

Minutes of the meeting of **FAIRFIELD PARISH COUNCIL** held in Fairfield Community Hall, Kipling Crescent, Fairfield on Thursday 10th October 2013 at 7.30 pm

Present: Parish Councillors B E Dack (Chairman), P Daffarn (Vice Chairman), V C Batten, C Bidwell, N P Hanks, P Mitchinson and G H Smith.

Officer present: Katrina Henshaw (Parish Clerk).

Also present for part or all of the meeting: Ward Member Councillor J Saunders (part) and 2 residents (part).

92 Apologies for Absence

92.1 Apologies for absence received from Ward Member Councillor G Clarke and Ward Member Councillor B Saunders.

93 Disclosure of Interest

93.1 Item 10.2 (102.2 of minutes)

Disclosure of interest was received from Councillor Dack who declared that the applicant was a personal friend of his. Councillors Dack took no part in any discussions on this planning application.

93.2 No other disclosures of interest were received.

94 Parish Council Minutes

94.1 Minutes of the Parish Council meeting held on Thursday 5th September 2013 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.

95 Public Participation Session

The Chairman closed the meeting between 7.35 pm and 7.45 pm to allow the public to address the Parish Council.

95.1 One resident showed the Councillors a map of Fairfield that he had indicated areas that were a problem for congestion and parking. The resident had marked up the map with possible solutions. The Chairman thanked the resident for the map and advised that parking would be discussed later during the meeting as it was an item on the agenda.

96 Appointment of Clerk to the Council / Responsible Financial Officer

96.1 The Parish Council approved the clerks hours for August (15) and September (44).

96.2 The Chairman is currently drafting a Contract and Job Description for the clerk. **Action: BD**

96.3 The clerk now has laptop and printer. These were purchased from PC World with some software and a memory stick. Total cost was £641.63 + vat. However, there was an offer to claim back £100 so the total cost to FPC will be £541.63.

97 Parish Crime Update

97.1 PCSO Lisa Antoine advised that between 5th September and 10th October there were eight reported crimes. The breakdown of these crimes are as follows:-

- **Criminal Damage** – Two recorded for the month. Locations were Dickens Boulevard and Kipling Crescent.
- **Shoplifting** – One Recorded for the month. Location was Tesco's on Dickens Boulevard.
- **Other Thefts** – Two recorded for the month. First location was Kipling Crescent where a bike was stolen; second location was Fleming drive where a scooter was stolen from a front garden.
- **Domestics** – Three recorded for the month. No further details.

There was also one recorded incident of anti-social behaviour for the month. This was to do with nuisance behaviour.

98 Policing and improved security

- 98.1 Response time – Police took fifty minutes to arrive after a resident had reported their house had been broken into and one of the two burglars had been apprehended. This is not the first instance of poor response by the police.
FPC to write to Police Commissioners for Bedfordshire and Hertfordshire to ask for improved services and over the border liaison due to Fairfield being close to the Bedfordshire / Hertfordshire border. **Action: KH**
FPC also to write to Bedfordshire Police Authority to invite someone Senior to attend a parish council meeting to discuss poor response time and the ongoing drug dealing and anti-social behaviour. **Action: KH**
- 98.2 CCTV – Councillor Bidwell reported it may be possible to install CCTV in some areas but would need some protocols and would need advice from the Police and Central Bedfordshire Council. It was agreed that Councillor Bidwell should continue to look into this. **Action: CB**
- 98.3 Police Helicopter – Since the helicopter has been moved from Henlow to Oxford, Hertfordshire has pulled out of contributing to funding this service. It is believed Bedfordshire will also withdraw from contributing to funding this service.

99 Reports from Central Bedfordshire Council Ward Member

- 99.1 Ward Member Councillor J Saunders
Councillor Saunders said that FPC should not give up on S106 and offered his help and support to resolve any matters. He also suggested that FPC may need to consider engaging a solicitor to help resolve these matters.

