

Minutes of the annual meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 11th May 2017 at 7:30 pm

Councillors present: C Bidwell (Chairman), B E Dack, P Daffarn, 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 six members of the public.

1 Election of Chairman for the ensuing council year

1.1 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.

2 Election of Vice Chairman for the ensuing council year

2.1 Councillor Dack was proposed and seconded to be elected as Vice Chairman. There were no other nominations and therefore, with a unanimous vote it was

RESOLVED

That Councillor Dack be appointed the Vice Chairman for the ensuing Council year.

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

3 Apologies for Absence

3.1 Apologies for absence were received from Councillors S Foster (PTA commitments), N P Hanks (Family illness) and Ward Member Councillor B Saunders.

4 Disclosures of Interest and Dispensation requests

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

5 Council Minutes

5.1 Minutes of the meeting held on Thursday 20th April 2017 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.

- 5.2 Minutes of the Annual Parish Meeting held on Thursday 1st May 2017 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.

6 Public Participation Session

- 6.1 No member of the Public requested to speak.

7 Central Bedfordshire Council Ward Members Report

- 7.1 Local Plan – The Draft Local Plan was scheduled to go to the Executive on 6th June 2017 for approval and then public consultation. However, because of the general election on 8th June, the date for the Executive meeting would fall into the pre-election period heightened political sensitivity (often called purdah). This means the council has to be particularly mindful of their responsibilities and for this reason they have postponed the whole Executive agenda until 20th June 2017 and this includes the Draft Local Plan. It is anticipated (subject to Executive approval) that the Plan will be published for consultation from 4 July for 8 weeks.

- 7.2 Letchworth Sewage Works – Following the questions asked at the APM on 4th May 2017, it was agreed that FPC will ask AW to answer the following additional questions under the Freedom of Information Act.

1. What is the solid mass balance for the treatment works;
 - a) with organic digestion?
 - b) with the current system without organic digestion?
2. What is the calculated odour load to atmosphere?
3. What type of odour control system is AW installing?
4. What is the current volume of raw mal-odorous sludge being stored?
5. What is/was the total exposed surface area of stored sludge?
6. What was the level of raw sludge being stored from May – January 2016-2017?
7. What is the total sludge handling capacity the centrifuge dewatering facility at this site, in terms of volume and weight of dry solids?

Action: KH

Since the APM, there has been a further odour problem so Councillor Bidwell contact AW immediately as instructed at the APM by AW. Chris Hayton (AW) has spoken to the site team and the Customer Liaison Manager and asked them to investigate. Having walked the site, the team have confirmed that there are no issues in the treatment process, and that there are no apparent causes of increased odour.

The odour suppressant sprays are working, however, given the reports from residents, AW agreed to look at increasing the amount of chemical that is added to the system.

- 7.3 Middle School Transfer – Councillor Dixon advised CBC will hold a further Public meeting if required. FPC has expressed its disappointment on school transfer to both CBC and The Rt Hon Alistair Burt.

- 7.4 Hall Competition Certificates – Councillor Jones requested Councillor Dixon chased up a response to encore's recent email. **Action: SD**

- 7.5 Parking – Councillor Dixon agreed to get a definitive answer on when parking on pavements was a police issue and when it was a CBC issue. **Action: SD**

8 Review of Standing Orders and Financial Regulations

- 8.1 Standing Orders were last adopted 12th February 2015 and Financial Regulations were last adopted 14th April 2016 (both had been reviewed 12th May 2016). Both were reviewed and agreed no amendments were required.

9 The General Power of Competence

- 9.1 FPC eligible to use the Power of Competence as required until May 2019.

10 Committees

- 10.1 It was agreed that FPC did not require any committees at the moment.

11 Appointment of Planning Advisers

- 11.1 Councillors Hanks, Jones and Milliken were appointed as the three planning advisers with Councillor Hanks taking the lead role.

12 Appointment of bank signatories

- 12.1 It was agreed that Councillors Bidwell, Dack, Daffarn and Hanks would continue as the appointed bank signatories.

