

Date: **Friday 5th May 2017**

Councillors:

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

You are hereby summoned to attend the following meeting:

Fairfield Parish Council

Date/ Time: Thursday 11th May 2017 at 7.30 pm.

Venue: Fairfield Community Hall, Kipling Crescent.

Members of the press and public are invited to attend.



Katrina Henshaw, Parish Clerk

Meeting Agenda

1 Election of Chairman for the ensuing council year

1.1 To elect the Chairman and the Chairman to sign a Declaration of Office.

2 Election of Vice Chairman for the ensuing council year

2.1 To elect the Vice Chairman and the Vice Chairman to sign a Declaration of Office.

3 Apologies for Absence

3.1 To receive any apologies for absence from Councillors.

4 Disclosures of Interest and Dispensation requests

4.1 To receive any declarations of interest from Councillors on matters contained in the agenda. If, at any time during the meeting, a Councillor feels they have an interest in an item being discussed they should declare it at that point.

4.2 To receive written requests for dispensations for declarable interests.

4.3 To grant any requests for dispensation as appropriate.

5 Council Minutes

- 5.1 To approve and sign as a correct record the minutes of the Parish Council meeting held on 20th April 2017.
- 5.2 To approve and sign as a correct record the minutes of the Annual Parish Meeting held on 4th May 2017.

6 Public Participation Session

- 6.1 15 minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak, provided the correct notice has been given to the Parish Clerk prior to the meeting.

7 Central Bedfordshire Council Ward Members Report

- 7.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
- 7.2 To receive an update on middle school transfers and transport to school. To discuss holding a Public meeting with CBC and the Rt Hon Alistair Burt present to discuss current issues on transfer to middle school and future proposals regarding catchment areas for the lower schools.
- 7.3 To receive an update on Letchworth Sewage Works and to discuss what action to take following comments made at the APM on 4th May 2017.

Annual reviews and appointments

8 Review of Standing Orders and Financial Regulations

- 8.1 Standing Orders were last adopted 12th February 2015. Financial Regulations were last adopted 14th April 2016. Both were reviewed 12th May 2016.

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 To discuss if FPC require any committees and if so appoint members.

11 Appointment of Planning Advisers

- 11.1 To appoint four planning advisers.

12 Appointment of bank signatories

- 12.1 To appoint bank signatories.

13 Appointment of representatives on outside bodies

- 13.1 To appoint a representative for the Green Wheel.
- 13.2 To appoint a representative for Red Bear.

14 Appointment of Disaster Plan Co-ordinator

- 14.1 To appoint Disaster Plan Co-ordinators.

15 Calendar of meeting dates for the ensuing council year

- 15.1 To agree meeting dates for the ensuing council year. (Appendix A).

Decision items

16 Maintenance Contract

16.1 The maintenance contracts with MBS expire 30th June 2017. FPC to discuss and agree asking for quotations for current works and to agree the length of the contract.

17 Parking and safety issues around the school and Dickens Boulevard

17.1 To consider a request from the school to have bollards outside the car park gate 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.

17.2 To receive an update from Councillors Bidwell, Foster and Hanks.

17.3 To receive an update on the new proposed Road Safety Officer.

17.4 To receive a report from Councillor Foster on the road safety 'Beep Beep' day held on 10th May at the school.

18 Bedfordshire Police Group Meeting

18.1 To agree who will attend the meeting on Monday 15th May at 18.30 hours at Bedfordshire Police HQ, Woburn Road, Kempston.

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. To decide who will attend.

20 Christmas Lights

20.1 To receive proposals from Councillor Daffarn and to agree a budget.

21 Speed Watch / Neighbourhood Watch / Street Watch

21.1 To agree next steps.

22 CCTV

22.1 To agree next steps.

23 Speed Watch / Neighbourhood Watch / Street Watch

23.1 To agree next steps.

24 Defibrillator

24.1 Councillor Jones to give an update on items that are needed to be purchased. FPC to agree.

Information items

25 Transfer of land from Hotbed Investments

25.1 To receive an update from Councillor Bidwell.

26 Booklet highlighting the History of Middlemarch and surrounding area

26.1 To receive an update from Councillor Dack.

27 Street Cleaning

27.1 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

27.2 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>

28 Fairfield Clean-up

28.1 The Clean-up day will be Sunday 11th June. To receive an update from Councillors Daffarn and Milliken.

29 Gritting

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

30 Fairfield School 5km Run and 1km Family Fun Run

30.1 To receive a report from Councillor Foster

31 Orchards

31.1 To receive an update from Councillor Daffarn

32 Neighbourhood Plan

32.1 FPC is waiting to receive a report from the examiner.

Planning

33 Former Pig Testing Site, Hitchin Road

33.1 To discuss on-going problems with the builders.

34 Planning Applications

34.1 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.

We are 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.

**34.2 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.

**34.3 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

**34.4 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

34.5 **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.

34.6 **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

34.7 **CB/17/00002/FULL 4 Brunel Walk**

Single storey rear extension.

Comments required by 24th May 2017

34.8 **CB/17/01620/FULL 6 Brunel Walk**

Single storey rear extension.

Comments required by 25th May 2017

34.9 Any urgent planning applications received between 5th and 11th May 2017.

35 Planning Decisions

35.1 **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

Finance and Correspondence

36 Finance

36.1 To receive receipts and agree payments. (Appendix B).

37 Correspondence

37.1 Any urgent correspondence received between 5th and 11th May 2017.

38 Any other business

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

39 Date of next meeting

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

Appendix A

Calendar of meeting dates for the ensuing council year

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.

Appendix B

Receipts and Payments

Receipts

None received

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

Pre-Paid credit Card

04/05/2017 £250.00 transferred

05/05/2017 £500.00 transferred