

Minutes of an ordinary meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 12th September at 7:00 pm

Councillors present: B E Dack (Chairman) (BD), N Andrews (NA), P Daffarn (PD), A M Hunt (AMH), S Little (SL), S Reader (SR) and N Reynolds (NR)

Officer present: Maxine Hayes (Locum Clerk) (MH)

Also present for all or part of the meeting: CBC Ward Members Councillors S Dixon (SD) and six members of the Public.

151 Apologies for Absence

151.1 Apologies for absence were received from Ward Councillors B Saunders (BS) and N Harris (NH).

152 Chairman's Notice

152.1 FPC's statement on commitment to openness and transparency was presented with the meeting sign-in sheets. The chairman to confirm members of the public had read the announcement on openness and transparency.

153 Disclosures of Interest and Dispensation requests

153.1 Councillors Dack and Andrews declared an interest in agenda items 162.1 and 190.3.

153.2 To receive written requests for dispensations for declarable interests – None.

153.3 To grant any requests for dispensation as appropriate – None.

154 Council Minutes

154.1 Minutes of the Ordinary Meeting held on Thursday 5th August 2019 had been circulated to all councillors and it was

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

155 Public Participation Session for planning applications

155.1 One resident spoke about the obstructive parking of construction vehicles in Eliot Way and asked that as part of the planning permission developers should be precluded from parking large vehicles on the highway. Councillor Dixon explained that the parking was from contractors for the Care Home in Hitchin Road and not the contractors for Lydgate Fields. The contractors did not have parking restrictions as part of their Construction Management Plan. He agreed that all developments should have this and CBC would ensure that this happened in the future.

156 Planning Applications

156.1 CB/19/02532/FULL 1 Franklin Place

Erection of entrance porch and installation of oriel box window to ground floor rear.

FPC would express concerns to CBC that aspects of the design were not aligned with the relevant sections of the Fairfield Neighbourhood Plan Design Statement and it would be out of keeping with the rest of the houses within the parish.

156.2 **CB/19/02537/FULL 3 Franklin Place** Deadline for comments to CBC is 4th October 2019.
First floor rear extension and first floor side window.

FPC would express concerns to CBC that there were no specifics on materials being used which would need to align with the relevant sections of the Fairfield Neighbourhood Plan Design Statement.

156.3 No urgent planning applications received. AMH to submit Council's comments to CBC.

157 Restricting Permitted Development Rights

157.1 A proposed letter from Blandy and Blandy to CBC asking for Article 4 exemption from the Planning Act had been received (12 Sept) and circulated. The contents of the letter were accepted and agreed however, it was felt that more (photographic) examples were needed to support the application as evidence.

RESOLVED to take replacement photographs and submit the letter to CBC Action: BD

157.2 The responses from Blandy and Blandy and Blandy to the questions asked at the July meeting were noted.

158 Meeting with Crest Nicholson re Over 55'S restriction on apartments

Councillor Daffarn gave a report on the recent meeting with Crest Nicholson regarding the unsold accommodation for the over 55's. Crest Nicholson would like to remove the age restriction. It had been pointed out that those residents who had purchased the six flats had been sold them based on the age restriction covenant therefore FPC did not support this request and Councillor Dixon reported that he was also against removing the restriction.

159 Planning Decisions

159.1 **CB/18/04812/OUT Land North of Fairfield and West of Hitchin Road**

Outline application: Erection of 24 dwellings and associated access.
FPC **objected** to this application.

Reasons / comments are: -

Drawing number 60479463-0001 is out of date and does not provide relevant information as the new crossing point that is adjacent to the proposed entrance to the site is not shown.

Infrastructure – There is no additional infrastructure to support these additional homes, i.e. shop and surgeries. The available health services are currently oversubscribed causing longer waiting times at doctors.

Traffic – The increase in vehicular traffic along the Hitchin Road and the environmental impact of noise pollution and water runoff on the surrounding homes and wildlife has not been accounted for.

Access – The new access road is positioned close to the new crossing point installed to safeguard pedestrians. The footpath/cycle route used by school children is interrupted by the new road and presents a hazard to all using this pathway which is narrow along its whole length.

