

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



1 December 2025

Our Ref Hitchin Community Forum 9 December 2025

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To: Members of the Area Forum: Councillors Ian Albert (Chair), Clare Billing (Vice-Chair), Val Bryant, Jon Clayden, Sam Collins, Elizabeth Dennis, Keith Hoskins MBE, Chris Lucas, Nigel Mason, Dave Winstanley, Daniel Wright-Mason and Donna Wright

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE HITCHIN COMMUNITY FORUM**

to be held in the

**HITCHIN TOWN HALL, BRAND STREET, HITCHIN, SG5 1HX**

On

**TUESDAY, 9TH DECEMBER, 2025 AT 7.00 PM**

Yours sincerely,

Isabelle Alajooz  
Director – Governance

**\*\*MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL  
AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION  
ON YOUR TABLET BEFORE ATTENDING THE MEETING\*\***

## **Agenda**

### **Part I**

<b>Item</b>		<b>Page</b>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>2.</b>	<b>CHAIR'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chair of the nature of any interest declared at the commencement of the relevant item on the agenda.  Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
<b>3.</b>	<b>TOWN TALK</b> Presentation on North Herts Council's Draft Town Centres Strategy from a council representative, followed by Q&A.	(Pages 5 - 18)
<b>4.</b>	<b>HITCHIN BID UPDATE</b> To receive a verbal update from the Hitchin BID on their work in Hitchin town centre.	
<b>5.</b>	<b>PUBLIC PRESENTATION - GRANT APPLICATIONS</b> To consider community grant applications for recommendation to the Executive Member for Governance.	(Pages 19 - 28)
<b>6.</b>	<b>INFORMATION ON SECTION 106</b> Information for the Community Forum on the current status of Section 106 for Hitchin.	(Pages 29 - 46)
<b>7.</b>	<b>INFORMATION NOTE ON PROPOSED PARKING TARIFF INCREASES</b> Information note to inform the Community Forum of the proposed parking tariff increases for 2026/27 initial option. For the Community Forum to provide any views on the initial proposed car parking tariff increases as set out in Appendix A.	(Pages 47 - 54)
<b>8.</b>	<b>COMMUNITY UPDATE</b> To provide the Forum with an update to ensure Members are kept informed of the work of the Community and Partnerships Team.	(Pages 55 - 56)
<b>9.</b>	<b>WARD MATTERS &amp; OUTSIDE ORGANISATIONS</b>	(Pages

To receive any verbal reports from Members and questions from members of the public regarding Ward matters and Outside Organisations. 57 - 58)

**10. FUTURE COMMUNITY FORUMS**  
To discuss topics for future meetings.

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## Information Report for Noting and Discussion by the Community Forum

<b>HITCHIN COMMUNITY FORUM</b> <b>9 DECEMBER 2025</b>
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### DRAFT TOWN CENTRES STRATEGY FOR PUBLIC CONSULTATION

#### SERVICE DIRECTORATE: PLACE

#### 1.0 PURPOSE OF REPORT

- 1.1 To inform the Community Forum of the draft Town Centres Strategy agreed by Cabinet at its meeting on 19<sup>th</sup> November 2025 for public consultation in December and January.

#### 2.0 BACKGROUND

- 2.1 The adopted Local Plan 2011-2031 stipulates that the Council “prepare and maintain up-to-date town centre strategies to support its strategic policy approach and / or adapt to change. These will be used to inform the approach to retail at the time of the early review of the Local Plan.”
- 2.2 As such, we are preparing an overarching Town Centres Strategy to
- provide additional guidance to current Local Plan Policies: ETC3: New retail, leisure, and other main town centre development, ETC4: Primary Shopping Frontages, ETC5: Secondary Shopping Frontages and SP4: Town Centres, Local Centres and Community Shops.
  - Set out the Council’s planning priorities for its town centres which can be given appropriate weight in relevant planning decisions; and
  - Act as a ‘bridging document’ pending the approved review of the Local Plan.

#### 3.0 OVERVIEW OF THE CONSULTATION DRAFT STRATEGY

- 3.1 In summary, the draft Strategy:
- Incorporates advice on a range of changes in national policy and guidance and takes account of the updated evidence in the Town Centres and Retail Study (2024).
  - Addresses the relevant policy criteria identified in the adopted Local Plan by providing more robust guidance for developers and stakeholders that should be taken into consideration for any type of development or improvements within the town centres to promote their vitality and viability.
  - Is a planning-led document and should be read in conjunction with relevant policies in the adopted Local Plan whilst also taking into consideration other important Council Strategies and projects, such as the emerging Economic Development Strategy, the Churchgate project, the Council Plan and the

Council's Sustainability Strategy. All these documents together contribute towards the Council's overall strategy for its town centres.

- Has been prepared following similar principles to a Supplementary Planning Document including reference to relevant policies and evidence and stakeholder engagement in its preparation and will be subject to Cabinet approval and public consultation.
  - Provides the overall direction of travel with clear policy guidance and priorities for each town centre to guide developers when submitting planning applications and other town centre improvements. It is based on a sound evidence base with clear connections to published policy and supplementary planning documents, including other Council and external organisations documents. These together inform the Strategy and contribute towards meeting the Council's Plan and the Local Plan goals and vision.
- 3.2 The Strategy covers a range of town centre topics including land use capacities and distributions, mixed-use needs, vacancy reoccupation, public realm quality, heritage preservation, sustainable transport, connectivity, active travel, and community facilities and community well-being.
- 3.3 The draft Strategy covers all four town centres of the district: Hitchin, Letchworth Garden City, Royston, and Baldock, with considerations and implications for the surrounding context of each centre. It sets out the Council's vision for the town Centres across four generic themes: land use and retail, built environment, transport access and movement and communities.
- 3.4 The Strategy is delivery and development focussed. **Part 1** sets out the purpose of the Strategy providing a comprehensive overview and summary of the Council's evidence base for development in and affecting town centres. This section will assist landowners, architects, planners, and stakeholders bringing forward development proposals in understanding the relevant context for North Herts' town centres.
- 3.5 In order to bridge the gap between current and emerging Local Plans and to provide further details and guidance to support compliance with relevant town centre policies in the existing Local Plan, **Part 2** sets out a series of Guidance Notes. These Guidance Notes provide supplementary information to inform planning applications for development proposals affecting town centres.
- 3.6 Each of North Herts' town centres have specific strengths and weaknesses, offering their own unique offer and **Part 3** provides a vision statement, summary of key priorities for each centre including development opportunities for larger parcels of land and how these could be taken forward through partnership working. An extract from Part 3 of the Strategy incorporating Hitchin at section 3A is attached at **Appendix 1** and should be read alongside other parts of the Strategy.
- 3.7 **Part 4** identifies opportunities to support the vitality and viability of the town centres and proposes further actions together with several funding and delivery options that the Council could consider in delivering the ambitions set out within the draft Strategy. The effective delivery of the Strategy will require the Council to work closely with several partners and stakeholders. It is proposed to gauge the support of key identified partners and stakeholders through the formal consultation process of the Strategy. This will be

important in terms of delivering the identified priorities for each of the town centres and the recommended further actions. This approach will help inform a clearer, action-oriented delivery plan to be included in the final version that can be subject to regular review and update.

3.8 The **appendices** to the draft Strategy comprise:

- Appendix 1: providing a full reference list and hyperlinks to the comprehensive evidence base at Part 1.
- Appendix 2: outlines the Town Centre Policy Direction recommending alterations to the adopted Local Plan given the significant changes in retail floorspace demand, changes in use classes and other policy recommendations identified in the 2024 Retail and Town Centre Study. This has informed the guidance principles outlines in Part 2 of the draft Strategy, but its recommendations will be formally considered and taken forward through the Local Plan review.
- Appendix 3: includes further background evidence notes for each of the town centres to be read alongside Part 3.

3.9 The full draft Strategy can be viewed on the Council's Website at [Town centres strategy | North Herts Council](#)

3.10 Appendix 1 of this Information note is an extract from Part 3 of the Strategy incorporating Hitchin at section 3A. **It is to be noted that all parts of the Strategy should be read alongside the respective town centre section outlined in Part 3.**

## 4.0 CONSULTATION

4.1 The consultation period will run from **3 December 2025 to 30 January 2026**. This will be through an online consultation platform available on the Council's website.

4.2 We encourage, members, local businesses, organisations and residents to submit their comments via the Council's consultation platform 'Placemaker' or visit our [website](#) for more information. Request for any further information regarding the draft Strategy or the consultation period should be made through the following email address: [towncentres@north-herts.go.uk](mailto:towncentres@north-herts.go.uk)

4.3 The draft Strategy will be a topic for discussion at all Town Community Forums through December affording wider public consultation in addition to consulting with key stakeholders, local businesses and members of the public registered on the Council's Local Plan data base.

4.4 A leaflet outlining the details of where to view the consultation documentation, together with a QR code link to the Council's website will be available as a handout at the Community Forum.

- 4.5 The consultation will be widely publicised on the Council's website and through various social media channels. Members will also have been informed through Members Information Service (MIS)

## **5.0 NEXT STEPS**

- 5.1 Following the public consultation, any comments received will inform the final version of the Strategy which would then be re-presented to Cabinet for approval and adoption at an appropriate time in early 2026. The final version of the Strategy will be desktop published with graphics, photos and designed as a readable and well-presented document.
- 5.2 If / once adopted, the Town Centres Strategy would be a material planning consideration for relevant planning applications and would supersede the Council's previous town centre strategies for Baldock, Hitchin, Letchworth Garden City and Royston prepared between 2004 and 2008.

## **6.0 APEPNDICES**

- 6.1 Appendix 1 - Extract from Part 3: Individual Town Centre Strategies - Section 3A Hitchin (North Hertfordshire Town Centres Strategy draft for public consultation 21.10.2025)

## **CONTACT OFFICERS**

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## **APPENDIX 1**

**Extract from Part 3: Individual Town Centre Strategies - Section 3A Hitchin (North Hertfordshire Town Centres Strategy draft for public consultation 21.10.2025)**

# Part 3: Individual Town Centre Strategies

## *Introduction*

The following strategies for North Hertfordshire's individual towns focus on a concise series of key priorities for the town centres, that will work alongside the Guidance Notes set out in Part 2 to steer development and investment in and surrounding Hitchin, Letchworth, Royston and Baldock.

