

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 11th September 2014 at 7:30 pm

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

Officer present: Katrina Henshaw (Parish Clerk)

Also present for part of the meeting: PCSO Lisa Antoine, Lawrence Allen, Tesco Store Manager and five members of the public.

114 Apologies for Absence

114.1 Apologies for absence were received from Councillor G H Smith (Holiday) and Ward Members Councillors G Clarke, B Saunders and J Saunders (full council meeting).

115 Disclosures of Interest

115.1 No disclosures of interest were received.

116 Council Minutes

116.1 Minutes of the meeting held on Thursday 10th July 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.

117 Public Participation

117.1 Two members of the public requested to speak on agenda item 5 Parish Crime Update (minute item 118).

117.2 One member reported that there had been sightings of travellers in Fairfield and asked what the procedure was even though a crime hadn't actually happened. The chairman said that he would email him CBC's procedure but this could only be followed if the Travellers actually settled.

117.3 One member asked what the method of communication was if there was an incident in Fairfield. She was advised that the Police decide on what level is needed and if to involve FPC or any residents. If there was a major incident CBC would be contacted and the disaster plan would be initiated.

118 Parish Crime Update

118.1 PCSO Lisa Antoine advised that between 7th July and 10th September there was six recorded crime. Two of violence against the person, two of other thefts, one of vehicle crime and one of criminal damage.

Violence against the person - Road rage incident in Emily Place
- Domestic related assault in Middlemarch.

Other thefts - A pedal cycle stolen from a property in Heathcliff Avenue
- A bottle of coke and chewing gum stolen from Tesco.

The Vehicle crime - A mobile stolen from an insecure vehicle in Middlemarch.

Criminal damage – A rear window of a vehicle smashed in Kingsley Avenue

119 Tesco

119.1 Lawrance Allen, Tesco Store Manager, was introduced to the Councillors and residents. He advised that since his appointment he had been looking at the problems with parking and lorry deliveries. He advised that he had stopped residents and staff parking in the car park making it a customer only car park which seems to have solved the parking problems. He is still working with the lorries as it is not very practical to have them arriving at the same time but this is not straight forward as he only has limited control over the times the Tesco lorry delivers and no control over the time the other suppliers deliver. He will also be installing more CCTV which should also help the parish as well as Tesco. He has used up his budget now so is unable to provide signs saying about waiting time and CCTV in operation. Following a discussion it was

RESOLVED

That FPC would pay for signs and installation.

REASON

To make people aware of waiting time and that CCTV is in operation.

The clerk to liaise with Mr Allen for wording and waiting time and to obtain quotes from Character Signs, PGM Signs and Signscape. **Action: KH**

FPC thanked Mr Allen for all his hard work to resolve these problems. It was agreed to write to Tesco Head Office to acknowledge his efforts. **Action: KH**

120 Defibrillator in Fairfield

120.1.1 CBC has acknowledged FPC has expressed an interest in the Partnership Community Defibrillator Scheme and has recorded the proposed location of the unit at Tesco. CBC will supply further details in October.

121 Meeting with Councillor Jamieson, Leader of CBC

121.1 Meeting will be in Fairfield on 17th September at 3.00 pm. Councillors Dack, Mitchinson and Smith to attend to give a progress report on how FPC think CBC is doing. **Action: BD/PM/GS**

122 The Parish Plan / The Neighbourhood Plan

122.1 The questionnaire had been stopped for a short while whilst it was being checked that the questionnaire would also be suitable for a NP. CBC and BRCC are now both satisfied that the questionnaire is suitable for the PP and NP. The questionnaire is now ready and is being tested by some volunteers. The final document should be delivered to all households beginning of October and there will be a four week period to respond. CBC has started the six week consultation for the NP with local developers and this ends the end of September.