During a presentation from Homes England, FPC raised this concern about access and requested they contact the developer of the new site at East Lodge off Eliot Way to try and purchase some land to create an access road off Eliot Way (see FPC minutes 11th October 2018 item 155).

Parking Spaces – The provision of only eight visitor parking spaces would appear to be insufficient for the number and size of homes and the general location of these spaces could be remote for those visitors, thus parking along the road will occur restricting the road width and increasing road hazards.

These, along with the proposed increase of homes in another local development, is in excess of 40 new homes with the locality of Fairfield. CB/18/04780/full.

CBC granted full planning permission 29th August 2019

159.2 **CB/19/01485/FULL Land at East Lodge, off Eliot Way.**

Construction of a Services Kiosk.
FPC **objected** to this application.

Reasons

1. FPC is concerned that this may obstruct the proposed pedestrian/cycleway along Hitchin Road that will form part of the Etonbury Green Wheel. This is very important for all ages but in particular school children from Fairfield walking/cycling to middle and upper schools.
2. Bricks are not as in the Design Statement.

CBC granted full planning permission 23rd August 2019

159.3 **CB/19/01875/FULL 8 Faraday Gardens.**

Part rear, part side, single storey extension.

FPC had **no objections** to the basic principle of the application subject to no objections from neighbours and there are conditions that the construction, including the door openings, should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.

It was noted that the work has already commenced and is almost complete.

CBC granted full planning permission 9th August 2019

159.4 **CB/19/02033/VOC Land East of Hitchin Road and South of the Former Pig Testing Unit.**

Variation of Condition 1 of planning permission CB/18/02526/FULL dated 23.08.18 Temporary access to site for access to the school. Following condition to be amended condition 1 The access hereby permitted shall be closed off and the land to the west of the highway boundary as shown in green on plan number 38149/2001/040 Rev P6 shall be fully reinstated to the Local Authority's written approval and the remaining land covered by the temporary access should be laid out in accordance with the relevant planning permission for that area within one calendar month of the approved school access being completed as approved and being available from Hitchin Road roundabout (as shown on plan 38149/C/102 Rev C1) or in any event no later than 30/11/2020 whichever is sooner, unless before that date, the Local Planning Authority has granted planning permission for its retention.

FPC had **no objections** providing that CBC is satisfied there is safe access to the school for children and adults.

CBC granted variation of condition 29th August 2019

160 Public Participation Session for the rest of the meeting

160.1 One resident spoke on the following agenda items:

163 – Garden of Remembrance He raised concerns about the possibility of a car park attached to the Garden of Remembrance which would create another secluded place to park for people in the evening. It would create similar issues of noise and rubbish as in Ballantyne's Car Park. He suggested that if a car park for the garden was built it should have time operated bollards to stop vehicles parking after dusk. The Chairman advised the resident that this would be going out for consultation and was being discussed later on the agenda and his point would be considered then

164 Orchards – He was delighted the concrete was being cleared and doubted that there would be any materials worth retaining. His comments were noted.

170.1 He questioned whether the Parish Council should be seeking funding for equipment on areas of land that they do not own. His comments were noted.

171.2 He reminded the Parish Council that Fairfield remains part of the ecclesiastical area of Stotfold. His comments were noted.

190.6 He noted the amount of money spent on the community hall floor but queried the large amount of money being spend on legal fees in respect of the CBC Local Plan. The Chairman advised the resident that payment for the hall floor renovations was required and paid for via a grant and that an excellent job had been done. He pointed out that the escalating legal costs had been raised by Blandy and Blandy themselves and was discussed at the July meeting where they suggested that FPC represented itself at the second day of the hearing. It had been agreed to

continue with legal representation as it was essential to ensure that the Parish Council protected the village in relation to future development. He had the right to query any spending at the Annual Meeting.

161 Central Bedfordshire Council Ward Members Report

161.1 Councillor Dixon reported on the following items:

(i) CBC have scheduled the cutting of the hedge along the Hitchin Road to Eliot Way. The possibility of taking the land back into CBC ownership was being explored. The cycle way could then be moved to the other side of the hedgerow with street lighting being adapted accordingly.

