Minutes of the meeting of the Full Council held at Shefford House, SG17 5DD on Friday 20th December 2019

Present: Cllrs Paul Mackin (Chair), Ken Pollard, Roger Fowler, Elsa Tattersfield, Rene Madsen, Nicola King, Den Fensome, Steve Nash, Lisa Hayes, Tony Dawson and Richard Orman.

Ward Councillor Anthony Brown and ten members of the public

Town Clerk: F Fitch accompanied by C Quinlan

1. **Apologies:** received from Cllrs Fred Wilson and Ward Councillor Mark Liddiard

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

3. **Minutes**
   The minutes of the meeting of the Committee on 29th November 2019 were approved and signed by the Chair

4. **Matters arising**
   It was reported that the churned up grass verge in Great Hill had been recorded on the Highways fault reporting system. The dog owner who had been seen repeatedly walking his dog without a lead along roadside footpaths has been recently been seen walking the dog on a lead.
   The Planning Officer has conveyed in writing to PM the assurances that the Ward Councillors gave over the reserved matters and variation of condition planning applications received for the proposed development on the land west of Hitchin Road.

5. **Public question time**
   Martin Wren requested an update on the proposed raised pedestrian crossing in Ampthill Road. AB reported that the proposed traffic calming scheme for Ampthill Road was approved at this week's Traffic Management Meeting, and subject to a new legal agreement, the target for installation is Easter 2020. Once the scheme has had time to bed-in, the extension of the 20mph speed limit up to the Campton Road/Davy Drive junction will be assessed. AB's request for the installation of the latest standard of belisha beacons on the pedestrian crossing was agreed. They will have lit poles and halo enhanced globes for improved visibility.

   Linda Harrison expressed concerns about the poor state of repair of some of the speed calming tables in Shefford, and the height of some which result in drivers/passengers bouncing over them which is painful for people with back conditions. AB reported that the three calming tables in Ivel Road are a unique design, being built differently to conventional tables as the platforms had to be the same height as the adjacent footpath.

6. Crime

RF reported that there were twenty nine offences for the period 28th November to 19th December, an interim report due to the timing of the Full Council meeting. The figures include six assaults and six making off without payment.

There was only one instance of theft from shops and stalls which is encouraging for a twenty one day period.

7. Town Mayors Announcements

The Mayor reflected on the year, a very busy year, particularly with taking on the administration of the cemetery and interments. Next year looks even busier, with the Youth Hub up and running, the establishment of a Shefford Rotary Group, the Dementia Friendly Town project and the Neighbourhood Plan.

The Mayor offered season's greetings to members and their families, and thanks for their efforts during the year.

8. Shefford Youth Involvement

NK reported on a really good year, tackling serious crime and supporting families. The skatepark is now open and over four and a half thousand people shared the post on social media.

It was reported that the plumbing and electrical works have been completed on the refurbishment project for the Youth Involvement Hub at Bellcote Meadow pavilion. The building works will commence in January, with redecoration work undertaken by supervised youth volunteers once the building work is complete. The project is on target to be delivered in time for the visit from the Police Crime Commissioner on the 19th February.

Looking towards the next year, the Youth Council is to be restarted, and the Hive will continue and are looking to create space for a Youth Café to complement the Youth Hub and Youth Council.

Central Bedfordshire have confirmed, dependent on budget, that a grant of £15,000 will be awarded to fund the Youth Involvement Team in 2020/21.

NK thanked her team, SN and Graeme Endersby, and also thanked members for answers to her questions, explaining that the team are accountable to the Town Council, and the importance of members understanding the work of the Youth Involvement Team.

PM thanked the Youth Involvement Team and NK for her leadership.

9. Planning and Highways Committee

The report on the committee meetings held on 4th and 18th December 2019 were approved for publication on the website. Unless any agenda items need an urgent decision, the meeting of the committee on the 1st January 2020 will not take place, with any plans and other matters included in the meeting of the Committee on 15th January 2020.

RF brought the need to repaint the double yellow lines at the School Lane entrance to Shefford Lower School to the attention of AB.

10. Services and Environment Committee

The report on the committee meeting held on 11th December 2019 was approved for publication on the website, including the approval of two recommendations.

11. Finance and Strategy Committee

The report on the committee meeting held on 20th December 2019 was approved for publication on the website, including the approval of two recommendations.