The priorities identified provide a focus and key actions for the Council, and work within the planning policy context of the Council's adopted Local Plan 2011-2031, ahead of the new Local Plan. Part 4 also sets out further District-wide initiatives for the Council to undertake alongside the key priorities identified. The Council may wish to revisit these sections and update the priorities in due course as actions are undertaken and new opportunities emerge.

The key priorities are informed by the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis for each town, based on the context and evidence summarised in Part 1 and Appendix 3 alongside consultations, ranging from residents to stakeholder workshops, undertaken during the Town Centre and Retail Study (2024), as well as subsequent meetings with Business Improvement Districts (BIDs), landowners and stakeholders.

Consideration of the suitability of planning obligations will be particularly relevant where proposals impact town centres, either through trade diversion or any increases in the number of visitors or users of existing or proposed town centre services. Part 4 sets out how the Council may also seek to explore alternative funding options including national government funding opportunities, private investment, or direct funding allocations from District Council or County Council budgets to deliver identified priorities.

The strategies' key priorities identify opportunities to support vitality and viability of the town centres.

This strategy has been developed with a planning and delivery focus, setting out next steps and actions to bring forward the key priorities. One area that this can be achieved is through financial contributions from developments that would affect the town centres in the form of planning obligations. It is noted that Section 106 sets out the tests for requesting planning obligations<sup>1</sup>, in accordance with Regulation 122 of The Community Infrastructure Levy Regulations 2010. It is not for strategies such as this, to specifically set out formulaic requests for such financial contributions, which would be subject to viability and costings via the Council or applicant.

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<sup>1</sup> Planning obligations assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. Planning obligations may only constitute a reason for granting planning permission if they meet the tests that are necessary to make the development acceptable in planning terms. They must be:

- necessary to make the development acceptable in planning terms;
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development.

## 3A: Hitchin

Further information on Hitchin town centre is found in Appendix 3A: Hitchin Town Centre Evidence Notes.

### Identity

Hitchin's origins have been traced back to pre-Roman times, aligned with the River Hiz as an important crossing point. Over time, Hitchin developed as a market town, and thus, the layout of the town centre has unfolded with temporary market stalls becoming permanent. In the 19th century, with the arrival of the railway, the previously unchanged street plan rapidly expanded to meet the new demands of the town's growth.

Now, the historic layout of the town centre is linear in structure stretching for over 800 metres north-south along Bancroft and the High Street. Narrow streets are clustered around Market Place adjoining to St. Mary's Church (dating back to the 14th century) and are adjacent to the Churchgate Shopping Centre developed in the 1970s.

There is a mix of typologies and uses in Hitchin town centre; a conservation area, listed buildings and late twentieth century developments, as well as a mix of residential, commercial shopping, recreation, and restaurants or cafe uses. The town centre has evolved over time and will continue to do so, but any changes should respect the overall historic character of Hitchin.

Hitchin is the main shopping and commercial centre in North Hertfordshire, predominantly serving the western half of the District. The centre has the strongest range and choice of comparison and convenience goods retail and services uses, including a wide range of national multiple operators.

Visitors are drawn to Hitchin by the market town's attractive historic character, as well as the variety of restaurants and cafes. The town also serves as a popular filming location, further tying the aesthetics and historic character of the town to its identity. Nonetheless, the River Hiz and the area surrounding St. Mary's Church are underutilised assets, with planned development of the Churchgate Regeneration Zone providing a significantly opportunity to secure the long-term viability of the centre.

### Vision

Hitchin will maintain and support the quality of its intrinsic historic market town character to develop an attractive, mixed-use, safe, accessible, vibrant and lively town centre for the local community and visitors to shop, work and live in. Hitchin will have strong and sustainable connections to key destinations, such as the railway station, Hitchin Lavender Fields, and nearby towns and villages. Town centre assets will be optimised, such as the River Hiz, St. Mary's Church, museums and its historic market. For the Churchgate Regeneration Zone and any other new development, Hitchin will take advantage of the opportunity to bring people into the town centre, provide quality public spaces, contribute to the cultural heritage and support the retail core.

## **SWOT Analysis**

### *Summary of strengths, weaknesses, opportunities and threats*

#### **Strengths**

1. Hitchin is the main shopping destination in the district, providing a good range and choice of convenience and comparison shops. It has a reasonable selection of national multiple retailers, and it has the strongest range and choice of comparison and convenience retail, and services uses in the district.
2. Large food stores are available which cater for main and bulk food shopping needs.
3. The environmental quality of the centre is good, reflecting its historic character and the centre's attractive mix of period buildings and a varied street scene, including the Market Place.
4. The town centre provides a range of service facilities including banks and building societies.
5. The evening economy is relatively strong with many restaurants, pubs and bars.
6. The vacancy rate is much lower than the national average - suggesting demand for premises is relatively good.
7. Most areas of the centre are well maintained, and adequate street furniture is provided.
8. The centre has a good range of small specialist independent retailers.
9. The centre has a good bus service, with many bus routes serving the centre.
10. Buildings are generally attractive and in a reasonable to good condition.
11. The household survey results suggest Hitchin has higher levels of customer satisfaction than dissatisfaction.
12. Hitchin features a popular market in the town centre, operating on Tuesdays, Fridays and Saturdays.

#### **Weaknesses**

13. The choice of retailers is not comparable with some larger centres, which encourages expenditure leakage to centres with a better range of facilities, such as Cambridge, Luton and Stevenage.
14. The linear form of the centre does not provide a natural circuit for shoppers, and pedestrian flows within peripheral areas are low, i.e. Bridge Street and the top end of Bancroft.
15. Some non-pedestrianised streets have narrow pavements and can be congested, and difficult for those with mobility difficulties at peak times, such as Sun Street and Bucklersbury.
16. The historic character of the town centre, particularly in terms of the Conservation Area designation and listed buildings could constrain potential redevelopment

opportunities. It could restrict the growth of the centre and deter new operators, due to the lack of availability of spaces needed for larger format stores.

17. The Churchgate Shopping Centre and the market area between St Mary's Church and the Churchgate Centre detract from the overall attractiveness of the town centre.
18. Surface car parking around St Mary's Church is visually dominant and detracts from the advantages of the proximity to the river frontage and historic core.
19. The train station is not within a reasonable walking distance of the town centre.
20. Lack of legibility from the town centre to peripheral car parks (e.g. Woodside and Lairage) and key facilities within and on the edge of the town centre (e.g. swimming pool, schools, museums, Priory Park and the rail station).

### **Opportunities**

21. Hitchin has a reasonably affluent population, but a high proportion of the expenditure generated leaks from the area. Population and expenditure are expected to grow in the future. If Hitchin can maintain its current share of market expenditure there is potential to improve and expand retail, leisure and service uses.
22. There remain several opportunity sites within the town centre, which could accommodate new retail/leisure uses, which would help to retain more expenditure and customers in the area.
23. Improved linkages along the River Hiz could provide better access and natural circuit for pedestrians between Bridge Street, the Churchgate Centre, the Portmill Lane car parks and Hermitage Road.
24. Improved pedestrian, cycling and bus linkages to the railway station would improve overall levels of customer accessibility to the town centre.
25. Enhancement of the Churchgate Centre and market area would significantly improve the attraction and ambience of the town centre as a retail and leisure destination.
26. The centre is already popular as a restaurant and café destination, providing a key opportunity (particularly within or associated with any development of the Churchgate Regeneration Zone) to develop a complementary cultural strategy.
27. A holistic approach to transport and parking may provide opportunities for reconfiguration of provision, whilst maintaining or increasing footfall and vitality.

### **Threats**

28. The number of vacant shop units has increased significantly in recent years. The continuation of this trend could undermine Hitchin's role as a higher order shopping destination in the retail hierarchy.
29. The continued polarisation of national multiples in larger centres and/or the business failure of more national multiples could lead to the closure of outlets. The continued rationalisation and restructuring of national multiples could lead to the closure of outlets. Multiple operators could seek to focus on (sub-)regional centres such as Stevenage, Cambridge and Luton rather than Hitchin.

30. Transport impacts of growth within and around Hitchin, including Luton Airport, could exacerbate congestion. This could deter town centre visits, given the proximity and capacity of through routes.

## **Key Priorities – Hitchin Town Centre**

<b>Theme</b>	<b>Priority area</b>	<b>Actions / Planning considerations</b>	<b>Responsibility</b>
<p>A</p> <ul style="list-style-type: none"> <li>• Land use and retail</li> <li>• Built environment</li> <li>• Transport, access and movement</li> </ul>	Churchgate Regeneration Zone	<ul style="list-style-type: none"> <li>• Through the Council's <b><i>development management role</i></b> in the planning system, the Council will assess proposals associated with the Churchgate Regeneration Zone (Local Plan Allocation HT11) as a Significant Development in accordance with Local Plan Policy SP9 and the Guidance Notes identified in Part 2. This would require a strategic masterplan demonstrating how the development could: <ul style="list-style-type: none"> <li>– provide a mix of flexible and adaptable commercial units that would enable future reoccupation by a range of town centre uses, as well a mix of accommodation to increase the town centre's resident population;</li> <li>– strategically target a mix of retail, food and beverage, and leisure operators, including recognition and assessment of the impact of any potential overlap of catchments for leisure uses;</li> <li>– activate and open up the River Hiz for user recreation;</li> <li>– improve pedestrian and active travel permeability through the site and surrounding area such as introducing street patterns to increase accessibility and linkages across the centre;</li> <li>– support the ongoing vitality of the town centre by increasing potential for visitors and footfall including the promotion of active travel to the centre.</li> <li>– deliver a holistic parking strategy; any proposals should be</li> </ul> </li> </ul>	<p>NHDC as Local Planning Authority (LPA) development management)</p> <p>Future development partners</p>

		<p>supported by a parking survey to demonstrate the current use of existing car parks in and around the town centre and plan for appropriate levels of parking, integrating with an emerging transport strategy for Hitchin;</p> <ul style="list-style-type: none"> <li>- ensure any scheme facilitates and does not prejudice further sites being brought forward in the future; and</li> <li>- provide accessible links to, and enhanced utilities infrastructure for Hitchin Market, including electrical connections and water supply.</li> </ul>	
<p><b>B</b></p> <ul style="list-style-type: none"> <li>• Built environment</li> <li>• Transport, access and movement</li> </ul>	<p>Public realm, connectivity and wayfinding</p>	<ul style="list-style-type: none"> <li>• Develop and deliver a joint public realm, connectivity and wayfinding strategy and delivery plan for Hitchin , taking forward the recommendations of the Local Cycling and Walking Infrastructure Plan. For Hitchin: <ul style="list-style-type: none"> <li>- Create a public realm and wayfinding strategy in collaboration with the BID, Churchgate Regeneration Zone development partners and other stakeholders, including viability and costings, to identify key opportunities for investment from street furniture, lighting and planters, as well as the provision of public realm alongside the River Hiz.</li> <li>- Identify funding sources, future joint bidding opportunities, and requests for planning obligations for relevant developments for financial contributions to wayfinding, pedestrian routes, and public realm investments, particularly between the town centre, new public realm along</li> </ul> </li> </ul>	<p>NHDC HCC Visit Hitchin Business Improvement District (BID) Future development partners</p>



