**Minutes of the meeting of the Full Council held on Friday 27h November 2020 using www.zoom.us**

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

Ward Cllrs Anthony Brown and Mark Liddiard, and two members of the public

**Town Clerk:** F Fitch and C Quinlan (Business Admin Apprentice)

1. **Apologies:** received from Cllr Richard Orman and Ward Cllr Mark Liddiard; however, both of them joined the meeting part-way through.

2. **Declarations of interest:** No further interests declared other than those already noted in the Standing Committee minutes, number 3012 11/20.

3. **Co-option of New Councillor**
   Following a short presentation from the applicant, it was resolved unanimously that June Wischhusen be co-opted to fill a vacancy on Shefford Town Council.

4. **Minutes**
   The minutes of the meeting of the Committee on 30th October 2020 were approved and signed by the Chair. The Zoom recording of the meeting was agreed to be deleted, together with the recordings for the July and September 2020 meetings.

5. **Matters arising**
   No matters arising.

6. **Public Question Time**
   Audrey White reported that you can no longer walk on the footpath by the corner of Great Hill due to mud from residents illegally parking on the adjacent grass verge. ML will raise this to see what can be done.

7. **Central Bedfordshire Council**
   AB reported that the Local Plan examination in Bristol starts on the 8th December 2020; if the white paper giving Central Bedfordshire more housing required is approved, a new Local Plan will have to start straight after the current one has been approved. However, it is anticipated that the number of houses requirement in the original documents will be reduced.
   The planning application for the Ivel Road commercial area has gone to appeal: comments can still be submitted until the 4th December 2020.
   AB will be attending the second round of public engagement meetings for the proposals for the development of RAF Henlow and will report back to the Council with any details of the Masterplan, including the development of the airfield.
   There are also substantial development plans for Beadlow in the pipeline; AB will report back following the first meeting on the 1st December 2020.
   The finger post, outstanding from the Market Town Regeneration Fund project, is due to be delivered to the Highways depot at Sandy on the 6th December; if delivered on time, it will be installed prior to Christmas.
   A new Highways fault reporting system, 'Fix My Street', is undergoing trials. We will be shown how to use this simple system once it is available for release.

Paul Middleton from Highways has confirmed that funding is available in this financial year to resurface the junction with the High Street and Southbridge/Northbridge Streets. The work may entail road closures or temporary traffic lights to be put in place.
The planning application for the 17a Ivel Road development of forty two affordable housing dwellings has been approved, with minimal S106 monies for education and a traffic order only.
The planning application for the Hillfoot Farm development was approved by the Development Management Committee without the inclusion of an intersection with Harrow Way. Both ML and AB have protested as to why the outline application recommendations for an intersection were not followed. This intersection is necessary in order that the development does not become a satellite for the town; both Ward Councillors expressed their unhappiness and will be meeting with Planning Officers and the Legal Team to review the decision, with the last resort being to request a compulsory purchase order to be instigated.
Cllr James Jamieson will be standing down as Leader of the Council in January 2021. A new Leader will be elected at the January meeting of the Full Council.
ML will follow up on Town Clerk's request for an update on the removal of the railings at Campton Underpass and the installation of bollards to prevent unauthorised vehicular traffic.
The Town Clerk asked for the Ward Councillor's support in their application for a Community Asset Grant for the refurbishment of the Bellcote Meadow Toddler Play Area, should there be another round of funding in the New Year. AB confirmed their support but stated that they would not be favouring any applications until they are all received, and they will be judged against certain criteria with the decision to award a grant being made by a panel, not the Ward Councillors.
RO reported on a complaint from a local resident about inconsiderate parking on pavements on the route from Back Lane to George Street, which resulted in the resident having to walk in the roadway. AB stated this was a police matter; FF is to pass on the complaint to the new Community Safety Officer for action.
MW reported that the footpath resurfacing works have been completed in Victoria Road, and in Ampthill Road between the fish and chip shop and The Hollies. RO noted that the new tarmac footpath in Ampthill Road seems very porous; ML explained that there are several different types of tarmacadam, and any defects found will be rectified.
It was been highlighted to the Highways Strategic Asset Management Team that the footpaths in Bury Road and in Oakwood Road need replacing. ML asked for Members to email him any other footpaths in the town that are causing concern.
The Ward Councillors have a walkabout scheduled with the Highways Custodian for the High Street. FW asked for the date as he would like to attend if available.
ML reported that Cllr Kevin Collins has given the Council's commitment to escalate looking at the future of Shefford Town Centre, and the Town Council's proposals for its improvement.
ML reported that contact has been made with the Highways Team and Steve Wenham from Bedfordshire Police regarding the road safety of the A507, in particular, the mud on the road near the excavation/soil distribution company. Sadly, there have been several accidents recently, including a young fatality.