13 Appointment of representatives on outside bodies

- 13.1 Councillor Daffarn was appointed as the representative for the Green Wheel.
13.2 Councillor Jones was appointed as the representative of Red Bear and it was agreed that she should request health visitors have a clinic in Fairfield. **Action: SJ**

14 Appointment of Disaster Plan Co-ordinators

- 14.1 Councillors Jones and Milliken were appointed as the Disaster Plan Co-ordinators.

15 Calendar of meeting dates for the ensuing council year

- 15.1 The meeting dates for the ensuing council year were agreed as follows:-

Thursday 1st June 2017
Thursday 6th July 2017
Thursday 14th September 2017
Thursday 12th October 2017
Thursday 9th November 2017
Thursday 14th December 2017
Thursday 11th January 2018
Thursday 8th February 2018
Thursday 8th March 2018
Thursday 12th April 2018

APM date to be set between 1st March and 1st June 2018.

16 Maintenance Contract

- 16.1 The maintenance contracts with MBS expire 30th June 2017. FPC agreed to consolidate the maintenance contracts (keeping the orchards contracts separate) and ask MBS for a quotation. **Action: KH**

17 Parking and safety issues around the school and Dickens Boulevard

- 17.1 The school has requested bollards outside the car park gate in Kipling Crescent to stop cars parking on verges and blocking the entrance into the school gates. There are frequent problems with staff having access in the mornings and end of the day. Other vehicles also have great difficulty manoeuvring in this area. The school has also asked if this would be something FPC could fund as the school has limited resources. Whilst FPC agree this would be a good idea, it was agreed to discuss this further once Kipling Crescent is adopted.
- 17.2 Councillors Foster and Hank are speaking to CBC regarding installing a pedestrian guard rail around corner fronting Tesco store.
- 17.3 CBC has appointed a Road Safety Officer to start September 2017.
- 17.4 The road safety 'Beep Beep' day was held on 10th May at the school and was very successful. FPC congratulated CBC on the brilliant safety car that was supplied for the children to go in.

18 Bedfordshire Police Group Meeting

- 18.1 It was agreed that Councillor Dack will attend the meeting on Monday 15th May at 18.30 hours at Bedfordshire Police HQ, Woburn Road, Kempston. **Action: BD**

19 Operation Beneke

- 19.1 The Community Policing team will be in Fairfield on Wednesday 24th May between 1500-1700 hours to carry out engagement with the public, crime prevention advice, general safeguarding, and will patrol some of the area targeting parking issues. This will be advertised via Beds Alert, neighbourhood watch, street watch, and FPC. All parish councillors to attend if available. **Action: ALL**

20 Christmas Lights

- 20.1 It was agreed to investigate the additional costs of lighting the four lamps on Dickens Boulevard adjacent to Urban Park and to consider something different for the roundabout. Councillor Daffarn to request quotations and suggestions. **Action: PD**

21 Speed Watch / Neighbourhood Watch / Street Watch

- 21.1 Councillor Dixon offered to ask Ken Smith, Clifton for some suggested set up sights and advice on starting the scheme. Councillor Dixon to liaise with Councillor Foster. **Action: SD / SF**

22 CCTV

- 22.1 Councillor Dixon to arrange the initial survey. **Action: SD**

23 Defibrillator

- 23.1 Councillor Jones advised that the pads had expired so she had ordered new ones.

24 Transfer of land from Hotbed Investments

- 24.1 FPC had received a positive letter from FHMC but there are specific areas that require more detail to be developed before a final position can be agreed. FHMC has asked to have the plan drawn up accurately. FPC believes it is far simpler to follow existing boundary lines as the screening is more than adequate for privacy and the trees are protected by TPO's. (FPC has no intention to remove any trees and will only remove dead or dangerous trees after receiving permission from CBC. Any trees removed for these reasons will be replaced). FPC believes that to amend boundaries with land registry is an unnecessary cost to the FPC taxpayers.

24.2 As stated at the APM by Councillor Bidwell, FPC has put the proposals on the website. Despite being present at the APM and being aware this was going to happen, one Director has complained about this action. All parish councillors supported this action as FPC wished to be as transparent as possible.

