

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)



8<sup>th</sup> August 2024

**Members of the Planning Committee:** Cllr B Saunders (Chairperson), Cllr L Anderson (Vice-Chairperson), Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr N Venneear.

**You are hereby summoned** to attend the Planning Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 14<sup>th</sup> August 2024 at 19:00** for the purpose of transacting business detailed in the Agenda.

**Emma Payne**  
Town Clerk

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## Members of the public:

**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 section' 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 DISPENSATIONS

- a) Members to declare interests in respect of any item on the Agenda.
- b) Proper Officer to consider written requests from members for dispensations.

Members 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 THE PREVIOUS MEETING

Members are asked **to resolve** that the Minutes of the **Planning Committee** meeting held on **17<sup>th</sup> July 2024** are a correct record.

5. **CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION**
6. **PLANNING APPLICATIONS**  
To consider returning comments on applications received.
- 6.1 **CB/24/02094/DOC - Land South of Arlesey Road, Stotfold, SG5 4HD**  
Discharge of Condition 10 against planning appeal ref. APP/P0240/W/21/3289401 and planning permission CB/21/01248/OUT (Outline application (with all matters reserved except access) for a development of up to 181 dwellings to include up to 35% affordable, an integrated Care Village (C2 use) with ancillary community facilities, 11ha of public open space comprising parkland and woodland extension, Pix Brook flood mitigation proposals, extensive new landscaping, play areas, creation of biodiversity habitat, public car park, new access arrangements and all ancillary works).  
**CBC Response deadline: 16<sup>th</sup> August 2024**  
  
**Previous applications:**
  - **CB/21/01248/OUT** - Outline application (with all matters reserved except access) for a development of up to 181 dwellings to include up to 35% affordable, an integrated Care Village (C2 use) with ancillary community facilities, 11ha of public open space comprising parkland and woodland extension, Pix Brook flood mitigation proposals, extensive new landscaping, play areas, creation of biodiversity habitat, public car park, new access arrangements and all ancillary works.
  - **Planning Appeal APP/P0240/W/21/3289401** – Appeal Allowed, planning permission granted.
- 6.2 **CB/24/01882/FULL - White Barn Farm, Taylors Rd, Stotfold, SG5 4AZ**  
Change of use of agricultural land to extend industrial yard with (Class B8) permission.  
**CBC Response deadline: 19<sup>th</sup> September 2024**  
  
**Previous application:**  
**CB/12/04206/FULL** – Retrospective change of use to site from agricultural to storage and distribution (Use Class B8) and the siting of a portacabin to provide ancillary amenities – Granted
7. **PLANNING APPLICATIONS POLICY**  
To consider the report and proposed amendment to the policy.
8. **PRE-APPLICATION CONSULTATION**  
To consider a response to Cala Homes' launch of a pre-application public consultation at <https://calaplanning.co.uk/stotfold>.
9. **CONSIDERATION OF APPLICATIONS BY CENTRAL BEDFORDSHIRE COUNCIL DEVELOPMENT MANAGEMENT COMMITTEE ("DMC")**  
**To consider** requesting Central Bedfordshire Council's Development Management Committee to consider specific applications within committee rather than by officer delegation, and to send a representative of the Planning Committee to attend the meeting at which the application is considered, to represent the views of this Committee.
10. **ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**
11. **DATE OF NEXT MEETING**  
To be confirmed.



## MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON WEDNESDAY 17 JULY 2024 IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD, SG5 4HG, AT 19:00.

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### Present:

Cllr B Saunders (Chair), L Anderson (Vice Chair), Cllr S Buck, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr N Venneear.

### Also Present:

Cllr L Miller

### In attendance:

E Payne, Town Clerk

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#### 1. APOLOGIES FOR ABSENCE

#### 2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Cooper declared an interest in Item 6.2 as a Member of the Stotfold Methodist Church.

#### 3. PUBLIC SECTION

There were no members of the public present.

#### 4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on 26 June 2024. Cllr Cooper was noted as also present when she has been a member of the and it was **RESOLVED** to:

*Adopt the amended minutes as a true record of the meeting.*

#### 5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

Members received the Clerk's report, and it were advised that there is an update relating to the Arlesey Road street name. The Clerk had been advised by CBC that that there would be costs relating to the renaming of the road. There was a further update as the Mayor and Town Clerk had attended another meeting earlier in the day, attended by the Head of Estates for CBC, relating to ASB at this location. When the matter of the name of the road was addressed, it had been offered to have a name plate with 'Arlesey Road (known locally as Stone Road)' added to the name plate.