**8. Crime**

RF presented the summary of crimes for the period March to November 2020, grouped into categories. The statistics for November were only to the 26th of the month and it was expected that the total for the full month would be around thirty reported crimes, a considerable improvement from last month's figures. However, reported crimes for criminal damage had risen this month. The detailed figures for the month show no obvious clusters of any significance.
FF reported that two of the nine crimes reported in the criminal damage category were damage to Town Council property in Bellcote Meadow Millennium Green; vandalism of the kissing gate at the

Ashdown Road entrance, and to the bridge leading from footpath 3 into the set aside area. It was also reported that regular weapon sweeps were being carried out in Council's parks and open spaces, and although no weapons have been found, a small box containing cocaine was discovered near Northbridge.

The Town has been invited to participate in the Town and Parish Survey; RF gave a brief overview of some of the questions in the survey and invited members to contact him with any comments prior to him submitting a response on behalf of the Council.

PM reported that he would be meeting with the Chief Constable on the 8th December.

**9. Town Mayor's Announcements**

The report was distributed to Councillors and included the Christmas opening times for the Town Council and the success of two events to mark Remembrance Day and Armistice Day; thanks were given to Councillors who attended or assisted with the event, the Shefford Lower School for sending a group of students to lay a wreath on Armistice Day, and Les Davies for producing a video of Remembrance Day.

A Youth Support Service grant was successfully applied for, to provide activities and care packages during the latter part of the winter for young people.

The Mayor extended an invitation to all Members to stay on Zoom following the meeting of the Full Council on 18th December, to raise a glass to celebrate Christmas 2020; seasonal wishes were given from the Mayor and Mayoress.

**10. Shefford Youth Involvement**

The Town Clerk reported that NK had to leave the Zoom meeting: therefore, her update on the Shefford Youth Involvement will be distributed to members following the meeting, and reported in the minutes, see below: -

NK reported that the Youth Hub has had one hundred and forty one visitors since its opening in February 2020; although there have been limitations this year, the Youth Hub has still been a useful space for activities including the provision of mentoring, care kits and the summer programme.

From January 2021, Dan Gaze will be running 'Use Ya Feet; Get off the Street', a six-month football project based at the Multi-use Games Area at the Robert Bloomfield Academy. This is being funded by a youth grant from Central Bedfordshire Council.

The Team have delivered regular detached youth work sessions up to three days a week (at different days and times). These sessions are mostly in the evenings, but some sessions have been needed during the day where school year groups were not in school.

There are currently thirty-two students, children, and young people, receiving mentoring support in both Samuel Whitbread and Robert Bloomfield Academies.

A total of one hundred Winter Warmer Care Kits are being put together and delivered to young people and some adults in the locality. Kits consist of hot chocolate, biscuits, marshmallows, writing pads, games, and keyrings. SN reported that the kits were phenomenal, especially in helping improve the mental health of the young people and adults who receive them.

**11. Planning and Highways**

The report on the committee meeting held on the 4th November 2020 was approved for publication on the website.

**12. Service and Environment**

The report on the committee meeting held on 11th November 2020 was approved for publication on the website, and the four recommendations were approved.

**13. Finance and Strategy**

The report on the committee meeting held on 18th November 2020 was approved for publication on the website, and the recommendation was approved.