(ii) Councillor Dixon was promoting the use of cycle ways to schools and planning a network of routes around a cluster of schools in view of the forthcoming Pix Brook Academy.

(iii) He reported that Abbeymill Homes had no objection to a footpath adjacent to the utility kiosk in Lydgate Fields, off Eliot Way.

(iv) Discussion took place over the proposed cycle route along Hitchin Road where permission is required from landowners. Cllr Dixon outlined his thoughts on how this could be achieved

(v) Discussion took place over double yellow lines outside Tesco. All double yellow lines require a Traffic Road Order (TRO) before taking enforcement action on those parking illegally. CBC had not applied for this, but it was now in progress.

(vi) He reported that the temporary traffic lights by Dickins Boulevard would remain until the development of the electrical supply to the new lights had been completed.

161.2 Councillor Dixon advised that he had only received one complaint about the change to LED streetlighting. Any complaints regarding the lights shining into properties could be resolved by fitting shields and requests should be made to CBC Highways Department.

Councillor Little reported that the lights in Brunel Walk were considered dangerous by some residents as pedestrians were blinded and could not see approaching traffic. As Brunel Walk was not to be adopted, responsibility will remain with FPRC. However, the walkway had yet to be transferred from the developers to FPRC which had to occur before they could act.

162 Transfer of Ownership of Community Hall

162.1 It was reported that this process was proceeding slowly.

Action: AMH/SR to set up a working group to respond to questions from our solicitors.

163 Proposed Garden of Remembrance / Cemetery

163.1 ACTION: SL to review draft document presented to meeting. FPC would post information on social media and the FPC Website about forthcoming consultation. SL/BD to put together the final copy outlining the options and the pros and cons ready to be delivered with Fairfield Matters for November issue of the magazine. There could be various collection points around the village which could include Tesco, Community Hall and Bannatynes. PD to check that delivery could be included with the November issue of Fairfield Matters.

164 Orchards

After discussion it was agreed to ask Hislops to quote for:

- Loose concrete to be cleared from the Eliot Way/compound area.
- Wildflower planting in the area in front of compound,
- Topsoil on the concrete depleted mounds.

Action: PD

165 Apple Day Saturday 28th September

165.1 Noted.

165.2 FPC would have a stall on the day. It would be manned by BD/AH.

166 Friendly Bench

- 166.1 Agreed in principle that FPC is happy and supportive of the Idea of a “Friendly Bench”.
- 166.2 Agreed in principle to consider using the compensation money from by Anglian Water towards this project. **Action:** NA to progress.

167 Cricket Club and Orchard Perimeter

- 167.1 Agreed: **RESOLVED agree to a fee of up to £2,000 for BRCC to produce proposals on site clearance, planting and reducing the tree line bordering the Cricket Ground and East Orchard, following discussions with FHMC, Cricket Club and BRCC.**

168 Dead trees around the Cricket Club

- 168.1 Discussion took place over dead trees around cricket field. There was a Hawthorn with TPO number 0619 and two silver birch that do not have a TPO disc attached. FPC has asked CBC for permission to remove the Hawthorn and is waiting for a decision.
- 168.2 Agreed: **RESOLVED If permission is granted by CBC, FPC would accept Hislop’s quote of £820.00 plus VAT to fell the trees and grind out the stumps.**
- 168.3 Agreed: FPC to discuss with the Cricket Club replacing the lost trees with the same species (silver birch and Hawthorn) or whether to replace with other types of trees (a quotation needs to be sought).

169 Storage for FPC, Scouts, Cricket Club and Bowls Club

- 169.1 Agreed: to continue discussions with FHMC, Cricket Club and Bowls Club regarding a new storage facility. **Action:** BD

170 New ‘inclusive’ play equipment

- 170.1 It was agreed that FPC should be providing inclusive play equipment in all play areas around Fairfield to ensure it was available to everyone. The report that FPC had received only showed an indicative cost for the play equipment and not a final cost as formal quotes had not been invited. The initial cost for all the equipment is approximately £50k if managed as one installation. Councillor Dixon reported on possible matched funding from CBC towards this project. This would involve a CBC Community grant of £25k and the balance to be match funded 50% each by FPC and FPRC.