123 Orchard Plan

123.1 FPC met with Gerry Edwards, Chairman of 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 and walked around the Orchards. Following the meeting Mr Edwards produced a three year plan which was circulated to all Councillors. This plan was discussed and it was

RESOLVED

- **To Adopt the plan**
- **To meet with CBC officials**
- **To call a meeting to form a 'Friends of the Orchard' Group**
- **To request three quotations (MBS, James Moseley and one other) to clear grass and dead wood**
- **To request three quotations (Gerry Edwards and two others if possible) to shape the trees.** This is a very specialist jobs and has to be done by someone with knowledge of fruit trees. FPC to ask CBC for recommendations of other specialists.

REASON

To start work on the orchards to enhance and protect them.

FPC to arrange meeting with CBC, a 'Friends of the Orchard' formation meeting on Wednesday 29th October at 7.30 pm and to request quotations. **Action: BD**

124 Fairfield Hall

124.1 A lot of work has been carried out by the Hall Directors looking through large amounts of documents. This has been a mammoth task and steady progress is being made. FPC acknowledged the amount of work Councillor Bidwell has done to help the Directors.

125 Traffic and Parking

125.1 The Tesco car park has improved the parking problem but there is still more that needs to be done. There will be questions in the PP and NP questionnaire.

126 Bollards on Dickens Boulevard

126.1 The bollards have been installed.

127 Bus shelter at bus stop on Dickens Boulevard

127.1 CBC is discussing this requirement with the budget holder of the Local Area Travel Plan, and then seeking approval from the Head of Service and local CBC Councillors. FPC to meet with CBC on site to discuss this further. **Action: KH**

128 Hertfordshire County Council Bus service consultation

128.1 HCC is doing a public consultation on withdrawing its subsidies for bus routes after 6.30 pm every day and all day on Sundays. One of the routes that has been identified as being affected is the route 97 which directly serves Fairfield. CBC will be discussing the implications of this with Arriva, with whom CBC have a contract for the Monday to Saturday service. CBC hope they will continue to operate the evening journeys. CBC would not take over the financial support for the Sunday service as there is no budget. CBC would ask Arriva if they can provide journeys commercially. The consultation can be viewed at <https://consult.hertsdirect.org/bus-services/>. The deadline for responses is 8th October 2014. FPC agreed to respond to the consultation stating that the bus service should be retained on a Sunday as it is a public service and people need to travel on Sundays for work, social, hospital visits etc. **Action: PD**

129 Signs

- 129.1 CBC has agreed to pay for the following work
- Move welcome sign by Dickens Boulevard so that it is away from the CBC sign and is more visible.
 - Move the second welcome sign to the roundabout near Eliot Way.
 - Replace the small 'Fairfield' signs alongside the A507 with larger ones and put below the directional signs. The directional signs cannot be replaced due to cost and design.
 - Replace the missing directional sign on Hitchin Road between Eliot Way and the A507 roundabouts
- 129.2 The new Paxton Drive name sign is booked in for installation on Tuesday 16th September.

130 Maps

- 130.1 Ordnance Survey still have not updated maps. CBC has agreed urgent action as ambulances are still trying to get to Arlesey via Fairfield.

131 Noticeboards

- 131.1 These have been installed.

132 Land adjacent to Bowls Club

- 132.1 The project cannot start until the land has been properly prepared by MBS. The competition winner will be announced in due course.

133 Land adjacent to the Two Chimneys Public House

- 133.1 Stotfold Junior FC has confirmed that they have no additional requirements for pitches. Fairfield FC is happy to continue using the pitch at the Grange Estate. When the pitch was last used the level of traffic using Hitchin Road was much lower than at present. It is only a small area and one of the goals would be close to the roadway, thus causing a traffic hazard. Following a discussion it was agreed that FPC would advise the Letchworth Heritage Foundation that FPC would not be pursuing leasing this land as there was no requirement at the moment. **Action: KH**

134 Footpath from Brunel Walk to the Blue Lagoon

- 134.1 Councillor Daffarn walked the path with Cliff Andrews, CBC to discuss making the footpath a permissive footpath. CBC advised FPC to wait until it is clearer what is happening with the Blue Lagoon. Councillor Daffarn to monitor. **Action: PD**

135 West Drive

- 135.1 CBC has advised that the contractor has already sprayed and flayed the encroaching surface vegetation along West Drive. The intention is to spray again week commencing 8th September before then clearing and removing materials.

