

## NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 6 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](mailto:MIS@north-herts.gov.uk)

# NEWS AND INFORMATION

## AGENDA & REPORTS

### PUBLISHED WEEK COMMENCING 2 DECEMBER 2024

None

### FORTHCOMING MEETINGS WEEK COMMENCING 9 DECEMBER 2024

Extraordinary Council - 9 December 2024

### UPCOMING CHAIR'S ENGAGEMENTS FROM FRIDAY 6 DECEMBER 2024

Date	Event	Location
	None	

### UPCOMING VICE-CHAIR'S ENGAGEMENTS FROM FRIDAY 6 DECEMBER 2024

Date	Event	Location
Sat 7 Dec 2024 @ 7:30pm	North Herts Ladies Choir Christmas Concert	St. Christopher School Theatre, Barrington Road, Letchworth SG6 3JZ

### UPCOMING OTHER EVENTS FROM FRIDAY 6 DECEMBER 2024

Date	Event	Location
	None	

**Traffic Regulation Orders**

**SERVICE AREA REGULATORY**

**MEMBERS**  
**INFORMATION NOTE**

**Souberie Avenue, Letchworth**

**Hitchin Taxi Rank, Bancroft Hitchin**

**Church Street Baldock**

Following discussions with the residents and businesses affected, consultation with the Highway Authority, Police Authority, Statutory Bodies, Ward Members and Executive Members, consultation, both informal and formal has been undertaken.

The effect of the Orders are:

Souberie Avenue, Letchworth.

Extend the existing No Waiting at anytime restrictions further into Souberie Avenue to points in the road where narrowing of the highway is at it's least. This allows for vehicles to park safely within the confines of the road without passing vehicles to mount the pavement.

Hitchin Taxi Rank, Bancroft, Hitchin.

An anomaly was found that meant former Traffic Regulation Orders contradicted each other and therefore enforcement of the Taxi Rank was not consistent. Customers of local take-away outlets were parking in the taxi rank and across entrances to residential dwellings. This Order is to regularise the Traffic Regulation Order for this section of Bancroft to allow for waiting and stopping of Taxis only.

Church Street, Baldock

Following requests from residents of Church Street, Baldock to increase the permit parking only for Zone B permit holders from Mon – Fri 8am – 8pm to Mon – Sat 8am – 8pm, both informal and formal consultation procedures were put in place.

Draft orders of intention were created and advertised on lamp columns in the immediate area. A public notice placed in the Comet Newspaper, letters of consultation delivered to all properties affected and email consultation to the statutory bodies who require this information.

The period of consultation was 10<sup>th</sup> March 2024 to 5<sup>th</sup> April 2024.

Following this consultation, approval was sought from the Service Director Regulatory along with the Executive Member for Planning and Transport.

The Order has been forwarded to Legal Services for making and signed by the Service Director Regulatory.

The Order will come into force on the date agreed within the Order, re-advertised on site and in the local newspaper.

Attached are the Delegated Officer Reports duly signed relevant to this report.

Copies of the Draft Order, Statement of Reasons and existing and proposed plans can be viewed, under their appropriate towns at:

[Parking orders and reviews | North Herts Council](#)

For more information please contact:

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## Council Activity

### Executive Member Q&A!

Throughout the month of November, we ran a Q&A for the opportunity to ask the Executive Member for Waste Management and Recycling, Cllr Amy Allen, anything Waste and Recycling related. We received loads of great questions, head to the [Climate Hive](#) to see the answers!

### Climate Hive Engagements

The [Climate Hive](#) now has over 400 subscribers and we continue to update users with the latest climate activity and awareness initiatives such as LNRS engagement, green grants, Recycle Week, upcoming environmental films and open surveys.

### Local Nature Recovery Strategy

Work continues on Hertfordshire's Local Nature Recovery Strategy (LNRS). Key stakeholders are helping develop specific strategic priorities for Hertfordshire's urban areas. These priorities aim to join up fragmented habitats, provide wildlife corridors, improve greenspaces, and help improve air quality. North Herts are currently assisting in providing information to help shape these urban priorities.

## Headlines

### COP29

The UN Climate Change Conference took place in Baku, Azerbaijan, 11<sup>th</sup>-22<sup>nd</sup> November themed this year 'In Solidarity for a Green World'. Key [takeaways](#) were:

- Climate finance for developing countries was tripled from a previous \$100bn to \$300bn a year
- General concerns over host countries in this and previous years having economies built on gas and oil.

### Tree Alert

[Forest Research's TreeAlert](#) is the online reporting tool for tree pests and diseases. It allows for quick reporting of any suspect trees that may be of concern in Britain. The tool now includes accessibility to data that has been recorded on the app for the last two years. Take a look and remember it to report a tree!

*For queries or comments, please contact the Policy & Strategy Team at [environmentpanel@north-herts.gov.uk](mailto:environmentpanel@north-herts.gov.uk)*

### HCCSP LARA Pilot

The Hertfordshire Climate Change and Sustainability Partnership (HCCSP) has been chosen to take part in the fully-funded programme of the Local Area Retrofit Accelerator ([LARA](#)). Workshops will take place over a 12-week period to develop the Retrofit Strategy.

### Hertfordshire Environmental Improvement Grant

Hertfordshire County Council are seeking projects to support with their Environmental Improvement Grant, with up to £3,000 in funding available for people or groups hoping to improve nature on their land or in their local communities. For further information on eligibility and to apply, head to [Environmental Improvement Grants](#).

### Green Grants for VCSE organisations

[Hertfordshire Community Foundation \(HCF\)](#) are offering grants of up to £1,000 for Voluntary, Community and Social Enterprise (VCSE) organisations to become more environmentally sustainable. Funds can be used on capital projects or items to improve energy efficiency and environmental sustainability on work premises. Details of the criteria and how to apply, head to [Green Grants 2024](#).

### Bus Service Funding

£11million of funding has been made available to Hertfordshire County Council for the Bus Service Improvement Plan following a recent announcement from the Department for Transport. The October edition of this briefing covered the success of previous funding. For more info: [Hertfordshire County Council | Extra Bus Service Improvement Plan investment](#)

## Local Events

### LGCHF Home Energy Workshop

[Letchworth Garden City Heritage Foundation](#) are looking for residents of Letchworth to nominate their home and participate in a hands-on workshop focused on retrofitting homes for better energy efficiency.

**Where:** Your home in Letchworth

**When:** January 2025

Email [response@letchworth.com](mailto:response@letchworth.com) for more information and to nominate your home.

## Sustainability Tips

### **Plastic Free & Sustainable Products**

Disposable nappies, incontinence products and period products all create a lot of waste, so switching to reusables make sense, for your wallet and the planet!

There are lots of options to choose from when it comes to reusable products, and Hertfordshire Residents can apply for a 15% discount on a selected range of nappy, incontinence and period products, catering for the whole family.

For more information and to apply for discounts:

[Herts Sustainable Periods](#)  
[Herts Confident Continence](#)  
[Herts Reusable Nappies](#)

### **HEAT Energy App**

The HEAT Herts Energy Advice Tool, an energy saving app continues to be available for residents to download and use. The app is designed to take residents through their home and fill in a survey to identify how they can reduce their energy usage to save money on bills and help the environment.

The app is available for both Android and iOS users:

[Download the HEAT app for Apple devices](#)

[Download the HEAT app for Android devices](#)

### **Save the planet this Christmas! S**

Some top tips to help you do your bit for the planet this Christmas:

- Use recyclable wrapping paper, look for FSC and do the scrunch test to see if you can recycle it!
- Send e-cards if you miss the last posting date
- Plan your meals carefully to avoid food waste; use [Your Christmas portion planner | Good Food](#)
- Deck the halls with natural materials
- Wear your most sustainable Christmas jumper - the one you already have! Or shop second hand at a charity shop!

Have a read of the full list over on the [Climate Hive!](#)

### **Environmental films**

The Broadway Cinema, Letchworth are hosting several environmental documentary films until the end of 2024. The remaining showings are: Dear Future Children (15) - December Sunday 8, 18:00 & Thursday 12th 20:15

For more information <https://www.broadway-letchworth.com/cinema/environmental-films/>.

### **Have your say!**

#### **Property Flood Resilience Survey**

Hertfordshire County Council (HCC) wants to hear from residents whose homes have flooded, or are at risk of flooding, to decide whether to reintroduce a grant scheme to fund flood defences for properties. [Complete the survey](#) to express your interest in the grant scheme.

#### **Economic Strategy survey**

[Hertfordshire Futures](#) is developing a County new Economic Strategy for the next 10 years and beyond. They want to hear from all stakeholders on building a more inclusive and sustainable economy. Take the [survey](#) and share your views now!

#### **Green Heat Coop survey**

[Green Heat Coop](#) are working on a guide for homeowners on how to make properties more energy and cost efficient in Royston and surrounding villages. Take the survey to help guide services and tailor resources! [Royston & Villages Household Survey 2024](#)

#### **Thermal Imaging Cameras**

Now the colder months are with us, find out more about thermal imaging and how you can loan a camera, save money on your energy bills and reduce your carbon emissions. Head to the North Herts Climate Hive. [Thermal Imaging Cameras.](#)

PARKING TARIFFS  
(SERVICE AREA, REGULATORY)  
7 December 2024

# MEMBERS

# INFORMATION NOTE

## Consultation on proposed Car Parking Increases for 2025/26

### 1.0 **Purpose:**

- 1.1 This is to advise members that our interim Executive Member for Planning & Transport, has requested that the Community Forums and key organisations (i.e. the Letchworth, Hitchin and Royston BIDs, the Royston Town Council and Knebworth Parish Council), are informed and invited to offer their comments on the proposed tariff increases for 2025/26 in advance of a report being taken to Cabinet in February 2025. These changes are part of the Council's efforts to ensure fair and sustainable parking fees across the district.

### 2.0 **Background:**

- 2.1 The Council's approved Medium-Term Financial Strategy, sets an annual budget assumption that the Council would increase parking fees and charges annually by 2%. The last tariff increases were approved by Cabinet in September 2023 and were implemented in November 2023. This was a tariff increase for 2023/24.
- 2.2 It was agreed to postpone the increasing of parking tariffs in 2024/25 financial year as the Council wished to bring the tariff increases back in line with the Council's budget setting process for the start of the financial year. The implementation of the parking tariff increases has been delayed to later in the financial years as a result of the pandemic and enabling local businesses further time to recover from the

pandemic and more recently to address the economic pressures being faced more widely with increases in energy prices and overall cost of living.

- 2.3 Bringing the parking tariff increases back in line will enable the Council to set the parking tariff in line with inflation uplift ready for introduction at the start of the new financial year. It is therefore proposed to increase parking tariffs in April 2025 to cover the 24/25 and 25/26 financial years.

### **3. Tariff Proposals for 2025/26**

- 3.1 The approach adopted by the Council is to be consistent across all car parks and harmonize tariffs where possible within each town whilst respecting their separate identities.
- 3.2 The aim is to set car parking tariffs that support the achievement of modal shift away from private car use in seeking to reduce carbon emissions and supporting more sustainable initiatives as set out in the Council's Climate Change Strategy (2022-2027). It is also the Council's intention to introduce alternative methods of payment that will enable visitors to stay longer to help support the vitality of town centres. The replacement of the machines will commence in early 2025.
- 3.3 The Interim Executive Member for Planning and Transport and the Executive Member for Finance have been involved in discussions and selection of the proposed tariff increases for 2025/26. The following rationale has been applied when considering the proposed tariff increases for next financial year:

- To apply a 4% inflationary increase to all tariffs across all council operated car parks in Baldock, Hitchin, Letchworth, Royston and Knebworth rounded up to the nearest 10p with the exception of the free 0-2 hour tariff at the Norton Common car parks in Letchworth to facilitate users of the common and being out of centre car parks. This 4% increase is reflective of general inflation over the 2 year period and is still lower than the inflationary increases on public transport.
- To increase the on-street tariffs in Market Hill Royston to bring the one hour tariff in line with the Royston off street car parks and to apply the 4% inflationary increase to the 2 hour tariff.
- To retain the off-peak (after 3pm) incentive in Hitchin to support the vitality of the town centre, whereby people can choose to stay for 1,2 or 3 hours.

To retain an off-peak incentive in Royston with the introduction of a flat rate tariff after 3pm across all car parks including the on- street tariffs in Market



Hill. Whilst free parking has been provided via a subsidy from Royston BID and other sources since 2012, this subsidy has not had an inflationary increase and is much lower than the lost income/ fair proportion of the car park costs. This has been reviewed to accord with the Council's agreed policy (Sept 2023 Cabinet) to implement subsidy and incentive parking schemes on a break-even approach.

This would not preclude the Council considering applications from any organisation wishing to subsidise after 3pm parking in any of the Royston car parks, or and similarly in the other towns.

- To introduce a similar off-peak incentive in Letchworth, by proposing a flat rate tariff after 3pm to encourage more visitors to the town centre later in the day and to stay longer. Such an initiative has been requested by Letchworth BID in the past.
- The same model has been applied for the off-street incentive across all three towns – where the flat rate after 3pm following the 4% inflationary increase is 10p more than the 1-hour tariff. The proposals are as follows:
  - For Hitchin - increasing the at a flat rate of £1.50 in the long stay car parks and £1.70 in the short stay car parks
  - For Royston – introducing a £1.00 flat rate across all car parks
  - For Letchworth – introducing a flat rate of £1.10 in the Hillshott long stay and the multi-story car park and £1.50 in the Town Hall short stay car park.
- The off-peak incentive is not proposed for Baldock or Knebworth, given the amount of on-street parking and the low tariff structure within the Baldock long stay car park and the short stay car park in Knebworth being a small car park where parking is a premium and the incentive is to encourage turn over of spaces to support the local high street businesses.
- The Council had previously chosen not to increase the cost of Season Tickets or Business Permits since 2021 due the reduction in the take up of these permits with the change in employer habits since the pandemic with more people continuing to work from home and commuting into their office on certain days. This trend appears to be continuing and as a mean of supporting local businesses it is proposed not to increase the cost of season tickets for 2025/26.

A copy of the proposed tariff increases is attached at Appendix A.

#### **4. The Consultation Process**

- 4.1 All the Community Forums are being consulted during their December meetings and the following key stakeholders have been informed and invited to offer their comments on the proposed tariff increases in advance of a report being taken to Cabinet in February 2025. These being the Royston Town Council, Knebworth Parish Council, and the Hitchin, Letchworth and Royston BIDs,
- 4.2 The consultation period will run until 15 January 2025 and comments are to be submitted in writing to [transport@north-herts.gov.uk](mailto:transport@north-herts.gov.uk)
- 4.3 Details of the proposals are also available on the council's Website at: [Off street parking tariffs | North Herts Council](#)

#### **For more information please contact**

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## Appendix A: Proposed Parking Tariff Increases for 2025/26

### (Consultation December 2024)

The Proposals include:

- Inflationary uplift of all tariffs in Hitchin, Letchworth, Baldock, Knebworth and Royston car parks by 4% rounded up to the nearest 10p, except the free 0-2 hour tariff at Norton Common car parks, to cover the 2024/25 and 2025/26 financial years;
- Introduce flat rate £1.00 Tariff at Royston Car Parks after 3pm; and
- Introduce a £1.10 or a £1.50 flat rate tariff after 3pm in Letchworth Town Centre Car Parks.

