

## Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 13<sup>th</sup> November 2014 at 7:30 pm

**Councillors present:** B E Dack (Chairman), V C Batten, C Bidwell, N P Hanks, P Mitchinson and G H Smith

**Officer present:** Katrina Henshaw (Parish Clerk)

**Also present for all or part of the meeting:** Six members of the public.

### 188 Apologies for Absence

188.1 Apologies for absence were received from Councillor P Daffarn (Holiday), Ward Members Councillor G Clarke (Holiday) and Councillor B Saunders (another meeting).

### 189 Disclosures of Interest

189.1 No disclosures of interest were received.

### 190 Council Minutes

190.1 Minutes of the meeting held on Thursday 9<sup>th</sup> October 2014 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.**

### 191 Public Participation

191.1 No member of the public requested to speak.

### 192 Parish Crime Update

192.1 PCSO Lisa Antoine advised that between 8<sup>th</sup> October and 10<sup>th</sup> November there was no new recorded crime.

### 193 Grant Application

193.1 FPC had received a grant application from FHMC / FHRA a grant application for £8,850 to establish a permanent memorial garden outside the main building. The chairman closed the meeting between 7.32 pm and 7.55 pm so that FPC could ask FHMC / FHRA questions regarding the application.

193.2 Following a discussion, it was agreed that FPC would consider the application once further discussions with PJ Livesey had taken place and two further quotations were received. FHMC / FHRA were also invited to supply three quotations from stone masons for the proposed stones. The clerk to formally advise FHMC / FHRA. **Action : KH**

## 194 Defibrillator in Fairfield

194.1 FPC discussed the letter, Memorandum of Understanding (MOU) and Information Pack relating to the Partnership Defibrillator Scheme received from CBC. It was

### **RESOLVED**

**To sign the copy of the MOU subject to Councillor Bidwell speaking to Tesco regarding the power supply.**

### **REASON**

**To offer residents the use of a defibrillator should one be required.**

**Action: CB / BD**

## 195 Bus shelter at bus stop on Dickens Boulevard

195.1 To be installed by January 15.

## 196 Maps

196.1 Ordnance Survey still have not updated maps. The clerk to speak directly to Ordnance Survey to check on progress. **Action: KH**

## 197 Footpath from Brunel Walk to the Blue Lagoon

197.1 A footpath leading from Fairfield down to the Blue Lagoon is clearly marked on the route sections BRCC has produced for the Green Wheel. Providing the proposed Green Wheel gets approved by all the authorities and progresses no further action by FPC will be required.

## 198 Dog Control Orders

198.1 It was agreed that the only two areas that required new signs were Heathcliffe Avenue and Bronte Avenue. The clerk to advise CBC. **Action: KH**

## 199 West Drive

199.1 CBC has advised that there are a number of plans for the whole route, both short and medium term. With the completion of the trimming back of the encroaching vegetation, the next phase would be improvements to the surfacing where missing or in a poor state, especially adjacent to the gas sub-station and the length cleared of dumped soil where West Drive meets the perimeter bridleway. The former will require the gas company's consent given its location and the latter will also involve the levelling out of the dumped materials in the adjacent verges. Unlike the other section 106 funds, the funding for this work is not time limited but CBC would expect the Contracts Officer to begin to shape the specification for the works as soon as his workload allows. It was suggested that FPC meet with CBC in the New Year to discuss. **Action: KH**

## 200 Grass cutting

200.1 CBC has asked FPC to supply measurements of the grass verges it wishes to take over responsibility for. CBC has declined to back date any payments despite FPC requesting to opt out a year ago which FPC feel is morally wrong. **Action: BD / KH**

200.1.1 The vegetation alongside the footpath between Fairfield and Stotfold on Hitchin Road has been cleared. CBC has also agreed to use a shovel to clear the earth / weeds / etc. back and reclaim full width of footpath/cycle track.

200.1.2 The grass cutting contract with MBS expires this month. The clerk to establish when MBS' contract expires with FPRA so the two contracts can be put out to tender together. **Action: KH**

## **201 Road gritting**

201.1 FPC to draft a Winter Maintenance Plan. **Action: NH**

## **202 Bannatyne Advertising board**

202.1 The posts still remain in place and no planning application has been received.

## **203 High Speed Broadband**

203.1 Nothing new to report.

## **204 The Parish Plan / The Neighbourhood Plan**

204.1 Councillor Mitchinson reported that the questionnaire had been distributed 25<sup>th</sup> / 26<sup>th</sup> October and the deadline for responses was 28<sup>th</sup> November. To date 108 responses have been made on line and 152 hard copies have been handed in. FPRA and FHMC will be emailing their distribution lists to remind residents to complete the questionnaires. Councillor Mitchinson to investigate updating the banner. **Action: PM**

## **205 Traffic and Parking**

205.1 FPC has received a request from a resident about asking CBC to reduce the speed limit to 30mph on Hitchin Road from the A507 roundabout to Thornes. As there is a question on the PP questionnaire FPC agreed that no action would be taken until the results from the questionnaire were known.

