team continue their delivery in North Herts secondary schools with a total of 180 days being commissioned this academic year. The team have been delivering one-to-one impartial careers education information advice and guidance to young people in schools, including attending open evenings and careers fairs.

The SfYP Work Related Learning team are currently marketing for placements for 2025, when over 220 students will undertake their placements.

Young People's Centres

[Letchworth Young People's Centre](#) is available for young people to access support between 11am and 5pm, Tuesday and Thursday each week. Advisers and Youth Workers will be on hand to provide a warm welcome to young people who drop in or call the young people's centre. Young people can access information, advice and support with issues such as mental health, sexual health (including free condoms and free chlamydia, gonorrhoea and pregnancy testing) relationships, personal safety, benefits and finances, housing and homelessness, drug and alcohol use and can get help with progressing into education, training or finding a job or apprenticeship.

Youth Work Projects

The North Herts Wellbeing project

During the [North Herts Emotional Wellbeing Project](#) this term, the young people have explored and learnt techniques to support them to cope with their emotions. Young people have explored what positive wellbeing is and what impacts young people's wellbeing such as diet, sleep and social media. Young people have completed wellbeing activities such as tie dye shirts, sensory bottle making and positive paperchains, as well as establishing positive friendships and having a safe space to explore how they are feeling.

Young person: *'This project has supported me with my confidence'*

Young person: *'I have learnt new skills to cope with my wellbeing'*

Letchworth Friday Night Project

In our [Letchworth Friday Night Project](#) this term we have worked with young people to explore healthy relationships. Young people have worked with each other and staff to discuss topics such as what is a healthy relationship, online relationships, nudes and sexting, consent, and sexual health. Young people have engaged well in the curriculum and staff to have these discussions and found it useful to have a space where they can talk about this topic.

Young person: *'I found the topic of healthy relationships relatable to our age'*

Young person: *'I found the activities in the consent session useful' RU 16*

Westmill Friday Night Project

This term in the [Westmill Friday Night Project](#) we have been focusing on establishing healthy boundaries, the importance of personal safety and the negative effects of peer pressure. The young people have also enjoyed a sports themed night to focus on working as a team, where they played 5 aside, had a keepy-uppy competition and a penalty shootout.

Elective Home Educated (EHE)

Raising Aspirations

The [Raising Aspirations Project](#) is dedicated to young people who are EHE. The project supports young people who are not in school to still have opportunities for personal and social development. The project acts as a stepping-stone for young people to build their confidence, self-esteem, and resilience before returning to school or succeeding in their home education. Young people are provided with personal and social development opportunities and Careers Education, Information, Advice and Guidance (CEIAG) input that home educated young people may miss by not being in school. This term for Anti-Bullying Week we used resources which provided learning about the importance of respect. The group also developed their independent living skills such as cooking skills and healthy eating.

Partnerships

The [Youth Strategy Partnership Group](#) meet regularly with the aim to put support in place to meet the presenting needs of young people in Stevenage, as established in the annual Young People's Health and Wellbeing Survey (completed in partnership with Public Health). Working with the Youth Council and newly established SEND Youth Council, the group have produced actions and aims to be worked towards across the year.

For further information about the work of the Team or the Service, please contact the Service Manager or the Head of Service:

Lucy Davis, Service Manager
01442 454877
lucy.davis@hertfordshire.gov.uk

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**North
Herts**
Council

**RIPA QUARTERLY UPDATE
4th QUARTER 2024
(LEGAL & COMMUNITY)**

**MEMBERS
INFORMATION NOTE**

RIPA Quarterly Update

Members may recall that it was considered that quarterly reports should be made to Overview and Scrutiny Committee, even though RIPA is not currently being used, as this provided a useful mechanism to ensure that the issue of RIPA remained in the consciousness of Members (and Officers).

Due to the continued non-use of RIPA, it was felt by some members that this method of reporting was not the best use of the Overview and Scrutiny Committee's time, and following advice from the Investigatory Powers Commissioner's Office, the Council shall now be reporting on the issue of RIPA via quarterly inclusion in MIS.

There have been no further RIPA authorisations since the last MIS note in September 2024. There are currently no ongoing RIPA authorisations.

It is important that the Council continues to operate in accordance with RIPA to ensure that it can effectively manage its reputational risk whilst also exercising its legitimate evidence gathering powers in connection with enforcement activity.

For more information please contact:

Jeanette Thompson
Service Director – Legal and Community
Monitoring Officer

Tel: 01462 474370

Email: Jeanette.thompson@north-herts.gov.uk

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

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

SERVICE DIRECTORATE: Enterprise

1. DECISION TAKEN

Grant of a licence over four car parking bays at West Alley Hitchin to the adjoining landowner for a three-week period while repair works are carried out to the adjoining landowner's wall.

2. DECISION TAKER

Philip Doggett, Principal Estates Surveyor

3. DATE DECISION TAKEN:

2 December 2024

4. REASON FOR DECISION

- 4.1 There is a wall between the West Alley Car Park in Hitchin and the private car park to the south of the West Alley Car Park. The adjoining landowner has identified that the wall is a potentially dangerous structure at risk of collapse. It intends to carry out repair works to make the wall safe. To carry out the repair works safely, it needs to cordon off four car parking spaces adjacent to the wall at the West Alley Car Park. Without the works taking place, there is a danger the wall will collapse.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Not to grant a licence of the car parking bays. This would run the risk of delaying the works so that the car park wall collapsed. The adjoining landowner would be able to apply for access under the Access to Neighbouring Land Act 1992 which, if successful, would run the risk of North Hertfordshire Council being liable for the costs of the adjoining landowner's application.

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

- 6.1 Louise Symes, as Strategic Planning and Projects Manager with oversight of Parking Services, has been consulted about the proposal. In light of the urgency of the works, she has confirmed that the licence should be granted to allow the four bays to be cordoned-off for the duration of the works.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 North Hertfordshire Council owns a small car park at West Alley in Hitchin, which is available for use by blue badge holders.
- 8.2 The car park is divided from the private car park to its south by a wall. The adjoining landowner needs to carry out repair works to the wall, which it considers to be a dangerous structure. If the wall were to collapse, it could cause damage and injury to the users of the private car park and its neighbours, as well as to the West Alley car park.
- 8.3 Without cordoning-off the four bays adjacent to the damaged wall, the adjoining owner would not be able to carry out the works safely. It requires access to the wall from the West Alley car park. Further, for the safety of the public using the car park and their vehicles, access should be restricted to the area where the works are taking place.
- 8.4 The adjoining landowner will be granted a licence to cordon-off the car parking spaces for a three-week period while the works are carried out. The licence will place obligations on the adjoining landowner to rectify any damage caused to the West Alley Car Park by the works.

9. LEGAL IMPLICATIONS

- 9.1. This delegation is made under section 14.6.2(c) of the Scheme in the Constitution. The Scheme and the delegation operate under Section 9E of the Local Government Act 2000 and Section 101 of the Local Government Act 1972 and all other enabling powers applicable to the Council.
- 9.2. The Service Director for Enterprise has sub-delegated the following powers to the Principal Estates Surveyor: The Granting, negotiating and settling terms of leases, licences, easements, wayleaves, rent reviews, assignment of leases, the appointment of arbitrators / experts, consents, guarantees and all other minor land matters where the initial annual rent (after the expiry of any rent free period) does not exceed £25,000 or the calculation of the premium is based on an annual rent not exceeding £25,000
- 9.3. North Hertfordshire Council will formalise the cordoning-off of the car parking bays by granting a licence to the adjoining landowner for a three-week period.

10. FINANCIAL IMPLICATIONS

- 10.1. Because the car park is for use of blue badge holders only (who do not pay for parking in North Hertfordshire Council car parks) there will be no loss of car parking income from car parking charges. Any income that would have been received from the issue of Penalty Charge Notices in respect of the four car parking bays during the carrying out of the works will not be received.
- 10.2. The adjoining landowner is to meet North Hertfordshire Council's legal costs for the preparation of the licence.

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 The terms of the licence will protect North Hertfordshire Council's position in terms of damage being caused to the West Alley Car Park by the carrying out of the works. The granting of the licence will allow repairs to the wall to be carried out safely and in a timely manner, which will reduce (or remove) the current risk of the wall causing damage to the car park itself and/or car park users.

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 West Alley Car Park is for the use of blue badge holders. No additional alternative provision can be made for the withdrawn car parking bays. North Hertfordshire Council will seek to mitigate the impact on potential users of the car park by the display of signage notifying the location of other parking available for blue badge holders within Hitchin.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no environmental implications.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no direct human resource implications arising from this report.

16. BACKGROUND PAPERS

- 16.1 No background papers.

17. APPENDICES

- 17.1 No appendices.

NOTIFICATION DATE

19 December 2024

Date: 2 December 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**

THE NORTH HERTFORDSHIRE DISTRICT COUNCIL (CONTROL OF PARKING) (CONSOLIDATION) ORDER 2023 (AMENDMENT No.1) ORDER 2024

SERVICE DIRECTORATE: Regulatory

1. DECISION TAKEN

- 1.1 That the Service Director: Regulatory through his delegated powers under Section 14.6.11(b) (v) of the Council Constitution granted approval in accordance with Part III, s16 of the Local Authorities' Traffic Orders (Procedure) Regulations 1996 (LATO Regs) for ***North Hertfordshire District Council (Control of Parking) (Consolidation) Order 2023 (Amendment No.1)*** as advertised on the 9th May 2024 (Copy of draft Order is attached at Appendix A).
- 1.2 That the Service Director: Legal and Community seals the Parking Places Amendment Order as outlined in paragraph 1.1.
- 1.3 That the Strategic Infrastructure & Projects Manager together with the Technical Projects Officer: -
- i) Publish the requisite notice as required under Part III, s17 of the LATO Regs.
 - ii) Arrange for appropriate traffic signs to be installed, where necessary as required under Part III, s18 of the LATO Regs.

2. DECISION TAKER

Ian Fullstone – Service Director - Regulatory

3. DATE DECISION TAKEN:

13 December 2024

4. REASON FOR DECISION

- 4.1 To proceed with the formal creation and subsequent publishing of the above Traffic Regulation Order (TRO) to correct an administrative error and include the issuing of electronic/virtual resident, business and visitor permits and visitor tickets within in all

residential permit parking zones as listed in Schedule 2 of the North Hertfordshire District Council (Control of Parking) (Consolidation) Order 2023 in Baldock, Hitchin, Knebworth, Letchworth and Royston.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 None, in terms of seeking to correct an administrative error within the existing Order.
- 5.2 By not proceeding with virtual permits, the Council would not meet its climate change strategy in reducing paper permits to help reduce our carbon footprint. Virtual permits will also enable the Council to offer a more streamlined service for the customer, whereby permits will be available and usable instantly.

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

- 6.1 It is a statutory requirement under Part II Section 6 of the LATO Regs to formally consult on a permanent Traffic Regulation Order. This included the following consultees likely to be affected by any provision in the Order: Local businesses and residents within all residential parking zones in Baldock, Hitchin, Letchworth, Royston and Knebworth, and the following key statutory consultees: the local emergency services and Hertfordshire County Council as the Highway Authority and County Councillors. Local Members were also informed through MIS on 10th May 2024.
- 6.2 In accordance with Part II, Section 7 of the LATO Regs a 'Notice of Proposal's' containing the particulars of the proposals in the draft TRO was published in the local newspapers, The Comet and The Royston Crow on 9th May 2024 and site notices were displayed within all residential zones on lamp columns in Baldock, Hitchin, Letchworth, Royston and Knebworth.
- 6.3 Copies of the published draft Order, together with Notice of Proposals and Statement of Reasons were made available to view during normal office hours at the Council Offices in Gernon Road, Letchworth and on the Council's website. The Consultation period ran from 9th May 2024 until 31st May 2024.
- 6.4 The current interim Executive Member for Planning and Transport has been consulted on the proposals and kept informed on progress.

