

NORTH HERTS COUNCIL

WEEK ENDING FRIDAY 24 JANUARY 2025

MEMBERS' INFORMATION

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Produced by the Communications Team.

Any comments, suggestions or contributions should be sent to the Communications Team at

MIS@north-herts.gov.uk

NEWS AND INFORMATION

AGENDA & REPORTS

PUBLISHED WEEK COMMENCING 20 JANUARY 2025

CCTV Agenda – 21 January 2025
Finance, Audit & Risk Agenda – 24 January 2025
Overview & Scrutiny Agenda – 24 January 2025

FORTHCOMING MEETINGS WEEK COMMENCING 27 JANUARY 2025

Planning Control Committee – 30 January 2025

UPCOMING CHAIR'S ENGAGEMENTS FROM FRIDAY 24 JANUARY 2025

Date	Event	Location
	None	

UPCOMING VICE-CHAIR'S ENGAGEMENTS FROM FRIDAY 24 JANUARY 2025

Date	Event	Location
Mon 27 Jan 2025 @ 5:45pm	HOLOCAUST MEMORIAL DAY – Hertsmere	Hertswood Academy Borehamwood

UPCOMING OTHER EVENTS FROM FRIDAY 24 JANUARY 2025

Date	Event	Location
	None	

Community & Partnerships Executive Member briefing – January 2025

Democratic Services

Committee Services

- Our Scrutiny Officer ran a 'Scrutiny Workshop' with Officers at SMG on 10 December, which encouraged Officers to think about the scrutiny process and to help understand their concerns regarding scrutiny involvement. Some good feedback was received which will be evaluated and put into action, where possible.
- Amy Cantrill has started as our new Trainee Committee, Member and Scrutiny Officer, with a further Trainee due to start with the Council on Monday 13 January. Sjanet Wickenden left her role as Committee, Member and Scrutiny Officer at the end of 2024.
- Worked with the IRP to compile their report on Members Allowances for presentation to Council in January.
- The 2025 Outside Bodies review will begin shortly, with all organisations and Members being contacted to complete a survey. We will be doing a more thorough review this year and will follow up directly with those who do not respond to the survey.
- Continuing to prep for the Chair's Event on 28 February 2025, invites have been sent and further follow up emails will be sent shortly.
- Starting to look ahead to the 2025/26 Civic Year and developing the calendar of meetings.

Electoral Services

- EU Voter Candidacy Rights
 - Review process in final stages, with canvassers out door-knocking any last non responders.
 - Final letters detailing the outcome of review will be sent to electors 17 January, with those ineligible being removed from the register on 31 January.
- Accounts
 - Cost estimate for May 2025 elections has been submitted to HCC.
 - Two sets of accounts to prepare and submit to the Electoral Claims Unit – PCC 2024 and UKPGE 2024.

- PCC 2024 accounts are nearing first draft completion.
- UKPGE accounts to follow once final invoices received from cross boundary partners.
- Community Governance Review
 - Report being presented to Council on 23 January. Currently designing publicity and surveys ahead of the next round of consultation being approved by Council.
- 2025 Elections
 - Preparations underway for the May polls, including having sent polling station booking letters and initial staff availability letters, arranging Royal Mail response licences and booking the count venue.
- Procurement
 - We have received responses from three suppliers to our pre-procurements market engagement exercise and are now discussing next steps with the procurement team.
- Scale of Fees
 - These are due to go to council in January following the postponed meeting before Christmas.
- Recruitment
 - Electoral Services Manager post is being advertised and closed on 13 January.

Policy & Community Services

Policy, Community & Partnerships

- **Community Forums/Grants** – Grant application review is ongoing for forthcoming grants.
- **Networking groups** – Wilbury, Jackmans and Westmill, CDA for Herts regarding the Digital Inclusion project, monitoring meeting with Minority Ethnic Forum, Royston community breakfast.
- **Recruitment** - The Community & Partner Officer has successfully been recruited and Tracy Westgate started in early January.
- **Hive** – highlighting World Soil Day, awareness raising of Hertfordshire County Council Property Flood

resilience grant scheme, responses to virtual Q&A session for public participation with the Executive Member of Waste and Cabinet Panel for the Environment.

- **Events** – Holocaust Memorial preparations commenced. Various speakers (including the North Herts Interfaith forum) have been invited, alongside Councillors, to film the event to be held in January.
- Sustainability Strategy drafting.
- **Grants** – ongoing work on applying for various grant funding.

Health & Wellbeing

- HSF6 now has 66 families referred for food support with Rebecca leading on the sign up and conversion process.
- Beginning work to re commission our older adults' classes in Knebworth, Royston and Baldock for 25/26 funded by lottery grant.
- Attended county side health liaison meeting with other district and boroughs and Herts Sport Partnership to discuss Never Too Late campaign, Park Play, crime reduction in sport.
- Facilitated fully booked air frying course in Royston.
- Other sessions run – including older adults cooking in Codicote, family food session in Knebworth, Baldock and Royston, Cares support group in Knebworth, and adult wellbeing session in Baldock.

Safeguarding

- **Recruitment** – Cassi Wright has been appointed as the Safeguarding Team Leader.
- **Attendance at the Herts County Council Self-assessment Day.** All District Councils were invited to present how their councils responded to domestic abuse in relation to adults at risk and to children and care leavers and share best practice with each other.



ENTERPRISE

MEMBERS INFORMATION NOTE

Shared Prosperity Fund Grants for Town Centre Improvements

The interim Executive Member for Planning and Transport and the Deputy Leader of the Council in consultation with the Service director: Regulatory authorised grants for 2024/5 North Herts Shared Prosperity Fund scheme in support for Improvements in our Town centres and High streets in November 2024.

The Shared Prosperity Fund, financed by the Ministry for Housing Community and Local Government is a scheme whereby funding may be distributed to a wide range of local projects aimed at improvements in the Community, Business, People and skills. Distribution must be in accordance with the Local Authority's SPF Investment Plan as pre-agreed with Government.

Grants from the fund have been now approved for the following projects under the Town Centre Improvement strand of the North Herts Council Scheme:

Hitchin BID - £14,630 towards replacing the wooden slats on benches in the town centre with plastic composite planks to enhance their cleanliness and increase their longevity.

Letchworth BID - £27,504 towards a variety of projects including renewal of the Pirate Ship in the Wynd and the mural there, a Christmas Tree Pit, an LGC treasure trail, a 'Discover Letchworth' publication, a digital signboard and other improved signage and maps around the town and basic first aid training for local businesses' shop staff

Royston BID - £22,300 towards new digital signboards and new brackets for lampposts to enable full floral basket displays in the town centre.

Royston Town Council – approval for The Council to use a £1,372.25 grant originally designated to improve the bus shelter to be used to money refurbish and paint the finger post and benches in the town centre.

North Herts Council are also spending £13,052 for the town centre monitoring systems annual fee. This is a requirement of the Shared Prosperity Fund .

For more information or clarification please contact:

Andrew Figgis
Economic Development Officer
Tel: 01462 474 477
Email: andrew.figgis@north-herts.gov.uk

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

Town Centre Improvement projects Year 3 SPF Grant Programme

Any interest to declare/ or conflict and any dispensation granted for the Officer or Executive Member [YES – refer to paragraph 9.3]

SERVICE DIRECTORATE: Regulatory

1 DECISION TAKEN

1.1 That the Service Director: Regulatory through the Cabinet Delegation decision of 19 March 2024 agreed the approval of grants in total **£77,486** from the 2024/5 Allocation of the Shared Prosperity Fund from the Ministry for Housing Communities and Local Government (MHCLG) to fund projects to improve the North Herts Town Centres:

- **£13,052** internally to North Herts Council as outlined in 8.9.1.
- **£14,630** to Hitchin Business Improvement District (BID) as outlined in 8.9.2.
- **£27,504** to Letchworth Garden City BID as outlined in 8.9.3
- **£22,300** to Royston BID as outlined in 8.9.4
- The approval of the reallocation of the grant previously made to Royston Town Council grant for **£1,372.25** towards repair and repainting of the fingerpost and bench in Royston Town Centre as outlined in 8.9.5

2. DECISION TAKER

The Service Director – Regulatory in consultation with the interim Executive Member for Planning & Transport and the Deputy Leader.

3. DATE DECISION TAKEN:

8th January 2025

4 REASON FOR DECISION

4.1 To maximise the spend of the grant in order to benefit and improve the town centres of North Herts. The proposals comply with both the Shared Prosperity Guidance and are allowable under the Subsidy Control Regulations 2022.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 None, the grant spend is proposed by key stakeholders such as the BIDs and meet the grant criteria.

