

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 10th September 2015 at 7:30 pm

Councillors present: B E Dack (Chairman), C Bidwell, P Daffarn, N P Hanks, S L Jones, T Milliken and P Mitchinson

Officer present: Katrina Henshaw (Parish Clerk)

Also present for all or part of the meeting: Ward Members Councillors S Dixon, Campbell Buchanan – Hugo Haig, James Croucher and Toby Markham and six members of the public.

93 Apologies for Absence

93.1 Apologies received from Ward Members Councillor B Saunders (meeting) and Councillor J Saunders (holiday).

94 Disclosures of Interest and Dispensation requests

94.1 No disclosures of interest and no requests for dispensation were received.

94.2 Councillor Dixon advised that under CBC rules he would leave the meeting for agenda item 5 (item 97 in minutes).

95 Council Minutes

95.1 Minutes of the meeting held on Thursday 9th July 2015 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.

96 Public Participation

96.1 No members of the Public requested to speak.

93 Presentation by Campbell Buchanan

93.1 Councillor Dixon left the room for this presentation and discussion.

93.2 James Croucher, Senior Director, presented to FPC the revised planning application that had been registered with CBC today. The main change is to change some of the houses for oversized apartments ideal for people wishing to downsize. FPC thanked Campbell Buchanan for going through all the changes and advised that FPC would look at the formal application from CBC and agree comments.

94 Parish Crime Update

- 94.1 PCSO Joseph Passby advised that between 10th July and 8th September there were four new recorded crimes. These were
- Two violence against the person. Two unrelated reports of a public order offence committed at Fairfield Lower School after an argument between two parents.
 - Two other theft offences. One was a cleaner stealing money from the employer's home in Salisbury Avenue and one was a shoplifting offence from a premises in Dickens Boulevard.
- 94.2 PCSO Joseph Passby has circulated letters to residents in Dickens Boulevard, Hardy Way and Bronte Avenue requesting that residents do not park near junctions and in front of private driveways or entrances.

95 Central Bedfordshire Council Ward Members Report

- 95.1 Councillor Dixon advised that in Central Bedfordshire GCSE results were 2.5% better than the previous year. Bedfordshire Borough Council has started a consultation on two tier schooling opposed to three tier.
- 95.2 Councillor Dixon reported Ringway Jacobs Limited has been awarded the Term Services Highways contract for seven years, starting from 1 April 2016. CBC has kept more control in house this time.

96 Section S106

- 96.1 FPC met with Blandy and Blandy in August. Prior to the meeting FPC took Blandy and Blandy for a walk around Fairfield showing the areas in question. Councillor Dack gave a brief summary of what has happened previously and the current issues. Simon Dimmick gave a brief summary of Blandy and Blandy and what he understood were the issues with Fairfield. Following the meeting Blandy and Blandy sent FPC a report with a letter of advice. FPC has sent this letter of advice to Richard Carr, Chief Executive CBC requesting a meeting.
- 96.2 FPC has updated residents via a newsletter and an article will be included in Fairfield Matters.
- 96.3 Sally Wileman, CBC has requested a meeting with two representatives from FPC on 16th September. Councillors Dack and Mitchinson to attend with Ward Member Councillor Dixon.

97 Orchards

- 97.1 Mapping of Orchards is now complete. All trees are tagged with a number. Councillor Bidwell is in the process of collecting samples of all trees and will then get them identified. Once identified a decision will be made how to protect some of the rare trees.
- 97.2 The Apple Day will be held on 3rd October. Residents will have the opportunity to collect apples for the experts to press and turn them into cider. The idea is to make the day a family event so there will be a hog roast, bouncy castle, face painting, home baked cakes and chutney along with a variety of stalls.
- 97.3 Insurance will be needed for the Apple Day. The clerk to investigate and Councillor Bidwell to do a Risk Assessment. **Action: CB / KH**
- 97.4 It was agreed to set a budget of £350.00 for the Apple Day including equipment needed to make cider.

98 Superfast Broadband in Fairfield

- 98.1 This is still scheduled to happen before the end of 2015.

99 Speed Limit in Fairfield

- 99.1 CBC needs to know the exact area of the proposed 20 mph zone and if the money is available from FPC to complete the process. A TRO will cost approx. £3.5k to design and put out to consultation. If there are any objections and it has to go to Delegated Decisions Meeting then the cost will increase as reports and representation will need to be made. This will increase the cost to approx. £5k. The clerk to reiterate to CBC that the proposed area for the 20mph zone within Fairfield is all adopted roads and future adopted roads east of Hitchin Road, excluding Hitchin Road and that FPC has agreed in principle to fund the project but is awaiting final costings. **Action: KH**

100 Parking

- 100.1 FPC is discussing with CBC if the suggested 15 extra parking spaces alongside Urban Park / Kipling Crescent can be done without delaying the process of adopting Kipling Crescent. By creating these extra spaces, FPC can then look at parking restrictions on other roads.

