Minutes of the meeting of the Full Council held on Friday 28th May 2021 in the Council Chamber at Shefford House, 15 High Street, Shefford, SG17 5DD, and viewed on www.zoom.us

Present: Cllrs Ken Pollard (Chair), Rene Madsen, Tony Dawson, Paul Mackin, Roger Fowler

One member of the public

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

Viewing on Zoom: Cllrs Steve Nash, Elsa Tattersfield, Den Fensome, Lisa Hayes, Nicola King and June Wischhusen; Ward Cllrs Mark Liddiard and Anthony Brown; and two members of the public.

1. **Apologies:** received from Cllrs Jez Perkins and Fred Wilson.

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

3. **Minutes**
   The minutes of the meeting of the Committee on 30th April 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**
   No questions received.

6. **Central Bedfordshire Council**
   AB reported that there will be a consultation for twenty-one days starting on 10th June 2021 for the temporary one-way system for New Street/George Street/Bloomfield Road to be made permanent.
   Highways Officers will be carrying out speed checks on vehicles traversing Hitchin Road, following concerns raised by AB regarding speeding as vehicles reach the zebra crossing.
   As yet, a decision hasn't been reached on the appeal for the planning application CB/21/01286/VOC (Units 3,5 and 7 Ivel Road, Shefford, SG17 5JU); the Highways Team are not satisfied with the revised application.
   In the next two weeks, the Halos are due to be reinstalled on the pedestrian crossing in Ampthill Road.
   TD asked for an update on the road works in Ivel Road, as they have now extended into Churchill Way. AB will check on the status.
   FF expressed concerns about the scheduled road closure by Anglian Water for Clifton Road. 28th June to 4th July 2021 and questioning if the work could be postponed until the school summer holidays, and whether Clifton Parish Council has

been informed of the road closure. AB will update the Council on this issue once he has spoken to the Highways Team.
ML reported that he is due to receive an update from Central Bedfordshire Council's Pollution Team on their monitoring of the activities of 139 Clifton Road following complaints of noise and disruption, impacting local residents and their everyday amenity. Officers have already issued a noise abatement order, meaning that work cannot start before 08:00hrs. ML urged residents to contact him or the Town Council if there are any incidents of work starting before 08:00hrs or severe impactful noise during working hours, and they can be put in contact with Council Officers who will issue them with noise diary sheets to record the incidents. Bedfordshire Police have been made aware of the indiscriminate parking around the site and are monitoring the issue.
Both ML and AB met with Highways Officers regarding the renovations to the High Street and are very close to finalising the plan for the improvements, which will then be shared with the Town Council.

7. Crime

RF reported that the crime statistics for Shefford covered the period from 1st to 28th May 2021. The overall total number of offences is down 25% compared with figures from the same period last month; twenty one offences in May compared to twenty eight offences in April. The crime figures for assault rose from one to five offences; however, there was a significant fall in other offences including: four offences for theft, robbery, burglary; three offences for harassment, malicious communications, and fear or provocation of violence; two offences for arson, criminal damage; one sexual (stalking) offence; four offences of making off without payment; one drugs offence; and one other (blackmail) offence.

8. Town Mayor's Announcements

KP reported that he is looking forward to carrying on the mantle from PM and welcomes any suggestions for improvement, or to point out any mistakes.

9. Shefford Youth Involvement

The Youth Involvement Annual Overview 2020/2021 and update for January to May 2021 was distributed to Councillors. It was reported that Youth Involvement work has continued to be delivered throughout the last year, with adaptions to accommodate the COVID restrictions. The Youth Involvement Team have been creative in delivering a range of activities as well as supporting children and young people via one to one or group work, including; a lockdown newsletter, community and school mentoring, home visits/check ins/winter care kits, detached youth work, ten by two games, an online community café, the NOW summer programme, the Shefford Youth Hub, the Shefford skate park, allotments, and outdoor sports. There has been some good partnership working with Children's Services, Youth Support Service, Central Bedfordshire, the Community Safety Team, local Policing Teams, the Need Project, and local retail outlets
The update for January to May 2021 included: mentoring support taking place in Robert Bloomfield and Samuel Whitbread Academies on a weekly basis, with additional group work sessions; mentoring in the community; 'Next Steps', a group

approach for year eleven students to support their transition into year twelve, college, or training; an online youth club for the under-tens; two Graffiti projects at Bellcote Meadow; the Youth Hub as a resource for project meeting spaces, both indoors and outdoors; fitness classes delivered by Bodyweight Movements (street workout) and Boxing Saves Lives Luton (targeted one-to-one training with two young people); the 'Use Ya Feet, Get off the Street' football project delivered weekly at the Robert Bloomfield Academy MUGA; and ongoing detached work carried out up to twice a week. It was also reported that, in May 2021, there have been opportunities for young people to be involved in decision making and evaluations at the Violence Exploitation Reduction Unit (VERU) virtual funding panel, and through surveys carried out by the Young Justice Advisors.

