



## **PUBLICATION OF DECISION LIST NUMBER 03/23-24**

MUNICIPAL YEAR 2023/24

Date Published: 6 March 2024

This document lists the decisions taken by the Cabinet at its meeting on 5 March 2024. The list covers key and non-key decisions. These decisions will come into force within four working days of the date of this document (i.e. 12 03 2024) unless the Overview and Scrutiny Committee calls a decision in.

Cabinet decisions are subject to pre-implementation review through the following call-in procedure:-

Decisions that involve expenditure over £100,000 or that affect more than one ward can be called in. “Call-in” requires at least a quarter of the Members of the Overview and Scrutiny Committee to request the “call-in”, in writing, within four working days of the publication of the decision by the Cabinet, to be effective. A Notification of Call-in Form can be obtained from and should be completed, signed and returned to Governance Services. Either a special meeting of the Overview and Scrutiny Committee to consider the “called-in” item(s) will be convened within three working days of the call-in request or the item will be placed on the Agenda of the next available meeting of the Committee, depending on which can be achieved earliest. The Call-In procedure does not apply where the decision being taken by the Cabinet is urgent.

Where the Overview and Scrutiny Committee is of the opinion that an executive decision which relates to an area covered by the Committee yet to be made or made but not yet implemented would be, contrary to the policy framework, or contrary to or not wholly in accordance with the Council’s budget, then it should seek advice from the Monitoring Officer and/or Corporate Director (Resources, Environment and Cultural Services).

If you have any queries or wish to obtain further report information or information on a decision please refer to:  
Clare Cade, Governance Services Manager at the Council Offices, Campus East,  
Welwyn Garden City, Herts AL8 6AE  
Telephone number (01707) 357444 or e-mail [c.cade@welhat.gov.uk](mailto:c.cade@welhat.gov.uk)

# Cabinet Decisions

## Tuesday 5 March 2024

### SUBJECT / TITLE OF REPORT

FP2026 Council Tax Second Homes and Empty Homes Premiums

| Part 1 or 2<br>(Relevant<br>exempt<br>Paragraph) | Wards affected by<br>the Decision | Interest<br>declared in<br>respect of<br>the Decision | Category of<br>Decision (i.e.<br>Key, Non-<br>Key, Urgent) | Contact Details                                      | Eligible for Call-In & Date to<br>be called in by |
|--|-----------------------------------|---|--|--|---|
| Part 1   | All                               | None  | Key  | Farhad Cantel,<br>Client Support Services<br>Manager | Yes<br>12 March 2024                              |

### DECISION:

RESOLVED

DECISION TAKEN:

Cabinet:

- a) Recommended to Council that the current council tax 100% empty homes premium is applied after 12 months of a property being empty, instead of 24 months, effective from 1 April 2025. This will not be applied to the exempt categories of empty properties listed in the report.
- b) Recommended to Council that 1 year's notice is provided to apply a 100% second homes premium, from 1 April 2025. This will not be applied to the exempt categories of second homes listed in the report.
- c) Recommended to Council for delegated authority to be given to the Executive Director (Finance and Transformation) in consultation with the Executive Member for Resources to make any changes to the Empty Homes and Second Homes Premiums, following regulations being laid.

REASON FOR THE DECISION:

The long-term empty homes premium provides a positive incentive to encourage property owners to take steps to make more effective use of properties that have otherwise been left unoccupied. This will be reinforced by applying the premium to properties that have been empty and unfurnished for at least one year, rather than 2 years as is currently the case.

Cabinet Decisions  
Tuesday 5 March 2024

**BACKGROUND:**

Please note that a copy of the Part 1 report is available on the Council's website.

# Cabinet Decisions

## Tuesday 5 March 2024

### SUBJECT / TITLE OF REPORT

FP2028 Service Level Agreement - CCTV Monitoring and Maintenance

| Part 1 or 2<br>(Relevant exempt Paragraph) | Wards affected by the Decision | Interest declared in respect of the Decision | Category of Decision (i.e. Key, Non-Key, Urgent) | Contact Details                       | Eligible for Call-In & Date to be called in by |
|--|--------------------------------|--|--|---------------------------------------|--|
| Part 1                                     | All                            | None   | Key  | Andrew Harper,<br>Procurement Manager | Yes<br>12 March 2024                           |

### DECISION:

RESOLVED

DECISION TAKEN:

Cabinet:

- a) Gave approval for the Council to enter into a 5 year agreement (with a possible two year extension) with St Albans City and District Council (SADC) for the provision of CCTV services subject to the price quoted by SADC remaining competitive against any price quotation which may be received from another provider.
- b) Subject to a), delegated authority is given to the Executive Director (Resident Services and Climate Change) in consultation with the Executive Director (Finance and Transformation) and the Legal Services Manager to agree the SLA with St Albans City and District Council for the provision of the CCTV services.