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

6.1 Previous consultation was undertaken with the Leadership Team and the Political Liaison Board who proposed the scheme items and distribution of the SPF funding across the Council Service Areas to Cabinet for approval on 19th March 2024.

6.2 The Leader, as well as acting as interim Exec Member for Planning & Transport together with the Exec Member for Enterprise have been kept informed on the proposals.

- 6.3 External organisations and stakeholders, such as the BID organisations, the Royston Town Council and Baldock Eventsd Forum have been consulted on the requirements of the grant and their current plans for their scheme proposals as outlined in Section 8,10 'Application Details' of this decision notice.
- 6.4 An information note will be published in the Members Information Service on 11th January 2025. ensuring members are kept informed regarding improvements to the town centres.

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 In July 2022, North Herts Council (NHC) compiled the North Herts Shared Prosperity Fund (SPF) Investment Plan, which provides details of our plans to distribute the three annual allocations of the fund provided by the Department of Levelling Up, Housing and Communities (DLUHC now the MHCLG) to projects and programmes for the betterment of the District under the scheme.
- 8.2 In the revised SPF investment plan (as approved by Cabinet on the 19th March 2024), NHC reallocated funding between some of the investment priorities.
- 8.3 The original planned 2024/5 Town Centres allocation was £229,438. However, up to £16,000 had been previously approved for the completion of Town Centre Forward Programmes by People and Places, (Decision notice dated 30/11/23) £13,000 had been earmarked for the Town Centre Metrics system (included in this decision notice) and £25-30,000 earmarked for new benches in Baldock, (the value of which is yet to be finalised), leaving a balance of circa £173,000 available for new Town Centre projects.
- 8.4 Following the first two rounds of town improvement grants, NHC had identified an underspend balance from the first two rounds of £16,723, which with the £173,000 left a total of circa £190,000 available for distribution.
- 8.5 The March 2024 Cabinet decision reallocated £100,000 of this to other investment priorities in the NHC Shared Prosperity Investment Plan leaving a balance of circa £90,000 available for new projects under the Town Centres strand.
- 8.6 Following the March Cabinet Meeting, the annual funding towards improvements to town centres and high street (investment priority E1) are as follows:

2022/3	£76,702
2023/4	£51,404
2024/5	£129,438

This represents a £100k reduction from the original plan as identified above.

- 8.7.1 Stakeholders, including the Hitchin, Letchworth and Royston BIDs and the Royston Town Council, were asked to submit further proposals to spend the balance.
- 8.7.2 The Stakeholders submitted their proposals and, following compliance checks to ensure accordance with the SPF requirements and guidelines and MFA subsidy regulations, NHC are proposing that the following projects are included in this 2024/5

Town Centre tranche of approvals amounting to £64,434. These and the proposal to fund the Town Centre Metrics system are outlined in Section 8.9 below for approval.

- 8.7.3 Following approval, NHC will send the Grant Award Notification and pay the grants to the stakeholders who will be responsible for delivery of and reporting on the approved projects in accordance with their own project proposals, SPF funding requirements, and the conditions of the Grant Award Notification. Failure to comply may result in the recipient being obliged to refund the award.
- 8.7.4 These activities are all designed to fall under the 'E1 intervention, Improvements' to the town centres and high streets.

8.8 Grant Requirements

8.8.1 NHC reports project progress to MHCLG in terms of outputs and outcomes as a result of activities undertaken under SPF. General outputs for Town Centre Improvements include.

- a) Increased Footfall (at least 5%) (as measured by the HUQ town centre metrics system (see 8.10.1))
- b) Improved public realm space (in m2)

and both of these were proposed by NHC and approved by MHCLG under the original North Herts Investment Plan.

We will require assistance from the grant recipients relating to improved user perception outcomes,

Grant recipients have also proposed to provide other outputs and outcomes relating to their individual projects as a part their applications, which they will also be required to furnish.

- 8.8.2 We will require the grant recipients to procure items in accordance with the SPF guidance, furnish NHC with invoices representing all spend and to return any underspend that may occur.
- 8.8.3 The requirements will be included as conditions of acceptance of the Grant Award Notifications to recipients.

8.9 APPLICATION DETAILS

8.9.1 NHC is required to monitor the progress of improvements in town centres under the SPF Programme. The procurement of the HUQ **Community Vision/Signals Town Centre Metrics** system with up to two annual renewals was approved by single contract waiver decision agreed by the Service Directors of Legal and Community, Finance and Enterprise in the decision dated 17/1/2023.

- The system is required in order to provide the consistent metrics we need on footfall, dwell time, demographics and other metrics data. The data is used to advise stakeholders of progress in their towns and to report to the MHCLG. The 2024 annual cost was £12,432 and was paid from the 2023/4 allocation. The cost to renew the contract at the end of December 2024 is **£13,052**, a 5% increase.

8.9.2 Hitchin BID awarded **£14,630** to fund improvement of 20 seats in the Town Centre by replacing the wooden slats with plastic composite slats and painting the metal parts of the seats to reduce the maintenance burden and improve their cleanliness and utility.

8.9.3 Letchworth BID awarded **£27,504** towards the following projects:

Project	Total Cost	Match funding	Funders	Grant Requested
Pirate Ship 2	30000	24000	S106/sponsors/LGC BID	6000
Xmas Tree Pit	10000	7000	savings/grant/sponsors	3000
Treasurer trail	3104			3104
Digital Signboard	15000	10000	LGC BID/LHF	5000
Discover Letchworth Doc	3000			3000
First Aid Training	1400			1400
Mural	2000			2000
Signposts	5000	1000	sponsorship	4000
Total	69504	42000		27504

- **The Pirate Ship** on the Wynd was constructed about 15 years ago, this has been a great attraction for the town centre. The ship needs to be replaced and the surface is in need of being upgraded, more seating area is required to keep up with use and **the mural** on the back wall needs replacing. The renewal cost is £30,000 however with S106 money, sponsors and money from the BID it requires an SPF grant of £6,000.
- In 2023 North Herts Council offered the BID the opportunity to take responsibility for the town centre **Christmas Tree**. Originally set in Broadway Gardens, the tree is a very popular with the residents of the town. However, the tree was often lost in the expanse of the Gardens and also sometimes vandalised due to its isolated position.

Therefore, the BID agreed to take on the responsibility for the tree as long as it was within the town centre. The best and most prominent position being Leys Square. In 2023 the tree was placed there for the first time and was very popular with businesses and the community.

The issue is placing the tree. The ideal option is to have a tree pit in Leys Square. This would be an underground structure with a round metal collar just below pavement level. A simple and invisible means of supporting the tree.

A project team from North Herts Council, the Heritage Foundation, the BID and Garden Square came together to ascertain if this is possible. A structural engineering company from Hitchin offered to draw up plans for free. These have been completed. This bid is for funds to go towards the construction of the pit.

- Letchworth BID is also developing a wider strategy and plans for children and young people. This is in part due to the arrival of Emil Dale in the town. One strand of the plan is to produce a **Treasure map/Heritage Trail** which publicises the many positive locations and attractions in the wider town. These are aimed at children and young people, however these can also be used by adults.
- The Town Centre Strategy Group which includes the BID and the Letchworth Garden City Heritage Foundation employed a consultant to look at **wayfinding and signage** in the town centre. The report highlights the fact that visitors to the town do not have any readily available signage to effectively guide them to key parts of the town.

The report identified opportunities to improve the signage in the town centre and thereby improve the attractiveness of the town centre to visitors thereby increasing footfall and the business opportunities.

The town centre has a number of entry points, whether by car, cycle or on foot. Effective sign posting and way marking would significantly help directing visitors around the town and, therefore, make it a more attractive place to visit. There are some quick wins to this project. For example, **sign boards** at the end of the Wynd, adjacent to the Wynd car park, improved **town centre map boards** at the car parks, wider use of **information boards** to locate cycle racks and **finger poles** at key hubs such as Leys Square, the Colonnades and Arena Parade.

Areas of the town centre are also relatively hard to find such as the Arcade, reducing business opportunities therein. The project involves putting a **digital sign board** in Leys Avenue, outside the Arcade, offering wayfinding to businesses and organisations. It will also offer opportunities for Town Centre BID businesses and local organisations to advertise. Relevant Consents have been applied for.

- Recent studies including the Litchfields Town Centre and Retail Report 2024 and data from HUQ town centre metrics system (see 8.10.1 above) suggests that Letchworth is lagging behind other North Herts towns in recovering post COVID. Various marketing opportunities have been considered over the years. The latest Board meeting of the BID, including the Heritage Foundation decided to put together a town wide marketing plan to improve footfall.

This marketing strategy for the town will be developed into a number of strands. One of these is the development and publication of a **Discover Letchworth document**, based on the very successful Discover Letchworth articles in the Comet. This project involves the creation, printing and publication of the document in hard form and online.