6.5 See section 8 below summarising the outcomes of the statutory consultation exercise.

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. RELEVANT CONSIDERATIONS

8.1 The proposal is to correct an administrative error and to amend various definitions and articles in the North Hertfordshire District Council (Control of Parking) (Consolidation) Order 2023 to enable the issuing of electronic permits in residential parking permit zones.

8.2 The administrative error is to provide clarity regarding loading and unloading restrictions in prohibited areas as shown on the Consolidated Order On-Street Plans, where no vehicle may stop, wait, load or unload except upon direction of or permission of a Police Constable in uniform or with permission of a Civil Enforcement Officer.

8.3 The main proposal is to accommodate the Council's intention to move towards the issuing of electronic/virtual permits within its residential permit parking zones across the district. The electronic permit will be recorded on the Council's Parking Permit Database and downloaded upon the Civil Enforcement Officers handhelds thereby removing the need to display a paper permit in most instances. Paper permits will still be available on request where necessary. This amendment Order makes no other changes to the permit scheme.

8.4 No objections or comments were received to the proposed administrative error. While no objections were received to the introduction of virtual permits, some 26 responses were received, of which 19 were comments and 7 were in support.

8.5 The majority of comments raised were in relation to:

- The issuing of virtual permits regarding visitor and visitor ticket books and how these would be recorded on the Council's Data base and on the CEO handhelds to ensure correct registration and also to enforce non-compliance within permit parking zones;
- Concern regarding the cost of permits increasing and the possible changes to the terms and conditions;

- Whether paper permits will still be available for residents without electronic access; and
- How enforcement will be undertaken and its effectiveness regarding the use of resident permit bays.

8.6 In anticipation of the type of comments raised, The Strategic Infrastructure and Projects Manager together with officers within the Parking Services Team prepared a list of Frequently Asked Questions (FAQs) which was posted on the [Council's website](#) and updated through the consultation period to which residents were directed and sought to address their comments/concerns.

8.7. Given that no objections were received, and the comments have been adequately addressed through the FAQs as posted on the Council's website, and having consulted the interim Executive Member for Planning and Transport, it was the officer recommendation to the Service Director: Regulatory, that the proposed North Hertfordshire District Council (Control of Parking) (Consolidation) Order 2023 (Amendment No.1) is published as stated in paragraph 1.1 above. The Service Director Regulatory supported the officer recommendation.

9. LEGAL IMPLICATIONS

9.1 A Traffic Regulation Order is a legal order that restricts, prohibits or reduces the use of the highway in accordance with the Road Traffic Regulations Act 1984. Part III, s16 of the Local Authorities' Traffic Orders (Procedure) Regulations 1996 referred to in section 1, 'Decision Taken' above prescribes the procedure to be followed by local authorities for making the main types of Traffic Regulation Orders, ensuring that local authorities comply with the provision of the Road Traffic Regulations Act 1984.

9.2 Under terms of reference 14.6.11 (b) (v) of the Constitution, the Service Director: Regulatory has delegated authority for traffic management including the creation of on and off-street parking orders.

10. FINANCIAL IMPLICATIONS

10.1 The consultation costs, publication of notices and sealing of the Made TRO will be funded from the town wide parking review budget that was carried forward from 2023/24 of £10k.

11. RISK IMPLICATIONS

- 11.1 Other than management of member and customer expectation in terms of the TRO not being 'Made' and implemented, there are no other risks associated with this proposal.

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 equalities implications arising from this decision. Alternatives to virtual permits will be made available where paper permits can be issued on request.

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13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

- 14.1 As noted at 5.2, the move to virtual permits from paper permits will contribute to reducing the Council's carbon emissions.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 Officers will be responsible for the implementation of the TRO which forms part of their normal duties.

16. APPENDICES


- 16.1 Appendix A: Copy of draft North Hertfordshire District Council (Control of Parking) (Consolidation) Order 2023 (Amendment No.1)

17. BACKGROUND PAPERS

- 17.1 Public 'Notice of Proposals' setting out NHDC's proposal to make the draft TRO (pursuant to arrangement with Hertfordshire County Council)
- 17.2 Statement of Reasons setting out the reasons for the proposal.
- 17.3 The North Hertfordshire District Council (Control of Parking) (Consolidation) Order 2023 - sealed

17.4 These can be viewed on the Council's website at: [Parking orders and reviews | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk)

18. NOTIFICATION DATE

Signature of Executive Member Consulted 
Cllr Daniel Allen

Date13th December 2024

Signature of Decision Taker 
Ian Fullstone Service Director Regulatory

Date: 13 December 2024

Call-in does not apply given that this is a NON-EXECUTIVE DECISIONS

APPENDIX A

Copy of draft North Hertfordshire District Council (Control of Parking) (Consolidation) Order
2023 (Amendment No.1)

**THE NORTH HERTFORDSHIRE DISTRICT COUNCIL
(CONTROL OF PARKING) (CONSOLIDATION) ORDER 2023
(AMENDMENT No.1) ORDER 2024**

Date of Order: XXXX 2024

Order No: NH2024/01

The North Hertfordshire District Council pursuant to arrangements made under Section 19 of the Local Government Act of 2000 and the Local Government (Arrangements for Discharge of Functions) (England) Regulations 2000 with Hertfordshire County Council, and in exercise of their powers under Sections 1, 2, 3, 4, 45, 46 and 46A of the Road Traffic Regulation Act 1984 (“the Act of 1984”) and Part IV of Schedule 9 of the Act of 1984 and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act of 1984, hereby make the following Order: -

1. This Order shall come into force on the xx day of xx 2024 and may be cited as “The North Hertfordshire District Council (Control of Parking) (Consolidation) Order 2023 (Amendment No.1) Order 2024”.
2. The provisions of The North Hertfordshire District Council (Control of Parking) (Consolidation) Order 2023 shall be amended as follows:

After the paragraph in article 3.(1) for the definition:
“Council”

Insert:

“Council’s Parking Permit Database” is an electronic record of permits issued by the Council under the provisions of Articles 6, 7, 8 and 9 of this Order;

Delete the entire paragraph in Article 3.(1) for the definition:
“Parking Permit”

And replace with:

“Parking Permit” means a Resident’s Permit, Business Permit, Visitors Permit issued in paper form or electronically under the provisions or Article 6 of this Order and recorded on the Council’s Parking Permit Database;

Delete the entire paragraph in Article 3.(1) for the definition:
“Parking Zone”

And replace with:

“Parking Zone” refers to all the parking places in a specified area indicated by name or alphanumerical code which are to be used only by vehicles displaying, or vehicles recorded on the Council’s Parking Permit Database as having, a valid Parking Permit or Visitors Ticket for that specified area during the specified hours of operation;

Delete the entire paragraph in Article 3.(1) for the definition:
“Permit Parking Place”

And replace with:

“Permit Parking Place” means any place where vehicles may park provided that a valid Parking Permit or Visitors Ticket is displayed in the Relevant Position or recorded on the Council’s Parking Permit Database;

Delete the entire paragraph in Article 3.(1) for the definition:
“Visitor Ticket”

And **replace with**:

“Visitors Ticket” means a ticket issued to a Resident in paper form or electronically under the provisions of Article 6(b) of this Order and recorded on the Council’s Parking Permit Database;

After the paragraph for:
Article 4.(j)

Insert:

4.(k) Save as provided in Articles 19 (c) – (g), 19 (i) – (k) and 21 of this Order, no person shall, except upon the direction of, or with the permissions of a Police Constable in uniform, or with the permission of a Civil Enforcement Officer, cause or permit any vehicle to stop, wait, load or unload on any part of a Road where loading or unloading is prohibited as shown on the On-Street Plans and identified and defined in the Key to the On-Street Plans.

Delete the entire paragraph for:
Article 5.(a)

And **replace with**:

5. (a) Subject to the provisions of this Order, Permit Parking Places may be used for the leaving during the permitted hours of vehicles of the following class, that is to say, passenger vehicles (the overall height of which does not exceed 2.3 metres and the overall length of which does not exceed 5.25 metres), goods carrying vehicles (the overall height of which does not exceed 2.3 metres and the overall length of which does not exceed 5.25 metres), motorcycles and disabled persons vehicles (on which must be displayed the relevant parking disc) that display, or are recorded on the Council’s Parking Permit Database as having, a valid Parking Permit or Visitors Ticket in the Relevant Position.

Delete the entire paragraph for:
Article 5.(b)

And **replace with**:

5. (b) Save as provided in Articles 19, 20(b), 21 and 30 of this Order no person shall, except upon the direction of or with the permission of a Police Constable in uniform or of a Civil Enforcement Officer, cause or permit any vehicle to be left in a permit parking place during the permitted hours without a valid Parking Permit or Visitors Ticket displayed, or vehicle recorded on the Council’s Parking Permit Database.

Delete the entire paragraph for:
Article 5.(c)

And **replace with**:

5. (c) Where a motor vehicle is parked in contravention of Article 5(b) of this Order the driver of any such motor vehicle shall be issued with a penalty charge notice. The absence of a record on the Council’s Parking Permit Database, or Parking Permit or Visitors Ticket from a motor vehicle left in a Permit Parking Place shall be evidence of the fact that the driver does not have a Parking Permit or Visitors Ticket.

Delete the entire paragraph for:
Article 5.(d)

And **replace with**:

5. (d) Parking Permits or Visitors Tickets to be recorded on the Council's Parking Permit Database, or displayed on/in vehicles left in Permit Parking Places at all times during which a vehicle is left in a Permit Parking Place as shown on the On-Street Plans and identified and defined in the Key to the On-Street Plans during the permitted hours, the driver thereof shall:

- i) cause to be displayed in the Relevant Position, Parking Permits or Visitors tickets so that all particulars referred to in Article 9 are readily visible from the front of the vehicle; or
- ii) have recorded on the Council's Parking Permit Database a valid Parking Permit or Visitors Ticket.

Delete the entire paragraph for:
Article 7.(h)

And **replace with**:

7. (h) In accordance with Article 7(g) above the Council will serve notice in writing on the person to whom a paper Parking Permit or Visitors Tickets was issued at the address shown by the applicant on the application form or at any other address believed to be the applicant's place of abode, requiring that person to surrender the physical original paper Parking Permit or Visitors Tickets, to the Council with 7 days of the receipt of the notice.

After the paragraph for:
Article 7.(h)

Insert:

7.(i) Where a paper Parking Permit or Visitors ticket has been issued by the Council in accordance with the provisions of this Order, a duplicate record for the same vehicle on the Council's database shall not be classed as a valid Parking Permit or Visitors Ticket for the purposes of this Order and vice versa.

Delete the entire paragraph for:
Article 9.(a)

And **replace with**:

9. (a) A Resident Permit shall be in writing, either as a paper Parking Permit to display in the vehicle or as written confirmation that it has been recorded on the Council's Parking Permit Database, and shall include the following particulars:

- (i) A unique serial number by which the Permit Holder may be identified;
- (ii) The registration number(s) of the vehicle(s) for which the Resident Permit is issued;
- (iii) The expiry date of the Resident Permit;
- (iv) Authentication that the Resident Permit has been issued by the Council;
- (v) Identification of the Zone or street in which the Resident Permit is valid.
- (vi) Where no paper Resident Permit has been issued the registration number of the vehicle on which the Resident Permit is being used must be recorded in the Council's Parking Permit Database.