REASON FOR THE DECISION:

In 2018 the Council entered into a service level agreement with St Albans City and District Council (SADC) to maintain and monitor our network of CCTV cameras monitoring public spaces. The current service level agreement/contract terminates at the end of March 2025. The network of CCTV cameras provides a vital service to the Community Safety Partnership across the borough.

Cabinet Decisions  
Tuesday 5 March 2024

**BACKGROUND:**

Please note that a copy of the Part 1 report is available on the Council's website.

# Cabinet Decisions

## Tuesday 5 March 2024

### SUBJECT / TITLE OF REPORT

FP2032 Sale of Newspaper Contract

| Part 1 or 2<br>(Relevant<br>exempt<br>Paragraph) | Wards affected by<br>the Decision | Interest<br>declared in<br>respect of<br>the Decision | Category of<br>Decision (i.e.<br>Key, Non-<br>Key, Urgent) | Contact Details                       | Eligible for Call-In & Date to<br>be called in by |
|--|-----------------------------------|---|--|---------------------------------------|---|
| Part 1   | All                               | None  | Key  | Andrew Harper,<br>Procurement Manager | Yes<br>12 March 2024                              |

### DECISION:

RESOLVED

DECISION TAKEN:

Cabinet agreed that the contract for both Lot 1 (recovered newspapers and magazines) and Lot 2 (recovered mixed paper including tetra pak) are awarded to Edwards Recycling Limited for an initial period of 2 years (with an optional extension of up to a further two years), commencing on 1st June 2024.

REASON FOR THE DECISION:

Welwyn Hatfield is the Lead Authority of a consortium of local councils that collect newspaper and other papers from residents and sell the product for recycling. The current contract expires on 31st May 2024 and a tender process has been undertaken to appoint a new contractor to ensure service continuity.

### BACKGROUND:

Please note that a copy of the Part 1 report is available on the Council's website.

# Cabinet Decisions

## Tuesday 5 March 2024

### SUBJECT / TITLE OF REPORT

FP2003 Empty Homes Policy

| Part 1 or 2<br>(Relevant<br>exempt<br>Paragraph) | Wards affected by<br>the Decision | Interest<br>declared in<br>respect of<br>the Decision | Category of<br>Decision (i.e.<br>Key, Non-<br>Key, Urgent) | Contact Details                                | Eligible for Call-In & Date to be<br>called in by |
|--|-----------------------------------|---|--|--|---|
| Part 1   | All                               | None  | Key  | Jo Smith,<br>Private Sector Housing<br>Manager | Yes<br>12 March 2024                              |

### DECISION:

RESOLVED

DECISION TAKEN:

Cabinet:

- a) Considered and noted the responses to the public consultation; and
- b) Approved the Empty Homes policy set out at Appendix A of the report.

REASON FOR THE DECISION:

Empty properties are considered a waste of housing resource at both national and local levels. The government's National Planning Policy Framework (2021) confirms that local authorities should 'identify and bring back into residential use empty homes and buildings, supported by the use the powers contained within the Policy'. The council's proposed Empty Homes Policy firmly aligns with the council's Housing Strategy and aims to unlock the potential of vacant sites and empty homes; thereby contributing towards meeting local housing supply needs. Empty homes can have a negative impact on the local community and in some circumstances may be the subject of multiple concerns such as anti-social behaviour and dilapidation including structural repair, nuisance, as well as unauthorised entry. Bringing these properties back into use can not only deal with the issues outlined above but can also bring assistance to the owner who may not have known what to do with the property.

Cabinet Decisions  
Tuesday 5 March 2024

**BACKGROUND:**

Please note that a copy of the Part 1 report is available on the Council's website.



# Cabinet Decisions

## Tuesday 5 March 2024

### SUBJECT / TITLE OF REPORT

P2004 Food Safety Plan 2024/25

| Part 1 or 2<br>(Relevant<br>exempt<br>Paragraph) | Wards affected by<br>the Decision | Interest<br>declared in<br>respect of<br>the Decision | Category of<br>Decision (i.e.<br>Key, Non-<br>Key, Urgent) | Contact Details   | Eligible for Call-In & Date to<br>be called in by |
|--|-----------------------------------|---|--|---|---|
| Part 1   | All                               | None  | Key  | Cheryll Brown,<br>Team Leader (Public Health<br>and Protection) | Yes<br>12 March 2024                              |

### DECISION:

RESOLVED

DECISION TAKEN:

Cabinet considered and approved the Food Safety Service Plan for 2024/25 in Appendix A and draft Food Sampling Plan for 2024/25 in Appendix B.

REASON FOR THE DECISION:

The Food Standards Agency (FSA) has overall responsibility for the official control of food law enforcement in England. This involves co-ordinating, monitoring, setting standards and auditing local authority food law enforcement activities. This includes a requirement that all local authorities produce a food safety service plan which has been agreed by their members.