- The **basic first aid** project involves providing training for as many businesses in the town centre as possible. By doing so the aim is to provide a much better response to any first aid incidents. Over the last 2 years there have been a number of first aid incidents in Letchworth town centre. The BID is leading on a project to support NHS services by providing first aid at work training to as many businesses that require it.

8.9.4 Royston BID have requested **£22,300** of the grant funding for the following projects:

- The supply and installation of two **Digital Wayfinding Boards** in the Town Centre to advertise forthcoming events and advertising for BID members. The BID prospectus proposed a sign and has budget for one sign (£17,334) including installation costs with the second being added using SPF grant funding of **£16,500**. This includes the costs of gaining advertising consents from NHC and providing a conservation statement. Relevant consents have been applied for.
- The **brackets which hold the flower baskets** on the lampposts have deteriorated to the point where they are unusable. The BID has located a supplier of new brackets and proposes to replace the old ones using SPF funding of **£5,800**.

8.9.5 Royston Town Council (RTC) received a grant of £3,037.25 in May 2024 towards a Bike Repair Stand (£1665) and repairing and repainting the bus shelter (£1372.25). The Bike Repair has been completed on budget, but the bus shelter is to be replaced by Herts Highways. Therefore, RTC therefore requested to use the **£1,372.25** funding towards the **repair and repainting of the finger post and an extra bench** in the town centre.

9. LEGAL IMPLICATIONS

- 9.1 Sections 1-8 of Chapter 1 of the Localism Act 2011 confer a General Power of Competence, which empowers local authorities to undertake any actions that are not expressly prohibited by legislation.
- 9.2 Additionally, under Section 137 of the Local Government Act 1972, the Council is empowered to incur expenditure on matters that it considers will benefit its area or residents, including support for charitable organisations or other entities operating for public benefit.
- 9.3 The allocation of grant funding is an executive function. This means at this authority, it can, as per section 9E Local Government Act 2000, be discharged by the Leader and Cabinet Executive (“the Cabinet”), by other Executive Member or officer as delegated. As the interim Executive Member is a Ward Councillor for Letchworth, consultation with the Deputy Leader has been undertaken with regard to the grants within Letchworth.
- 9.4 It is noted that Cabinet considered the allocation of the Shared Prosperity Fund on the 19th March 2024 where it delegated approvals of individual grants and payments under the Fund to the relevant Executive Members and Service Directors, as identified with reference to Directorates in table 8.1 of the report (See Appendix 1). For the Town Centre Improvements Programme this included Service Director Regulatory with Executive Member for Planning & Transport.

10. FINANCIAL IMPLICATIONS

- 10.1 The total funding made available in the Shared Prosperity budget and North Herts District Investment Plan to allocate towards Town Centre Improvements was **£257,544** over years 2022/3, 2023/4 and 2024/5.
- 10.2 As at the end of 2023/4, £111,382 of the above had been distributed to projects leaving a balance of £146,162 for 2024/5. Of this, circa £56,000 has been earmarked (See paragraph 8.3)
- 10.3 Awarding £64,434 for the grant applications made by the BIDS will leave circa £26,000 funding to be allocated.
- 10.4 The project allocations as outlined in section 6 represent a capital spend of around 70%, well in excess of the 20% total allocation minimum required by MHCLG for spend in 2024/5.
- 10.5 Each Grant transaction has been assessed against the criteria of the Subsidy Control Act 2022. Applicants have confirmed that any grants deemed to be subsidies in terms of the Act are allowable by virtue of the Minimal Financial Assistance Exemption.

9. RISK IMPLICATIONS

- 11.1 Good risk management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 There is a risk of having to return funding to the DLUHC if allocated funding is not spent in line with funding requirements (by 31 March 2025). This is assessed as being unlikely, as we anticipate all allocations will be spent before the end of March 2025. Should Grant recipients fail to spend the award prior to 31st March 2025, they will be obliged to refund it to NHC under the terms and conditions of acceptance in the Grant Award Notification. There is a risk entry currently recorded on the Risk Register

relating to the Shared Prosperity Fund, which was previously reported as part of the Council Delivery Plan. This risk entry covers the failure to spend money by the end of relevant grant periods.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 The projects proposed in this report will benefit all members of the community visiting the town centres and help support local businesses. 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” requirements do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

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

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no pertinent Human Resource implications associated with any items within this report other than project managing the SPF allocation as part of the Economic Development Officers role. Any additional legal costs will be met from the 4% SPF management charge.

16. APPENDICES


- 16.1 Cabinet Report 19 March 2024 Agenda Item 9: Shared Prosperity Fund process and proposed re-allocation for 2024/5 spend.

NOTIFICATION DATE

8th January 2025

Signature of Executive Member Decision taker 

Date8/1/2025.....

Signature of Deputy Leader..... 

Date8/1/2025.....

Signature of Service Director: Regulatory 

Date ...8/1/2025

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

APPENDIX 1 - Cabinet Report 19 March 2024 - See Agenda Item 9: Shared Prosperity Fund process and proposed allocation for 2024/5 spend.



Appendix 1 March
2024 Cabinet Report :

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted [*if applicable*] N/A

SERVICE DIRECTORATE: Legal and Community

1. **DECISION TAKEN**

To approve the updated Safeguarding Children and Safeguarding Adults at Risk policies to ensure consistency with the latest legislation and statutory obligations for both safeguarding areas.

2. **DECISION TAKER**

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

3. **DATE DECISION TAKEN:**

22 January 2025

4. **REASON FOR DECISION**

4.1 The previous safeguarding policies for children and adults at risk were approved in June 2022. Minor amendments were proposed in September 2023, but the formal process was not completed to implement these changes at that time due to staffing changes within the Safeguarding Team.

4.2 It is now a requirement to ensure both child and adults at risk policies reflect changes with the relevant HSAB county wide guidance, Safeguarding Adults at Risk: The multi-agency policy, procedure, and practice for working with adults at risk of abuse and neglect in Hertfordshire, HSCP county wide guidance, Hertfordshire Safeguarding Children Partnership Procedures Manual and organisational training changes.

5. **ALTERNATIVE OPTIONS CONSIDERED**

5.1 None considered appropriate.

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

6.1 The Service Director- Legal and Community and the Policy and Communities Manager have been consulted on policy amendments. As the amendments are minor it was not considered necessary to consult with members of the public or partners, however the policy amendments are consistent with updates made to the procedures issued by the Hertfordshire Safeguarding Children Partnership (HSCP) and Hertfordshire Safeguarding Adults Board (HSAB).

7. **FORWARD PLAN**

7.1 This decision is not a key Executive decision and has not been included on the forward plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 Section 11 of the Children Act 2004 places a duty on all statutory agencies working with children and young people to 'safeguard and promote their welfare'. The duty means that key people and bodies must make arrangements to ensure their functions are discharged with full regard to the need to safeguard and promote the welfare of children. This also includes responsibility to monitor sufficient arrangements in services they contract out to others.
- 8.2 The Care Act 2014 came into effect on 1st April 2015 and places a statutory duty on top tier local authorities to provide services to meet the needs of adults who require care and support. A duty to establish a Safeguarding Adults Board in every local authority area was introduced and a duty placed on Districts Councils and other local organisations to cooperate fully with the board.
- 8.3 The Council first developed and approved a policy for 'Safeguarding Children and Adults at Risk' in 2016. In 2019, in recognition of the expansion of the safeguarding agenda and diverse range of issues now being covered by this area (Radicalisation, Domestic Abuse, Modern Slavery, County Lines), new separate policies for children and adults were approved.
- 8.4 The core principles and organisational procedures supporting these policies remain the same, but amendments have been made to reflect changes to internal training requirements for staff and Councillors and updated guidance procedures from HSAB & HSCP.

9. LEGAL IMPLICATIONS

- 9.1. The Council Constitution delegates to Cabinet Executive Members as set out in 14.6.17 (m) (Matters of General Delegation), the responsibility for 'making minor amendments to adopted strategies, policies and procedures. The Constitution identifies that the Executive Member for Community & Partnerships is responsible for safeguarding which shall include 'promoting the Council's position regarding safeguarding responsibilities across the district (14.6.9 (b) Service Responsibilities (x)).
- 9.2 The relevant legislation includes the Children Act 2004, the key points of which are:-
- Section 11 places a statutory duty on key people and bodies – including district councils to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children.
 - Section 10 outlines the duty to promote inter-agency cooperation between named agencies (including district councils).
- 9.3 The Care Act 2014 came into effect on 1st April 2015 and places a statutory duty on local authorities to provide services to meet the needs of adults who require care and support. A duty to establish a Safeguarding Adults Board in every local authority area was introduced and a duty has been placed on Districts Councils alongside other local organisations to cooperate fully with the local board (Hertfordshire Safeguarding Adults Board).
- 9.4 The Modern Slavery Act 2015 places specific duties on local authorities under sections 43 and 52 of the Act, to refer child victims or consenting adult victims through to the National Referral Mechanism (NRM), or to make a duty to notify referral (DtN) to the Home Office for a Single Competent Authority (SCA) assessment. The Council currently works alongside local organisation Survivors

Against Domestic Abuse (SADA) to provide expert case management support for consenting suspected modern slavery victims.

