

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 10th July 2014 at 7:30 pm

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

Officer present: Katrina Henshaw (Parish Clerk)

Also present for part of the meeting: Ward Members Councillor B Saunders and nine members of the public.

72 Apologies for Absence

72.1 Apologies for absence were received from Councillor P Mitchinson (Holiday) and Ward Members Councillor G Clarke (illness).

73 Disclosures of Interest

73.1 No disclosures of interest were received.

74 Council Minutes

74.1 Minutes of the meeting held on Thursday 12th June 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.

75 Public Participation

75.1 One member of public requested to speak on agenda items 7.3, 14.1 and 28.2 (minute items 78.3, 86.1 and 100.2). One member of public requested to speak on agenda item 7.3 (minute item 78.3). One member of public requested to speak on agenda item 31.1 (minute item 103.1). The chairman advised that he would close the meeting prior to item 7.3 (minute item 78.3) to give everyone the opportunity to speak on that item.

75.2 Item 14.1 (minute item 85.1) – The member of public suggested FPC consider Foreman Laws in Hitchin.

75.3 Item 28.2 (minute item 100.2) – The member of public said that the grass verges between Fairfield and the A507 were a disgrace and the fact CBC had not inspected them since 24th January was unsatisfactory as the vegetation had grown since the winter.

75.4 Item 31.1 (minute item 103.1) – The member of public questioned why a decision had not been made at the June meeting and asked if FPC had only received one application at that stage. The chairman advised that two applications had been submitted and the decision had been deferred to establish if more money was available. The chairman also advised that CBC made the final decision and FPC would just be submitting recommendations.

76 Parish Crime Update

- 76.1 PCSO Lisa Antoine advised that between 9th June and 7th July there was four recorded crime. One of burglar and three of other thefts. The burglary was from a summerhouse and shed (Hardy Way) and the others thefts included a person making off from a taxi without payment (Dickens Boulevard), theft of a pedal cycle (Dickens Boulevard) and theft of a boundary rope (Kingsley Avenue).

77 Central Bedfordshire Council Ward Members Report

- 77.1 Ward Members Councillor B Saunders advised that CBC was consulting on a Dog Control Order and details of the consultation were available on the CBC website.
- 77.2 Ward Members Councillor B Saunders also advised that on Friday 8th August Healthwatch Central Bedfordshire, working in partnership with Central Bedfordshire Council, will be in Stotfold to provide information, advice and guidance about social care, health, housing and additional services.

78 Planning Applications (Appendix A)

- 78.1 CB/14/01177/FULL 3 Beeton Court
Change of use to half the premises from A1 to A3.

Comments made by FPC

Change of use. There would appear to be no reason to object to the change of use and the appearance of the alterations to the shop fronts.

There are two concerns which should be addressed at this stage. Car parking and waste management.

Car parking is an ongoing problem in this area caused partly to the small number of car parking places available and also the length of stay of some of the vehicles. Could the following condition be included on the planning approval?

“Prior to commencement of the development hereby permitted, a car park management scheme to limit the permitted duration of stay within the parking spaces fronting the site shall be submitted to and agreed with the Local Planning Authority. The agreed scheme shall be implemented prior to occupation of the development and maintained thereafter.”

Waste management is a problem that will be worsened by the change of use. As part of the approval can we ask him to supply a waste bin which he has to empty daily, walk round the play areas and foot paths to clean up any of his packaging which has been left (every four hours), and a 6 month review is undertaken to ensure the waste is not becoming a problem in or around the area.

- 78.2 CB/14/02303/FULL 7 Shaftesbury Drive
Single storey front extension to existing garage block.
FPC had no objections to this planning application.

- 78.3 CB/14/02179/LB Church at Fairfield Hospital
Proposed change of use and conversion to form six residential units (use class c3) with associated vehicular aces, parking and amenity space.

Prior to FPC discussing this planning application, the chairman closed the meeting between 7.50 pm and 7.55 pm to allow members of public to express their opinions.

One resident expressed concern about parking spaces and suggested it was reduced from 14 to 12. He was advised that would not meet CBC planning guidelines unless the number of bedrooms were also reduced. The resident also said that he would not like to see any alterations to the building or footprint.