101 Signs

- 101.1 Hertfordshire Highways is looking at FPC's application for new directional signs to Fairfield.

102 Allotments and Recreation Space

- 102.1 All councillors have been circulate the response from CBC to the pre-application consultation.
- 102.2 CBC assets Team has asked how FPC would like to use the land and if the school would be able to use the recreation area for education purposes. The clerk to send CBC a proposed plan of how the land would be used and will confirm that FPC is expecting the school to use the recreation area. **Action: KH**

103 Land to the north of Shaftesbury Avenue

- 103.1 FPC waiting for a response from NHS

104 Cemetery

- 104.1 FPC met with STC on Tuesday 9th September. The clerk to circulate details of the meeting and FPC to discuss further at the October meeting. **Action: KH**

105 Fly tipping adjacent to the recycling centre, Dickens Boulevard

- 105.1 FPC has recently had to ask CBC on two occasions to remove rubbish dumped in this area by residents. CBC is monitoring the area. The clerk to investigate signage stating Fly tipping illegal and quote the fine. **Action: KH**

106 Green Waste

- 106.1 The Hall Directors are looking for a site for Green Waste. FPC to discuss further at October meeting.

107 Roundabout at Dickens Boulevard

107.1 All councillors had been circulated a proposal for improving the roundabout. Following a discussion it was

RESOLVED

That MBS would be asked to remove ivy and plant mulch.

REASON

To enhance the roundabout. MBS asked to do the work as they currently maintain the roundabout.

108 Defibrillator

108.1 Cost for an extra training session is £175 and the day and time would be of FPC's choosing. The clerk to enquire if there is sufficient demand from The Youth Club, Scout Group, Bowls Club and Cricket Club to justify arranging an extra training session. **Action: KH**

109 Communication

109.1 All councillors had been circulated a draft Social Networking Policy. Following a discussion it was

RESOLVED

To adopt the draft Social Networking Policy.

REASON

To ensure that the clerk and councillors all understand what is acceptable use of social media.

110 The Parish Plan

110.1 FPC was shown the initial draft that has been circulated to the Steering Group and BRCC. There are some amendments needed to be made to the text and some photographs need replacing. It is planned to have the final document ready by the end of September for distribution. The next stage is to start implementing the five year action plan.

111 The Neighbourhood Plan

111.1 The Green Infrastructure Plan process – FPC agreed to appoint BRCC to produce the Green Infrastructure Plan. There will be three meetings a month apart with the first one being on Thursday 24th September between 7.30 pm and 9.30 pm in the Community Hall. Residents, Management Companies, Resident Associations and Companies, Fairfield Lower School, Letchworth Cricket Club, Fairfield Bowls Club and Fairfield Community Church have all been invited. CBC will be paying for the final plan. This ,however, does not include local green spaces.

111.2 The Design Statements – Permission needs to be granted by Tetlow King for use of the original design document.

111.3 Land use assessments – This basically needs to identify all landowners and agree planning history of land and future use. This would require a considerable amount of work as is likely to require a consultant.

111.4 The Overall Neighbourhood Plan – CBC arrange a referendum asking residents if they agree with the NHP. This is a Yes or No vote only. The Plan can include a Green Infrastructure Plan, a Design Statement and/or a Land Use assessment. The Plan has a five year lifespan. Following a discussion, it was agreed that a Green Infrastructure Plan and a Design Statement would be included in the first NHP and the Land Use will be worked on in the five years.

112 Neighbourhood/Street/Speed Watch

112.1 A public meeting to discuss getting these schemes started in Fairfield will be held on Thursday 17th September. Residents will need to volunteer for specific roads and a resident will need to volunteer as the main coordinator. Details of this meeting have been included in newsletters.

113 Public Art Money (S106)

113.1 FPC met with FPRA and CBC's appointed artist, Wendy Briggs. It was suggested having something similar to opposite John Lewis in Welwyn Garden City with a hard standing area for brass bands, outside theatre, stage area that could also be used by teenagers. There is only £8,500 in the public arts funds so FPC may need to consider contributing to the project. FPC is awaiting a draft of a design and some costings.

114 Transferring Community Hall to FPC

114.1 FPC is still waiting for Linden Homes to carry out the actions raised in the survey report from Templars Building Surveyors Limited.

115 Subsidence on the land at the rear of the Community Hall.

115.1 As this is considered to be very dangerous, FPC requested that the Hall Directors arrange to have the hole filled in as a matter of urgency. FPC suggested that the Hall Directors request Encore contact MBS and ask them to fill in the hole as soon as possible as MBS have surplus soil that they are moving from nearby areas. **Action: SJ**

116 Fairfield Hall

116.1 Councillor Jones advised that nothing much has happened. Completion certificates will be issued but no timescale has been stated.

117 Roof at Beeton Court

117.1 CBC Officer Dan Cheeseman has been trying to solve the situation between Tesco and Aldwyck Housing. Tesco appear to have invalidated the NHBC warranty by using a non-approved contractor on earlier work. Therefore the high cost will fall to them. An attempt to resolve before the winter months is progressing.