9.5 Section 26 of the Counter Terrorism and Security Act 2015 places a duty on local authorities to have due regard to the need to prevent people from being drawn into terrorism.

9.6 The Domestic Abuse Act (DAA) 2021 places a duty on local authorities in relation to safe accommodation, homelessness assistance and additional support services for victims of domestic abuse. Whilst most of these duties are specific to county or unitary authorities, district, and borough councils have been given new housing duties in relation to domestic abuse and safer accommodation. The Domestic Abuse Act 2021 also requires Community Safety Partnerships to send final copies of any Domestic Homicide Review to the Domestic Abuse Commissioner. The Domestic Violence, Crime and Victims Act 2004 places a duty on local authorities to participate in Domestic Homicide Reviews.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications to this delegated decision/ the updates made to the Policies.

11. RISK IMPLICATIONS

11.1 The Council's safeguarding policies and procedures outline the various steps taken to reduce the risk to employees, children, and adults at risk of abuse and harm accessing our services, including procedures for safer recruitment, learning and development for employees and reporting procedures for employees with concerns.

11.2 These policies and procedures are now established throughout the organisation, with processes in place to monitor, review and report ongoing implementation as a business-as-usual activity.

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 Due to their age, development and dependency on adults including in the delivery of services, children are vulnerable and therefore often more open to abuse. They have a legal right to be protected and for organisations to take appropriate action to prevent and report suspected abusive behaviour. The Equality Act supports the Children Act 2004 to provide this protection to vulnerable children.

12.3 Equally, adults who are more vulnerable, either through decreased mental capacity/age related dementia, learning difficulties, or their personal domestic situation i.e. changing from one residential care home to another, have a legal right to be protected and for organisations to take appropriate action to prevent and report suspected abusive behaviour.

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 these decision/ amendments to the Policies.

15.1 HUMAN RESOURCE IMPLICATIONS

15.1 There are no additional human resource implications to this report.

16. BACKGROUND PAPERS

16.1 North Hertfordshire District Council Safeguarding Children policy and Safeguarding Adults at Risk policy (June 2022)
[Safeguarding children and child protection | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)
[Safeguarding and protecting adults | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

16.2 Safeguarding Adults at Risk– Hertfordshire Safeguarding Adults Board last updated February 2024
Hertfordshire Safeguarding Adults Board | Hertfordshire County Council

16.3 Hertfordshire Safeguarding Children Partnership Procedures Manual last updated November 2024
Welcome to the Hertfordshire Safeguarding Children...

17. APPENDICES

17.1 North Herts Council Safeguarding Children Policy (January 2025) – see below.

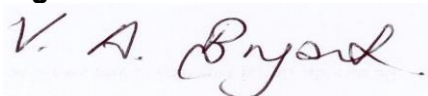
17.2 North Herts Council Safeguarding Adults at Risk Policy (January 2025)- see below.

NB The revised Policies can be found on the Delegated Decision page [CLICK HERE](#) (they will not be circulated via MIS) will be available on the Council’s website once the Delegated Decision has been approved.

NOTIFICATION DATE

24.1.25

Signature of Decision taker:



Cllr Val Bryant, Executive Member for Communities & Partnership

Date:

Signature of Service Director consulted:



Jeanette Thompson, Service Director: Legal and Community

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

(Including Withdrawn decisions)

EAST TEAM

Application No: 16/02365/1DOC	Location: 38 Sollershott East Letchworth Garden City SG6 3JN Applicant Name: Mr & Mrs Greensides Description: Condition 2 - Window details (as Discharge of Condition of Listed Building Consent 16/01271/1LB granted 15/07/2016).	Decision: Approval of Details Decision Date: 22/01/2025
Application No: 16/02386/1DOC	Location: 38 Sollershott East Letchworth Garden City SG6 3JN Applicant Name: Mr & Mrs Greenside Description: Condition 5 - Details of the external finish to all new window and door joinery (as Discharge of Condition of Listed Building Consent 16/01271/1 granted 15/7/2016).	Decision: Approval of Details Decision Date: 22/01/2025
Application No: 24/01035/FP	Location: Morrisons Superstore Broadway Letchworth Garden City Hertfordshire SG6 3TS Applicant Name: C/o Agent Motor Fuel Group Description: Installation of EV charging zones, including the erection of sub-station enclosure, LV panel, meter cabinet and associated works (amended plans received 17.06.2024).	Decision: Refused Decision Date: 22/01/2025
Application No: 24/01651/FP	Location: Hare Park Farm Royston Road Slip End Baldock Hertfordshire SG7 6SL Applicant Name: Miss Sandra Hall Sentabarcs Description: Erection of detached kennel block.	Decision: Conditional Permission Decision Date: 16/01/2025
Application No: 24/02114/LBC	Location: The Cloisters Barrington Road Letchworth Garden City Hertfordshire SG6 3TH Applicant Name: Mr Peter Lucas Lawrence Cloisters Trust Description: Take down tower chimney to the lower string course (or less if stable) prior to reconstruction	Decision: Conditional Consent Decision Date: 22/01/2025
Application No: 24/02268/DOC	Location: Land Adjacent To 9 North End Kelshall Hertfordshire SG8 9SD Applicant Name: Mr & Mrs Mark & Claire Williams Description: Details reserved by Condition 5 (Site Investigation) of outline planning permission 20/02292/OP granted on 03.09.2021.	Decision: Approval of Details Decision Date: 17/01/2025
Application No: 24/02437/FPH	Location: 13 Ashwell Road Bygrave Baldock Hertfordshire SG7 5DT Applicant Name: Ms King Description: First floor front and side extension, replace existing front garage door with a window to facilitate conversion of garage into habitable accommodation. Part single storey, part two storey rear extension following demolition of existing rear dormer and single storey rear elements. Alterations to existing fenestration and doors to include insertion of first floor side window.	Decision: Conditional Permission Decision Date: 21/01/2025
Application No: 24/02446/FP	Location: Marshfield Barn New Inn Road Hinxworth Hertfordshire SG7 5HB Applicant Name: Mr & Mrs Jones Description: 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.	Decision: Conditional Permission Decision Date: 22/01/2025

EAST TEAM

Application No: 24/02478/FP	Location: 4A Kneesworth Street Royston Hertfordshire SG8 5AA Applicant Name: Nelson Land Limited Description: Change of use of first floor from use class E to use class C3 for use as two studio apartments to include installation of a front door, entrance corridor and stair connecting to the apartments.	Decision: Conditional Permission Decision Date: 21/01/2025
Application No: 24/02576/LDCE	Location: 30 Glebe Road Letchworth Garden City Hertfordshire SG6 1DR Applicant Name: Mr Carl Kent Glebe Kids Ltd. Description: Continuous use of outbuildings as a day nursery (Use Class E(f))	Decision: Granted Permission Decision Date: 21/01/2025
Application No: 24/02590/FP	Location: 30 Glebe Road Letchworth Garden City Hertfordshire SG6 1DR Applicant Name: Mr Carl Kent Glebe Kids Ltd. Description: Continuous use of main dwelling as a day nursery (Use Class E(f))	Decision: Unconditional Permission Decision Date: 21/01/2025
Application No: 24/02603/LDCP	Location: 28 South View Letchworth Garden City Hertfordshire SG6 3JJ Applicant Name: Mrs Julia Sonander Description: Infill existing covered porch area. Erection of front porch canopy and installation of external insulation and re-render as existing	Decision: Refused Decision Date: 16/01/2025
Application No: 24/02712/PNQ	Location: Kirby Manor Farm Northfield Road Ashwell Baldock Hertfordshire SG7 5JQ Applicant Name: Mr Sam Sheppard Description: Conversion of existing agricultural buildings to provide 8 residential units.	Decision: Prior Approval Given Decision Date: 20/01/2025
Application No: 24/02719/DOC	Location: Reading Room 12 High Street Barkway Royston Hertfordshire SG8 8EE Applicant Name: Barkway Parish Council Clerk at Barkway Parish Coun Description: Details reserved by Condition 2 (External materials finishes) of planning permission reference 24/01543/LBC granted on 25.10.2024	Decision: Approval of Details Decision Date: 22/01/2025
Application No: 24/02727/FPH	Location: 56 Waysbrook Letchworth Garden City Hertfordshire SG6 2DR Applicant Name: Mr & Mrs Tyack Description: Single storey side and rear extensions following demolition of existing detached garage and conservatory. Single storey front porch extension.	Decision: Conditional Permission Decision Date: 21/01/2025
Application No: 24/02729/FPH	Location: 8 Rosecomb Royston Hertfordshire SG8 9FJ Applicant Name: Rak Dimmock Description: Insertion of No.2 rooflights to existing front and No.4 rooflights to existing rear roofslopes to facilitate conversion of loftspace into habitable accommodation.	Decision: Conditional Permission Decision Date: 16/01/2025
Application No: 24/02787/FPH	Location: 10 Limekiln Lane Baldock Hertfordshire SG7 6PG Applicant Name: Mr Andrew Day Description: Single storey rear extension and insertion of rooflight to proposed snug roofslope following demolition of existing rear bay window and door.	Decision: Conditional Permission Decision Date: 21/01/2025
Application No: 24/02831/DOC	Location: Land North Of 2 Millers Close Picknag Road Barley Hertfordshire Applicant Name: Mr Callanan Description: Details reserved by Condition 4 (External lighting) of planning permission reference 23/02948/FP granted on 29.07.24.	Decision: Approval of Details Decision Date: 16/01/2025