RESOLVED that FPC support seeking funding for this project and would consider using the Anglian Water Fund and would be willing to provide matched funding. Action: NR

171 Fairfield Community Church

- 171.1 Changes in the trustees of Fairfield Community Church were noted.
- 171.2 Agreed: FPC wished to support a Remembrance Service. **Action:** BD

172 VE Day 2020 (8th May)

- 172.1 Discussion took place on how Fairfield could commemorate this. Suggestions were a street party with music and dancers. All organisations would be involved. **Action:** BD would write to the various organisations. AMH to set up working party to progress this and bring proposals back to the Parish Council.

173 St Mary’s Church. Stotfold

- 173.1 FPC noted that a new curate (Rev Graham Clarke) with responsibility for Fairfield had been appointed.

174 Working Group to work with and integrate our senior demographic

- 174.1 Agreed: to set up a working group. **Action:** NA

175 Defibrillator for Fairfield Gardens

175.1 Agreed: To defer any decision until new developments were completed. A central location could then be discussed. FPC to check to see if one was installed at the new school and at the Carehome and to ask if the latter could be used by Fairfield Gardens in an emergency. Action: FPC to research possible sources of organisations that donate defibrillators as they are expensive to purchase and maintain.

176 Gritting

176.1 Agreed: NA appointed as gritting adviser with BD.

177 Christmas Lights

177.1 Agreed: that FPC would only provide lights for the Urban Park as the central part of the village for Christmas 2019.

177.2 Agreed: to advise Fairfield Gardens Steering Group that it was now too late to look at Christmas lights for this year as you would need to plan and order around February/March for Christmas 2020. **Action:** BD

178 Proposed Outdoor Gym and Trim Trail

178.1 AMH reported to the meeting that she had arranged an appointment with Prologic on the 17th September to seek advice on possible equipment and suitable locations. NA agreed to also attend the meeting. **Action:** AMH/NA

179 Proposed kick-about area behind the new school

179.1 Noted.

180 Crown lifting roadside trees

Noted.

181 FPC Policies and Procedures

181.1 It was noted that the clerk was working on the following:

- Investment Policy (and then updated Financial Regulations).
- Finance Risk Assessment.
- Grievance Disciplinary Procedure.
- Protocol for marking the death of a senior national figure or local holder of high office.
- Recommendations from the Internal Auditor.
- Revised guidelines for grant applications

181.2 The Councillors Dack, Andrews and Daffarn were drafting a Communication Plan.

182 The Emergency Plan

182.1 NR was progressing this item. Emergency plan desktop training had been arranged for 31st October. It was agreed that as this was Halloween the date would need to be rearranged. **Action:** NR

183 Lighting on footpath adjacent to cricket pitch

183.1 **Action:** SL to obtain quote for supply and installation of additional lights to be brought back to FPC.

184 Bollards at the top end of Kingsley Avenue

184.1 The bollards had not been installed and this item was ongoing. **Action:** BD

185 Training

- 185.1 Training on the Emergency Plan is being arranged with CBC by Councillor Reynolds.
- 185.2 Public training on using the Defibrillator is being investigated by Councillors Daffarn and Reynolds.
- 185.3 The clerk will be attending training on Transparency and Audit in February 2020.
- All items above noted.

186 Dickens Boulevard roundabout competition

- 186.1 It was reported there were no entries. Agree to action quote from Hislop for replacement tree. Action: NR. This item would be added to the October FPC agenda for further discussion.

187 Meeting with Baycroft Care Home

- 187.1 Report noted. **Action:** agreed that all Councillors should visit the care home on one of their Open days.

188 Crime figures for July and August 2019

- 188.1 And 188.2 Noted.

189 Speed Watch

- 189.1 Details noted. It was agreed that more volunteers were required now that NR was no longer available in the daytime. **Action:** to include a request asking for more volunteers on the FPC website and in Fairfield Matters. Discussion took place over the inaccuracy of speed limits as reported by Google Maps in relation to Fairfield but getting any changes made had to date been unsuccessful.

