

## Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 12<sup>th</sup> January 2017 at 7:30 pm

**Councillors present:** C Bidwell (Chairman), 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 Member Councillor S Dixon and three members of the public.

### **205 Election of Chairman for the remaining council year**

205.1 Following Councillor Mitchinson's resignation, Councillor Bidwell was proposed and seconded to be elected as Chairman. There were no other nominations and therefore, with a unanimous vote it was

#### **RESOLVED**

**That Councillor Bidwell be appointed the Chairman for the ensuing Council year.**

Councillor Bidwell signed the Declaration of Acceptance of Office of Chairman which was countersigned by the clerk as Proper Officer of the Council.

### **206 Apologies for Absence**

206.1 Apologies were received from Ward Member Councillor B Saunders.

### **207 Disclosures of Interest and Dispensation requests**

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

### **208 Council Minutes**

208.1 Minutes of the meeting held on Thursday 8<sup>th</sup> December 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.**

### **209 Public Participation**

209.1 No member of the Public requested to speak.

### **210 Central Bedfordshire Council Ward Members Report**

210.1 Councillor Dixon highlighted the draft Budget consultation and the delay in the Draft Local Plan and which all councillors had been supplied details of (items 232.1 and 232.2).

210.2 Allotments, Recreation Space, Football Pitch and Cemetery – The meeting between FPC and CBC was positive and useful. The CBC Officer has agreed to look at the following proposals:-

- New Garden of Rest - Near the existing burial ground.

- Allotments – Wilbury Farm. (Although since the meeting FPC has raised concerns that the proposed access road would have blind spots – Councillor Dixon agreed to highlight these concerns). **Action: SD**
- Recreation Space
  - Land adjacent to new development. (Land not CBC or FPC ownership)
  - Lower Wilbury Farm. (Concern over blind spot as above).
  - Behind new proposed Garden of Rest. (Feeling was to keep this area as a quiet area).

FPC awaits further information from CBC on these proposals.

- 210.3 Update of Postal Address – The Rt Hon Alistair Burt, MP is still waiting for a response from Royal Mail.
- 210.4 Faulty street lighting – Councillor Dixon has met with the CBC Officer and has agreed to report all the faulty lights once again via the CBC system. Councillor Dack asked if FPC could take over the responsibility for street lights and was advised that in principal FPC could but it would get expensive. **Action: SD**
- 210.5 Update on Letchworth Sewage Treatment Works – AW has until 31<sup>st</sup> March to solve the problem. FPC and CBC has another meeting on 18<sup>th</sup> January. Councillor Dixon senses things are happening but stressed that FPC and residents must continue to gather evidence to prevent people thinking the problem has gone away. CBC appreciate FPC publishing the request for witness statements. There is also a belief that there is a secondary source for the smell and CBC will be looking at the Pig Testing Unit.
- 210.6 Safety issues around the school – The School is continuing to have email and phone correspondence with the Road Safety Officer at CBC without much success. A site survey was completed by CBC some time ago and the school are yet to see sight of their findings. Councillor Dixon has agreed to speak to the Road Safety Officer regarding this. FPC reiterated that they had offered to fund pedestrian crossing and/or a School Crossing Patrol Officer. **Action: SD**
- 210.7 Planning Issues – Councillor Dixon has made enquiries how CBC / FPC can make residents comply with the deeds and has been advised that the developer needs to transfer the clause to FPC or FPRA. Trivial clauses like the colour of doors would not be included but more important clauses like parking could be. FPRA has also taken legal advice on this matter.