Delete the entire paragraph for:
Article 9.(b)

And replace with:

9. (b) A Business Permit shall be in writing, either as a paper Parking Permit to display in the vehicle or as written confirmation that it has been recorded on the Council's Parking Permit Database, and shall include the following particulars:

- (i) A unique serial number to identify the Permit Holder;
- (ii) The registration number of the Vehicle for which the Business Permit was issued;
- (iii) The expiry date of the Business Permit;
- (iv) Authentication that the Business Permit was issued by the Council;
- (v) An indication of the Zone or street in which the Business Permit is valid;
- (vi) Where no paper Business Permit has been issued the registration number of the vehicle on which the Business Permit is being used must be recorded in the Council's Parking Permit Database.

Delete the entire paragraph for:

Article 9.(c)

And replace with:

9. (c) A Visitors Permit shall be in writing, either as a paper permit to display in the vehicle or as written confirmation that it has been recorded on the Council's Parking Permit Database, and shall include the following details:

- (i) A unique serial number to identify the Permit Holder;
- (ii) The expiry date of the Visitors Permit;
- (iii) Authentication that the Visitors Permit was issued by the Council;
- (iv) An indication of the Zone or street in which the Visitors Permit is valid;
- (v) where no paper Visitors Permit has been issued the registration number of the vehicle on which the Visitors Permit is being used must be recorded in the Council's Parking Permit Database.

Delete the entire paragraph for:

Article 9.(d)

And replace with:

9. (d) A Visitors Ticket shall be in writing, either as a paper Ticket to display in the vehicle or as written confirmation that it has been recorded on the Council's Parking Permit Database, and shall include the following particulars:

- (i) A unique serial number by which the Permit Holder may be identified;
- (ii) The registration number of the Vehicle on which the Visitors Ticket is displayed;
- (iii) The date of use of the Visitors Ticket. A Visitors Ticket shall be valid; from 00:01 to 00:00 on the date of use;
- (iv) Authentication that the Visitors Ticket was issued by the Council;
- (v) An indication of the Zone or street in which the Visitors Ticket is valid;
- (vi) Where no paper Visitors Ticket has been issued the registration number of the vehicle on which the Visitors Ticket is being used must be recorded in the Council's Parking Permit Database.

Where any part of a paper Visitors Ticket requires completion by the person using the Visitors Ticket then those parts requiring completion shall be completed in ink or other permanent medium.

Delete the entire paragraph for:

Article 10.(b) (iii)

And replace with:

10. (b) (iii) the details on the paper Parking Permit or paper Visitors Tickets as described in Article 9 of this Order have been deliberately defaced or altered;

Delete the entire paragraph for:
Article 10.(b) (v)

And **replace with**:

10. (b) (v) the paper Parking Permit or Visitors Ticket has been displayed or recorded in the Council's Parking Permit Database by anyone who is not an eligible permit holder.

Delete the entire paragraph for:
Article 10.(c)

And **replace with**:

10. (c) A Parking Permit or Visitors Ticket shall only be valid for a Permit Parking Place in the Zone or street shown on the Parking Permit or Visitors Ticket or recorded on the Council's Parking Permit Database

Delete the entire paragraph for:
Article 10.(d)

And **replace with**:

10. (d) A paper Parking Permit will be valid only if displayed on the vehicle or motorcycle to which the Parking Permit relates in the Relevant Position.

Delete the entire paragraph for:
Article 10.(e)

And **replace with**:

10. (e) A paper Visitors Ticket will be valid only if displayed on a vehicle or motor cycle in the Relevant Position, correctly marked in accordance with the instructions for validation on the front face.

Delete the entire paragraph for:
Article 11.(a)

And **replace with**:

11. (a) If a paper Parking Permit is mutilated or accidentally defaced or the figures or particulars on it have become illegible or the colour of the paper Parking Permit has faded or altered, the Permit Holder shall surrender it to the Council. If the paper Parking Permit is accompanied by an application for a replacement paper Parking Permit, a duplicate paper Parking Permit shall be issued and the original Parking Permit shall become invalid.

Delete the entire paragraph for:
Article 11.(b)

And **replace with**:

11. (b) If a paper Parking Permit is lost or destroyed, the Permit Holder may apply to the Council for the issue of a duplicate. If the Council is satisfied as to the loss or destruction of the paper Parking Permit, a duplicate will be issued, and the original paper Parking Permit shall become immediately invalid. If the original paper Parking Permit is later found or recovered it shall be returned to the Council.

Delete the entire paragraph for:
Article 11.(c)

And replace with:

11. (c) If the holder of a Resident Permit or Business Permit acquires a new vehicle or motorcycle, the Permit Holder shall either make an application for a new paper Parking Permit and the original Parking Permit shall become invalid or update the vehicle's details on the Council's Parking Permit Database and submit documentary evidence of vehicle ownership to the Council. The original paper Parking Permit shall be surrendered to the Council by the Permit Holder.

Delete the entire paragraph for:
Article 11.(d)

And replace with:

11. (d) If paper Visitors Tickets are lost or destroyed, the Permit Holder may apply to the Council for the issue of duplicates. If the Council is satisfied as to the loss or destruction of the paper Visitors Tickets duplicates will be issued, on receipt of a new application and the appropriate fee specified by the Council. This article applies to whole books of paper Visitors Tickets only.

Delete the entire paragraph for:
Article 11.(e)

And replace with:

11. (e) The Council at its discretion may apply an administration charge for the issue of a duplicate paper Parking Permit or duplicate paper Visitors Ticket, such charge not to exceed the original charge for the paper Parking Permit or paper Visitors Ticket replaced.

Delete the entire paragraph for:
Article 12.

And replace with:

12. Where a paper Parking Permit or paper Visitors ticket has been displayed on or attached to a motor vehicle in accordance with the provisions of Article 5 of this Order, no person other than the driver of the motor vehicle or a Civil Enforcement Officer shall remove the paper Parking Permit or paper Visitors Tickets from the motor vehicle unless authorised to do so by the driver of the motor vehicle. Where a Business Permit, Visitor Permit or Visitors Ticket has been recorded in the Council's Parking Permit Database as being allocated to a vehicle registration by the Permit Holder, no person other than the Permit Holder or the Council shall alter the vehicle registration.

In Schedule 3 – Permit Charges: **Delete** the content of the row for Visitors Tickets:

And replace with:

Visitors Tickets (10 tickets per book/ allocation on the Council's Parking Permit Database)	Baldock Zones B and D Hitchin Zones A, B, C, D, E, F, G, H and J Knebworth Zone A Letchworth Zones A, B and D Royston Zones A, B and C	£12.00 per book/ allocation on the Council's Parking Permit Database
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3. The interpretation Act 1978 (“the 1978 Act”) shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament. In this Order, unless the contrary intention appears, words and expressions listed in Schedule 1 to the 1978 Act are to be construed according to that Schedule.
4. The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other regulations made or having effect as if made under the Road Traffic Regulation Act of 1984 or by or under any other enactment.

THE COMMON SEAL OF
THE NORTH HERTFORDSHIRE
DISTRICT COUNCIL was hereunto

affixed this xx day of xx 2024

in the presence of:

Duly Authorised Officer

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

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

Any conflict with any Member of the Panel and the bodies concerned **[YES – Cllr Steven Patmore in regard to grant 1.2. However, he was not present at start of the meeting and joined the meeting after the discussion and voting had taken place.]**

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

- 1.1 The approval of the allocation **Southern Rural Community Grant** funding of:
- 1.2 Cassel Hall Trust - **£2,000** towards the replacement of the boiler at Cassel Memorial Hall.
- 1.3 Hitchin Town Youth FC - **£700** towards two sets of goal posts.
- 1.4 Pirton JoyCare - **£870** towards the running costs of their services supporting the older people in the community.
- 1.5 Preston Parish Council - **£594** towards an external defibrillator cabinet, fitted onto the Pavilion.
- 1.6 The Living Theatre Whitwell CIO - **£2,000** towards the running of an outdoor art trail project.

2. DECISION TAKER

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

3. DATE DECISION TAKEN:

17 December 2024

4. REASON FOR DECISION

- 4.1 The Southern Rural Community Forum held on 12 December 2024 considered funding applications from:

- Cassel Hall Trust
- Hitchin Town Youth FC
- Pirton JoyCare
- Preston Parish Council
- The Living Theatre Whitwell CIO

and recorded their recommendation to the Executive Member for Community and Partnerships. This is part of the process for the formal commitment of Community Grant funds via the delegated authority process.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 There are no other reasonable alternative options.

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

- 6.1 Consultation has taken place with the Southern Rural Community Forum Members in a public meeting on 12 December 2024. Members are in favour and recommend that the Southern Rural Community Grant budget should be used for this purpose.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The grant applications were considered by the Southern Rural Community Forum on 12 December 2024. The report with the application details is set out under item 3, available on the Council's website [[CLICK HERE](#)].

- 8.2 Hitchin Town Youth FC, as referred to in 1.3, has applied to the Hitchin Community Forum for grant funding towards the two sets of goal posts.

- 8.2.1 Hitchin Town Youth FC received a recommendation for the full amount requested (£1,300) from Hitchin Community Forum.

- 8.2.2 The recommendation is on condition that funds will be released once a robust Safeguarding policy have been received.

- 8.3 This delegated decision confirms that the recommendation made by the Community Forum members was accepted by the Executive Member for Community & Partnerships, and Service Director on applications 1.2, 1.3, 1.4, 1.5 and 1.6.

9. LEGAL IMPLICATIONS

- 9.1 Following the decision of Full Council on 18 April 2023, a Community Forum shall consider applications for community grants in its area and make recommendations to the Executive Member for Community & Partnerships on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.9(b)(ii)A of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a five clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.

- 9.2 These grants have been assessed against the Subsidy Control Act 2022.

10. FINANCIAL IMPLICATIONS

- 10.1 The total community budget for Southern Rural for 2024/25 stood at **£16,555**.

- 10.2 Prior to the meeting on 12 December **£6,026** had been allocated.

- 10.3 The amount left to utilise in the budget stands at **£10,529**.

- 10.4 The grant applications for this meeting total **£6,164**. If the grants are awarded as outlined in 1.2, 1.3, 1.4, 1.5 and 1.6, the remaining balance will be **£4,365** available for Community Grants for the remainder of the 2024/25 financial year.

11. RISK IMPLICATIONS

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 There are no relevant risk entries that have been recorded on Ideagen Risk, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

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 Community Grant funds are awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 The activities of the Community & Partnership team are covered by existing budgets.

16. BACKGROUND PAPERS

- 16.1 Terms of Reference for Community Forums, see section 9 Constitution page: <https://www.north-herts.gov.uk/council-constitution>.
- 16.2 [Community Grants Policy, 9th May 2023](#)
- 16.3 [Hitchin Community Forum](#) – 10 December 2024
- 16.4 [Notes from the Southern Rural Community Forum](#) - 12 December 2024

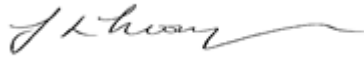
17. APPENDICES

- 17.1 See website links above.

NOTIFICATION DATE

20.12.24

Signature of Service Director Consulted



Date: 16.12.24

Signature of Executive Member for Community and Partnerships



Decision Taker

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

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

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

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

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

1.1 The approval of the allocation **Royston & District Community Grant** funding of:

1.2 **£1,000** to Carers in Hertfordshire towards running costs of their support hub in Royston for unpaid carers.