#### HITCHIN CAR PARKS

Car Park		Duration / hours	Current Tariff	Proposed Tariff
<b>Bancroft</b> (long stay)	<b>Standard Tariff</b>	1	£1.30	£1.40
		2	£2.40	£2.50
		3	£3.10	£3.20
		All Day	£5.20	£5.30
	<b>Post 3pm Tariff</b>	1	£1.40	£1.50
		2	£1.40	£1.50
3		£1.40	£1.50	
<b>Biggin Lane</b> (short stay)	<b>Standard Tariff</b>	1	£1.50	£1.60
		2	£2.60	£2.70
		3	£4.20	£4.30
		4	£5.70	£5.80
	<b>Post 3pm Tariff</b>	1	£1.60	£1.70
		2	£1.60	£1.70
		3	£1.60	£1.70
<b>Christchurch</b> (short stay)	<b>Standard Tariff</b>	1	£1.50	£1.60
		2	£2.60	£2.70
		3	£4.20	£4.30
		4	£5.70	£5.80
	<b>Post 3pm Tariff</b>	1	£1.60	£1.70
		2	£1.60	£1.70
		3	£1.60	£1.70
<b>Lairage MSCP</b> (long stay)	<b>Standard Tariff</b>	1	£1.30	£1.40
		2	£1.30	£1.40
		3	£2.30	£2.40
		All Day	£4.60	£4.70
	<b>Post 3pm Tariff</b>	1	£1.40	£1.50
		2	£1.40	£1.50
		3	£1.40	£1.50

Car Park		Duration / hours	Current Tariff	Proposed Tariff
Portmill East (short stay)	Standard Tariff	1	£1.50	£1.60
		2	£2.60	£2.70
		3	£4.20	£4.30
		4	£5.70	£5.80
	Post 3pm Tariff	1	£1.60	£1.70
		2	£1.60	£1.70
		3	£1.60	£1.70
Portmill West (short stay)	Standard Tariff	1	£1.50	£1.60
		2	£2.60	£2.70
		3	£4.20	£4.30
		4	£5.70	£5.80
	Post 3pm Tariff	1	£1.60	£1.70
		2	£1.60	£1.70
		3	£1.60	£1.70
St Mary's Square (short stay)	Standard Tariff	1	£1.50	£1.60
		2	£2.60	£2.70
		3	£4.20	£4.30
		4	£5.70	£5.80
	Post 3pm Tariff	1	£1.60	£1.70
		2	£1.60	£1.70
		3	£1.60	£1.70
Woodside (long stay)	Standard Tariff	1	£1.30	£1.40
		2	£2.40	£2.50
		3	£3.10	£3.20
		All Day	£5.20	£5.30
	Post 3pm Tariff	1	£1.40	£1.50
		2	£1.40	£1.50
		3	£1.40	£1.50

**LETCHWORTH CAR PARKS**

<b>Car Park</b>		<b>Duration / hours</b>	<b>Current Tariff</b>	<b>Proposed Tariff</b>
<b>Hillshott</b> (long stay)	<b>Standard Tariff</b>	1	£0.90	£1.00
		2	£1.60	£1.70
		3	£2.50	£2.60
		All Day	£5.00	£5.10
	<b>Post 3pm Tariff</b>	1	£0.90	£1.10
		2	£1.60	£1.10
3		£2.50	£1.10	
<b>LMSCP Short Stay</b>	<b>Standard Tariff</b>	1	£0.90	£1.00
		2	£1.60	£1.70
		3	£2.50	£2.60
		4	£4.60	£4.70
	<b>Post 3pm Tariff</b>	1	£0.90	£1.10
		2	£1.60	£1.10
		3	£2.50	£1.10
		4	£4.60	£1.10
<b>LMSCP Long Stay</b>	<b>Standard Tariff</b>	1	£0.90	£1.00
		2	£1.60	£1.70
		3	£2.50	£2.60
		All Day	£5.00	£5.10
	<b>Post 3pm Tariff</b>	1	£0.90	£1.10
		2	£1.60	£1.10
		3	£2.50	£1.10
<b>Letchworth Town Hall</b> (short stay)	<b>Standard Tariff</b>	1	£1.30	£1.40
		2	£2.00	£2.10
		3	£3.30	£3.40
		4	£5.00	£5.10
	<b>Post 3pm Tariff</b>	1	£1.30	£1.50
		2	£2.00	£1.50
		3	£3.30	£1.50
		4	£5.00	£1.50

Car Park		Duration / hours	Current Tariff	Proposed Tariff
<b>Norton Common Bowling Club</b>	<b>Standard Tariff</b>	2	£0.00	£0.00
		4	£1.80	£1.90
		Max stay 5	£4.90	£5.00
<b>Norton Common Swimming Pool</b>	<b>Standard Tariff</b>	2	£0.00	£0.00
		4	£1.80	£1.90
		Max stay 5	£4.90	£5.00

#### BALDOCK CAR PARK

Car Park		Duration / hours	Current Tariff	Proposed Tariff
<b>The Twitchell (long stay)</b>	<b>Standard Tariff</b>	3	£1.30	£1.40
		All Day	£1.70	£1.80

#### KNEBWORTH CAR PARK

Car Park		Duration / hours	Current Tariff	Proposed Tariff
<b>St Martin's Road (short stay except business permit holders)</b>	<b>Standard Tariff</b>	30 Mins	£0.40	£0.50
		1	£0.70	£0.80
		2	£1.50	£1.60
		3	£2.10	£2.20
		Max Stay 4	£4.30	£4.40

## ROYSTON CAR PARKS

Car Park		Duration / hours	Current Tariff	Proposed Tariff
<b>Angel Pavement</b> (short stay)	<b>Standard Tariff</b>	1	£0.80	£0.90
		2	£1.60	£1.70
		3	£3.90	£4.00
	<b>Post 3pm Tariff</b>	1	£0.00	£1.00
		2	£0.00	£1.00
		3	£0.00	£1.00
<b>Civic Centre</b> (long stay)	<b>Standard Tariff</b>	1	£0.80	£0.90
		2	£0.90	£1.00
		3	£1.20	£1.30
		All Day	£3.50	£3.60
	<b>Post 3pm Tariff</b>	1	£0.00	£1.00
		2	£0.00	£1.00
		3	£0.00	£1.00
<b>Market Place</b> (short stay)	<b>Standard Tariff</b>	1	£0.80	£0.90
		2	£1.60	£1.70
		3	£3.90	£4.00
	<b>Post 3pm Tariff</b>	1	£0.00	£1.00
		2	£0.00	£1.00
		3	£0.00	£1.00
<b>Princes Mews</b> (operates mostly as a short stay)	<b>Standard Tariff</b>	1	£0.80	£0.90
		2	£1.60	£1.70
		3	£5.00	£5.10
		All Day	£7.70	£7.80
	<b>Post 3pm Tariff</b>	1	£0.00	£1.00
		2	£0.00	£1.00
		3	£0.00	£1.00
<b>Priory Gardens</b> (short stay)	<b>Standard Tariff</b>	1	£0.80	£0.90
		2	£1.60	£1.70
		3	£3.90	£4.00
	<b>Post 3pm Tariff</b>	1	£0.00	£1.00
		2	£0.00	£1.00
		3	£0.00	£1.00

Car Park		Duration / hours	Current Tariff	Proposed Tariff
The Warren (long stay)	Standard Tariff	1	£0.80	£0.90
		2	£1.40	£1.50
		3	£1.90	£2.00
		All Day	£4.00	£4.10
	Post 3pm Tariff	1	£0.00	£1.00
		2	£0.00	£1.00
		3	£0.00	£1.00

#### ROYSTON ON-STREET PARKING CHARGES

Car Park		Duration / hours	Current Tariff	Proposed Tariff
Market Hill (short stay)	Standard Tariff	1	£0.50	£0.90
		2	£1.00	£1.10
	Post 3pm Tariff	1	£0.00	£1.00
		2	£0.00	£1.00
		3	£0.00	£1.00



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

**01/11/2024** to **01/12/2024**

# Incidents Summary Analysis by Zone

01/11/2024 to 01/12/2024

## Category Summary

### Zone: Baldock

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

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

### Zone: Hitchin

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Alarm Activation	Intruder Alarm	1
Anti-Social Behaviour	Nuisance	11
Arson/Fire		2
Assault		2
Concern for Welfare	Missing Persons	6
Deception/Fraud	Banking Protocol	2
Domestic		1
Post Event Viewing	Download For Police	8
Suspicious Activity		4
Theft	Shoplifting	3
Traffic Incident	RTC	3
Vehicle	DUI	4
Weapon		1

**Total No. of Incidents in Zone Hitchin: 48**

### Zone: Knebworth

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti-Social Behaviour	Drunken Behaviour	1

**Total No. of Incidents in Zone Knebworth: 1**

### Zone: Letchworth

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Alarm Activation	Intruder Alarm	1
Anti-Social Behaviour	Public Order	3
Arson/Fire		2
Concern for Welfare	Missing Persons	5
Criminal Damage		1
Domestic	Assault	1
Post Event Viewing	Download For Police	8
Theft	Shoplifting	4
Vehicle	DUI	2
Weapon	Knife	1

## Incidents Summary Analysis by Zone

01/11/2024 to 01/12/2024

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**Total No. of Incidents in Zone Letchworth: 28**

### Zone: Royston

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Anti-Social Behaviour	Nuisance	1
Concern for Welfare	Mental Health	2

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

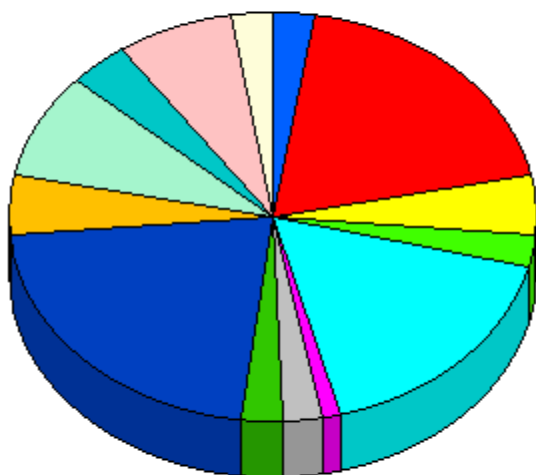
**Total No. of Incidents : 83**

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# Incidents Summary Analysis by Zone

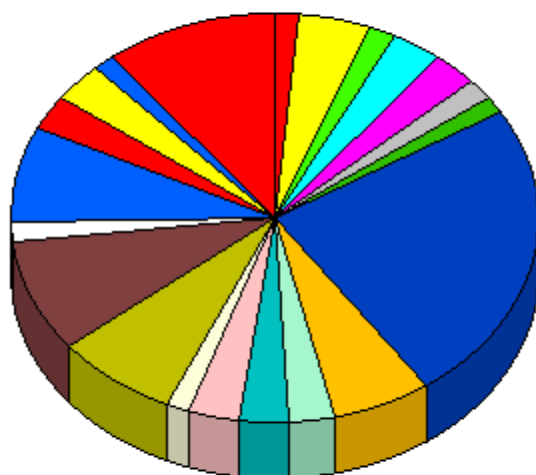
01/11/2024 to 01/12/2024

## No. of Incidents by Category



Alarm Activation	2.4%
Anti Social Behaviour	19.3%
Arson/Fire	4.8%
Assault	2.4%
Concern for Welfare	16.9%
Criminal Damage	1.2%
Deception/Fraud	2.4%
Domestic	2.4%
Post Event Viewing	21.7%
Suspicious Activity	4.8%
Theft	8.4%
Traffic Incident	3.6%
Vehicle	7.2%
Weapon	2.4%
<b>Total:</b>	<b>100.0%</b>

## No. of Incidents by Sub Category



	0.0%
ABH	1.5%
Affray	4.5%
Assualt	1.5%
Banking Protocol	3.0%
Broken Down Vehicle	3.0%
Damage	1.5%
Disorder	1.5%
Download For Police	23.9%
Drunken Behaviour	6.0%
DUI	3.0%
Injury	3.0%
Intruder Alarm	3.0%
Knife	1.5%
Mental Health	7.5%
Missing Persons	9.0%
No Insurance	1.5%
Nuisance	7.5%
Public Order	3.0%
Public Viewing Request	3.0%
RTC	1.5%
Shoplifting	10.4%
<b>Total:</b>	<b>100.0%</b>

# Incidents Summary Analysis by Zone

01/11/2024 to 01/12/2024

## Call Source Summary

### Zone: Baldock

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

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

### Zone: Hitchin

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	3
Police Airwaves	33
Police Control	2
Post Event Viewing	8
Town Link	2

**Total No. of Incidents in Zone Hitchin: 48**

### Zone: Knebworth

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

**Total No. of Incidents in Zone Knebworth: 1**

### Zone: Letchworth

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	3
Police Airwaves	12
Police Control	2
Post Event Viewing	8
Town Link	3

**Total No. of Incidents in Zone Letchworth: 28**

### Zone: Royston

<u>Call Source</u>	<u>No. of Incidents</u>
Controller	1
Police Airwaves	2

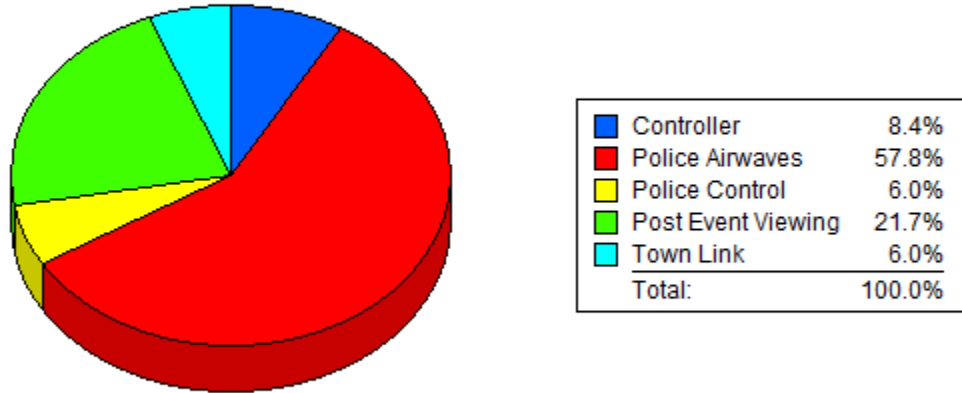
**Total No. of Incidents in Zone Royston: 3**

