Minutes of the meeting of the Full Council to be held on Friday 30th July 2021 at Shefford House, 15 High Street, Shefford, SG17 5DD and viewed using www.zoom.us

Present: Cllrs Ken Pollard (Chair), Rene Madsen, Paul Mackin, Fred Wilson and June Wischhusen.

One member of the public.

Town Clerk: F Fitch and C Quinlan (Admin Assistant)

On Zoom: Cllrs Tony Dawson, Den Fensome, Jez Perkins, Nicola King and Elsa Tattersfield.

Ward Cllr Anthony Brown and two members of the public.

1. **Apologies:** received from Cllrs Roger Fowler, Steve Nash and Lisa Hayes. Ward Cllr Mark Liddiard sent his apologies via email during the meeting.

2. **Declarations of interest:** PM declared an interest in the question he raised regarding the Hillfoot Farm development in agenda item six. There were no further interests declared other than those already noted in the Standing Committee minute number 3104 07/21.

3. **Minutes**
   The minutes of the meeting of the Committee on 25th June 2021 were approved and signed by the Chair. The Zoom recording of the meeting was agreed to be deleted.

4. **Matters arising**
   No matters arising.

5. **Public Question Time**
   It was reported that the proposals to turn the temporary one-way system in New Street, George Street and Bloomfield Drive into a permanent one-way system was rejected by the Traffic Management Committee at Central Bedfordshire Council this week, and several residents in New Street have asked if this temporary scheme can be stopped with immediate effect, rather than wait until December 2021 when the temporary notice runs out. AB has posed this question to Highways Officers at Central Bedfordshire Council and will respond accordingly to residents.
   A resident in Hitchin Road has reported three blocked drains in Hitchin Road to Central Bedfordshire Council four weeks ago and the drains have still not been cleared out. The resident is concerned that if there is heavy rainfall, water will flow down the hill and flood her property. AB has received confirmation from Central Bedfordshire Council that these drains are scheduled to be cleared out.

6. **Central Bedfordshire Council**
   AB reported that a traffic survey has been initiated for Bedford and Stanford Roads due to the number of heavy goods vehicles using these roads as a shortcut. The survey is due to be carried out in September 2021

An ongoing survey has been carried out on the drains in Hitchin Road, with AB requesting that all ten drains be jetted to clear them of silt.
The proposed permanent one-way system for New Street through to Bloomfield Drive was rejected by the Traffic Management Committee; AB and ML have requested a Traffic Officer meet with them on site to investigate ways to alleviate the traffic problems in this area, and whether yellow lines in Bloomfield Drive would create a clear passage for buses accessing the school.
AB has requested an investigation in raising the height of the pedestrian crossing poles on Bedford Road, and to fit halo enhanced globes to ensure the beacons are visible and not obscured by parked vehicles.
Redrow are due to reinstate the grass verges at the top of Ivel Road in September; however, AB has requested the start date to be brought forward. The works will include stone picking, replacing the dust laid down with proper topsoil, and then seeding.
AB reported on their reason for supporting the proposed raised table in Ivel Road, adjacent to the entrance to the Redrow development, was to ensure the safety of participants on both sides of the road.
The traffic calming scheme in Ampthill Road can now be audited, which will include a revised design for the speed humps.
PM questioned the detail of what the Bovis Homes were proposing regarding the Hillfoot Farm development behind his property and his neighbours, and the poor control of paperwork that was submitted by them to Central Bedfordshire Council. Mr Cundy, the Planning Officer, expressed his disappointment on the quality of the paperwork submitted by Bovis Homes; however, this is not a one-off occurrence as every month the Town Council receives inaccurate planning application paperwork or lack of detail, especially relating to variation of condition applications. AB agreed with PM in principal that more detail is required.
PM asked when the High Street repairs were going to be carried out, as some of these repairs were first reported over four years ago, and need actioning urgently. AB confirmed that a complete revamp of the High Street, Southbridge Street and Northbridge Street totalling £80k has been budgeted for, plus the resurfacing of the junction between all three roads. The proposal is to carry out all the work as one project, rather than carry out individual repairs.
FW highlighted to AB the requirement to provide dedicated parking for the Campton Plantation; as there is currently no dedicated parking, the public have resorted to parking in residential streets, thus necessitating this proposal of no waiting restrictions for Ampthill Road, Priory Gate and Lambs Close. One of the Countryside Officers at Central Bedfordshire Council believes that allocated off-peak parking at the Priory House car park was publicised on the Council website; however, AB wasn't aware that this wasn't the case and will investigate it further.