100 Correspondence

- 100.1 Central Bedfordshire Council – Parish Council Conference on Wednesday 27th November 2013 between 6.00 pm and 9.00 pm at Priory House, Chicksands. Councillors Bidwell, Daffarn, Hanks and Mitchinson were nominated to attend. **Action: CB / PD / NH / PM**
- 100.2 Central Bedfordshire Council – Leisure Strategy. Fairfield has not been mentioned in this Strategy. FPC to write to Central Bedfordshire Council to ask why Fairfield has not been included and to specify what is required in Fairfield and suggest locations. **Action: BD / KH**
- 100.3 Central Bedfordshire Council – Town & Parish Council Seminar on 7 November 2013 between 6.00 pm and 7.30 pm at the Rufus Centre, Flitwick. Councillors Daffarn and Mitchinson to attend. **Action: PD / PM**
- 100.4 BAPTC – Finance for Councillors Training on Thursday 17th October between 7.30 pm and 9.30 pm at Suite 11, Baystrait House. Councillors Mitchinson to attend. **Action: PM**

- 100.5 Resident – Persistent litter at south-bound bus stop on the Hitchin road, opposite the end of Kingsley Avenue. FPC to request Central Bedfordshire Council to install a litter bin by this bus stop. **Action: KH**

101 Planning Committee Report

- 101.1 All planning applications received between May and September 2013 are detailed below with comments made by Fairfield Parish Council and final decisions by Central Bedfordshire Council.

1. **13/05/2013 CB/TPO/13/00136 Fairfield Hospital. SG5 4AA**

Works to trees protected by a Tree Preservation Order: Works to various trees to the eastern boundary as described on the specification supplies. The trees are within Order No. MN/99/00001 and are listed as within Woodlands W2 & W3

Decision by Central Bedfordshire Council

Full Application – Granted 20/06/2013

2. **14/05/2013 CB/13/01500/FULL 2 Brunel Walk. SG5 4GE**

Erection of a rear conservatory

Decision by Central Bedfordshire Council

Full Application – Granted 11/06/2013

Reasons or conditions

1) 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.

2) All external works hereby permitted shall be carried out in materials to match as closely as possible in colour, type and texture, those of the existing building. **Reason:** To safeguard the appearance of the completed development by ensuring that the development hereby permitted is finished externally with materials to match/complement the existing building(s) and the visual amenities of the locality.

3) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers [DP 406/01 and DP 406/02]. **Reason:** For the avoidance of doubt.

3. **21/05/2013 CB/12/03287/FULL 6 Shaftesbury Drive. SG5 4FS**

Change of use of store and lobby adjoining detached garage and annexe over detached garage form ancillary residential accommodation to separate self-contained residential accommodation (Retrospective).

Comments by Fairfield Parish Council

The retrospective application is considered overdevelopment of the site, it would set a detrimental precedent for neighbouring properties, and is against the design aspiration of the Fairfield site. The garage must remain as an annexe to the main building, and being a retrospective application, if the current occupier of the garage building is a non-family member it should be returned to its original purpose

Decision by Central Bedfordshire Council

Full Application – Granted 19/06/2013

Reasons or conditions

1) The self-contained accommodation hereby approved shall only be occupied whilst under the ownership and management of the owner(s) of 6 Shaftesbury Drive. **Reason:** Due to the relationship of the building to 6 Shaftesbury Drive and the implications for parking and amenity which would result from two unrelated properties. (Policy DM3 of the Core Strategy Development Management Policies).

2) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers [CBC 1, CBC2, CBC3]. **Reason:** For the avoidance of doubt.

4. 18/06/2013 CB/13/02091/FULL 8 Edison Way. SG5 4BE

Single storey side extension

Comments by Fairfield Parish Council

No objections

Decision by Central Bedfordshire Council

Full Application – Granted 05/08/2013

Reasons or conditions

1) 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.

2) All external works hereby permitted shall be carried out in materials to match as closely as possible in colour, type and texture, those of the existing building. **Reason:** To safeguard the appearance of the completed development by ensuring that the development hereby permitted is finished externally with materials to match/complement the existing building(s) and the visual amenities of the locality.

3) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers [STFD/CB/13/01 and STFD/CB/13 /02]. **Reason:** For the avoidance of doubt.