190 Finance

- 190.1 Audit for 2018/19 accounts – Noted.
- 190.2 **RESOLVED To re-appoint our internal auditor for 2019/20 subject to satisfactory quote.**
- 190.3 **RESOLVED To agree the invoice for the Community Hall rent 2019/20 of £2,640.00.**
- 190.4 **RESOLVED To agree giving the Bowls Club a short-term loan of £10,000 if required to assist them with cash flow whilst they wait for the Grant from Sports England.**
- 190.5 Bank reconciliation to 31st July 2019

Where the money is	Value
Unity Trust	£217,652.67
Cash Plus Card	£380.22
Petty Cash	£0.00
Total Money	£218,032.89 (1)
Cash Book	
Total Receipts	£58,824.80
PLUS balance carried over 1 st April 2019	£194,451.94
LESS Total Payments	£35,243.85
Total Money in cash book	£218,032.89 (2)

As (1) and (2) are equal there are no issues to report.

Bank reconciliation to 31st August 2019

Where the money is	Value	
Unity Trust	£263,801.40	
Cash Plus Card	£382.22	
Petty Cash	£0.00	
Total Money	£264,181.62 (1)	

Cash Book		
Total Receipts	£109,505.80	
PLUS balance carried over 1 st April 2019	£194,451.94	
LESS Total Payments	£39776.12	
Total Money in cash book	£264,181.62 (2)	

As (1) and (2) are equal there are no issues to report.

RESOLVED APPROVED

190.6 Receipts

To whom	Description	
Central Bedfordshire Council	19/20 Precept	£50,681.00
Total		£50,681.00

Payments

To whom	Description	
Katrina Henshaw	July wages (including holiday pay)	£1,778.04
	August wages	£478.55
HMRC	July Tax and National Insurance contributions	£954.23
	August Tax and National Insurance contributions	£119.60
EE	Mobile phone – July	£10.25
	Mobile phone – August	£10.25
Information Commissioner's Office	Data Protection fee	£35.00
BATPC	Training for the clerk	£40.00
Hislop & Co Horticulture Ltd	Maintenance contract - July	£1,200.00
	Maintenance contract - August	£1,200.00
	Grass and Bramble cut in Orchard – July	£600.00
	Grass and Bramble cut in Orchard – August	£600.00
	Crown lifting trees in Bronte Avenue	£3,300.00
	Removing weeds and debris	£360.00
	Waste clearance in the orchard	£174.00
	Installing post	£129.54
Fairfield Community Hall	Scout rent for September	£485.00
Gerrard and Co. Ltd	Community Hall Floors	£11,770.80
Namesco	fairfieldparishcouncil.gov.uk domain name	£179.99
SLCC	Annual Membership	£156.00
CSA Environmental	Attendance at Local Plan public examination 18 th June	£486.00
	Attendance at Local Plan public examination 14 th July	£194.40
Blandy and Blandy	Professional services relating to Local Plan	£7,128.00
		£3,600.00
Community Heartbeat	Adult pads	£97.20
Ebuyer	Toner	£101.08
Mazaars	External Audit	£480.00
Penny Daffarn	Straining bag for apple press	£50.99
Total		£35,718.92

It was

RESOLVED

That receipts of £50,681.00 be noted and payments of £35,718.92 be paid. It was noted that £300 was transferred to the cash plus card on 18th July 2019.

191 Correspondence

191.1 None received.

192 Any other business

192.1 None

193 Date of next meeting

193.1 The next Parish Council meeting will be held on 10th October 2019 at 7.00 pm for planning and 7.30 pm for all other matters.

Meeting closed at 9.35pm.

Glossary of acronyms

BATPC	Bedfordshire Association of Town and Parish Council
BRCC	Bedfordshire Rural Communities Charity
CBC	Central Bedfordshire Council
e.g.	exempli gratia (Latin phrase meaning “for example”)
FHMC	Fairfield Hall Management Company
FPC	Fairfield Parish Council
LED	Light-emitting diode
LPA	Local Planning Authority
NB	Nota bene (Latin phrase meaning 'note well')
PDR	Permitted Development Rights
SLCC	Society of Local Council Clerks