7. Crime

It was reported that the crime statistics available for the month are up to the 29th July; the figures have increased this month to forty four, summarised as: eight offences for various assaults; twenty offences for attempted and actual theft or burglary; four offences each for making off without payment, and criminal damage; one offence each for possession of cannabis, and the possession of a firearm; and

two offences each for sexual, malicious communications, and public fear, alarm or distress.

8. Town Mayor's Announcements

The report was distributed to Councillors and included: the appointment of the new Shefford 2021 Prince and Princesses at the 'Welcome Back' event on 10 July 2021; the Town Clerk's annual leave in August and the notice that the next council meeting will be for the Planning and Highways Committee on Wednesday 1 September 2021; the signing of the Armed Forces Covenant on 26 June 2021; the Dementia Friendly presentation held virtually for Churches Together, Shefford; the upcoming control of the Himalayan Balsam along the rivers and ditches in Shefford; the advertisement for a new Town Crier; and the refurbishment of the War Memorial in preparation for the rededication service on Armistice Day this year to mark its centenary.

9. Shefford Youth Involvement

NK reported that she and her team have started their six week Summer Elevate 2021 programme of activities, which has been funded by the Holiday Activities and Food (HAF) programme to provide a range of movement, sport, physical and wellbeing activities for children and young people, and to also provide free meals for families in need and other children accessing the programme. The Youth Involvement Team set themselves a target of one hundred of fifty young people joining the activities over the six week period, and the figures for the first week are currently showing that one hundred and forty five young people participated in the activities. They have also provided forty six meals to some of the young people. These figures show how hugely successful the programme has been so far and a summary report will be produced at the end of the six week period. There has been a lot of positive feedback from parents and grandparents, and the use of the Hub has been invaluable by really proving what an asset the space is, inside and out, for the children and young people in Shefford.

10. **Planning and Highways**

A report on the committee meeting held on 7th July 2021 was approved for publication on the website.

11. Services and Environment

A report on the committee meeting held on 14th July 2021 was approved for publication on the website, including the resolutions made by the Delegated Powers.

12. Finance and Strategy

A report on the committee meeting held on 21st July 2021 was approved for publication on the website.

13. Town Clerk's Report

The report was distributed to Councillors and included: how splendid the Town Centre is looking with its new 'Welcome Back' banners and bollards, the War Memorial restoration in progress, and the refurbished play area at St Michael's Close; the success of the 'Welcome Back' event; the progress of the Himalayan

Balsam control along the banks of the waterways in Shefford; tree storm damage in Bellcote Meadow Millennium Green and Drovers Spinney; the upcoming Shefford Greenspace Conservation Group working party on 31 July 2021 in the Meads; thanks to Robert and Gary Dear for dealing with an emergency at the cemetery; upcoming events including EatFeast food festival dates, a pop-up display from the Military Intelligence Museum, and the graffiti project; the submission of the Community Asset Grant application for phase one of the refurbishment of the toddler play area at Bellcote Meadow Millennium Green; and the online Dementia awareness training session for Churches Together in Shefford.

14. Accounts

The list of payments for July 2021 was circulated to Councillors and approved.

Meeting closed 17:25hrs

Minutes of the meeting of the Planning and Highways Committee held on 1st September 2021 using www.zoom.us

Present: Cllrs Roger Fowler (Chair), Ken Pollard, Paul Mackin, June Wischhusen and Lisa Hayes.

Town Clerk: F Fitch

1. **Apologies:** received from Cllrs Fred Wilson and Rene Madsen.

2. **Declarations of interest:** none declared.

3. **Minutes**
   The minutes of the meeting of the Committee on 7th July 2021 were agreed as a true record and signed digitally by the Chair. The Zoom recording of the meeting was agreed to be deleted.

4. **Public Question Time**
   No questions received.

