

Date: Friday 6th July 2018

Councillors:

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

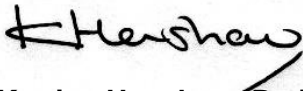
You are hereby summoned to attend the following meeting:

Fairfield Parish Council

Date / Time: Thursday 12th July 2018 at 7.00 pm for planning and 7.30 pm for all other matters.

Venue: Fairfield Community Hall, Kipling Crescent.

Members of the press and public are invited to attend.



Katrina Henshaw, Parish Clerk

Meeting Agenda

1 Apologies for Absence

1.1 To receive any apologies for absence from Councillors.

2 Disclosures of Interest and Dispensation requests

2.1 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.

2.2 To receive written requests for dispensations for declarable interests.

2.3 To grant any requests for dispensation as appropriate.

3 Council Minutes

3.1 To approve and sign as a correct record the minutes of the parish council meeting held on 14th June 2018.

4 Public Participation Session for planning applications

4.1 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.

Planning (Between 7.00 pm and 7.25 pm)

5 Planning Applications

- 5.1 **CB/18/02126/FULL 12 Bronte Avenue**
Single storey rear extension
- 5.2 **CB/18/02244/FULL 22 Beatrice Place**
Proposed standalone garage
- 5.3 **CB/18/02526/FULL Land adjacent to 161 Hitchin Road**
Temporary school access
- 5.4 Any urgent planning applications received between 5th and 12th July 2018

6 Planning Decisions

- 6.1 FPC to discuss its process for checking conditions on all applications CBC grant permission for to ensure the Design Statement and any other requests are included and agree what action to take if they are not.
- 6.2 **CB/17/05974/RM Land at East Lodge off Elliott Way**
Reserved matters approval is sought for access, appearance, landscaping, layout and scale pertinent to outline approval reference CB/16/03885/OUT
Reserved matters granted by CBC 21st June 2018
- 6.3 **CB/18/01689/FULL 10 Livingstone Way**
New Orangery
CBC granted full permission 13th June 2018
- 6.4 **CB/TRE/18/00166 Church at Fairfield Hospital, Hitchin Road**
Works to trees protected by a Preservation Order: Prune 3 Holm Oak trees located to the west of the Church. The trees are listed as T111, T127 and T128 within TPO Ref: MB/TPO/99/00001
Preserved Tree - Grant Consented by CBC 13th June 2018

Rest of meeting (From 7.30 pm)

7 Public Participation Session for rest of the meeting

- 7.1 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.

8 Central Bedfordshire Council Ward Members Report

- 8.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
- 8.2 To receive an update on the missing bollards from Dickens Boulevard and Bronte Avenue and to receive an update on the proposed barrier to prevent cars parking at the junction.

Decision items

9 GDPR

- 9.1 FPC to review and adopt the risk assessment, information asset register and assessment of personal data held by FPC.

10 Maintenance Contract

10.1 FPC to agree who to award the contract to.

11 Dickens Boulevard Roundabout

11.1 FPC has requested quotations to weed, cut the grass, trim shrubs. FPC to agree budget and agree to delegate powers to a decision can be made before September.

12 Urban Park

12.1 The parish council has requested quotations to install an electricity supply. FPC to agree budget and agree to delegate powers to a decision can be made before September.

13 Rural Match Funding

13.1 CBC will shortly advertise waiting restrictions covering the junction of Dickens Boulevard and Kipling Crescent. A draft scheme drawing is attached. This includes the build out to protect people crossing on the raised table. FPC to advise CBC of comments. (Appendix A).

14 Burial Ground / Cemetery

14.1 FPC to discuss the request from a resident that FPC should negotiate with Stotfold Town Council so that residents of Fairfield can go there if they wish without penalty.

15 Additional Bottle Bank

15.1 To receive a report from Councillors Bidwell and Daffarn on the site meeting with CBC and agree any action.

16 Hydrant licence and equipment

16.1 To agree to purchase a licence from Affinity Water at a cost of £601.45 + vat to allow watering of orchards, urban park and the area of the community garden.

16.2 To agree purchasing a sprinkler (£11.00), sprinkler stand (£24.00), fittings (£15.00 approximately), 100m hose (£140.00) and a hose trolley (£350.00). Total cost £540.00 + vat approximately.