**Total No. of Incidents : 83**

## Incidents Summary Analysis by Zone

01/11/2024 to 01/12/2024

### No. of Incidents by Call Source



# Incidents Summary Analysis by Zone

01/11/2024 to 01/12/2024

## Camera Summary

### Zone: Baldock

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00802	Thurnall Close	1
00803	High Street Junc	3

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

### Zone: Hitchin

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00300	Bancroft North	3
00301	Bancroft Park Car	4
00302	Bancroft Middle	3
00303	Bancroft	16
00304	Brand Street	9
00305	Market Place	12
00306	Market Place Sun	10
00307	Hermitage Road	3
00308	Woodside Car Park	1
00309	Churchyard South	8
00310	Churchyard North	5
00311	Sun Street	9
00312	Bucklesbury	3
00313	Biggen Lane Car	2
00314	Queen Street	13
00315	Portmill Lane Car	9
00316	Station Approach	4
00317	Nightingale Road	4
00822	Westmill John	3

**Total No. of Incidents in Zone Hitchin: 48**

### Zone: Knebworth

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

**Total No. of Incidents in Zone Knebworth: 1**

### Zone: Letchworth

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00401	Eastcheap Car Park	7
00402	Broadway Hotel	6
00403	Station Place	6
00404	Station Road West	4
00406	Station Road East	3
00407	The Wynd	1

## Incidents Summary Analysis by Zone

01/11/2024 to 01/12/2024

00410	Eastcheap Middle	3
00411	Broadway Gardens	4
00412	Broadway South	3
00413	Gernon Road	6
00414	Howard Park Car Pa	4
00415	Norton Way South	4
00417	Leys Avenue Top	9
00419	Leys Avenue	3
00820	Grange Estate Southf	5
00821	Grange Estate Rear Sh	2

**Total No. of Incidents in Zone Letchworth: 28**

### Zone: Royston

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
00810	Lower King Street	2
00811	Lower high street	2
00814	Market Hill	1

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

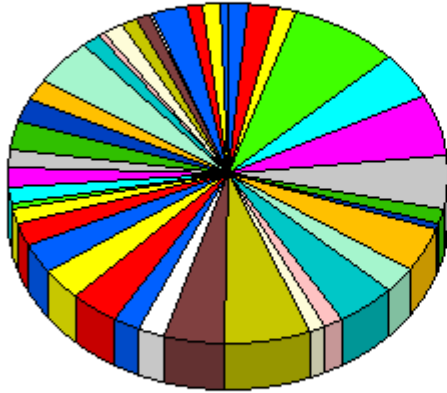
**Total No. of Incidents : 80**



# Incidents Summary Analysis by Zone

01/11/2024 to 01/12/2024

## No. of Incidents by Camera



0300	Bancroft North	1.5%
00301	Bancroft Park Car Park	2.0%
00302	Bancroft Middle	1.5%
00303	Bancroft Hermitage Rd	8.0%
00304	Brand Street	4.5%
00305	Market Place High St	6.0%
00306	Market Place Sun St	5.0%
00307	Hermitage Road	1.5%
00308	Woodside Car Park	0.5%
00309	Churchyard South	4.0%
00310	Churchyard North	2.5%
00311	Sun Street	4.5%
00312	Bucklesbury	1.5%
00313	Biggen Lane Car Park	1.0%
00314	Queen Street	6.5%
00315	Portmill Lane Car Park	4.5%
00316	Station Approach	2.0%
00317	Nightingale Road	2.0%
00401	Eastcheap Car Park	3.5%
00402	Broadway Hotel	3.0%
00403	Station Place	3.0%
00404	Station Road West	2.0%
Total:		100.0%

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Planning Control Committee held in the Council Chamber, District Council Offices, Gernon Road, Letchworth Garden City, SG6 3JF on Tuesday, 3rd December, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ruth Brown, Elizabeth Dennis, Sadie Billing and Amy Allen.

Having given due notice Councillor Jon Clayden substituted for Councillor Brown, Councillor Val Bryant substituted for Councillor Billing and Councillor Sean Nolan substituted for Councillor Allen.

### 2 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 3 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (3) The Chair clarified matters for the registered speakers.
- (4) The Chair advised that Section 4.8.23(a) of the Constitution applied to the meeting.

### 4 PUBLIC PARTICIPATION

The Chair confirmed that the registered speakers were in attendance.

### 5 24/01962/FP LAND ADJACENT TO RED BRICK COTTAGE, THE STREET, KELSHALL, ROYSTON, HERTFORDSHIRE, SG8 9SQ

**RESOLVED:** That application 24/01962/FP be **GRANTED** planning permission subject to the reasons and conditions set out in the report of the Development and Conservation Manager subject to an additional Condition 12.

<sup>3</sup> & R Q G L W L R Q

*Prior to the commencement of the works hereby granted a footpath diversion order shall have been applied for to the Local Planning Authority under the Town and County Planning Act 1990 Section 257 and a temporary diversion/stopping up order granted by the Hertfordshire County Council Public Rights of Way department. At no point shall the public footpath be blocked or access impeded until such time as both the above criteria are satisfied. Guidance on the application can be found at <https://www.north-herts.gov.uk/public-footpath-diversions> or by contacting the officer delegated on 01462 474431.*

*Reason: To ensure that the route of the public footpath remains open for use by members of the public at all times. To FR P S O \ Z L W K 3 R O L F \ ' R I W K H 1 R U W K + H U W V*

6 **24/02173/FP ANDERSON HOUSE, FLORENCE STREET, HITCHIN, HERTFORDSHIRE, SG5 1RA**

**RESOLVED:** That application 24/02173/FP be **GRANTED** planning permission subject to subject to the reasons and conditions set out in the report of the Development and Conservation Manager subject to:

- (a) The receipt of formal comments from the NHS Herts and West Essex Integrated Care team within the statutory consultation period.
- (b) The Committee to delegate authority to the Development and Conservation Manager in consultation with the Chair of the Planning Committee to resolve any issue arising from the consultation response from the NHS.
- (c) Subject to the addition of Condition 12 (as outlined in the Supplementary Document) and the addition of Condition 13.

<sup>3</sup> & R Q G L W L R Q

*Prior to the commencement of the use hereby permitted full details of a resident nominations agreement for Andersons House to include the role of North Hertfordshire District Council as local housing authority, shall be submitted to and approved in writing by the Local Planning Authority. The development shall be implemented in perpetuity in accordance with the approved nominations scheme unless otherwise agreed in writing by the Local Planning Authority.*

*Reason: To ensure that the development meets a local housing need and to comply with paragraph 60, Section 5 of the National Planning Policy Framework. (2023).*

Condition 13:

*Prior to the commencement of the use hereby permitted details of an enhanced boundary treatment scheme along the southern boundary, to include a minimum fence height of 2 metres, shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved scheme.*

*Reason: In the interests of the amenity of adjacent residents and to comply with Policy D3 of the North Herts Local Plan. '*

7 **PLANNING APPEALS**

The Development and Conservation Manager provided an update on Planning Appeals.

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Council held in the Council Chamber, District Council Offices, Gernon Road,  
Letchworth Garden City, SG6 3JF  
on Thursday, 28th November, 2024 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors David Chalmers, Elizabeth Dennis, Joe Graziano, Lisa Nash and Tamsin Thomas.

### 2 MINUTES - 19 SEPTEMBER 2024

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 19 September 2024 be approved as a true record of the proceedings and be signed by the Chair.

### 3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 4 CHAIR'S ANNOUNCEMENTS

(1) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded.

(2) The Chair reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean that, as this was an emergency, all of us, Officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.

(3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

The Monitoring Officer informed Members that a general dispensation had been granted for Agenda Item 9 - Land North of Great Ashby (GA2) Strategic Masterplan Framework.

(4) The Chair advised that the normal procedure rules in respect of debate and times to speak will apply.

(5) The Chair advised that 4.8.23(a) of the Constitution applied to Agenda Items 9 and 10 and the corresponding referrals.

(6) The Chair advised Members that there were changes to the order of the published agenda.

(7) The Chair welcomed newly elected Councillor Sarah Lucas to her first Council Meeting.

(8) 7KH & KDLU DGYLVHG WKDW WLFNHWV ZHUH QRZ DYDLODEC and Awards 2025, being held on Friday 28 February 2025.

(9) The Chair and Members paid tribute to former Councillor Ray Bloxham.

(10) The Chair and Members paid tribute to former Councillor Anthony Burrows.

A minutes silence was observed in memory of both former Councillors.

(11) \$ GRQDWLRQ ZDV PDGH WR SANDS on behalf of the estate of the former Cllr Michael Weeks.

**5 PUBLIC PARTICIPATION**

Immediately before each of the respective Agenda Items, a presentation was received from Silke Gruner, Emanuele Lo Faro and Edward Keyner regarding Agenda Item 9 - Land North of Great Ashby (GA2) Strategic Masterplan Framework and from Richard Kelly regarding Agenda Item 10 - North Stevenage Strategic Masterplan Framework.

**7 NOTICE OF MOTIONS**

There was one motion submitted in accordance with Standing Order 4.8.15.

(A) Motion Similar to One Previously Rejected

**RESOLVED:** That Full Council would consider the report and recommendations on the North of Stevenage Masterplan at its meeting on 28 November 2024, following reconsiderations by the Project Board and any similar referral motions from Cabinet.

**9 LAND NORTH-EAST OF GREAT ASHBY (GA2) STRATEGIC MASTERPLAN FRAMEWORK**

**RESOLVED:** That the Strategic Masterplan Framework for the land North-East of Great Ashby (Local Plan site GA2), attached at Appendix A, was approved and adopted as a material planning consideration for relevant planning decisions relating to the site.

**REASONS FOR DECISION:**

(1) 7R VHW DQ DJUHHG GHVLJQ IUDPHZRUN IRU WKH GHOLYHU adopted Local Plan.

(2) To accord with policy requirements of the Local Plan.

**10 LAND TO THE NORTH STEVENAGE STRATEGIC MASTERPLAN FRAMEWORK**

**RESOLVED:**

(1) That following the Full Council decision not to adopt the masterplan in July 2024, Council noted the additional information and clarification in the report.

(2) That the Strategic Masterplan Framework for North Stevenage, attached at Appendix A, was approved and adopted as a material planning consideration for relevant planning decisions relating to the site.

**REASONS FOR DECISIONS:**

(1) 7R IDFLQDWH WKH GHOLYHU\ RI D VWUDWHJLF VLWH ZLW

(2) To accord with policy requirements of the Local Plan.

## 8 ITEMS REFERRED FROM OTHER COMMITTEES

The Chair advised that the referrals 8B and 8C from Cabinet had been taken with the respective items on the agenda.

### 8A) Statement of Gambling Principles 2025-2028

**RESOLVED:** That Council adopted the Statement of Gambling Principles 2025-2028 policy.

#### **REASONS FOR DECISION:**

- (1) Licensing authorities are required to publish a policy every three years by virtue of section " RI WKH \*DPEOLQJ \$FW ~ ³WKH \$FW ´
- (2) A new policy must be published by 3 January 2025 to comply with this statutory requirement.
- (3) The policy builds on the effectiveness of the existing policy with minor amendments to reflect changes in legislation.

## 11 CONSTITUTIONAL & GOVERNANCE REVIEW

The Chair advised that due to the time already taken to determine the business on the agenda this item would be deferred to the Extraordinary meeting of Full Council in December 2024.

In accordance with Standing Order 4.8.11 five questions had been submitted by the required deadline set out in the Constitution.

## 6 QUESTIONS FROM MEMBERS

In accordance with Standing Order 4.8.11 five questions had been submitted by the required deadline set out in the Constitution.

### Removal of Public Bins

Councillor Matt Barnes to Councillor Amy Allen (Executive Member for Recycling and Waste Management).

### Royston Leaner Pool

Councillor Tim Johnson to Councillor Mick Debenham (Executive Member for Environment, Leisure and Green Spaces).

### (C) Churchgate Regeneration

Councillor Ralph Muncer to Councillor Daniel Allen (Leader of the Council).

### (D) Single Person Council Tax Discount

Councillor Ralph Muncer to Councillor Ian Albert (Executive Member for Finance and IT).

### (E) Civil Enforcement Officer Roles

Councillor Ralph Muncer to Councillor Daniel Allen (Interim Executive Member for Planning and Transport).

7 NOTICE OF MOTIONS

There were three motions submitted in accordance with Standing Order 4.8.12.

(B) Hitchin industrial Estate Fires

**RESOLVED: That Council**

Instructed the Leader of the Council and the Executive Member for Housing and Environmental Health to write promptly to the Environment Agency, to express North Herts & R X Q F L O ¶ V V H U L R X V F R Q F H U Q V D E R X W W K H V D I H W \ R I D Q G U H T X H V W W K D W W K H L e v i e w R e s U r g e n t ¶ O L F H Q F H V E H

Work proactively to instigate a system of air quality monitoring in the residential areas closest to the industrial estate.

Further instructed the Executive Member for Housing and Environmental Health to report back to Council within six months with details of any action that has been taken by the competent authorities in the intervening period to monitor pollution and mitigate the risks of future fires.

(C) A1(M) Junction 6 (Welwyn) to 8 (Hitchin and Stevenage) Upgrade

**RESOLVED:**

That the Leader of the Council writes to the Secretary of State for Transport calling on the Government to reinstate plans to upgrade the A1(M) between Junction 6 (Welwyn) to Junction 8 (Hitchin and Stevenage) that were cancelled by the prior Conservative government.

That the Leader of the Council writes to the Member of Parliament for Hitchin, the Member of Parliament for North East Hertfordshire and the Member of Parliament for Stevenage, urging them to call on the Secretary of State for Transport to reinstate plans to upgrade the A1(M) between Junction 6 (Welwyn) to Junction 8 (Hitchin and Stevenage) and mitigate the impact of needed housing growth for North Hertfordshire residents living near the A602, B197 and B656

(D) Impact of Family Farm Tax on Rural Communities in North Hertfordshire

The Chair advised that due to the time already taken to determine the business on the agenda this item would be deferred to the Extraordinary meeting of Full Council in December 2024.

## 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 **Baldock & District Community Grant** funding of:

1.2 Christchurch Baldock - £1,560 towards instructor costs for Body & Soul sessions aimed at movement and exercise for retired residents in the community.

#### **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:**

**5 December 2024**

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

4.1 The Baldock & District **Community Forum** held on 2 December 2024 considered funding an application from:

- Christchurch Baldock

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 Baldock & District Community Forum Members in a public meeting on 2 December 2024. Members are in favour and recommend that the Baldock & 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 Baldock & District Community Forum on 2 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 application 1.2.

## **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 **£12,229**.

- 10.2 Prior to the meeting on 2 December **£10,307** had been allocated.

- 10.3 The amount left to utilise in the budget stands at **£1,922**.

