

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 12th June 2014 at 7:30 pm

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

Officer present: Katrina Henshaw (Parish Clerk)

Also present for part of the meeting: Five members of the public.

37 Apologies for Absence

37.1 Apologies for absence were received from Ward Members Councillors G Clarke, B Saunders and J Saunders (Full CBC meeting).

38 Disclosures of Interest

38.1 No disclosures of interest were received.

39 Council Minutes

39.1 Minutes of the annual meeting held on Thursday 8th May 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.

40 Public Participation

40.1 One member of public requested to speak on agenda item 23 grass cutting (minute item 58).

The resident asked if FPC could arrange for the grass verges and hedges to be cut along the Hitchin Road. The clerk to speak to CBC. **Action: KH**

41 Parish Crime Update

41.1 PCSO Lisa Antoine advised that between 9th May and 8th June there was three recorded crime. One of 'Violence against a person', one of 'Sexual offences' and one of 'Vehicle crime'. The violence against a person was related to a neighbour dispute disagreement. The sexual offence was an unknown male slapped a female on the rear, the male has been identified and has ben interviewed. The vehicle crime was a person failed to return a vehicle after a finance agreement ran into arrears.

42 Defibrillator in Fairfield

42.1 It was agreed that FPC would express an interest in having a defibrillator near Tesco. The clerk to advise CBC and request permission from Tesco to attach it to their wall. **Action: KH**

43 Fairfield Lower School

- 43.1 Councillors Dack, Daffarn and Bidwell attended a meeting with Mrs Sue Howley MBE (Chairman of the Governors), Councillor Ian Dalgarno (Vice Chairman of the Governors and Mrs Jenny Stone (Head Teacher). They acknowledged that there was not enough school places for Fairfield residents but stated that the school cannot be extended any further so as per the criteria the children who live furthest away will not get in if there are too many applications. The grant application for a 'multi use games area' was turned down so there won't be one now. The school rejected the offer for a Parish Councillor to be appointed as a Governor as there are now vigorous guidelines to qualify as a Governor. A Parish Councillor is welcome to apply when there is next a vacancy. The school supported the suggestion about asking developers for the strip of land down to Hardy Way to be used for parking for school staff. The school agreed to supply information to be included in Fairfield Matters. It was agreed to have regular meetings between the school and FPC.

44 The Parish Plan

- 44.1 The initial questionnaire has been distributed to the Steering Group and FPC. There are still some issues to be resolved before the questionnaire can be approved. It was agreed to delay distribution of the questionnaire as it is important to get it correct.
- 44.2 Costs for designer are estimated to be between £1,200 and £1,500 and there will be additional costs for printing.

45 The Neighbourhood Plan

- 45.1 It was agreed to find out the timescale from CBC as this could influence timescale for Parish Plan. **Action: PM**
- 45.2 CBC are holding a Neighbourhood Planning Event on Friday 11th July 201 and have invited up to four attendees per Parish Council. The event will run from 10 am – 3.30 pm in Committee Room 2, Watling House, High Street North, Dunstable (LU6 1LF). Councillors Daffarn and Smith to attend with two members of the Parish Plan Steering Group if anyone is available. **Action: PD/GS**

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

- 46.1 FPC has received a letter from Livesey stating what land they own. This appears to agree with what FHMC has been told but FHMC is confirming this. Livesey has completed the works in the tennis court area and this has been signed off and accepted by the local authority.
- 46.2 The Rt Hon Alistair Burt, MP for North East Bedfordshire has agreed to Chair a meeting with CEO CBC, FPC, FHMC and FHRA and request the presence of the developers to try and resolve outstanding issues.
- 46.3 It was agreed for FPC to meet with FHMC to discuss transferring land from FHMC to FPC. FPC agreed in principal to accept land if the terms were satisfactory.
- 46.4 Following a discussion it was

RESOLVED

That FPC would delegate powers to whichever two Councillors are nominated to attend any meeting relating to S106. The two Councillors to keep all other Councillors informed on what has been discussed and agreed.

REASON

To prevent delays on decisions between meetings

47 Fairfield Hall

47.1 There is no change with no progress being made with the developer or CBC.

48 Traffic and Parking

48.1 Councillor Hanks has almost completed the plans of proposals for Fairfield and will send all Councillors a PDF copy before sending them to CBC. **Action: NH**

48.2 Approximately 80 residents have signed the petition for a 20mph speed limit along Dickens Boulevard.

49 Bollards on Dickens Boulevard

49.1 Councillor Hanks is waiting for a response from CBC to see if they could reduce the cost or to establish what could be done for £2,500.