**14. Town Clerk's report**

The report was distributed to Councillors and included: the winter works in the Millennium Green and the collection of the wood harvested from the cricket bat willows; the Council's entry into the Town's virtual Christmas Tree competition; a request for testimonies from Members for CQ's end point assessment for her Apprenticeship; the smooth running of the Remembrance and Armistice Day events; the Shefford Good Neighbour Group dealing with all support requests from residents during the second lockdown; and the fast turnaround, delivering the latest edition, winter 2020 number 103, of Shefford Newsline.

**15. Accounts**

The list of payments for November 2020 was circulated to Councillors and approved.

**Meeting closed 17:30hrs**

**Minutes of the meeting of the Planning and Highways Committee held on 2nd December 2020 using www.zoom.us**

**Present:** Cllr Fred Wilson (Chair), Roger Fowler, Ken Pollard, Paul Mackin, Richard Orman, June Wischhusen, Lisa Hayes and Rene Madsen.

Ward Cllrs Mark Liddiard and Anthony Brown, and Jonny Gill and Nick Carr from Rosconn Strategic Land

**Town Clerk:** F Fitch and C Quinlan (Business Admin Apprentice)

1. **Apologies:** none received.

2. **Declarations of interest:** RM declared an interest in planning application CB/19/03622/FULL due to a family connection with the landowner. RM left the meeting whilst the application was considered, and a resolution made.

3. **Minutes**
   The minutes of the meeting of the committee on 4th November 2020 were agreed as a true record and signed digitally by the chair. The Zoom recording of the meeting was agreed to be deleted, together with the recordings of the July and October 2020 meetings.

4. **Presentation from Rosconn Strategic Land**
   Nick Carr (Operations Director) and Jonny Gill (Planner) from Rosconn Strategic Land gave a brief introduction then a presentation on the proposed outline planning application of up to 29 dwellings within the paddocks to the rear of 210 Shefford Road, Clifton. The presentation covered: the site in its current context, being in the Parish of Clifton but adjacent to the administrative boundary of Shefford Town and used for grazing; the proposed development with vehicular access via 210 Shefford Road, an additional pedestrian/cycle link, a residential area of around 0.95 hectares to accommodate twenty nine dwellings, a public open space of around 0.51 hectares including an attenuation basin, additional planting, and a possible community orchard; the pre-application engagement with Central Bedfordshire Council, including a meeting with Planning, Landscape and Ecology Officers, with the proposed design being amended to take account of the suggestions made by the Officers.
   The Chair thanked the visitors for attending and presenting their proposal to Shefford Town Council.

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

6. **Plans for consideration**

   *CB/20/04062/FULL*
   Land Adjacent No. 2, Thresher Close, Shefford, SG17 5GH
   *Proposal:* New chalet bungalow

***It was resolved to object to this application on the grounds of overdevelopment, it is not in character with adjacent properties, it would have a negative impact on the amenity of the adjacent three terraced houses, and it would destroy any possibility of a road/pathway link between the adjacent proposed development off Ivel Road (CB/19/03340/RM).***

*CB/20/04223/FULL*
9 Tillers Close, Shefford, SG17 5UN
*Proposal:* Single storey rear extension

***It was resolved to support this application.***

*CB/20/04197/FULL*
25 Eisenhower Road, Shefford, SG17 5UP
*Proposal:* First floor side extension

***It was resolved to support this application.***

*CB//20/03750/FULL*
The Old Shefford Forge Site, Southbridge Street, Shefford, SG17 5DB
*Proposal:* Re-submission of planning application CB/19/03622/FULL erection of a two storey four-bedroom house, with associated parking, access, and landscaping

***It was resolved to object to this application on a majority vote on the following grounds: -***

***The proposed property would be overdevelopment of the site, being extremely cramped, with only two on-site parking spaces, which is insufficient for a four bedroomed house.***
***The proposed property would be in close proximity to the Morrison Supermarket delivery yard. Morrison Supermarkets have made an application to extend their delivery times which Shefford Town Council has objected to on the grounds of the noise pollution to adjacent residents following complaints from residents. This would only increase the complaints received, and thus put more restrictions on Morrison Supermarket operations.***
***The proposed development is very close to the river and the Town Council questions if the land is part of the flood plain.***
***A full archaeological survey of the site is essential as the site was once used as an ancient forge.***
***Also, we would like to note that if Central Bedfordshire Council are minded to grant this development approval, the splay from the access onto Clifton Road would need to be considerably widened, the hedges to be reduced and maintained within the vision splay, no higher than one metre from ground level and a remark made in the planning approval that no noise complaints will be accepted from future residents.***