- 10.4 The grant application for this meeting total **£1,560**. If the grant is awarded as outlined in 1.2, the remaining balance will be **£362** 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, 9<sup>th</sup> May 2023](#)

**17. APPENDICES**

17.1 See website links above.

**NOTIFICATION DATE**

**06.12.24**

**Signature of Service Director Consulted**



**Date: 04.12.24**

**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

**THE NORTH HERTFORDSHIRE DISTRICT COUNCIL  
(BANCROFT, HITCHIN) (PROHIBITION OF STOPPING AND WAITING EXCEPT TAXIS)  
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 ***The North Hertfordshire District Council (Bancroft, Hitchin) (Prohibition of Stopping and Waiting except for Taxis) Order 2024***. As specified in the First Schedule of this Order, as advertised on the 14<sup>th</sup> March 2024 (Copy of draft Order is attached at Appendix A).

1.2 That the Service Director: Legal and Community seals the Prohibition of Stopping and Waiting Except for Taxis Order as outlined in paragraph 1.1.

1.3 That 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 as required under Part III, s18 of the LATO Regs.

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

Ian Fullstone – Service Director - Regulatory

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

6<sup>th</sup> November 2024

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

- 4.1 To proceed with the formal creation and subsequent publishing of the above Traffic Regulation Order (TRO) to define the current taxi rank, remove non taxi vehicles from parking across residents' entrances and reduce the congestion of customer vehicles parking in the taxi rank to collect foods.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 None, as this seeks to correct an anomaly within the existing Order.

## **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 informally and formally consult on a permanent Traffic Regulation Order. This includes the following consultees: local fire and ambulance service; local police, Hertfordshire County Council as the Highway Authority, the Road Haulage Association, local businesses, immediately affected residents and any religious institutions likely to be affected by any provision in the Order.

6.2 In accordance with Part II, Section 7 of the LATO Regs a 'Notice of Proposal's' containing the particulars of the proposed waiting restriction in the draft TRO was published in the local newspaper, The Comet, on 14<sup>th</sup> March 2024 and site notices were displayed in Bancroft on lamp columns within the length of road affected.

6.3 Copies of the published draft Order, together with the plan, Notice of Proposals and Statement of Reasons were made available to view during normal office hours (by appointment only) at the Council Offices in Gernon Road, Letchworth and on the Council's website.

6.4 In order to ensure the smooth implementation of the proposed parking amendment, and to gauge the level of response to the proposal, a pre-consultation (informal) exercise was undertaken between 19<sup>th</sup> December 2023 and 12<sup>th</sup> January 2024. Those consulted included: residents likely to be affected by the proposal, businesses fronting the taxi rank, Hertfordshire County Council as the Highway Authority, Emergency Services, various statutory bodies and ward and county councillors for the area.

6.5 The Local Ward Members, the relevant County Councillor for the area, the former Exec Member and Deputy Exec Member for Planning and Transport have been consulted on the proposals and kept informed on progress during the process, as has the current interim Executive Member for Planning and Transport.

6.6 See section 8 below summarising the outcomes of the pre-consultation and statutory consultation exercises.

## **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 rectify an anomaly within the current Traffic Regulation Orders underpinning the Taxi Rank on Bancroft.
- 8.2 At present two Traffic Regulation Orders (1984 and 1989) under pin the Taxi Rank. The 1984 Order introduced Taxi Parking only along the section of Bancroft between numbers 98 and 107a. This parking was segmented and there were no restrictions in place to stop any vehicles parking across the entrances to various mews and courtyard developments along with access entrances for businesses. The 1989 Order further introduced No Waiting at anytime restrictions within the length of the Taxi Rank markings. However, this Order did not revoke the 1984 Order and therefore having Taxi Rank markings and Double Yellow Lines contradicted each other and therefore neither restriction is enforceable.
- 8.3 The proposal is for the revocation of both Orders 1984 and 1989. Removal of the existing Double Yellow Lines, remove all of any markings referring to Taxi's and reinstatement of H Bar markings across entrances and encompassing an unsegmented length of Taxi Only markings along the length between 97 and 107a.
- 8.4 As part of the pre-consultation, letters advising of the proposal were hand delivered to all the residents and businesses affected. Email consultation was undertaken with the statutory bodies.
- 8.5 Following discussion with the Executive Member for Planning & Transport and the Deputy, it was agreed to proceed with informal consultation on the draft TRO. No responses were received. In the region of 32 letters were hand delivered.
- 8.6 Formal consultation followed and letters to residents, businesses and statutory consultees during the period of 14<sup>th</sup> March 2024 to 5<sup>th</sup> April 2024. A notice appeared in The Comet newspaper on the 14<sup>th</sup> March 2024 together with notices placed at various points along the length of the Taxi Rank. One email was received from a resident fronting the rank. The context of the email was referring to the complete relocation of the rank to a different part of Hitchin Town Centre.

The resident was contacted and was happy with the response given that the consultation on the 2024 Order was in relation to rectifying the current restrictions and that any request to formally relocate the taxi rank would need to be presented separately to this consultation exercise. As such, the objection was withdrawn by the resident.

- 8.7 Given that no objections were received and the objection to the relocation of the taxi rank was withdraw, and having consulted the then Executive Member and Deputy for Planning and Transport, it was the officer recommendation to the Service Director: Regulatory, that the proposed North Hertfordshire District Council (Bancroft, Hitchin) (Prohibition of Stopping and Waiting, except for Taxis) Order 2024 is published as stated in paragraph 1.1 above. The Service Director Regulatory supported the officer recommendation.

## **9. LEGAL IMPLICATIONS**

- 9.1 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, sealing of the Made TRO and implementation of the signs on street, 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 on street, there are no other risks associated with this proposal. Implementation of the actions arising form the Council's Parking Strategy is already identified as a risk on the Council's Risk Register.

## **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.

**13. SOCIAL VALUE IMPLICATIONS**

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

**14. ENVIRONMENTAL IMPLICATIONS**

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

**15. HUMAN RESOURCE IMPLICATIONS**

- 15.1 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 (Bancroft, Hitchin) (Prohibition of Stopping and Waiting) (Except for Taxis) Order 2024 in PDF format. Copy of proposed plan.

**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 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/parking-orders-and-reviews)

**18. NOTIFICATION DATE**

*Date sent to all Members, put on website and appears in MIS - Committee and Member Services will insert*

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

Date .....6<sup>th</sup> November 2024.....

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

Date.....6<sup>th</sup> November 2024.....

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



**THE NORTH HERTFORDSHIRE DISTRICT COUNCIL  
(BANCROFT, HITCHIN) (PROHIBITION OF STOPPING AND WAITING EXCEPT TAXIS)  
ORDER 2024**

Date of Order: *25<sup>th</sup> November 2024*  
Order No: NHDC/BANHIT/2024

North Hertfordshire District Council ("the Council") pursuant to arrangements made under section 19 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 with Hertfordshire County Council, and in exercise of their powers under sections 1, 2, 3, 4, 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:-

Commencement

1. This Order shall come into force on *19<sup>th</sup> December 24* and may be cited as The North Hertfordshire District Council (Bancroft, Hitchin) (Prohibition of Stopping and Waiting except Taxis) Order 2024.

Interpretation

2. In this Order, except where the context otherwise requires, the following expressions have the meanings hereby assigned to them:

"Civil Enforcement Officer" means a Civil Enforcement Officer as defined by the Traffic Management Act 2004 and appointed by North Hertfordshire District Council

"penalty charge" means a penalty charge imposed pursuant to Part 6 of the Traffic Management Act 2004 and any regulations made thereunder;

"taxi" has the same meaning as in Schedule 1 of the Traffic Signs Regulations and General Directions 2016"

3. Save as provided in Article 4, no person shall cause or permit any vehicle except a "taxi" to stop at any time, including for the practise of loading and unloading in that length of Bancroft, Hitchin as specified in the Schedule to this Order and identified as shown on the plan herewith, MH/BANC/001.
4. Nothing in this Order shall render it unlawful to cause or permit any vehicle to wait in the length of road specified in the Schedule to this Order for so long as may be necessary to enable the vehicle, if it cannot conveniently be used for such purpose in any other position, to be used in connection with any of the following operations, namely:
  - (i) Building, demolition or excavations operations;
  - (ii) The removal of any obstruction to traffic;
  - (iii) The maintenance, improvement or reconstruction of the said length of road;
  - (iv) The laying, erection, alteration or repair in or adjacent to the said lengths of road of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any electronic communication network within the meaning of the Communication Act 2003
  - (v) In the service of a local authority or of a water authority in pursuance of statutory powers or duties;

5. Nothing in this Order shall render it unlawful for any vehicle to wait in the length of road specified in the Schedule of this Order for so long as may be necessary in any case where the person in control of the vehicle;
  - (a) is required by law to stop;
  - (b) is obliged to stop so as to prevent an accident;
  - (c) is prevented from proceeding by circumstances beyond their control
  
6. Nothing in this Order shall render it unlawful to cause or permit any vehicle being used for fire service, ambulance service or police service purposes, in the case of an emergency to be left in any part of the length of road specified in the Schedule to this Order, or to cause or permit any other vehicle so left, if that vehicle is left with the permission of a serving police officer on duty or a civil enforcement officer in uniform and on duty.
  
7. The interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.
  
8. The provisions of the following Orders are hereby revoked:
 

The North Hertfordshire District Council (Various roads, Hitchin) (Prohibition and Restriction of Waiting) (Amendment) Order 1984

The North Hertfordshire District Council (Bancroft, Hitchin) (Prohibition of Waiting) Order 1989

The provisions of the following Order are hereby revoked only in so far as they are affected by the restrictions imposed by this Order:


The North Hertfordshire District Council (Control of Parking) (Consolidation) Order 2023

**SCHEDULE**  
**Lengths of road in Bancroft, Hitchin**  
**(No Stopping or Waiting at any time except for Taxis)**

Bancroft (on the Eastern side) from a point 4 metres south of boundary between no's 106 and 107a Bancroft, for a distance approximately 83 metres in a northerly direction to a point approximately 8 metres north of the boundary between Nos' 98 and 99 Bancroft.

THE COMMON SEAL OF  
NORTH HERTFORDSHIRE  
DISTRICT COUNCIL was hereunto

affixed this 25<sup>th</sup> day of November 2024

in the presence of: 

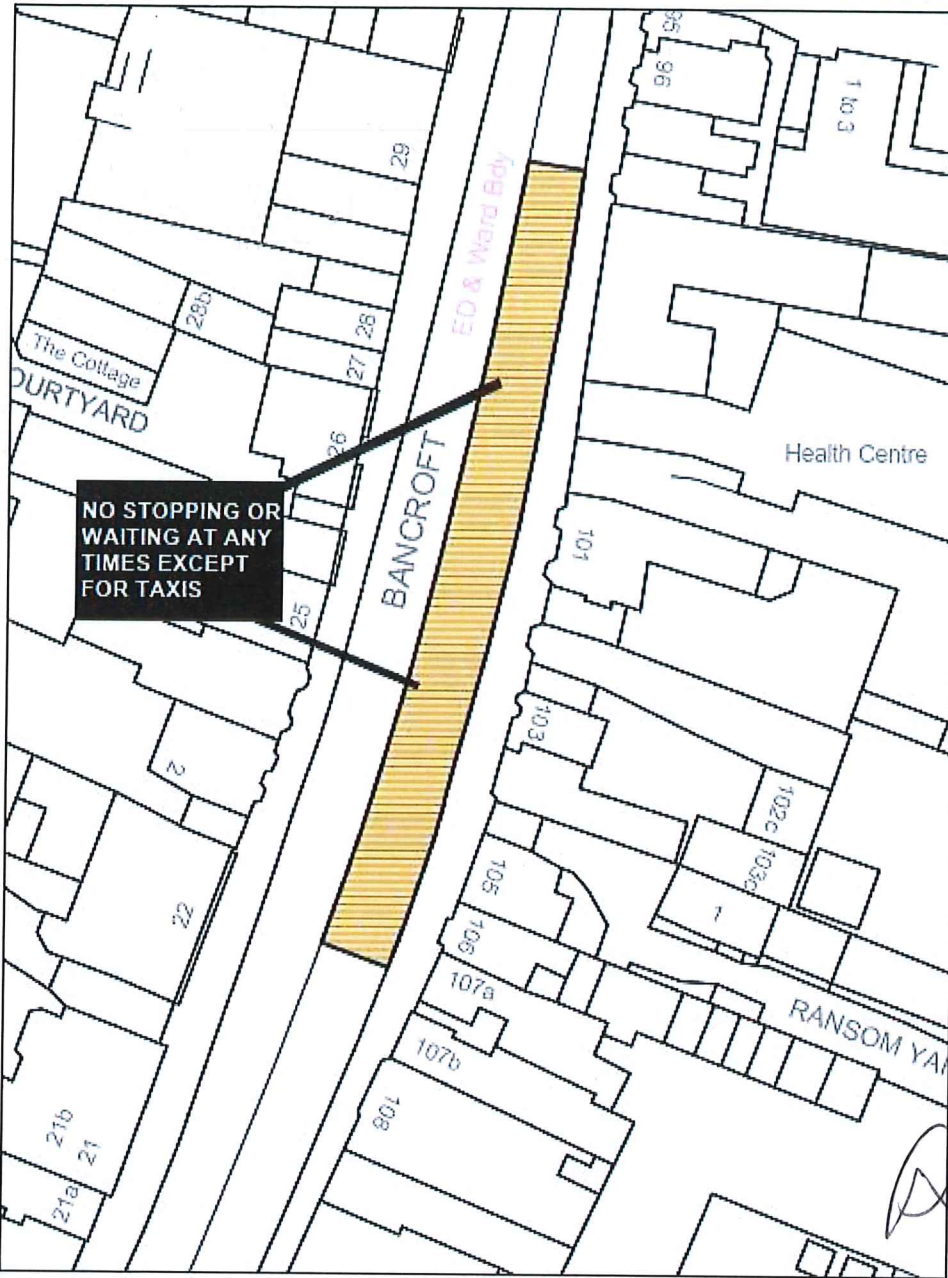


**NORTH HERTFORDSHIRE DISTRICT COUNCIL**

Plan Number MH/BANC/001

Bancroft, Hitchin (PROHIBITION OF STOPPING AND WAITING EXCEPT TAXIS) Order 2024

Proposed Plan



Scale: 1:500  
Date: 25.01.2024

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**NORTH HERTFORDSHIRE DISTRICT COUNCIL  
STATEMENT OF REASONS  
BANCROFT, HITCHIN, PROHIBITION OF STOPPING AND WAITING EXCEPT TAXIS  
ORDER 2024**

**Proposals**

The proposal is described in the attached Traffic Regulation Order (ref: NHDC/BAN/HIT/2024 ) and plan MH/BANC/001 as well as the public notice of proposal.

North Hertfordshire District Council, having also considered the duty imposed on the Authority under Section 122 Road Traffic Regulation Act 1984, proposes to regularize the current restrictions at Bancroft Taxi Rank.

**Supporting Information**

Following concerns raised from members of the public residing in Mews style entrances off Bancroft, relating to non taxi vehicles parking in the taxi rank and across residential accessways, informal consultation was performed with residents and businesses affected.