12. Central Bedfordshire Council

AB reported that the waste collections over the Christmas period will be on Tuesday 24th December 2019 and Thursday 2nd January 2020.

Members have a meeting scheduled on 9th January to outline the requirements associated with the Community Assets Grant Scheme, a Central Bedfordshire Council scheme where applications can be made for match funded grants up to £25,000.

AB and ML met with a representative from Highways for a joint inspection of the town centre with the emphasis on safety and cosmetic highways faults, many of which were outstanding from previous reports/inspections. AB has received confirmation that the funding to rectify the faults has been agreed from within the current year's maintenance budget.

13. Town Clerk's report

The report was circulated to Councillors and included a report on the VE75 arrangements, the changes for Shefford House in 2020, the provisional date of 6th February for the County Line and Gangs workshop for Councillors and a request for Councillors to report any problems at the cemetery over the Christmas period as Council Staff will not be monitoring the site.

14. Accounts

The list of payments for December 2019 was circulated to Councillors and approved.

Meeting closed 20:35hrs

Minutes of the meeting of the Services and Environment Committee held at Shefford House, SG17 5DD on Wednesday 8th January 2020

Present: Cllrs Tony Dawson (Chair), Rene Madsen, Paul Mackin, Den Fensome, Elsa Tattersfield and Richard Orman.

Town Clerk: F Fitch

1. **Apologies:** received from Cllr Ken Pollard

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

3. **Minutes**
   The minutes of the meeting of the committee on 11th December 2019 was agreed as a true record and signed by the chair.

4. **Communications**
   TD reported that the articles for the spring edition of Newsline, the 100th edition and printed in colour throughout, will be going to Character Press tomorrow morning. The process of negotiating transferring the responsibility of advertising to Character Press has begun.
   It was reported that the Council's website administrator had reviewed the requirements definition document for the Council's new website, and once the amendments have been made, it will be sent to RM for review.
   The Town Clerk reported that she has set up a Shefford Town Council WhatsApp group which will be used to inform and engage Councillors in what's happening on the ground.
   Enquiries have been made with Character Press on the production of postcards of Shefford, fifty to a batch, and the photos to be taken during the summer.

5. **Play Area Inspections**
   It was reported that the repairs to the crack in the footpath at the entrance to St Michael's Play Area will be carried out in January, replacement handlebar covers and nut caps have been procured to repair the exercise bike at Bellcote Meadow, and an instruction had been given to CPM Playgrounds to replace the worn links on the basket swing chain at the STMA.
   The cost of replacing the worn bearings on one of the Kompan Spicas, a rotating item of play equipment at the STMA, against the cost of removing the equipment, was reviewed.
   The requirement to carry out an independent annual play inspection on four play areas, Lucas Way, St Michaels Close, STMA and Bellcote Meadow, by the Play Inspection Company at a reduced cost, through the Council's membership of ParksEast, was reviewed.

   It was resolved for the Town Clerk to instruct CPM Playgrounds Ltd to remove one of the Kompan Spicas due to prohibitive cost of repairing the equipment.

It was resolved for the Play Inspection Company to be instructed to carry out an annual inspection of Lucas Way, St Michaels Close, STMA and Bellcote Meadow play areas.

6. **Parks and Open Spaces**
   The report on the parks and open spaces was distributed to all committee members and reviewed including the progress on the land registration and transfer of Drovers Spinney from Central Bedfordshire Council to Shefford Town Council.

   Recommendation to be made to Full Council for the Town Clerk to raise an order to Will Trust & Protect to carry out the land registration and transfer of Drovers Spinney.

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

8. **VE75**
   An update on the progress of the VE75 street party arrangements was reported, including a meeting of the key organisers to be held on Thursday 16th January.

9. **Public Toilets**
   It was reported that the men's side of the toilet block is currently closed due to the entrance gate post being corroded at the base, resulting in it being unsafe to unlock the gates. A quotation for the post to be replaced was reviewed by the committee.

   It was resolved for the Town Clerk to raise an order to Gemmaton to remove the corroded gate post and fabricate and install a new post.

Meeting closed 20:30hrs

Minutes of the meeting of the Planning and Highways Committee held at Shefford House, SG17 5DD on Wednesday 15th January 2020

Present: Cllrs Fred Wilson (Chair), Roger Fowler, Ken Pollard, Richard Orman, Paul Mackin, Rene Madsen and Tony Dawson.