136 Grass cutting

- 136.1 FPC to apply to CBC in writing to opt out. **Action: BD**
- 136.2 The vegetation alongside the Hitchin Road still has not been cleared properly and there are brambles obstructing the path. FPC to ask CBC to action this urgently. **Action: KH**

137 Road gritting

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

138 Public Art Money (S106)

In principal CBC has no problem with Public Art being included in either of the areas put forward. CBC has asked for FPC to confirm

1. What aspect of the memorial garden is it being proposed Public Art funds are spent on?
2. Which aspect of the Garden In the urban park is being proposed for Public Art?

Depending on what exactly is being proposed CBC suggests that the remaining funds may be spread a little thin over two areas. Public Art can include landscaping, planting signage etc. These artistic elements will need to be tendered as part of an Artists Brief (which more widely can incorporate artisans, craftspeople and landscape artists / architects), in summary the items and or planting/ landscaping etc. must be bespoke designed especially for and relating to the site this process is what makes a scheme or item Public Art rather than standard landscaping or signage therefore dependant of the particulars of the proposals CBC will be happy to work closely with FPC to commission this work. An element of community involvement will also be required.

FPC agreed to allow CBC to appoint an artist and when the costs are known FPC will consider supplement the money if required. **Action: KH**

139 Lettering to front of the Community Hall

139.1 Lettering has been installed.

140 Transferring Community Hall to FPC

140.1 FPC met with Linden Homes on Friday 5th September. Linden Homes are happy to supply the items FPC asked for. These items were

- A fully completed Health and Safety File.
- A full list of defects reported from completion until now and their current status.
- A full service record for the systems and components used in the building to date.
- A long-term planned maintenance programme indicating the likely maintenance costs that will be incurred by the Parish on this building. (To include cyclical maintenance, day to day repairs and long term planned maintenance).
- Details of any improvements/alterations that have taken place since it was opened.

FPC need to appoint a chartered surveyor and a solicitor before the transfer can happen. Following a discussion it was agreed to

- Put together a brief on what FPC want and what FPC expect to see to send to the surveyor originally commissioned by FPRA and ask for a quotation. It was agreed to only send it at this stage to this surveyor as he had already started the work and was familiar with the site. **Action BD/PM**
- Request quotations from three solicitors (Blandy and Blandy, Foreman Laws and Woodfines). **Action BD/PM**

141 Disaster Plan

141.1 Councillor Batten advised that the packs would be delivered by October. The plan should be ready to be agreed at the next FPC meeting. **Action: VB**

142 'Welcome to Fairfield' booklet

- 142.1 It was agreed that FPC would look to produce a 'Welcome to Fairfield' booklet. It was agreed that the information in the booklet should be kept to a minimum to prevent the information being out of date and residents should be pointed to the relevant website for most information.
Action: PD/KH

143 Bannatyne Advertising board

- 143.1 Bannatyne erected an advertising board on land near Eliot Way without planning permission and on land they do not own. An anonymous person removed the sign and returned to it to Bannatyne. However, the posts still remain in place. CBC Planning Enforcement officer has written to Bannatyne head office asking them to remove these posts or apply for planning permission.

144 High Speed Broadband

- 144.1 Councillors Dack and Batten attended a meeting with BT that was called by the Rt Hon Alistair Burt, MP. Although the meeting was for parishes without Broadband, FPC did still ask why BT walked away from Fairfield when only one cabinet (21) had been upgraded. BT replied that there isn't sufficient demand to justify the cost so cabinets 20 and 22 are scheduled to be upgraded in September 2015 from the CBC budget. FPC is still questioning this as the wires to cabinet 21 run directly under cabinet 20 and 22 is located very close to cabinet 21.

