

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 13th October 2016 at 7:30 pm

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

Officer present: Katrina Henshaw (Parish Clerk)

Also present for all or part of the meeting: Ward Members Councillor S Dixon and B Saunders, Richard Lawrence (BRCC) and five members of the public.

127 Apologies for Absence

127.1 No apologies were received.

128 Disclosures of Interest and Dispensation requests

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

129 Council Minutes

129.1 Minutes of the meeting held on Thursday 8th September 2016 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.

130 Public Participation

130.1 One member of the Public requested to speak on item 7 of agenda Orchards – Maintenance in the East and West of the Orchard. (Item 132 of minutes).

131 Presentation from Richard Lawrence, BRCC

131.1 The 'Draft Management Plan for Fairfield Orchards' prepared by Richard Lawrence had been distributed to all councillors prior to the meeting. Richard gave a brief summary of the report. Councillor Mitchinson recapped what residents had expressed in the Neighbourhood Plan questionnaire and it was agreed that the plan respected residents' wishes.

It was acknowledged that West Orchard had incorrectly been stated as the older Orchard. Richard agreed to amend this.

Some areas would require more frequent (4-6 times a year) grass cutting than other areas (only single cut late September). It was acknowledged that grass cutting would need to be done in some areas more frequently for the first few years to remove the brambles. Richard agreed to update the plan to reflect this.

FPC thanked Richard for preparing the report and answering questions.

132 Orchards – Maintenance in the East and West Orchard

132.1 The resident who expressed a wish to speak in item 130 was granted 3 minutes to speak before FPC discussed Orchards further. As a Friend of the Orchards and a volunteer on Apple Day, the resident

- Expressed his concern that planting of new trees will not happen this year. He asked FPC to confirm they had funds available and asked that things were moved forward so that another year is not lost.
- Requested that dates for cutting the Orchard and Apple Day be coordinated. The draft plan states the end of September for cuts and this year the cut was delayed due to the Apple Day being held on 1st October.

132.2 Richard Lawrence advised that the best time to plant trees was before Christmas but they could be planted as late as February providing the ground is not too hard.

132.3 The resident was advised that funds were available and future maintenance was to be agreed this evening. Future apple days will take into consideration any plan agreed.

132.4 Following a discussion it was

RESOLVED

To adopt the ‘Management Plan for Fairfield Orchard’ prepared by Richard Lawrence, BRCC with the amendments agreed in item 131.1.

REASON

To maintain the Orchard as per the wishes of Fairfield residents.

132.5 All councillors had been circulated ‘Fairfield Orchard Fruit Tree Pruning 2016 – 2017’ prepared by Bob Lever. Following a discussion it was

RESOLVED

To accept the ‘Fairfield Orchard Fruit Tree Pruning 2016 – 2017’ prepared by Bob Lever and it was agreed to apply to CBC for planning approval for the tree work as proposed in this report. FPC to send this report to CBC for planning approval. Action: KH

REASON

This report fits in with the Management Plan adopted in item 132.3.

132.6 Richard Lawrence summarised five options on who manages the Orchards

- FPC
- ‘Friends of Orchard Group’
- CBC Led ‘Friends Group’ (P3 Group)
- Joint FPC and ‘Friend of Orchard Group’
- Joint FPC and ‘P3 Group’

Following a discussion, it was clear that to set up a ‘Friends of Orchard Group’ or P3 group a new constitution and bank account would be required. It was therefore

RESOLVED

That initially the Orchards would be managed by FPC involving the Friends of the Orchard Group. This would be reviewed at a later time.

REASON

To start implementing the Plan as soon as practically possible.