1.3 **£1,000** to Caudwell Youth towards training volunteers and support worker salary.

2. DECISION TAKER

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

3. DATE DECISION TAKEN:

17 December 2024

4. REASON FOR DECISION

4.1 The Royston & District Community Forum held on 4 December 2024 considered funding an application from:

- Carers in Hertfordshire for £1393, and
- Caudwell Youth for £1800

and recorded their recommendation to the Executive Member for Community and Partnerships. This is part of the process for the formal commitment of Community Grant funds via the delegated authority process.

4.2 The recommendations [\[notes of meeting\]](#) are as follows:

4.2.1 **£1,000** to Carers in Hertfordshire towards running costs of their support hub in Royston for unpaid carers, *with any underspend of the Royston community grant budget at the end of the financial year to be granted to Carers in Hertfordshire and Caudwell Youth equally up to a maximum of £1,393 and £1,800 respectively.*

4.2.2 **£1,000** to Caudwell Youth towards training volunteers and support worker salary, *with any underspend of the Royston community grant budget at the end of the financial year to be granted to Carers in Hertfordshire and Caudwell Youth equally up to a maximum of £1,393 and £1,800 respectively.*

4.3 Members recommended the reduction of grant funding to allow sufficient funds to remain for future applications to be heard at the March Community Forum meeting.

- 4.4 There is, however, no process in place in which underspend of a community grant budget can be granted unless a new grant application is received. To this end, the decision is being made based on the recommended amount in 1.2 and 1.3.
- 4.5 Carers in Hertfordshire and Caudwell Youth are welcome to apply for grant funding in future if they have further need.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 There are no other reasonable alternative options.

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

- 6.1 Consultation has taken place with the Royston & District Community Forum Members in a public meeting on 4 December 2024. Members are in favour and recommend that the Royston & District Community Grant budget should be used for this purpose.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The grant applications were considered by the Royston & District Community Forum on 4 December 2024. The report with the application details is set out under item 3, available on the Council's website [\[CLICK HERE\]](#).
- 8.2 This delegated decision confirms that the recommendation made by the Community Forum members was accepted by the Executive Member for Community & Partnerships, and Service Director on applications 1.2 and 1.3.

9. LEGAL IMPLICATIONS

- 9.1 Following the decision of Full Council on 18 April 2023, a Community Forum shall consider applications for community grants in its area and make recommendations to the Executive Member for Community & Partnerships on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.9(b)((ii)A of the constitution, in consultation with the Service Director: Legal & Community. That decision will be subject to a five clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.
- 9.2 These grants have been assessed against the Subsidy Control Act 2022.

10. FINANCIAL IMPLICATIONS

- 10.1 The total community budget for Baldock & District for 2024/25 stood at **£11,002**.
- 10.2 Prior to the meeting on 4 December **£7,574** had been allocated.
- 10.3 The amount left to utilise in the budget stands at **£3,427**.
- 10.4 The grants recommended at this meeting total **£2,000**. If the grants are awarded as outlined in 1.2, the remaining balance will be **£1,427** available for Community Grants for the remainder of the 2024-25 financial year.

11. RISK IMPLICATIONS

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 There are no relevant risk entries that have been recorded on Ideagen Risk, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

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 Community Grant funds are awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 The activities of the Community & Partnership team are covered by existing budgets.

16. BACKGROUND PAPERS

- 16.1 Terms of Reference for Community Forums, see section 9 Constitution page: <https://www.north-herts.gov.uk/council-constitution>.
- 16.2 [Community Grants Policy, 9th May 2023](#)

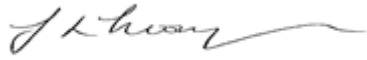
17. APPENDICES

- 17.1 See website links above.

NOTIFICATION DATE


20.12.24

Signature of Service Director Consulted



Date: 17.12.24

Signature of Executive Member for Community and Partnerships

Decision Taker 

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

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted for the Officer or Executive Member [As the Executive Member for Community & Partnership, Cllr Val Bryant, voted on grants 1.2, 1.3, 1.4 and 1.5, the Decision Taker will be Cllr Daniel Allen as Leader of the Council.]

Any conflict with any Member of the Panel and the bodies concerned [YES Cllr Keith Hoskins who declared his interest in relation to grant 1.3 and 1.4. Also Cllr Jon Clayden in relation to 1.3 but wasn't present at the meeting.]

SERVICE DIRECTORATE: Legal and Community

1. DECISION TAKEN

- 1.1 The approval of the allocation **Hitchin Community Grant** funding of:
- 1.2 Carers in Hertfordshire - **£1,393** towards setting up and running a support hub in.
- 1.3 The British Schools Museum - **£1,133** towards updating display room for exhibitions.
- 1.4 Hitchin Town Youth Football Club - **£1,300** towards two sets of goal posts.
- 1.5 Caudwell Youth - **£1,800** towards the salary of a Youth Support Coordinator.

2. DECISION TAKER

- 2.1 Cllr Daniel Allen, Leader of Council, in consultation with the Service Director – Legal and Community.

3. DATE DECISION TAKEN:

18 December 2024

4. REASON FOR DECISION

- 4.1 The **Hitchin Community Forum** held on 10 December 2024 considered funding applications from:
 - Carers in Hertfordshire
 - The British Schools Museum
 - Hitchin Town Youth Football Club
 - Caudwell Youth

and recorded their recommendations. This is part of the process for the formal commitment of Community Grant funds via the delegated authority process.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 There are no other reasonable alternative options.

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

- 6.1 Consultation has taken place with the Hitchin Community Forum Members in a public meeting on 10 December 2024. Members are in favour and recommend that the Hitchin Community Grant budget should be used for this purpose.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The grant applications were considered by the Hitchin Community Forum on 10 December 2024. The report with the application details is set out under item 4, available on the Council's website [\[CLICK HERE\]](#).
- 8.2 Carers in Hertfordshire, as referred to in 1.2, has applied to Royston Community Forum for grant funding towards running a hub in Royston for 12 months.
- 8.2.1 Royston Community Forum have recommended that Carers in Hertfordshire be granted £1,000.
- 8.3 Hitchin Town Youth Football Club, as referred to in 1.4, has applied to Southern Rural Community Forum for grant funding towards the two sets of goal posts.
- 8.3.1 Hitchin Town Youth FC received a recommendation for the full amount requested (£700) from Southern Rural Community Forum.
- 8.3.2 The recommendation is on condition that funds will be released once a robust Safeguarding policy have been received.
- 8.4 Caudwell Youth, as referred to in 1.5, has applied to Royston Community Forum for grant funding towards the salary of a Youth Support Coordinator
- 8.4.1 Royston Community Forum have recommended that Caudwell Youth be granted £1,000.
- 8.5 This delegated decision confirms that the recommendation made by the Community Forum members was accepted by the Executive Member for Community & Partnerships, and Service Director on applications 1.2, 1.3, 1.4 and 1.5.

9. LEGAL IMPLICATIONS

- 9.1 Following the decision of Full Council on 18 April 2023, a Community Forum shall consider applications for community grants in its area and make recommendations to the Executive Member for Community & Partnerships on them. The Executive Member has delegated authority to make these Executive decisions under section 14.6.9(b)((ii)A of the constitution, in consultation with the Service Director: Legal & Community. The Executive Member, however, voted on the items and therefore the decision is taken by the Leader of Council – under his overall executive member delegations 14.6.16.1. That decision will be subject to a five clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.
- 9.2 These grants have been assessed against the Subsidy Control Act 2022.

10. FINANCIAL IMPLICATIONS

- 10.1 The total community budget for Hitchin for 2024/25 stood at **£18,147**.
- 10.2 Prior to the meeting on 10 December **£9,969** had been allocated.

- 10.3 The amount left to utilise in the budget stands at **£8,178**.
- 10.4 The grant applications for this meeting total **£5,626**. If the grants are awarded as outlined in 1.2, 1.3, 1.4 and 1.5 the remaining balance will be **£2,552** available for Community Grants for the remainder of the 2024-25 financial year.

11. RISK IMPLICATIONS

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 There are no relevant risk entries that have been recorded on Ideagen Risk, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

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 Community Grant funds are awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 The activities of the Community & Partnership team are covered by existing budgets.

16. BACKGROUND PAPERS

- 16.1 Terms of Reference for Community Forums, see section 9 Constitution page: <https://www.north-herts.gov.uk/council-constitution>.
- 16.2 [Community Grants Policy, 9th May 2023](#)
- 16.3 [Royston and District Community Forum](#) – 4 December 2024
- 16.4 [Southern Rural Community Forum](#) – 12 December 2024
- 16.5 [Notes from the Hitchin Community Forum](#)

17. APPENDICES

17.1 See website links above.

NOTIFICATION DATE


20.12.24

Signature of Service Director Consulted



Date: 18.12.24

Signature of Leader of the Council



Decision Taker

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

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

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

SERVICE DIRECTORATE: Enterprise: Estates & Asset Management

1. DECISION TAKEN

To approve use of St. Mary's Square Car Park and Portmill Lane Car Park (East & West) in Hitchin to facilitate the Farmers on Christmas Light Tour ("the Tour") scheduled for 21 December 2024.

2. DECISION TAKER

Philip Doggett.

3. DATE DECISION TAKEN:

16 December 2024.

4. REASON FOR DECISION

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

5. ALTERNATIVE OPTIONS CONSIDERED

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

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

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

6.1 In previous years, consultation was undertaken with the following individuals & parties:

- The Executive Member for Finance & IT.
- Richard Hill, local farmer and the Tour's organiser.
- Richard Harbon, Product & Events Manager at Garden House Hospice Care.
- Hertfordshire Highways.
- Hertfordshire Constabulary.

It has not been considered necessary to repeat the consultation.

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

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 Farmers on Christmas Light Tour 2024 is an event scheduled for 21 December 2024. The intention is for 120 tractors decorated in Christmas lights and other festive embellishments to drive through the town centres of Baldock, Letchworth Garden City and Hitchin. The public is invited to view and enjoy the colourful sight of the tractors. The event was organised by a local farmer.
- 8.2 The same organiser is aiming for the 2024 Tour to attract even more interest and exceed the amount of money raised last year for the Hospice.
- 8.4 North Herts Council intends to allow a total of 40 of the 120 tractors to enter and park in St. Mary's Square Car Park. The remaining tractors will park in the Portmill Lane East & West Car Parks. Both Car Parks are owned by North Herts Council.
- 8.5 Members of the public will have opportunity to view, video and take photographs of the decorated tractors whilst parked. All car parks will have marshals to strictly enforce where they park. The tractors will be required to follow a designated route in the Car Parks until they reach their allotted parking bay, as directed by marshals.

Three car parking spaces in St. Mary's Square Car Park will be available for use by pop-up food trucks. The formal consent of North Herts Council will require the event organiser to ensure that all licences necessary for the pop-up food trucks have been obtained.

- 8.7 The intention is for the Car Parks to be closed at 6pm until 10pm on 21 December to normal parking use. Tractors will then enter the Car Parks in a manner controlled by marshals. The later departure of the tractors from the Car Parks will be similarly managed. Members of the public will still be allowed access to the Car Parks by foot or wheelchair only during the period of closure.
- 8.8 The event organiser plans for security personnel to be in attendance throughout the Car Parks from the morning of 21 December advising users that the Car Parks will be closed from 6pm. Suspension notices to highlight this arrangement will be erected in the Car Parks by North Herts Council.
- 8.9 Previously, North Herts Council has obtained technical advice from the Engineering Services Manager of Stevenage Borough Council¹ on the safety and suitability of the construction of St. Mary's Square Car Park to accommodate 40 tractors in light of the Car Park's construction over underground voids. The advice does not raise any concerns in relation to the safety and suitability of this Car Park for the proposed use described. In addition, the Council has public liability insurance cover in place.