One resident expressed concern about the vehicular access and was concerned about the accuracy and detail on the plans. The resident also expressed concern about the trees and would not like them to be disturbed during any excavation works.

The chairman indicated he had received a letter from the church who stated they would prefer to see the chapel used for community use and church use. The chairman advised that as it was privately owned the church would need to express these opinions to the owners and FPC could only comment on the planning application that had been received.

Discussion by FPC

Change of use. There would appear to be no reason to object to the change of use. The case for conversion to residential has been well established on Fairfield already.

Appearance. No reason to object as the appearance will remain the same. Minor alterations will largely be unseen and their appearance will be monitored by the conservation officer at CBC as part of the listed building consent.

Access. Further details required as the precise access point and its dimensions are unclear. The application notes North Drive as the access point. Assuming this is now Eliot Way then access does not appear to be off there but off the road that leads off Eliot Way past Middlemarch towards Bannatynes. Clarification is required. The accessibility for emergency vehicles and refuse collection is also unclear. If using Eliot Way access then FHMC would be entitled to impose a service charge.

Car parking. Further details required of the car parking areas and the road accessing them. As drawn there is no annotation to give the construction and sizes of these areas. They would not appear to meet Highway Authority recommendations. Is there an upgrade of the existing road/footpath around the church intended?

Waste management. Further details required. Although a refuse area is shown it would appear to be outside the recommended carry distances for refuse collection. There is no indication of what 'bins' are to be utilised here.

Boundary treatments. Details required. There is no indication whether any works to the boundary of the site will be carried out.

Landscaping. Details required. There is no indication of any intended works to the landscape areas. Is it intended to retain all the existing trees intact with no works carried out to them? Are there any tree preservation orders in place on the trees?

S106 monies. It is clear that the applicant considers the scheme financially unviable if affordable housing is required and S106 contributions are levied. He has provided evidence to support that. This will be an issue for CBC to consider. FPC need to decide whether we would benefit from the S106 monies at all and therefore object on those lines or accept that it is better for the scheme to progress, all other issues being satisfactorily resolved.

In the history of the application, the applicant has omitted to mention that in 2006 GL14 had an application granted for badminton courts.

CBC is waiting for a response from English Heritage and Conservation Officer.

Taking into consideration all the above, it was agreed that FPC was unable to make a decision as the application is unacceptable in the current form as some vital information is missing. It was agreed that FPC should meet with the CBC planning officer to raise these concerns and request an extension to the consultation period. Ward Members Councillor B Saunders to arrange this meeting. **Action: BS**

79 Planning Decisions

79.1 CB/14/01390/FULL East Lodge, Hitchin Road. SG5 4AA
Demolition of existing garage and construction of new garage / workshop with annex above.
CBC granted full planning permission 11th June 2014.

79.2 CB/14/01702/ADV Roundabouts on A507 Hitchin Road & A507 Norton Road
Advertisement: 4 No. Free standing post mounted sign boards on each roundabout
CBC granted advertising consent 25th June 2014.

80 Planning meetings

80.1 In order to address the issues raised regarding public consultation re planning applications FPC agreed to have a monthly planning meeting between FPC meetings. The dates would be noted on the website. Details of all planning applications received for comment and to be considered at those meetings would be displayed on the parish notice boards.

81 Defibrillator in Fairfield

81.1 FPC has expressed an interest in the Partnership Community Defibrillator Scheme and has written to Tesco asking permission to attach to one of their walls.

82 The Parish Plan

82.1 The questions are now ready and are being reviewed by a group of people.

83 The Neighbourhood Plan

83.1 Councillors Dack, Daffarn and Mitchinson attended a workshop on Thursday 3rd July and Councillors Daffarn and Smith are attending a workshop on Friday 11th July with Sharon Jones and Linda Manktelow. Points to consider are that the Neighbourhood Plan will also need a questionnaire but will also have a referendum. The Parish Plan Steering Group agreed that the NP and PP questionnaires should go out together to avoid confusion as both questionnaires are equally as important.

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

84.1 There has been no change since last meeting. FPC has put various points to people and is waiting to hear back. To be discussed at September meeting.