132.7 It was agreed that Councillors Dack, Bidwell, Daffarn and Jones would take responsibility for ensuring the management of the orchards commences. **Action: BD / CB / PF / SJ**

132.8 As the tree pruning schedule requires some work by a specialist arborist it was agreed to set aside standing orders to retain continuity and only ask Colin Carpenter to quote. Colin Carpenter did an excellent job last year and he has an established working relationship with Bob Lever. Last year the work was put out to tender and Colin Carpenter was the most competitive quote and was considered best value. The quote however is to be reviewed to confirm there is no significant increase from last year. **Action: BD / KH**

133 Central Bedfordshire Council Ward Members Report

- 133.1 Planning Training – CBC has been running planning training sessions for Town and Parish councillors. The final session is on Tuesday 25th October Watling House, Dunstable, 1.30 pm - 4.30 pm.
- 133.2 Local Plan – The first public consultation for the Local Plan has started and will close on 1st November 2016. A Draft version of the Plan will be available December 2016.
- 133.3 Update of Postal Address – Royal Mail is still stating that having a postal address of Fairfield, Hitchin, Hertfordshire as opposed to Fairfield, Stotfold, Hitchin, Hertfordshire would cause too much confusion in the sorting office. Everyone agreed this was ludicrous. Councillor Dixon to ask The Rt Hon Alistair Burt, MP if he can influence Royal Mail to change its mind. **Action: SD**
- 133.4 Update on Fairfield Smell – CBC Officers monitoring the odour at Fairfield on Wednesday and Thursday last week did witness strong odour (level 3/4) outside resident's houses and Anglian Water were informed straight away that this had been witnessed on Wednesday. CBC also spoke to the Thames Water Service Delivery Manager on site regarding the bio solids spreading on the land off the A507 to the north of Fairfield. Thames Water delayed the spreading on Wednesday 5th October because of concerns that the wind would push odour towards a school in Arlesey and the bio solids were spread and immediately ploughed in on Monday and Tuesday of this week. The bio solids were digested cake and the smell is different to raw sludge. Thames Water originally notified NHDC because the farm is in NHDC area but has agreed to notify CBC of spreading if the land is in CBC area in future.

Anglian Water have installed the new odour neutralising equipment on the sludge storage tank but are still waiting for the delivery of the extra nozzles which will give better coverage of the tank surface. Anglian Water have also advised CBC that they had a site meeting on Friday last week looking at more permanent solutions with a number of attendees from various departments. To aid in the decision making process on the best way to minimise odours from the plant Anglian Water raised an order for a number of odour loggers that will be placed in specific areas on site. Then after a set time they will be returned for the data to be processed and this information will then be added to the site odour model. This would enable the effect of different control measures to be put into the model to see which additional control measures would be the most effective.

In the meantime CBC would still like residents to complete diary sheets, continue to notify Anglian Water when the smell is bad but also contact us so CBC can attempt to witness the smell at their property. This will help CBC to obtain evidence on the extent of the problem residents are experiencing in their homes. It will also assist with targeting monitoring to see what difference the new odour neutralising system makes.

Councillor Dixon was asked the following questions:-

Q. When residents complete diary sheets do CBC make note of the wind direction?

A. Yes – CBC overlay with wind direction.

Q. If Anglian Water are putting loggers on site could they put some off site around Fairfield?

A. Councillor Dixon will ask the question. **Action: SD**

FPRA has agreed to purchase an Air Monitoring System which will be installed in Fairfield.

Q. Do CBC chase up residents for completed diary sheets after they have been issued?

A. Councillor Dixon will ask the question. **Action: SD**

Q. Has Anglian Water showed evidence that there is capacity for all the new developments?

A. Anglian Water are a statutory consultee on these planning applications.

Q. Why is Linden Homes (instigated by Anglian Water) putting in new drainage on the West Boundary (near Green Lagoon)?

A. Councillor Dixon agreed to make enquires. **Action: SD**

- 133.5 NHDC Local Plan – CBC has a duty to co-operate with neighbouring counties and CBC has appointed an Officer to look specifically at NHDC Plan.