## 211 Vacancy

- 211.1 Following Councillor's Mitchinson's resignation a vacancy now exists for a parish councillor in Fairfield. As ten or more electors have requested an election this vacancy must be filled by election. The exact costs are unknown but an uncontested election will cost £100 approximately and a contested election will cost £2,000 approximately. Nomination papers are available from CBC and the parish clerk. Nominations papers must be submitted to CBC between 20<sup>th</sup> January and 4pm on 27<sup>th</sup> January. Day of Poll will be Thursday 23<sup>rd</sup> February between 7.00 am and 10.00 pm.
- 211.2 It was agreed to send a letter of thanks to former Chairman Phil Mitchinson following his recent resignation. **Action: KH**

## 212 Co-option Policy

- 212.1 All documents had been circulated to all councillors. Following a discussion and a unanimous vote it was

### **RESOLVED**

**To adopt the Co-option Policy and Application form.**

### **REASON**

**So FPC can fill any future vacancies by co-option is no election is requested.**

### **213 Planning Advisers**

213.1 It was agreed to appoint a Councillors Jones and Milliken as planning advisers to assist Councillors Bidwell and Hanks. Councillor Hanks to continue as lead role and coordinate responses.

### **214 Bank Signatories**

214.1 It was agreed that Councillors Bidwell, Dack, Daffarn and Hanks continue as bank signatories and Phil Mitchinson just be removed from the mandate. **Action: KH**

### **215 Policy and Procedure for dealing with vexatious complaints and unreasonable behaviour.**

215.1 All documents had been circulated to all councillors. Following a discussion and a unanimous vote it was

#### **RESOLVED**

**To adopt the Policy and Procedure for dealing with vexatious complaints and unreasonable behaviour.**

#### **REASON**

**To prevent Councillors or Officers being hindered with their work for the Council and the service which is offered to others.**

### **216 No Through Signs**

216.1 CBC has suggested installing the 'Do Not Follow SAT NAV' signs underneath the two existing 30mph entry signs and the 'U Turn' sign with the words 'no route to Arlesey' placed under the existing directional sign for the School and Community Hall. This is logical because if anyone ignores or misses the 'Do Not Follow SAT NAV' signs they can see the 'U Turn' sign and then they have the opportunity to use the Dickens Boulevard roundabout to exit the development without getting too far in and then facing more trouble turning around and getting back out. FPC agreed the locations for signs and the cost of £290.98+VAT. He clerk to advise CBC. **Action: KH**

### **217 Proposed North Herts Crematorium in Stotfold Road, Fairfield**

217.1 The report from Councillor Dack was discussed and it was agreed that FPC would write to NHDC pointing out that it will be within both FPC and CBC boundaries so request to be kept fully informed and supplied copies of any environmental reports that may have been commissioned. **Action: KH**

### **218 Annual Parish Meeting 2017**

218.1 To be held between 1<sup>st</sup> March and 1<sup>st</sup> June 2017. It was agreed to hold this meeting on 1<sup>st</sup> June 2017 at 7.30 pm. Hall to be booked and date to be advertised. **Action: KH**

### **219 Orchards**

219.1 FPC has been granted permission for the works and has commissioned Colin Carpenter to start work this month.

219.2 The transfer of the land from PJ Livesey for part of West Orchard is now complete.

219.3 The tree planting on 8<sup>th</sup> January 2017 was very successful and all 15 trees were planted.

## 220 Neighbourhood Plan

- 220.1 It was agreed that Councillor Dack will lead the project. Phil Mitchinson is happy to see the NHP through to a conclusion in whatever way FPC would like him to.
- 220.2 The CBC consultation regarding FPC Neighbourhood Plan has commenced 9<sup>th</sup> December 2016 and runs until 20<sup>th</sup> January 2017 whereupon the plan and comments are passed to an examiner.
- 220.3 For procurement purposes CBC need to get 3 quotes for the examination of the Neighbourhood Plan. CBC and FPC will jointly decide who to appoint.
- 220.4 BRCC's comments were discussed and it was agreed that there is a concern that FPC has not considered land use issues. Although FPC cannot do this now as the document is at the consultation stage an addendum may be permitted stating that the housing demand for the next ten years has been considered and it was concluded that the recently permitted new 400 houses covered that demand. FPC to discuss this further with Sally Chapman, CBC.  
**Action: BD / NH**

## 221 BLEVEC Training sessions and other news.

- 221.1 It was agreed Councillors Jones and Milliken attend one of the mandatory training sessions. The clerk to book the sessions once they have agreed the date. **Action: KH**

## 222 Dog Control Orders

- 222.1 CBC has agreed to replace the 'NO DOGS ALLOWED' by the unenclosed play areas with 'Dogs must be put on a lead by direction' sign (see Bronte Ave 1 & Connelly Lane 1). The existing signs are being replaced as they contain an emergency telephone number no longer in use. FPRA are requesting that the signs conform with CBC control orders.