85 The Orchards

85.1 FPC has been given permission from the people who have the authority to give permission to do work in the orchards. Councillor Dack advised that he had spoken to Gerry Edwards, Chairman of the Royal Horticultural Society's Fruit Group, a member of the Royal Horticultural Society's Fruit, Vegetable and Herb Committee and a member of the Royal Horticultural Society's Fruit Trials Forum. Gerry is happy to visit Fairfield with a colleague and can draw up a plan so that any preparation work can start before the pruning season starts (December – March). Gerry would charge £100.00 to visit Fairfield but his colleague would attend free of charge. After a discussion it was

RESOLVED

To meet Gerry as a cost of £100.00. Action: BD

REASON

It was essential that FPC took professional advice before any work started on the orchards.

86 FPC Solicitor

- 86.1 It was agreed that FPC should consider appointing a solicitor and would contact four companies and ask them to present to FPC. **Action: BD**

87 Fairfield Hall

- 87.1 Progress is being made at a very slow rate and CBC is being very slow to provide information. Arrangements have been made to inspect documents for the Hall. As there are over 800 documents a lot of time will be required to review them all.

88 Traffic and Parking

- 88.1 Councillor Hanks had circulated plans of proposals for Fairfield prior to the meeting. CBC has agreed to do a leaflet drop to all households about a 20mph speed limit.

89 Bollards on Dickens Boulevard

- 89.1 Councillor Hanks has agreed a revised plan for bollards with CBC at a cost of £2,567.46 and FPC has placed the contract for the work to be done. After installation it will be reviewed if any more bollards are required.

- 89.2 Councillor Hanks to speak to CBC about the replacement bollard that has been installed as this is different to the others. As it was a Public Service vehicle that knocked the bollard over it was agreed that CBC should replace it with one that matches the others. **Action: NH**

90 Bus shelter at bus stop on Dickens Boulevard

- 90.1 CBC has agreed to install a bus shelter. FPC agreed to maintain and insure it. **Action: KH**

91 Children crossing warning signs on Dickens Boulevard

- 91.1 CBC has installed these.

92 Signs

- 92.1 CBC has installed the welcome sign and sign to the community hall and school. Directional signs on A507 and Hitchin Road are still to be designed.
- 92.2 FPC agreed to install an additional Paxton Drive name sign on the junction of Bronte Avenue. Cost = £140.00 + vat. The clerk to arrange. **Action: KH**

93 Noticeboards

- 93.1 These have been delivered. Meeting on 11th July with MBS to discuss final positioning.

94 Leisure Strategy and Development Strategy

- 94.1 Consultation deadlines are 21st July 2014 and 26th August. The open spaces listed for Fairfield in the Leisure Strategy are unclear. The clerk to request a map. **Action: KH**
When the Development Strategy was drafted, Fairfield was part of Stotfold. It was agreed that individuals should comment on this with their own opinions.

95 Allotments

- 95.1 The waiting list for an allotment now has 38 names on it.

96 Land adjacent to Bowls Club

- 96.1 FPC had received a business plan. It was agreed
- FPC would ask MBS to clear the land a cost of £500.00 approx. **Action: KH**
 - FPC to ask BRCC about DBS checks. **Action: KH**
 - Scouts and Youth Club should apply for grants for trees and plants and come back to FPC with a revised quote and details of fundraising. The clerk to advise the Scouts and Youth Club. **Action: KH**

97 Land adjacent to the Two Chimneys Public House

- 97.1 Councillor Dack is still trying to arrange a meeting with Stotfold FC. **Action: BD**

98 Footpath from Brunel Walk to the Blue Lagoon

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

99 West Drive

- 99.1 It was agreed that FPC would ask CBC to do the surface the same as the recent repair to the western bridleway. **Action: KH**

100 Grass cutting

- 100.1 FPC to apply to CBC in writing to opt out. **Action: BD**
- 100.2 Vegetation alongside the Hitchin Road – CBC has advised that the grass verges in Stotfold are due to be cut May 15th – 20th, July 28th – 31st and October 6th – 9th. The last time CBC inspected the hedges on Hitchin Road, Stotfold was the 24.1.2014 and no apparent issues were found. FPC considered the grass verges to be unsatisfactory as overgrown and full of stinging nettles. The clerk to complain to CBC. **Action: KH**