10. Planning and Highways

A report on the committee meeting held on 5th May 2021 was approved for publication on the website.

11. Services and Environment

A report on the committee meeting held on 12th May 2021 was approved for publication on the website. The five recommendations were approved as follows: -

It was resolved to provide volunteers from the Shefford Greenspace Conservation Group with additional personal protective equipment, namely steel toe capped boots, to wear when using the pedestrian mowers and strimmers.

It was resolved for the Clerk, in consultation with PM and TD, to order the most functional and cost-effective safer surfacing from three options, based on references and advice given by the Play Officer at Central Bedfordshire Council, the Council's Play Inspector from CPM Playgrounds Ltd, the Director of the Play Inspection Company Ltd, who carry out the Council's annual play inspection, and visits to inspect the different surfacing in situ at other play areas in Bedfordshire and Hertfordshire.

It was resolved to submit a Community Asset Grant to Central Bedfordshire Council for the refurbishment of the Toddler Play Area at Bellcote Meadow, match funded by the Council of up to £24k from the Earmarked Reserve 'Play Area Fund'.

It was resolved to extend the permission, previously granted to one of the COVID-19 volunteers, to carry out metal detecting sweeps on Council-owned green spaces.

It was resolved for a Delivery Plan to be submitted to Central Bedfordshire Council for lamppost banners to be erected in the High Street, and an event to be held in the Town Centre.

12. Finance and Strategy

A report on the committee meeting held on 19th May 2021 was approved for publication on the website. The four recommendations were approved as follows: -

It was resolved to donate £200 to support the Duck Scavenger Hunt.

It was resolved to give Delegated Authority to the Clerk to secure the new contract for the provision of the gas and electrical supply for Shefford House.

It was resolved for TD to attend a 'Finance for Councillors' online training course.

It was resolved to renew the Council's insurance policy with the policy amendments as recommended.

13. Town Clerk's report

The report was distributed to Councillors and included: congratulations to CQ for passing her Business Admin Apprenticeship with a distinction grade; the Graffiti project on the newly installed weapons bin at Bellcote Meadow Millennium Green; the election of the new Police Crime Commissioner, Festus Akinbusoye, thanks to all those who volunteered to deliver the latest edition of Shefford Newsline; the Delivery Plan to Central Bedfordshire Council, setting out the Council's proposals for a 'Welcome Back' event and lamppost banners, to be funded through the Government's 'Welcome Back' grant; the progress of the refurbishment of St Michael's Play Area; the closedown of the Omega accounting system for the year ended 31 March 2021, and the submission of the VAT return for the same period; the proposals to work in partnership with Morrisons to restock the bricked planter outside their store, together with a graffiti project to paint a mural; the design being underway on the refurbishment of the toddler play area at Bellcote Meadow Millennium Green; and the successful application to the Anglian Water Invasive Species Grant Scheme for funding to carry out surveying, control and monitoring of Himalayan Balsam along the rivers and ditches in Shefford.

14. Accounts

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

Meeting closed 17:00hrs

Minutes of the meeting of the Planning and Highways Committee held on 2nd June 2021 using www.zoom.us

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

Town Clerk: F Fitch

1. **Election of Chair**

   It was resolved that Cllr Fred Wilson be elected Chair of the Committee.

2. **Election of Deputy Chair**

   It was resolved that Cllr Roger Fowler be elected Deputy Chair of the Committee.

3. **Apologies**: received from Cllr Lisa Hayes

4. **Declarations of interest:** PM declared an interest in two plans for consideration, Agenda item 7: CB/21/01772/FULL as the resident currently living in the property is personally known to him; and CB/21/2201/FULL as the applicant is a neighbour. RF declared an interest in planning application CB/21/01950/FULL in Agenda item 7, as the property is adjacent to his rear garden. Both Cllrs left the meeting when the plans were considered, and a resolution made.

5. **Minutes**
   The minutes of the meeting of the Committee on 5th May 2021 were agreed as a true record and signed digitally by the Chair. The Zoom recording of the meeting was agreed to be deleted.

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

7. **Plans for Consideration**

   CB/21/01772/FULL
   1 Cornish Close, Shefford, SG17 5JT
   Proposal: Single storey front and rear extension, two storey and first floor side extension.

   It was resolved by Delegated Powers to object to this application on the grounds that the pitched roof for the two-storey extension over the garage on the proposed elevation drawing is incorrect; it does not match the pitching on the proposed floor plan.

CB/21/01999/FULL
21 George Street, Shefford, SG17 5BS
Proposal: Erection of a two-storey/part single storey rear extension.

It was resolved by Delegated Powers to support this application.