EAST TEAM

Application No: 24/02855/TCA	Location: Arunside Muddy Lane Letchworth Garden City Hertfordshire SG6 3TB Applicant Name: Mr Jack Lucas St Christopher School Description: Reduce the boundary next to Elm Tree Cottage to 6ft, approximately 20 metres and remove two dead trees within the wider boundary. Remove deadwood from Beech tree (as amended 15/01/2025).	Decision: No Objection Decision Date: 17/01/2025
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WEST TEAM

Application No: 24/01835/FP	Location: Barn And Land Adjacent Public Footpath 022 Luffenhall Hertfordshire SG2 7PX Applicant Name: Mr Dan Banks-Smith Description: Erection of one 4-bed dwelling and detached double garage following demolition of existing outbuildings including parking and landscaping	Decision: Conditional Permission Decision Date: 21/01/2025
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Application No: 24/01968/LDCLB	Location: 5 Westbury Farm Close Offley Hitchin Hertfordshire SG5 3FL Applicant Name: Mr Andrew Carter Description: Like-for-like replacement of 2no front elevation windows	Decision: Granted Permission Decision Date: 17/01/2025
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Application No: 24/02036/FP	Location: Garage Flat Chimneys Mill Lane Gosmore Hertfordshire SG4 7RL Applicant Name: Mrs Sylvia Adams Description: Change of use existing triple garage and flat above to one self-contained 2-bed dwelling including single storey side extension and alterations to fenestration.	Decision: Conditional Permission Decision Date: 22/01/2025
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Application No: 24/02048/LDCLB	Location: 5 Lodge Farm Heath Lane Codicote Hitchin Hertfordshire SG4 8WP Applicant Name: Mr Daniel Hibbins Description: Refurbishment and renovation of five existing windows located on the ground floor.	Decision: Granted Permission Decision Date: 17/01/2025
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Application No: 24/02133/LBC	Location: Hexton Manor Hexton Hitchin Hertfordshire SG5 3JH Applicant Name: Mr Reihmer Description: Internal alterations to include installation of underfloor heating with associated trench heaters to ground floor, replace existing hall floor, renovations to timber panelling in hall and dining room. Installation of plumbing, underfloor heating and electrical works to first and second floor and replace any damaged floorboards. Creation of wine room to lobby with insulated walls. Remove and block up existing Chef's kitchen window to install cupboards and modify opening into kitchen off service corridor (as amended by drawing no. 2023/32/101 Rev B and Scope of Works Rev B received on 16/01/2025).	Decision: Conditional Consent Decision Date: 20/01/2025
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Application No: 24/02283/AD	Location: 116 Bancroft Hitchin Hertfordshire SG5 1LS Applicant Name: Mr Haaron Nasir Holland & Barrett Description: Advertisement Consent is sought for the installation of individual lettering to existing timber fascia sign with trough light to provide external illumination and a hanging sign also with trough lights to provide external illumination (as amended by plans received on 14/01/2025).	Decision: Conditional Consent Decision Date: 16/01/2025
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Application No: 24/02393/FPH	Location: 31 Lytton Fields Knebworth Hertfordshire SG3 6BA Applicant Name: Mr N Walton Description: Two storey rear extension. Alterations to fenestrations including installation of first floor window on side elevation and repositioning of rear dormer window. The addition of 3 pitched roofs above the existing 3 front dormer windows.	Decision: Conditional Permission Decision Date: 16/01/2025
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WEST TEAM

Application No: 24/02518/S73	Location: Odyssey Health Club Old Knebworth Lane Knebworth Hertfordshire SG2 8DU Applicant Name: Mr Stephen Aucott Odyssey Knebworth Ltd Description: Variation of condition 2 (revised plans) of planning permission 21/03362/FP granted 22.04.2022 for Erection of main members entrance, foyer and disabled access; outdoor swimming pool with associated sun-terraces; reconfigured and extended tennis courts, fencing and floodlighting; heat experience extension to existing building and outdoor training experience area.	Decision: Conditional Permission Decision Date: 21/01/2025
Application No: 24/02542/FPH	Location: 113 Ninesprings Way Hitchin Hertfordshire SG4 9NX Applicant Name: Mr. Cengiz Ozdemir Description: Single storey rear and side extensions. Alterations to roof including hip to gable roof extension and insertion of rear box dormer and front rooflights to create habitable space at first floor level.	Decision: Conditional Permission Decision Date: 17/01/2025
Application No: 24/02583/DOC	Location: Land At Turnpike Lane And Adjacent To 4 Manor Close Turnpike Lane Ickleford Hertfordshire Applicant Name: Troy Homes Ltd C/o agent Description: Details reserved by condition 3 (Details of materials) of planning permission reference 24/01031/S73 granted 10.09.2024	Decision: Approval of Details Decision Date: 16/01/2025
Application No: 24/02650/FP	Location: Hitchin Cricket Ground Lucas Lane Hitchin Hertfordshire SG5 2JA Applicant Name: Mr Geoff Edwards Hitchin Town Cricket Ground Limite Description: Installation of permanent toilet	Decision: Conditional Permission Decision Date: 22/01/2025
Application No: 24/02666/TPO	Location: The Cedars Back Lane Preston Hitchin Hertfordshire SG4 7UJ Applicant Name: Mr John Langrish Description: G1 Pine, G2 Pine, G3 Pine, G4 Pine, G5 Pine, G6 Pine, T7 Blue Cedar - Max 30% reduction of over-extended lateral branches back to suitable side-growth. Remove dead wood. Resolve chafing branches. Remove existing branch stubs back to branch collars. G6: Pine -Add bracing to support extended lateral branch, if still required following reduction.	Decision: Conditional Consent Decision Date: 16/01/2025
Application No: 24/02667/DOC	Location: Land At Turnpike Lane And Adjacent To 4 Manor Close Turnpike Lane Ickleford Hertfordshire Applicant Name: Troy Homes Ltd C/o agent Description: Details reserved by condition 4 (Details of all hard surfacing materials) of planning permission reference 24/01031/S73 granted 10.09.2024	Decision: Withdrawn Decision Date: 16/01/2025
Application No: 24/02668/DOC	Location: Land At Turnpike Lane And Adjacent To 4 Manor Close Turnpike Lane Ickleford Hertfordshire Applicant Name: Troy Homes Ltd C/o agent Description: Details reserved by condition 7 (Site landscape details) of planning permission reference 24/01031/S73 granted 10.09.2024	Decision: Approval of Details Decision Date: 16/01/2025
Application No: 24/02706/DOC	Location: Land At Heath Road Breachwood Green Hertfordshire SG4 8PL Applicant Name: Mr Ollie Doyle Blakeney Homes (Breachwood Green) Description: Details reserved by Condition 10 (Construction Management Plan) of Planning Permission 22/02942/OP granted 18.09.2024.	Decision: Approval of Details Decision Date: 16/01/2025
Application No: 24/02714/FPH	Location: 10 Highbury Road Hitchin Hertfordshire SG4 9RW Applicant Name: Mr & Mrs Pask Description: Single storey side and rear extension. Installation of front roof light, second floor side window and alterations to existing rear dormer window.	Decision: Conditional Permission Decision Date: 16/01/2025