- 133.6 Update on Fairfield Lower School – CBC is continuing to work very closely with the developers on the additional school site for Fairfield Park Lower School. This is a school site that is needed to meet the local basic need in the parish. Fairfield Parish remains a popular place for young families to start a home and the council has seen this pattern in its annual review of the forecast for school places. Fairfield Park Lower School took an additional reception class this year (September 2016) and will take an additional Reception class in September 2017. Both these cohorts will move to the new school site in 2017. High level designs and a programme for the build of the school are progressing and further detailed design work between the council, Fairfield Park Lower School and the developers design team will start to look at the specifications for the internal use of space and the phased handover of the building to the school. It is planned that the new site will be opened in 2017.
- 133.7 Planning guidelines – CBC is currently looking in ways to protect the uniqueness of Fairfield and is looking at ways to localise planning guidelines, particularly on parking.
- 133.8 Flies – FHMC is waiting for CBC to replace the compactor with bins and notify residents of what is happening. Councillor Dixon to chase up. **Action: SD**

134 Allotments, Recreation Space and Cemetery

- 134.1 It was agreed to defer this item as recent developments regarding potential land availability need to be taken into consideration. CBC and FPC are to meet to discuss.

135 Completion of the transfer of the land forming part of West Orchard.

- 135.1 The land has now been transferred to FPC. It was agreed to
- Ask MBS to quote to carefully remove overgrowing vegetation. Councillor Bidwell to liaise with MBS regarding safety issues. **Action: CB / KH**
 - Seek quotes to investigate what the mound is and remove it. **Action: NH / KH**

136 Neighbourhood Plan

- 136.1 All documents had been circulated to all councillors. Following a discussion it was

RESOLVED

To approve the Neighbourhood Plan with accompanying documents subject to any minor wording changes recommended by Sally Chapman, CBC.

To submit a plan proposal to CBC in line with the Neighbourhood Planning (General) Regulations 2012.

REASONS

The documents are accurate.

To meet regulations.

137 Dog Control Orders

- 137.1 Now that the main landowners of the parish have confirmed that they will pursue the enforcement of dog orders it was agreed that the orders to apply in areas around Fairfield are Dog Fouling and Dog Exclusion Zones. FPC to replace the existing signs on the 16 dog bins and the five 'All dog fouling to be removed by dog owners' metal signs with CBC equivalent signs and install new CBC signs to the enclosed children's play areas. **Action: PM / KH**

138 No Through Road Sign corner of Hardy Way and Livingstone Way

- 138.1 Following a request from resident it was agreed, in principal, for FPC to pay for a 'no through road' sign to be installed. FPC to establish costs before a final decision is made. FPC to also investigate a sign stating 'No through route to Arlesey' being installed by the Hitchin Road / Dickens Boulevard roundabout. **Action: KH**

139 Communication policy and guidelines

139.1 All documents had been circulated to all councillors. Following a discussion it was

RESOLVED

To adopt

- **The update Policy and Procedure for Information Requests**
- **The update Publication Scheme**
- **Media Policy**
- **Communication Guidelines**

REASON

To improve communication and transparency.

140 Pensions

140.1 All councillors had been circulated with details of automatic enrolment and advised that FPC staging date is 1st July 2017. Following a discussion it was

RESOLVED

To use NEST as the Pension Scheme for FPC.

REASON

To meet requirements under the Pensions Act 2008

141 BRCC – Etonbury Green Wheel

141.1 FPC had received a request from BRCC that FPC makes a contribution towards the ongoing development of the Etonbury Green Wheel Following a discussion it was

RESOLVED

That FPC will contribute £1,500 towards the ongoing development of the Etonbury Green Wheel for each of the next two years.

REASON

So Fairfield residents can use a multi-user off-road accessible corridor through areas of landscape, heritage and biodiversity value around Stotfold, Arlesey and Fairfield.

142 Dickens Boulevard Roundabout

142.1 Between meetings it was agreed to request MBS to remove the ivy and add bark mulch at a cost of £220.00 + vat.

143 Christmas Tree Lights

143.1 Installation date, switching on date and ceremony to be discussed at the November meeting.

144 Additional parking spaces at Kipling Crescent

144.1 Planning permission has been granted by CBC with conditions. FPC has received three quotations for work and is waiting for permission from the landowner.