9. LEGAL IMPLICATIONS

- 9.1 Section 14.6.7 of the Council Constitution provides delegation to the Service Director: Enterprise, including the exercise of functions, powers and duties in relation to "granting, negotiating and settling terms of licences . . . where the initial annual rent (after the expiry of any rent free period) or the premium does not exceed £500,000 provided that in respect of any matter where the initial rent or premium exceeds £50,000 the decision shall be made in consultation with the Executive Member for Finance and IT."

- 9.2 Under a record of delegation dated 22 March 2024 and made under section 14.6.2 of the Council Constitution, the Service Director: Enterprise has sub-delegated the following powers to the Principal Estates Surveyor: “the granting, negotiating and settling terms of . . . licences . . . where the initial annual rent (after the expiry of any rent free period) does not exceed £25,000 or the calculation of the premium is based on an annual rent not exceeding £25,000.”
- 9.3 The licence fee due under the proposed licence is less than £25,000.
- 9.4 North Herts Council will formalize use of the Car Parks by a licence agreement to be entered into by the event organiser. The licence will stipulate the responsibilities of the event organiser as licensee in using the Car Parks as part of the Tour event. For example, the licence will require the licensee to:
- Ensure the Car Parks remain fully open and accessible until 6pm.
 - Take good care of the Car Parks and any property and infrastructure therein, such as lighting columns and drainage coverings.
 - Ensure any damage to the Car Parks is made good to the Council’s satisfaction.
 - Have in place the requisite valid insurances such as public liability insurance, and for tractor drivers to have motor insurance policies in place.
 - Remove rubbish and litter generated during the event from the Car Parks, and removal of any equipment of the licensee.

10. FINANCIAL IMPLICATIONS

- 10.1. The Council will limit closure of the Car Parks to the minimum duration possible in order to minimise disruption to local traders whose customers may otherwise use the Car Parks. Based on the immense popularity of the 2023 event, many people are expected to be drawn to Hitchin town centre helping balance out the effects of closure.
- 10.2 If damage is caused to the Car Parks by the tractors, the tractor drivers’ motor insurance policies will be expected to cover the cost of damage repairs and any consequential losses such as car park income.

11. RISK IMPLICATIONS

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 Based on the technical advice from Stevenage Borough Council¹, as outlined in paragraph 8.9, the risk of allowing tractors onto St. Mary’s Square Car Park is not considered heightened.
- 11.3 The Council has public liability insurance in place.
- 11.4 The licence to use the Car Parks will require the Tour organiser to have in place all requisite valid insurances, and require documentary proof of insurance.

- 11.5 A pre- and post-event inspection of the Car Parks will be undertaken to document their condition, help ensure damage caused during the event is identified and help secure prompt remedy of the damage to the Council's satisfaction.

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

12. EQUALITIES IMPLICATIONS

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

- 12.2 Some of the parking spaces to be removed from public use are usually provided for the use of blue badge holders. Blue badge holders will be able to park freely in other Hitchin car parks. Further, two bays at the St Mary's Square car park will be dedicated for the use of blue badge holders, which should be overseen by an event marshal/steward.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. The use of tractors which are likely to be powered by fossil fuels may have a negative impact on the air quality in Hitchin town centre. The right for the tractors to use the highway is a police and county highways matter. Permitting the use of the car parks by the event is unlikely to increase any adverse impact beyond that which would be created by the procession of tractors on the public highway with no display of the decorated tractors at the car parks.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 No human resource implications are considered to arise from the decision.

16. BACKGROUND PAPERS

- 16.1 None.

17. APPENDICES

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

NOTIFICATION DATE: 19th December 2024

Signature of Decision Taker

Philip Doggett, Principal Estates Surveyor



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

Call-in does not apply to NON-EXECUTIVE DECISIONS

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

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

SERVICE DIRECTORATE: MANAGING DIRECTOR

1. DECISION TAKEN

1.1 To extend the secondment of the Service Director Housing and Environmental Health to 31 March 2025.

1.2 To continue the temporary Leadership Team arrangements for the reporting lines of the Housing, Environmental Health, Licensing and Community Safety teams under the Service Director for Housing and Environmental Health until 31 March 2025.

1.3 To make consequential amendments to the relevant sections of the Constitution and delegations, to reflect the above.

2. DECISION TAKER

Anthony Roche, Managing Director

3. DATE DECISION TAKEN: 18th December 2024

4. REASON FOR DECISION

4.1 There are current and ongoing capacity and resourcing issues with the leadership team, which the Managing Director is looking at options to address. The current temporary Service Director post is due to end on 13 February 2025 and it has been agreed to extend that arrangement to 31 March 2025 to allow more time to consider options to address the capacity issues within the Leadership Team. The current temporary change of reporting lines, from the Service Directors Regulatory and Legal and Community, will be extended to the same date in order to alleviate capacity issues in those areas.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 Alternatives could have been to revert to the substantive structure, or look for alternative temporary arrangements. However given the extension is for a short period of time it makes most sense to extend the current temporary arrangement.

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

6.1 The Leader, Deputy Leader and relevant Executive Members have been consulted on the proposals and are in agreement with extending the temporary arrangements.

6.2 The Service Directors for Regulatory, Legal and Community, and Housing and Environmental Health, have been consulted on the proposals and are in agreement with extending the temporary arrangements.

6.3 The Housing, Environmental Health, Licensing and Community Safety Managers have been consulted on the proposals and are in agreement with extending the temporary arrangements.

6.4 The HR Services manager has advised that as this is a temporary arrangement and all parties are in agreement, a formal consultation process with affected staff is not required.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 The Service Director Housing and Environmental Health was originally appointed on 14 August 2023, on secondment from Hertfordshire County Council, in order to alleviate pressure on the Service Director Regulatory. A further temporary arrangement was later implemented on 29 July 2024 in order to help address resourcing challenges for the Service Director Legal and Community. Those pressures and challenges remain.

8.2 The Managing Director is currently looking at options for how to address the capacity issues within the Leadership Team, alongside the budget process for 2025/26. Extending the secondment until 31 March 2025 allows a short period of additional time in order to facilitate those considerations. The extension of the secondment has been agreed by Hertfordshire County Council.

9. LEGAL IMPLICATIONS

9.1. Paragraph 14.6.5(a)(i)B of the Council Constitution sets out that the Managing Director shall exercise the following functions:-

To carry out the duties of the Head of Paid Service (section 4 of the Local Government & Housing Act 1989) which includes all necessary powers for:

B Exercising overall managerial responsibility for staff.

The above is a non-Executive function.

9.2. Section 14.6 of the Council's Constitution (the Scheme of Delegation to Officers) will need to be updated to reflect the temporary restructure arrangements.. The Monitoring Officer will be able to do this under existing delegated authority as per section 2.6.2 (d) for practical purposes, in order to ensure the proper administration of the Council. The Managing Director can, however, in effect exercise/ instruct the Monitoring Officer to do this under section 14.6.2(f). A link through to this decision will be provided to the next Council meeting in compliance with section 2.6.3.

10. FINANCIAL IMPLICATIONS

10.1. There is an additional cost in order to extend the secondment of £13,948.76. This will be funded from the salary underspend budget carried forward from previous years which has been used to fund the Service Director Housing and Environmental Health post.

11. RISK IMPLICATIONS

11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to

respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.

- 11.2. There is a risk that not proceeding with extending the temporary arrangements will mean that the support required (in particular by the Legal Services team) is not in place and the team is unable to support the operation of the Council.

12. EQUALITIES IMPLICATIONS

- 12.1 There are no equalities implications from this restructure. A failure to address the challenges faced by the Legal and Community team could have had equalities implications for individuals within that directorate.

13. SOCIAL VALUE IMPLICATIONS

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

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 As this is extending a temporary restructure with all parties in agreement a formal consultation process is not required.


16. BACKGROUND PAPERS

- 16.1 None.

17. APPENDICES

- 17.1 None.

NOTIFICATION DATE XXXX

Signature of the Leader 

Date: 18th December 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

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

1. DECISION TAKEN

- 1.1 To approve to hold a Green Party neighbourhood event (including Fireworks display) on 31st December 2024 between 15.00 hrs to 19.00 hrs using Oughtonhead Green, Oughtonhead Way, Hitchin.

2. DECISION TAKER

- 2.1. Andrew Mills, Service Manager Greenspace

3. DATE DECISION TAKEN:

- 3.1 19th December 2024

4. REASON FOR DECISION

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

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The organisers have approached North Herts Council to host this event, and no alternative locations have been considered as part of this process.

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

- 6.1 Consultation has been undertaken with colleagues in the Safety Advisory Group.

7. FORWARD PLAN

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

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The organisers have approached NHC for approval to use this location for their event.

9. LEGAL IMPLICATIONS

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

10. FINANCIAL IMPLICATIONS

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

11. RISK IMPLICATIONS

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

12. EQUALITIES IMPLICATIONS

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

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

13. SOCIAL VALUE IMPLICATIONS

13.1 The event is open to everyone.

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

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

16. BACKGROUND PAPERS

16.1 Application form and supporting documents.

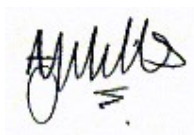
17. APPENDICES

17.1 None

NOTIFICATION DATE - 20th December 2024

Signature of Executive Member ConsultedNot Applicable.....

Date19th December 2024.....



Signature of Decision Taker

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

SERVICE DIRECTORATE: Place

1. DECISION TAKEN

To appoint Kompan to supply and install outdoor gym equipment at Avenue Park, Baldock to meet the project criteria as set out in the grant application for the Shared Prosperity Fund

2. DECISION TAKER

Sarah Kingsley

3. DATE DECISION TAKEN:

11th December 2024

4. REASON FOR DECISION

4.1 The above contractor attained the highest score in the request for quotation. The evaluation process based on price, quality and social value criteria and are therefore considered best value with the resulting outcome that Kompan are the most appropriate contractor to deliver this project.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 If the project was not to be delivered it would result in North Herts Council having to return the grant funding unspent.

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

6.1 Groundwork East were appointed as landscape architects to manage the delivery of this project. They consulted with the NHDC Leisure team, who, in conjunction with NHC's service provider, Everyone Active, collectively selected the equipment and approved the plans that formed the basis of the specification.

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 This project is the conclusion of a larger scheme that has seen similar facilities installed at Royston Leisure Centre, King George 5th Recreation Ground Hitchin and Baldock Road Recreation Ground Letchworth.

- 8.2 The successful grant applicant to the Shared Prosperity Fund is aimed at making opportunities available to residents and the public that may not otherwise wish to use our indoor Leisure Facilities. With the support of Everyone Active who will be running specific classes at the new facilities noted above in 8.1 this is a positive step towards the objective of tackling obesity and lack of exercise within the North Herts population.

9. LEGAL IMPLICATIONS

- 9.1. Under paragraph 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have general authority to enter contracts to carry out works and/or for the supply of goods and services within approved budgets.
- 9.2. Paragraph 14.6.9 (b) (ii), (iii) and (viii) further gives the Service Director - Place the authority to manage, direct and control resources relating to, amongst others, environmental services, grounds maintenance and parks and open spaces. The Executive Member for Environment and Leisure is also responsible for leadership, strategic planning and development, partnership working and decision making within these stated service areas under this paragraph.

10. FINANCIAL IMPLICATIONS

- 10.1. There are no specific revenue implications associated with this contract award as the costs will be met through grant funding.
- 10.2. The contract value is £70,000.00 to deliver the specified design including an element for contingencies.