The Taxi Rank has been subject to previous orders where the taxi bays were created and subsequently No Waiting at anytime was introduced. Following further investigation it is evident that neither order revoked the other and therefore this order regularizes. The Orders to be revoked are: The North Hertfordshire District Council (Various roads, Hitchin) (Prohibition and Restriction of Waiting) (Amendment) Order 1984 and The North Hertfordshire District Council (Bancroft, Hitchin) (Prohibition of Waiting) Order 1989

The proposal is to create a length of No Waiting or Stopping Except for Taxis as shown on the accompanying plan.

Initial informal consultation has been made to the residents and businesses affected and no negative responses were returned.

The proposal is subject to consultation with Local and County Councilors representing the area, Hertfordshire County Council as Highway Authority, The local Police, Ambulance, the Fire and Rescue Services.

**Further Information**

General enquiries relating to the Order should be referred to Technical Project Officer, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW or by email: [mark.hindmarch@north-herts.gov.uk](mailto:mark.hindmarch@north-herts.gov.uk)

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Plan Number MH/BANC/001

Bancroft, Hitchin (PROHIBITION OF STOPPING AND WAITING EXCEPT TAXIS) Order 2024

Proposed Plan



Scale: 1:500  
Date: 25.01.2024

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## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### **\*PART 1 – PUBLIC DOCUMENT**

#### **THE NORTH HERTFORDSHIRE DISTRICT COUNCIL (CHURCH STREET, BALDOCK) (PARKING PLACES) (AMENDMENT) 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 ***The North Hertfordshire District Council (Church Street, Baldock) (Parking Places) (Amendment) Order 2024***. As specified in the First Schedule of this Order, as advertised on the 14<sup>th</sup> March 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 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 as required under Part III, s18 of the LATO Regs.

### **2. DECISION TAKER**

Ian Fullstone – Service Director - Regulatory

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

6<sup>th</sup> November 2024

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

- 4.1 To proceed with the formal creation and subsequent publishing of the above Traffic Regulation Order (TRO) to amend the existing permit parking restrictions in parts of Church Street, Baldock to allow for permit holders to park on Saturdays between 8am and 8pm.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 None, as this seeks to correct an anomaly within the existing Order.

## **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 informally and formally consult on a permanent Traffic Regulation Order. This includes the following consultees: local fire and ambulance service; local police, Hertfordshire County Council as the Highway Authority, the Road Haulage Association, local businesses, immediately affected residents and any religious institutions likely to be affected by any provision in the Order.

6.2 In accordance with Part II, Section 7 of the LATO Regs a 'Notice of Proposal's' containing the particulars of the proposed waiting restriction in the draft TRO was published in the local newspaper, The Comet, on 14<sup>th</sup> March 2024 and site notices were displayed in Church Street on lamp columns within the length of road affected.

6.3 Copies of the published draft Order, together with the plan, Notice of Proposals and Statement of Reasons were made available to view during normal office hours (by appointment only) at the Council Offices in Gernon Road, Letchworth and on the Council's website.

6.4 In order to ensure the smooth implementation of the proposed parking amendment, and to gauge the level of response to the proposal, a pre-consultation (informal) exercise was undertaken between 30<sup>th</sup> October 2023 and 20<sup>th</sup> November 2023. Those consulted included: residents likely to be affected by the proposal, businesses fronting the taxi rank, Hertfordshire County Council as the Highway Authority, Emergency Services, various statutory bodies and ward and county councillors for the area.

6.5 The Local Ward Members, the relevant County Councillor for the area, the former Exec Member and Deputy Exec Member for Planning and Transport have been consulted on the proposals and kept informed on progress during the process, as has the current interim Executive Member for Planning and Transport.

6.6 See section 8 below summarising the outcomes of the pre-consultation and statutory consultation exercises.



## **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 amend the current permit holder only restrictions in parts of Church Street, Baldock from Mondays to Fridays 8am to 8pm to Mondays to Saturdays 8am to 8pm.
- 8.2 At present Church Street Baldock has two restrictions. Crossing from one side of the road to the other, the restrictions are: Permit Holders Only Zone B Mondays to Fridays 8am to 8pm and Mondays to Fridays 8am to 8pm, 2 hours No Return in 4 hours except for Permit Holders Zone B.
- 8.3 The proposal was for the amendment of both restrictions to allow for parking Mondays to Saturdays 8am to 8pm for permit holders and non-permit holders, with the same restrictions on each section as previously stated.
- 8.4 As part of the pre-consultation, letters advising of the proposal were hand delivered to all the residents and businesses affected. Email consultation was undertaken with the statutory bodies.
- 8.5 Following discussion with the previous Executive Member for Planning & Transport, it was agreed to proceed with informal consultation on the draft TRO. No responses were received. In the region of 50 letters were hand delivered. No objections or comments were received.
- 8.6 Formal consultation followed and letters to residents, businesses and statutory consultees during the period of 14<sup>th</sup> March 2024 to 5<sup>th</sup> April 2024. A notice appeared in The Comet newspaper on the 14<sup>th</sup> March 2024 together with notices placed at various points along the length of the Church Street. Two emails of objection were received from a member of the public and from St Marys Church, Church Street. The content of the emails were referring to the addition of the Saturday parking to the limited waiting sections and the concern that, as Permit Holders could utilise these bays previously, it could be construed that the limited two hour parking for visitors to the Church or local shops could be taken up by Permit Holders. .

Both the member of the public and the Church were contacted by email. Email response from the Church was to retain the current Monday to Friday restrictions and to not alter or amend this to include Saturdays. Emails were sent to the member of the public requesting their address details to ascertain if they would be immediately affected, contact details in order to telephone the member of the public to explain further proposals and a third email advising that a new proposal was to be considered and consulted upon. None of those emails were responded to in return.

- 8.7 New consultation and letters were delivered with a revised consideration of only amending the existing Permit Holders Only Parking to include Saturdays and to not amend the existing two-hour free parking, thus leaving these sections as Monday to Friday. This consultation ran from 16<sup>th</sup> July 2024 to 2<sup>nd</sup> August 2024. Notices were placed on lamp columns and restriction plate posts.
- 8.8 Given that no further objections or comments were received, the objection from the Church was satisfied, no interaction with the member of the public and having consulted the then Executive Member for Planning and Transport, it was the officer recommendation to the Service Director: Regulatory, that the proposed North Hertfordshire District Council (Church Street, Baldock) (Parking Places) (Amendment)) Order 2024 is published as stated in paragraph 1.1 above. The Service Director Regulatory supported the officer recommendation.

## **9. LEGAL IMPLICATIONS**

- 9.1 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, sealing of the Made TRO and implementation of the signs on street, 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 on street, there are no other risks associated with this proposal. Implementation of the actions arising from the Council's Parking Strategy is already identified as a risk on the Council's Risk Register.

## **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.
- .

## **13. SOCIAL VALUE IMPLICATIONS**

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

## **14. ENVIRONMENTAL IMPLICATIONS**

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

## **15. HUMAN RESOURCE IMPLICATIONS**

- 15.1 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 (Church Street, Baldock) (Parking Places) (Amendment) Order 2024 in PDF format. Copy of proposed plan.

## **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 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/parking-orders-and-reviews)

**18. NOTIFICATION DATE**

*Date sent to all Members, put on website and appears in MIS - Committee and Member Services will insert.*

Signature of Executive Member Consulted 

Date .....6<sup>th</sup> November 2024.....

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

Date.....6<sup>th</sup> November 2024.....

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

**THE NORTH HERTFORDSHIRE DISTRICT COUNCIL  
(CHURCH STREET, BALDOCK) (PARKING PLACES) (AMENDMENT)  
ORDER 2024**

Date of Order: *25<sup>th</sup> November 2024*  
Order No: MH/24/00050/TRO/CHURCHSTREET

North Hertfordshire District Council ("the Council") pursuant to arrangements made under section 19 of the Local Government Act 2000 & the Local Government (Arrangements for the 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:-

Commencement

1. This Order shall come into force on *19<sup>th</sup> December 2024* and may be cited as The North Hertfordshire District Council (Church Street, Baldock) (Parking Places) (Amendment) Order 2024.
2. The North Hertfordshire District Council (Church Street, Baldock) (Parking Places) (Amendment) Order 2024 Plan numbered MH/0002/churchstreet hereinafter referred to in this Order as the "accompanying plan" as listed in the Schedule to this Order, is incorporated into this Order.

Interpretation

3. (1) In this Order:-

"accompanying plan" means the North Hertfordshire District Council (Church Street, Baldock) (Parking Places) Order 2024 plan numbered MH/0002/churchstreet including the key thereof which is incorporated into this Order pursuant to Article 2

"Civil Enforcement Officer" means a Civil Enforcement Officer as defined by the Traffic Management Act 2004 and appointed by North Hertfordshire District Council

"delivering" and "collecting" in relation to any goods includes checking the goods for the purpose of their delivery and collection;

"disabled person's vehicle" has the same meaning as in Section 142(1) of the Act of 1984;

"disabled person's badge" has the same meaning as given in Regulation 3(1) of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;

"driver" means the person driving the motor vehicle at the time it was left in the parking space;

"enforcement officer" means a Civil Enforcement Officer as defined by the Traffic Management Act 2004 and appointed by North Hertfordshire District Council;

"goods" includes postal packets of any description;

"motor cycle" has the same meaning as in Section 185(1) of the Road Traffic Act 1988;

"motor vehicle" means a mechanically propelled vehicle intended or adapted for use on the road as in Section 136(1) of the Act of 1984;

"owner" in relation to a vehicle means a person by whom such motor vehicle is kept and used and in determining who was the owner of a vehicle at any time it shall be presumed that the owner was the person in whose name the vehicle was at that time registered under the Vehicle Excise and Registration Act 1994;

"parking permit" means a parking permit issued under the provisions of Article 8 of this Order;

"parking place" means an area on a highway designated by Articles 4 and 5 and shown on the accompanying plan in the First Schedule to this Order;

"permit" means a parking permit;

“permit holder” means a person to whom a Parking Permit has been issued;

“premises” means an address which is in any length of highway described in the Second Schedule to this Order and those premises have no parking space within its boundaries or parking space allocated nearby or has insufficient land to provide a parking space or there are planning objections to the provision of parking within the premises;

“regulated hours” means in relation to those areas of highway referred to in the Second Schedule, the period between the hours of 8.00am and 8.00pm Monday to Saturday.

“relevant position” has the same meaning as given in Regulation 4 of The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;

“resident” means a person whose usual place of abode is at any of the premises the postal address of which is in any length of highway described in the Second Schedule to this Order;

“traffic sign” means a sign of any size, colour and type prescribed or authorised under section of the Act of 1984;

“vehicle” means

- (i) a passenger vehicle authorised solely to carry no more than 12 people and their effects nor exceeding 3.5 tonnes gross laden weight;
- (ii) a dual purpose vehicle as defined in regulation 3(2) of the Road Vehicles (Construction and Use) Regulations 1986;
- (iii) a goods vehicle as defined in section 192 of the Road Traffic Act 1988;

“zone” means an eligible resident as described in the Second Schedule to this Order.

- (2) Any reference in this Order to any enactment shall be construed as a Reference to that enactment as amended by any subsequent enactment.

#### Designation of parking places

- 4. Each length of highway shown on the accompanying plan of this Order is designated as a parking place during the regulated hours subject to the restrictions listed in Article 5 below.
- 5. (1) Each length of highway, marked in red on the accompanying plan, designated as a parking place shall be subject to the restriction that on Mondays to Saturdays between 8am - 8pm, Permit Holders Zone B only as described in the Second Schedule of this Order
- (2) Save as provided in Article 20 of this Order where in Articles 4 and 5(1) of this Order lengths of highway are described as authorised for use as a parking place, on Mondays to Saturdays between 8am – 8pm, the driver of a vehicle shall not permit the vehicle to wait in that parking place unless it is -
  - (i) wholly parked within the marked limits of a parking bay; and
  - (ii) is a vehicle on which a valid Zone B Permit is displayed in the relevant position.

#### Qualification for a parking permit

- 6. (1) Any resident, as described in Third Schedule of this Order and who is the owner of a vehicle or a motor cycle may apply for a Parking Permit for one vehicle in their ownership. Only one Permit will be granted for each premises.
- (2) A parking permit shall be in writing and shall include the following particulars:-
  - (a) a serial number by which the permit holder may be identified;

- (b) the registration number of the vehicle for which the parking permit is issued;
- (c) the expiry date;
- (d) an authentication that the parking permit has been issued by the Council; and
- (e) an indication of the zone or street in which the permit is valid

#### Application for a Parking Permit

- 7.
- (1) Application for a Parking Permit will be made on a form issued by and obtainable from the Council. The form must be completed and returned accompanied by a payment for the charge specified in Article 10 of this Order.
  - (2) The Council may at any time require an applicant for a Permit or any Permit holder to produce to an officer of the Council such evidence in respect of an application for a Permit made to them as they may reasonably call for to verify any particulars or information given to them or in respect of any Permit issued by them to that person as they may reasonably call for to verify that the Permit is valid.
  - (3) Every applicant for a Permit will be required to sign a declaration stating that they have no alternative space to park their vehicle or motorcycle at the premises where they reside.
8. On receipt of a properly completed application and fee where appropriate the Council shall issue to the appropriate applicant one Parking Permit owned by the resident provided that the applicant qualifies for the Permit
- 9.
- (1) Where a Permit is issued to any person upon receipt of a cheque which is subsequently dishonoured the Permit shall immediately cease to be of any effect.
  - (2) The Council will serve notice by recorded delivery on the person to whom the Permit was issued to the address shown by the applicant on the application form or at any other address believed to be the applicants place of abode, requiring that person to surrender the Permit to the Council within 48 hours of receipt of the notice.

#### Amount of charge for Parking Permits

- 10.
- (1) The charge for a parking permit for a motor vehicle is £84 per permit per annum.
  - (2) The charge for a parking permit for a motor cycle is £nil.
  - (3) The charge for a parking permit may be amended by the Local Authority giving notice in writing that this Order has been varied to the Chief Officer of Police and the Chief Officer of the Fire Authority and shall publish notification of the variation of the charges in a local newspaper.

#### Penalty payable for not displaying a valid parking permit.

- 11.
- (1) Other than as exempted by Article 20 of this Order, no motor vehicle may be left in a parking place during the regulated hours, unless a valid permit issued by the Council for Zone B is displayed in the relevant position continuously on that vehicle.
  - (2) Where a motor vehicle is left in contravention of any provision contained within this Order, the driver of the motor vehicle shall be issued with a Penalty Charge Notice in accordance with The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 and the provisions of Part 6 and Schedule 9 of The Traffic Management Act 2004.
  - (3) The absence of a permit from a motor vehicle left in a parking place shall be evidence of the fact that a permit has not been purchased by the driver of the vehicle.

