



## **PUBLICATION OF DECISION LIST NUMBER 03/24-25**

MUNICIPAL YEAR 2024/25

Date Published: 6 March 2025

This document lists the decisions taken by the Cabinet at its meeting on 4 March 2025. The list covers key and non-key decisions. These decisions will come into force on the fifth working day following the publication of this document (i.e. 13<sup>th</sup> March 2025) 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 (3 members) 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 .

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 or e-mail [c.cade@welhat.gov.uk](mailto:c.cade@welhat.gov.uk)

Cabinet Decisions  
Tuesday 4 March 2025

**SUBJECT / TITLE OF REPORT**

FP2113 Community Infrastructure Levy (CIL) Adoption

<b>Part 1 or 2 (Relevant exempt Paragraph)</b>	<b>Wards affected by the Decision</b>	<b>Interest declared in respect of the Decision</b>	<b>Category of Decision (i.e. Key, Non- Key, Urgent)</b>	<b>Contact Details</b>	<b>Eligible for Call-In &amp; Date to be called in by</b>
Part 1	All Wards	None	Key Decision	Assistant Director (Planning)	Yes – 12 <sup>th</sup> March 2025

**DECISION:**

Cabinet Decisions  
Tuesday 4 March 2025

**DECISION TAKEN:**

Cabinet Recommended:

- a) The Community Infrastructure Levy Charging Schedule (Appendix A) is adopted with a target implementation date of 01 October 2025
- b) The Instalment Policy (Appendix B) is adopted with a target implementation date of 01 October 2025.
- c) Delegate authority to the Assistant Director (Planning), in consultation with Executive Member, for any necessary further minor editorial changes to the Charging Schedule or Instalment Policy and a change to the implementation date if necessary.
- d) Governance options and arrangements for the priorities and spending of 'Strategic CIL' receipts be brought to CPPP and Cabinet in the next 12 months.
- e) The 'Neighbourhood Proportion' of CIL be set at 25% (uncapped) for all Parish and Town Councils regardless of whether a Neighbourhood Plan is in place.

**REASON FOR THE DECISION**

The Community Infrastructure Levy (CIL) was introduced by the government in 2010 as a mechanism to fund the infrastructure required to deliver Local Plan growth strategies. It allows local authorities to raise funds from developers undertaking new building projects. The money can be used to fund a wide range of infrastructure, such as transport schemes, schools, community facilities, parks and leisure facilities, which are needed as a result of development taking place

**BACKGROUND:**

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

**SUBJECT / TITLE OF REPORT**

FP2124 Community Engagement Strategy

Cabinet Decisions  
Tuesday 4 March 2025

Part 1 or 2 (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 Decision	Executive Director (Finance & Transformation)	Yes – 12 <sup>th</sup> March 2025

**DECISION:**

DECISION TAKEN:

Cabinet agrees:

- a) The Community Engagement Strategy in Appendix
- b) The Associated Action Plan for 2025-26 in Appendix B

REASON FOR THE DECISION

The strategy sets out the council's approach to community engagement over the next three years (2025-2028). This strategy should be read in conjunction with the councils' Transformation Strategy which sets out the council's approach to improving customer experience and promoting channel shift and the council's Equality, Diversity and Inclusion Strategy.

**BACKGROUND:**

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

**SUBJECT / TITLE OF REPORT**

FP2080 Tree & Woodland Strategy

Cabinet Decisions  
Tuesday 4 March 2025

Part 1 or 2 (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 Decision	Executive Director (Resident Services & Climate Change)	Yes – 12 March 2025

**DECISION:**

DECISION TAKEN:

Cabinet agreed the Tree and Woodland Strategy 2025-2029.

REASON FOR DECISION

The purpose of this strategy is to set out the council's approach to managing its trees and woodland by supporting our changing and growing borough whilst also maintaining and improving the borough's tree stock and natural environment.

**BACKGROUND:**

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

**SUBJECT / TITLE OF REPORT**

FP2082 The Landscape Management Plan

Cabinet Decisions  
Tuesday 4 March 2025

Part 1 or 2 (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	Howlands	None	Key Decision	Executive Director (Resident Services & Climate Change)	Yes – 12 March 2025

**DECISION:**

DECISION TAKEN:

Cabinet considered and approved The Commons Landscape Management Plan for 2025-2025 in Appendix A.

REASON FOR DECISION

The Landscape Management Plan is produced to ensure the council's Nature Reserves are maintained in a strategic and planned way. The plans typically run for 10 years.

**BACKGROUND:**

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

**SUBJECT / TITLE OF REPORT**

FP2117 Green Belt Stage 4 Assessment

Cabinet Decisions  
Tuesday 4 March 2025

Part 1 or 2 (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 Decision	Executive Director (Place)	Yes – 12 March 2025

**DECISION:**

DECISION TAKEN:

- a) Standard contract procedures are waived and pursuant to Contract Procedure Rule 33.2 (g) Cabinet agrees a report from an Executive Director or the Chief Executive detailing a case where it is to the advantage of the Council that these rules should be waived.
- b) Cabinet approves the direct award of contract to Land Use Consultants Ltd to continue the Green Belt Review (Stage 4) which forms part of the evidence base for the Local Plan Review

REASON FOR DECISION

As part of providing the necessary evidence base for the Welwyn Hatfield Local Plan, a Green Belt Review was undertaken. The study consisted of three stages. The Local Plan Inspector was satisfied that the three stages of the study taken together represented adequate and proportionate evidence on the Green Belt (para 256; Report on the Examination of the Welwyn Hatfield Local Plan (2016), Sept 2023). Stage 4 of the Green Belt Study will build on the previous three studies as a continuing piece of work.