		<p>the River Hiz, and the surrounding open space and gardens.</p> <ul style="list-style-type: none"> <li>– Improve transport links and signage from the town centre to key destinations such as the Hitchin Lavender Fields, the theatre and event space at The Dell, and other leisure destinations outside the town centre.</li> </ul>	
<p>C</p> <ul style="list-style-type: none"> <li>• Land use and retail</li> <li>• Community</li> </ul>	Cultural economy strategy	<ul style="list-style-type: none"> <li>• Through the Council's <b><i>development management role</i></b> in the planning system, the Council will recognise the benefits of innovative commercial uses that contribute to the nighttime economy, particularly options for young people, as a positive material consideration when supported through evidence of viability, long-term vacancies, preventing breaks in active frontages, resolving amenity issues (e.g.: noise and smells), impact on the nature and character of the retail frontages</li> <li>• Building on the economic opportunities from the Churchgate Regeneration Zone, the Council and development partners for Churchgate will engage with key stakeholders to identify further commercial and cultural opportunities including investing in The Dell as an open-air theatre and to identify possible future funding sources.</li> </ul>	<p>NHDC</p> <p>Visit Hitchin Business Improvement District (BID)</p>
<p>D</p> <ul style="list-style-type: none"> <li>• Transport, access and movement</li> </ul>	Hitchin as a key sustainable transport hub	<ul style="list-style-type: none"> <li>• In collaboration with HCC, the BID and other stakeholders, the Council will develop a transport strategy for Hitchin that aims to reduce car dependency in the district and promote sustainable modes of travel into and within the town, including to:</li> </ul>	<p>NHDC</p> <p>HCC</p> <p>Visit Hitchin Business Improvement District (BID)</p>

		<ul style="list-style-type: none"> <li>- better integrate rail and bus services to facilitate travel by public transport within the district and to major destinations beyond, including Stevenage, Luton (including the airport), Biggleswade and Bedford;</li> <li>- consider opportunities for providing a bus station in the town centre to increase the convenience and comfort for people interchanging between services;</li> <li>- improve the efficiency of bus routing in the town centre by adding a bus turnaround;</li> <li>- deliver schemes in the Local Cycling and Walking Infrastructure Plan;</li> <li>- consider redirecting through-traffic and more effectively regulate traffic flows within the town to: <ul style="list-style-type: none"> <li>▪ minimise congestion that impacts bus journey times and reliability;</li> <li>▪ enable the reallocation of road space for safer walking and cycling, particularly between the town centre and railway station;</li> <li>▪ reduce the severance and other inhibitory effects of the A505 on people walking and cycling into and in the town;</li> </ul> </li> <li>- improve air quality for residents and visitors.</li> </ul>	Future development partners
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## **REPORT (FOR RECOMMENDATION & NOTING BY COMMUNITY FORUM)**

**HITCHIN COMMUNITY FORUM  
DATE 9 DECEMBER 2025**

### **\*PART 1 – PUBLIC DOCUMENT**

#### **SERVICE DIRECTORATE: GOVERNANCE**

##### **1. EXECUTIVE SUMMARY**

- 1.1 To advise the Community Forum on the current expenditure and balances of the Community Grant budget.
- 1.2 To bring to the Forum's attention details of recent requests received for Community grant funding, made by community groups and local organisations.
- 1.3 To enable Forum Members to make recommendations to the Executive Member for Governance (formally Community & Partnerships), the Leader on grant applications.
- 1.4 To advise the Forum of the activities and schemes with which Community & Partnerships officers have been involved in and some important community-based activities that will take place during the next few months.

##### **2. RECOMMENDATIONS**

###### **THAT THE COMMUNITY FORUM:**

- 2.1 Considers and notes the information within this report.
- 2.2 Makes recommendations to the Executive Member for Governance on the grant applications detailed below.
- 2.3 Impactful Lives - **£1,500** towards a series of gatherings for LGBTQ+ residents in Hitchin and North Herts to help reduce isolation.
- 2.4 St Mary's Church, Hitchin - **£1,500** towards cost of fitting out new accessible toilets in the church building.

##### **3. BACKGROUND/ RELEVANT CONSIDERATIONS**

- 3.1 The Community Grant budget for Hitchin Community Forum 2025/26 is **£19,952**.
- 3.2 Community grant payments totalling **£3,399** have been made to date, as itemised in Appendix 1.
- 3.3 The remaining budget available for community grants for the Hitchin area for 2025/26 therefore stands at **£16,553**.

##### **4. LEGAL IMPLICATIONS**

- 4.1 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 (now Governance) on them. The Executive Member is the Leader of the Council and has delegated authority to make these Executive decisions under section 14.6.9(b)(iii)A of the constitution, in consultation with the Service Director: Governance. That decision will be subject to a 5 clear working day call-in period, following publication in the Members Information Service (MIS) and on the Council's website.
- 4.2 The Terms of Reference of the Community Forum can be found in Section 9 of the constitution which states that the forum will '*consider and act as an advisory body to the relevant Executive Member responsible for grants who approves these (in consultation with the relevant Director)*'.
- 4.3 Other issues raised in this report are for information and noting and therefore no direct legal implications arise.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 As outlined in Appendix 1 and under item 3.3 the Community Grant budget available is **£16,553**.
- 5.2 The total amount of funding requested for this meeting is **£3,000**.
- 5.3 If the applications outlined in Appendices 2 and 3 are recommended by the Forum and subsequently approved by the Executive Member for Governance there would be **£13,553** available for Community Grants for the remainder of the 2025-2026 financial year.
- 5.4 The application outlined in Appendix 3 has been determined to be a Subsidy under the Subsidy Control Act as the funding would help improve the offer for commercial events. The applicants have confirmed that the value of grants that they have and will receive means that the proposed payment can be treated as Minimal Financial Assistance (MFA) under the Act. The Council will ensure that it carries out the necessary steps for the payment to be treated as MFA, but ultimate responsibility is with the applicant.

## **6. RISK IMPLICATIONS**

- 6.1 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.
- 6.2 There are no relevant risk entries that have been recorded on Ideagen Risk Management, 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.

## **7. EQUALITIES IMPLICATIONS**

- 7.1 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.

- 7.2 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.

## **8. SOCIAL VALUE IMPLICATIONS**

- 8.1 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.

## **9. ENVIRONMENTAL IMPLICATIONS**

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

## **10. HUMAN RESOURCE IMPLICATIONS**

- 10.1 The activities of the Community & Partnerships team are covered by existing budgets.

## **11. BACKGROUND PAPERS**

- 11.1 Terms of Reference for Community Forums, Section 9 of the Council Constitution updated May 2024.
- 11.2 Community Grants Criteria Policy March 2025.

## **12. APPENDICES**

- 12.1 Appendix 1. Hitchin Grant Budget 25-26
- 12.2 Appendix 2. Impactful Lives
- 12.3 Appendix 3. St Mary’s Church, Hitchin
- 12.4 Appendix 4. Community Updates

## **13. CONTACT OFFICERS**

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## HITCHIN COMMUNITY FORUM

### SUMMARY FINANCIAL POSITION 2025/26

<u>Original Budget</u> <u>2025/26</u>	<u>Carry Forward</u> <u>Budget 2024/25</u>	<u>Total Funding</u> <u>2025/26</u>	<u>Grants</u> <u>Allocated</u>	<u>Unallocated</u> <u>Budget</u>
£18,900	£1,052	£19,952	£3,399	£16,553

### FUNDED PROJECTS

<u>Project</u>	<u>Forum Date</u>	<u>Grant Allocated</u>
<b>Bubble Works Run Community</b> - running activities and safeguarding costs	25th June 2025	£651
<b>Hitchin Belles Football Club</b> - training and workshops for Wellbeing Volunteers and Coaches	16th September 2025	£1,803
<b>Green Care at Norton CIC</b> - growing materials and equipment	16th September 2025	£945
<b>TOTAL HITCHIN COMMUNITY FORUM</b>		<b>£3,399</b>

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## Appendix 2: Impactful Lives

### =Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6145			
Name of Organisation	Impactful Lives			
Organisation Type	Charity			
Ward	All of Hitchin			
Project Type	Empowering LGBTQ+ community			
Green option considered?	N/A			
NHC Councillor involvement that may constitute a conflict of interest	None known			
Previous financial support within six years	No			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£1,500	Total project cost	£2,246	
Officer Summary				
<p><a href="#">Impactful Lives</a> is dedicated to empowering LGBTQ+ individuals across Hertfordshire, with a strong focus on inclusion, accessibility, and mental well-being.</p> <p>They run a Queers and Peers Hitchin group and are applying for funding for six monthly 2-hour gatherings that will embed wellbeing and connection.</p> <p>Each session will combine social connection opportunities with specific hands-on activities including but not exclusively:</p> <ul style="list-style-type: none"> <li>• Pasta making workshops that promote culinary skills while facilitating relaxed, informal conversation.</li> <li>• Painting sessions that encourage creative self-expression regardless of experience level.</li> <li>• Practices and activities to manage stress and reduce anxiety.</li> <li>• Facilitated discussions about shared experiences and strategies to overcome barriers faced by LGBTQ+ individuals.</li> <li>• Skill-sharing focused on living healthier, more fulfilling lives as authentic LGBTQ+ people</li> </ul> <p>Hitchin Town Hall has initially been chosen for the gatherings for its central location, accessibility, and suitability for community gatherings. As a community-led group, future session venues may vary based on participant input, the type of activity planned, and seasonal considerations, ensuring the group remains responsive, safe and inclusive.</p> <p>Feedback from LGBTQ+ individuals and local organisations has revealed a clear need for more inclusive and creative safe spaces in Hitchin, where current provision is limited.</p> <p>Funding will support the costs of running the gatherings, including venue hire, activity expenses and staff outreach hours. With a contribution of £746 provided by Impactful Lives.</p>				

\*Funding will only be released on receipt and approval of all supporting documentation

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## Appendix 3: St Mary's Church, Hitchin

### =Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6147			
Name of Organisation	St Mary's Church, Hitchin			
Organisation Type	Church			
Ward	Hitchin Priory			
Project Type	Capital Works			
Green option considered?	N/A			
NHC Councillor involvement that may constitute a conflict of interest	Cllr Keith Hoskins is a Trustee at St Mary's Church Preservation Trust			
Previous financial support within six years	No			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£1,500	Total project cost	£134,111	

#### Officer Summary

The PCC of the Ecclesiastical Parish of St Mary are seeking funding towards the cost of fitting out one accessible toilet and three other toilet stalls, plus utility and storage areas for church use. The project also involves installation of a full mains drainage connection and mains water supply.

