

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 12th July 2018 at 7:00 pm

Councillors present: C Bidwell (Chairman), B E Dack, P Daffarn, A M Hunt, S J Jones and T Milliken

Officer present: Katrina Henshaw (Parish Clerk)

Also present for all or part of the meeting: Ward Member Councillor S Dixon (from 7.30 pm) and five members of the public.

83 Apologies for Absence

83.1 Apologies for absence were received from Councillor N P Hanks (work commitments) and Ward Member Councillor B Saunders.

84 Disclosures of Interest and Dispensation requests

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

85 Council Minutes

85.1 Minutes of the meeting held on Thursday 12th June 2018 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.

86 Public Participation Session for planning.

86.1 No members of the public requested to speak

87 Planning Applications

87.1 **CB/18/02126/FULL 12 Bronte Avenue**

Single storey rear extension

FPC objected to this application as the side door does not meet the Fairfield Neighbourhood Plan Design Statement. It should match the design statement in section 1C on page 16.

FPC has no other objections subject to no objections from neighbours but does request CBC add conditions that the construction should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.

87.2 **CB/18/02244/FULL 22 Beatrice Place**

Proposed standalone garage

FPC objected to this application as the garage door does not match neighbouring garage doors on Beatrice Place.

Application states that there are no hedges when there are very young saplings on site. FPC therefore request that planting is made to replace the loss of trees and to soften the impact of the build.

- 87.3 **CB/18/02526/FULL Land adjacent to 161 Hitchin Road**
Temporary school access
This is a highways matter so no observations from FPC.
- 87.4 **CB/18/02569/FULL 163 Hitchin Road**
Demolition of existing buildings and erection of 2 new detached 4-bedroom dwellings including garages, parking, landscape and associated works including new highway access.
FPC objected to this application as the access point, turning in and out, of proposed development appears to be limited, especially for access for large vehicles as there is currently a traffic island blocking the entrance.
- FPC has no other objections subject to no objections from neighbours but does request CBC add conditions that the construction should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.

88 Planning Decisions

- 88.1 It was agreed that Councillors Bidwell and Hunt will check conditions on all future applications CBC grant permission for to ensure the Design Statement and any other requests are included and if they are not will ask CBC why not. **Action: CB/AMH**
- 88.2 **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
- 88.3 **CB/18/01689/FULL 10 Livingstone Way**
New Orangery
CBC granted full permission 13th June 2018
- 88.4 **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

The meeting closed at 7.25 pm and was re-opened at 7.30 pm for the rest of the meeting as stated on the agenda and advertised on the website and noticeboards.

89 Public Participation Session for rest of the meeting

- 89.1 No members of the public requested to speak.

90 Central Bedfordshire Council Ward Member report

- 90.1 Councillor Dixon advised that the ward members were mindful not to request that the application for the new crematorium was called into the Development Management Committee for determination but was still deciding whether to object or support the application. Councillor Dixon is investigating if the application is granted will Fairfield residents have the right to be buried there without paying the cost of a non-North Hertfordshire resident as the site is in the parish of Fairfield.
- There is still concern that there is no cemetery in Fairfield, so residents must pay a premium to use other cemeteries. CBC is still investigating making land available to FPC for a cemetery as well as allotments and leisure activities, but nothing has been decided yet.
- 90.2 CBC is looking to replace the missing bollards on Dickens Boulevard and Bronte Avenue, but no timescales have been agreed yet. CBC is also considering installing some knee-high rails to prevent people parking on grass verges but are concerned that this would be introducing a new design in Fairfield. (Railings outside Tesco are part of FPC safety proposals).

90.3 CBC do have a temporary CCTV camera that can be deployed if needed for the current problem with motorbikes in Fairfield and the Blue Lagoon. However, there must be strong evidence that there is a problem to justify having CCTV. Councillor Dixon encouraged that all cases should be reported to the police on 101 or 999 if appropriate. FPC and some residents have made reports of incidents including criminal damage to a gate and there have also been allegations made as to who the offenders are. The only way to get Fairfield higher on the priority list is to keep reporting all incidents.