50 Signs on Dickens Boulevard

50.1 CBC has agreed to install warning signs about children crossing on Dickens Boulevard outside the school.

51 Signs

51.1 CBC has sent a PDF detailing the design of the signs. The design of the signs were accepted and following a vote it was agreed that one would state Community Hall not Community Centre. *Vote: 4 Councillors in favour of Community Hall, 2 Councillor in favour of Community Centre. (Chairman didn't vote).* The clerk to send contract and pay proforma invoice for 617.96. **Action: KH**

52 Noticeboards

52.1 The noticeboards should be delivered week commencing 23rd June 2014. Councillor Mitchinson to speak to MBS about installation and request a new quote as fixings have changed. **Action: PM**

53 Allotments

53.1 The waiting list for an allotment now has 35 names on it. Councillor Dack has completed the questionnaire 'Confirming land requirements for Allotments and Cemeteries'.

54 Land adjacent to Bowls Club

54.1 Initial plans have been received showing that the land will be used for a Butterfly Garden, Sensory Garden and a Water Meadow. The school has expressed an interest in this project and has been asked to be kept informed of developments.

54.2 It was agreed that two or three Councillors would meet with the Bowls Club to discuss the Bowls Club granting of a 'Limited use Licence' to FPC.

55 Land adjacent to the Two Chimneys Public House

55.1 MBS has supplied FPC with clarification on how much rabbit fencing would be required around the land.

55.2 Councillor Dack is still trying to arrange a meeting with Stotfold FC. In addition, the Cricket Club has asked FPC for a meeting to discuss using the cricket pitch for youth football during the winter months. **Action: BD**

56 Footpath from Brunel Walk to the Blue Lagoon

56.1 Councillors Daffarn and Bidwell have got all the information they require and will now complete the appropriate forms. **Action: PD / CB**

57 West Drive

57.1 CBC has advised that work will start on Tuesday. FPC concerned about the increase height. The clerk to seek clarification. **Action: KH**

58 Grass cutting

58.1 CBC has advised that FPC is able to 'opt-out' of CBC's highway grass cutting and instead run its own service using a contribution from CBC. The expectation is that FPC 'tops this up.' CBC's contribution is paid annually to FPC at the rate CBC would have paid if it continued the work itself. The mechanism is to first agree the precise stretches of grass, calculate the payment, and for the FPC Chairman to apply to CBC in writing with insurance details. **Action: BD**

59 Tree maintenance

59.1 CBC has advised that this depends if the tree is considered 'highway' or private, but overhanging the highway. In the former it is often a case of calling in any maladies into the highways helpdesk. From there it would be cascaded to the appropriate Arboriculture team and CBC would deal with any problems considered to be a road safety issue. In terms of private overhanging trees, again these can be called in to the highways helpdesk and from there Officers would liaise with the household in whose property the tree is rooted. This confers a duty on them to cut back, typically to a height of 2.5m over the footway and 5.5m above the carriageway and if the homeowner does not uphold this themselves, in exceptional cases, CBC conducts the work and pursues the homeowner for its costs. This is a fall back situation of course.

60 Road gritting

60.1 CBC has agree to include the part of Dickens Boulevard between the two roundabouts as part of highway gritting.

60.2 FPC winter gritting in the new development CBC is able to accommodate local gritting by Parish Councils under a special "delegation Agreement." This would be entirely additional to the service provided by CBC, and it is considered a local wish to treat roads of a much lower classification than the priority road network. Principally the Agreement confirms the Parish assurances to CBC and FPC good working practises in a public highway setting. CBC to compile the various technical, legal and insurance inputs into a document for FPC Chairman to sign. The Agreement makes a local service lawful, but of course there is a great deal of work for FPC in advance of signing it. For example FPC would be well-advised to think about plant, labour, materials, storage and environmental controls in advance. FPC will also need clear, published, lines of communication with residents and a back office which accurately records all activities and standby details. Typically the season is October – April. FPC's intended service levels should be published in advance, as a parish Winter Maintenance Plan. CBC has advised inspecting CBC's published plan on the website. **Action: KH**

61 World War 1 2014 Commemorations

61.1 No decision has been made on this.

62 St Luke's Chapel

- 62.1 FPC waiting for the owner to respond to the request to open St Luke's Chapel this year. The clerk to ask if it can be open all day on 6th July 2014 to coincide with the dedication of the cemetery memorial. **Action: KH**

63 Public Art Money (S106)

- 63.1 FPC discussed the outstanding memorial that has been commissioned by CBC with Public Art Money and it was agreed that FPC would establish what stage the memorial was at and if it could be stopped as no one wanted it. If it could be stopped, FPC to ask if any money saved could be added to the remaining £8,000. **Action: KH**
- 63.2 FPC discussed the proposals received from FPRA and FHMC and it was agreed to defer the decision until the July meeting so that FPC can establish exactly how much money is available from S106. FPC do not have the final decision on how to spend this money but are just advising CBC what FPC supports.