St Mary's Church is a much-loved landmark at the centre of Hitchin. The Church welcomes a host of commemorations and celebrations, concerts, fundraising events, civic services and community events and activities.

There are currently no toilets or washing facilities in the building. The project will enhance the experience for all that come to St Mary's, and create opportunities for new usage and regular work. It will also address safeguarding issues, and disabled access issues caused by the lack of toilets.

There is wide support, with many organisations expressing their interest in using St Mary's as both a regular venue and for large events, which previously had to be held elsewhere due to the lack of facilities.

Purchase of materials is already scheduled using Church Funds reserved for the purpose, but fundraising is continuing to provide a sound financial basis for the completion and operation of the facilities when finished. They also continue to get donations via the appeal web page, as well as from the Congregation and the local community. Completion is planned for the first quarter of 2026.

*So far £120,000 has been raised. If the application is recommended and agreed, the release of grant funding will be conditional on the remainder of the project funding being secured.*

\*Funding will only be released on receipt and approval of all supporting documentation

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## INFORMATION FOR HITCHIN COMMUNITY FORUM: SECTION 106 SUMMARY

### Background

Planning obligations or Section 106 agreements (Town and Country Planning Act 1990) are a legally binding agreement with a landowner as part of the grant of planning permission.

Section 106 agreements provide a mechanism to make a development proposal acceptable in planning terms. They are focused on site specific mitigation of the impact of the development on the local community. They can be used to support provision of services and infrastructure such as education, highways, affordable housing and recreational facilities.

The Hitchin Community Forum Chair has asked the S106 Monitoring and Compliance Officer to compile a summary that shows the current status of S106 for Hitchin.

**Below is background information on the Section 106 Summary for Hitchin, provided by the S106 Monitoring and Compliance Officer:**

- Four new s106 Agreements have been signed during 2024/25. These sites are being monitored and invoices will be issued for contributions once trigger points are met. A detailed breakdown of these agreements is provided in a separate document. The s106 Agreements can also be viewed via this link - [View and comment on planning applications | North Herts Council](#)
- Section 106 contributions collected for affordable housing was previously allocated to John Barker Place and have now been spent on this project.
- Money held from s106 contributions fall into allocated and unallocated categories. I am in the process of working with the relevant people to discuss what stage these projects are at. Please note that these contributions and their subsequent allocation was administered by the previous s106 Monitoring Officer. I am currently going through all information for all areas to gain an understanding of each project. Three contributions have been received during 2024/25 – towards affordable housing, play space and Biodiversity Net Gain.
  - Pitches (allocated) – contributions are held to be applied to a pavilion at Walsworth Common.
  - Sustainable Transport (allocated) – records show sustainable transport contributions have been informally allocated to cycle projects.
  - Open Space (allocated) – allocation of funds to enhancements at Bancroft Gardens, River Hiz, Butts Close and King George V Rec play area.
  - Leisure (allocated) – allocation to works at Hitchin Outdoor Pool.
  - Affordable Housing – funds are held that are both allocated and unallocated.
  - Pitch & Play (unallocated) – to be spent at Walsworth Common.
  - Sustainable Transport (unallocated) – we are holding contributions to be spent within the sustainable transport category. These funds have been collected from Unilateral Undertakings and do not have a date by which they need to be spent. I am currently collating information for this category to discuss with colleagues and this will be monitored on an ongoing basis.

- Open Space (unallocated) – A couple of contributions (including ecology and BNG), yet to be formally allocated, link to improvements at Walsworth Common. Actively working with colleagues regarding the allocation of these funds.
- Leisure, Public Realm and Community (unallocated) – a small sum is held, yet to be allocated. I will be working with colleagues to discuss any unspent contributions and regularly monitoring.
- Healthcare (unallocated) – ICB are aware of the contribution we hold.

## **CONTACT OFFICERS**

Please contact the S106 Monitoring and Compliance Officer [compliance.monitoring@north-herts.gov.uk](mailto:compliance.monitoring@north-herts.gov.uk) if you would like to discuss any of the information provided. North Herts District Council will be publishing the annual Infrastructure Funding Statement on the NHDC website by 31/12/2025. Quarterly reports detailing new s106 Agreements, monies received and spent are published on a quarterly basis via the link [Planning obligations \(section 106 agreements\) | North Herts Council](#)

TOWN/ AREA	Application Reference and Proposal	Date of Agreement	Agreement Type	Contribution Type	Date Payment Received	Repayment Date	Amount Due	Amount Received	Amount allocated to project	Sum/Date Paid Out (Year End)	Balance remaining: to be allocated/ Spent	Status	Comments
Hitchin	07/00440/1 Gainsford Memorial Hall and 15 Radcliffe Road, Hitchin Change of use of Sikh Temple to residential and partial demolition and extension of existing buildings to provide 2 x two bedroom houses, 4 x one bedroom flats and 3 x two bedroom flats	12/03/07	UU	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	01/12/10	N/A		2,256.86	2035.24 221.62	31/03/19		Part spent and balance allocated	
Hitchin	07/01052/1 Benslow Music Trust, Benslow Lane, Hitchin Two storey extensions to east and west sides of existing building 'Fieldfares' to provide student accommodation comprising 16 bedrooms, kitchen, practice and ensemble room; insertion of dormer window in rear roof slope of existing building and provision of 4 additional car parking spaces	30/05/07	UU	Sustainable Transport	13/07/10	N/A	2,000.00	2,346.09			2,346.09	ALLOCATED	Allocated CM12
Hitchin	07/02740/1 60 Old Park Road, Hitchin Part two storey and part single storey rear extension to facilitate conversion of existing dwelling into two 2-bedroom dwellings following demolition of existing single storey extension	23/01/08	UU	Sustainable Transport	13/03/08	N/A	750.00	825.68			825.68	LIVE TO BE ALLOCATED	
Hitchin	08/00571/1 1-1A Florence Street, Hitchin Erection of terrace of three 3-bedroom town house dwellings with integral car ports following demolition of existing commercial premises	10/03/08	UU	Sustainable Transport	10/03/08	N/A	1,500.00	1,827.07			1,827.07	ALLOCATED	Allocated CM18
Hitchin	08/01086/1 Pinehill Hospital Extension to car park to provide 18 additional spaces	14/07/08	UU	Sustainable Transport	16/07/08	N/A		9,989.46			9,989.46	ALLOCATED	Allocated Cycle Route 8
Hitchin	08/01416/1 5-6 Bilton Road, Hitchin Erection of two 2 storey industrial buildings to provide 8 units for use classes B1c, B2 & B8 together with associated parking following demolition of existing buildings and temporary structures		UU	Sustainable Transport - non-residential	23/09/08	N/A	18,000.00	20,792.00			20,792.00	LIVE TO BE ALLOCATED	
Hitchin	08/02132/1 43 Byron Close, Hitchin Two bedroom dwelling attached to existing semi-detached dwellings; formation of vehicular access to proposed car parking providing an additional 1.5 spaces	26/09/08	UU	Walsworth Changing Pavillion - Pitch Sports Allocated to new changing rooms at Walsworth Common	03/03/11	N/A	259.80	309.00	309.00			Allocated	
Hitchin	08/02132/1 43 Byron Close, Hitchin Two bedroom dwelling attached to existing semi-detached dwellings; formation of vehicular access to proposed car parking providing an additional 1.5 spaces		UU	Sustainable Transport	03/03/11	N/A	500.00	627.00			627.00	LIVE TO BE ALLOCATED	
Hitchin	09/00798/1 Land off St Faiths Close, Hitchin Erection of detached 3-bedroom house together with associated parking and landscaping	13/07/09	UU	Walsworth Changing Pavillion - Pitch Sports Allocated to new changing rooms at Walsworth Common	03/03/11	N/A	366.46	434.51	434.51			Allocated	

Hitchin	09/00798/1 Land off St Faiths Close, Hitchin Erection of detached 3-bedroom house together with associated parking and landscaping	13/07/09	UU	Informal Open Space Allocated to enhancements to Bancroft Gardens including water play feature	03/03/11	N/A	401.60	476.17	476.17			Allocated	
Hitchin	09/00798/1 Land off St Faiths Close, Hitchin Erection of detached 3-bedroom house together with associated parking and landscaping	13/07/09	UU	Sustainable Transport	03/03/11	N/A	1,125.00	1,254.14			1,254.14	ALLOCATED	Allocated Cycle Route 8
Hitchin	09/01099/1 The Silver Moon, Bedford Road, Hitchin Change of use from Public House (Class A4) to residential dwelling (Class C3)	14/07/09	UU	Sustainable Transport	15/07/09	N/A	1,000.00	1,163.91			1,163.91	LIVE TO BE ALLOCATED	
Hitchin	09/01949/1 88 Times Close, Hitchin Erection of two 3-bed houses as semi-detached dwellings together with detached garage for each dwelling and associated parking	19/06/09	UU	Informal Open Space Allocated to King George V Recreation Ground - Main Play Area	12/11/10	N/A	903.20	938.12	938.12			Allocated	
Hitchin	09/01949/1 88 Times Close, Hitchin Erection of two 3-bed houses as semi-detached dwellings together with detached garage for each dwelling and associated parking	19/06/09	UU	Sustainable Transport	12/11/10	N/A	2,250.00	2,821.80			2,821.80	ALLOCATED	Allocated CM18
Hitchin	09/01689/1 Land East of Cooks Close, Hitchin	17/08/09	UU	Leisure £1290.41 Spent Hitchin Tennis Club - LED lights - balance remains for allocation	21/05/13	N/A		2,298.69	1,290.41	31/03/24	1,008.28	Part spent part live to be allocated	
Hitchin	09/01689/1 Land East of Cooks Close, Hitchin	17/08/09	UU	Sustainable Transport £1318.75 spent bike pods at Hitchin Swimming Centre	21/05/13	N/A		5,154.89	1,318.75	31/03/24	3,836.14	Part spent, part live to be allocated	
Hitchin	09/02165/1 30 and 31 Tristram Road and land to r/o 25-31 Tristram Road, Hitchin Redevelopment of land to r/o 25-31 Tristram Road to facilitate residential development of affordable housing comprising one 3-storey block to provide 7 one-bedroom flats; 8 two-bedroom houses as 4 semi-detached pairs; 1 detached bungalow and 1 five-bedroom detached house; provision of detached bin and cycle store; provision of 27 car parking spaces and creation of adoptable access road following demolition of 30 and 31 Tristram Road	02/08/10	UU	Walsworth Changing Pavillion - Pitch Sports Allocated to new changing rooms at Walsworth Common	24/09/10	N/A	2,715.60	2,715.60	2,715.60			Allocated	
Hitchin	09/02165/1 30 and 31 Tristram Road and land to r/o 25-31 Tristram Road, Hitchin Redevelopment of land to r/o 25-31 Tristram Road to facilitate residential development of affordable housing comprising one 3-storey block to provide 7 one-bedroom flats; 8 two-bedroom houses as 4 semi-detached pairs; 1 detached bungalow and 1 five-bedroom detached house; provision of detached bin and cycle store; provision of 27 car parking spaces and creation of adoptable access road following demolition of 30 and 31 Tristram Road	02/08/10	UU	Sustainable Transport	24/09/10	N/A	11,500.00	11,500.00			11,500.00	ALLOCATED	Allocated Cycle Route 8