#### Surrender, withdrawal and validity of a parking permit.

12. (1) A permit holder may surrender the parking permit to the Council at any time and shall surrender the permit on occurrence of any one of the events set out in Article 12(2).
- (2) The Council may by notice served by recorded delivery on the permit or ticket holder at the address shown by that person on the application form or at the other address believed to be that person's place of abode, withdraw a parking permit if it appears to the Council that:-
- (a) the permit holder has ceased to be a resident or ;
  - (b) a permit holder has ceased to be the owner of a motor vehicle or motor cycle for which a parking permit was issued;
  - (c) The motor vehicle or motor cycle in respect of which a parking permit was issued has been adapted or used in such a manner that it is no longer a vehicle for which a permit can be issued;
  - (d) the details on the permit as described in Article 5 have been deliberately altered.
  - (e) the permit having been obtained by fraud and/or deception or as a result of incorrect material information.
  - (f) the permit has been displayed by anyone who is not an eligible permit holder.
  - (g) The declaration that the permit holder signed pursuant to Article 7 (3) of this order was false
- (3) A permit shall only be valid for use in a parking place on a road identified for such use.
- (4) A permit will be valid only if displayed continuously on a vehicle or a motor cycle in the relevant position.
- (5) A permit shall cease to be valid at midnight on the specified expiry date or on the Council withdrawing the permit by notice, whichever is the earlier.
- (6) The Council will not make any refund in respect of unused periods of validity for the surrender or withdrawal of a permit where the permit holder has not complied with the requirements of this Order.

#### Application for and the issue of a duplicate permit

13. (1) If a permit is mutilated or accidentally defaced or the figures or particulars on it have become illegible or the colour of the permit has faded or altered, the permit holder shall surrender it to the Council. If the permit is accompanied by an application for a replacement permit, a duplicate permit shall be issued and the original permit shall become immediately invalid.
- (2) If a permit is lost, stolen 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 permit, a duplicate will be issued and the original permit shall become immediately invalid.
- (4) If a permit holder acquires a new motor vehicle or motor cycle the permit holder shall surrender the original permit to the Council and make an application for a new permit and the original permit shall become immediately invalid.

#### Restriction on the removal of a parking permit and notices

14. Where a permit or notice has been displayed on or attached to a motor vehicle in accordance with the provisions of Article 10 of this Order, no person other than the driver of the motor vehicle or Enforcement Officer shall remove the permit or notice from the motor vehicle unless authorised to do so by the driver of the motor vehicle.



### Placing of traffic signs

15. The Council shall:-
- (a) indicate the limits of each parking place on the road;
  - (b) place and maintain on or in the vicinity of each parking place appropriate traffic signs for indicating that the parking place may be used during permitted hours only for vehicles or motorcycles displaying a valid for the zone or street corresponding with the permit displayed.
  - (c) carry out such other work as is reasonably required for the purposes of the satisfactory operation of a parking place.

### Manner of standing in a parking place

16. A motor vehicle left in a parking place shall stand within the marked limits.

### Movement of vehicles in parking places in emergencies

17. An enforcement officer or Police Constable in uniform may cause to be moved any motor vehicle left in a parking place which is in a dangerous position or causing an unnecessary obstruction.

### Power to suspend use of parking places

18. (1) Any person authorised by the Council may suspend the use of a parking place whenever he considers such suspension reasonably necessary:-
- (a) for the purpose of facilitating the movement of traffic or promoting its safety;
  - (b) for the purpose of any building operation, demolition or excavation in or adjacent to the parking place or the maintenance, improvement or reconstruction of the parking place or highway or the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunications apparatus or traffic signs; or
  - (c) for the convenience of occupiers of premises adjacent to the parking place on any occasion for the removal of furniture from one office or dwelling house to another place; or
  - (d) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or
  - (e) for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals or on other special occasions; or
  - (f) for the purposes of facilitating the cleansing of the parking place.
- (2) A Police Constable in uniform may suspend the use of a parking place for no longer than twenty-four hours whenever he considers such suspension reasonably necessary for the purpose of facilitating the movement of traffic or promoting safety.
- (3) Any person suspending the use of a parking place in accordance with the provisions of paragraph (1) or paragraph (2) of this Article shall place in or adjacent to that parking place a traffic sign indicating that waiting by vehicles is prohibited.

Restriction of use of motor vehicles at parking places

19. (1) Whilst any motor vehicle is in a parking place during the regulated hours, no person shall use the motor vehicle for the sale of any article, skill or service.
- (2) Nothing in this Article shall prevent the sale of goods from a vehicle if the goods are immediately delivered at or taken into premises adjacent to the vehicle from which the sale is effected. Such a vehicle to be permitted to wait in a parking place for no longer than 5 minutes.

**EXEMPTIONS TO THIS ORDER**

20. (1) Any motor vehicle may wait at any time in any parking place (other than one that has been suspended under Article 18 of this Order) for so long as may be reasonably necessary to enable:-
- (a) a person to board or alight from a motor vehicle;
  - (b) goods to be loaded onto or unloaded from the motor vehicle from or to premises adjacent to the parking place;
  - (c) the motor vehicle, if it cannot conveniently be used for such purpose in any other road, to be used in connection with any of the following operations, namely;
    - (i) building, industrial or demolition operations;
    - (ii) the removal of any obstruction to traffic;
    - (iii) the maintenance, improvement or reconstruction of the said lengths of roads; or
    - (iv) the laying, erection, alteration, cleaning, repair in or on land adjacent to the said lengths of roads of any lawfully kept installed sewer or of any main pipe, cable or apparatus for the supply of gas, water or electricity or of any telecommunications apparatus as defined in Paragraph 1 (1) of the Telecommunications Code contained in Schedule 2 to the Telecommunications Act 1984;
  - (d) the motor vehicle, if it cannot conveniently be used for such purpose in any other road, to be used for the service of a Local Authority or a Water Authority in pursuance of statutory powers or duties;
  - (e) the marked motor vehicle to be used by a universal service provider for the purpose of delivering or collecting postal packets as defined in Section 125 of the Postal Services Act 2000;
  - (f) the motor vehicle to be used for Fire and Rescue, Ambulance or Police purposes;
  - (g) the motor vehicle is being used by community health personnel or carers on duty and displays an identification that the driver is employed as such;
  - (h) the motor vehicle (not being a passenger vehicle) is in actual use in connection with the removal of furniture from one office or dwelling house to another or removal of furniture from such premises to a depository or to such premises from a depository;
  - (i) a vehicle to wait which has been prevented from proceeding due to circumstances beyond the drivers control or which has stopped in order to avoid injury or damage to persons or property or when required to do so by law.
- (3) A motor vehicle which displays in the relevant position a disabled person's badge and a parking disc may wait in any lengths of road referred to in the First Schedule to this Order without incurring any charge.
- (4) Nothing in the foregoing provisions of this Article shall be taken as Authorising anything which would be a contravention of any regulations made or having effect as if made under section 25 of the 1984 Act.
21. The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of any Act of Parliament.

22. 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 Act of 1984 or by or under any other enactment

23. **Orders Revoked**

The following Order is hereby revoked only insofar as it is affected by the restrictions imposed by this Order as described in the Second and Third Schedule of this Order.

The North Hertfordshire District Council Control of Parking Consolidation Order 2017.

**FIRST SCHEDULE**

**Accompanying Plan MH/0002/CHURCHSTREET**

**SECOND SCHEDULE**

**Lengths of road in Baldock**

**(Permit Parking 8.00am – 8.00pm Monday to Saturday – Zone B)**

**CHURCH STREET**

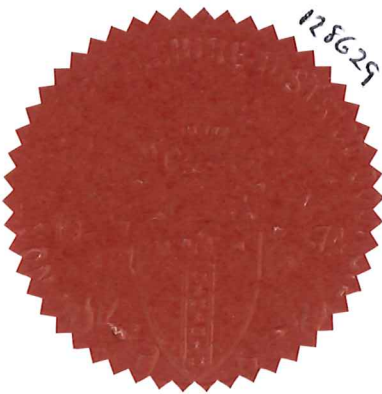
- (1) On the north east side
  - (a) From a point 1 metre north west of a point in line with the property boundary between No. 1 Sun Street and No. 6 north west to a point 2 metres south east of a point in line with the north west wall of No 30
  - (b) From a point 2 metres north west of a point in line with the property boundary between No's 32 and 34 north west to a point 2.5 metres north west of a point in line with the south east wall of No 42.
- (2) On the south west side
  - (a) From a point 2.5 metres south east of a point in line with the north west wall of No 11 south east to a point in line with the south east wall of No 7
  - (b) From a point in line with the north west wall of No 47 south east to a point 1 metre south east of a point in line with the projected south east wall of No 44.


**THIRD SCHEDULE**

**Lengths of road in Baldock  
(Those residences eligible)**

- CHURCH STREET - The full length of the street (including Dartons House and Mulberry Court).
- FARRIERS CLOSE - The full length of the street.
- FOOTBALL CLOSE - The full length of the street (including Rusbridge Court)
- ICKNIELD WAY - The full length of the street (including Sanvignes Court)
- MEETINGHOUSE LANE - The full length of the street.
- JACKSON STREET - The full length of the street.
- THE GARDENS - The full length of the street.
- ORCHARD ROAD - No's 1 – 36 (excluding No's 38-48, Aldridge Court and Bultlers Yard
- CAMBRIDGE MEWS - No's 1 and 2

128629



THE COMMON SEAL OF NORTH )  
HERTFORDSHIRE DISTRICT )  
COUNCIL was hereunto affixed this )  
25<sup>th</sup> day of November 2024 in the presence )  
of  )

**Baldock Parking Zone B**

Plan number MH/0002/churchstreet

**Colour Coding for Parking Zones**

 Zone B Permit Holders Only - Monday - Saturday 8am - 8pm



Scale: 1:2500  
Date: 12.07.2024

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**NORTH HERTFORDSHIRE DISTRICT COUNCIL  
STATEMENT OF REASONS  
THE NORTH HERTFORDSHIRE DISTRICT COUNCIL  
CHURCH STREET, BALDOCK (PERMIT PARKING PLACES) (AMENDMENT) ORDER 2024**



**Proposals**

The proposal is described in the attached Traffic Regulation Order (ref: MH/24/00050/TRO/CHURCHSTREET) and plan as well as the public notice of proposal.

North Hertfordshire District Council, having also considered the duty imposed on the Authority under Section 122 Road Traffic Regulation Act 1984, proposes to amend the existing Permit Parking alongside extension of time restricted parking for non residents.

**Supporting Information**

North Hertfordshire District Council proposes to amend the existing parking restriction on both sides of the carriageway in Church Street, Baldock.

Residents and Permit Holders of Church Street, Baldock raised concerns over lack of available parking spaces at the weekend for permit holders and residents of Church Street.

A Traffic Regulation Order Amendment Pack was returned by signatories of Church Street and the consensus was to facilitate an extension to the current two restrictions already in place.

The current restrictions within Church Street are Monday to Friday 8.00am to 8.00pm 2 hours no return in 4 hours except for Permit Holders Zone B and Monday to Fridays 8.00am to 8.00pm Permit Parking Only Zone B.

The proposal is to extend both restrictions to be Mondays to Saturdays 8.00am to 8.00pm Permit Holders Zone B only, 2 hours no return in 4 hours and Mondays to Saturdays 8.00am to 8.00pm except for Permit Holders Only Zone B.

Effectively, the only change to the current restrictions are to extend both restrictions to Saturdays.

Initial informal consultation has been made to the residents affected and the returned response was 100% in favour of the proposed resident parking scheme.

The proposal is subject to consultation with Local and County Councilors representing the area, Hertfordshire County Council as Highway Authority, The local Police, Ambulance, the Fire and Rescue Services.

**Further Information**

General enquiries relating to the Order should be referred to Technical Project Officer, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW or by email: [mark.hindmarch@north-herts.gov.uk](mailto:mark.hindmarch@north-herts.gov.uk)

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### \*PART 1 – PUBLIC DOCUMENT

**THE NORTH HERTFORDSHIRE DISTRICT COUNCIL  
(SOUBERIE AVENUE, LETCHWORTH) (RESTRICTION OF WAITING)  
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 ***The North Hertfordshire District Council (Souberie Avenue, Letchworth) (Restriction of Waiting) Order 2024***. As specified in the First Schedule of this Order, as advertised on the 14<sup>th</sup> March 2024 (Copy of draft Order is attached at Appendix A).

1.2 That the Service Director: Legal and Community seals the Restriction of Waiting Order as outlined in paragraph 1.1.

1.3 That 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 as required under Part III, s18 of the LATO Regs.

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

Ian Fullstone – Service Director - Regulatory

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

6<sup>th</sup> November 2024

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

- 4.1 To proceed with the formal creation and subsequent publishing of the above Traffic Regulation Order (TRO) to extend the No Waiting at any time junction protection lines into Souberie Avenue to allow for free flow of traffic at the two narrowest points.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 None, as this seeks to create a safer passage of vehicles and pedestrians without the need to mount the footway.

## **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 informally and formally consult on a permanent Traffic Regulation Order. This includes the following consultees: local fire and ambulance service; local police, Hertfordshire County Council as the Highway Authority, the Road Haulage Association, local businesses, immediately affected residents and any religious institutions likely to be affected by any provision in the Order.
- 6.2 In accordance with Part II, Section 7 of the LATO Regs a 'Notice of Proposal's' containing the particulars of the proposed waiting restriction in the draft TRO was published in the local newspaper, The Comet, on 14<sup>th</sup> March 2024 and site notices were displayed in Souberie Avenue on lamp columns within the length of road affected.
- 6.3 Copies of the published draft Order, together with the plan, Notice of Proposals and Statement of Reasons were made available to view during normal office hours (by appointment only) at the Council Offices in Gernon Road, Letchworth and on the Council's website.
- 6.4 In order to ensure the smooth implementation of the proposed parking amendment, and to gauge the level of response to the proposal, a pre-consultation (informal) exercise was undertaken between 30<sup>th</sup> October 2023 and 22<sup>nd</sup> November 2023. Those consulted included: residents likely to be affected by the proposal, , Hertfordshire County Council as the Highway Authority, Emergency Services, various statutory bodies and ward and county councillors for the area.
- 6.5 The Local Ward Members, the relevant County Councillor for the area, the former Exec Member for Planning and Transport have been consulted on the proposals and kept informed on progress during the process.
- 6.6 See section 8 below summarising the outcomes of the pre-consultation and statutory consultation exercises.