*CB/20/04231/FULL*
172 Clifton Road, Shefford, SG17 5AH

*Proposal:* New office/gym with link corridor following demolition of existing outbuilding

***It was resolved to support this application.***

*CB/20/03470/FULL*
32 Old Station Way, Shefford, SG17 5ED
*Proposal:* Construction of a new rear single storey extension, select window replacements and internal redesign of the ground floor

***It was resolved to support this application.***

**Meeting closed 17:20hrs**

**Minutes of the meeting of the Services and Environment Committee held on 9th December 2020 using www.zoom.us**

**Present:** Cllrs Tony Dawson (Chair), Paul Mackin, Ken Pollard, Richard Orman, Den Fensome, Elsa Tattersfield, June Wischhusen, Roger Fowler and Fred Wilson

One member of the public

**Town Clerk:** F Fitch and C Quinlan (Business Admin Apprentice)

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 11th November 2020 were agreed as a true record and signed digitally by the Chair. The Zoom recording of the meeting was agreed to be deleted together with the recordings of the July, September, and October 2020 meetings.

**4 Public Question Time**

FW expressed his appreciation for the fantastic job the members of the Services and Environment Committee have done to improve the areas around the town. PM stated this was due to an active Town Clerk, Town Councillors being more active and taking on projects, and the support of the Shefford Greenspace Conservation Group and other volunteers.

**5 Communications**

TD reported that reminders have been sent out to regular contributors to the Newsline and the deadline for articles for the next edition is 4th January 2021, with the review date with the printers booked for the following week.
Progress on the new website will start in earnest in the New Year.
The success of the live streaming of the meeting of the November Full Council was reported, with over a hundred and twenty five views on the Council Facebook page.

**6 St Michael's Close Play Area**

The Town Clerk gave an overview of the design specification for the refurbishment of St Michael's Close Play Area: to replace the existing seesaw and roundabout (at the end of their lifespans) with a new roundabout and two springers; the addition of a trampoline and inclusive, imaginative play equipment aimed at younger children; to follow a 'transport' theme and be in primary colours to match existing equipment; and all equipment to be accessible (with the roundabout to be fully accessible for wheelchair users). The removal of existing equipment and installation of supply-only equipment and bins will be undertaken by CPM Playgrounds Ltd. The assessment of the three designs/quotations received was undertaken by the Council's Play Inspector, TD, FF, CQ, and BB scored the criteria for design, accessibility, ease of

maintenance, and longevity and sturdiness of equipment. The two designs scoring joint highest were presented to the Committee for review.

***Recommendation to be made to the Full Council for the refurbishment of St Michael's Close play area to be awarded to Kompan UK Ltd, together with the removal of existing equipment and installation of supply-only equipment/furniture by CPM Playgrounds Ltd.***

**7 Parks, Open Spaces and Play Areas**

The report on the parks, open spaces and play areas was distributed to all committee members and reviewed including: the overgrown soft landscaping at Lucas Way play area; the colours for painting the 'Shefford Express'; a quotation for the supply and installation of replacement UVPC windows to the front of The Hub; the updating of the Land Management Plan for Bellcote Meadow Millennium Green; the completion of the hedge cutting adjacent to the flower meadow in the Millennium Green; a request from a resident for a copy of the Land Management Plan for Bellcote Meadow Millennium Green; the allotment fees for 2021; and the approval for founder membership of the Parks Management Forum for the Town Clerk.