CB/21/01585/FULL
128 Ampthill Road, Shefford, SG17 5BH
Proposal: Two storey and one storey rear extensions, change of garage from a double to triple garage to include height increase with summer room at first floor.

It was resolved by Delegated Powers to support this application; however, it is made with the comment that the vehicular access to the triple garage may be awkward.

CB/21/01998/FULL
17 Hitchin Road, Shefford, SG17 5JA
Proposal: Proposed single storey rear extension and two storey side extension, with demolition of garage.

It was resolved by Delegated Powers to object to this application on the grounds of overdevelopment, and the removal of the garage and all onsite parking provision.

CB/21/01950/FULL
5 Iveldale Drive, Shefford, SG17 5AD
Proposal: Single storey side extension, including single garage and new external cladding and loft conversion.

It was resolved by Delegated Powers to support this application.

CB/21/01490/FULL
7 Oakwood Road, Shefford, SG17 5JZ
Proposal: Dropped kerb and driveway

It was resolved by Delegated Powers to object to this application on the grounds it compromises a Council-maintained grass verge; the property does already have an adequate garage at the rear.

CB/21/02017/FULL
Land at rear of 99 Hitchin Road, Shefford, SG17 5JB
Proposal: New for bed detached house

It was resolved by Delegated Powers to support this application with the following comments: the requirements of the Fire and Rescue Service should be complied with; it must be recognised that the dwelling will be located in close

proximity to an existing mechanical workshop and large vehicle movement area, which will generate noise; and there should not be any further properties built on the site.

CB/21/02201/FULL
6 Queen Elizabeth Close, Shefford, SG17 5LE
Proposal: Proposed single storey side extension.

It was resolved by Delegated Powers to object to this application on the grounds of the removal of the access to the garage plus one parking space.

CB/21/02194/VOC
Land off Harrow Way, Shefford
Proposal: Variation of Condition number 19 planning permission CB/20/04694/VOC (Variation of condition number 14 of planning permission CB/16/05852/FULL – Construction of six new dwellings): Visibility splay at each access instead required in advance of each access coming into use.

It was resolved by Delegated Powers to support this application.

8. **Chicksands Parish Council Neighbourhood Plan**
   A notice of consultation was received from Central Bedfordshire Council on the Campton and Chicksands Parish Council Neighbourhood Plan and noted.

9. **Hillfoot Farm Archaeological Investigation**
   The preliminary summary of the archaeological investigation at Hillfoot Farm, Shefford, produced by the Archaeological Team at Vistry Homes was distributed to Members, and reviewed. It was felt that the artifacts uncovered from the investigations should be offered to the Council for display in the town, rather than be deposited at the Higgins Art Gallery and Museum (Bedford).

Meeting close 17:30hrs

Minutes of the meeting of the Services and Environment Committee held on 9th June 2021 using www.zoom.us

Present: Cllrs June Wischhusen (Chair), Jez Perkins, Ken Pollard, Rene Madsen, Paul Mackin and Elsa Tattersfield.

Town Clerk: F Fitch

1. **Election of Chair and Deputy Chair**

   It was resolved that Cllr June Wischhusen be elected Chair of the Committee, and Cllr Jez Perkins be elected Deputy Chair.

2. **Apologies:** received from Cllr Den Fensome.

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

4. **Minutes**
   The minutes of the meeting of the Committee on 12th May 2021 were agreed as a true record and signed digitally by the Chair. The Zoom recording of the meeting was agreed to be deleted.

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

6. **Communications**
   It was reported that the summer 2021 edition of Newsline has been distributed, and the deadline for the autumn 2021 edition is July 4th, 2021.
   Work will be starting later this month on the new website. It has been agreed with the Council's Internal Auditor that the 'Home' page and the financial information and minutes will be the priority for populating the drop down pages. These sections are essential for the Council to comply with the Transparency Code.

7. **Parks and Open Spaces**
   The report on the parks and open spaces, including play areas, their inspections, and any repairs necessary, was distributed to committee members and reviewed, including: a set of pull up bars for installation at Bellcote Meadow Millennium Green; the naming of the proposed community orchard at the Tippetts Drive entrance to Bellcote Meadow Millennium Green; permission for vehicular access from Waterside to a resident's property to move a water meter; revamping of the raised brick planter outside Morrisons supermarket; the production of a draft masterplan for a ten year planning programme in the town's green spaces and grass verges.

   It was resolved by Delegated Powers for the Council to match fund the manufacture and installation of a set of bespoke street workout pull up bars and safer surfacing from Incite Fitness; they will be installed in Bellcote Meadow Millennium Green. This project will be match funded by a Ward Councillor grant and Section 106 monies.