17 Christmas Tree Lights

17.1 FPC to agree budget for lights. (Quotation from Sparkx is £2,916.24 + vat).

18 Blue Lagoon

18.1 FPC to discuss the ongoing problem of motor bikes around the blue lagoon and riding down footpaths and the damage caused to gates.

19 Joint meeting

19.1 To receive a report on the joint meeting and agree any actions.

Information items

20 WW1 Battles Over Tribute

20.1 Councillor Daffarn to report on the inaugural meeting with volunteers arranging the event.

21 Orchard Maintenance

21.1 FPC stated at the April minutes (item 301.2) that it has been maintaining the orchards under licence from Hotbed as the council believed a licence continued for maintenance. However, since that meeting the council has been made aware that this may not be correct so the council has suspended all work in the orchard and has asked the landowner permission to continue maintenance.

22 Work to sycamore trees on west orchard

22.1 FPC has asked Hotbed for permission to lift the overhanging branches from the Sycamores on the inside of the west orchard which run parallel to the old road behind the school of Hardy Way that are growing out over the brash pile, several of which are overshadowing a line of fruit trees and there is huge concern that they will diminish if they do not have more sunlight.

23 Public Art Project

23.1 FPC has asked Hotbed for permission to install seating in the West Orchard and a sign on the school fence by the disused roadway in Kingsley Avenue as well as seating and two boards in the East Orchard.

24 Speed Watch Update

24.1 Volunteers have completed training and have now been out on Dickens Boulevard twice and Bronte Avenue once for forty minutes at each location. Checked one hundred vehicles which all slow down when they see the speed watch sign and display so only one vehicle was noted speeding at 24 mph. Other locations have been approved or awaiting approval. Several residents have approached the volunteers and have thanked them for taking time to do the speed watch and feel it will help reduce speed around Fairfield.

25 Telephone Box Library

25.1 The estimated delivery date is 12th July. FPC to arrange insurance.

Finance and Correspondence

26 Finance

26.1 To receive receipts and agree payments. **(Appendix B)**.

27 Correspondence

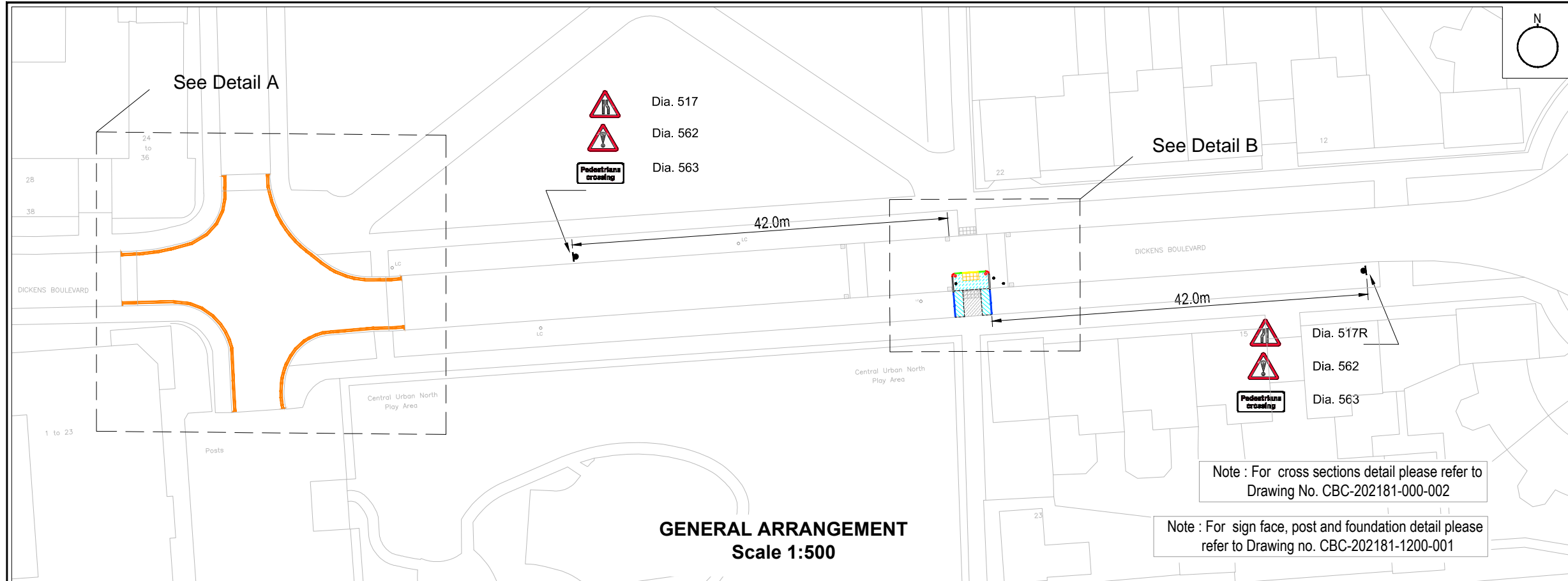
27.1 Any urgent correspondence received between 5th and 12th July 2018