Hitchin	09/02367/1 Land to r/o 54 Wymondley Road, Hitchin Residential development comprising 3 three-bed and 1 four-bed detached dwellings together with provision of new vehicular and pedestrian access from The Aspens	16/12/09	UU	Sustainable Transport £1000 spent - installation of dual charge points for electric vehicles at Lairage Multi Storey Car Park. £6732.33 allocated to Wymondley Road Crossing (HCC Project)	16/12/09	N/A	6,000.00	7,732.33	1000.00 6732.22	31/03/14		Part spent - balance allocated	
Hitchin	10/00344/1 Land rear of 83-84, Tilehouse Street, Hitchin, SG5 Residential development comprising terrace of 3 x 2-bed dwellings together with associated parking	15/02/10	UU	Sustainable Transport Spent Bridge Street Crossing £433.08. Balance to be allocated to another project	30/10/12		1,500.00	1,933.08	433.08	31/03/15	1,500.00	Part spent - balance to be allocated	
Hitchin	10/00370/1 6 Willian Road, Hitchin Provision of 2-bedroom dwelling attached to no 6 Willian Road following demolition of existing side extension	16/03/10	UU	Pitch Sports Allocated to new changing rooms at Walsworth Common	06/04/10	N/A	326.22	326.22	326.22			Allocated	
Hitchin	10/00475/1 66b Dacre Road, Hitchin Conversion and alterations to existing garage/workshop to provide 1 one-bedroom dwelling with associated parking	04/03/10	UU	Sustainable Transport	18/11/14	N/A	500.00	644.36			644.36	LIVE TO BE ALLOCATED	
Hitchin	10/01299/1 19 Latchmore Close, Hitchin Residential development of 3 dwellings comprising one detached 3-bedroom dwelling and two 2-bedroom dwellings as semi-detached pair together with associated parking and landscaping following the demolition of existing bungalow	18/06/10	UU	Sustainable Transport	15/09/10	N/A	1,500.00	1,827.07			1,827.07	LIVE TO BE ALLOCATED	
Hitchin	10/01630/1 4 Water Lane, Hitchin, SG5 1TX Residential development to provide terrace of 4 x 3 bed dwellings together with associated parking following demolition of existing property and garages	01/10/10	UU	Sustainable Transport	17/07/12	N/A	2,000.00	2,508.27			2,508.27	ALLOCATED	Allocated CM18
Hitchin	10/02542/1 Highover Cottages, Highover Way, Hitchin Erection of 3-bedroom detached dwelling together with provision of associated parking comprising 2 spaces for new dwelling and 1 space each for existing cottages	02/12/10	UU	Walsworth Changing Pavillion - Pitch Sports Allocated to new football changing pavillion, Walsworth Common	28/02/12	N/A	366.46	454.04	454.04			Allocated	
Hitchin	10/02542/1 Highover Cottages, Highover Way, Hitchin Erection of 3-bedroom detached dwelling together with provision of associated parking comprising 2 spaces for new dwelling and 1 space each for existing cottages	02/12/10	UU	Sustainable Transport	28/02/12	N/A	1,000.00	1,254.14			1,254.14	LIVE TO BE ALLOCATED	
Hitchin	10/03032/1 271 Bedford Road, Hitchin, SG5 2UG Extension of time for previously approved planning permission under planning ref 07/02288/1 granted on 29 October 2007 for the erection of two storey building to provide 8 two-bedroom flats together with associated parking and cycle store and alterations to existing access following demolition of existing bungalow.	03/02/11	UU	Informal Open Space Allocated to King George V Rec - main play area	17/01/13	N/A	1,876.60	2,393.14	2,393.14			Allocated	

Hitchin	10/03032/1 271 Bedford Road, Hitchin, SG5 2UG Extension of time for previously approved planning permission under planning ref 07/02288/1 granted on 29 October 2007 for the erection of two storey building to provide 8 two-bedroom flats together with associated parking and cycle store and alterations to existing access following demolition of existing bungalow.	03/02/11	UU	Sustainable Transport	17/01/13	N/A	2,000.00	2,577.44			2,577.45	ALLOCATED	Allocated CM18
Hitchin	11/00265/1 6 Station Terrace, Hitchin SG4 9UN Erection of 2 x 3-bedroom dwellings as semi-detached pair together with associated cycle store	03/02/11	UU	Community Centres Part spent at Hitchin Town Hall	08/06/11	N/A		985.38	472.87	31/03/12	512.55	Part spent part live to be allocated	
Hitchin	11/00265/1 6 Station Terrace, Hitchin SG4 9UN Erection of 2 x 3-bedroom dwellings as semi-detached pair together with associated cycle store	03/02/11	UU	Walsworth Changing Pavillion - Pitch Sports Allocated to new football changing pavillion, Walsworth Common	08/06/11	N/A	894.33	894.33	894.33			Allocated	
Hitchin	11/00265/1 6 Station Terrace, Hitchin SG4 9UN Erection of 2 x 3-bedroom dwellings as semi-detached pair together with associated cycle store	03/02/11	UU	Sustainable Transport	08/06/11	N/A		1,500.00			1,500.00	ALLOCATED	Allocated CM18
Hitchin	11/00382/1 104 Bedford Road, Hitchin, SG5 2UE Erection of 2 x 4-bedroom detached dwellings together with associated parking; alterations to existing vehicular access to serve proposed dwellings and existing bungalow	27/05/11	UU	Sustainable Transport	23/01/14	N/A	2,000.00	2,577.44			2,577.44	ALLOCATED	Allocated CM18
Hitchin	11/00694/1 Lyon Court, Walsworth Road, Hitchin, SG4 9SX Change of use of offices (Use Class B1(A)) and extension to provide 423sqm of convenience store floorspace (including retail, holding and back of house areas (Use Class A1)) and 35 flats (Use Class C3) with associated landscaping, car and cycle parking	15/09/11	UU	Public Realm	15/09/11	N/A	8,037.00	9,952.18			9,952.18	LIVE TO BE ALLOCATED	
Hitchin	11/01825/1 23 Bedford Road, Hitchin Installation of front bay window and steel staircase to rear first floor to facilitate change of use of existing ground floor retail unit to 1-bedroom residential accommodation and refurbishment of existing first floor residential accommodation.	19/07/11	UU	Informal Open Space Allocated to King George V Recreation - Main play area	25/02/13		201.60	256.43	256.43			Allocated	
Hitchin	12/01077/1 22 Bridge Street, Hitchin, SG5 2DF Erection of 3 x three bedroom semi-detached dwellings and 1 x three bedroom detached dwelling with parking spaces and associated works following demolition of existing building	12/08/12	UU	Sustainable Transport	15/01/15	N/A	3,000.00	3,866.17			3,866.17	ALLOCATED	Allocated Cycle Route 8

Hitchin	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	31/05/12	UU	Sustainable Transport Provisionally allocated to HCC project CM12	01/12/15	N/A	1,000.00	1,312.78			1,312.78	LIVE TO BE ALLOCATED	
Hitchin	12/02584/1 The Orchard And Anvil, 148 Nightingale Road, Hitchin, SG5 1QT Erection of 4 x 3 bedroom dwellings with 8 associated car parking spaces and ancillary works following demolition of former public house.	17/01/13	UU	Sustainable Transport	15/10/13	N/A	4,000.00	5,154.89			5,154.89	ALLOCATED	Allocated CM18
Hitchin	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	14/03/13	UU	Leisure Allocated to works at Hitchin Outdoor Pool to provide replacement shower and toilet facilities to meet current and future demands at this facility	12/02/15	N/A	780.61	938.59	938.59			Allocated	
Hitchin	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	14/03/13	UU	Sustainable Transport Provisionally allocated to HCC project CM12	12/02/15	N/A	1,000.00	1,288.72			1,288.72	LIVE TO BE ALLOCATED	
Hitchin	13/02637/1 10 Bridge Street, Hitchin, SG5 2DE 10 Bridge Street, Hitchin, SG5 2DE	11/11/13	UU	Sustainable Transport	25/03/14	N/A	1,000.00	1,288.72			1,288.72	ALLOCATED	Allocated Cycle Route 8
Hitchin	14/00229/1 5 Sun Street, Hitchin Change of use of former conservative club (Use Class - Sui Generis) to public house (Use Class A4). Single storey rear and side extension with refurbishment throughout. Use of parking areas as pub gardens with associated smoking shelter, bin store, tables and seating	08/09/14	UU	Riverside Walkway Allocated to pedestrian route along edge of River Hiz, following route between Bridge Street and public car park at Biggin Lane, Hitchin	27/08/21	N/A	5,000.00	5,000.00	5,000.00			Allocated	
Hitchin	14/02502/1 Land at 11 Lindsay Avenue, Hitchin, SG4 9JA Detached 3-bedroom dwelling together with two parking spaces and alterations to vehicular access from Lindsay Avenue	17/11/14	UU	Sustainable Transport	22/01/15	N/A	1,000.00	1,288.72			1,288.72	LIVE TO BE ALLOCATED	
Hitchin	15/00192/1 Hitchin Cricket and Hockey Ground, Lucas Lane, Hitchin, SG5 2JA Development A) Outline application for erection of 27 dwellings with access from Lucas Lane - details of scale, layout, design and landscaping are reserved; Development B) Full planning application for the provision of all weather sports pitch with 8 x 15m floodlight columns, replacement clubhouse, scoreboard/implement shed with changing facilities, widened access from Gaping Lane and provision of additional parking	17/03/16	S106	Walsworth Common Replacement Sports Pitches - Pitch Sports Towards replacement sports pitches at Walsworth Common.	08/05/18	08/05/28	82,760.00	122,563.66	783.43 73610.18 20038.20 28131.85	31/03/2019 31/03/2020 31/03/2021		Part spent and part allocated	