101 Road gritting

- 101.1 FPC to draft a Winter Maintenance Plan. **Action: NH / KH**

102 St Luke's Chapel

- 102.1 FPC did not receive a response to the request to open St Luke's Chapel this year. The clerk to repeat request. **Action: KH**

103 Public Art Money (£106)

- 103.1 CBC has advised that the School is delighted to receive the memorial as previously agreed so there is only £8,000 remaining. FPC discussed the proposals from FPRA and FHMC. It was agreed that FPC would send FHMC proposals and FPRA suggestions about Urban Park. Concern was expressed about the memorial stone in the FHMC proposal so no agreement on this would be made until all councillors had seen a picture of the stone. **Action: KH**

104 Lettering to front of the Community Hall

- 104.1 The Trustees of the Community Hall had supplied a quote and picture of their agreed design. It was agreed FPC to purchase and supply. **Action: KH**

105 Annual Report

- 105.1 This has been printed and distributed to all households and copies has been sent to CBC, CBC Ward Members, Arlesey Town Council and Stotfold Town Council. Councillor Daffarn was congratulated on her work.

106 Disaster Plan

- 106.1 Councillor Batten advised that the packs had been ordered and would need somewhere within the Community Hall to store them. **Action: BD**

107 Cemetery Memorial

- 107.1 The dedication was held on 6th July 2014 at 3.00 pm and was a very successful event. Councillor Smith was thanked for organising this event with Jill Haine. It was also delivered well within the budget set.

108 Fairfield Postal Address

- 108.1 Royal Mail has refused to change the address from Stotfold to Fairfield. The Rt Hon Alistair Burt knows this is disappointing but has suggested that time may well be the best arbitrator in this disagreement. He suggests FPC monitors for another period and then tries again.

109 Finance

- 109.1 Councillors were provided with a comparison of budget 2014/15 and Q1 payments.

	Budget 2014/15 inc bf	Additional Income	Spent Q1	Balance
Administration	£ 35,343.79	£ -	£ 4,126.89	£ 31,216.90
Recreation and Public Lands	£ 64,228.86	£ -	£ 5,183.47	£ 59,045.39
Parish Plan	£ 20,000.00	£ -	£ 10.20	£ 19,989.80
Parking	£ 15,000.00	£ -	£ -	£ 15,000.00
Grants	£ 10,580.00	£ -	£ -	£ 10,580.00
Reserves	£ 20,000.00	£ -	£ -	£ 20,000.00
Interest	£ 105.21	£ -	£ -	£ 105.21
Vat	-£ 42.14	£ 42.14	£ 660.82	-£ 660.82
Total	£ 165,215.72	£ 42.14	£ 9,981.38	£155,276.48

- 109.2 Councillors were provided with details of payments totally £7,673.00 and receipts totally £62.52 and it was

RESOLVED

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

- 109.3 All Councillors had received a copy of a grant application from the Trustees of the Community Hall for £700 to purchase a piano/keyboard and a piano stool. Following a discussion it as.

RESOLVED

To award the Trustees of the Community Hall with a grant of £700.00

REASON

To allow groups access to a piano.

The clerk to advise the Trustees and make the payment. **Action: KH**

110 Clerk's Contract

110.1 It was agreed to renew the clerk's contract and extend the hours to a minimum of 30 hours per month. There would also be one months' notice required to terminate the contract. **Action: BD**
It was agreed that Councillor Dack would receive FPC emails and Councillor Daffarn would receive FPC phone calls whilst the clerk was on holiday. **Action: BD / PD**

111 Joint Meetings

111.1 It was agreed that the meeting notes would be published on the website. **Action: BD**

112 Correspondence

112.1 Central Bedfordshire Council – Consultation on Early Help Offer delivered through Children's Centres. Deadline 19th August 2014. Councillor Daffarn has completed.

112.2 Central Bedfordshire Council – Publication Letter and GT Submission letter.

112.3 Hertfordshire County Council – Consultation on withdrawing its subsidies for bus routes after 6.30pm every day and all day on Sundays. Ward Members Councillor B Saunders to investigate. **Action: BS**

113 Date of next meeting

113.1 The next Parish Council meeting will be held on Thursday 11th September 2014 at 7.30 pm.

Meeting closed at 9.15 pm

Signed by Chairman _____ Date _____

Print name of Chairman _____