

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Council held in the Council Chamber, District Council Offices, Gernon Road,  
Letchworth, Herts, SG6 3JF  
on Thursday, 10th July, 2025 at 7.30 pm

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lisa Nash, Caroline McDonnell, Bryony May, Tim Johnson, Ruth Clifton, Rhona Cameron, Sadie Billing, Cathy Brownjohn, David Barnard and Sam Collins.

### 2 MINUTES - 22 MAY 2025 AND 16 JUNE 2025

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 22 May 2025 and 16 June 2025 be approved as a true record of the proceedings and be signed by the Chair.

### 3 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 4 CHAIR'S ANNOUNCEMENTS

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be recorded.
- (2) The Chair reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean that, as this was an emergency, all of us, Officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.
- (3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (4) The Chair advised that the normal procedure rules in respect of debate and times to speak will apply.
- (5) The Chair advised that 4.8.23(a) of the Constitution did not apply to this meeting. A comfort break would be held at an appropriate time, should proceedings continue at length.
- (6) The Chair advised of a change in the order of the Agenda. Agenda Items 14, 15 and 16 would be considered following Item 6. This would be followed by Agenda Item 7 and then Items 17 and 18 would be considered. Then returning to Agenda Items 8 to 13.
- (7) The Chair announced that Ros Allwood, Cultural Services Manager, had been working at North Hertfordshire for 30 years, and extended his gratitude to Ros for her services to the Council.

**RESOLVED:** That the Council placed on record its sincere thanks and appreciation to Ros Allwood for her long and valuable service to Local Government.

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- (8) The Chair announced that Aimee Jarmain, Senior Benefits Subsidy Officer, had been working at North Hertfordshire for 30 years, and extended his gratitude to Aimee for her services to the Council.

**RESOLVED:** That the Council placed on record its sincere thanks and appreciation to Aimee Jarmain for her long and valuable service to Local Government.

- (9) The Chair announced that former Chief Executive Stuart Philp passed away on 10 December 2024.
- (10) The Chair announced that former District Councillor Marilyn Kirkland had passed away on 13 June 2025.
- (11) The Chair announced that former District Councillor Lawrence Oliver had passed away recently, and Members stood for a minute in silence in tribute to them all.

## **5 PUBLIC PARTICIPATION**

There was no public participation.

## **6 ITEMS REFERRED FROM OTHER COMMITTEES**

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

## **14 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 and 5 of Part 1 of Schedule 12A of the said Act (as amended).

## **15 CHURCHGATE VIABILITY AND NEXT STEPS - PART 2**

**RESOLVED:** That Council noted the report prior to coming to the decision in Part 1.

**REASON FOR DECISION:** Using the knowledge collated from the public consultation and the technical due diligence carried out by Lambert Smith Hampton (LSH), there are various ways that the site (also known as the Churchgate Regeneration Zone) could be developed. However, for the Council to move forward it is important that the various options are narrowed down according to feasibility. This recommendation allows the Council to proceed with the option that is more likely to succeed based on the evidence.

## **16 CHURCHGATE VIABILITY AND NEXT STEPS - PART 1**

**RESOLVED:** That Council:

- (1) Supported and endorsed the Churchgate Project Board recommendation to discount Option 4 due to it not being financially viable and undertake further work to develop a proposal based upon 'Option 3', which includes by default, Options 1 and 2.
- (2) Supported and endorsed the five 'Development Principles' that are set out in paragraph 8.5.
- (3) Members approved additional funding for a specialist Project Manager of £120k as set out at 8.13, as this was not identified as part of the 25/26 budget setting process.

**REASON FOR DECISIONS:** Using the knowledge collated from the public consultation and the technical due diligence carried out by Lambert Smith Hampton (LSH), there are various ways that the site (also known as the Churchgate Regeneration Zone) could be developed. However, for the Council to move forward it is important that the various options are narrowed down according to feasibility. This recommendation allows the Council to proceed with the option that is more likely to succeed based on the evidence.

## 7 COMMUNITY GOVERNANCE REVIEW – FINAL RECOMMENDATIONS

**RESOLVED:** That Council:

- (1) Noted the outcome of the consultation.
- (2) Agreed the Final Recommendations for the Community Governance Review (as detailed under para 8.10 of the report – R1 – 41) subject to the following amendments:

**Codicote:**

Change the electoral cycle for Codicote, such that the elections in 2026 result in a 2-year term of office ending in 2028; thereafter revert to 4-yearly terms in line with North Herts District elections.