5. **Delegated Powers**
   It was reported that the resolutions made by the Delegated Powers since the last meeting of the Committee were as follows: -

   CB/21/03192/FULL
   4 Northbridge Street, Shefford, SG17 5DQ
   Proposal: Change of use from offices to retail nail bar beauty lounge and conversion of offices on first floor to 1 bedroom flat.

   It was resolved by Delegated Powers to support this application with the following conditions: -

   The outside storage facility needs to be allocated for domestic waste bins in addition to trade waste bins.

   There should be one designated parking space for the residential flat; it should be noted that the nearby Town Centre car parking is restricted hours only.

   Approved extraction should be fitted in the Nail Bar and a maintenance plan implemented.

   There should be a separate egress for the residential flat, and not a shared access with the Nail Bar.

   CB/21/03316/FULL
   1 Harrow Way, Shefford, SG17 5GG
   Proposal: Single storey side and rear extension.

It was resolved by Delegated Powers to object to this application on the grounds that the existing and proposed plans are mislabelled; however, once this has been rectified and the plans are correctly labelled, Shefford Town Council would support the application.

CB/21/03375/FULL
Hoo Hill Maze, Hitchin Road, Shefford, SG17 5JA
Proposal: Conversion of outbuildings to single storey habitable annex.

It was resolved by Delegated Powers to object to this application. The application is for the modification of the existing buildings; however, the Town Council believe that the existing outbuildings would require demolition, and a completely new bungalow built.

Therefore, the objection is on the grounds that this should be a demolition planning application and a new build planning application to comply with building regulations. If submitted as such, Shefford Town Council would support the applications.

CB/21/03398/VOC
Pinehurst, 17A Ivel Road, Shefford, SG17 5LB
Proposal: Variation of condition number 19 of planning permission CB/20/01018/FULL – Residential development of 42 dwellings, following demolition of existing single storey dwelling and with new access on to Ivel Road and reconfigured parking for existing office: house type alterations.

It was resolved by Delegated Powers to object to this application on the grounds that the revised plans submitted by the developer are not meaningful; Members cannot identify the comparisons between the original approved plans, and these amended plans, therefore they are unable to review the variations.

6. Plans for Consideration

CB/21/03424/RM
Land at Ivel Road, Shefford
Proposal: Reserved Matters – following Outline Application CB/18/03694/OUT (Outline planning application with all matters reserved except for means of access from Ivel Road) for up to 90 residential dwellings, add a garden pod to garden of plot 4.

It was resolved by Delegated Powers to support this application.

CB/21/03762/FULL
26 George Street, Shefford, SG17 5BS
Proposal: Demolition of existing outbuilding to side/rear of the property, and erection of a pitched roof side/rear single storey extension.

It was resolved by Delegated Powers to support this application.

CB/21/01286/VOC

Unit 3,5 & 7 Ivel Road, Shefford, SG17 5JU

Proposal: Variation of condition numbers 2 and 12 of planning permission (appeal reference APP/P0240/W/20/3260426) CB/19/04226/FULL (Demolition of 2 no. existing industrial units and construction of 9 no. dwellings with 26 parking bays. Retention and alterations to existing unit 7). Variations of the wording of Condition 12 regarding a revised location of the footpath from the north to the south of the access, updated wording of Condition 2 in relation to the approved drawings.

It was resolved by Delegated Powers to unanimously object to this application on the following grounds: -

- ***Shefford Town Council share the concerns of the Highways Officer in the internal memo dated 18th August 2021 including: the forward visibility based on vehicles speed of 10mph, which would be hard to make self-enforcing; the tracking diagram for a service/delivery vehicle should be shown for a 6.5m vehicle, and not a 6m vehicle. This shows that there is not a two way flow of traffic at the junction of the proposed development with the industrial site if a service/delivery vehicle is entering/egressing the site, which will lead to vehicle/s having to wait at the junction to the site while another vehicle leaves, thus obstructing the existing east access to the industrial building.***
- ***Additionally, it should be noted that there will be a loss of an on-street parking space for a resident in Oakwood Road due to the planned pedestrian access via Oakwood Road; this pedestrian access will also produce heavy foot and cycle traffic along Ivel Road from the junction of Oakwood Road, including electric cycles and scooters.***
- ***Following human nature, pedestrians will make an unofficial desire line and take the quickest and most direct route from the site along the roadway, bypassing the proposed pedestrian route via Oakwood Road; this will result in conflict between vehicles and pedestrian traffic.***

Meeting closed 16:25hrs

Minutes of the meeting of the Services and Environment Committee held on 8h September 2021 using www.zoom.us

Present: Cllrs June Wischhusen (Chair), Tony Dawson, Paul Mackin, Den Fensome and Elsa Tattersfield.