145 Lights on footpath alongside Cricket pitch

145.1 Cricket Club approval to proceed was received and the order was placed with Falco. Installation date is 17th October 2016.

146 20mph speed limit

146.1 Works scheduled for completion October 2016.

147 Apple Day

- 147.1 The second apple day was considered successful despite the rain as the use of the hall worked well. Cider samples and apple themed cakes were available. Camra and Wilbury Farm also attended.

148 Green Wheel

- 148.1 The wild flower meadow is being planted this weekend at the nature reserve for Stoffold.
- 148.2 There are talks about upgrading the footpath from the side of Thornes to Letchworth.
- 148.3 There is a delay to the Etonbury Green Wheel due to issues with landowners. A footpath may need to be done initially with the bridleways and cycle paths being completed later.

149 Western Bridleway Path

- 149.1 Work is expected to be completed before Christmas. FPRA / Scanlans will notify residents.

150 Section 106 agreement land transfers

- 150.1 As no progress is being made it was agreed for FPC to write to Hotbed agents (E&J Estates) to ask if they have come to a decision on the transfer of the Cricket Club and Bowls Club land and state that FPC is slightly disappointed that one year after an agreement was made on transferring the land no contract has been drafted. (The document needs to be drafted by the landowners as they wish to include specific conditions). **Action: BD / KH**

151 Joint meeting

- 151.1 The next joint meeting will be held on 20th October at 7.00 pm

152 Planning Applications

152.1 CB/16/03182/LB Fairfield Hall

Listed Building: installation of roof window in order to facilitate access to hidden roof gully for cyclical maintenance of drainage outlets. Proposed area of roof is pitched and clad in slate tiles. Access to internal roof space is available via internal roof hatch.
FPC had no comments on this application.

152.2 CB/16/03912/FULL Land to the north of 165 Hitchin Road

Residential development of two, three bedroom semi-detached dwellings with associated access, parking and landscaping on land formerly used as a builders yard.
FPC objected, on the basis that the driveways do not provide sufficient turning space to allow vehicles to turn on site. This would lead to vehicles reversing onto / off of the public highway, to the detriment of highway safety and the free flow of traffic.

152.3 CB/TRE/16/00327 Fairfield Hall

Works to trees subject to a Tree Preservation Order: Top and fell one Silver Birch Tree which is located too close to the building and blocking light.

152.4 CB/16/04044/FULL 101 Bronte Avenue

Proposed single storey rear extension and loft conversion with velux windows to front and rear.
FPC has no objections to this application although unfortunately it is not clear how many parking spaces the house benefits from. There are concerns over the increase of parking on the roads and the restrictions in access emergency vehicles.
FPC do request that a condition is included that stated all materials are to match existing bricks and windows.

- 152.5 **CB/16/03872/FULL 15 Shaftesbury Drive**
Convert garage store room and annexe into self-contained flat (retrospective).
- 152.6 **CB/16/04215/FULL 25 Dickens Boulevard**
Proposed single storey rear extension, permitted development rights removed from this property.
- 152.7 **CB/16/03885/OUT Land at East Orchard**
Outline Application: 18 No. 2 storey family houses on area of open land, former gravel workings, to the north west of the junction of Hitchin Road and Eliot Way.
- 152.8 **CB/16/04272/FULL Former Pig Development**
Erection of a care home (Use Class C2) with access, car parking, amenity space, landscaping and other associated works.
- 152.9 **CB/16/04484/FULL 37 Palmerston Way.**
Single storey rear extension and raised terrace area.

