

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 10th April 2014 at 7:30 pm

Councillors present: B E Dack (Chairman), V C Batten, C Bidwell, P Daffarn, N P Hanks and P Mitchinson

Officer present: Katrina Henshaw (Parish Clerk)

Also present for part of the meeting: PCSO Lisa Antoine and four members of the public.

270 Apologies for Absence

270.1 Apologies for absence were received from Councillor G H Smith (holiday) and Ward Members Councillors G Clarke and B Saunders.

271 Disclosures of Interest

271.1 No disclosures of interest were received.

272 Council Minutes

272.1 Minutes of the parish council meeting held on Thursday 13th March had been circulated to all councillors and it was

RESOLVED

That these minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman.

273 Public Participation

273.1 One member of public requested to speak on agenda item 11 (minute item 279) and agenda item 33 (minute item 300).

Item 11 – The Directors of the Hall were looking to refurbish the front of the Hall - what were the original planning conditions for the temporary sales office? FPC suggested FHRA contact CBC or look at CBC's website for the original planning decision.

Item 33 – Why FHRA hadn't been consulted on the planning application from the Hall? FPC agreed to speak to CBC and request that FHRA are consulted on all future applications as all leases states that FHRA has to give consent to any planning permission.

274 Parish Crime Update

274.1 PCSO Lisa Antoine advised that between 13th March and 9th April there was three recorded crime of 'Theft and handling stolen goods'. Two of these thefts were trees and plant pots removed from the front of these two properties. The other theft, a card, was removed from a property. Person had legitimate access to the property.

275 Gypsy and Traveller Local Plan

275.1 FPC has written to CBC and stated that the Joint Submission sent to CBC by FPC and FPRA must be sent to the inspector with all the letters received from residents. CBC has confirmed this will happen.

276 The Parish Plan

276.1 The initial consultation finished on 3rd April 2014. 52 written responses were received and 16 responses received via email. 23 residents attended the two Open Days. 25 people have indicated they are happy to get involved with the process. The next stage is to look at the responses and start drafting the questionnaire. The next meeting is 15th April and BRCC will be attending to offer advice. A summary of the responses to be sent to all councillors. **Action: PM**

277 The Neighbourhood Plan

277.1 FPC has registered with CBC and is waiting for their decision.

278 Section 106 Agreement – Disputed ownership and possible transfer of land

278.1 The Rt. Hon Alistair Burt, MP has written to CBC and offered to chair a meeting involving the developers.

278.2 FPC is waiting for advice from CBC's solicitor on the content of letter to send to E&J Estates. FPC to request PJ Livesey make further comments to their letter dated 17th September 2013. **Action: KH**

279 Fairfield Hall

279.1 Following a walk around the Hall with FHRA, Councillor Bidwell expressed concern that there are serious fire deficiencies in the building and suggested that FPC ask CBC Building Control what action is being taking to resolve this. FPC to ask the Fire Service for copies of their plans as this was a build before 2005. It was agreed unanimously that FPC will work with FHRA to resolve this problem urgently. FPC and the Directors of the FHRA to meet. **Action: CB/KH**

280 Traffic and Parking

280.1 At the APM, the main concern expressed was speeding along Dickens Boulevard. To get a 20mph speed limit FPC will need to show support from residents so Councillor Hanks has set up a petition online. This will be sent to CBC with a request that CBC introduce a 20mph speed limit. If CBC agree they will then need to carry out a statutory consultation which will take 3-4 months.

280.2 Parking on Charlotte Avenue is an ongoing problem. Until the road is adopted by CBC there is little that can be done unless there is any illegal parking. The Police will continue to monitor.

281 Bollards on Dickens Boulevard

281.1 Councillor Bidwell and Councillor Hanks met with CBC who agreed that bollards would be a sensible solution but CBC had a limited budget. CBC has received a quote for £3,900 to install 8 bollards. Following a discussion it was

RESOLVED

That FPC would pay for this work to be done but would ask CBC to make a contribution.

REASON

To make the area safer for pedestrians.

Councillor Hanks to coordinate. **Action: NH**

282 Signs on Dickens Boulevard

282.1 It was agreed that FPC will ask CBC to install warning signs about pedestrians, in particular children, crossing. **Action: NH**

283 Signs

283.1 CBC to advise when signs will be installed. The clerk to chase up. **Action: KH**

284 Noticeboards

284.1 Councillor Mitchinson advised that the designer had suggested noticeboards in green with header plates. As these were so striking, Councillor Mitchinson suggested purchasing three noticeboards and leaving the one in Urban Park. FPC requested quotes from Characters Signs, Signscape and Greenbarnes for three noticeboards. Character Signs quoted £4,209.00 + vat, Signscape quoted £4,372.42 + vat and Greenbarnes did not quote. The quotes were discussed and it was

RESOLVED

That FPC would purchase three noticeboards from Character Signs at a cost of £4,209.00 + vat and it was agreed that the third noticeboard would be double sided as per the quotation.