11. RISK IMPLICATIONS

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

12. EQUALITIES IMPLICATIONS

- 12.1 The Equality Act 2010 came into force on the 1st October 2010, a major piece of legislation. The Act created a new Public Sector Equality Duty, which came into force on the 5th April 2011. There is a general duty, described in paragraph 12.2, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.
- 12.2 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.3 There are no additional equality implications associated with this proposal.

13. SOCIAL VALUE IMPLICATIONS

- 13.2 As the recommendations in the report relate to a contract below £100,000 the "go local" policy has been applied in the following way: Local suppliers were invited to quote and Kompan will use local sub-contractors to install the equipment.

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

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

16. BACKGROUND PAPERS

16.1 None

17. APPENDICES

17.1 None

NOTIFICATION DATE

19th December 2024

Signature of Executive Member Consulted ... 

Date ...19th December 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

EAST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
Baldock		
24/02661/FP	Neil Gaskell Architects Mr Neil Gaskell 37 Whitehorse St, Baldock, SG7 6QF, United Kingdom	Ipec House 25 Church Street Baldock Hertfordshire SG7 5AF Mr Roy Stanbury Change of use from E(c)(ii) to C3 - dwelling house including first floor rear extension; alterations to fenestration and ground levels. Alterations to existing detached store outbuilding to form ancillary residential annexe with front access ramp.
24/02787/FPH	Aria Design Mr Alan Hawkes 90 Chertsey Rise, Stevenage, SG2 9JL, United Kingdom	10 Limekiln Lane Baldock Hertfordshire SG7 6PG Mr Andrew Day Single storey rear extension and insertion of rooflight to proposed snug roofslope following demolition of existing rear bay window and door.
24/02792/FPH	S Rattenbury Assoc Ms Sara Rattenbury Arquen House,, 4-6 Spicer Street,, St. Albans, AL3 4PQ, United Kingdom	30 Chilvers Bank Baldock Hertfordshire SG7 6HS Mr & Mrs R VEDAM Single storey side and rear extension, first floor rear extension and loft conversion with rear dormer window. Roof light windows to ground floor and front of main roof.
Letchworth Garden City		
24/02589/FPH	Herts Home Improvement Agency Mr Ian Green Farnham House, Six Hills Way, Stevenage, SG1 2FQ, United Kingdom	34 Campers Avenue Letchworth Garden City Hertfordshire SG6 3SR Nicola Wilderspin Single storey side extension and installation of front access ramp.
24/02758/FP	Oliver And Robb Architects Avril Southwell Pitreavie Drive, Dunfermline, KY118UH	Guysfield Residential Home Willian Road Letchworth Garden City Hertfordshire SG6 2AB Ms Ginny Clarke Redevelopment of existing care home and erection of detached 3 to 4 storey 70-bed residential nursing home (Class C2 use) with associated parking, landscaping, amenities and works, following demolition of extensions to existing care home.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 19/12/2024
DEADLINE FOR COUNCILLORS' CALL IN: 09/01/2025**

24/02759/FPH Lobs Design Mr Ian Lawrence 11 Glebe Road
Devonshire Business Centre, Works Letchworth Garden City
Road, Letchworth Garden City, SG6 Hertfordshire
1GJ, United Kingdom SG6 1DS

Lindsey Robinson

Single storey side and rear extensions to include linking existing detached garage to main dwelling to facilitate conversion to habitable accommodation following demolition of existing side shed.

24/02790/FPH Be Informed! Mr Charles Speakman 5 Broadcroft
8 Broadmeadow Ride, Hitchin, SG4 Letchworth Garden City
7ST, United Kingdom Hertfordshire
SG6 3UA

Mr Peter Khera

Single storey rear extension.

Royston Town Council

24/02715/FP BBR Design Mr Ryan Albone Unit 1
7 Paynes Park, Hitchin, SG5 1EH, Carrington Court
United Kingdom 37 Upper King Street
Royston
Hertfordshire
SG8 9AZ

Mr Paul Goodman

Change of use to existing ground floor office to one 2-bed apartment and associated works including infill to existing undercroft and alterations to existing fenestration and one parking space. Revised scheme further to planning permission 08/01858/1 approved 02/06/2010

24/02833/LDCE ArchiTech Ltd. Mr Richard 12 Newmarket Road
Chambers Royston
72 Lytton Avenue, Letchworth, SG6 Hertfordshire
3HY, United Kingdom SG8 7DY

Mr and Mrs Kay

Insertion of first floor, side facing obscure glazed window.

24/02836/TPO Mr Sebastian Lenton-Leaver All Land Between Hampshire Road And
Aspects Tree Services Ltd Baldock Road
UNIT D, 32-42 Denington Road, Royston
Wellingborough, NN8 2QH Hertfordshire
SG8 9FT

Mr Saunders

T1, T2: Field Maple - Remove to ground level. T3: Alder - Remove to ground level. G1: Group of whips - Remove to ground level.

Sandon Parish Council

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 19/12/2024
DEADLINE FOR COUNCILLORS' CALL IN: 09/01/2025**

24/02732/FP Rural And Country Energy Mr Mike Yew Tree Farm
Loves Green End
Elmn House Farm, Saughton, Sandon
CHESTER, Cheshire , CH3 6EN Buntingford
Hertfordshire
SG9 0RG

Mr Robert Wornham

Installation of a small domestic-scale Vertical Axis wind Turbine.

WEST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
24/02753/ADJ	Paula Ingram 2nd Floor, Town Hall, George Street, Luton, Beds, LU1 2BQ	Land At Butterfield Technology Park Great Marlings Luton Luton Paula Ingram Development of land for mixed use development - Outline Planning Application, with all matters reserved, for the delivery of flexible commercial units (Class E(g)(ii), E(g)(iii), B2 and B8 uses), alongside parking, landscaping and other associated works. Approval of Reserved Matters with full details of layout, means of access, scale, appearance and landscaping pursuant to Condition 5 of planning permission 23/01319/OUT dated 5th September 2024 for Plot 17. NORTH HERTS DISTRICT COUNCIL: ADJACENT AUTHORITY : CONSULTEE ONLY

Great Ashby Community Council

24/02503/LDCP Mr Robert Branzila 17 Haycock Round
17 Haycock Round, Great Ashby, Great Ashby
Stevenage, Hertfordshire, SG1 6GS Stevenage
Hertfordshire
SG1 6GS

Mr Robert Branzila

Installation of wall mounted electric vehicle (EV) charger

Hexton Parish Council

24/02167/FP Intouch Planning Ltd Mr James Old Generator House
Gran Mill Lane
4 Ennismore Close, Letchworth Hexton
Garden City, SG6 2SU, United Hertfordshire
Kingdom SG5 3JE

Mr Riehmer

Erection of one detached 3-bed dwelling with parking and landscaping with new vehicular and pedestrian accesses onto Mill Lane following demolition of existing outbuilding.

24/02737/FPH JRT Architectural Design Limited Mr Ravensburgh
Jeremy Tilston Barton Road
25 Shorham Rise, Two Mile Ash, Hexton
Milton Keynes, mk8 8bs, United Hitchin
Kingdom Hertfordshire
SG5 3JN

Mr. & Mrs. Sean McLaughlin

Part two storey and part first floor front extension and single storey rear extension. Insertion of ground floor front window following removal of existing garage doors to facilitate conversion of garage into living room. Erection of detached double garage and installation of front hardstanding. Installation of replacement front entrance gates and 1.8m high wing walls

Hitchin

24/02760/FPH ADA GROUP ADA GROUP 5a Mount Pleasant
The Wenta Business Centre, 1 Hitchin
Electric Avenue, Innova Park, Hertfordshire
Enfield, EN3 7XU, United Kingdom SG5 2BG

Mr. Faik Gashi

Raise roof height of existing side extension and part first side extension above. Alterations to fenestration.

24/02789/S73 Mr James Batchelor Mr James 52 Balmoral Road
Batchelor Hitchin
Via Email Hertfordshire
SG5 1XQ

Mrs Sinead Hall

Variation of condition 2 (revised plans) of planning permission 24/00361/FPH granted 10.04.2024 for Alterations to existing single storey rear extension roof and insertion of first floor side windows. Single storey detached 1-bed annexe ancillary to main dwelling following alterations of existing garage. Alterations to fenestration. (Development has commenced)

24/02794/FPH Burton & Associates Ltd. Mr Richard 3 Highover Cottages
Burton Highover Way
65 Shefford Road, Clifton, Shefford, Hitchin
SG17 5RQ, United Kingdom Hertfordshire
SG4 0RQ

Mr Vikram Singh

First floor rear extension. Single storey front and side extensions including porch. Extension and alterations to existing conservatory. Insertion of rear box dormer and side rooflights to facilitate loft conversion. Alterations to fenestration

24/02853/TCA Mrs Allison Sparrow Arborcare 32 Market Place
Unit N , Shangri- La Farm , SG1 2JE Hitchin
Hertfordshire
SG5 1DY

Tilehouse

T1: Sycamore - Fell to ground level

24/02813/FPH	Mrs Lucie Bell 6 River Court, Ickleford, Hitchin, Hertfordshire, SG5 3UD	6 River Court Ickleford Hitchin Hertfordshire SG5 3UD	Mrs Lucie Bell	Single storey front extension and insertion of rear bi folding door
Kings Walden Parish Council				
24/02772/LDCP	BBR Design Mr Ryan Albone BBR Design, 7 Paynes Park, Hitchin, Hertfordshire, SG5 1EH	Winch Hill House Winch Hill Road Luton Hertfordshire LU2 8PB	Mr Eldridge	Erection of 1no detached garage block
24/02823/LBC	Mr John Gass Keepers Cottage, 2A Orchard Way, Breachwood Green, Hitchin, Hertfordshire, SG4 8NT, United Kingdom	Keepers Cottage 2A Orchard Way Breachwood Green Hitchin Hertfordshire SG4 8NT	Mr John Gass	Replacement of 16no. single-glazed timber-framed windows with slim profile timber double glazed windows (in accordance with the Secretary of States decision of 10th December 2024 ref PUR/3342127).
Knebworth Parish Council				
24/01964/FPH	Mr Paul Jobling 50 Stevenage Road, Knebworth, Hertfordshire, SG3 6NN, United Kingdom	50 Stevenage Road Knebworth Hertfordshire SG3 6NN	Mr Paul Jobling	Erection of timber framed open car port
St Ippolytts Parish Council				
24/02763/LBC	Blake Architects Mrs Gemma Yendall 1 Coves Barn, Jackbarrow Road, Winstone, GL7 7JZ	Maydencroft Manor Maydencroft Lane Gosmore Hertfordshire SG4 7QA	Mr Tom Williams	Alterations to first floor partitions and door openings. Further to applications: 21/00218/LBC & 21/00217/FPH, 24/00282/LBC

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 19/12/2024
DEADLINE FOR COUNCILLORS' CALL IN: 09/01/2025**

24/02786/FPH	R L Planning Mr O Jones Arlington Court, Haywards Heath , RH16 3UB	4 Maydencroft Gardens Gosmore Hitchin Hertfordshire SG4 7EJ
		Mr Leighton Miller
		Erection of outbuilding in rear garden following demolition of existing outbuilding
24/02795/FPH	AAC Design Mr Pete Carr 28 Lower Road, Breachwood Green, SG4 8NS	45 Stevenage Road St Ippolyts Hitchin Hertfordshire SG4 7PE
		Mr Tom Barrel
		Two storey rear and side extension following demolition of existing single storey rear extension