153 Planning Decisions

- 153.1 CB/16/02477/FULL East Lodge, Hitchin Road
New garage/workshop with annex accommodation – footprint reduces, eaves height increased and dormers added to the previously approved application CB/14/01390/FULL
CBC granted full planning permission 2nd September 2016
- 153.2 CB/16/01551 Land South of Bowling Green Fairfield
Creation of hard surfaced car parking area for up to 14 vehicles.
CBC granted full planning permission 6th September 2016
- 153.3 CB/16/02957/FULL 23 Livingstone Way
Two storey side extension with internal alterations and orangery extension to the rear.
CBC granted full planning permission 8th September 2016
- 153.4 CB/16/03182/LB Fairfield Hall
Listed Building: installation of roof window in order to facilitate access to hidden roof gully for cyclical maintenance of drainage outlets. Proposed area of roof is pitched and clad in slate tiles. Access to internal roof space is available via internal roof hatch.
CBC granted listed building permission 3rd October 2016

154 Finance

154.1 Receipts

From whom	Description	Total
Apple Day	Donations	£236.29
Alto	Refund of Alto fee	£2.00
Total		£238.29

Transfer to pre-paid credit card

£250.00 was transferred on 27th September 2016.

Payments

To whom	Description	Total
Katrina Henshaw	Sep salary	£292.00
HMRC	Sep tax	£72.80
EE	Sep mobile phone	£44.98
Unity Trust	Bank charges	£22.50
MBS	Grass verges - September	£706.00
MBS	Dog bins - September	£38.40
MBS	Grass outside Community Hall - September	£64.99
MBS	Fleming Drive - September	£38.00
MBS	Salisbury Close - September	£32.50
Information Commissioner	Data Protection registration	£35.00
Lights4fun	Christmas lights	£112.63
Keith	Apple Day Yeast	£10.00
Koncept Castles	Apple Day Bouncy castle	£220.00
Morris Dancers	Apple Day Morris dancing	£60.00
Ruth	Apple Day expenses	£6.45
Penny	Apple Day expenses	£97.09
Total		£1,853.34

It was

RESOLVED

That all receipts totally £238.29 be noted, payments of £1,853.34 be paid and the transfer of £250 be made.

154.2 Q2 Expenditure Summary

	Budget 2016/17 inc bf	Additional Income	Spent Q2	Money remaining
Administration	£ 15,917.89	£ 2.00	£ 8,647.76	£ 7,272.13
Recreation and Public Lands	£ 110,114.34	£ -	£18,589.29	£ 91,525.05
Orchards	£ 10,000.00	£ -	£ 815.00	£ 9,185.00
Apple Day	£ 500.00	£ 236.26	£ 386.22	£ 350.04
Parish Plan / NHP	£ 29,206.75	£ -	£ 2,981.53	£ 26,225.22
Cemetery	£ 10,000.00	£ -	£ -	£ 10,000.00
Parking	£ 50,000.00	£ -	£ 97.50	£ 49,902.50
Grants	£ 14,850.63	£ 1,000.00	£ 9,152.50	£ 6,698.13
Reserves	£ 30,000.00	£ -	£ -	£ 30,000.00
Interest	£ 774.20	£ 81.55	£ -	£ 855.75
Vat	-£ 5,948.04	£ 9,942.14	£ 4,574.82	-£ 580.72
Total	£ 265,415.77	£11,261.95	£45,244.62	£ 231,433.10

155 Correspondence

- 155.1 **CBC – Local Plan Leaflets.** 'What you need to know...' and 'Shaping Central Bedfordshire'. Consultation ends 1st November 2016 and people are encouraged to respond via CBC website www.central Bedfordshire.gov.uk/growthoptions but paper copies are also available.
- 155.2 **CBC – Draft Local Plan.** CBC has provided a map of Fairfield showing the settlement development and a list of services and facilities which CBC believe are available in Fairfield and has asked FPC to check for accuracy. Deadline 21st October. **Action: PM**

155.3 **NALC - Local Council Finance Settlement Consultation.** Deadline 28 October. **Action: PM**

156 Any other business

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

156.1 FPRA has requested that FPC advise them of all planning issues. There are no issues with doing this so FPC will also offer the service to other management companies.

157 Date of next meeting

157.1 The next Parish Council meeting will be held on 10th November 2016 at 7.30 pm

Meeting closed at 9.18 pm