5. 04/07/2013 CB/13/02318/FULL 26 Fleming Drive. SG5 4FF

Single storey rear and side extension

Comments by Fairfield Parish Council

The parish planning committee are anxious to maintain the Design Features outlined in the original 'Fairfield Park Master Plan and Urban Design Code' and if possible to ensure that all future development retains those features. To that end we request that a condition be placed on every planning application that alters the exterior appearance of a building or creates new buildings. We suggest a planning condition that states;

'Notwithstanding the details shown on the approved plans no development shall commence until a schedule of materials and finishes, and samples of the materials to be used in the construction of the external surfaces, have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out only in accordance with the details so approved.'

Decision by Central Bedfordshire Council

Full Application – Granted 15/08/2013

Reasons or conditions

1) The development hereby approved shall be commenced within three years of the date of this permission. **Reason:** To comply with Section 91 of the Town and Country Planning Act 1990 which is designed to ensure that a planning permission does not continue in existence indefinitely if the development to which it relates is not carried out.

2) All external works hereby permitted shall be carried out in materials to match as closely as possible in colour, type and texture, those of the existing building. **Reason:** To safeguard the appearance of the completed development by ensuring that the

development hereby permitted is finished externally with materials to match/complement the existing building(s) and the visual amenities of the locality.

3) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers [13.08:01 (location plan only), 13.08:01RevA, 13.08:02, 13.08:03, 13.08:04RevB, 13.08:05 RevB]. **Reason:** For the avoidance of doubt.

6. 15/07/2013 CB/13/02409/FULL 14 Paxton Drive. SG5 4GD

Removal of existing prefabricated dummy chimney and replacement with new prefabricated dummy chimney approx. 225mm shorter than the existing. Otherwise all other details to match the existing exactly, same detailing, same bricks etc.

Comments by Fairfield Parish Council

No objections

Decision by Central Bedfordshire Council

Full Application – Granted 28/08/2013

Reasons or conditions

1) 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.

2) All external works hereby permitted shall be carried out in materials to match as closely as possible in colour, type and texture, those of the existing building. **Reason:** To safeguard the appearance of the completed development by ensuring that the development hereby permitted is finished externally with materials to match/complement the existing building(s) and the visual amenities of the locality.

3) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers [XEA13/201-01; and CBC/001]. **Reason:** For the avoidance of doubt.

7. 16/07/2013 CB/13/02349/FULL 10 Edison Way. SG5 4BE

Side extension, new porch & loft conversion

Comments by Fairfield Parish Council

The parish planning committee are anxious to maintain the Design Features outlined in the original 'Fairfield Park Master Plan and Urban Design Code' and if possible to ensure that all future development retains those features. To that end we request that a condition be placed on every planning application that alters the exterior appearance of a building or creates new buildings. We suggest a planning condition that states;

'Notwithstanding the details shown on the approved plans no development shall commence until a schedule of materials and finishes, and samples of the materials to be used in the construction of the external surfaces, have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out only in accordance with the details so approved.'

We are particularly keen to ensure 'ornamental neo-classical timber cladding' is appropriate.

Decision by Central Bedfordshire Council

Full Application – Granted 03/09/2013

Reasons or conditions

1) 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.

2) All external works hereby permitted shall be carried out in materials to match as closely as possible in colour, type and texture, those of the existing building. **Reason:** To safeguard the appearance of the completed development by ensuring that the development hereby permitted is finished externally with materials to match/complement the existing building(s) and the visual amenities of the locality.

3) The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers [3645/01 A; and 3645/02 A]. **Reason:** For the avoidance of doubt.

8. 18/07/2013 CB/13/02182/FULL 25A Dickens Boulevard. SG5 4FD

Conversion of an integral garage to a habitable room

Comments by Fairfield Parish Council

The planning committee object to the proposal as it does not comply with the Central Bedfordshire Local Transport Plan 3 (LTP3) and in particular Appendix F: Parking Strategy. It is the loss of a car parking facility in an area, close to the park, school and shops where the car parking is already a major problem and we should avoid making the situation worse.