28 Any other business

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

29 Date of next meeting

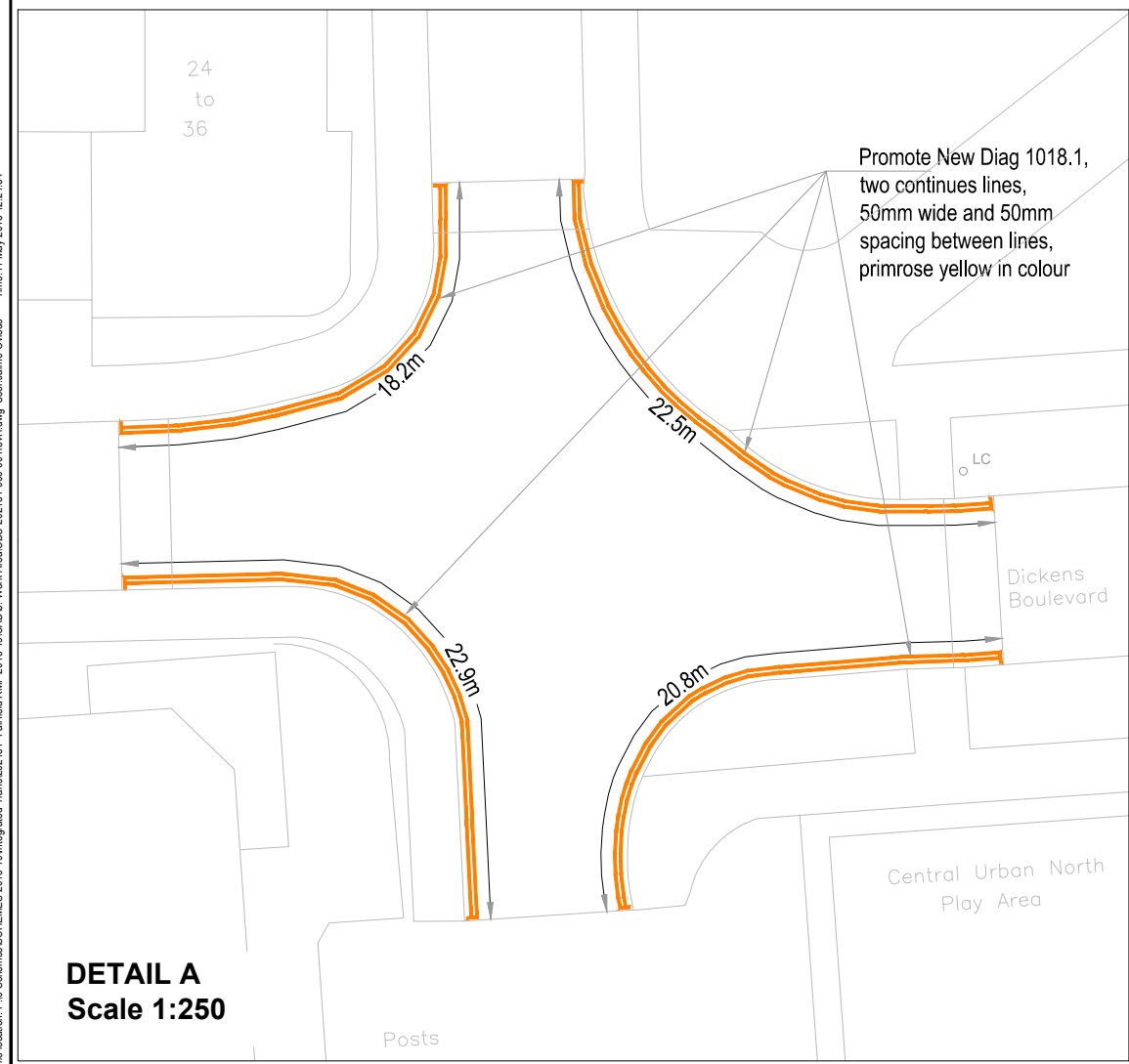
29.1 The next Parish Council meeting will be held on 13th September 2018 at 7.00 pm for planning and 7.30 pm for all other matters.