Town Clerk: F Fitch

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

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

3. **Minutes**
   The minutes of the meeting of the committee on 18th December 2019 were agreed as a true record and signed by the chair.

4. **Plans for consideration**

   CB/19/04226/FULL
   Units 3, 5 and 7 Ivel Road, Shefford, SG17 5JU
   Proposal: Demolition of 2 no. existing industrial units and construction of 9. No dwellings with 26 parking bays and the regeneration of existing unit.

   It was resolved to object to this application, and concur with the objections raised by the Central Bedfordshire Council Pollution Officer, namely:

   "The proposed development would seek to introduce new noise sensitive receptors to the location. This can have implications for both future residential occupiers and the existing commercial business….this could give rise to complaints unless any potential noise impacts are robustly assessed and mitigated where appropriate. This could have an impact on the lawful operations of the existing businesses at this location which would be contrary to the provision of paragraph 182 of the revised NPPF"

   "…the proposed development includes the replacement of a single flat-roofed structure with a new building to be used as a dance studio….there is the potential for this commercial use to generate noise from any amplified music and from customers accessing and leaving the premises."

   "It is very disturbing that no noise impact assessment has been submitted with the application"

   "….impacts from existing commercial artificial light sources on the proposed residential site will need to be considered and assessed but sadly again this has not been addressed."

Furthermore, Shefford Town Council observes that the original application has been scaled back, from ten to nine properties, which means there will be no Section 106 funding nor provision of affordable homes.
The Design and Access Statement submitted with the application contains numerous points which are erroneous or misleading, namely:

Section 1.3 The description and number of dwellings is incorrect
Section 3.2 The description and number of dwellings is incorrect
Section 3.3 The number of parking bays is overstated
Section 3.4 The number of parking bays is overstated
Section 4.4 The reference to Bedford Borough Plan Policies is irrelevant as Shefford is not part of Bedford Borough
Section 5.2 Contains references to an "accompanying marketing statement completed by Satchells" although this is not provided
Section 5.16 The number of parking bays is overstated

Shefford Town Council further objects to this application for the following reasons:

- ***the residents' vehicles, and those of their visitors, will add congestion onto an already busy road (Ivel Road)***
- ***the left-hand bend in the proposed access road adjacent to Unit 7 appears to be too narrow for vehicles to pass safely***
- ***there does not appear to be any provision of pavement on the access road for safe pedestrian access***
- ***there appears to be insufficient space on the proposed development to permit a refuse vehicle to turn around***
- ***the proximity of the existing industrial units to the proposed dwellings will have a negative impact on their amenity***
- ***the demolition of two of the existing industrial units removes the potential for much-needed employment within the town***

5. Shefford Dental Clinic

RF reported on his meeting with Mr Rao, the practice manager of the Shefford Dental Clinic, where he reviewed the facilities at the existing clinic in Robert Lucas Drive, Shefford, SG17 5FS, and facilities at the new clinic which will be relocated to 99 Hitchin Road, Shefford, SG17 5JB. Whilst the existing clinic has good facilities, they are limited with the clinic having to close its books to new clients. The facilities for the new clinic were superb, with the conversion and extension being carried out by specialist dentistry builders, and giving double the capacity of that of the existing practice clinic.

It was resolved to support the relocation of the Shefford Dental Clinic.

6. Empty Properties

It was reported that a Section 215 warning letter has been served on the owner of 4 Southbridge Street by Planning Enforcement at Central Bedfordshire Council, and a contractor has started repair work to the external window sills this week.

7. **Plough Lane/Harvest Rise Play Area**
   The proposal to replace the boulders in the Plough Lane/Harvest Rise Play Area with soft landscaping from the Harvest Rise Residents Steering Group was reviewed.

   It was resolved for the Town Clerk to advise the Steering Group that whilst the Town Council had no objections to the boulders being replaced, that permission is sought from Central Bedfordshire Council before the work is carried out as the boulders may be part of flood alleviation measures, and/or their removal may contravene the S106 agreement or planning guidelines.