## 223 Transfer of land from Hotbed

- 223.1 The Directors of FHMC are to advise Hotbed the revised suggested boundaries. If Hotbed agree these then FPC will be ask to agree to the transfer.

## 224 Three Counties Hospital memorabilia

- 224.1 FPC is collecting the artefacts tomorrow (Friday 13<sup>th</sup> February) and Councillor Dack has kindly offered to initially pay for them as the seller requires cash up front and FPC agreed not to risk public money in this way. Once the artefacts have been checked and are in the possession of FPC, Councillor Dack will be reimbursed the money. The artefacts will be initially stored in a locked cupboard in the Community Hall. The clerk to arrange insurance. **Action: KH**

Deborah Bangs (Chairperson of Fairfield Hall Hub) is holding a talk in the Community Hall on the History of Fairfield Hall in conjunction with a mental health charity on Thursday 2<sup>nd</sup> March and has asked if these artefacts could be displayed. This was agreed providing someone unpacked and repacked them and ensured all items were returned. It was also agreed for FPC to offer to cover the costs of the hall hire. **Action: KH**

## 225 20mph speed limit

- 225.1 Works completed. One resident has complained about the location of one of the signs in Heathcliff Avenue. CBC has looked at this sign and accepts that the sign is outside the house, but is actually set slightly to the side, so not immediately in front of the resident's door or front window. In this situation, it is difficult for CBC to justify the cost of re-locating it. CBC acknowledges that there are other lamp columns that it could be fixed to, but if there were local objections to the new location, CBC could end up having to move it again. Consequently, CBC is very reluctant to agree to re-locate the sign.

It was agreed to ask for volunteers to set up 'Speed Watch' in Fairfield. **Action: BD**

## 226 Christmas Tree Collection Point

- 226.1 Most residents complied with this and MBS collected all trees that CBC did not collect on the scheduled date. Unfortunately, CBC returned on a later date to collect trees and collected them all from the collection point leaving MBS with no trees to make compost.

## 227 Upgrade of Western Shelter Belt

- 227.1 Long awaited work on upgrading the section between Livingstone Way and an area at the Heathcliff Way end has commenced. As a result a footpath closure notice will be in force for about two weeks.

## 228 Proposed street names for the new development on the former pig unit site.

- 228.1 FPC has suggested to CBC that the new development continues with the Victorian theme of the rest of Fairfield and has proposed using the names of Queen Victoria's children. (These were Victoria, Albert, Alice, Alfred and Helena, Louise, Arthur, Leopold and Beatrice).

## 229 Land East of Hitchin Road

- 229.1 FPC and Campbell Buchanan had an informal meeting held on 9<sup>th</sup> January where Campbell Buchanan produced pictures of the housing proposals and layout plans. The shop, doctors' surgery and pub/restaurant were all missing from the plans. FPC expressed huge concerns of providing an extra 400 houses without any additional facilities and was advised that Campbell Buchanan had tried to get someone for the shop but no one was interested in the location. FPC stated this was totally unacceptable and would cause more chaos at Tesco as this would be the only shop and the area could not cope with more vehicles. Following a proposal and a unanimous vote it was agreed that the clerk would write to the Ward Members with these concerns and ask them to take it up with Planning so they are prepared when the application is submitted as FPC is not happy with these new proposals. **Action: KH**

## 230 Planning Applications

- 230.1 **CB/16/05739/VOC**  
Former Pig Unit. Hitchin Road  
Variation of condition 16 of planning permission CB/15/03182/FULL  
FPC had no objections to this variation.
- 230.2 **CB/16/04272/FULL**  
Former Pig Unit. Hitchin Road  
Erection of a care home (Use Class C2) with access, car parking, amenity space, landscaping and other associated works.