## **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 extend into Souberie Avenue, Letchworth, the existing No Waiting at any time double yellow lines.
- 8.2 At present Souberie Avenue, Letchworth has junction protection No Waiting at any time at each end of the short section between Meadow Way and South View. Within this length are marked bays for permit holders only between 10am and 11am and 4pm and 5pm. This allows for any vehicle to park outside of these times at both ends of Souberie Avenue, the road is extremely narrow meaning that if a vehicle parks legally on one side of the road, any vehicle traversing the road needs to mount the footway in order to safely pass.
- 8.3 The proposal is for the extension of the No Waiting at any time at the loss of around 6 parking areas at each end of Souberie Avenue between Meadow Way and South View. Souberie Avenue is made up residential dwellings with driveways capable of taking at least two cars each.
- 8.4 As part of the pre-consultation, letters advising of the proposal were hand delivered to all the residents and businesses affected. Email consultation was undertaken with the statutory bodies.
- 8.5 Following discussion with the then Executive Member for Planning & Transport, it was agreed to proceed with informal consultation on the draft TRO. No responses were received. In the region of 50 letters were hand delivered to residents of Souberie Avenue, South View and Meadow Way. It was felt that allowing residents of Meadow Way and South View the opportunity to comment was justified as those residents' form part of the same Controlled Parking Scheme as Souberie Avenue and therefore had the opportunity to park in Souberie Avenue.
- 8.6 Formal consultation followed and letters to residents and statutory consultees during the period of 14<sup>th</sup> March 2024 to 5<sup>th</sup> April 2024. A notice appeared in The Comet newspaper on the 14<sup>th</sup> March 2024 together with notices placed at various points along the length of Souberie Avenue.

8.7 Given that no objections or comments were received, and having consulted the then Executive Member for Planning and Transport, it was the officer recommendation to the Service Director: Regulatory, that the proposed North Hertfordshire District Council (Souberie Avenue, Letchworth) (Restriction of Waiting) Order 2024 is published as stated in paragraph 1.1 above. The Service Director Regulatory supported the officer recommendation.

## **9. LEGAL IMPLICATIONS**

9.1 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, sealing of the Made TRO and implementation of the signs on street, 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 on street, there are no other risks associated with this proposal. Implementation of the actions arising from the Council's Parking Strategy is already identified as a risk on the Council's Risk Register.

## **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.

## **13. SOCIAL VALUE IMPLICATIONS**

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

## **14. ENVIRONMENTAL IMPLICATIONS**

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

**15. HUMAN RESOURCE IMPLICATIONS**

15.1 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 (Souberie Avenue, Letchworth) (Restriction of Waiting ) Order 2024 in PDF format. Copy of proposed plan.

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

**18. NOTIFICATION DATE**

*Date sent to all Members, put on website and appears in MIS - Committee and Member Services will insert.*

Signature of Executive Member Consulted ..... 

Date .....6<sup>th</sup> November 2024.....

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

Date.....6<sup>th</sup> November 2024.....

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

**THE NORTH HERTFORDSHIRE DISTRICT COUNCIL  
(SOUBERIE AVENUE, LETCHWORTH) (RESTRICTION OF WAITING)  
ORDER 2024**

Date of Order: *25<sup>th</sup> November 2024*  
Order No: MH/23/00052/TRO/SOUBERIE

North Hertfordshire District Council ("the Council") pursuant to arrangements made under section 19 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 with Hertfordshire County Council, and in exercise of their powers under sections 1, 2, 3, 4, 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:-

Commencement

1. This Order shall come into force on *19<sup>th</sup> December 2024* and may be cited as The North Hertfordshire District Council (Souberie Avenue, Letchworth) (Restriction of Waiting) Order 2024.
2. The North Hertfordshire District Council (Souberie Avenue, Letchworth) (Restriction of Waiting) Order 2024 Plan numbered MH/23/00052/TRO/SOUBERIE hereinafter referred to in this Order as the "accompanying plan" as listed in the Schedule to this Order, is incorporated into this Order.
3. **Interpretation –**  
In this Order, except where the context otherwise requires, the following expressions have the meaning hereby respectively assigned to them;  
  
"accompanying plan" is the plan numbered MH/23/00052/TRO/SOUBERIE inclusive of its key, which is incorporated into this Order as set out in Article 2 and the Schedule;  
  
"disabled person's vehicle" has the same meaning as in Section 142(1) of the Act of 1984;  
  
"disabled person's badge" has the same meaning as given in Regulation 3(1) of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000  
  
"parking disc" has the same meaning as given in Regulation 8(5) of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000; and  
  
"relevant position" has the same meaning as given in Regulation 4 of The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000  
  
"postal packet" shall bear the same meaning as in Section 65 of the Postal Services Act 2011.  
  
"provision of a universal postal Service" shall bear the same meaning as in Section 65 of the Postal Services Act 2011.  
  
"universal service provider" shall bear the same meaning as in Section 65 of the Postal Services Act 2011.
4. Save as provided in Articles 5, 6 and 7 of this Order no person shall cause or permit any Vehicle to wait, on areas of Road or sides of the Road as shown on the "accompanying plan", where waiting is not allowed as identified and shown on the "accompanying plan" and its key thereof.
5. Nothing in Article 4 of this Order applies in relation to -
  - (a) a vehicle being used for Fire and Rescue, Ambulance or Police purposes.
  - (b) anything done with the permission of or at the direction of a Police Constable in uniform, or with permission of a Civil Enforcement Officer as defined by the Traffic Management Act 2004 and appointed by North Herts District Council.
  - (c) a vehicle which is being used for one or more of the following purposes and which cannot reasonably be used for such a purpose without stopping in the lengths of road restricted by that Article;

- (i) any operation involving building, demolition or excavation;
- (ii) the removal of any obstruction to traffic;
- (iii) the maintenance, improvement or reconstruction of a road;
- (iv) constructing, improving, maintaining, or cleaning of any street furniture; or
- (v) the laying, erection, alteration, repair or cleaning of any sewer or of any main pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept or installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position.

(d) a marked vehicle which, whilst used by a universal service provider in the course of the provision of a universal postal service, is waiting only for long as is reasonably necessary to enable postal packets to be delivered or collected.

6. Nothing in Article 4 of this Order applies to the lengths of road restricted by that Article (which said lengths of road are referred to in this Article as "the restricted area") so as to render it unlawful to cause or permit any vehicle to wait only for so long as may be reasonably necessary –

(a) to enable goods to be loaded on or unloaded from the vehicle from or to premises adjacent to the restricted area

(b) to enable a passenger to board or alight and to load and unload any luggage

7. Nothing in Article 4 of this Order shall render it unlawful to cause or permit a disabled person's vehicle which displays the relevant position a disabled person's badge and a parking disc, to wait at any time in the lengths of road restricted by that Article for a period not exceeding 3 hours (not being a period separated by an interval of less than 1 hour from a previous period of waiting by the same vehicle in the same length of road).

8. 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 Act of 1984 or by or under any other enactment.

9. The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.


10. **Orders Revoked**

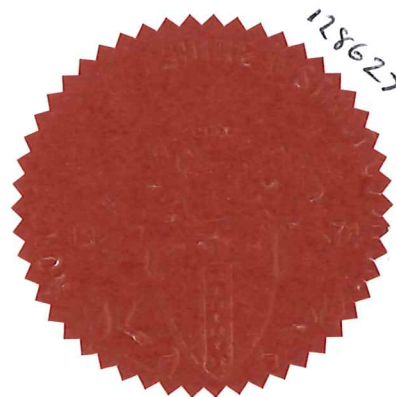
The following Order is hereby revoked only insofar as it is affected by the restrictions imposed by this Order.

The North Hertfordshire District Council (Control of Parking) (Consolidation) Order 2023

**SCHEDULE**

**Accompanying Plan MH/23/00052/TRO/SOUBERIE**

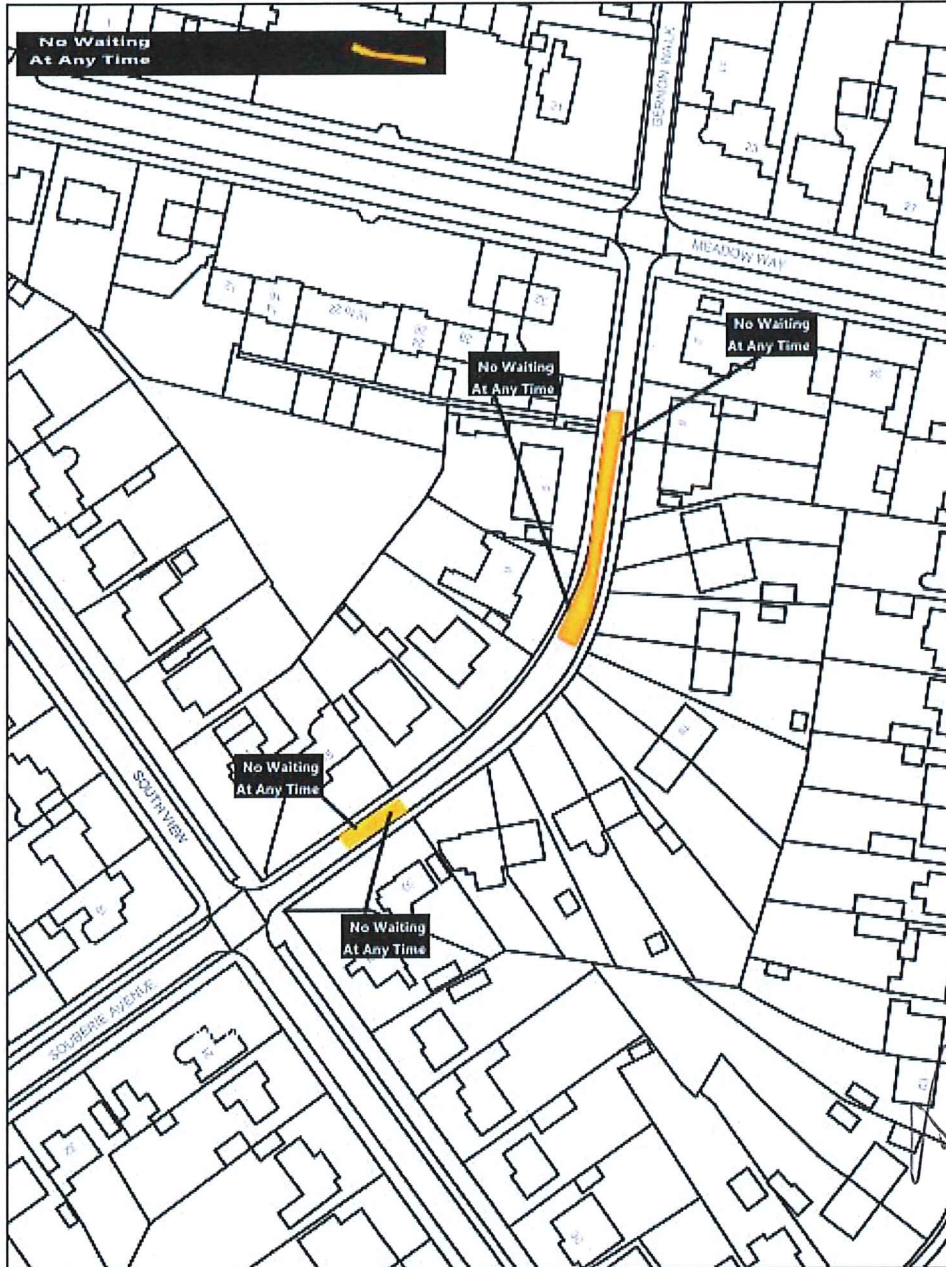
THE COMMON SEAL OF NORTH )  
 HERTFORDSHIRE DISTRICT )  
 COUNCIL was hereunto affixed this )  
 25<sup>th</sup> day of Nov 24 in the presence )  
 of  )



NORTH HERTFORDSHIRE DISTRICT COUNCIL

Souberie Avenue, Letchworth

Proposed Plan MH/23/00052/TRO/SOUBERIE



Scale 1:1000  
Date 26.01.2024

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NORTH HERTFORDSHIRE DISTRICT COUNCIL  
PLANNING & BUILDING CONTROL  
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**NORTH HERTFORDSHIRE DISTRICT COUNCIL  
STATEMENT OF REASONS  
THE NORTH HERTFORDSHIRE DISTRICT COUNCIL  
SOUBERIE AVENUE, LETCHWORTH (RESTRICTION OF WAITING) ORDER 2024**

**Proposals**

The proposal is described in the attached Traffic Regulation Order (ref: MH/23/00052/TRO/SOUBERIE) and plan as well as the public notice of proposal.

North Hertfordshire District Council, having also considered the duty imposed on the Authority under Section 122 Road Traffic Regulation Act 1984, proposes to amend the existing parking restrictions in Souberie Avenue, Letchworth.

**Supporting Information**

North Hertfordshire District Council proposes to amend the existing parking restriction on both sides of the carriageway in Souberie Avenue, Letchworth.

Residents of Souberie Avenue, Letchworth have raised concerns over safety and manoeuvrability from residents driveways due to the existing permit parking areas on both sides of the carriageway.

A Traffic Regulation Order Amendment Pack was returned by signatories of Souberie Avenue, Letchworth and the consensus was to facilitate an extension to the No Waiting at any time restrictions already in place.

The current restrictions within Souberie Avenue, Letchworth are No Waiting at any time (Junction Protection) on both sides of the carriageway at the Meadow Way entrance and the South View entrance. Permit Parking Zone A parking is within the lengths of junction protection with Permit Holders Only between 10am and 11am and 4pm and 5pm Monday to Friday. This permit area is marked on the highway on both sides of the carriageway and meet at the centre line.

Due to Souberie Avenue being extremely narrow at the Meadow Way and South View entrances any vehicle parking legally within the marked bays does not allow a second vehicle to pass without mounting the footway. The parking areas widen toward the middle section of Souberie Avenue where passing a parked vehicle does not necessitate the need to mount the footway.

The proposal is to extend the No Waiting at any time restrictions to a point in the middle section of Souberie Avenue to where the highway widens sufficiently for vehicles to pass safely.

Initial informal consultation has been made to the residents affected and the returned response was 100% in favour of the proposed amendments.

The proposal is subject to consultation with Local and County Councilors representing the area, Hertfordshire County Council as Highway Authority, The local Police, Ambulance, the Fire and Rescue Services.