REASON

To increase communication to residents and reduce fly posting.

Councillor Mitchinson to coordinate with the clerk. **Action: PM/KH**

FPC also requested quotes from MBS Grounds Maintenance, Shanahan Contractors Ltd and Highway (UK) Limited to install these noticeboards. MBS Grounds Maintenance quoted £150.00 + vat, Shanahan Contractors Ltd quoted £470.00 + vat and Highway (UK) Limited quoted £959.00 + vat. The quotes were discussed and it was

RESOLVED

That FPC would use MBS to install the noticeboards assuming his quote remains the same after he has received the specification from Characters Signs.

REASON

The quotation was best value for money.

Councillor Mitchinson to coordinate with the clerk. **Action: PM/KH**

285 CBC Mapping and Ordnance Survey

285.1 FPC waiting for an update from CBC on updating maps of Fairfield.

286 Allotments and Open Space

286.1 Councillor Young has sent FPC an update from CBC and has also requested a meeting with Andrew Gordon, Senior Assets Manager in Property, Lisa White, Strategy and policy Manager in Leisure Services and Nik Smith, Senior Planning Officer to discuss the Parish's concerns and identify if CBC can assist.

286.2 Councillor Dack has read CBC's new Leisure Strategy Plan which is meant to now include Fairfield. Councillor Dack reported there are huge errors and omissions which could have a major impact on Fairfield as this document is CBC's 10 year strategy. It was agreed unanimously that FPC will address this issues and insist that CBC amend them and include Fairfield. **Action: BD**

286.3 It was agreed to start an official waiting list for Allotment requests to prove to CBC need. **Action: KH**

286.4 Councillors Dack, Mitchinson and Smith met with Letchworth Heritage Foundation to discuss the pitch adjoining Two Chimneys Pub. Letchworth Heritage Foundation has abandoned any ideas of using the land for commercial use and has asked FPC to put together a proposal for its use. It was agreed that a feasibility study was needed to see what work was required to make the land suitable for sports use. FPC to ask MBS to do this. **Action: BD**

FPC also to talk to the Two Chimneys Pub about parking and Andy Bainbridge, Chairman of Stotfold Junior FC about youth football. **Action: BD**

287 Footpath from Brunel Walk to the Blue Lagoon

287.1 FPC has asked CBC to make this a public footpath.

288 West Drive

288.1 CBC has asked for FPC's views on where the priorities are. Following a discussion it was agreed that the priorities are

1. Installation of something at both ends and halfway (field by the gas meter) to prevent motorcycles from using the path.
2. An all-weather surface not tarmac but one that will try and slow down cyclists.
3. Low level lighting.
4. General clean-up of the area and tree and hedge pruning.

The clerk to advise CBC and request a plan for further discussions before anything is agreed. **Action: KH**

289 Grass cutting, tree maintenance and road gritting.

289.1 FPC waiting for CBC to agree this.

290 Royal Mail

290.1 FPC is still waiting for a response from the post office about residents having to collect parcels from Letchworth if they are not in to receive them. **Action: KH**

290.2 FPC is still waiting to hear if Royal Mail will start the consultation process on updating postal addresses on Fairfield. **Action: BD**

291 World War 1 2014 Commemorations

291.1 FPC still to agree how to commemorate this anniversary. **Action: PD/GS**

292 St Luke's Chapel

292.1 FPC to ask the owner if he would consider opening St Luke's Chapel to the public for

1. The dedication of the memorial for the thousands of patients who lie on unmarked graves in the former Three Counties Asylum graveyard by Eliot Way.
2. WW1 commemorations as there is a stain glass window commemorating WW1 at St Luke's Chapel.
3. Remembrance Sunday. **Action: KH**

293 Public Art Money (S106)

293.1 CBC has advised that there is approximately £8,000 remaining to be spent on Public Arts and asked FPC to come up with ideas. FPC to ask FPRA and FHRA for ideas. **Action: KH**

293.2 It was agreed that lettering to front of the Community Hall would not be paid for from the remaining Public Art Money and FPC will fund. The clerk to ask Chris Brown to design a sign to go above the front door that will say 'Fairfield Community Hall' and will include the new logo.
Action: KH

294 Website

294.1 Councillor Dack advised that a lot of work had been done and was hoping that it would go live in May 2014

295 Annual Parish Meeting

295.1 It was agreed the meeting went well with a good turnout.

296 Annual Report

296.1 Councillor Daffarn proposed that the Annual Report would include

1. Chairman's Annual Report. **Action BD**
2. Annual Financial Report with a list of grants awarded and stating that the precept hasn't been increased for 2014/15. **Action KH**
3. Report of the Parish Plan including details of a Neighbourhood Plan. **Action PM**

It was agreed that FPC will deliver a printed copy to all households as this was the first year.