## 231 Planning Decisions

- 231.1 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.  
**CBC granted full planning permission 17<sup>th</sup> November 2016.**
- 231.2 CB/16/03872/FULL 15 Shaftesbury Drive  
Convert garage store room and annexe into self-contained flat (retrospective).  
**CBC granted full planning permission 6<sup>th</sup> December 2016.**
- 231.3 CB CB/16/04317/FULL12 Salisbury Close  
Incorporate existing veranda area into kitchen  
**CBC granted full planning permission 6<sup>th</sup> December 2016.**

- 231.4 CB/16/04733/FULL 29 Copperfield Close.  
Demolition of existing single storey rear extension and erection of enlarged single storey side extension.  
**CBC granted full planning permission 15<sup>th</sup> December 2016.**
- 231.5 CB/16/04773/FULL 1 Franklin Place  
Double storey side (west) extension including additional single storey extension (east) for installation.  
**CBC granted full planning permission 16<sup>th</sup> December 2016.**
- 231.6 CB/TRE/16/00440 Fairfield Orchards  
Works to trees protected by a Tree Preservation Order.  
**CBC granted full planning permission 20<sup>th</sup> December 2016.**
- 231.7 CB/16/05161/FULL 48 Dickens Boulevard.  
Proposed extension to the rear.  
**CBC granted full planning permission 23<sup>rd</sup> December 2016.**
- 231.8 CB/16/04527/FULL 16 Dickens Boulevard.  
Infill single storey extension to rear of house, comprising of the removal of a glass lean-to roof and building a tiled roof with an added depth of 2.2 metres into the garden. Removal of existing dwarf wall, patio doors and re-positioning. The extension fits within existing walls on either side of 16 Dickens Boulevard and also number 18. (Retrospective).  
**CBC granted full planning permission 23<sup>rd</sup> December 2016**

## 232 Finance

### 232.1 Payments

To whom	Description	Total
Katrina Henshaw	December salary	£340.40
HMRC	December tax	£85.20
MBS	Grass verges - December	£706.00
MBS	Dog bins - December	£38.40
MBS	Grass outside Community Hall - December	£64.99
MBS	Fleming Drive - December	£38.00
MBS	Salisbury Close - December	£32.50
MBS	Salt bags	£36.00
Prontaprint	Christmas Tree Disposal Signs	£19.18
Fairfield Scout Group	Rent Sep 16 - Jan 17	£645.00
Colin Carpenter	1/2 cost of works to Orchards	£2,500.00
Colin Carpenter	Supply and planting of 15 additional fruit trees	£754.50
Unity Trust	Service Charge	£23.55
<b>Total</b>		<b>£5,283.72</b>

It was

### **RESOLVED**

**That payments of £5,283.72 be paid.**

## 233 Correspondence

- 233.1 The CBC – Advising that the Council intends to hold back the process of publishing its draft Local Plan for consultation.
- 233.2 CBC – Draft Budget. Deadline for comments is 30th January 2017.
- 233.3 CBC – Real-time Information and Raised Kerb Installation at Bus Stop in Dickens Boulevard. As part of the upgrades CBC would also be interested in looking at installing a screen either inside or adjacent to the bus shelter at Dickens Boulevard, Fairfield as well as a raised kerb for ease of access to improve facilities for customers at this main stop within Fairfield. CBC currently has a small amount of funding allocated to be used this financial year for bus stop maintenance and improvements. FPC has advised CBC it supports this proposed upgrade.

**234**      **Date of next meeting**

234.1      The next Parish Council meeting will be held on 9<sup>th</sup> February 2017 at 7.30 pm

Meeting closed at 9.10 pm