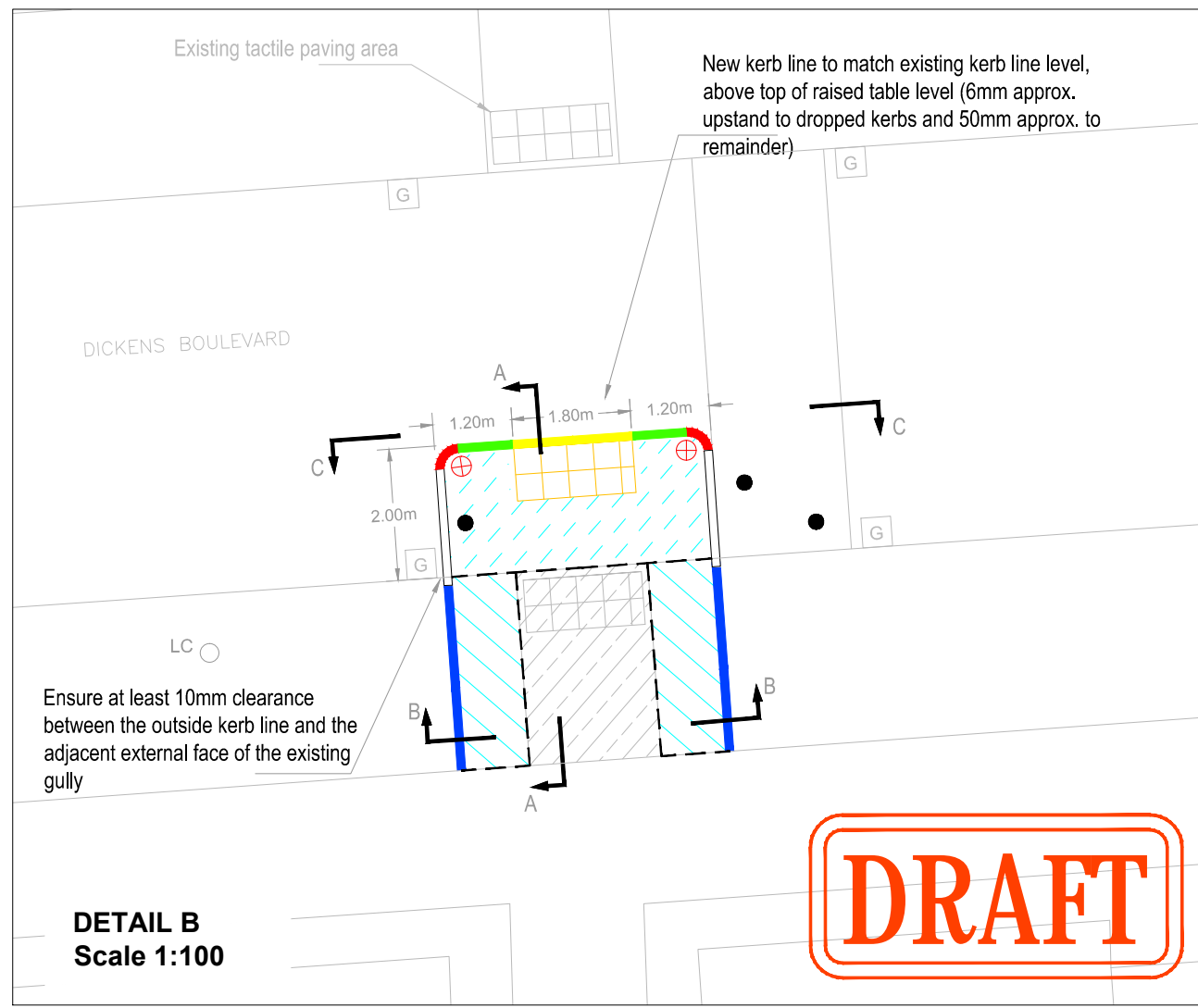
GENERAL ARRANGEMENT
Scale 1:500

Note : For cross sections detail please refer to Drawing No. CBC-202181-000-002

Note : For sign face, post and foundation detail please refer to Drawing no. CBC-202181-1200-001