Councillor Daffarn to coordinate Annual Report and liaise with Chris Brown about the design.
Action PD

297 'Unsung hero' or 'Citizen of the Year' award.

297.1 It was agreed that FPC will not make any annual awards to any of the volunteers at the moment as Fairfield is still too young. FPC will make awards on an ad hoc basis if required.

298 1st Fairfield Scout Group

298.1 It was agreed that FPC would ask Councillor Smith if he would be the representative to join their Executive Committee as he has a knowledge of Scouts.

299 Old pig testing site

299.1 FPC met with Campbell Buchanan on 18th March to discuss their proposals for this site. Campbell Buchanan produced plans with houses based on the design of Wilbury Road and Glebe Road, Letchworth Garden City. FPC advised that a Neighbourhood Plan is being done for Fairfield so suggested that the design should follow the design of Fairfield and not Letchworth Garden City so that the new residents would feel part of the existing community. FPC has sent Campbell Buchanan a copy of the design plan and the MD has agreed to look into this. Campbell Buchanan has a lot of work to do before site can be developed as it is outside the LDF. FPC also requested a pelican crossing of bridge across Stotfold Road to link the site to the rest of Fairfield.

300 Planning application

300.1 Applications

300.1.1 CB/14/00883/FULL 27 Heathcliff Avenue. SG5 4EY
Proposed single storey rear extension to replace conservatory.

Comments made by FPC

FPC had no objection to this application.

- 300.1.2 CB/14/00515/LB 8 East Wing, Fairfield Hall. SG5 4FX
Listed Building: Removal of existing kitchen window & replace with casement doors adapting existing opening.
Comments made by FPC
FPC had no objection to this application providing that the external finishes will be to the same as existing as the halls and this building are listed.
- 300.1.3 CB/14/01185/FULL 5 Salisbury Close. SG5 4FL
Single storey rear extension.
Councillors Bidwell, Hanks and Mitchinson to look at plans and advise the clerk of FPC's comments before 30th April 2014. **Action: CB/NH/PM**
- 300.1.4 CB/14/01178/FULL 7 Gladstone Drive. SG5 4FQ
Conversion of existing car port to living accommodation with single storey extension. Partial demolition of existing boundary wall to form gated entrance for new double driveway.
Councillors Bidwell, Hanks and Mitchinson to look at plans and advise the clerk of FPC's comments before 2nd May 2014. **Action: CB/NH/PM**

300.2 Decisions

- 300.2.1 CB/14/00498/FULL 17 Palmerston Way. SG5 4FP
Demolition of existing rear conservatory and new single storey rear extension.
Full Application – Granted by CBC 7th February 2014.
Reasons or conditions
The development shall begin not later than three years from the date of this permission.
Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers [8060/P01 Revision A]. **Reason:** For the avoidance of doubt.

301 Finance

- 301.1 Councillors were provided with details of payments totally £2,078.64. It was
RESOLVED
That all monies on the payments list be paid.
- 301.2 Fairfield Youth Centre – FPC discussed the grant application for £6,200 to fund the cost of an experienced youth leader for 3 hours every Friday. It was
RESOLVED
That depending on how successful the Youth Centre is with other grant applications, a grant up to £6,200 will be awarded.
REASON
To keep the successful Youth Centre in Fairfield.
The clerk to advise Fairfield Youth Centre. **Action KH**
- 301.3 End of Year accounts – The clerk advised councillors of the audit process and advised that they will all receive an end of year summary.
- 301.4 Insurance – FPC discussed renewing insurance with Came and Company at a cost of £159.00. It was
RESOLVED
That FPC would renew the policy.
The clerk to advise Came and Company. **Action KH**

302 Correspondence

- 302.1 The Rt Hon Alistair Burt MP – Meeting with The Rt Hon Alistair Burt MP on Saturday 17th May between 10.00 am and 12.00 noon. Councillors Dack and Bidwell to attend. The clerk to advise The Rt Hon Alistair Burt MP. **Action BD/CD/KH**
- 302.2 1st Fairfield Scout Group – Request for land for a butterfly garden. As FPC has no land it was suggested that the Scout Group contact the Bowls Club and ask to use the land adjacent to the Bowls Club. The Church has also asked for some land for a project with Etonbury School so it was suggested that the two organisations may look to share this land. **Action KH**
- 302.3 CBC – Dog Control Order Consultation with Town and Parish Councils. Councillor Daffarn to complete the questionnaire. **Action PD**

303 Date of next meeting

- 303.1 The next Parish Council meeting will be the annual meeting and will be held on Thursday 8th May 2014 at 7.30 pm. This meeting will include the elections of officers and is also the opportunity to discuss if committees are required or if everything will continue to be discussed at full council meetings.

Meeting closed at 9.50 pm