91 GDPR

91.1 FPC have compiled an information asset register and assessment of personal data held by FPC. These documents are to be reviewed regularly and all parish councillors were reminded to delete any personal data as soon as it is no longer needed.

91.2 FPC has completed a risk assessment and this was signed by the Chairman.

92 Maintenance Contract

92.1 FPC received quotations from four companies for the maintenance (including gritting) contract. Following a discussion, it was

RESOLVED

To award the maintenance (including gritting) contract to Hislop & Co Horticulture Ltd from 1st September 2018 to 31st August 2019.

REASONS

Hislop and Co Horticulture Ltd has the required horticultural expertise.

It makes sense to use the same company as FPRC for maintenance as many areas are adjacent to one another and the gritting contract is split (75% FPC and 25% FPRC)

Although Hislop and Co Horticulture Ltd was not the cheapest quote, it was considered best value.

The clerk to send contract to Hislop and Co Horticulture Ltd and to send a letter of thanks to MBS Ground Maintenance Ltd for all the work they have done in Fairfield. **Action: KH**

93 Dickens Boulevard Roundabout

93.1 FPC has received two quotations to weed, cut the grass, trim shrubs. Following a discussion, it was

RESOLVED

To award the contract to MBS Ground Maintenance Ltd for the work to be done as soon as possible.

REASONS

The quote was considered best value.

MBS Ground Maintenance Ltd has done the work before to a good stand.

The clerk to send contract to MBS Ground Maintenance. **Action: KH**

94 Urban Park

94.1 The parish council has requested quotations to install an electricity supply. Following a discussion, it was agreed to delegate powers to Councillors Bidwell, Dack and Daffarn with a budget of up to £5,000 so that a decision can be made before the September meeting. Councillors Bidwell, Dack and Daffarn to keep all other councillors and the clerk updated on decisions. **Action: CB/BD/PD**

95 Rural Match Funding

- 95.1 CBC will shortly advertise waiting restrictions covering the junction of Dickens Boulevard and Kipling Crescent. A draft scheme drawing had been circulated to all councillors and this included the build out to protect people crossing on the raised table. FPC agreed with the proposals. The clerk to advise CBC and request timescales and costs. **Action: KH**

96 Burial Ground / Cemetery

- 96.1 FPC discussed the request from a resident that FPC should negotiate with Stotfold Town Council (STC) so that residents of Fairfield can go there if they wish without financial penalty. This was investigated in 2015 and STC would only consider it if FPC contributed 25% of STC budget for cemetery expenditure which equated to FPC paying approximately £12,000 pa in 2015. The usage at the time from Fairfield did not make it a viable financial possibility so it was agreed in January 2016 that FPC would not accept this proposal. As nothing has changed since then, it was agreed that FPC would not relook at the STC proposal but would investigate the possibility of Fairfield residents using Wilbury Crematorium without paying a premium for being a non-North Hertfordshire resident as suggested by Councillor Dixon in item 90.1 of these minutes. It was also agreed that FPC would continue to request CBC provide land for the use of a cemetery. **Action: SD**

97 Additional Bottle Bank

- 97.1 Councillors Bidwell and Daffarn had a site meeting with Ward Councillor Steve Dixon and a CBC Officer where CBC agreed to empty the current bins more frequently so they will now be emptied on Fridays and Mondays. CBC also agreed to install new bins as soon as possible.

98 Hydrant licence and equipment

- 98.1 Following a discussion, it was agreed 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. This licence runs from July 18 – 1st October 2018 and will need to be renewed March 2019. **Action: CB / KH**
- 98.2 Following a discussion, it was agreed not to purchase a sprinkler (£11.00), sprinkler stand (£24.00), fittings (£15.00 approximately), 100m hose (£140.00) and a hose trolley (£350.00) at this stage as FPC can borrow some equipment from the bowls club initially and FPC need to establish what Hislop and Co Horticulture Ltd can load to FPC.

99 Christmas Tree Lights

- 99.1 Councillor Bidwell left the meeting so Councillor Dack acted as Chairman for this item.