## **206 Signs at Tesco**

206.1 Signs to be installed in the next two weeks.

## **207 Power of Competence**

207.1 The clerk recently attended training on the General Power of Competence and circulated all Councillors with a summary.

## **208 Localism Act 2011**

208.1 Under the localism Act 2011 SS87-108, FPC has the right to nominate assets to be added to a list of assets of community value and the right to bid to buy a listed asset when it comes up for sale. FPC discussed this and it was

### **RESOLVED**

**That FPC would register following assets CBC.**

**The Chapel  
East and West Orchard  
Cricket Ground and Bowls Club  
Tennis court and car park**

### **REASON**

**To allow FPC to preserve the community and have the right to bid if any of the above lands come up for sale.**

The clerk to register with CBC. **Action: KH**

## **209 Leisure Strategy**

209.1 FPC is still waiting for the map. The clerk to chase up CBC. **Action: KH**

## 210 Section 106 Agreement – Disputed ownership and possible transfer of land.

- 210.1 FPC confirmed action of complaining to CEO, CBC regarding lack of action on 106 issues.
- 210.2 No date has been agreed yet for the meeting that Rt Hon Alistair Burt has offered to chair between CBC, FPC, FHMC, PJ Livesey and Hotbed.

## 211 Orchard Plan

- 211.1 FPC confirmed that after receiving legal advice, landowners were notified of FPC's immediate actions. PJ Livesey has refused permission for FPC to do any work in the part of West Orchard they own (area 8) but have agreed to meet FPC. E&J Estates has requested clarification on a few items before responding. **Action: BD / KH**
- 211.2 FPC requested quotations from MBS, John O'Conner and Frank Coper & Son Limited to clear brambles, cut grass and remove all rubbish. John O'Conner declined to quote. The quotations were discussed and it was

### RESOLVED

**To accept MBS quotation to clear brambles, cut grass and remove all rubbish, subject to permission from the landowners, at a cost of £1,350 per Orchard (This currently included area 8).**

### REASON

**MBS supplied the most competitive quotation.**

The clerk to place the contract. **Action: KH**

- 211.3 The public meeting to form a 'Friends of the Orchard Group' was very successful with over 60 people attending. A group of volunteers will be removing the Ivy from the trees in East Orchard and part of West Orchard on Sunday. A further meeting will be arranged in January when Liz Anderson, CBC Ecologist will be invited to give an introduction as to the value of the orchards for biodiversity and why they are County Wildlife Sites.
- 211.4 It was agreed to request three quotations to professionally prune trees so they start former proper crowns. **Action: KH**
- 211.5 It was agreed to subscribe to the Apples and Orchard Group at a cost of £10. **Action: KH**

## 212 Public Art Money (S106)

- 212.1 CBC has draft the artist brief for Urban Park which was circulated to all Councillors.

## 213 Transferring Community Hall to FPC

- 213.1 Templars Building Surveyors Ltd will send a report back to FPC by 21<sup>st</sup> November.
- 213.2 FPC has received quotations from three solicitors (Blandy and Blandy, Foreman Laws and Woodfines). These quotations were discussed and it was

### RESOLVED

**That FPC would appoint Foreman Laws to transfer the Community Hall to the FPC and draw up a lease for the current Trustees of the building. The fee for the transfer will not exceed £350 and land registry fees and in respect of the Lease, a fee in the range of £550-£750 depending on time involved an assuming the terms between the parties have been largely settled.**

### REASONS

**Foreman Laws supplied the most competitive quotation.**

The clerk to place the contract. **Action: KH**

## 214 **Fairfield Hall**

214.1 CBC has visited site prior to issuing completion certificates for Phase 1.

## 215 **Land adjacent to Bowls Club**

215.1 The land has been rotavated. The winner and runners up of the recent competition for the community garden design have been announced. Elements from each of the designs are going to be worked into a working drawing.

## 216 **Disaster Plan**

216.1 Councillor Batten advised the starter pack had arrived but it was suggested that some head-torches may be required. Mark Conway, CBC Emergency Planning Officer has offered to deliver an Assistance Centre Training Course in the New Year. Councillor Batten to find out the cost of head-torches and arrange the training. **Action: VB**

## 217 **Welcome to Fairfield' booklet**

217.1 Councillor Daffarn has started the draft booklet and will have it ready early in the New Year. Councillor Daffarn to supply quotations for designing and producing the booklet. **Action: PD**

## 218 **Joint meeting with Management Companies and Resident Associations**

218.1 The meeting has been arranged for Wednesday 19<sup>th</sup> November at 7.00 pm.

## 219 **Meeting with Fairfield Lower School**

219.1 FPC to arrange the meeting in the New Year. **Action: KH**

## 220 **Meeting with the owner of the Chapel**

220.1 The owner has agreed to meet with FPC. Date to be arranged. **Action: KH**

## 221 **Christmas Lights**

221.1 Three companies were asked to supply quotations for Christmas Lights but FPC only received quotations from Gala Lights and Terry Seymour. The quotations were not for identical products so varied in cost significantly. The tree on the roundabout was unsuitable for decorating as it was deciduous. The quotations, locations and design were discussed and it was agreed that FPC had started this project too late for this year so would investigate it earlier for Christmas 2015.