24.3 It was noted that Blandy and Blandy have received a breakdown of time spent by Hotbed solicitors for the land transfer. Costs to date are £3,000.00 + vat.

25 Booklet highlighting the History of Middlemarch and surrounding area

25.1 Councillor Dack will provide an update on this proposal at the June meeting. **Action: BD**

26 Street Cleaning

26.1 CBC has confirmed that the scheduled weed spraying for adopted roads for Fairfield will be on the following:-

- 1st Spray – End of May
- 2nd Spray – End of July
- 3rd Spray – End of September

26.2 Gully cleaning is handled by CBC Highways Team and work on a cyclic rotation. CBC aim to have each area done at least once every 16-20 weeks where required. If a customer believes these need doing as a matter of urgency an adhoc clearance requests may be made to either 0300 300 8049 or via <http://www.cb-report-it.co.uk/index.aspx>

27 Fairfield Clean-up Day

27.1 The Clean-up Day will be held on Sunday 11th June and will be organised by Councillors Daffarn and Milliken. The Scouts, Youth Club have been advised of the date and Middlemarch Resident Company has provided useful advice based on previous experience. CBC will be providing litter pickers and sacks and will collect all the rubbish. FHMC has also been helpful and has offered the use of the compound. On the day, they will concentrate on the open green areas (Cricket Pitch, area near Bannatyne's overflow car park, Orchards and the shelter belt if sufficient volunteers). **Action: PD / TM**

27.2 Councillor Bidwell has completed the risk assessment and the clerk will notify the insurance company. **Action: KH**

28 Gritting

28.1 FPC is waiting for a new Service Level Agreement from CBC.

29 Orchards

29.1 Councillor Daffarn advised that more pruning is scheduled for the weekend of 17th June.

30 S106 Public Arts Money

30.1 Councillors Bidwell and Dack met with CBC and it was agreed to remove Urban Park as a proposal. FPC has been invited to suggest another project. One suggestion was to include some educational features in the orchards. To be discussed further at June meeting. Councillor Dack to speak to BRCC to ensure this doesn't conflict with any of their future plans. **Action: BD**

31 Neighbourhood Plan

31.1 FPC is waiting to receive a report from the examiner. Councillor Dixon to confirm the Referendum process and costs.

32 Former Pig Testing Site, Hitchin Road

- 32.1 Councillor Dixon advised that the prohibition of Sunday working had not been included on the planning application. Councillor Dack questioned this as he believed this contradicted CBC's policy. Councillor Dixon to confirm CBC's policy. **Action: SD**

33 Planning Applications

- 33.1 **CB/17/00358/RM Land east of Hitchin Road and south of the Former Pig Testing Unit. Reserved Matters: erection of 180 dwellings with landscaping, open space and associated works, pursuant to outline planning permission reference dated 30th June 2016.**

FPC continue to be disappointed at the removal of the community uses from the proposals, however welcome the re-introduction of the retail facilities. FPC is concerned that there appears to be no provision of a dedicated area for goods vehicle access or a turning area for the retail unit(s). This is an issue at the Tesco store in Fairfield which causes safety and traffic flow issues and we would not wish to see the same issues occur at the new development, especially given the proximity of the retail unit(s) to the main site access.

- 33.2 **CB/17/01158/OUT Land at Chase Farm, east of High Street, Arlesey Outline Application: Development of up to 950 No. dwellings and 80 bedroom extra care unit, a two form entry lower school, up to 7,000 sq. metres of employment floor space, up to 6,500 sq. metres of retail (A1-A5), a hotel. Healthcare inc. provision of new doctors surgery and dentists and leisure/community use of which up to 500 sq. metres to comprise of community use floor space, provision of new cycling & walking routes, open space including sports pitches, associated changing parking and other ancillary facilities and formal play areas together with associated works and operations including engineering operations & earthworks.**

Although FPC was not a statutory consultee, it did respond with the following comments:-

The Transport Assessment provides capacity analysis for the A507 / Hitchin Road roundabout junction, however that analysis appears to be fundamentally flawed, as it suggests (Junctions 9 outputs starting at pages 317 and 324) that queues on approach to the junction from the south would be no more than 4 vehicles in the AM peak and 5 vehicles in the PM peak., in 2022, without improvement works.