### BACKGROUND:

Please note that a copy of the Part 1 report is available on the Council's website.

# Cabinet Decisions

## Tuesday 5 March 2024

### SUBJECT / TITLE OF REPORT

FP2044 WELWYN CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

| Part 1 or 2<br>(Relevant<br>exempt<br>Paragraph) | Wards affected by<br>the Decision | Interest<br>declared in<br>respect of<br>the Decision | Category of<br>Decision (i.e.<br>Key, Non-<br>Key, Urgent) | Contact Details                               | Eligible for Call-In & Date to<br>be called in by |
|--|-----------------------------------|---|--|---|---|
| Part 1   | Welwyn West                       | None  |  | Elizabeth Burnham,<br>Senior Planning Officer |   |

### DECISION:

RESOLVED

DECISION TAKEN:

Cabinet agreed to recommend to Council that the Welwyn Village Character Appraisal and Management Plan be adopted and the boundary of the Welwyn Village be revised.

REASON FOR THE DECISION:

Under national planning policy guidance and advice by Historic England, Local Planning Authorities (LPAs) are required to review their areas and formulate and publish proposals for the preservation and enhancement of conservation areas. LPAs should also consult the public and take account of views expressed. A review of the Welwyn Village Conservation Area has taken place, public engagement was carried out and a final version of the Conservation Area Character Appraisal and Management Plan (CAAMP) includes an amended conservation area boundary in response to the comments received.

### BACKGROUND:

Please note that a copy of the Part 1 report is available on the Council's website.

# Cabinet Decisions

## Tuesday 5 March 2024

### SUBJECT / TITLE OF REPORT

FP2043 APPROACH TO MASTERPLANNING, PLANNING GUIDANCE

| Part 1 or 2<br>(Relevant<br>exempt<br>Paragraph) | Wards affected by<br>the Decision | Interest<br>declared in<br>respect of<br>the Decision | Category of<br>Decision (i.e.<br>Key, Non-<br>Key, Urgent) | Contact Details  | Eligible for Call-In & Date to<br>be called in by |
|--|-----------------------------------|---|--|--|---|
| Part 1   | All                               | None  | Key  | Jenny Ponsford<br>Principal Planner and<br>Elizabeth Burnham, Senior<br>Planning Officer | Yes<br>12 March 2024                              |

### DECISION:

RESOLVED

DECISION TAKEN:

Cabinet endorsed the approach to Masterplanning Guidance and delegated authority to the Assistant Director (Planning) in consultation with the Executive Director for Planning to make minor updates to the guidance if required.

REASON FOR THE DECISION:

Policy SP 9 of the Welwyn Hatfield Local Plan (adopted October 2023) requires that a comprehensive approach is taken to the development of large or complex sites. This is to be achieved through the production of a masterplan. By outlining principles and requirements for development, a masterplan document sets a template for guiding development and helps ensure sites are delivered in a comprehensive and well-planned manner. If endorsed or adopted by Council, the masterplan becomes a material consideration when determining planning applications.

Cabinet Decisions  
Tuesday 5 March 2024

**BACKGROUND:**

Please note that a copy of the Part 1 report is available on the Council's website.

# Cabinet Decisions

## Tuesday 5 March 2024

### SUBJECT / TITLE OF REPORT

INTRODUCTION OF 2024-2026 PARKING SERVICES WORKS PROGRAMME

| Part 1 or 2<br>(Relevant<br>exempt<br>Paragraph) | Wards affected by<br>the Decision | Interest<br>declared in<br>respect of<br>the Decision | Category of<br>Decision (i.e.<br>Key, Non-<br>Key, Urgent) | Contact Details  | Eligible for Call-In & Date to<br>be called in by |
|--|-----------------------------------|---|--|--|---|
| Part 1   | All                               | None  | Non-Key  | Eliska Robova,<br>Parking and Playground<br>Services Manager | No  |

### DECISION:

The Cabinet RESOLVED

#### DECISION TAKEN:

Cabinet approved the Parking Services Works Programme for 2024-2026 and delegated authority to the Assistant Director of Regeneration and Economic Development in consultation with the Executive Member for Environment to make minor modifications to the Works Programme, including adding new small scale schemes and reprioritising projects, to assist with the delivery of Council's corporate projects and management of resources as and when required.

#### REASON FOR THE DECISION:

The Parking Services Work Programme sets out the areas within which the parking team are due to consider the need for, and deliver, parking interventions in specified areas across the Borough. Throughout the year, the Council receives many requests for parking restrictions, and these are recorded on the Parking Services Investigation List for consideration for a future Parking Works Programme. The Works Programme allows the Parking Services team to manage the expectations of the communities' requesting restrictions and the associated workload demand of the team.

Cabinet Decisions  
Tuesday 5 March 2024

**BACKGROUND:**

Please note that a copy of the Part 1 report is available on the Council's website.