## 222 **Planning Applications**

222.1 CB/14/03910/FULL 71 Charlotte Avenue  
Single storey rear extension

**FPC has a concern that this extension may have an overbearing impact on the neighbours of the applicant leading to a loss of amenity. Should it be considered that this is not the case then FPC has no other objections to the application.**

222.2 CB/14/03853/FULL 26 Fleming Drive  
Single storey side extension

**FPC had no objections to this application**

- 222.3 CB/14/03311/FULL 6 Copperfield Close  
Conservatory to side  
**FPC had no objections to this application**
- 222.4 CB/14/03783/FULL 34 Shaftesbury Drive  
Single storey rear/side extension  
**FPC had no objections to this application**
- 222.5 CB/14/03997/FULL Former Pig Unit, Hitchin Road  
Demolition of all existing buildings and dwellings. Mixed use development comprising 1400sqm B1 offices, children's nursery, 70 bedroom care home, 96 dwellings, access, parking, open space and ancillary works.  
Comments to CBC by 1<sup>st</sup> December 2014.
- CB/14/04048/FULL Former Pig Unit, Hitchin Road  
Demolition of all existing buildings and dwellings. Erection of 116 dwellings and a 70 bedroom care home with access, parking, open space and ancillary works  
Comments to CBC by 9<sup>th</sup> December 2014.

Both the applications were discussed and Councillor Hanks highlighted some concerns with the transport section. It was agreed that FPC would ask CBC FPC would like to ask CBC to request that the applicant revise and correct their Transport Assessment. **Action: NH / KH**

It was agreed to delegate powers to Councillors Bidwell, Hanks and Mitchinson to compile the response from FPC. **Action: CB / NH / PM / KH**

## 223 Planning Decisions

- 223.1 CB/14/03397/FULL 10 Salisbury Close  
Single storey rear/side extension. Loft conversion and dormer windows  
**CBC granted full planning permission 16th October 2014**
- 223.2 CB/14/03003/FULL 17 Fleming Drive  
Ground floor rear extension, bay window to side elevation, loft conversion with dormer & roof lights.  
**CBC granted full planning permission 17th October 2014**
- 223.3 CB/14/03666/LB 4 Fairfield Mews.  
Listed Building: Single storey rear extension.  
**CBC granted listed building consent 31<sup>st</sup> October 2014**
- 223.4 CB/14/03575/FULL 15 Bronte Avenue  
Orangery to side/rear elevation  
**CBC granted full planning permission 4th November 2014**

## 224 Finance

- 224.1 Councillors were provided with details of payments totally £5,851.26 and receipts totally £2,099.08 and it was  
**RESOLVED**  
**That all monies on the payments list be paid and the receipts be noted.**
- 224.2 It was agreed to renew membership with BRCC for 5 years at a cost of £140.00. **Action: KH**
- 224.3 The budget for 2015/16 is to be agreed at the December meeting. All councillors to supply the clerk with details of proposed projects an estimated costs. **Action: ALL**

## 225 Correspondence

- 225.1 Fairfield Park Lower School – National Road Safety Week 17<sup>th</sup> -21<sup>st</sup> November. FPC has been invited to join the school on Wednesday 19<sup>th</sup> November. Councillors Dack and Mitchinson to attend. **Action: BD / PM**
- 225.2 CBC – Submission of the Central Bedfordshire Development Strategy.
- 225.3 CBC – 2013/2014 Town and Parish Council Satisfaction Survey. To be completed by the end of November. **Action: BD**
- 225.4 CBC – Proposed 7.5 tonnes Weight Restriction - Various Roads, Arlesey.
- 225.5 CBC – Central Bedfordshire Pharmaceutical Needs Assessment (PNA) Consultation.
- 225.6 CBC – LTP Rural Match Fund & Bidding Guidelines 2015-16.
- 225.7 CBC – Salt Bag Scheme 2014/15. It was agreed to request three tonnes delivered on the three dates in half tonne bags. **Action: KH**

## 226 Any other business

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

- 226.1 Councillor Dack reported that the two post boxes in Fairfield had gone down to being collected only once a day and although the one Eliot Way was a 4.00 pm, the one in Dickens Boulevard was at 9.00 am.

## 227 Date of next meeting

- 227.1 The next Parish Council meeting will be held on Thursday 4<sup>th</sup> December 2014 at 7.30 pm.

Meeting closed at 9.25 pm