WEST TEAM

Application No: 24/02731/FPH	Location: 27 Kings Road Hitchin Hertfordshire SG5 1RD Applicant Name: Mr and Mrs Chapman Description: Single storey rear extension. Alterations to fenestration	Decision: Conditional Permission Decision Date: 17/01/2025
Application No: 24/02789/S73	Location: 52 Balmoral Road Hitchin Hertfordshire SG5 1XQ Applicant Name: Mrs Sinead Hall Description: Variation of condition 2 (revised plans) of planning permission 24/00361/FPH granted 10.04.2024 for Alterations to existing single storey rear extension roof and insertion of first floor side windows. Single storey detached 1-bed annexe ancillary to main dwelling following alterations of existing garage. Alterations to fenestration. (Development has commenced)	Decision: Conditional Permission Decision Date: 21/01/2025
Application No: 24/02802/TCA	Location: Woodside Windmill Hill Highbury Road Hitchin Hertfordshire SG4 9RT Applicant Name: Gabriela Ross Description: T1: Portuguese Laurel, T2: Crab Apple - Remove. T3:Copper Beech - Remove. T4: Yew Hedge - Prune/remove dead plants/remove self seeded plants hindering the growth. T5: Deciduous - Remove overhanging branches	Decision: No Objection Decision Date: 17/01/2025
Application No: 24/02871/TCA	Location: 18 Deards End Lane Knebworth Hertfordshire SG3 6NL Applicant Name: Mr Adam Mcdonald Description: T1: Walnut - Reduce by 30%. T2 : Ash - Reduce by 30%	Decision: No Objection Decision Date: 16/01/2025
Application No: 24/02902/DOC	Location: 25 John Barker Place Hitchin Hertfordshire SG5 2PD Applicant Name: Mrs Shelley Baldwin Lovell PartnershipsLtd Description: Details reserved by condition 9 Parts C and D (Remediation Verification Report) of planning permission reference no 19/01416/HYA granted 09.06.2020.	Decision: Approval of Details Decision Date: 16/01/2025

EAST TEAM

Application No.	Applicant/Agent Address	Location Address, Applicant Name & Proposal
25/00194/NHC	Water Infrastructure Planning & Delivery Unit Department For Environment, Food And Rural Affairs	Cambridge Wastewater Treatment Plant Relocation North Of The A14 Between Fen Ditton And Horningsea Cambridgeshire Water Infrastructure Planning & Delivery Unit PLANNING ACT 2008 AND THE INFRASTRUCTURE PLANNING (EXAMINATION PROCEDURE) RULES 2010 APPLICATION BY ANGLIAN WATER (THE APPLICANT) FOR AN ORDER GRANTING DEVELOPMENT CONSENT FOR THE PROPOSED CAMBRIDGE WASTE WATER TREATMENT PLANT RELOCATION PROJECT (THE APPLICATION). NORTH HERTS COUNCIL CONSULTEE ONLY
25/00195/NHC	Water Infrastructure Planning & Delivery Unit Department For Environment, Food And Rural Affairs	Cambridge Wastewater Treatment Plant Relocation North Of The A14 Between Fen Ditton And Horningsea Cambridgeshire Water Infrastructure Planning & Delivery Unit PLANNING ACT 2008 AND THE INFRASTRUCTURE PLANNING (EXAMINATION PROCEDURE) RULES 2010 APPLICATION BY ANGLIAN WATER (THE APPLICANT) FOR AN ORDER GRANTING DEVELOPMENT CONSENT FOR THE PROPOSED CAMBRIDGE WASTE WATER TREATMENT PLANT RELOCATION PROJECT (THE APPLICATION).
Ashwell Parish Council		
25/00019/FPH	PicklePlanning Stuart Judd 1 Sale Drive, Clothall Common, Baldock, SG7 6NS	12 Silver Street Ashwell Hertfordshire SG7 5QJ Marie Bayes Single storey rear extension including attached storage area following demolition of existing outbuilding
Baldock		
24/02931/FPH	Gaskell Architects Mr Neil Gaskell 37 Whitehorse St, Baldock, SG7 6QF, United Kingdom	20 Byrd Walk Baldock Hertfordshire SG7 6LN Mrs Katy Matthews First floor rear extension and insertion of rear box dormer and two front rooflights to facilitate loft conversion. Alterations to fenestration
Letchworth Garden City		
24/02935/FPH	Tower Residential Design Ltd. Mr Alex Veloso Flat 4, Old Meadow House, Pegler Way, Crawley, RH11 7AD, United Kingdom	60 Caslon Way Letchworth Garden City Hertfordshire SG6 4QL Mr Mark Davies Single storey front extension.

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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 24/01/2025
DEADLINE FOR COUNCILLORS' CALL IN: 13/02/2025**

25/00135/TCA	Mrs Georgina Gentry ROBINSON TREE SERVICES LTD Beech Farm, Coopers Green Lane, St. Albans, AL4 9HP, United Kingdom	16 Cromwell Green Letchworth Garden City Hertfordshire SG6 1DB
		Mr Ewan Macleod
		CG15: CG16: Sycamore - Crown reduce by 4-5m to maintain size and shape.
25/00155/TCA	Mr Matt Jones One Garden City Broadway, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	296 Norton Way South Letchworth Garden City Hertfordshire SG6 1SU
		Mr Matt Jones
		T4: Scots Pine - Fell. T5: Common Hawthorn - Fell. T2: Beech - Remove deadwood, severer and strip ivy to 1.5m. T1: Beech - Reduce crown and primary limb extended over pavement and road by 2 to 3m. Reduce west laterals over pavement and road by 1 to 2m. Clear lamp column by 1m. T3: Silver Birch - Fell.
25/00156/TCA	Mr Matt Jones One Garden City Broadway, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Land At Rear Of 503 To 515 Broadway Letchworth Garden City Hertfordshire
		Mr Matt Jones
		T1: Hawthorn - Fell. T2: Scots Pine - Remove deadwood. T3: Crack Willow - Fell. T4: Lawsons Cypress - Remove failed stem. T5: Lawsons Cypress - Fell
25/00157/TCA	Mr Matt Jones One Garden City Broadway, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Land Between Sollershott Hall And Spring Road Letchworth Garden City Hertfordshire
		Mr Matt Jones
		T1: Common Ash - Monolith. T10: Common Ash - Remove deadwood. T11: English Oak - Remove deadwood. T12: Cherry Plum - Sever ivy. T13: English Elm - Fell. T2: Common Ash - Sever ivy. T2: Common Ash - Sever ivy, Reduce weight and leverage at basal union. T3: Hornbeam - Remove deadwood. T4: Common Ash - Sever ivy. T5: Common Ash - Monolith. T6: Common Ash - Monolith. T7: Common Ash - Selected branch removal. Remove over extended limb east towards road back to stem. T8: Common Ash - Selected branch removal. Remove back to stem, lowest extended limb with cavities west 8m height. T9: Common Ash - Reduce approx 2.5m height and laterals approx 1m to suitable growth points to reduce sail effect on union.
25/00158/TCA	Mr Matt Jones One Garden City Broadway, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Allotment Gardens At Rear Of 31 To 45 South View Letchworth Garden City Hertfordshire
		Mr Matt Jones
		T1: Scots Pine - Fell. T2: Sycamore - Reduce the three lower east branches overhanging edge of allotment by 3m. T3: Plum - Fell. T4: Sycamore - Monolith. T5: Sycamore - Sever ivy and remove to 2m height to inspect base. T6: Poplar - Fell.

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
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25/00159/TCA	Mr Matt Jones One Garden City Broadway, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Allotment Gardens Lytton Avenue Letchworth Garden City Hertfordshire SG6 3HY Mr Matt Jones Common Ash - Sever ivy to 1.5m
25/00160/TCA	Mr Matt Jones One Garden City Broadway, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Land Rear Of 7 To 13 Souberie Avenue Letchworth Garden City Hertfordshire Mr Matt Jones Hornbeam - Sever ivy to 1.5m
25/00161/TCA	Mr Matt Jones One Garden City Broadway, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Land Adjacent To 5 South View Letchworth Garden City Hertfordshire SG6 3JH Mr Matt Jones T1, T2: Sycamore - Remove deadwood
25/00162/TCA	Mr Matt Jones One Garden City Broadway, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Car Park Openshaw Way Letchworth Garden City Hertfordshire SG6 3EN Mr Matt Jones T1: Birch - Fell. T2: Lime - Remove stake. T3: Birch - Remove stake
25/00163/TCA	Mr Matt Jones One Garden City Broadway, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Land Rear Of Silver Birch Cottages Station Road Letchworth Garden City Hertfordshire Mr Matt Jones Common Beech - Sever ivy
25/00164/TCA	Mr Matt Jones One Garden City Broadway, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Land Adj To 101 Norton Way South Letchworth Garden City Hertfordshire SG6 1NY Mr Matt Jones T1- Horse Chesnut - Sever Ivy. T2: Sycamore Maple - Crown reduction by 3-4m and sever Ivy