Hitchin	15/01385/1 Hitchin Hospital, Talbot Street, Hitchin, SG5 2QU - Residential development of 18 dwellings comprising 3 x 3 bed dwellings, 14 x 4 bed dwellings and 1 x 5 bed dwelling together with associated garages and parking, landscaping and alterations to existing access from Talbot Street, all following demolition of existing buildings.	25/11/15	S106	Open Space Scheme of works at Butts Close including provision of new paths, access gates and interpretation boards	07/11/2016 24/08/2018	24/08/28	17,000.00	10345.71 12288.57	22,634.28			Allocated	
Hitchin	15/02069/1 North Hertfordshire College, Willian Road, Hitchin Residential development of 85 dwellings comprising 6 apartment blocks to accommodate 75 x 1 and 2 bedroom apartments together with two terraces of 3 x 3 bed houses and 1 terrace of 4 x 3 bed houses; provision of 120 parking spaces, associated landscaping and vehicular access from Cambridge Road, Willian Road and Hampden Road following demolition of existing college building	13/05/16	S106	Information Technology £500 (index linked) towards the cost of provision of homeworking technology in each flat and a community website to encourage car sharing real time information.	28/11/17	28/11/27	500.00	660.00			660.00	LIVE TO BE ALLOCATED	
Hitchin	15/02069/1 North Hertfordshire College, Willian Road, Hitchin Residential development of 85 dwellings comprising 6 apartment blocks to accommodate 75 x 1 and 2 bedroom apartments together with two terraces of 3 x 3 bed houses and 1 terrace of 4 x 3 bed houses; provision of 120 parking spaces, associated landscaping and vehicular access from Cambridge Road, Willian Road and Hampden Road following demolition of existing college building	13/05/16	S106	Walsworth Common Changing Rooms - Leisure Towards the cost of changing rooms at Walsworth Common.	16/02/18	16/02/28	57,000.00	85,662.86	85,662.86			Allocated	
Hitchin	15/02069/1 North Hertfordshire College, Willian Road, Hitchin Residential development of 85 dwellings comprising 6 apartment blocks to accommodate 75 x 1 and 2 bedroom apartments together with two terraces of 3 x 3 bed houses and 1 terrace of 4 x 3 bed houses; provision of 120 parking spaces, associated landscaping and vehicular access from Cambridge Road, Willian Road and Hampden Road following demolition of existing college building	13/05/16	S106	Open Space Towards improvements at Walsworth Common including public access	28/11/17	28/11/27	25,011.00	33,014.52			33,014.52	LIVE TO BE ALLOCATED	
Hitchin	15/02831/1 Land East Of Cooks Way, Cambridge Road, Hitchin 3-storey residential development comprising 8 x 1-bed and 10 x 2-bed flats together with associated amenity space, parking, cycle shed and refuge store	10/06/16	S106	Open Space Maintenance Contribution Towards improvements at Walsworth Common, Hitchin and public access improvements	05/10/17	05/10/27	4,460.80	6,413.13			6,413.13	LIVE TO BE ALLOCATED	
Hitchin	15/02831/1 Land East Of Cooks Way, Cambridge Road, Hitchin 3-storey residential development comprising 8 x 1-bed and 10 x 2-bed flats together with associated amenity space, parking, cycle shed and refuge store	10/06/16	S106	Walsworth Common Changing Rooms - Pitch Sports Allocated to changing rooms at Walsworth Common	05/10/17	05/10/27	4,070.48	5,851.98	5,851.98			Allocated	

Hitchin	17/02771/1 Minsden Old Peoples Home, Wratten Road West, Hitchin, SG5 2AU Demolition of existing buildings and erection of 53 no. retirement living apartments, together with communal facilities, car parking and landscaping	18/05/18	S106	Affordable Housing	09/08/22	10 years 50 days from date of payment	462,078.90	554,922.68	554,922.68			Allocated	
Hitchin	18/02433/FP 65 Bury Mead Road, Hitchin, SG5 1RT	08/06/19	UU	Informal Open Space Towards the delivery of the Burymead Springs Management Plan	21/02/22	N/A	5,482.00	9,445.31				LIVE TO BE ALLOCATED	
Hitchin	18/02433/FP 65 Bury Mead Road, Hitchin, SG5 1RT	08/06/19	UU	Affordable Housing	21/02/22	N/A	22,182.55	35,864.61	9943.47 25921.14	31/03/24		Part spent part allocated	
Hitchin	19/01416/HYA John Barker Place - Redevelopment	15/05/20	UU	Healthcare The sum of £48,130.61 towards the General Medical Services GP provision. East and N.Herts CCG have been advised of receipt of contribution. Project to be advised by them and agreed to release funds as appropriate	21/12/20	N/A	48,130.61	48,130.61				LIVE TO BE ALLOCATED	
Hitchin	20/00073/FP North Hertfordshire College, Cambridge Road, Hitchin, SG4 0JD Demolition of existing sports hall and squash court building, erection of new sports hall, provision of new 3G pitch, new car parking provision, remodelling of site to provide level access to new sports facilities and enabling development of 116 residential dwellings, new access road, open space, landscaping and associated works (as amended by plans received 26/06/20, 16/07/20, 21/07/20, 13/10/20 and 02/11/20)	26/03/21	S106	Ecological Contribution £10,000 for improvements to Purwell Meadows Local Nature Reserve (index linked)	01/12/22	01/12/27	10,000.00	10,000.00				LIVE TO BE ALLOCATED	
Hitchin	21/01834/FP Land at Former Westons Garage and land adjoining 114-142 Cambridge Road, Hitchin, SG4 0JJ	21/07/22	s106	Affordable Housing £100,000 to be applied towards the provision of off-site Affordable Housing within the District of North Hertfordshire	30/10/24	10 years from receipt 30/10/3034	100,000.00	100,000.00				Live to be allocated	
Hitchin	21/01834/FP Land at Former Westons Garage and land adjoining 114-142 Cambridge Road, Hitchin, SG4 0JJ	21/07/22	s106	Play Space £15,000 (index linked) towards the replacement/enhancement of play equipment at the Walsworth Common play area	30/10/24	10 years from receipt 30/10/3034	15,000.00	29,763.36				Live to be allocated	

Hitchin	22/00516/FP Land to west of Lucas Lane and East of Headlands, Grays Lane, Hitchin, SG5 2HR	08/09/23	S106	Biodiversity Net Gain Sum of £15,000 to be applied towards provision of off-site biodiversity enhancements within District of North Hertfordshire	23/09/25	10 years from receipt	15,000.00	15,000.00					LIVE TO BE ALLOCATED	
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SPENT DURING  
2024/25  
PERIOD

Hitchin	11/00694/1 Lyon Court, Walsworth Road, Hitchin, SG4 9SX Change of use of offices (Use Class B1(A)) and extension to provide 423sqm of convenience store floorspace (including retail, holding and back of house areas (Use Class A1)) and 35 flats (Use Class C3) with associated landscaping, car and cycle parking	15/09/11	UU	Affordable Housing Obligation (financial contribution in addition to affordable housing provided on site): To be applied towards the provision of Affordable Housing within the District of North Hertfordshire - allocated to provision of affordable housing at John Barker Place, Westmill Estate, Hitchin	23/01/14		35,000.00	37,357.51	37,357.51	31/03/25	0.00	Complete	
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Hitchin	15/00192/1 Hitchin Cricket and Hockey Ground, Lucas Lane, Hitchin Development A) Outline application for erection of 27 dwellings with access from Lucas Lane - details of scale, layout, design and landscaping are reserved;	17/03/16	S106	Affordable Housing Allocated to provision of affordable housing at John Barker Place	27/08/19		161,408.08	261,065.97	261,065.97	31/03/25	0.00	Complete	
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Hitchin	17/01496/1 Legion House, Paynes Park, Hitchin, SG5 1EH Residential development comprising 3-storey building to provide 3 x 1 and 9 x 2-bed flats together with all associated works and bin and cycle store following demolition of existing building	18/12/17	UU	Affordable Housing Allocated to provision of affordable housing at John Barker Place	06/12/19		91,036.44	91,036.44	91,036.44	31/03/25	0.00	Complete	
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NEW  
AGREEMENTS  
March 2024 to  
date

Hitchin	22/03092/FP Land to east of Foxholes and Gainsford House and west side of Crow Furlong, Hitchin	13/03/24	s106
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Hitchin	18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106
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Hitchin	23/00563/FP Land South of Oughtonhead Lane, Hitchin, SG5 2NA	02/04/25	s106
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Hitchin	22/02628/FP Land at 1-36 Freemans Close, Hitchin	10/03/25	UU
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**Details on the four new S106 agreements**  
(this information is subject to confirmation from Finance)

Application Reference	Date of Agreement	Agreement Type	Contribution Type	Amount Due
22/03092/FP Land to east of Foxholes and Gainsford House and west side of Crow Furlong, Hitchin	13/03/24	s106	Affordable Housing 11 units to be affordable housing	11 units
22/03092/FP Land to east of Foxholes and Gainsford House and west side of Crow Furlong, Hitchin	13/03/24	s106	Council Monitoring fee £8668.86 (index linked) for monitoring and compliance with agreement	8,668.86
22/03092/FP Land to east of Foxholes and Gainsford House and west side of Crow Furlong, Hitchin	13/03/24	s106	Open Space Maintenance £327,743.33 (index linked) towards long term maintenance of open space land. Only due if land transferred to Council.	327,743.33
22/03092/FP Land to east of Foxholes and Gainsford House and west side of Crow Furlong, Hitchin	13/03/24	s106	Air Quality Contribution £19,011 (index linked) towards an air quality improvement scheme designated by the Council	19,011.00
22/03092/FP Land to east of Foxholes and Gainsford House and west side of Crow Furlong, Hitchin	13/03/24	s106	Waste and Recycling £8097 (index linked) towards expansion of Letchworth Recycling Centre and/or provision serving development	8,097.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	3G Pitches: £79,636 Index Linked to be applied towards the provision of new pitch facilities at either Priory School, or Fearnhill School, or Highfield School	79,636.00

