

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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4 January 2024

**Members of the Town Strategy Committee:** Councillor D Matthews (Chair), S Buck, S Hayes, J Headington, J Smith (Vice Chair), Mrs H Wightwick.

**You are hereby summoned** to attend the Town Strategy Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 10 January 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.

**E Payne**  
Town Clerk

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## Members of the public:

**In addition to attendance in person, you are now able to observe our meetings by joining via [MS Teams](#). Join on your computer or mobile app [Click here to join the meeting](#)** Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate at the 'public participation' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk) or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

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## AGENDA

1. **Apologies for absence**
2. **Disclosures of Members Interests and Requests for Dispensations**
  - a) Members to declare interests in respect of any item on the agenda
  - b) Proper Officer to consider written requests from members for dispensationsMembers are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. **Public section (max. 15 minutes)**

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.
4. **Minutes of Previous Meeting**

Members are asked to resolve to adopt the minutes of the Town Strategy Committee meeting held on 31 May 2023 as a true record of the meeting.
5. **Clerk's Report, correspondence received and matters arising for information**

Nothing to report as at production of agenda.

6. **Proposals for long term Strategic Planning of Stotfold**  
To consider proposals for the long-term strategic planning of Stotfold.
7. **Stotfold and Astwick Neighbourhood Plan**  
To consider the implementation of a Neighbourhood Plan process.
8. **Items for information purposes, relevant to this committee only**
9. **Date of Next Meeting**  
Wednesday 27 March 2024.

# MINUTES OF A MEETING OF THE TOWN STRATEGY COMMITTEE HELD ON WEDNESDAY 31<sup>st</sup> MAY 2023, AT 8.10PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

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## Committee Members present:

D Matthews (Chairman), S Buck, S Hayes, J Smith.

## Also present:

Acting Town Clerk – Ms Caroline Jenkins, non-committee members A Hall, Mrs J Hyde, B Saunders and J Talbot

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### **1/23 ELECTION OF VICE CHAIRMAN**

Councillors were asked to elect a Vice Chairman for the Town Strategy committee. Councillor Jon Smith was nominated and seconded.

**RESOLVED** that Councillor Jon Smith is elected as Vice Chairman.

### **2/23 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor H Wightwick.

### **3/23 DISCLOSURE OF MEMBERS INTERESTS & REQUESTS FOR DISPENSATIONS**

There were no disclosures of interests or requests for dispensations. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

### **4/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

### **5/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

### **6/23 AMENDMENTS TO TERMS OF REFERENCE**

- Point 5 of Delegated authority section. Change wording from 'adopted Town Plan' to 'neighbourhood plan' to run in line with 'local plan'.
- Remove 'councils corporate strategic plan' from point 5.
- Is point 7 required? If not then to remove.
- Is point 8 still required? If not suggest changing to 'community, BRCC and Neighbourhood plan committee'

**RESOLVED** that all amendments to the Terms of reference should be made.

### **7/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business, the meeting was closed 8.15pm

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**