Town Clerk: F Fitch and C Quinlan (Admin Assistant)

1. **Apologies:** received from Cllrs Jez Perkins, Ken Pollard, Rene Madsen, Roger Fowler and Fred Wilson.

2. **Declarations of interest:** none declared.

3. **Minutes**
   The minutes of the meeting of the Committee on 14th July 2021 were agreed as a true record and signed digitally by the Chair. The Zoom recording of the meeting was agreed to be deleted.

4. **Public Question Time:** no questions received.

5. **Communications**
   It was reported that the latest Newsline edition (number 106) has been distributed to residents, and the deadline for the submission of articles for the winter edition is 4th October 2021.
   FF and CQ are in the process of compiling the content of the new website, commencing with uploading the statutory information required including minutes, accounts, and Councillor information.
   The Council's Facebook page following has increased to 753 followers, and has reached 2,765 people in the last month.

6. **Parks and Open Spaces**
   The parks and open spaces, including play areas, their inspections, and any repairs necessary, was distributed to committee members and reviewed, including: the success of the Council's application for a £20k Community Asset Grant awarded by Central Bedfordshire Council for the delivery of the first phase of the refurbishment of the toddler play area at Bellcote Meadow Millennium Green, and the recognition of the hard work and time it has taken the Clerk and Admin Assistant in submitting the application, and the compliments received from Officers at Central Bedfordshire Council on the high standard of the application; and the approval of the preparation of the flower bed in the raised brick planter outside Morrisons supermarket ready for planting.

   It was resolved by Delegated Powers for the Town Clerk to instruct LEF Paving and Landscaping to prepare the brick planter flower bed outside Morrisons supermarket ready for planting this autumn/winter, including the removal of two layers of old planting membrane and a layer of chipped slate, and topping up and cultivation of the soil.

7. **Shefford House**
   The report on Shefford House was distributed to committee members and reviewed.

8. **War Memorial**
   It was reported that the refurbishment works to the War Memorial have been completed. PM and TD are working together on the plans for the rededication service on 11 November, including the attendance by descendants of those named on the Memorial, the HM Lord-Lieutenant of Bedfordshire Helen Nellis, and representatives from Churches Together and local schools.

9. **Events**
   A report of the upcoming events was given as follows: -
   EatFeast will be holding a food festival around the raised brick planter on Friday 17th September, starting off this year's Shefford Community Festival. They will also be keeping a presence in the town once a month during the winter months with one food vendor located in the High Street as part of the Charter Market.
   TD has been in discussions with Albion Archaeology regarding exhibiting the finds from the recent archaeological dig at Hillfoot Farm.
   The Charter Fair will be going ahead as normal this year on 11th October 2021.
   The Shefford Fireworks Committee have taken the decision to cancel the fireworks display this year due to the risks involved, and they cannot afford to run an event that would potentially not attract the attendance needed; the funding is reliant on people's attitude and crucially the weather.
   The Christmas Lights switch-on is set for Saturday 27th November 2021.
   The date for the Platinum Jubilee Summer Fun Day has been set for Saturday 16th July 2022.
   The Committee reviewed a request from Ian Deavin, Shefford Community Festival's organiser, to display a Community Festival banner on the front of Shefford House.

   Following the positive feedback regarding the EatFeast events, it was resolved by Delegated Powers to include their events as a permanent fixture in the town's event calendar.

   Due to its large size and inappropriate covering of the office windows, it was resolved by Delegated Powers not to give approval for a Community Festival banner to be displayed on the front of Shefford House. However, a viable alternative location will be offered to Mr Deavin as Cllr Ken Pollard has obtained permission from Morrisons supermarkets for a banner to be displayed on their fencing adjacent to the raised brick planter outside their store.