It was resolved by Delegated Powers that the proposed planting of an orchard of dwarf stock fruit trees, at the Tippetts Drive entrance to Bellcote Meadow Millennium Green, be named the 'Jubilee Orchard' to mark the Queen's platinum jubilee.

It was resolved by Delegated Powers to give permission for vehicular access through Waterside to the property, 8 Powells Road, in order for a contractor to move the main water supply. The property owner has given assurances they will make good any ground damage.

It was resolved by Delegated Powers for the Town Clerk to raise an order to Branching Out Tree and Garden Services to fell and stump grind out the trees in the raised brick planter outside Morrisons Supermarket in Shefford, as part of revamping of the area.

It was resolved by Delegated Powers for the Youth Involvement Team to proceed with the arrangements for a graffiti project to spray paint a mural on the brickwork of the raised brick planter outside the Morrisons Supermarket in Shefford, as part of the revamping of the area.

It was resolved by Delegated Powers for the production of a draft masterplan for a ten-year tree planting programme, based on planting five or more trees per year in the town's green spaces and grass verges.

8. Shefford House

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

9. Welcome Back Fund

It was reported that the Delivery Plan for Shefford's Welcome Back Event and lamppost banners were incorporated into the Central Bedfordshire wide Delivery Plan, which was submitted to the Ministry for Housing, Communities and Local Government (MHCLG). The projects have been reviewed by the MHCLG and they have confirmed verbally that our activities are eligible and can proceed; Central Bedfordshire Council are waiting for the formal written approval. Shefford's Delivery Plan includes: the replacement of the static bollards leading to Morrisons along Church Walk with removable ones; six lamppost banners for installation in the High Street; and a 'Welcome Back' event on the 10th of July with a Food Festival, the 'Grand Opening' of St Michael's Close Play Area, the selection and crowning of Shefford's 2021/2022 Princes and Princesses, funfair rides, costume characters and fete stalls.

10. Bellcote Meadow Millennium Green Trust

The minutes of the Annual General Meeting of the Bellcote Meadow Millennium Green Trust held on 25th May 2021 were distributed to committee members and reviewed.

11. Shefford Greenspace Conservation Group

The minutes of the Annual General Meeting of the Shefford Greenspace Conservation Group held on 25th May 2021 were distributed to committee members and reviewed.

Meeting closed 17:30hrs

Minutes of the meeting of the Finance & Strategy Committee held on 16th June 2021 using www.zoom.us

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

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

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

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

3. **Minutes**
   The minutes of the meeting of the Committee on 19th May 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. **Community Safety**
   A copy of the slide presentation by NOAH (New Opportunities and Horizons) from Central Bedfordshire Council's Community Safety briefing on rough sleeping was distributed to the Committee, together with the update on crime that was given at the start of the session.

6. **Dementia Friendly Town**
   It was reported that the last three editions of Newsline have included an article to promote Dementia awareness, and a further article will be submitted for the autumn edition of the publication. The Council is arranging for an online Dementia training session for the Churches in the town (to also include All Saints Church in Campton and St Mary's Church in Meppershall). Additional training sessions will be arranged later in the year for Morrison's, the library, and any other businesses in the town that express an interest to become more Dementia Aware. The Memory Box will be displayed in the library when the branch fully opens to the public.

7. **Armed Forces Covenant**
   The proposal for the Town Council to officially sign the Armed Forces Covenant, a pledge that promises that those that serve or have served in the armed forces and their families are fairly treated, was reviewed by the Committee.

   It was resolved by Delegated Powers that the Town Mayor signs the Armed Forces Covenant on Saturday 26 June 2021 at 11:00hrs in the Market Square.

8. **Representatives on outside bodies**
   It was reported that RM will be the Council's representative for the Shefford Town Memorial Association, and JW will be the Council's representative for Wanderbus.

9. **Hybrid Meetings**
   It was reported that the feedback received following the initial hybrid meeting of the Full Council on 26th May had been positive. The constructive criticism received was that only one person should speak at any one time from the attendees meeting face to face in the Council Chamber. It was noted that those Members who were attending the meeting via Zoom were not entitled to vote on any decisions.

10. **Internal Audit Report**
    The final internal audit report for the year ended 31 March 2021 was distributed to the Committee for review. The recommendations in the report, all relating to the Transparency Code, were noted; they will be addressed when the Council's new website is operational.

11. **Financial Statements and Annual Governance and Accountability Return**
    The Financial Statements and the Annual Governance and Accountability Return for the year ended 31 March 2021 were distributed to the Committee for review. They will be presented to the Full Council for approval at the meeting to be held on 25 June 2021.

12. **Utilities at Shefford House**
    It was reported the Council have signed a three-year fixed price contract with Smartest Energy for the provision of the gas and electrical supply for Shefford House. The tariffs agreed on 8 June 2021 will take effect from February 2022, when the current contract with Eon expires.

Meeting closed 16:43hrs