145 Planning Applications

- 145.1 CB/14/02727/FULL 36 Heathcliff Avenue
Single storey rear extension.
FPC have no objection to this proposal.
- 145.2 CB/14/03003/FULL 17 Fleming Drive
Ground floor rear extension, bay window to side elevation, loft conversion with dormer & roof lights.
FPC is concerned that the design of the proposed dormer window does not conform to the dormer window design of the rest of Fairfield Park. The dormer window design of the rest of the Park is smaller, narrower windows and not a 2700mm room width dormer as proposed. FPC have no other objection to the proposals and would support the application should the dormer window reflect the existing design concept of the Park.
- 145.3 CB/14/03397/FULL 10 Salisbury Close
Single storey rear/side extension. Loft conversion and dormer windows
FPC is concerned that the design of the proposed dormer window ensures that the ridge line of the dormer roof is no higher than the existing roof line. FPC have no other objections to the proposal.

146 Planning Decisions

- 146.1 CB/14/01177/FULL 3 Beeton Court
Change of use to half the premises from A1 to A3.
Application withdrawn.
- 146.2 CB/14/01414/FULL 48 Heathcliff Avenue. SG5 4EY
Two storey & single storey rear extension.
CBC granted full planning permission 11th July 2014.

- 146.3 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 access, parking and amenity space.
CBC refused permission 30th July 2014.

It was agreed that FPC will write to the owner to request to meet him and/or his agents to discuss future plans. **Action: KH**

- 146.4 CB/14/02303/FULL 7 Shaftesbury Drive
Single storey front extension to existing garage block.
CBC granted full planning permission 7th August 2014.

147 Planning meetings

- 147.1 To give residents opportunity to discuss planning applications with FPC, meetings between parish council meetings will be held at 7.00 pm in the Community Hall on the following dates if required.

- Thursday 25th September
- Thursday 23rd October
- Thursday 27th November
- Thursday 22nd January
- Thursday 26th February
- Thursday 26th March
- Thursday 23rd April

Residents will need to contact FPC if they wish to meet with FPC on these dates as they will only take place if required. Dates and purpose of the meetings to be included on the website.
Action: BD/PM

148 Correspondence

- 148.1 Central Bedfordshire Council – Roecroft Lower School expansion consultation. Deadline 6th October 2014. Councillor Daffarn to complete. **Action: PD**

149 Finance

- 149.1 Appointment of solicitor to look into land and section 106 issues – Following a discussion, it was

RESOLVED

To appoint Blandy and Blandy to look into land and section 106 issues at £250 per hour for partners and £130 per hour for junior members. Fees capped at £4,000 plus VAT initially.

REASONS

Blandy and Blandy

- **Has past experience on planning matters and work for local authorities.**
- **Was recommended to FPC.**
- **Fees are on a par with local firms**

- 149.2 Obtaining quotes for the maintenance of area – It was agreed to put together a tender document and ask three companies (MBS, Frank Cooper and John O'Connor) for quotations and method statements. Area 13 also needs to be included. Although FPC is not at a stage to place contracts, it was agreed that FPC needed quotations and method statements now to help making decisions in the future. **Action: BD/PM**

- 149.3 Audit for year ending 31st March 2014 – BDO LLP (External Auditors) have completed the Audit for the year ended 31st March 2014. There were no matters which came to their attention which required the issuing of a separate additional arising report so they have completed the external auditor report with ‘On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause that relevant legislation and regulatory requirements have been met’. The closure of accounts notice has been displayed on the noticeboards.
- 149.4 Appointment of Internal Auditor – It was agreed to appoint Gill Wiggs again at a fee of £135.00.
Action: KH
- 149.5 Receipts and Payments – Councillors were provided with details of payments totally £10,336.53 and receipts totally £44,392.00 and it was

RESOLVED

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

A grant of £5,130.00 to the Youth Club was included in the payments. Unfortunately Groundwork cannot supply a Youth Leader for Fairfield Youth Club so the Youth Club has offered someone a three week trial. Any unused grant money will be returned to FPC.

150 Date of next meeting

- 150.1 The next Parish Council meeting will be held on Thursday 9th October 2014 at 7.30 pm.

Meeting closed at 9.30 pm