

Minutes of the meeting of **FAIRFIELD PARISH COUNCIL** held in Fairfield Community Hall, Kipling Crescent, Fairfield on Thursday 9th January 2014 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 of the meeting: Ward Member Councillor B Saunders, Police and Crime Commissioner, Mr Olly Martin, Chief Inspector Tania Coulson and two members of the public.

181 Apologies for Absence

181.1 Apologies for absence were received from Ward Member Councillor G Clarke.

182 Disclosure of Interest

182.1 Councillor Dack and Councillor Smith declared an interest in item 27.2.1 of the agenda (item 207.2.1 in these minutes). Councillor Smith also declared an interest in item 27.2.2 of the agenda (item 207.2 in these minutes).

182.2 No other disclosures of interest were received.

183 Parish Council Minutes

183.1 Minutes of the Parish Council meeting held on Thursday 12th December 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.

184 Report from Police and Crime Commissioner, Mr Olly Martin and Chief Inspector Tania Coulson

184.1 Chief Inspector Coulson introduced herself and explained how partnership can help reduce crime and increase communication. She acknowledged that the Police were good at listening and doing but needed to improve communicating back to the public. She explained how the Police prioritise crimes to respond to and if considered life threatening there will be the quickest response. Basically the greatest threat will be the highest priority. Chief Inspector Coulson also advised that they are currently looking to improve cross border protocol.

184.2 Police and Crime Commissioner, Mr Olly Martin introduced himself and explained that his role was split into two – Police and Crime. He also holds the Chief Inspector to account and can hire and fire if required. The biggest problem he faces is the budget cuts over the past three years and the next two. He doesn't want to reduce police in the front line so is looking at ways Bedfordshire can reduce costs by sharing resources with neighbouring forces. He plans to invest significantly into IT to transform the service.

184.3 Councillors were invited to ask Chief Inspector Coulson and Police and Crime Commissioner, Mr Olly Martin questions.

Q. When is the co-op between forces anticipated to start?

A. Within twelve months.

Q. What happens during the next twelve months? Can't control rooms liaise in the meantime?

A. Control rooms do liaise but no guarantees as they are never aware what is happening in other forces. This will be easier with just one control room.

Q. What is the tangible benefit of the appointment of a Police and Crime Commissioner?

A. The Crime part will give a real benefit.

Q. Where will the new eighty officers be appointed?

A. Spread evenly in the response team.

Q. Why is the IT pretty poor currently?

A. Officers wasting time inputting the same data at least three times.

A. Very slow to link crimes together.

184.4 Councillor Dack thanked Chief Inspector Coulson and Police and Crime Commissioner, Mr Olly Martin for attending the meeting and invited them to submit information to Fairfield Matters (the monthly newsletter).

185 Public Participation Session

185.1 No members of the public present requested permission to speak.

186 Clerk to the Council / Responsible Financial Officer

186.1 The Parish Council approved the clerks hours for December (32).

186.2 The chairman is reviewing the Contract and Job Description for the clerk. **Action: BD / KH**

187 Parish Crime Update

187.1 PC Gary Kidd advised that between 12^h December and 7th January there were five recorded crimes. The breakdown of these crimes are as follows:-

- **Theft other** – Theft of electrical cable from derelict farm/agriculture building in Hitchin Road.
- **Violence against the person** – Common Assault. Altercation between two parties over dog mess on the pavement. Allegations made by one party that they were grabbed by the other. Matter reported to Police and all parties spoken to. Investigation on-going.
- **Violence against the person** – Actual Bodily Harm (assault). Domestic incident between partners resulting in arrest of one of the parties for alleged assault on other. Matter fully investigated and after taking wishes of victim into account, offender cautioned by Police.
- **Violence against the person** – Harassment. Relates to a domestic related incident involving known parties. The Suspect has been dealt with by Police and issued with a PIN. PIN used in instances of First occasion incidents.
- **Violence against the person** – Harassment. Relates to known parties (ex friends). Victim has been receiving unwanted contact from ex friend. Suspect issued with a PIN which informs them that an allegation has been made against them and recorded by Bedfordshire Police.

187.2 Police Report

Serious Acquisitive Crime

In recent months a spike in Burglary Dwelling offences has taken place in neighbouring Parishes of Stotfold and Arlesey.

Stotfold - 5 Burglary Dwellings between 12/12/2013 – 07/01/2014

Arlesey - 3 Burglary Dwellings between 12/12/2013 – 07/01/2014

Although Fairfield Parish has not been affected by these offences it was still felt necessary to include the Parish in the Burglary Awareness week which took place between 9th and 13th December 2013. In total 1168 Burglary Crime Prevention Packs were delivered to homes in our area with residents in Fairfield being visited by Police on 10/12/2013

Below are the stats from Police activity within Fairfield Parish.