118 Christmas Lights

118.1 Sparkx will be installing the electrical infrastructure tomorrow (Friday 11th September). Councillor Daffarn to speak to school to see if it is possible to coincide switch on with a school activity. **Action: PD**

119 Fairfield notelets

119.1 FPC discussed having notelets that can be used as greeting cards and it was agreed not to proceed at the moment.

120 Reports from Representatives on outside bodies

120.1 Green Wheel
Councillor Daffarn reported that the next meeting is 11th September.

120.2 Red Bear
Councillor Jones to arrange to meet Red Bear.

121 Joint meeting between resident associations and companies

121.1 It was agreed to try and arrange the meeting for Thursday 1st October. **Action: KH**

122 Planning Applications

122.1 CB/15/02609/FULL 9 Brunel Walk

Single storey rear extension.

FPC has no objections to the application providing all materials match existing as noted on the documentation.

122.2 CB/15/02610/FULL 3 Paxton Drive

Proposal: Loft conversion.

FPC has no objections to the application providing all materials match existing as noted on the documentation.

122.3 CB/15/02748/FULL & 0279/LB Church at Fairfield Hospital, Hitchin Road

Proposed change of use and conversion to form four residential units (Use Class C3) with associated vehicular access, parking and amenity space.

FPC has no objections to the basic principle of a change of use for the Church. They do however have the following concerns regarding the detail of the application, namely;

- The last application for six residential units was refused on the grounds of 'the proposed development would result in identified harm to this Grade II listed building through the complete loss of the internal volume of the church and a substantial impact on the perception of the hammer beam roof, apse/chancel and windows'. Does this proposal overcome that issue identified we believe by English Heritage?
- There is no indication of any boundary treatments, means of enclosure nor landscape works included in the application.
- The car parking provision would appear not to conform to CBC current requirements.
- The application notes that the proposal is not viable and requests that S106 contributions are waived. The applicant notes that every effort has been made to market the site but no evidence of that is given. FPC and others have made repeated attempts to discuss the ongoing use of this building with the applicant. So far he has refused to talk to us.

FPC is also concerned that some structural alterations may be necessary to meet building regulations that may be a planning issue for the future. These include the possibility that the habitable rooms would not have sufficient light and therefore may need some additional windows/roof lights and energy efficiency measures may impact on the structure.

123 Finance

123.1 Grant application from Bowls Club

The application was discussed and it was

RESOLVED

That FPC would supply the materials for relaying the tarmac path on the west side of the green and the replacement of bowling green timber edging with concrete slabs to a maximum of £2,300.00

REASON

To provide a safe path so residents can enjoy this recreation facility.

The clerk to liaise with the Bowls Club to arrange purchasing this material. **Action KH**

123.2 Grant application from Red Bear
The application was discussed and it was

RESOLVED

That FPC would award a grant of £1,920.00 to pay the rent of the Community Hall on Fridays for the next year.

REASON

To assist Red Bear in providing free activities and support for young children and their families.

The clerk to advise Red Bear and arrange payment. **Action KH**

123.3 Grant application from Cricket Club
The application was discussed and it was

RESOLVED

That FPC would pay to remove a dead tree and a deceased tree to a maximum of £1,200

REASON

For health and safety reasons as the trees are dangerous to passers-by.

The clerk to liaise with the Cricket Club to arrange purchasing this material. **Action KH**

123.4 Payments
Councillors were provided with payments totally £11,860.55 and a £200 transfer to ALTO card. It was

RESOLVED

That all monies on the payments list be paid and the £200 be transferred to ALTO card.

124 Correspondence

124.1 Email from resident asking what is happening with the Clearance Certificate for the Hall as last February Councillor Bidwell stated they should be available 'by the end of the year'. Councillor Bidwell advised that he had been working voluntarily with the Hall Directors as a Fairfield resident and was not representing FPC during this time. He advised that at the time of that statement CBC had agreed a timescale with the developer to carry out and complete the outstanding works identified. Since then that timescale has changed. Councillor Bidwell has not had any meetings with the Hall Directors for several months now and is not aware how the works have progressed.

124.2 Email from resident asking what is happening with Lamps 69/70 & 71 that are still not working and the two damaged lamp-posts in Hitchin Road that have still not been replaced. The clerk advised she had reported some lights not working back in April – these included 69 and 71. CBC advised “There is a fault with the power supply which is owned and maintained by the electricity provider. Dead service”. The clerk had also reported the missing lamps in June. CBC advised “This has now been inspected and will be programmed for replacement”. The clerk has chased up CBC but unsuccessfully to date so has asked Councillor Dixon to find out when they will be repaired.

125 Date of next meeting

125.1 The next Parish Council meeting will be held on Thursday 8th October 2015 at 7.30 pm.

Meeting closed at 9.35 pm