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
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**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 24/01/2025
DEADLINE FOR COUNCILLORS' CALL IN: 13/02/2025**

25/00165/TCA	Mr Matt Jones Letchworth Garden City Heritage Foundation One Garden City, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Electricity Sub Station Willian Church Road Willian Hertfordshire SG6 2AF Mr Matt Jones T1: Hawthorn - Remove to ground level
25/00166/TCA	Mr Matt Jones One Garden City, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Land Adjacent To Manor Cottages Wymondley Road Willian Hertfordshire SG6 2AW Mr Matt Jones T1: Sycamore - Fell. T2: Norway Maple - Fell. T3: Common Ash - Remove lapsed regrowth at top of stem back to previous. T4: English Oak - Remove major deadwood at top of tree over footpath. T5: Silver Birch - Fell.
25/00167/TCA	Mr Matt Jones One Garden City, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Willow Court Baldock Lane Willian Hertfordshire Mr Matt Jones White Poplar - Cut back by 2m. Selected branch removal. Reduce crown by 3 to 4m
25/00168/TCA	Mr Matt Jones One Garden City, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Land Adjacent To Willow Court Baldock Lane Willian Hertfordshire Mr Matt Jones T1: White Poplar - Selected branch removal. Remove branch 5m height. T2: White Poplar - Raise Crown, Remove limb encroaching on property.
25/00169/TCA	Mr Matt Jones One Garden City, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF, United Kingdom	Land Adj To 42 Farthing Drive Letchworth Garden City Hertfordshire SG6 2TR Mr Matt Jones T1: English Oak - Remove Deadwood. Sever ivy. Reduce Crown by 4m. Reduce laterals overhanging road by up to 5m. T2: Common Hawthorn - Fell. G1: English Oak - Remove deadwood
25/00177/TCA	Mr Darren Oswick Treescapes garden services 177A Station Road, Lower Stondon, Bedfordshire , SG16 6JE, United Kingdom	103 Wilbury Road Letchworth Garden City Hertfordshire SG6 4JQ Mr Darren Oswick Lombardy Poplar - Remove

25/00133/TPO Mr Simon Pridmore The Coach House
5A The Hollies, Wrayfields, Stotfold, Radwell Lane
SG5 4NR Radwell
Baldock
Hertfordshire
SG7 5ES

Mr Anthony Woodman

T1: Lime - Pollard at crown break

Royston Town Council

25/00181/TPO Mr Jonno Record Shelford Tree 18 Hollies Close
Service Ltd Royston
Rectors Cottage, High Street, Hertfordshire
Fowlmere, Royston, SG87SJ, SG8 7DZ
United Kingdom

Mr Anddy Scott

T1: Beech - Remove to near ground level.

WEST TEAM

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

24/02930/FPH Hertfordshire Architects Ltd Mrs 8 The Stables
Pamela Stokes Pottersheath
13 Cubitts Close, Welwyn, AL6 0DZ Welwyn
Hertfordshire
AL6 9GR

Mr Thomas Wilkinson

Single storey rear extension linking existing garage to main dwelling with balcony area above following demolition of existing rear element.

Hitchin

24/02916/FPH Figment Architecture Ltd L 37 Ickleford Road
Alexander Hitchin
218 Shefford Road, Clifton, SG17 Hertfordshire
5QS, United Kingdom SG5 1TR

Forrow

Single storey rear extension following demolition of existing rear element.

25/00013/FPH Mr Muhunthan Balasegaram 50 Browning Drive
50 Browning Drive, Hitchin, Hitchin
Hertfordshire, SG40QR, United Hertfordshire
Kingdom SG4 0QR

Mr Muhunthan Balasegaram

Single storey side extension and relocation of main entrance to front of house following demolition of existing garage.

**NORTH HERTFORDSHIRE DISTRICT COUNCIL
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**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 24/01/2025
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25/00029/FPH	Octopus Energy Services Andrew Butt Neptune Square, Block C, Floor 3, Brighton, BN2 0AT, United Kingdom	220 Westmill Road Hitchin Hertfordshire SG5 2SP	Abigail Hucker Installation of one freestanding air source heat pump
25/00081/LDCP	Boyd Seddon Architect Mr Boyd Seddon Old Kitchin's Farm, 31 Horslow Street, Potton, Beds, SG19 2NS	38 Browning Drive Hitchin Hertfordshire SG4 0QR	Mr & Mrs Graham Partial garage conversion and insertion of obscure glazed side window to facilitate WC
25/00100/LDCP	Lobs Design Mr Ian Lawrence Devonshire Business Centre, Works Road, Letchworth Garden City, Hertfordshire, SG6 1GJ	115 Chaucer Way Hitchin Hertfordshire SG4 0PF	Amanda Walker Front porch extension including canopy and insertion of ground floor front window following removal of existing garage door to facilitate garage conversion into habitable accommodation.
Kimpton Parish Council			
24/02748/FPH	DP Architects Mr Mark Longworth DP Architects, The Old Brewery Tap, 3 Shirburn St, Watlington, Watlington, OX49 5BU, United Kingdom	Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN	Knights Bespoke Build Ltd Installation of wall and overlapping roof to create link between existing barn and outbuilding. Alterations to fenestration
24/02749/LBC	Mr Mark Longworth DP Architects DP Architects, The Old Brewery Tap, 3 Shirburn St, Watlington, Watlington, OX49 5BU, United Kingdom	Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN	Knights Bespoke Build Ltd Installation of wall and overlapping roof to create link between existing barn and outbuilding. Internal and external alterations

24/02804/FPH	DP Architects Mr Mark Longworth DP Architects, The Old Brewery Tap, 3 Shirburn St, Watlington, Watlington, OX49 5BU, United Kingdom	Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN
		Knights Bespoke Build Ltd Alterations to existing lean to extension to include external cladding and insertion of door following removal of existing window, single storey rear glass garden room, Insertion of rear dormer window, replacement and additional rooflights to rear roofslope. Alterations to fenestration (as a variation of planning permission 23/00558/FPH granted 13.12.2023) (Development has commenced).
24/02805/LBC	DP Architects Mr Mark Longworth DP Architects, The Old Brewery Tap, 3 Shirburn St, Watlington, Watlington, OX49 5BU, United Kingdom	Bibbsworth Hall Farm Bibbs Hall Lane Kimpton Hitchin Hertfordshire SG4 8EN
		Knights Bespoke Build Ltd Alterations to existing lean to extension to include external cladding and insertion of door following removal of existing window, single storey rear glass garden room, Insertion of rear dormer window, replacement and additional rooflights to rear roofslope. Alterations to fenestration and internal alterations (as a variation of listed building consent 23/00559/LBC granted 13.12.2023) (Development has commenced).
24/02929/FPH	Brick Architects Ltd D G Woods F20C 1 Dock Rd, London, E16 1AH, United Kingdom	17 Blackmore Way Blackmore End St Albans Hertfordshire AL4 8LJ
		Zahra Clements First floor rear extension.
Knebworth Parish Council		
24/02927/FPH	Plans For Building Mr Tim Percival The Old Granary, Green End, Dane End, Ware, SG12 0NX, United Kingdom	35 Stevenage Road Knebworth Hertfordshire SG3 6NN
		Mr Damien Paul Raise existing roof ridge height to create two storey dwelling and single storey rear extension. Side extension to link main dwelling to garage and replace existing flat garage roof with pitched roof. Application of render, new front porch, alterations to openings
St Ippolytts Parish Council		

24/02933/FPH	Arcicon Mr Raja Sekaran 6 Cumberland Close, Amersham, HP7 9NH, United Kingdom	67 London Road St Ippolyts Hitchin Hertfordshire SG4 7NE Mr Asheesh Sood First floor rear extension with pitched roof and alterations to front staircase window.
Wymondley Parish Council		
24/02850/FPH	Mr Stephen Thomas Woodside House, Chantry Lane, Todds Green, Stevenage, SG1 2JE, United Kingdom	Woodside House Todds Green Stevenage Hertfordshire SG1 2JE Mr Stephen Thomas Erection of detached ancillary annexe
24/02876/FP	Weldon Beesly Mr Paul Atton The Old Dairy Barn, Offley Hoo, Great Offley, Hitchin, Herts, SG5 3ED, United Kingdom	Titmore Green Farm Stevenage Road Titmore Green Little Wymondley Hitchin Hertfordshire SG4 7JT Ms Karen Denbow Change of use of agricultural building into three business/storage units (Commercial Business Services Use Class E(g)(iii) light industrial and Storage or Distribution B8) including external alterations and re-cladding, layout of car parking, cycle store, landscaping and all ancillary works following demolition of open storage yard.
24/02877/FP	Weldon Beesly Mr Paul Atton The Old Dairy Barn, Offley Hoo, Great Offley, Hitchin, Herts, SG5 3ED, United Kingdom	Titmore Green Farm Stevenage Road Titmore Green Little Wymondley Hitchin Hertfordshire SG4 7JT Ms Karen Denbow Change of use of agricultural building to one 5-bed dwelling; external alterations and re-cladding following demolition of outdoor menage. Re-cladding and external alterations to existing atcost barn for use as ancillary storage to dwelling including parking, landscaping and all ancillary works
24/02924/FPH	Mr Mark Scott MSAD Architectural Design Ltd MSAD Architectural Design Ltd Bancroft House, 34 Bancroft, Hitchin, SG5 1LA	Box Tree Cottage Arch Road Great Wymondley Hitchin Hertfordshire SG4 7ET Mr R Orton Alterations to existing fenestration.