64 Lettering to front of the Community Hall

- 64.1 Chris Brown supplied all three designs and agreed to send these all to the Trustees of the Community Hall for their opinion. The clerk to advise that the sign could be situated on another wall if the Trustees wished. **Action: KH**

65 Annual Report

- 65.1 Councillor Daffarn showed the Councillors the completed report and advised that Chris Brown (designer) had charged £650 for the design. FPC has received 3 quotes for printing 1,200 copies and following a discussion it was agreed to award Garnsons the job at £427.19 as this was the cheapest quote. The Annual Report will be delivered to all households with Fairfield Matters and will be available to download on the website.

66 Disaster Plan

- 66.1 Councillor Batten advised that she would require storage in the Community Hall for the 'Grab Box' CBC will be sending. It was agreed that FPC need a filing cupboard for documents and this box. Councillor Dack to speak to Community Hall Trustees. **Action: BD**

67 Cemetery Memorial

- 67.1 The dedication will be held on 6th July 2014 at 3.00 pm. It was agreed to set a budget of £2,000 for this event. Councillor Smith to coordinate. **Action: GS**

68 Planning application

68.1 Applications

- 68.1.1 CB/14/01702/ADV Roundabouts on A507 Hitchin Road & A507 Norton Road
Advertisement: 4 No. Free standing post mounted sign boards on each roundabout
Comments made by FPC
FPC has no objection to this application but signage is to conform to current highways regulation and be approved by the highways department for either Central Bedfordshire Council or the Central Government Highways Department responsible for that road.

- 68.1.2 CB/TPO/14/00169 Land to the west of 8 Edison Way. SG5 4BE
Works to trees protected by a Tree Preservation Order: Various works to trees surrounding Fairfield Park as shown on the Tree Report. The trees are within Order as T75, T76 & T77, within group G4 and within Woodlands W2, 3, 4, 5 & 6 of Order Ref: MB/TPO/99/00001.
Comments made by FPC
FPC has no objection to this application but did request a planning condition is added covering the start and finish times for the days when work is planned as it appears the overall works maybe over several months in all and FPC would not like residents in nearby houses to be affected with early start times and weekend working.
- 68.1.3 CB/14/01414/FULL 48 Heathcliff Avenue. SG5 4EY
Two storey and single storey rear extension.
Comments made by FPC
FPC has no objection to this application.
- 68.2 Decisions
- 68.2.1 CB/14/00540/FULL Fir Tree View, 49 Bronte Avenue. SG5 4FB
Proposed single storey rear extension to replace existing conservatory.
CBC granted full planning permission 7th May 2014
- 68.2.2 CB/14/00883/FULL 27 Heathcliff Avenue. SG5 4EY
Proposed single storey rear extension to replace conservatory.
CBC granted full planning permission 7th May 2014.
- 68.2.3 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.
CBC granted listed building consent 27th May 2014.
- 68.2.4 CB/14/01185/FULL 5 Salisbury Close. SG5 4FL
Single storey rear extension.
CBC granted full planning permission 27th May 2014.
- 68.2.5 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
CBC granted full planning permission 27th May 2014.

69 Finance

- 69.1 Councillors were provided with details of payments totally £2,581.57 and it was
RESOLVED
That all monies on the payments list be paid.
- 69.2 The Internal Audit has been carried out and the accounts have been approved. She also took the opportunity to congratulate FPC on setting up the new authority in a manner compliant with current legislation. The accounts have now been sent to the External Auditor.
- 69.3 All Councillors had received a copy of a grant application from Red Bear for £1,920 to pay for a year's rent for use of the Community Hall. Following a discussion it was.
RESOLVED
To award Red Bear with a grant of £1,920.00
REASON
So Fairfield families are offered children centre services.
The clerk to advise Red Bear and make the payment. **Action: KH**

70 Correspondence

- 70.1 Resident – email about Horse. FPC has liaised with CBC who has put up signs and has agreed to clear vegetation. The resident has been informed.
- 70.2 Central Bedfordshire Council – Older Persons Consultation. Consultation period runs from 2nd June to 30th June. Councillor Daffarn to complete. **Action: PD**
- 70.3 Central Bedfordshire Council – Leisure Strategy Parish Schedules Consultation. Deadline 21st July. All Councillors to review. To be discussed at the July meeting. **Action: ALL**
- 70.4 Fairfield Redevelopments Limited – Stating that it has been suggested that the appropriate body to own and control the Community Hall is FPC and therefore requesting a meeting with FPC to discuss this proposal. The clerk to arrange meeting and to state that in principal FPC will accept the proposal subject to due diligence. **Action: KH**

71 Date of next meeting

- 71.1 The next Parish Council meeting will be held on Thursday 10th July 2014 at 7.30 pm.

Meeting closed at 9.20 pm