***It was resolved for the Town Clerk to instruct G D Maintenance and Services to carry out the necessary cutting and clearing of the soft landscaping at Lucas Way play area, before the start of the bird breeding season (1 March 2021).***

***It was resolved for the Town Clerk to obtain quotations for the repainting of the 'Shefford Express' at St Michael's Close play area using three colours: blue, red and black.***

***It was resolved for an order to be raised to Lee Builders to supply and install UVPC windows to the front of The Hub building, to replace the existing rotten wooden windows.***

***It was resolved for the Town Clerk to instruct Maydencroft to update the Land Management Plan for Bellcote Meadow Millennium Green for inclusion in the 2021/2022 Community Green Flag Award application submission.***

***It was resolved for the Town Clerk to instruct 2 Elms of Shefford to complete the cutting of the hedge adjacent to the flower meadow in the Millennium Green, if required. The hedge cutting is carried out by the Shefford Greenspace Conservation Group. However, the volunteers are behind schedule because of the COVID-19 restrictions and may require assistance to complete the task before the start of bird breeding season (1 March 2021).***

***Following a request from a resident, it was resolved for the Town Clerk to send the resident a copy of the Land Management Plan, once it has been updated.***

***It was resolved to recommend to the Finance and Strategy Committee an increase of £1.00 and £0.50 respectively for the cost of a full and half allotment plot in 2021. This would bring the cost of a full plot to £33.00, and the cost of a half plot to £16.50 per annum.***

***It was resolved for the Town Clerk to become a founder member of the Parks Management Forum.***

**8. Shefford House**

The report on Shefford House was distributed to all committee members and reviewed, including the initial assessment of using Harris Hawks to solve the problem of pigeons roosting on the roof, and the quotation for cleaning all the carpets and upholstered chairs.

***It was resolved for Herring Green Harris Hawks to carry out a three week programme of visits, then a reassessment in the fourth week (more visits may be required, or a monthly ongoing visit), for flying their hawks in the rear car park to solve the problem of roosting pigeon on the roof of Shefford House.***

***It was resolved for an order to be raised to G D Maintenance and Cleaning Services for the cleaning of all carpets and upholstered chairs (including using a stain removal agent) to be carried out in Spring 2021.***

**9. Public Toilets**

It was reported that the public toilets remain closed as the Council are unable to follow government guidelines on their safe opening.

**Meeting closed 17:40hrs**

**Minutes of the meeting of the Finance and Strategy Committee held on 16th December 2020 at 16.00hrs using www.zoom.us**

**Present:** Cllrs Tony Dawson (Chair), Richard Orman, Paul Mackin, Ken Pollard, Fred Wilson, Rene Madsen and June Wischhusen

**Town Clerk:** F Fitch and C Quinlan (Business Admin Apprentice)

3. **Apologies:** received from Cllr Roger Fowler

4. **Declarations of interest:** JW declared an interest in agenda item 9, due to being the Chair of the Shefford Good Neighbour Group and was excluded from the meeting when the request for funding was reviewed, and a resolution made.

5. **Minutes**
The minutes of the meeting of the committee on 18th November 2020 were agreed as a true record and signed digitally by the chair. The Zoom recording of the meeting was agreed to be deleted, together with the recordings for the meetings held in July, September, and October 2020.

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

7. **Budget and Precept for the Year ended 31 March 2022**
A separate meeting of the Finance and Strategy Committee was held on the 14th December 2020 to review the draft budget and precept for the year to 31 March 2022; the figures were accompanied by a spreadsheet showing detailed workings to substantiate the figures for review, to ensure the necessary due diligence was carried out. As requested by members, a summary of the increase in precept of £47.7k was distributed to members for review as follows: -

- ***£9.2k increase in administration costs***, including additional staff hours budgeted for the Clerk for Joint Burial Board work, and a change in contract to a permanent position (plus an increase in hours) for the Business Admin Apprentice when her apprenticeship finishes.
- ***£4k legal costs for play areas***, to allow for the legal costs that will be payable to St Albans Diocese for the renewal of the lease for St Michael's Close play area.
- ***£5k increase in Joint Burial Board costs***, to cover the day to day running costs (not including administration costs which are detailed above) before burial/memorial income received. Any income received, not being a regular source and therefore not guaranteed, will fund infrastructure improvements/repairs such as the path network, gates and railings, new litter bins and the resurfacing of the car park.
- ***£1k increase in The Hub costs***, to include a weekly clean of the building to reflect the increased use and ongoing COVID-19 requirements.