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

**LIST OF PLANNING APPLICATIONS RECEIVED IN WEEK ENDING: 24/01/2025
DEADLINE FOR COUNCILLORS' CALL IN: 13/02/2025**

24/02925/LBC Mr Mark Scott MSAD Architectural Box Tree Cottage
Design Ltd MSAD Architectural Arch Road
Design Ltd Great Wymondley
Bancroft House, 34 Bancroft, Hitchin
Hitchin, SG5 1LA Hertfordshire
SG4 7ET

Mr R Orton

Internal alterations to relocate kitchen.

Press release:
22 January 2025

New free men's health support group launches in North Herts

A new initiative aimed at supporting men's mental and physical wellbeing is set to launch in Hitchin and Royston this month, offering local men free access to fitness facilities and wellness workshops.

The Men's Club, a four-week programme, will commence on Monday 27 January, from 7pm to 9pm at Hitchin Swimming and Fitness Centre, and on Tuesday 28 January at Royston Leisure Centre from 7pm to 9pm.

The initiative, delivered by Everyone Active, which manages the leisure centres in partnership with North Herts Council, will provide participants with complimentary access to the swimming pools, gym facilities, studio classes, plus Hitchin Swimming and Fitness Centre's new Reformer studio.

At the heart of the programme are four specialised workshops focusing on understanding and managing low mood, anxiety, and stress. Mark Kear, from the Everyone Active Exercise Referral team, will lead the sessions.

Juanita Prescott, Activity and Wellbeing Manager at Everyone Active, said: "The evidence is clear that when it comes to mental and physical wellbeing, men are far less likely to seek help than women. Our mission is to reduce this stigma as much as possible by offering a safe space where men can discuss their concerns, whatever they may be.

"The comprehensive course covers various aspects of health, including mental wellness, men's specific medical conditions, back and joint rehabilitation, mindfulness, physical activity benefits, nutrition and relaxation techniques including Chi Kung sessions.

"We've already seen remarkable success with these sessions in other areas outside the district, where participants have reported significant improvements in their quality of life, including reduced anxiety, lower pain levels, and better sleep patterns. We're excited to expand this initiative and bring these transformative benefits to the North Herts community."

Cllr Mick Debenham, Executive Member for Leisure, said: "We're delighted to support initiatives like The Men's Club, which provide an invaluable opportunity for men to prioritise their mental and physical health. These workshops offer practical tools and expert advice on managing stress, improving wellbeing, and making healthier lifestyle choices. We encourage anyone who might benefit to take advantage of this fantastic free programme and take the first step towards a healthier future."

For more information about the Men's Club or to register for the programme, contact Hitchin Swimming and Fitness Centre on 01462 441646 or Royston Leisure Centre on 01763 255190

-ENDS-

For press information please contact:

Victoria Watkins | Regional PR & Communications Manager

victoriawatkins@everyoneactive.com

07739 985325

Everyone Active

Everyone Active is the trading name for Sports Leisure Management (SLM), which operates leisure centres in partnership with local councils across England. SLM Ltd was formed in 1987, managing just one leisure centre in the Midlands. Today, Everyone Active manages in excess of 240 leisure facilities and cultural services in partnership with more than 70 local authorities. These stretch from Sunderland in the north to Mid Suffolk in the east, Chichester in the south and Bristol in the south west. The company's growth is due to the ability to deliver well managed leisure facilities and an activity offering which provides great value for money. Everyone Active aims to increase the participation of local people in leisure activities, advocating a minimum of 30 minutes exercise, five times per week.

www.everyoneactive.com

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Council Offices, Gernon Road, Letchworth, Herts. SG6 3JF

Telephone: (01462) 474000. Email: pressoffice@north-herts.gov.uk

STATEMENT

ST 254

24 January 2024

Statement: Cat Sanctuary Closure

Following the court decision on Thursday 23 January 2025, Terrence Moore has been banned from keeping animals for a minimum period of 5 years.

North Herts Council is pleased that the majority of the animals from the Cat Survival Trust have now been successfully rehomed. Once we were made aware of the serious welfare concerns following the police investigation, we worked closely with Hertfordshire Zoo and Mrs Moore to ensure the animals received the necessary care while permanent homes were found. This has been a challenging process, and our teams have worked tirelessly behind the scenes, contacting many organisations to secure the best possible futures for these incredible creatures.

Cllr Dave Winstanley, North Herts Council's Executive Member for Housing and Environmental Health said: 'We're relieved that the majority of the cats have been rehomed, and we're grateful for the efforts of Hertfordshire Zoo and Mrs Moore – without their involvement, the animals could have faced a much worse outcome. I'd also like to extend my thanks to our council officers for their exemplary dedication in safeguarding the welfare of these animals.'

With Terrence Moore now banned from keeping animals for at least five years and no animals requiring licenses remaining on the premises, we remain committed to ensuring high standards of animal welfare across North Herts."

ENDS

ENDS

Press release
Monday 27 January 2025



Local residents invited to free Reformer weekend at Hitchin Swimming and Fitness Centre

Residents across North Hertfordshire are invited to enjoy free Reformer classes during an open weekend at Hitchin Swimming and Fitness Centre on Saturday 1st and Sunday 2nd February 2025.

Managed by Everyone Active in partnership with North Herts District Council, Hitchin Swimming and Fitness Centre is opening the doors to its state-of-the-art Reformer studio, offering complimentary 45-minute sessions throughout the weekend.

Reformer Pilates, renowned for its ability to build strength, improve posture and enhance flexibility, has become increasingly popular nationwide.

The workout has even earned the seal of approval from British sprinting star and TV personality Harry Aikines-Aryeetey, who joined a class at the Hitchin centre last year.

An avid Reformer fan, Harry said: “Reformer is amazing! I’ve been using Reformer for a very long time and I’m so glad it’s here in Hitchin. It gives you the strength to be a better person – in terms of being functionally fit, performing well. It’s a little secret I’ve been training with for years!

“You might think it’s just for a certain type of person but actually it’s for everyone – whether you’re younger or older, male or female. It gives you more mobility, more strength, and it’s something I would implore everyone to go and try – come have a go!”

The open weekend will provide a fantastic opportunity to experience the benefits of Reformer at no cost, with classes designed to cater to both beginners and experienced participants.

Sessions will run from 9am to 1pm on Saturday and 9am to 12pm on Sunday, with complimentary refreshments available for all attendees.

Each session will be led by two instructors, ensuring participants receive expert guidance and support throughout their experience.

The schedule includes FitCore sessions, ideal for those new to Reformer Pilates, and Ignite classes, designed for participants seeking a more intense workout. This variety allows attendees to choose the class that best suits their fitness level and goals.

Paul Francis, General Manager of Hitchin Swimming and Fitness Centre, said: “We’re delighted to welcome the local community to try Reformer for free during our open weekend.

“This is a fantastic opportunity for everyone, whether you’re a member or not, to experience the benefits of a workout that’s both effective and accessible. Whether you’re completely

new to Reformer or looking to add variety to your fitness routine, our expert instructors will ensure you have an enjoyable and energising experience.”

Cllr Mick Debenham, North Herts Council's Executive Member for Leisure said: “We're really pleased to support this fantastic opportunity for residents to try Reformer Pilates for free. Encouraging our community to stay active and explore new ways to improve their health and wellbeing is a key priority for us. Whether you're looking to build strength, improve flexibility, or simply try something new, this open weekend is the perfect chance to get involved.”

This free event highlights the centre's recent £100,000 investment in its Reformer studio, which features 20 professional-grade reformer machines.

Since its launch in late 2024, the studio has quickly become a popular addition, helping more residents embrace this unique and effective form of exercise.

Booking for the free sessions is now open via the Everyone Active app, online platform, or in person at the centre. Spaces are limited, so residents are encouraged to book early to avoid disappointment.

-ENDS-

For press information please contact:

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