(Including Withdrawn decisions)

EAST TEAM

Application No: 22/00303/FP	Location: Land For Footpath Between The Greenway And Stotfold Road Hitchin Hertfordshire Applicant Name: Letchworth Garden City Heritage Foundation Letchwor Description: Creation of footpath/cycleway between Stotfold Road, Hitchin and The Green Way, Letchworth Garden City	Decision: Conditional Permission Decision Date: 12/12/2024
Application No: 23/01885/FP	Location: Land At Police Row Between The Grange And 1 The Grange Police Row Therfield Hertfordshire Applicant Name: Wheatley Group Developments Ltd Description: Erection of 10 dwellings (6 x 3-bed, 3 x 4-bed and 1 x 5-bed) including creation of vehicular access off Police Row, associated garaging, landscaping, drainage infrastructure and ancillary works (as amended by drawing nos. 19251-100A; -101B; -102B; -103B; 104C; -106B; -110B; and -113B received on 9th February 2024, drawing no. 19251 - 107D; received on 17th June 2024, drawings nos. 19251 - 105D; -111B and -112D received 25th June 2024, drawing -19328-THER-5-SK001-E received 3rd July 2024, and drawing nos. 19251-1001I; - 1002G; - 1003G; - 1004G; - 1005D; - 1006; - 114D; - JBA 23_231 01G and JBA_23_231 02G received 11th October 2024).	Decision: Conditional Permission Decision Date: 12/12/2024
Application No: 24/00138/DOC	Location: Sandon Bury Sandon Buntingford Hertfordshire SG9 0QY Applicant Name: Redfern Sandon Bury Farm Ltd Description: Details reserved by Condition 4 (Archaeological monitoring written scheme of investigation) of planning permission reference 22/02643/FP granted on 23.02.2023 (as amended by information received 27th November 2024).	Decision: Approval of Details Decision Date: 16/12/2024
Application No: 24/00747/DOC	Location: Land On The North Side Of York Way Royston Hertfordshire Applicant Name: Kiafield Properties Ltd Description: Details reserved by Condition 21 (Surface water drainage) of planning permission reference 23/00750/FP granted on 27.09.2023.	Decision: Approval of Details Decision Date: 12/12/2024
Application No: 24/01699/FPH	Location: Grove House Highfield Grove Barkway Royston Hertfordshire SG8 8DW Applicant Name: Mr Robert Lynch Water Stream Compass Pools Description: Installation of swimming pool and raised platform, detached plant room building and heat pump. (Development already carried out).	Decision: Unconditional Permission Decision Date: 17/12/2024
Application No: 24/01821/FP	Location: The Old Grammar School Broadway Letchworth Garden City Hertfordshire SG6 3NX Applicant Name: Miss Beatrice Pryor Emil Dale School of Performing Ar Description: Installation of theatre fire exit and concrete ramp (development already carried out)	Decision: Unconditional Permission Decision Date: 16/12/2024
Application No: 24/01859/FPH	Location: Pencroft Maiden Street Weston Hitchin Hertfordshire SG4 7BG Applicant Name: Mr Paul Butler Description: Single storey rear extension and alterations to existing rear extension roof following demolition of existing conservatory (as amended by plan no. P002B)	Decision: Conditional Permission Decision Date: 12/12/2024

EAST TEAM

Application No: 24/01860/LBC	Location: Pencroft Maiden Street Weston Hitchin Hertfordshire SG4 7BG Applicant Name: Mr Paul Butler Description: Single storey rear extension and alterations to existing rear extension roof following demolition of existing conservatory. Internal and external alterations (as amended by plan no. P002B received 09.12.24)	Decision: Conditional Consent Decision Date: 12/12/2024
Application No: 24/02360/PNQ	Location: Fear End Fears Green Sandon Buntingford Hertfordshire SG9 0QY Applicant Name: Ms Rosemary Campbell C/o Sworders Description: Conversion of agricultural buildings into 9 residential dwellings	Decision: Withdrawn Decision Date: 16/12/2024
Application No: 24/02384/FPH	Location: West Barn Friends Green Farm Damask Green Road Weston Hitchin Hertfordshire SG4 7BU Applicant Name: Mr Dan Papworth Description: Insertion of No.2 rooflights to existing west elevation roofslope, and replace No.2 existing ground floor east elevation windows to provide emergency egress. Widening of first floor gable window on north elevation. (as amended by plan no. PL32D)	Decision: Conditional Permission Decision Date: 13/12/2024
Application No: 24/02385/LBC	Location: West Barn Friends Green Farm Damask Green Road Weston Hitchin Hertfordshire SG4 7BU Applicant Name: Mr Dan Papworth Description: Insertion of No.2 rooflights to existing west elevation roofslope, and replace No.2 existing ground floor east elevation windows to provide emergency egress. Internal alterations to facilitate a bedroom (as amended by plan no. 1044-PL32D)	Decision: Conditional Consent Decision Date: 13/12/2024
Application No: 24/02433/DOC	Location: Land On The North Side Of York Way Royston Hertfordshire Applicant Name: Kiafield Properties Ltd Description: Details reserved by Condition 8 (Written preliminary environmental risk assessment and site investigation) of planning permission reference 23/00750/FP granted on 27.09.2023.	Decision: Approval of Details Decision Date: 12/12/2024
Application No: 24/02471/TCA	Location: Church Cottage Church Lane Therfield Royston Hertfordshire SG8 9QD Applicant Name: Mr Tim Underwood Description: T1: Sycamore - Crown reduction to 6m above ground level. T2: Sycamore - Crown reduction to 9m above ground level	Decision: No Objection Decision Date: 16/12/2024
Application No: 24/02494/DOC	Location: Land On The North Side Of York Way Royston Hertfordshire Applicant Name: Kiafield Properties Ltd Description: Details reserved by Condition 9 (Written preliminary environmental risk assessment and site investigation) of planning permission reference 23/00750/FP granted on 27.09.2023.	Decision: Approval of Details Decision Date: 12/12/2024
Application No: 24/02495/DOC	Location: Land On The North Side Of York Way Royston Hertfordshire Applicant Name: Kiafield Properties Ltd Description: Details reserved by Condition 10 (Remediation Method Statement Report) of planning permission reference 23/00750/FP granted on 27.09.2023.	Decision: Approval of Details Decision Date: 12/12/2024
Application No: 24/02502/FPH	Location: 35 The Sycamores Baldock Hertfordshire SG7 5BJ Applicant Name: Mrs Kate Corney Description: Single storey rear and side extension following removal of No.1 existing chimney.	Decision: Conditional Permission Decision Date: 13/12/2024
Application No: 24/02571/TCA	Location: 8 Hitchin Road Letchworth Garden City Hertfordshire SG6 3LL Applicant Name: Mr Matthew Hart Description: Ash - Reduce back to boundary line	Decision: No Objection Decision Date: 12/12/2024 72

EAST TEAM

Application No: 24/02599/TCA	Location: 8 Cashio Lane Letchworth Garden City Hertfordshire SG6 1AX Applicant Name: Mr Alan Haigh Description: T1: Beech - Reduce by approx. 25-30% to suitable lateral growth points.	Decision: No Objection Decision Date: 16/12/2024
Application No: 24/02620/TCA	Location: Ivy Cottage Letchworth Lane Letchworth Garden City Hertfordshire SG6 3ND Applicant Name: Mr Darren Griffin Clarion Housing Description: BEQT010: Lawson Cypress - Crown lift 2.5m above ground, and 5.2m over highway.	Decision: No Objection Decision Date: 16/12/2024
Application No: 24/02622/TCA	Location: 26 Jackmans Place Letchworth Garden City Hertfordshire SG6 1RH Applicant Name: Mrs Apryl Goodwin Settle Description: T1: Large Sycamore - Pollard, remove deadwood and diseased leaves	Decision: No Objection Decision Date: 16/12/2024
Application No: 24/02644/TCA	Location: Ivy Cottage Letchworth Lane Letchworth Garden City Hertfordshire SG6 3ND Applicant Name: Mr Darren Stockhill Clarion Housing Description: BEQT002, BEQT003: Sycamore - Crown lift 2.5m above ground, and 5.2m over highway.	Decision: No Objection Decision Date: 16/12/2024
Application No: 24/02645/TCA	Location: 176 Rushby Place Letchworth Garden City Hertfordshire SG6 1SH Applicant Name: Mrs Apryl Goodwin Settle Description: T1: Ash - Fell	Decision: Withdrawn Decision Date: 17/12/2024
Application No: 24/02651/TCA	Location: 7 Silver Street Ashwell Baldock Hertfordshire SG7 5QJ Applicant Name: Mr Duncan Wardrop Description: T2: Silver birch - Crown reduce to previous points to leave viable growth where possible. Reduction of approx 1-1.5m	Decision: No Objection Decision Date: 16/12/2024
Application No: 24/02697/TCA	Location: 66 Glebe Road Letchworth Garden City Hertfordshire SG6 1DR Applicant Name: Mr Tony Greenwood FGCH Ltd Description: GB25: Eucalyptus - Fell to ground level	Decision: No Objection Decision Date: 17/12/2024
Application No: 24/02722/TCA	Location: Police Station Melbourn Street Royston Hertfordshire SG8 7BZ Applicant Name: Mark Walker Description: T004: Beech - Reduce back from building as hard as possible. T007: Elder - Fell to ground level.	Decision: No Objection Decision Date: 12/12/2024
Application No: 24/02751/EC	Location: Land Adjacent To Red Brick Cottage The Street Kelshall Royston Hertfordshire SG8 9SQ Applicant Name: Umar Rehman UK Power Networks Description: Install LV underground cable and pole and stay (x2)	Decision: No Objection Decision Date: 17/12/2024
Application No: 24/02756/TCA	Location: The Paddock Pedlars Lane Therfield Royston Hertfordshire SG8 9PX Applicant Name: Dr Duncan Casson Description: Ash - Reduce by 25-30%	Decision: No Objection Decision Date: 12/12/2024
Application No: 24/02770/DOC	Location: 20 High Street Baldock Hertfordshire SG7 6AX Applicant Name: Mr Sabahipour Description: Details reserved by Condition 4 (Window joinery section details) of listed building consent application reference 24/02388/LBC granted on 04.12.2024	Decision: Approval of Details Decision Date: 16/12/2024

EAST TEAM

Application No: 24/02771/TCA
Location: 5 Draytons Close Barley Royston Hertfordshire SG8 8FE
Decision: No Objection
Applicant Name: Mr Brett Griffin Griffin Tree & Garden Services
Description: Ash - Reduce crown up to 3m all over and to balance crown. Remove deadwood. (as amended 17/12/2024).
Decision Date: 17/12/2024

Application No: 24/02782/NMA
Location: 1 Pryor Road Baldock Hertfordshire SG7 6LJ
Decision: Agreed
Applicant Name: Mr Alan Shelford Focus Structural Ltd
Description: Change of rear patio french doors and window to one bi-fold door. Installation of two roof lights in rear single storey kitchen roof (as non-material amendment to planning permission 21/00931/FP granted on 18.05.2021).
Decision Date: 17/12/2024

WEST TEAM

Application No: 22/01829/DOC
Location: Hobbs Close Garage London Road St Ippolyts Hitchin Hertfordshire SG4 7NJ
Decision: Approval of Details
Applicant Name: Mr Andy Marshall
Description: Details reserved by Condition 6- Preliminary environmental risk assessment (relating to planning permission granted 21/02832/FP 21.12.2021).
Decision Date: 16/12/2024