### Details on the four new S106 agreements

(this information is subject to confirmation from Finance)

18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Affordable Housing: at least 40% of the dwellings shall be Affordable Housing Units.	
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Community Centre Contribution: £398,721 Index Linked applied towards the improvement and/or expansion of the Walsworth Community Centre on Woolgrove Road Hitchin	398,721.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Cricket Contribution: £10,000 Index Linked to be applied towards the provision of a non-turf wicket at Ickleford Cricket Club	10,000.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	District Monitoring Fee: £25,000 in consideration of the Council's monitoring of compliance with this Agreement	25,000.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Ecology Contribution: £166,000 applied towards the creation of and management of a habitat off-site to mitigate Corn Bunting habitat	166,000.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Football Pavilion Contribution: £419,922 Index Linked applied towards the new pavilion at Walsworth Common	419,922.00

### Details on the four new S106 agreements

(this information is subject to confirmation from Finance)

18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Health Services Contribution: £30,000 Index Linked applied towards the extension of services at Portmill Surgery in Hitchin or such other scheme as shall be identified for the benefit of residents at the Development	30,000.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Hockey Contribution: £10,000 Index Linked applied towards the provision of a 'carpet' on the existing hockey pitch at the Lucas Lane hockey facility	10,000.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Leisure Contribution: £35,000 Index Linked applied towards the cost of the expansion and/or improvement of Archers Gym at Hitchin Swimming and Fitness Centre or whatever such facility is named at the pertinent time	35,000.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	MUGA Contribution: £160,000 Index Linked towards renovation of the MUGA facilities at King George V playing fields in Hitchin or such other facility as the Council may in its discretion direct	160,000.00

### Details on the four new S106 agreements

(this information is subject to confirmation from Finance)

18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Open Space Maintenance: for each RM application and/or phase to be calculated in accordance with the table in App B of Council's Developer Contributions SPD Jan 2023 Index Linked towards the long term maintenance of relevant are of open space land by the Council for a period of 25 years as set out in Schedule 2	
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Rugby Pavilion Contribution: £86,230 Index Linked applied to the second phase of improvements to the club house and/or expansion of the car park at Hitchin Rugby Club	86,230.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Rugby Pitch Contribution: £35,506 Index Linked applied towards improvements to the turf/pitch at Hitchin Rugby Club	35,506.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Sports Hall Contribution: £250,000 Index Linked applied to improvements to the changing rooms and hall at the sports facility at Fearnhill School	250,000.00
18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Swimming Pool Contribution: £50,000 Index Linked applied to the replacement and/or refurbishment of the swimming pool boiler facility and/or the changing rooms at Hitchin Swimming and Fitness Centre	50,000.00

### Details on the four new S106 agreements

(this information is subject to confirmation from Finance)

18/01154/OP Land North Of Highover Farm To Stotfold Road, Highover Way, Hitchin	28/11/24	s106	Waste Collection and Recycling Contribution: £61,799 Index Linked applied towards the cost of providing waste collection and recycling facilities serving the Development	61,799.00
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23/00563/FP Land South of Oughtonhead Lane, Hitchin, SG5 2NA	02/04/25	S106	Affordable Housing At least 40% of dwellings to be affordable housing units.	
23/00563/FP Land South of Oughtonhead Lane, Hitchin, SG5 2NA	02/04/25	S106	Monitoring Fee £1,680.00 Index Linked	1,680.00
23/00563/FP Land South of Oughtonhead Lane, Hitchin, SG5 2NA	02/04/25	S106	Hitchin Swim Centre £14,000.00 Index Linked (calculated at £100/bed) for refurbishment of the changing rooms at Hitchin Swim Centre	14,000.00
23/00563/FP Land South of Oughtonhead Lane, Hitchin, SG5 2NA	02/04/25	S106	Open Space £50,000.00 Index Linked towards the footpaths and improvements to access Oughtonhead Common. The open space area is identified in the open space plan	50,000.00
23/00563/FP Land South of Oughtonhead Lane, Hitchin, SG5 2NA	02/04/25	S106	Waste Services £3,225.00 Index Linked calculated at £75.00 per dwelling house towards the cost of providing waste collection and recycling facilities serving the Development	3,225.00

22/02628/FP Land at 1-36 Freemans Close, Hitchin	10/03/25	UU	No financial contributions	
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## Information Report for Noting by Community Forum

<b>HITCHIN COMMUNITY FORUM</b> <b>9 DECEMBER 2025</b>
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### **PROPOSED PARKING TARIFF INCREASES FOR 2026/27 INITIAL OPTION**

#### **SERVICE DIRECTORATE: PLACE**

#### **1.0 PURPOSE OF REPORT**

- 1.1 To inform the Community Forum of the proposed tariff increases for 2026/27 to be presented to Cabinet in February 2026.
- 1.2 For the Community Forum to provide any views on the initial proposed car parking tariff increases as set out at Appendix A

#### **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 March 2025 and were implemented on 30 June in the 4 towns and 11 July 2025 in Knebworth.
- 2.2 The Executive Member for Place, Cllr Donna Wright, has requested that the Community Forums and key organisations (i.e. the Knebworth Parish Council, the Hitchin, Letchworth and Royston BIDs and the Royston Town Council), are informed and invited to provide any views if they wish on the proposed tariff increases in advance of a report being taken to Cabinet in February 2026 for their decision on the final proposed tariff increases for 2026/27. These changes are part of the Council's efforts to ensure fair and sustainable parking fees across the district.

#### **3.0 TARIFF PROPOSALS FOR 2026/27**

- 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).
- 3.3 The Executive Member and the Executive Member for Finance have been involved in discussions and considered various options for the 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 2% inflationary increase to all tariffs across all Council operated car parks in Baldock, Hitchin, Letchworth, Royston and Knebworth rounded up to the

nearest 10p except for 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 2% increase is below the general level of inflation, as the Council is conscious of the increase in the cost of living and seeks to support local businesses and visitors to its town centres and to Knebworth where possible.

- To retain the off-peak (after 3pm) incentives in Hitchin, Letchworth, and Royston to support the vitality of the town centers, with a flat rate tariff whereby people can choose to stay for 1,2 or 3 hours.
- 3.4 This means that the 2, 3 and 4hour + tariffs in some car parks across the district will increase by 10p and the 1-hour tariffs and post 3pm flat rate tariffs in Hitchin and Letchworth will remain unaltered. Included in this option is a proposal to increase the flat rate tariff in Royston from 50p to £1.00.
- 3.5 The proposals for Hitchin are shown at **Table 1** in Appendix A attached to this note.
- 3.6 At present, the Royston BID and Royston Town Council (RTC) subsidises the post 3pm 50p tariff as free parking , and we (officers and the Exec Member) are in on-going discussion with Royston BID and RTC regarding this initial proposed 'post 3pm' increase in considering other possible options in Royston car parks which will seek to achieve the Council's overall 2% inflationary increase and the any further subsidy options for 2026/27. This could result in other tariff bands increasing by 10p in the Royston car parks as a means of reducing the proposed 'post 3pm' £1.00 flat rate tariff.
- 3.7 It is also proposed to increase Season Tickets in the long stay car parks in Hitchin, Letchworth and Royston and Business permits in Knebworth car park for 2026/27 by 2%.
- 3.8 These proposals are shown in the Tables 1 – 8 at Appendix A (see copy attached)

#### **4.0 YOUR VIEWS**

- 4.1 We are inviting the Community Forums to share their thoughts and submit their views before the Council's Cabinet makes a final decision in February 2026. All views will be summarised in the Officers' report presented to Cabinet. Any views need to be submitted by 9<sup>th</sup> January 2026.

#### **5.0 ATTACHMENTS**

- 5.1 Appendix A - Proposed Parking Tariff Increases for 2026/27 (Initial Option 4 Nov 2025)

#### **CONTACT OFFICERS**

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**Appendix A: Proposed Parking Tariff Increases for 2026/27**  
**(Initial Option 4 Nov 2025)**

NOTE: Proposed Tariff band increases highlighted and shown in ***bold italics***.

**TABLE 1: HITCHIN CAR PARKS**

Car Park		Duration / hours	Current Tariff 2025/26	Proposed Tariff 2026/27
Bancroft (long stay)	Standard Tariff	1	£1.40	£1.40
		2	£2.50	£2.60
		3	£3.20	£3.30
		All Day	£5.30	£5.40
	Post 3pm Tariff	1	£1.50	£1.50
		2	£1.50	£1.50
		3	£1.50	£1.50
Biggin Lane (short stay)	Standard Tariff	1	£1.60	£1.60
		2	£2.70	£2.80
		3	£4.30	£4.40
		4	£5.80	£5.90
	Post 3pm Tariff	1	£1.70	£1.70
		2	£1.70	£1.70
		3	£1.70	£1.70
Christchurch (short stay)	Standard Tariff	1	£1.60	£1.60
		2	£2.70	£2.80
		3	£4.30	£4.40
		4	£5.80	£5.90
	Post 3pm Tariff	1	£1.70	£1.70
		2	£1.70	£1.70
		3	£1.70	£1.70
Lairage MSCP (long stay)	Standard Tariff	1	£1.40	£1.40
		2	£1.40	£1.40
		3	£2.40	£2.40
		All Day	£4.70	£4.80
	Post 3pm Tariff	1	£1.50	£1.50
		2	£1.50	£1.50
		3	£1.50	£1.50