- ***£9k increase in Riverbank and Revetments costs***, to fund the repairs to the footpath that leads from Northbridge Street to The Meads which is collapsing down the riverbank. The cost of the total repairs is expected to be £20k, with the extra funding drawn down from earmarked reserves plus the income of £4.1k generated from the harvesting of the cricket bat willows.
- ***£15k tree works in Bellcote Meadow Millennium Green*** for the pollarding of two large groups of willows adjacent to the footpath network, as highlighted as 'work to be carried out within three and six months' in the Tree Safety Survey Inspection for the site. These works will include collaborating with UK Power Networks Ltd due to the proximity to the overhead power lines.
- ***£4.5k for the supply and installation (including electrical supply) of a shipping container*** at Bellcote Meadow Millennium Green to be used for storage purposes for the Town Council. Following this installation, our contract to rent the Wellness Hub yard for storage will be cancelled, giving an annual saving of £1.5k thereafter.

***Recommendation to be made to Full Council for the approval of the draft budget, and the precept for the year ended 31 March 2022 to be set at £344,005, which equates to an increase in real terms of 15.2%.***

**8. Allotment Fees**

The 2021 fees for the allotment plots were reviewed by the Committee following a benchmarking exercise carried out with other local authorities, and consideration of the good management and maintenance of the site carried out by the Shefford Allotment and Leisure Gardeners Association (SALGA), resulting in minimal input from the Town Clerk.

**It was resolved to increase the cost of a full allotment plot by £1 to £33.00, and a half allotment plot by £0.50 to £16.50.**

**9. Data Controller**

It was reported that following a review of the responsibilities of a Data Controller, RF has recommended that the Town Council do not appoint an external Data Protection Officer (DPO) until such a service is required, given how infrequent the services of LCPAS has been used as the Council's DPO.

***It was resolved not to appoint an External Data Protection Officer, and any requests and issues that arise to be dealt with internally; support of an External Data Protection Officer to be employed when necessary.***

**10. Above and Beyond Cancer Foundation**

A request for funding from the 'Above and Beyond Cancer Foundation' was reviewed by the Committee.

***It was resolved for the Town Clerk to request more information from the Co-Founder and Trustee before a decision to donate any funds to the Charity***

***could be made. Information such as the type of support they give to cancer patients and their families, and how people could access this support.***

**11. Shefford Good Neighbour Group**

A request for funding of 'Christmas Care' packages to be delivered through the Shefford Good Neighbour Group was reviewed by the Committee.

***It was resolved to provide 'Christmas Care' packages, made up of a box of chocolates and a poinsettia plant, for delivery by volunteers from the Shefford Good Neighbour Group to clients identified as being alone at Christmas.***

**12. Shefford Greenspace Conservation Group**

A request for replacement hi-vis tabards for the Shefford Greenspace Conservation Group volunteers was reviewed by the Committee.

***It was resolved for new hi-vis tabards to be purchased for the Shefford Greenspace Conservation Group.***

**13. Completion of Audit for the Year ended 31 March 2020**

The completion of audit from our External Auditor, Mazaars, for the year ended 31 March 2020 was distributed to members and reviewed, including the recommendations for implementation. It was reported that the recommendations, all based upon transparency, will be implemented as part of the process of building the new website.

**14. Bank Reconciliations**

The bank reconciliations for November 2020, together with the reconciliation of the Council's PayPal account, were reviewed by TD and approved. It was reported that the credit balance of £4.37 in the Council's PayPal account is to be used as a float for future fees deducted by PayPal. The petty cash was also counted by TD and approved.

**15. Bedford Daycare Hospice**

A request from the Bedford Daycare Hospice for additional funding to buy Personal Protective Equipment and nurses' uniforms to better protect patients, staff and volunteers was reviewed by the Committee.

***It was resolved for a further donation of £200 to be made to the Bedford Daycare Hospice.***

**Meeting closed 16:40hrs**