

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mr J Whitehurst
Clerk to Potton Town Council
The Community Centre
Brook End
Potton, Sandy
Beds
SG19 2QS

Date 17 June 2021

Dear Mr Whitehurst,

Application No: CB/20/04672/FULL
Location: Land to the South of The Ridgeway Potton SG19 2PS
Proposal: Full Planning Application 97 residential units and 0.5ha of allotments together with associated infrastructure on Local Plan allocation HA9

The above application is scheduled for the next Development Management Committee on 30 June 2021. It has been recommended for approval however, the Committee is free to make a decision which is not in line with this if it considers there is grounds to do so.

Further to your Council's comments, you now have the opportunity for a representative to address the Committee. To request a speaking slot, you must notify Governance Services. All speaking requests must be received by 5pm on 29 June, 2021.

Requests can either be made by telephone (0300 300 5649) or via email (committeemeetings@centralbedfordshire.gov.uk). It is essential that you provide a contact telephone number. Further details of the speaking procedure are set out in the enclosed information sheet.

Whilst this meeting is open to the public all attendees are asked to have regard to the following COVID guidelines and unless they are participating in the meeting are encouraged to watch the webcast and not attend in person:

Link to the webcast: <https://centralbedfordshire.public-i.tv/core/portal/home>

- Members of the public are encouraged to send their questions to their local ward Member to ask on their behalf.
- Anyone attending the meeting is encouraged to take a home test 2-3 days prior to attending the meeting and on the morning of the meeting itself and only attend if that test is negative.
- Anyone attending the meeting is encouraged to follow Covid guidance in relation to safer travel to the meeting and will be expected to adhere to the COVID-19 secure arrangements that have been put in place for their own health, safety and welfare as well as others in attendance. Signage will be displayed that must be followed at all times.

- Maximum occupancy figures will be in place to maintain social distancing requirements.
- An NHS Test and Trace QR poster will be displayed at entry points for attendees to scan.
- Face coverings are not currently required to be worn but attendees can choose to wear their own. However, anyone wearing a face covering must still maintain 2m social distancing at all times, ensure good hand hygiene and take any face coverings home to dispose of them.
- Where it is possible to seat members of the public in the meeting room they will be invited to do so at one of the individual tables provided, which will be spaced at 2m intervals to maintain a COVID-19 secure environment.

Further, more detailed guidance on the Council's COVID-19 secure approach to committee meetings will be provided on the Council's website.

Further details will be provided by Governance Services when you register to speak.

The Development Management Committee's start time is normally 10.00 am but this is subject to confirmation. The agenda for the meeting will show the start time and it will be published on the Council's website at least 5 clear working days before the Committee is held. The agenda can be viewed using the following link:
https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee/2.

Councillor contact details can be found at <http://www.centralbedfordshire.gov.uk/council/councillors/overview.aspx> or by telephoning customer services on 0300 300 8692.

Yours sincerely,



Andrew Davie
Assistant Director - Development Infrastructure

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Speaking at Development Management Committee Meetings – Have YOUR say!

Members of the public can speak at the Council's Development Management meetings on planning applications submitted under the Town and Country Planning legislation.

The purpose of this scheme is to allow applicants, objectors, agents, supporters and representatives from Town and Parish Councils/Parish Meetings to make their views known to the Committee in person. Letters of support or objection will be taken into account during the consultation period.

The scheme only applies to applications which are submitted to the Committee and not to applications dealt with under Officer delegated powers.

How long can I speak for?

A **maximum of three minutes** is available for each collective group of speakers i.e.

- Group 1: representatives from each Town or Parish Councils/Parish Meetings;
- Group 2: any individual and organisation **objecting** to the application; and
- Group 3: any individual and organisation **supporting** the application, including the applicant and agent.

This time limit will be strictly adhered to. The Council strongly encourages speakers to get together and make a joint case, appointing a representative to speak on their behalf. If no spokesperson is appointed, speakers will be heard in the order that requests have been received until the three minutes have been used up.

Please note that the requests to speak will be recorded on a **'first come, first served'** basis. Should there be more than one request to speak on a particular item, the first person registered will be asked if they agree to share the three minutes speaking allowance.

Further information is provided in the Council's Constitution: Part 4G - Public Participation Procedure - Annex 3: Procedure for Public Participation in Development Management Committee Meetings when determining Planning or other Applications

(<https://centralbedfordshire.app.box.com/s/tnatqkq10fd74azjl23eys2psx697ozn>).

When do I speak?

The Planning Officer will introduce the application including slides of the location and the Chairman will then invite the speakers to address the Committee in the following order:

- Town or Parish Councils/Parish Meetings representatives;

- Objectors/representatives; and
- Supporters including applicants/agents.

How can I best use my time when speaking to the Committee?

It will help if you limit your views to relevant planning issues. Examples might be:

- The suitability of the site for the particular development;
- The design, appearance and layout of the proposal;
- Any loss of light or overshadowing;
- Highway safety and traffic issues;
- Effect on residential amenity;
- Noise, disturbance and odour problems; and
- Planning policy and Government guidance.

You should try to avoid reference to matters which are not relevant in reaching planning decisions. Examples might be:

- Matters covered by other laws (e.g. alcohol licensing);
- Private property rights (e.g. boundary or access disputes);
- Personal remarks (e.g. the applicant's motives);
- Effect on the value of property;
- Possible future development; and
- Loss of view over other people's land.

What time is the application heard?

The Committee Meeting will start at 10.00 am and you are requested to arrive at least 15 minutes before the start of the meeting.

The Agenda will be considered in the order printed unless the Chairman exercises his right to vary the order of business.

Can I circulate information at the meeting?

Written or illustrative material **will not** be circulated at the meeting. If you have any such material or any additional information to be considered by the Committee, please provide this to the relevant Case Officer/Planning officer at the Council by midday on the Friday before the Committee date. Additional information will be published to the Council's website the evening before the meeting.

How will the application be determined?

The Planning Officer will provide clarification on any matters arising from the public participation. The Committee will then consider the application and vote. Should an application be deferred, your views can be restated at that time.

For more information

If you would like to know more about public participation, please contact Sophie Sherwood on telephone number **0300 300 5649** or email:

committeemeetings@centralbedfordshire.gov.uk