Application No: 24/00766/DOC
Location: Land Adjacent To Oaklea And South Of Cowards Lane Codicote Hertfordshire SG4 8UN
Decision: Approval of Details
Applicant Name: Miss Laurretta Nabawanda Croudace Homes Ltd
Description: Details reserved by condition 37 (Surface Water Drainage Scheme) of planning permission reference no.17/01464/1 granted 02.11.2022.
Decision Date: 12/12/2024

Application No: 24/00849/DOC
Location: Land Adjacent To Oaklea And South Of Cowards Lane Codicote Hertfordshire SG4 8UN
Decision: Approval of Details
Applicant Name: Miss Laurretta Nabawanda Croudace Homes Ltd
Description: Details reserved by condition 39 (Surface Water Drainage Scheme) of planning permission reference no.17/01464/1 granted 02.11.2022.
Decision Date: 12/12/2024

Application No: 24/01328/LBC
Location: 2 Crown Cottages Ley Green Kings Walden Hitchin Hertfordshire SG4 8LU
Decision: Conditional Consent
Applicant Name: Mrs Judith Cameron
Description: Replacement of three windows; two to the front elevation and one to the side of the front porch with 8.15mm slim vacuum units and with 22mm glazing bars (as amended by drawing nos. sch-1 Rev 1 received on 05/12/2024 and sch-2 Rev 2 received on 16/12/2024).
Decision Date: 16/12/2024

Application No: 24/01861/DOC
Location: Sunvale Bedford Road Holwell Hitchin Hertfordshire SG5 3RX
Decision: Refused
Applicant Name: Lynda Musgrove
Description: Details reserved by condition 4 (Access Road and Parking) of planning permission reference no 21/00810/FP granted 21.10.2021
Decision Date: 17/12/2024

Application No: 24/02247/LDCP
Location: 2 Lodge Temple Dinsley St Albans Highway Preston Hitchin Hertfordshire SG4 7RU
Decision: Refused
Applicant Name: Mr Vermeiren
Description: Erection of detached carport, garage and log store in rear garden following demolition of existing greenhouse and outbuildings
Decision Date: 12/12/2024

Application No: 24/02272/FPH
Location: 5 Bradleys Corner Hitchin Hertfordshire SG4 0PR
Decision: Conditional Permission
Applicant Name: N Nessa
Description: Single storey side/rear extension following demolition of existing outbuildings, front porch extension and alterations to fenestration. (Amended plans received on 09.12.2024)
Decision Date: 12/12/2024

WEST TEAM

Application No: 24/02276/DOC	Location: Former The Foundry Stevenage Road St Ippolyts Hertfordshire SG4 7NU Applicant Name: Jarvis Homes Ltd Description: Details reserved by condition 15 Part D (Subsoil Verification Report) of planning permission reference 22/00754/FP granted 05.09.2023	Decision: Approval of Details Decision Date: 16/12/2024
Application No: 24/02285/FPH	Location: 24 Benslow Rise Hitchin Hertfordshire SG4 9QX Applicant Name: Mr And Mrs Bos Description: Part two storey and part single storey rear, first floor side extension; two storey front extension following demolition of existing conservatory. External insulation and render. (Revised plans submitted 15/11/2024).	Decision: Conditional Permission Decision Date: 17/12/2024
Application No: 24/02311/FPH	Location: 134 High Street Codicote Hitchin Hertfordshire SG4 8UB Applicant Name: Mr D Shadbolt Description: Single storey side and rear extension; side canopy and alterations to openings/fenestration on side elevation. (Amended plans recieved on 10.12.2024)	Decision: Conditional Permission Decision Date: 12/12/2024
Application No: 24/02341/FPH	Location: The Lodge Shillington Road Pirton Hitchin Hertfordshire SG5 3HB Applicant Name: Peters Description: Two storey rear extension including first floor side balcony platform, dormer windows and rooflights. External cladding	Decision: Conditional Permission Decision Date: 12/12/2024
Application No: 24/02373/FP	Location: Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN Applicant Name: Knights Bespoke Build Limited Description: Erection of detached double carport	Decision: Conditional Permission Decision Date: 17/12/2024
Application No: 24/02409/FPH	Location: 1 Beech Way Blackmore End St Albans Hertfordshire AL4 8LY Applicant Name: Mr & Mrs G Cameron Description: Single storey front and rear extensions following demolition of existing front and rear elements. External rendering. (Amended plans recieved 12.12.2024)	Decision: Conditional Permission Decision Date: 17/12/2024
Application No: 24/02419/LDCP	Location: 83 Balmoral Road Hitchin Hertfordshire SG5 1XQ Applicant Name: Mr George Dance Description: Insertion of rear L-shaped box dormer window and two front rooflights to facilitate loft conversion.	Decision: Refused Decision Date: 17/12/2024
Application No: 24/02420/FPH	Location: 26 Gibson Close Hitchin Hertfordshire SG4 0RS Applicant Name: Mr and Mrs Evans Description: Part two storey and part single storey rear extension; first floor front extension and front porch following demolition of existing conservatory. Insertion of front ground floor window following removal of existing garage doors to facilitate garage conversion. (Amended plans received 04/12/24).	Decision: Conditional Permission Decision Date: 17/12/2024
Application No: 24/02427/FPH	Location: 28 Willoughby Way Hitchin Hertfordshire SG4 9LW Applicant Name: Mr Sam Neal Description: Single storey rear extension, front porch extension with replacement pitched roof over existing garage; insertion of front ground floor window following removal of existing garage doors to facilitate garage conversion. Alterations to fenestration	Decision: Conditional Permission Decision Date: 17/12/2024

WEST TEAM

Application No: 24/02458/TCA	Location: Hitchin Girls School Highbury Road Hitchin Hertfordshire SG4 9RS Applicant Name: Philip Bellwood CALDICOTT COURT RESIDENTS M Description: 2x Beech - Cut back overhang of main branches by up to 1.75m towards the boundary where appropriate.	Decision: No Objection Decision Date: 16/12/2024
Application No: 24/02461/FPH	Location: 8 Lower Road Breachwood Green Hitchin Hertfordshire SG4 8NS Applicant Name: Sylvia Brown Description: Single storey rear extension following demolition of existing rear extension. Insertion of Juliet balcony to rear first floor window, alterations to openings and new roof to existing rear extension	Decision: Conditional Permission Decision Date: 17/12/2024
Application No: 24/02462/FPH	Location: 62 St Albans Road Codicote Hitchin Hertfordshire SG4 8UT Applicant Name: Mr & Mrs Andrew and Wendy Rowan Description: Replacement raised roof including first floor rear extension with Juliet balconies and insertion of two front dormer windows to facilitate additional accommodation at first floor level. Single storey rear extension, open sided front porch canopy and reposition access path/steps to front door. External render and cladding. Alterations to fenestration.	Decision: Conditional Permission Decision Date: 17/12/2024
Application No: 24/02467/FPH	Location: Mayfield Kimpton Road Oakhills Welwyn Hertfordshire AL6 9NN Applicant Name: Mr Will Westwick Description: Erection of detached garage/office/store following demolition of existing detached double garage and store (renewal of previously approved planning permission 21/00624/FPH granted 20.04.2021)	Decision: Conditional Permission Decision Date: 13/12/2024
Application No: 24/02481/DOC	Location: Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN Applicant Name: knights developments Description: Details reserved by condition 2 (Bricks) of listed building consent 23/00559/LBC granted 13.12.2023	Decision: Approval of Details Decision Date: 12/12/2024
Application No: 24/02483/DOC	Location: Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN Applicant Name: Knights Developments Description: Details reserved by condition 2 (Roof) of listed building consent 23/01999/LBC granted 12.12.2023	Decision: Approval of Details Decision Date: 12/12/2024
Application No: 24/02499/FPH	Location: 69 Periwinkle Lane Hitchin Hertfordshire SG5 1TY Applicant Name: Mr Matthew Coleman Description: Single storey side extension and front porch	Decision: Conditional Permission Decision Date: 17/12/2024
Application No: 24/02516/TPO	Location: Land Adjacent To 21 Caldicott Court Harrison Close Hitchin Hertfordshire SG4 9SL Applicant Name: Mr Philip Bellwood CALDICOTT COURT RESIDENTS Description: 8x Yew, 1x Beech - Reduce back up to 2m and reduce crown height by up to 3m	Decision: Conditional Consent Decision Date: 17/12/2024
Application No: 24/02522/FPH	Location: Maid Marion Rabley Heath Road Welwyn Hertfordshire AL6 9UF Applicant Name: Mr Louis Watts Description: Alterations to roof including hip to gable roof extension and insertion of two side dormer windows to create additional habitable space at first floor level. External render	Decision: Conditional Permission Decision Date: 17/12/2024

WEST TEAM

Application No: 24/02524/AD	Location: The Green Man Arch Road Great Wymondley Hitchin Hertfordshire SG4 7EU Applicant Name: Admiral Taverns Description: Installation of illuminated and non-illuminated external signs; five flood lights and two car park entrance signs and associated works	Decision: Conditional Consent Decision Date: 17/12/2024
Application No: 24/02534/FPH	Location: 51 Talbot Street Hitchin Hertfordshire SG5 2QU Applicant Name: Mr Ryan Simmons Description: Single storey rear extension (as a variation of planning permission 23/02178/FPH granted 07.11.2023). (Amended by plans received 05/12/24).	Decision: Conditional Permission Decision Date: 17/12/2024
Application No: 24/02555/DOC	Location: Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN Applicant Name: Knights Developments Description: Details reserved by condition 5 (Framing) of listed building consent 23/01999/LBC granted 12.12.2023	Decision: Approval of Details Decision Date: 12/12/2024
Application No: 24/02613/TCA	Location: Kimpton Bury High Street Kimpton Hertfordshire SG4 8RH Applicant Name: Mrs Bevan Description: T1: Acacia - Removal of 3 stems, severe lvy at base and crown clean.	Decision: No Objection Decision Date: 16/12/2024
Application No: 24/02720/TCA	Location: 41 The Avenue Hitchin Hertfordshire SG4 9RQ Applicant Name: Mr Jack Emmerson Rustle Arb Description: T1: Maple - Reduction of 50% to previous pollard points	Decision: No Objection Decision Date: 17/12/2024

PRESS RELEASE

PR 38100

13 December 2024

Residents are invited to have their say on our Vision for North East and Central Hertfordshire

North Herts Council is working with East Herts Council, Broxbourne Borough Council, Stevenage Borough Council and Welwyn Hatfield Borough Council to plan for the longer-term sustainable growth of North East and Central (NEC) Hertfordshire.

The team has reached a key milestone and finalised a shared vision setting out the aspirations for the area up to 2050 based around 6 key themes.

The vision aims to inform cross-boundary planning and strategic growth options that address climate change, environment, infrastructure, housing, and employment. By working together, we are confident we will be in a stronger position to deliver and fund essential facilities that local people want to see, such as transport, schools, health and utilities like water and sewerage.

Each district and borough council will still be responsible for preparing their own local plan, but the preparation of a strategic plan will be important for setting the framework and shared priorities across North East and Central Hertfordshire, within which individual local plans can be prepared.

Cllr Daniel Allen, Leader of North Herts Council said: “By preparing and consulting on our shared vision, we will be able to gain a greater understanding of what is most important to residents, communities and stakeholders within our key towns and rural areas and across NEC Herts as a whole.”

The vision is currently out for consultation and is available here: [North East Central Hertfordshire Vision 2050 - Consultation](#)

The consultation is running for 7 weeks from 13 December to the 31 January.

ENDS

For more information from North Herts Council, contact Sarah Jenkinson at sarah.jenkinson@north-herts.gov.uk