**BACKGROUND:**

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

**SUBJECT / TITLE OF REPORT**

Cabinet Decisions  
Tuesday 4 March 2025

FP2119 Review of former Tenant Arrears and Rent Arrears Policy

Part 1 or 2 (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 Decision	Executive Director (Finance)	Yes – 12 March 2025

**DECISION:**

**DECISION TAKEN**

Cabinet agreed the changes to the Former Tenant Arrears (FTA) Policy (as set out at Appendix A).

**REASON FOR DECISION**

The council are focused on preventing FTA. While a tenant is living in their home, the council will work with them to try and prevent them falling into arrears wherever possible. This will include providing debt, benefit or general money advice or signposting where necessary. This is in line with the new proposed Rent Arrears Policy. FTA refers to rent arrears left by a tenant whose tenancy has ended, and they no longer live in their home. This policy applies to all former tenant accounts including rent arrears, court cost, garage rent arrears, non-secure arrears, rechargeable arrears and use and occupation charges. Maximising income enables the council to meet its financial obligations and continue to invest in improving services to tenants.

**BACKGROUND:**

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

**SUBJECT / TITLE OF REPORT**



Cabinet Decisions  
Tuesday 4 March 2025

FP2123 Tenancy Agreement

Part 1 or 2 (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 Decision	Executive Director (Resident Services & Climate Change)	Yes – 12 March 2025

**DECISION:**

**DECISION TAKEN**

Cabinet agreed the recommendations set out in the report.

**REASON FOR DECISION**

A review of the current secure tenancy terms and conditions was carried out, and several changes were required to clarify landlord and tenant obligations further. A consultation was carried out with all tenants (around 8,800 tenanted properties) in January 2025 on the proposed revised tenancy agreement in accordance with section 103 of the Housing Act 1985. The tenant panel was also consulted. An online survey was put onto the council's website and 10,475 letters promoting the survey were posted out. Joint tenants were written to individually. There were 232 hard copies of the survey posted out with a pre-paid return envelope, which included 2 versions in large print. 3 Polish translations were requested, and some consultations were completed on the telephone. There were 1085 responses to the survey and a very high level of support (over 81%) for the proposed changes to the tenancy agreement.

**BACKGROUND:**

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

Cabinet Decisions  
Tuesday 4 March 2025

**SUBJECT / TITLE OF REPORT**

FP2141 Community Grant Allocations 2025/26

Part 1 or 2 (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 Decision	Executive Director (Place)	Yes – 12 March 2025

**DECISION:**

**DECISION TAKEN**

Cabinet agreed the recommendations set out in the report.

**REASON FOR DECISION**

The annual grants for 2025/26 opened on 6th January 2025 and closed on 31st January 2025. Thirty-four applications were received for consideration for Annual Grants for financial year 2025/26. The budget of £73,000 for the annual grants payments for the financial year 2025/26 was approved at Full Council on 3rd February 2025.

**BACKGROUND:**

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

**SUBJECT / TITLE OF REPORT**

Cabinet Decisions  
Tuesday 4 March 2025

Local Government Reorganisation - Interim Plans Submission

Part 1 or 2 (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	Non-Key	Chief Executive	No

**DECISION:**

**DECISION TAKEN**

Cabinet agreed for delegated authority to be given to the Leader of the Council, in consultation with Deputy Leader, to submit an interim plan to Government by 21 March 2025 for Local Government Reorganisation in Hertfordshire.

**REASON FOR DECISION**

On 16 December 2024, the government published a white paper on English devolution and reform to local government, setting out the potential for the most significant reforms to local government since the Local Government Act 1972. On 5 February 2025, the Minister of State for Local Government and English Devolution wrote a letter to the Leaders of all District and Borough Councils in Hertfordshire and Hertfordshire County Council, formally inviting them to develop a proposal for local government reorganisation for the area, setting out further detail on the criteria, guidance for the development of proposals, and the timeline for the process. In order to comply with the Government's request to submit an interim plan for local government organisation in Hertfordshire by 21 March 2025, the purpose of this report is to seek delegated authority to be given to the Leader of the Council to submit a plan on behalf of Welwyn Hatfield Borough Council.

**BACKGROUND:**

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

Cabinet Decisions  
Tuesday 4 March 2025

**SUBJECT / TITLE OF REPORT**

FP2115 Minor Building Works Contract

Part 1 or 2 (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 2	All	None	Non-Key	Executive Director (Resident Services & Climate Change)	No

**DECISION:**

**DECISION TAKEN**

That Cabinet delegates the decision to agree the best way to deliver the future of the Minor Works contract to the Executive Director (Resident Services and Climate Change) in consultation with the S151 Officer, Monitoring Officer, Executive Member for Finance and the Executive Member for Housing.

**REASON FOR DECISION**

The Council recently tendered for a Minor Works Contract on General Fund Managed Properties. The bidders were required to submit bids to undertake miscellaneous general building maintenance and minor works including all ancillary trades on public buildings other than the Council housing stock. The Contract requires one operative to work full-time on council property working to the instruction of the Council. TUPE is likely to apply for this role.

**BACKGROUND:**

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

Cabinet Decisions  
Tuesday 4 March 2025