Car Park		Duration / hours	Current Tariff 2025/26	Proposed Tariff 2026/27
Portmill East (short stay)	Standard Tariff	1	£1.60	£1.60
		2	£2.70	£2.80
		3	£4.30	£4.40
		4	£5.80	£5.90
	Post 3pm Tariff	1	£1.70	£1.70
		2	£1.70	£1.70
		3	£1.70	£1.70
Portmill West (short stay)	Standard Tariff	1	£1.60	£1.60
		2	£2.70	£2.80
		3	£4.30	£4.40
		4	£5.80	£5.90
	Post 3pm Tariff	1	£1.70	£1.70
		2	£1.70	£1.70
		3	£1.70	£1.70
St Mary's Square (short stay)	Standard Tariff	1	£1.60	£1.60
		2	£2.70	£2.80
		3	£4.30	£4.40
		4	£5.80	£5.90
	Post 3pm Tariff	1	£1.70	£1.70
		2	£1.70	£1.70
		3	£1.70	£1.70
Woodside (long stay)	Standard Tariff	1	£1.40	£1.40
		2	£2.50	£2.60
		3	£3.20	£3.30
		All Day	£5.30	£5.40
	Post 3pm Tariff	1	£1.50	£1.50
		2	£1.50	£1.50
		3	£1.50	£1.50

TABLE 2: LETCHWORTH CAR PARKS

Car Park		Duration / hours	Current Tariff 2025/26	Proposed Tariff 2026/27
Hillshott (long stay)	Standard Tariff	1	£1.00	£1.00
		2	£1.70	£1.70
		3	£2.60	£2.70
		All Day	£5.10	£5.20
	Post 3pm Tariff	1	£1.10	£1.10
		2	£1.10	£1.10
		3	£1.10	£1.10
LMSCP Short Stay	Standard Tariff	1	£1.00	£1.00
		2	£1.70	£1.70
		3	£2.60	£2.70
		4	£4.70	£4.80
	Post 3pm Tariff	1	£1.10	£1.10
		2	£1.10	£1.10
		3	£1.10	£1.10
		4	£1.10	£1.10
LMSCP Long Stay	Standard Tariff	1	£1.00	£1.00
		2	£1.70	£1.70
		3	£2.60	£2.70
		All Day	£5.10	£5.20
	Post 3pm Tariff	1	£1.10	£1.10
		2	£1.10	£1.10
		3	£1.10	£1.10
Letchworth Town Hall (short stay)	Standard Tariff	1	£1.40	£1.40
		2	£2.10	£2.10
		3	£3.40	£3.50
		4	£5.10	£5.20
	Post 3pm Tariff	1	£1.50	£1.50
		2	£1.50	£1.50
		3	£1.50	£1.50
		4	£1.50	£1.50

Car Park		Duration / hours	Current Tariff 2025/26	Proposed Tariff 2026/27
Norton Common Bowling Club	Standard Tariff	2	£0.00	£0.00
		4	£1.90	£1.90
		Max stay 5	£5.00	£5.10
Norton Common Swimming Pool	Standard Tariff	2	£0.00	£0.00
		4	£1.90	£1.90
		Max stay 5	£5.00	£5.10

**TABLE 3: BALDOCK CAR PARK**

Car Park		Duration / hours	Current Tariff 2025/26	Proposed Tariff 2026/27
The Twitchell (long stay)	Standard Tariff	3	£1.40	£1.40
		All Day	£1.80	£1.80

**TABLE 4: KNEBWORTH CAR PARK**

Car Park		Duration / hours	Current Tariff 2025/26	Proposed Tariff 2026/27
St Martin's Road (short stay except business permit holders)	Standard Tariff	30 Mins	£0.50	£0.50
		1	£0.80	£0.80
		2	£1.60	£1.60
		3	£2.20	£2.20
		Max Stay 4	£4.40	£4.50

TABLE 5: ROYSTON CAR PARKS

Car Park		Duration / hours	Current Tariff 2025/26	Proposed Tariff 2026/27
Angel Pavement (short stay)	Standard Tariff	1	£0.90	£0.90
		2	£1.70	£1.70
		3	£4.00	£4.10
	Post 3pm Tariff	1	£0.50	£1.00
		2	£0.50	£1.00
		3	£0.50	£1.00
Civic Centre (long stay)	Standard Tariff	1	£0.90	£0.90
		2	£1.00	£1.00
		3	£1.30	£1.30
		All Day	£3.60	£3.70
	Post 3pm Tariff	1	£0.50	£1.00
		2	£0.50	£1.00
		3	£0.50	£1.00
Market Place (short stay)	Standard Tariff	1	£0.90	£0.90
		2	£1.70	£1.70
		3	£4.00	£4.10
	Post 3pm Tariff	1	£0.50	£1.00
		2	£0.50	£1.00
		3	£0.50	£1.00
Priory Gardens (short stay)	Standard Tariff	1	£0.90	£0.90
		2	£1.70	£1.70
		3	£4.00	£4.10
	Post 3pm Tariff	1	£0.50	£1.00
		2	£0.50	£1.00
		3	£0.50	£1.00
The Warren (long stay)	Standard Tariff	1	£0.90	£0.90
		2	£1.50	£1.50
		3	£2.00	£2.00
		All Day	£4.10	£4.20
	Post 3pm Tariff	1	£0.50	£1.00
		2	£0.50	£1.00
		3	£0.50	£1.00

**TABLE 6: ROYSTON ON-STREET PARKING CHARGES**

Car Park		Duration / hours	Current Tariff 2025/26	Proposed Tariff 2026/27
Market Hill (short stay)	Standard Tariff	1	£0.90	£0.90
		2	£1.10	£1.10
	Post 3pm Tariff	1	£0.50	£1.00
		2	£0.50	£1.00
		3	£0.50	£1.00

**TABLE 7: SEASON TICKETS IN LONG STAY CAR PARKS**

All Long Stay Car Parks (Hitchin, Letchworth & Royston)	Current Prices 2025/26	Proposed increased Prices 2026/27
1 month	£87.00	<b>£89.00</b>
3 months	£215.00	<b>£219.00</b>
6 months	£399.00	<b>£407.00</b>
12 months	£740.00	<b>£755.00</b>

**TABLE 8: BUSINESS PERMITS – ST. MARTINS ROAD CAR PARK**

St. Martins Road Car Park, Knebworth	Current Prices 2025/26	Proposed increased Prices 2026/27
Six months	£156.00	<b>£159.00</b>
Twelve months	£260.00	<b>£265.00</b>

Districtwide Community Updates
<ul style="list-style-type: none"> <li>• The Community Partnerships Team have launched the North Herts Heroes Awards, in which we aim to celebrate people in the local community. There are five categories for nominations, please nominate anyone who you think deserves to be recognised. Nominations close on Sunday 4 January. The winners will be celebrated at an awards event on Thursday 19 March. Information on how to nominate is available on the <a href="#">North Herts Heroes web page</a></li> <li>• The Community Partnerships team worked with the Royal British Legion and Letchworth BID to deliver the Letchworth Remembrance Day parade on 9 November 2025.</li> <li>• The new Community Grants Application platform launched on 17 November. The application form can be found here <a href="#">Community grants   North Herts Council</a>. If councillors or organisations would like any guidance on this, please speak to the Community Partnerships Officer or get in touch with the team via <a href="mailto:community@north-herts.gov.uk">community@north-herts.gov.uk</a>.</li> <li>• To commemorate Holocaust Memorial Day, a video will be shared via North Herts Council socials on 27 January.</li> <li>• Co-ordinating various local and district wide Network Groups including Youth Action, Food Provision, Arts and Culture and Green and Growing Group.</li> <li>• Coordinating voluntary support response to Asylum Seekers based in North Herts.</li> <li>• Continuing to facilitate NHC Councillors' Community Surgeries.</li> <li>• Sharing and disseminating information on social media and to mailing lists, keeping in touch with the community, voluntary, statutory, and non-statutory agencies</li> </ul>
Area Community Updates
<p>The Community Partnerships Officer Update</p> <p>Continuing to build and foster relationships within the community, including meetings with the:</p> <ul style="list-style-type: none"> <li>• New Foodbank Director for Letchworth Foodbank who is building relationships across North Herts. They operate a foodbank centre in Hitchin. <a href="#">Helping Local People in Crisis in Letchworth, Hitchin and Baldock</a></li> <li>• Neighbourhood Team Police Sergeant for Hitchin Urban and Hitchin Rural.</li> <li>• Churchwarden at St Mary's Church, Hitchin.</li> <li>• Community Investment Coordinator at Settle.</li> </ul> <p>Attended the Citizens Advice North Hertfordshire AGM.</p> <p>A reminder to Councillors that they are very welcome to arrange any meetings or ward walks with the Community Partnerships Officer.</p>

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## Updates from North Herts Council's Enterprise and Estate Teams

### Churchgate Regeneration Project

The team are working through the final stages of the viability stage of this project, in preparing for bringing a report to Cabinet in February 2026. We have completed a detailed car parking survey and analysis that tells us how the future programme could impact the town, thinking about measures that will need to be put in place as part of our parking strategy to mitigate congestion and/or a shortage of parking.

We have also been working on a market proposal, that responds to what the community told us in the consultation this time last year. The proposal suggests a purpose-built indoor facility, with outdoor space for dining and stalls – creating a destination hub in the centre of the regeneration zone. The Cabinet report will provide more details of each work package and clearly state the next steps in our business plan.

### Churchgate Shopping Centre Management

Praxis Property Management continue the day-to-day management of the centre. They have built good relationships with tenants with an improved presence at the centre, and ensuring compliance and day to day management aspects are actioned. Praxis are working closely with Visit Hitchin regarding events over the coming months that we can collaborate on. Christmas lights have been put up in the main walkway and we are looking at planters and hanging baskets again for next year. A number of new lettings have taken place in the centre recently, including a temporary letting of Unit 39 for Shop Small Pop-Up / Giftware Collective and Unit 18 to Smash Burgers.

### Riverside Walk

This remains within the Responsible Growth priority of the Council Plan with the aim of delivering the walkway between Bridge Street and Biggin Lane to increase footfall in this part of the town centre. An outline proposal has been prepared by consultant engineers. The river banks have been cleared and uneven sections of paving repaired. Consultation is underway with the Environment Agency to enable the design of the proposed bridge to be finalised and with Herts County Council Highways for linking with existing footpaths with a view to submitting a planning application in the New Year. There are a number of stages to delivery of this project including outline and detailed design, consultation with key stakeholders, planning consent, Highway and Environment Agency consents, tender for the works and delivery. The target is to begin and complete the project during spring/summer 2026.

### Charnwood House

The Council remain committed to delivering its ambition to revitalise Charnwood House for the benefit of Hitchin and the wider district. An options paper is being drafted with a view to Executive Members being able to confirm the next steps before Christmas. Whilst Charnwood House is not formally on the market at present pending the outcome of this work, we are maintaining a list of organisations and groups who have expressed an interest and they will be informed of next steps which may include a new period of marketing to secure a suitable organisation to occupy and operate the building.

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