Decision by Central Bedfordshire Council

Full Application – Refused 03/09/2013

Reasons or conditions

1) The proposed development fails to make adequate provision for replacement off street parking and would lead to an increase in on street parking thereby resulting in unacceptable traffic congestion and additional hazards to users of the highway. This fails to comply with Central Bedfordshire Council's current car parking standards as set out in Appendix F of the Central Bedfordshire Local Transport Plan (2012) and will increase the pressure upon on street car parking to the detriment of public and highway safety contrary with policy DM3 of the Core Strategy and Development Management Policies (2009).

101.2 20/09/2013 CB13/03161/FULL 14 Kipling Crescent. SG5 4GY

Erection of rear conservatory

FPC has **no objections** to this application.

102 The Local Plan

102.1 It was agreed to set up a steering group to form the questionnaire with Councillor Mitchinson as Chairman and Councillors Batten and Daffarn as members. It was agreed to aim to distribute questionnaire January 2014.

The Clerk to write to Fairfield Park Resident Association, Fairfield Hall Resident Association, Fairfield Hall Directors and Middlemarch Resident Company to invite them to nominate people to join the steering group. **Action: KH**

The Chairman to request an article to be included in Fairfield Matters to look for additional volunteers. **Action: BD**

103 Parking

103.1 Fifteen Councillors from Central Bedfordshire Council recently visited Fairfield Park to investigate the parking problems and see what went wrong. David Bowie, Central Bedfordshire Council, has asked FPC to draw up a plan of suggested parking ignoring if the roads are adopted or not. Central Bedfordshire Council has agreed to look at the suggestions and price up any realistic ideas. It was agreed to set up a steering group to look for suggested solutions with Councillor Hanks as Chairman and Councillor Bidwell as a member.

The Clerk to write to Fairfield Park Resident Association, Fairfield Hall Resident Association, Fairfield Hall Directors and Middlemarch Resident Company to invite them to nominate people to join the steering group. **Action: KH**

The Chairman to request an article to be included in Fairfield Matters to look for additional volunteers. **Action: BD**

103.2 Scanlans Property Management has agreed to write to all estate agents and letting agents to highlight that parking on the street is prohibited.

103.3 PC Gary Kidd has acknowledged that parking in Fairfield is becoming an increasing problem with many residents and visitors opting to parking their vehicles in any which way with little consideration for others. His PCSO's are unable to issue tickets for these offences but he has instructed them to locate the identified vehicle owners and advise them of the need for more considerate parking. He does feel however that there needs to be a long term solution to this.

103.4 Cllr Bidwell reported that Trading Standards have confirmed that it is an offence to have motor vehicles for sale on a public road.

104 Section 106 Agreement – Disputed ownership and Possible Transfer of Land

104.1 The responses from Livesey and Hotbed were discussed and it was agreed that FPC need to meet with Central Bedfordshire Council. **Action: BD**

105 Broken Covers

105.1 There is a possibility the covers are on land owned by the Cricket Club but this is under dispute. For safety reasons, it was agreed that FPC will arrange for the covers to be repaired as soon as possible. **Action: GS**

106 West Drive

106.1 Central Bedfordshire Council has started looking at the condition of the drive. There are some safety repairs required. Central Bedfordshire Council intend to lay a new surfaced width and to pull back some of the heaped spoil to provide verges. These works along with the other priority items are currently out for prices with the expectation to complete in the next one to two months.

107 Map Boards

107.1 The clerk is speaking to Central Bedfordshire Council and Ordnance Survey to make sure the maps are correct before a map board can be produced. This should also help with the Sat Nav problems. **Action: KH**

107.2 It was suggested having three street map boards. One near Tesco, one at the entrance to Eliot Way and one at the entrance of Kingsley Drive. Councillor Mitchinson to find out costs and sizes for these boards. **Action: PM**

108 Noticeboards

108.1 It was suggested having one parish council noticeboard within the community centre and at least one located in a central place within Fairfield Park. Councillor Mitchinson to find out costs and sizes for these boards. **Action: PM**

109 Allotments and Open Space

109.1 No response has been received from Linden Homes regarding leasing the land on the western boundary of Fairfield (within the parish of Arlesey) to Fairfield Parish Council for the use of allotments.