8. **Phone Box Consultation**
   It was reported that the Council's response to the second stage consultation on British Telecoms' proposals to remove the public phone box outside the Lemon Plaice has been submitted in line with our first stage response; the Council disagree with the removal of the public phone box outside Lemon Plaice, and a number of public use telephone on guaranteed lines should be provided in all communities for placing calls during mobile phone outages, civil emergencies and for use of those without mobile phone access.

   Meeting closed 19:50hrs

Minutes of the meeting of the Finance & Strategy Committee held at Shefford House, SG17 5DD on Wednesday 15th January 2020

Present: Cllrs Richard Orman (chair), Paul Mackin, Ken Pollard, Tony Dawson, Rene Madsen, Fred Wilson and Roger Fowler.

Town Clerk: F Fitch

1. **Apologies:** none received

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

3. **Minutes**
   The minutes of the meeting of the committee on 18th December 2019 were agreed as a true record and signed by the Chair.

4. **Bank reconciliations**
   The bank reconciliations for 31 December 2019 were reviewed against statements by RO (chair) and approved. The petty cash was counted by TD and approved.

5. **Member Disqualification**
   It was reported that Councillor Darryl Coffey is no longer qualified to be a member of Shefford Town Council as he has not attended a Standing Committee meeting or meeting of the Full Council for more than six months.

   Recommendation to be made to Full Council for the Town Clerk to notify Central Bedfordshire Council of the vacancy on the Town Council, and for KP to write a letter of thanks to Darryl Coffey for his time and efforts spent as a Town Councillor for Shefford.

6. **Income and Expenditure**
   The income and expenditure report for the nine months to 31 December 2019, together with an explanation of variances, was distributed to all members and reviewed.

7. **Shefford Pub Watch**
   It was reported that a Shefford Pub Watch group has been formed and includes representatives from the public houses The Bridge, The Cornerstone and The White Hart. It is hoped that other public houses in Shefford and surrounding villages will soon join the group. The formation and set up of the group is being supported by Central Bedfordshire Council, Bedfordshire Police, National Pub Watch and Shefford Town Council.

   It was resolved for Shefford Town Council to fund the first year's set up costs of £300, to cover the indemnity insurance cover for the group, and give administration assistance where needed.

8. Youth Involvement Hub

The additional costs from Open Reach, for the installation of WiFi at Bellcote Meadow pavilion for the Youth Involvement Hub, were reviewed.

Recommendation to be made to Full Council for the Town Clerk to instruct a groundworks/engineering contractor to dig a trench and lay a BT approved duct from the Youth Involvement Hub at Bellcote pavilion, underground across the Bellcote car park, to connect to BT's existing duct at the car park entrance. Also to instruct Open Reach to feed cabling through the newly installed duct to install an internet connection to the Youth Involvement Hub. The cost of both sets of work not to exceed £2,500, to be funded through S106 monies/grant funding.

9. Neighbourhood Planning Workshop

The attendance of three delegates on the Neighbourhood Planning Workshop to be held by CPRE on 4th March 2020 was reviewed.

It was resolved for the Town Clerk to book KP, the Town Clerk and the Business Admin Apprentice onto the Neighbourhood Planning Workshop.

10. London Bridge

The procedures for London Bridge were reviewed.

It was resolved for PM to distribute a draft policy on the London Bridge procedures to all members, for review and adoption at the next meeting of the Committee.

11. Citizens Advice (Mid Bedfordshire)

The request to make a grant towards this year's running costs of the Citizens Advice (Mid Bedfordshire) Outreach project was reviewed.

It was resolved for a donation of £200 to be made to the Citizens Advice (Mid Bedfordshire) Outreach project towards their running costs for the year to 31st March 2020.

12. School Admission Arrangements

The consultation from Central Bedfordshire Council on admission arrangements for the academic year 2021/2 was reviewed and noted.

13. IT

It was reported that an initial one off backup, then daily backups (all full disk) would be required for the Town Council if Cloud storage was procured following a successful disaster recovery test from the hard disks, with the procedures being confirmed by RF following discussions with the council's IT consultant.

14. **Bedfordshire Fire and Rescue Service**
    PM reported that the Council's response to the Bedfordshire Fire and Rescue Service Community Risk Management Plan and Budget consultation agreed with their overall strategy and included a comment regarding using on duty firefighters to carry out hydrant inspections which has the benefit of them gaining local knowledge and specific risks.

Meeting closed 21:00hrs