Fairfield – Tesco. PCSO Crime Prevention awareness/advice (1200 - 1300)
 High Visibility Patrols and door knocking in Kipling Crescent and Dickens Boulevard
 (Prevention Packs issued to all who engaged or who were not at home when officers called)

No's:	Crime Concerns	Bobby Referral Required
63 in total 39 engaged	Burglary – 4 Vehicle Crime – 0 ASB – 2 Drugs – 0 Speeding/Parking – 4 No Concerns – 8	Nil

Nuisance Bikes

The on-going problem of nuisance and anti-social behaviour on motorbikes using Fairfield Estate as a cut-through to the Blue Lagoon was tackled again last summer with increased PCSO / Police patrols, posters and the introduction of strategically placed Bluetooth devices which sent two separate messages to Bluetooth enabled “open” Mobile Phones in the area. The messages were aimed at both local residents, requesting details of any bikes seen acting in an anti-social manner and at the same time a warning to all bike users informing them of the consequences should they be caught by police behaving in such a way. The devices placed within Fairfield estate and Arlesey sent a total of 1827 messages (each phone can only receive the message once between 05/06/2013 – 12/12/2013).

Parking within Fairfield Estate

Several complaints have been made by residents regarding the manner of some parking within the estate. At present the road within Fairfield has not been adopted by the Local Authority (Central Bedfordshire Council) and as a result the Police and Local Authority are limited to what action can be taken in most circumstances. However regular patrols have taken place and a number of residents who have been identified through their vehicles have been spoken to and advised regarding parking / vehicle tax. The issue relating to adoption of the roads has been raised with Central Bedfordshire Highways Department and they are looking into this.

In the meantime your local PCSO Lisa Antoine is aware of the concerns from some residents and is carrying out regular patrols in the area advising motorists / residents when appropriate.

188 Policing and improved security

188.1 CCTV – Councillor Bidwell is investigating CCTV. **Action: CB**

189 Central Bedfordshire Council Ward Members Report

189.1 Councillor B Saunders reported that Paxton Drive and Faraday Gardens have been adopted by Central Bedfordshire Council. Councillor Dack asked if Highways could be notified as they don't always know when roads have been adopted. **Action: BS**

189.2 Highways need to trim the hedge on Hitchin Road as it is obstructing the footpath and the directional sign. **Action: KH**

189.3 Councillor B Saunders reported that the Sustainable Communities Overview & Scrutiny Committee meeting is on Tuesday, 14 January 2014, 2.00 pm to discuss the Gypsy and Traveller Local Plan. The key dates for the next key dates are:

- 21 January 2014 Executive
- 30 January 2014 Full Council
- February – March 2014 Public consultation
- June 2014 Submission to the Secretary of State
- September 2014 Examination
- December 2014 Inspectors Report
- March 2015 Adoption

It was agreed that FPC would write to CBC stating that FPC is pleased to note that CBC agree that an archaeological study is necessary but is disappointed that they disagree with FPRA/FPC previous arguments in stating that this site is not suitable for the purpose outlined. **Action: KH**

Councillor Dack to attend the meeting. **Action: BD**

190 The Local Plan

190.1 Councillor Mitchinson reported that the Steering Group had met and decided that produce a Parish Plan initially as it was felt that a Neighbourhood Plan wasn't necessary at the moment. The aim was to produce the plan within twelve months. The Steering Group is also looking into Design Statements.

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

191.1 Councillor Dack reported that he had still not received the final report from CBC and didn't distribute the initial report as too many gaps. Councillor Dack to chase up report. **Action: BD**

191.2 FPRA has requested FPC ask CBC some questions relating to the S106 agreement as there is conflicting advice being received. It was agreed that FPC would ask these question. All Councillors to see letter before it is sent to CBC. **Action: BD**

192 Parking

192.1 Councillor Hanks advised that the next steps are to draw up the initial proposals. To do this he needs a map with a certain level of detail which could cost £200. It was agreed that if FPC were unable to obtain this free, Councillor Hanks is to purchase it. **Action: NH**

193 Street map

193.1 CBC has advised Ordnance Survey of the inaccuracies of the maps. The clerk has spoken to Sat Nav suppliers and make them aware of the problems.

194 Signs

194.1 CBC will discuss the new proposed signs in the New Year and will advise FPC the proposed design and costs.

194.2 HCC has advised it would be unlikely to agree to any additional signage to the Fairfield Park area as Fairfield Park is unlikely to fall within any classifications that would allow additional signing towards it as Fairfield did not appear on maps in capital letters or bold font.

195 Map Boards and Noticeboards

195.1 Councillor Mitchinson reported that FPC need to send CBC details of locations for map boards and noticeboards and they will advise the process. **Action: PM/KH**

195.2 FPL and FPRA have granted permission to relocate the noticeboard in urban park to the play area by Tesco car park.

196 Allotments and Open Space

196.1 FPC is still waiting for a response from Linden Homes. The clerk has chased up a response.

196.2 FPC has written to Letchworth Heritage Foundation acknowledging they own this land but as the land is within the parish of Fairfield, FPC request that the land is used for much needed recreational purposes.