- 109.2 Letchworth Heritage advised the ex Wilbury Wanderers FC ground would not be suitable to use as a sports field due to the rabbit problem and they are currently in discussions with someone who wants to put a plant nursery on it. Letchworth Heritage claim they own the land although FPC had been advised that the land was owned by Central Bedfordshire Council. The clerk to ask Central Bedfordshire Council who owns the land. **Action: KH**

110 Council Policies and Registration

- 110.1 Fairfield Parish Council is now registered with HMRC.
- 110.2 Fairfield Parish Council is now registered as a Data Controller. The clerk to issue a Freedom of Information Act 2000 Statement and Policy for FPC to adopt. **Action: KH**
- 110.3 Grant Policy - It was agreed that from 1st January 2014 FPC would only consider grant applications four times a year apart from any new organisations who may apply for a grant for set up costs throughout the year. It was agreed that FPC would have an application form and a feedback form. The clerk to circulate draft forms for comment so they can be approved at the November meeting. **Action: KH**
- 110.4 The clerk is looking into what other policies FPC need. **Action: KH**

111 Parish Council Logo

- 111.1 Details of the competition were included in Fairfield Matters.

112 Joint meeting between resident associations and companies

- 112.1 All Councillors had received a copy of the notes from the meeting. It was agreed that the clerk needs to establish Central Bedfordshire Council's policy for grass cutting, tree maintenance and road gritting. **Action: KH**
It was also agreed that the clerk needs to arrange a site meeting with Central Bedfordshire Council to discuss litter bins and dog bins. **Action: KH**

113 Signs

- 113.1 The Chairman and the clerk are meeting Paul Salmon, Central Bedfordshire Council to discuss 'No through sign', directional signs stating 'Entrance to Fairfield ONLY' and replacing Stotfold with Fairfield on the welcome signs and directional signs. Central Bedfordshire Council will also be requested to cut back tree branches obstructing that are obstructing the directional sign. **Action: BD / KH**

114 Bowls Club land between their current boundary and Disraeli Place

- 114.1 It was agreed to accept Martin Bass' quote of £50 + vat to clear the land once and make the area tidy. **Action: KH**
- 114.2 Councillor Dack advised that unfortunately the land would not be suitable for the charity to use as an area to create a garden for mentally and handicapped people as there were no toilet facilities nearby. FPC and the bowls club to discuss future maintenance of the area. It was suggested asking the Youth Club if they would like to use it as a garden. **Action: BD**

115 Installation of high speed broadband to parts of the park

- 115.1 Only one of the three BT cabinets is being upgraded. FPC to write to BT and Councillor Wenham as this is unsatisfactory. **Action: KH**

116 Stotfold Post Office

- 116.1 Since the recent refurbishment of the Post Office the storage space has reduced and the Post Office are no longer accepting parcels with Fairfield addresses. Residents now have to go to Letchworth Post Office to collect parcels they were not in to receive. FPC to ask the Post Office why they have done this. **Action: KH**

117 Finance

- 117.1 Councillors were provided with details of payments for September 2013 totally £1.695.40. It was

RESOLVED

That all monies on the payments list be paid.

- 117.2 The Community Hall Trust has withdrawn their request for a grant from the Parish Council to pay for their annual insurance premium.

118 Reports from Representatives on other Committees

- 118.1 Green Wheel Project – Councillor Daffarn advised that this was a nationwide project to link green areas. The Stotfold Green Wheel Project started in 2008. Other local Green Wheel projects included Biggleswade Green Wheel, Arlesey Acorn and Letchworth Heritage Greenway.

- 118.2 Red Bear – Councillor Batten advised that sessions are running well and there is a session at Fairfield Community Centre on a Friday between 12 noon and 3.00 pm. Councillor Batten will find out the attendance of these sessions so FPC can see how well it is attended. **Action: VB**

119 Any other business

NB This is for exchange of information only. No decisions or actions can be agreed at this time.

- 119.1 The Chairman advised all Councillors that next month FPC will need to set the budget for 2013/14 and agree the budget.

120 Date of Next Meeting

- 120.1 The next Parish Council meeting will be held on Thursday 14th November 2013 at 7.30 pm.

Meeting closed at 9.55 pm.