R10: To retain 10 Parish Councillors:

Codicote Village: 8

Codicote East: 2

**Ashwell:**

R1: To reduce the number of Parish Councillors from 12 to 9.

- (3) Noted that following decision 2.2, a Community Governance Order will be prepared, to implement the agreed recommendations, subject to consent by the Local Government Boundary Commission for England (where required).

**REASON FOR DECISIONS:** The Council is required to keep parish electoral arrangements under review. Following the Local Government Boundary Commission for England (LGBCE) review of district electoral arrangements (Council size and warding patterns), it is necessary to review parish arrangements across the district to bring them into alignment, ensure they remain fit for purpose, and to ensure they continue to reflect local needs. This report provides the Final Recommendations that have been developed taking into account the responses to the public consultation on the Draft Proposals.

## 17 QUESTIONS FROM MEMBERS

In accordance with Standing Order 4.8.11, 4 questions had been submitted by the required deadline set out in the Constitution.

### (A) Impact of Luton Airport Expansion

Councillor Chris Lucas to Councillor Daniel Allen, Leader of the Council.

### (B) Lithium-Ion Battery Hazards

Councillor Jon Clayden to Councillor Mick Debenham, Executive Member for Regulatory.

### (C) Recycling Rates

Councillor Ralph Muncer to Councillor Amy Allen, Executive Member for Environment.

**(D) Penalty Charge Notices**

Councillor Matt Barnes to Councillor Donna Wright, Executive Member for Place.

**18 NOTICE OF MOTIONS**

There was one motion submitted in accordance with Standing Order 4.8.12, which was withdrawn at the meeting.

**8 NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2025/26**

**RESOLVED:** That Council

- (1) Nominated and approved Councillors Tina Bhartwas, Tamsin Thomas and Mick Debenham as the representatives of the Council to the outside organisation the Howard Garden Social and Day Care Centre.
- (2) Nominated and approved Councillor Amy Allen as the representative of the Council to the outside organisation the Hertfordshire Climate Change and Sustainability Partnership.
- (3) Nominated and approved Councillor Val Bryant as the representative of the Council to the outside organisation the Chilterns Conservation Board.

**REASON FOR DECISIONS:** To comply with the provision of Standing Order 4.4.1(h) of the Council's Constitution.

**9 ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2024-2025**

**RESOLVED:** That the Annual Report of the Overview and Scrutiny Committee 2024/2025 as attached at Appendix A was noted.

**REASON FOR DECISION:** To enable Council to consider and comment on the report of the Chair of the Overview and Scrutiny Committee regarding the work of the Committee in the 2024/2025 Civic Year.

**10 REVENUE BUDGET OUTTURN 2024/25**

**RESOLVED:** That Council approved the net transfer to earmarked reserves, as identified in table 9, of £1.006million.

**REASONS FOR DECISION:**

- (1) Members are able to monitor, make adjustments within the overall budgetary framework and request appropriate action of Services who do not meet the budget targets set as part of the Corporate Business Planning process.
- (2) Changes to the Council's balances are monitored and approved.

**11 INVESTMENT STRATEGY (CAPITAL AND TREASURY) END OF YEAR REVIEW 2024/25**

**RESOLVED:** That Council:

- (1) Approved the actual 2024/25 prudential and treasury indicators as detailed in Appendix B.
- (2) Noted the annual Treasury Management Review for 2024/25 (Appendix B).

**REASONS FOR DECISIONS:**

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

**12 FINANCE, AUDIT AND RISK COMMITTEE ANNUAL REPORT 2024/25**

**RESOLVED:** That Council noted the Annual Report of the Finance, Audit and Risk Committee.

**REASON FOR DECISION:** To provide Full Council with assurance as to the effectiveness of the Finance, Audit and Risk Committee.

**13 REPORT ON RISK MANAGEMENT GOVERNANCE (YEAR-END UPDATE)**

**RESOLVED:** That Council noted the report.

**REASONS FOR DECISION:**

- (1) Cabinet has responsibility for ensuring the management of risks.
- (2) This report is presented to Council as our Risk Management Framework Strategy document determines that all Councillors should support and promote an effective risk management culture.