The Democratic Services Manager had reported in their report that CBC had advised that there were costs related to the changing of the name circa £500. The advice from CBC is that re-naming a street is a much more involved formal process than naming a new street because of the impact on those using the current addresses. There is also a cost to apply to rename a street. It would also affect the school who are registered with Ofsted, and it may be that it would be prohibitive for the school to change all their information.

It was **RESOLVED** to:



- a) **Approach Pixbrook School to ascertain if they would object to the name of the road being changed.**
- b) **Revert to CBC and ask if the Town Council could cover the costs of changing the name of the road.**

## 6. APPLICATIONS

To consider returning comments on applications received.

### 6.1 [CB/24/01839/OUT](#) – Stotfold Liberal Club, 12 High Street, Stotfold, SG5 4LL

Outline Application: Demolish the Liberal Club building and replace with a pair of semi-detached residential houses. All matters reserved.

Members received correspondence from a resident asking CBC for a site plan to support the application. The member of the public was advised that as it is an outline application there was no need to upload floor plans.

Members considered it was a natural infill site and welcomed the application to remove an eyesore in the community. It was **RESOLVED** that:

***There were no objections.***

### 6.2 [CB/24/01618/FULL](#) – Stotfold Methodist Church, High Street, Stotfold

Change of use of Methodist Church building to café, charitable food distribution storage area, erect a balcony, a mezzanine office area and new ramp.

Cllr Cooper declared an interest in this item as a congregation member and church steward. Cllr Cooper advised the meeting that it had been a condition of sale that the opportunity to worship was part of the sale of the property. She addressed the meeting and then left for the discussion and vote.

Members expressed concern that the congregation should still have access to the church however, recognised that this was not a planning consideration.

There are concerns about the slope of the new access ramp which does not meet current standards. There is no mention about signage which would need permission. The site does contain burial plots and there hasn't been any consideration given to this.

Members noted that the building is not listed however, insufficient consideration has been given to the building, which is a major building in the town at a prominent crossroads.

It is a significant decision in the town and Members felt that they needed additional information to support application. It was **RESOLVED** to:

***Seek further information including a planning statement after concerns have been received from residents and the Town Council is currently unable to make a decision.***

### 6.3 [CB/24/01847/FULL](#) – Land at rear gardens of 7 – 9 Regent Street, Stotfold, SG5 4ED

Demolition of the existing garage. Erection of a single storey 2 bed dwelling.

Members were advised that the Chairperson had liaised with the planning officer. There is no additional bedroom, the original bedroom has been split. It was noted that there has been an additional parking space provided. Members felt there was more outside space. It was **RESOLVED** to:



***Object to the application on the grounds of over development of the site.***

**7. CONSIDERATION OF APPLICATIONS BY CENTRAL BEDFORDSHIRE COUNCIL DEVELOPMENT MANAGEMENT COMMITTEE (“DMC”)**

Members requested that item 6.3 is called in for consideration by DMC.

**8. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

There were no other items.

**9. DATE OF NEXT MEETING**

To be confirmed.

The meeting closed at 19:30.

**SIGNED BY CHAIRMAN:** \_\_\_\_\_

**MINUTES APPROVED:** \_\_\_\_\_ **(date)**

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PLANNING COMMITTEE**

**DATE: 14 AUGUST 2024**

**CLERK'S REPORT**

**1. Arlesey Road – Request to change name to “Stone Road”**

An email has been sent to Central Bedfordshire Council to inform them the Town Council is willing to pay for the name change.

CBC Officers in the Assets team are corresponding with Pixbrook Academy about the name change to Stone Road.

**2. [CB/24/01618/FULL](#) – Stotfold Methodist Church, High Street, Stotfold**

Regarding the Stotfold Methodist Church application, the Town Clerk has emailed and spoken with the Planning Officer at Central Bedfordshire Council regarding the lack of information related to the planning application. As at 8<sup>th</sup> August 2024, the Planning Officer will confirm if the response deadline will be extended in light of the Town Council's feedback.