Current queues at the junction are in excess of 15-20 vehicles during peak hours, therefore the analysis should be revised to account for actual queue lengths, which would need to be measured over a number of days in order to comply with the appropriate guidance.

Furthermore, 'mitigation works' are proposed at this junction and others along the A507, however the works appear in each case to have been designed on the basis of OS mapping, which is often highly inaccurate, varying in some cases by more than a metre when compared to actual dimensions measured on site . Any such improvements should be based upon site surveys, otherwise they are entirely unreliable.

Given these significant errors in the Transport Assessment, we ask that CBC do not make any decision upon the application until such time as the document has been revised / corrected with relevant survey data and capacity analysis.

- 33.3 **CB/17/01443/FULL 1 Nickleby Way To remove existing and erect new pvcu conservatory to the rear of the property.**
FPC has no objections to the basic principle of the application other than conditions are that all materials are to match existing bricks and windows

- 33.4 **CB/17/01511/FULL 56 Bronte Avenue Single storey rear extension (as variation to previously approved application CB/11/03670/FULL).**

FPC has no objections to the basic principle of the application other than conditions are that all materials are to match existing bricks and windows.

33.5 **CB/17/01475/FULL 81 Bronte Avenue**
External alterations to include, insertion of new windows to ground floor hall (front elevation), new external door from new utility room (side elevation), insertion of new glazed doors and projecting glass structure, new conservatory and conversion of existing garage into a personal gymnasium space.

FPC objects to this application, due to the loss of two off street parking spaces, in an area where there is already a high level of parking stress on street. The removal of the garage as a parking facility is contrary to the legal agreement the owner signed up to when purchasing the property.

33.6 **CB/17/01482/FULL 31 Copperfield Close**
Single storey rear extension.

FPC has no objections to the basic principle of the application other than conditions are that all materials are to match existing bricks and windows

33.7 **CB/17/00002/FULL 4 Brunel Walk**
Single storey rear extension. Comments required by 24th May 2017

33.8 **CB/17/01620/FULL 6 Brunel Walk**
Single storey rear extension. Comments required by 25th May 2017

34 Planning Decisions

34.1 **CB/17/00503/FULL 5 Charlotte Avenue**

Loft conversion with insertion of pitched roof dormers and roof lights.

FPC had no objections to the basic principle of the application other than conditions are that all materials are to match existing bricks and windows.

CBC granted full planning permission 18th April 2017

35 Finance

35.1 Payments

To whom	Description	Total
Katrina Henshaw	April salary + expenses	£511.80
HMRC	April tax	£116.60
EE	Mobile phone	£46.09
MBS	Grass verges - April	£706.00
MBS	Dog bins - April	£38.40
MBS	Fleming Drive - April	£38.00
MBS	Grass outside Community Hall - April	£64.99
MBS	Salisbury Close - April	£32.50
Came and Company	Insurance	£446.42
Gill Wiggs	Internal Audit	£135.00
Comtec	Microphone	£198.00
Instant Promotions	Inflatable Arch	£1,050.00
CBC	By-election	£3,088.77
Herts Full Stop	Stationery	£12.40
Blandy and Blandy	Advice on Abatement Notice	£1,428.00
Blandy and Blandy	Advice on Village Green status	£2,640.00
Katrina Henshaw	Baker Ross Keyrings for school	£322.33
Rocket Genius	Website renewal	£23.36
Total		£10,898.66

It was

RESOLVED

That payments of £10,898.66 be paid and it was noted that £500 had been transferred to the cash plus card.

36 Correspondence

- 36.1 Fairfield Youth Club – Request for a meeting with FPC. It was agreed Councillor Daffarn would meet with them. **Action: PD**

37 Date of next meeting

- 37.1 The next Parish Council meeting will be held on 1st June 2017 at 7.30 pm

Meeting closed at 9.00 pm