197 Council Policies

197.1 The following policies were all agreed unanimously.

- Complaint Procedure
- Equality and Diversity Policy and revised Complaints Procedure.

197.2 The clerk to circulate all councillors the draft Expense Policy. **Action: KH**

198 Disaster Recovery Plan

198.1 Councillor Batten is working on a draft Disaster Recovery Plan and will distribute to all councillors. To be discussed at the February meeting. **Action: VB**

199 Parish Council Logo

199.1 Wendy Briggs, Chris Brown and Lynn Valance will be presenting examples of their work to FPC 10th January 2014. It was agreed that Councillors Dack, Bidwell, Daffarn, Mitchinson and Smith will attend and agree who to appoint. **Action: BD/CB/PD/PM/GS**

200 Grass cutting, tree maintenance and road gritting

200.1 FPC waiting for CBC to grant permission to FPC to offer these services. The clerk has chased up CBC for a response.

201 Installation of high speed broadband to parts of the park

201.1 BT has advised that they do not detail how many premises connected to a cabinet make it commercially viable to upgrade and have reiterated that Boxes 21 and 23 are not part of their commercial plans and they may not be get upgraded as part of a BDUK project. BT has provided details of how to contact them if FPC wish to arrange private funding. CBC has advised that these boxes will be upgraded at the end of 2015. FPC to enquire the cost of finding the upgrades privately and what the timescale would be. **Action: KH**

201.2 Virgin Media has advised that the costs involved to extend their network to Fairfield are prohibitively expensive so they are unable to offer their service.

202 Stotfold Post Office

202.1 FPC has not yet received a response from the Post Office about Stotfold no longer accepting parcels for residents who are not in to accept them. The clerk has chased up a response. It was agreed that FPC will suggest to the Post Office they consider asking the Dry Cleaners to store parcels for residents. **Action: KH**

203 World War 1 2014 Commemorations

203.1 All councillors to think about how FPC should commemorate this anniversary. To be discussed at the February meeting. **Action: ALL**

203.2 The clerk has asked the school what they are doing and is waiting for a response.

204 Chapel at the rear of Fairfield Hall

204.1 The owner of the chapel has advised that he is keen to get the property occupied but recent government legislation has disrupted his original plans and forced him to reconsider. He will be contacting the planning authority again shortly as he has spent a lot of money on the church over the last three years and is keen to get the planners on board sooner rather than later.

205 Annual Parish Meeting

205.1 It was agreed to invite Alistair Burt, MP. **Action: KH**

206 Planning

206.1 Appeal Decision

18/07/2013 CB/13/02182/FULL 25A Dickens Boulevard. SG5 4FD
Conversion of an integral garage to a habitable room.
CBC refused the application on 9th September 2013.

Decision made by the Planning Inspectorate

The appeal is dismissed.

207 Finance

207.1 Councillors were provided with details of receipts totally £43.40 and payments totally £485.69. It was

RESOLVED

That all monies on the payments list be paid and the receipts be noted.

207.2 Grant applications

Prior to item 207.2.1 Councillors Dack and Smith left the meeting as they had both declared an interest in the item. Councillor Dack and Councillor Smith both stated they supported the proposal.

Councillor Daffarn acted as Chairman in Councillor Dack's absence.

207.2.1 Fairfield Community Hall Trust

£580 to install a patrician wall to separate ladies shower from storage room.

This application was discussed and it was

RESOLVED

That FPC would award a grant of £580 subject to the wall being fire resistant and meeting all current building regulations.

REASON

To enhance the Community Hall

The clerk to advise Fairfield Community Hall Trust. **Action KH**

Prior to item 207.2.2 Councillor Smith left the meeting as he had declared an interest in the item. Councillor Smith stated he supported the proposal.

207.2.2 Letchworth Arts and Leisure Group

£494 for the printing of a special January Fairfield Park edition of the LALG newsletter.

This application was discussed and it was

RESOLVED

That FPC would award a grant of £484.

REASON

To make residents aware of local art and leisure events.

The clerk to advise Letchworth Arts and Leisure Group. **Action KH**

208 Correspondence

208.1 FHMC – A copy of official complaint made by the directors of FHMC Ltd and sent to Central Bedfordshire Council regarding their duties/responsibilities for controlling the renovation and conversion of Fairfield Hall.

209 Any other business

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

209.1 The clerk advised that Campbell Buchanan had advised they had purchased the land where the old pig testing site used to be. Once they have drawn up the draft plans they would like to meet with FPC to discuss the draft plans.

209.2 Councillor Dack advised that there have been complaints made about the blandness of urban park and the land near Charlotte Avenue. Until FPRA has been transferred the land FPRA is not legally allowed to spend rent money to enhance the areas. FPC to discuss at the February meeting the possibility of funding a project to make the areas look more attractive.

210 Date of Next Meeting

210.1 The next Parish Council meeting will be held on Thursday 13th February 2014 at 7.30 pm.

Meeting closed at 9.30 pm.