**EAST TEAM**

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

24/02659/AD	Mr Cameron Buckle Cameron Buckle 22 Hemmells, Laidon North, Potters Bar, Basildon, Essex, SS15 6ED, United Kingdom	Land Development Site Off Station Road Ashwell Hertfordshire  Mr Cameron Buckle Cameron Buckle  Erection of AA directional road signs for new site.
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24/02712/PNQ	Crawshaw Architects LLP Mr Aidan Crawshaw 27 Almeida Street, London, N1 1TD	Kirby Manor Farm Northfield Road Ashwell Baldock Hertfordshire SG7 5JQ  Mr Sam Sheppard  Conversion of existing agricultural buildings to provide 8 residential units.
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**Baldock**

24/02638/FPH	Octopus Energy Services Andrew Butt Neptune Square, Block C, Floor 3, Brighton, BN2 0AT, United Kingdom	3 Bramley Close Baldock Hertfordshire SG7 5DF  Adomas Skripkauskas  Installation of one freestanding air source heat pump
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24/02655/FPH	Your Plans UK Harrison Eales Suite A2, Stevenage, Stevenage, SG1 3UN	2 The Sycamores Baldock Hertfordshire SG7 5BJ  Mr Paul Clayton  Pitched roof over existing porch; alterations to fenestration; external cladding; replacement fencing including alterations to ground level and erection of front/side boundary wall
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**Hinxworth Parish Council**

24/02446/FP	Pentangle Design Group Mr Gareth Leech Suite 1, 21 Bancroft, Hitchin, SG5 1JW, United Kingdom	Marshfield Barn New Inn Road Hinxworth Hertfordshire SG7 5HB  Mr & Mrs Jones  Single storey rear extension, replace existing barn roof and insertion of fenestration to facilitate conversion of barn into one 4-bed dwelling including associated parking and landscaping.
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**Letchworth Garden City**



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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 06/12/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 26/12/2024**

24/02603/LDCP	Mrs Julia Sonander 28 South View, Letchworth Garden City, Hertfordshire, SG6 3JJ	28 South View Letchworth Garden City Hertfordshire SG6 3JJ	Mrs Julia Sonander  Infill existing covered porch area. Erection of front porch canopy and installation of external insulation and re-render as existing
24/02631/FPH	Pentangle Design Group Mr Jonathan Read Suite 1, 21 Bancroft, Hitchin, Hertfordshire, SG5 1JW	Burcott 513 Broadway Letchworth Garden City Hertfordshire SG6 3PT	Ms K Cole  Erection of single storey outbuilding in rear garden
24/02637/FPH	Plan And Build Limited Mr Shamshad Ali 23 Brackendale Grove , Luton, LU3 2LT	3 Ascot Drive Letchworth Garden City Hertfordshire SG6 1FZ	Mr Tharanga De Silva  Insertion of ground floor front window following removal of existing garage door to facilitate garage conversion into habitable accommodation
24/02685/LDCP	Mr Peter Willcox 50 Bedford Road, Letchworth Garden City, Hertfordshire, SG6 4DR	50 Bedford Road Letchworth Garden City Hertfordshire SG6 4DR	Mr Peter Willcox  Installation of freestanding air source heat pump in rear garden behind existing garage
24/02721/TCA	Mr Fred Burkitt The Blue Tree Company 50 Bunyan Road, Hitchin, SG5 1NN	Letchworth Police Station Nevels Road Letchworth Garden City Hertfordshire SG6 4ER	Mark Walker  T002: Sycamore - Hard prune back from street lighting. T010: 3x Lime - Remove epicormic growth. T013, T014, T015, T016, T017, T018: Cherry Plum - Fell to ground level.
24/02726/TCA	Mrs Kerrie Morris Branching Out Tree and Garden Services 38 Station Road, Lower Stondon, SG16 6JL	75 Spring Road Letchworth Garden City Hertfordshire SG6 3SL	Miss Sarah Wilde  Silver Birch - Reduce up to 4m. Cherry Plum - Pollard up to a 3m

24/02742/TCA Mrs Karen Stockhill John O'Conner Land Adj To 34 Ralph Swingler Place  
2, Great North Road, Welwyn, Letchworth Garden City  
Hertfordshire, AL6 0PL Hertfordshire  
SG6 3GZ

Mr Darren Griffin

BEZG001: 8x Leyland Cypress - Cut to form hedge and clear sheds by 1m. BEZG002: 25x Mixed Species - Maintain clearance from car park and footpath. BEZT002: Elm - Crown lift to 4.5m over highway.

**Royston Town Council**

24/02610/AD Fairfax REIM Benjamin Budd 4 Kneesworth Street  
10 Westbourne Apartments, 5 Royston  
Central Avenue, London, London, Hertfordshire  
SW6 2GP, United Kingdom SG8 5AA

Benjamin Budd

1 no. illuminated fascia sign, 1 no. illuminated projecting sign and various ground floor window signage.

24/02695/LDCP Plans To Expand Mr Geoffrey 82 King James Way  
Phillips Royston  
97 Mildmay Road, Stevanage, Hertfordshire  
Hertfordshire, SG1 5RS SG8 7EF

Mrs Sue North

Single storey side and rear extensions

24/02722/TCA Mr Fred Burkitt The Blue Tree Police Station  
Company Melbourn Street  
50 Bunyan Road, Hitchin, SG5 1NN Royston  
Hertfordshire  
SG8 7BZ

Mark Walker

T004: Beech - Reduce back from building as hard as possible. T007: Elder - Fell to ground level.

**Therfield Parish Council**

24/02606/FP Warner Planning Mrs Katy Lycett Land West Of Tuthill House  
Office 2, 13 Bodmin Place, Milton Kelshall Tops  
Keynes, MK10 7DP, United Therfield  
Kingdom Hertfordshire

Mr And Mrs Bullard

Erection of three detached dwellings (1 x 3-bed, 1 x 4-bed and 1 x 5-bed) and with associated infrastructure and landscaping

24/02756/TCA Dr Duncan Casson The Paddock  
The Paddock, Pedlars Lane, Pedlars Lane  
Therfield, Royston, SG8 9PX, United Therfield  
Kingdom Royston  
Hertfordshire  
SG8 9PX

Dr Duncan Casson

Ash - Reduce by 25-30%

**WEST TEAM**

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

24/02680/LDCP	RLS CAD Solutions Mr Roy Smith 231 Uxbridge Road, Rickmansworth, Essex, WD3 8DP	Maran Cottage 145 High Street Codicote Hertfordshire SG4 8UB  Mr Darren Patel  Alterations to existing garage to facilitate conversion to home office
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**Hexton Parish Council**

24/02673/FP	Intouch Planning Ltd Mr James Gran 4 Ennismore Close, Letchworth Garden City, SG6 2SU, United Kingdom	Hexton Manor Hexton Hitchin Hertfordshire SG5 3JH  Mr Riehmer  Change of use and conversion of existing outbuilding to one self-contained 1-bed dwelling to include alterations to fenestration; external rendering and parking and landscaping following demolition of existing extensions
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24/02674/LBC	Intouch Planning Ltd Mr James Gran 4 Ennismore Close, Letchworth Garden City, SG6 2SU, United Kingdom	Hexton Manor Hexton Hitchin Hertfordshire SG5 3JH  Mr Riehmer  Internal and external alterations to existing outbuilding to facilitate the conversion of existing outbuilding to one self-contained 1-bed dwelling
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**Hitchin**

24/02370/FP	mr nav nagra 32-33 Nightingale Road, Hitchin, Hertfordshire, SG5 1QU, United Kingdom	32 - 33 Nightingale Road Hitchin Hertfordshire SG5 1QU  mr nav nagra  Installation of external insulation and cladding. (Development already carried out).
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24/02588/FPH	DLA Town Planning Ltd DLA Town Planning Ltd 5 The Gavel Centre , Porters Wood, St Albans, AL3 6PQ, United Kingdom	5 Brockett Drive Hitchin Hertfordshire SG4 0LL  Samantha Lyden  Insertion of front and rear ground floor windows following removal of existing garage doors to facilitate garage conversion
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**NORTH HERTFORDSHIRE DISTRICT COUNCIL  
PLANNING CONTROL  
COUNCIL OFFICES, GERON ROAD, LETCHWORTH, HERTS SG6 3JF**

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 06/12/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 26/12/2024**

24/02619/FPH	Home Extension Team Georgia Hayes 4 Brand Street, Hitchin, SG5 1HX, United Kingdom	17 Dale Close Hitchin Hertfordshire SG4 9AS  Mr & Mrs Muxlow  Single storey rear extension following demolition of existing conservatory. Single storey front extension and front porch canopy.
24/02626/FPH	D. Chandler Architectural Design Ltd. Mr Daniel Chandler 61 Gernon Road, Letchworth Garden City, SG6 3HS	139 Coleridge Close Hitchin Hertfordshire SG4 0QY  Mr Jean-Pierre Uys  Single storey front and side extensions following demolition of existing detached garage
24/02634/FPH	ADA GROUP ADA GROUP The Wenta Business Centre, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, United Kingdom	5a Mount Pleasant Hitchin Hertfordshire SG5 2BG  Mr. Faik Gashi  Raise roof height of existing side extension and alterations to ground floor fenestration.
24/02639/FPH	Rejig Homes Ltd Mr Abdul Haque 167, Heathfield road, Hitchin, SG5 1TE	52 Ninesprings Way Hitchin Hertfordshire SG4 9NR  George and Helen Godfrey and Tilley  Two storey side extension following demotion of existing attached garage. Front mono-pitch roof and alterations fenestration.
24/02641/FPH	RTM Design Richard Collin 27 St Andrews Close, Slip End, LU1 4DE	Creg Ny Baa Standhill Road Hitchin Hertfordshire SG4 9AF  Mr & Mrs Gillham  Part two storey and part single storey rear extension including Juliet balcony following demolition of existing rear element. Single storey front extension and alterations to fenestration.
24/02643/FPH	Home Extension Team Georgia Hayes 4 Brand Street, Hitchin, SG5 1HX, United Kingdom	19 Bowlers End Hitchin Hertfordshire SG5 2EA  Mr & Mrs Moore  Insertion of side door and side gate following remove of existing gate.

24/02650/FP Simply Planning Mrs Holly Mitchell Hitchin Cricket Ground  
8/9 Stephen Mews, Gresse Street, Lucas Lane  
London, W1T 1AF Hitchin  
Hertfordshire  
SG5 2JA

Mr Geoff Edwards

Installation of permanent toilet

24/02720/TCA Mr Jack Emmerson Rustle 41 The Avenue  
14 Chiltern road, Hitchin, SG4 9PJ, Hitchin  
United Kingdom Hertfordshire  
SG4 9RQ

Mr Jack Emmerson

T1: Maple - Reduction of 50% to previous pollard points

#### **Kimpton Parish Council**

24/02447/FPH Howard Pease Architects Limited Mr6 The Drive  
Howard Pease Blackmore End  
The Studio, 4 Barlings Road, St Albans  
Harpenden, Hertfordshire, AL5 2AN Hertfordshire  
AL4 8LF

Mrs Anna Edward

Part two storey and part single storey rear extension and single storey side extension following demolition of existing side element and chimney. Alterations to existing attached garage to include alterations to fenestration and insertion of side rooflights following removal of existing garage doors to facilitate garage conversion into ancillary annexe/games room.

#### **Kings Walden Parish Council**

24/02624/RM Architects@BHD Ltd Heston Harris Land At  
First Floor, 12 Church Square, Heath Road  
Leighton Buzzard, LU7 1AE, United Breachwood Green  
Kingdom Hertfordshire  
SG4 8PL

Mr O Doyle

Reserved Matters application for approval of appearance, landscaping, layout and scale for outline application 22/02942/OP granted 18.09.2024 for 10 dwellings.

#### **Knebworth Parish Council**

24/02652/FP Scott Associates LLP David Scott Old School House  
Cromer Farm, Whitehill, Cromer, Park Lane  
SG2 7QA, United Kingdom Old Knebworth  
Hertfordshire  
SG3 6PR

Edward Lytton Cobbold

Erection of five single storey terraced dwellings with associated landscaping, boundary fencing and cycle storage.

#### **Offley Parish Council**

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 06/12/2024  
DEADLINE FOR COUNCILLORS' CALL IN: 26/12/2024**

24/02735/TCA Mr Danny O'Brien Forestwood Services Ltd  
1 Angel Cottages, Kings Walden Road, Great Offley, Hitchin, SG5 3EA

3 Westbury Farm Close  
Offley  
Hitchin  
Hertfordshire  
SG5 3FL

Mr Danny O'Brien

T1: Horse Chestnut - Crown reduction in height back to previous points (approx 2.5m), western lateral main limb to be reduced by 4m, reduce eastern side by 2.5m back to previous points. Clear out the crown of poor structure growth.  
Crown lift to a min clearance of 3m from the property and balance on the roadway side

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**St Ippolytts Parish Council**

24/02597/FPH Studio Thomas Mr Peter Thomas  
21 Hawley Square, Margate, CT9 1PQ, United Kingdom

Mansard  
Newlands Close West  
Hitchin  
Hertfordshire  
SG4 9BA

Mr Phil Parry

First floor side extension; insertion of rear projecting window and alterations to openings and new openings throughout following demolition of existing rear conservatory. Replacement roof tiles

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24/02647/FPH Kevin Todd Architectural Ltd Kevin Todd  
PO Box 1643, Hilton Close, Bedford, MK425EJ, United Kingdom

Fir Trees  
Newlands Close West  
Hitchin  
Hertfordshire  
SG4 9BA

Mr Sunny Bains

Part two storey and part single storey front, side and rear extension following demolition of existing rear/side element.

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# PRESS RELEASE

**PR 3899**

**04 December 2024**

## **North Herts Council secures successful prosecution against Letchworth Garden City Bakery for food hygiene offences**

North Herts Council has successfully prosecuted Letchworth Garden City Bakery Ltd and its director, Mr. Amjad Malik, for 15 food hygiene offences. The case was heard at Stevenage Magistrates' Court on Friday, 29 November 2024. It highlighted serious food safety risks to customers as well as unfair economic practices.

Mr Malik and the bakery pleaded guilty to all 15 charges, which were uncovered during two inspections earlier this year. The offences included severe hygiene breaches, which not only endangered public health but also gave Mr Malik an unfair advantage over competitors who comply with food safety regulations.

The court imposed fines totalling £19,282, including victim surcharges and costs. Mr Malik was fined £1,500, with an additional victim surcharge of £600, and ordered to pay half of the council's costs, amounting to £3,086. Letchworth Garden City Bakery Ltd faced fines of £9,000, a victim surcharge of £2,000, and was also ordered to pay £3,086 in costs.

This is the third time Mr Malik has been prosecuted for similar offences. The Magistrates Court warned that any future breaches could result in the case being referred to the Crown Court, where penalties could include significantly higher fines or even imprisonment.

Cllr Dave Winstanley, North Herts Executive Member for Housing and Environmental Health, said: "Whilst I am never pleased to see any of our businesses being prosecuted, where there are clear public safety risks, it's reassuring to know that our council officers are enforcing legal standards to keep our communities safe. This prosecution highlights the hard work our food officers put into ensuring food safety, while also helping to maintain a level playing field for our food businesses. No one should gain an unfair economic advantage by neglecting to invest in and maintain their operations, as we've seen in this case. We all face challenges,

but cutting corners on hygiene and food safety is never acceptable. I'm pleased to say our food officers will always address poor practice and legal breaches whenever they arise."

One significant aspect of this case was the use of video evidence, which provided a compelling visual account of the poor conditions within the bakery. The footage illustrated the lack of investment in hygiene and safety, underscoring the gravity of the offences.

The council's Commercial Team hopes this prosecution serves as a warning to other food businesses that fail to meet their legal obligations. Beyond safeguarding public health, these regulations are vital to maintaining a level playing field for all businesses in North Herts.

**ENDS**

For more information from North Herts Council, contact Sarah Jenkinson at [sarah.jenkinson@north-herts.gov.uk](mailto:sarah.jenkinson@north-herts.gov.uk)