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** **PLANNING**  
**DATE:** **14 AUGUST 2024**  
**OFFICER RESPONSIBLE:** **EMMA PAYNE, TOWN CLERK**  
**SUBJECT:** **REVIEW OF PLANNING POLICY**

**1. SUMMARY**

- 1.1 The Town Council has been approached by developers regarding a pre-application consultation on further development on an area of the Greenacre Centre. The Town Clerk has been advised that a previous resolution of the Town Council was passed which declined these pre application consultations.

**2. RECOMMENDATION**

- 2.1 Members are asked to:
- a) Consider the proposed update to the Planning Policy attached to this report.
  - b) If in agreement, recommend its adoption by Council.

**3. BACKGROUND**

- 3.1 The planning policy was introduced in April 2024, to reduce the number of planning applications being considered so that only those applications meeting the policy's criteria should be considered, unless a councillor deemed an application to be of sufficient local interest to be considered by the Planning Committee.

**4. FINANCIAL**

- 4.1 There are no financial implications.

**5. IMPLICATIONS**

<b>Strategic Plan:</b>	N/A
<b>Risk Management:</b>	Adoption of this policy would reduce the Town Council's exposure to risk relating to pre-determination.
<b>Legals</b>	N/A
<b>Resources/Stakeholders</b>	Officer resources
<b>Contracts/Financials</b>	N/A
<b>Crime &amp; Disorder</b>	N/A
<b>Equalities</b>	N/A
<b>Biodiversity</b>	N/A



## **STOTFOLD TOWN COUNCIL**

### **PLANNING APPLICATIONS POLICY**

#### **INTRODUCTION**

All parish and town councils are statutory consultees on any planning application received by the local planning authority.

The knowledge of Town Councillors represents local views, provides local knowledge, raises areas of concern, informs debate, and adds value to the process.

#### **AIMS AND OBJECTIVES**

##### **Aims**

The aim of the planning applications policy is to improve the way in which Stotfold Town Council responds to planning applications.

##### **Objectives**

The objectives are to streamline and speed up the consultation process where applicable and to concentrate on larger, or more complex planning requests as appropriate.

#### **POLICY**

Stotfold Town Council Planning Committee consider all planning applications as notified by Central Bedfordshire Council as the local planning authority. All planning applications, irrespective of type of application are reported to the Planning Committee.

##### **To be decided in consultation with all Town Councillors**

All Town Councillors will be emailed on a 2-week basis a list of all planning applications.

Unless notified otherwise by a Town Councillor, the following 'minor' applications will be decided by email. These would usually be decided by the Planning Authority Case Officers and include:

- Single storey rear extensions.
- Porches and conservatories.
- Garage conversion into habitable space.
- Repairs/restorations to listed buildings.
- Advertising.
- Summerhouses and offices in gardens.
- Tree works (any application for tree works will also be referred to the tree warden for comment).



The Clerk will advise Members of a deadline for reply. Responses will be collated and the planning authority informed. If opinion is divided a meeting will be arranged to debate the issues and formulate a response to the consultation. Any Town Councillor can ask that the application be considered by the Planning Committee.

### **To be automatically decided at a Planning Committee meeting**

Members will be summoned to a meeting in accordance with the planning committee terms of reference and include the following types of application:

- Demolition and replacements.
- Variation of Conditions
- Large extensions.
- Applications with a substantial impact on neighbours/street scene.
- Change of use.
- Applications requiring listed building consent (not including repairs and restoration)
- Infill.
- New developments.
- Social infrastructure.
- Community facilities.
- Request by a member of the Planning Committee.

### **CONSULTATION WITH DEVELOPERS PRIOR TO AN APPLICATION BEING SUBMITTED**

*In the interests of fairness, transparency and integrity, Officers and Members of the Town Council will not meet with Housing Developers to discuss aspects of planning related to new housing developments within its town borders. Housing Developers must undertake all consultation in line with planning laws and regulations and ensuring that its consultations with the public are transparent, inclusive, compliant with regulations and fair.*

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### **Revision History**

Date Adopted	April 2024	
Date Revised	August 2024	Policy reviewed in light of consultation with developers prior to planning applications being submitted