Meeting closed 17:05hrs

Minutes of the meeting of the Finance & Strategy Committee held on 15th September 2021 using www.zoom.us

Present: Cllrs Tony Dawson (Chair), Ken Pollard, Paul Mackin, June Wischhusen, Fred Wilson and Roger Fowler.

Town Clerk: F Fitch and C Quinlan (Admin Assistant)

1. **Apologies:** received from Cllrs Rene Madsen and Jez Perkins.

2. **Declarations of interest:** none declared

3. **Minutes**
   The minutes of the meeting of the Committee on 21st July 2021 were agreed as a true record and were signed digitally by the Chair. The Zoom recording was agreed to be deleted.

4. **Public Question Time:** no questions were received.

5. **Bank Reconciliations**
   It was reported that the bank reconciliations for July and August 2021 have not been finalised. They will be presented to the Committee for review at their next meeting.

6. **Mission Statement**
   The final draft of the Mission Statement for inclusion on the new Council website was distributed to the Committee and reviewed.

   Recommendation by Delegated Powers to be made to Full Council for the Mission Statement to be adopted and published on the new Council website.

7. **Town Clerk's Meeting**
   It was reported that the meeting was held on 13 September, hosted by Central Bedfordshire Council. The main agenda item was a presentation from Sarah Mortimer from Experience Bedfordshire; there was also an update on the Welcome Back Fund and Town Centre Benchmarking Studies.
   Experience Bedfordshire, the official Destination Management Organisation for Bedfordshire, have the responsibility to support businesses and organisations in the area and attract visitors from outside of Bedfordshire (including international) and maximise local use. They also provide support to businesses in the visitor economy through research, communication and training to drive up skill sets and ensure businesses have a supply chain of staff. Experience Bedfordshire are offering free advertising for Town Councils to provide information about their individual towns; currently, there is no information about Shefford on their website.
   It was also reported that a second 'People and Places' study has been commissioned by Central Bedfordshire Council to give before and after COVID-19 comparison results.

It was resolved by Delegated Powers for JW to produce the information on Shefford, which will then be sent to Experience Bedfordshire to upload onto their website to promote the town.

8. Electric Vehicle Charging Points

It was reported that two locations on Shefford Town Council's owned/leased land have been put forward for inclusion in Central Bedfordshire Council's programme of sites suitable for Electric Vehicle Charging Points. The locations are the Town Centre car park, Old Station Way (two spaces), and Bellcote Meadow Millennium Green car park, Purcell Way (one space). The Town Council has made it clear to Central Bedfordshire Council that any chargepoints would be the responsibility (including financial responsibility) of Central Bedfordshire Council, and all contracts with the chargepoint providers would be with Central Bedfordshire Council, and not the Town Council. The Town Council would need assurances in writing that these conditions are met before entering into any formal agreements with Central Bedfordshire Council.

9. Wanderbus

A request for a one-off contribution toward the printing and distribution costs for the new Wanderbus timetable, including the timetable showing routes to and from Shefford, was reviewed by the Committee.

It was resolved by Delegated Powers for a contribution of £200 to be made to Wanderbus towards the printing and distribution costs of the new timetable.

10. Tommy sign

The purchase of a small 'Tommy' lamppost sign to be displayed at the Rededication and Remembrance Services on 11th and 14th November 2021, and in future years, was reviewed by the Committee.

It was resolved by Delegated Powers to purchase two small 'Tommy' lamppost signs, one to be displayed on the lamppost adjacent to Shefford House, and the other sign to be displayed on the lamppost adjacent to St Michael's Church entrance.

11. Fair Trade and Locally Sourced Goods and Produce

KP requested the Council's support in raising awareness of the Fair-Trade goods scheme to local schools, residents and businesses during his Mayoral term of office. KP also requested the Council's support in encouraging local residents and businesses to sell and purchase locally sourced goods and produce.

Recommendation by Delegated Powers to be made to Full Council for KP to raise awareness during his Mayoral term of office of the Fair-Trade Goods scheme, and to encourage the sale and purchase of locally sourced goods and produce.

12. Joint Burial Board

The minutes of the meeting of the Joint Burial Board Committee held on 21st June 2021 were distributed to members and reviewed.

It was resolved by Delegated Powers to instruct 2 Elms of Shefford to carry out a fourth grass cut in June, and three cuts in July, if required.

Meeting closed 17:15hrs