DETAIL A
Scale 1:250



DETAIL B
Scale 1:100

DRAFT

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION					
In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:					
CONSTRUCTION					
MAINTENANCE / CLEANING					
DECOMMISSIONING / DEMOLITION					
It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement					
NOTES					
1. All dimensions in millimetres unless stated otherwise.					
2. Do not scale from this drawing.					
3. Setting out of all works to be agreed on site by Engineer to ensure accuracy before commencing works.					
4. Any discrepancies noted on the drawings are to be reported immediately to the Engineer.					
5. Drawing to be read in conjunction with all other drawings for scheme reference.					
6. All works should comply with the 'Specification For Highway Works' and 'Design Manual for Roads and Bridges' (DMRB).					
7. This drawing has been compiled without the aid of topographical or utility surveys, using only OS mapping data (2012).					
8. (All locations of utilities are for information purposes only, as they have been approximated).					
9. All gullies to remain to be covered to ensure no site waste enters to the gully pots.					
10. Contractor to ensure suitable traffic management is in place for all works.					
11. Any works to utility covers should be discussed with the relevant utility supplier prior to commencing works.					
KEYS:					
	Existing grass area to be excavated 175mm deep. New 25mm thick AC6 surfacing 100/150 on 50mm AC14 dense binder 100/150 to be laid on top of 100mm regulating Type 1 material				
	Existing asphalt footway to be excavated 75mm deep. New 25mm thick AC6 surfacing 100/150 on 50mm regulating AC14 binder 100/150				
	Existing tactile paving to be removed. New 25mm thick AC6 surfacing 100/150 on 50mm thick AC14 binder 100/150 to be laid on 100mm thick regulating Type 1 material				
	Existing block paving to be taken up. New 25mm thick AC6 surfacing 100/150 on 50mm thick AC14 binder 100/150 to be laid on 100mm thick regulating Type 1 material				
	New 400 x 400 x 65mm Buff coloured Tactile paving on 30mm sand cement mortar and 100mm thick regulating Type 1 material				
	New 125 x 255mm HB PCC kerb				
	New 125 x 150-255 HB PCC Dropper kerb				
	New 125 x 150mm BN PCC Dropped kerb				
	New 300 x 255mm HB PCC Quadrant kerb				
	New 50 x 150mm PCC Square Edging				
	New 50mm width primrose yellow road markings				
	Existing kerbs/edgings to be removed				
	Existing gully to be left in 'situ				
	Existing lighting column				
	New reflectorised 'Keep Left/Right' bollard				
	New Manchester bollard with reflectors				
This drawing must be printed in colour					
REV	REV. DATE	PURPOSE OF REVISION	DRAWN	CHKD	APPRVD
Drawn:					Date:
Design:					Date:
Checked:					Date:
Approved:					Date:
integrated expertise					
Project Dickens Boulevard, Fairfield					
Drawing Title General Layout					
Drawing Status Detailed Design					
Scale AS SHOWN @ A3		DO NOT SCALE			
Ringway Jacobs No.					
Client No.					
Drawing Number CBC-202181-000-001					Rev 0
This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.					

File location: P:\6 Schemes\SCH-HEMES 2016-19\Integrated Trans\202181-Fairfield\RMF 2016-19\CAD\3 Work Area\CBC-202181-000-001\revit.dwg User:Jaime Oviedo Time:11 May 2018 12:21:34

Appendix B

Payments

To whom	Description	Total
Katrina Henshaw	June wages and reimbursement for recorded delivery	£593.31
HMRC	June Tax and NI	£159.52
EE	Mobile phone	£9.98
Unity Trust	Service charge	£24.00
MBS	Maintenance contract - June	£914.55
Ebuyer	Printer Toner	£118.98
Blandy and Blandy	Legal advice	£5,280.00
Chris Brown	Email signatures	£40.00
Fairfield Community Hall	May Rent – Youth Club	£150.00
Fairfield Community Hall	June Rent – Youth Club	£120.00
Fairfield Community Hall	June Rent – Scout Club	£150.00
	Total	£7,560.34

29/06/2018 - £300 transferred to cash plus