Following a discussion, it was

RESOLVED

To place the contract with Sparkx at a cost of £2,916.24 + vat.

REASON

Sparkx has supplied the lights previously and the quotation was considered good value.

Councillor Hunt to liaise with Sparkx and the clerk to place the contract. **Action: AMH / KH**

Councillor Bidwell returned to the meeting and continued as Chairman.

100 Blue Lagoon

- 100.1 The ongoing problem of motor bikes around the blue lagoon and riding down footpaths and the damage caused to gates were discussed in item 90.3 of these minutes.

101 Joint meeting with management companies and resident associations.

101.1 The meeting took place on Monday 9th July and was an exchange of information only as it was not a decision-making meeting.

FHMC suggested creating a document detailing the landowner of all areas and who was responsible for maintaining them. All agreed it would be a useful document but would be a great deal of work for someone to do. FPRA there were a few areas with land registry disputes. It was agreed that everyone would think about what information should be on the map and how easy it would be to supply the information.

FPRA gave an update on the work to urban park and advised that they wanted the park to be used by the whole community.

The maintenance of orchards was discussed but this would be covered in items 103-105 of these minutes.

The next meeting is planned for October.

102 WW1 Battles Over Tribute

102.1 Councillor Daffarn reported they held the inaugural meeting on 27th June 2018 with volunteers arranging the event. On 11th November 2018 Fairfield, along with the rest of the UK, will mark the day when 100 years ago the First World War ended.

It was agreed to locate the beacon on the newly constructed mound in the Urban Park. Although this is not the highest point on Fairfield it was considered the most accessible.

Nationally the day will start with bagpipes playing at 06.00 and the group would like this to happen in Fairfield too if possible.

Fairfield Community Church will hold their Remembrance Service at 10.30.

People will be invited to gather in Urban park at 18.15 with Revered Neil Whitmill introducing proceedings at 18.30. It has been suggested that proceedings may include poppy planting, reading of extracts from 'A Place in the Country' giving some history of the Three Counties Asylum's role during the Great War, the reading of names of those from the hospital who lost their lives in conflict, reading of a poem and prayers. At 18.55 the last post will be played, and the beacon will be lit at 19.00. The day will finish with a song and then refreshments in the Community Hall.

FPC will need to do a risk assessment before the event.

Councillor Daffarn to advise Bruno, Pageantmaster - 'Battle's Over - A Nation's Tribute'.
Action: PD

103 Orchard Maintenance

103.1 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.

E&J Estates has advised that as matters stand management of the orchards is the responsibility of Fairfield Hospital Management Company limited. In the circumstances, their client freeholders' preference is that FPC seek permission from the Management Company. The Management Company will consult with their client freeholders as necessary, but the decision will be for them to make.

It was therefore agreed to write to FHMC with a copy of the Orchard Management Plan to ask for permission to continue to maintain the orchards and to ask FHMC if they will start to maintain the area behind the Community Hall. The orchards were last cut the end of June so a decision before the end of July would be useful as that is when another cut will be due, depending on weather. **Action: KH**

104 Work to sycamore trees on west orchard

104.1 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.

As per 103.1 above it was agreed to now ask FHMC for permission to do these works and arrange a site meeting between FPC, FHMC and CBC Tree and Landscape Officer to discuss the proposed works. **Action: KH**

105 Public Art Project

105.1 Wendy Briggs has supplied FPC with the designs for the printed panels, to be inserted in the interpretation boards which FPC agreed with. Councillor Daffarn to liaise with Wendy. **Action: PD**

105.2 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.

As per 103.1 above it was agreed to now ask FHMC for permission to install these and to send them the recent designs from Wendy Briggs (item 105.1). **Action: KH**

106 Suspending standing orders

106.1 It was agreed to suspend standing orders item 3x and extend the meeting longer than 2.5 hours to enable all items on the agenda to be discussed.

107 Speed Watch Update

107.1 Volunteers have completed training and have now been out on Dickens Boulevard twice and Bronte Avenue once for forty minutes at each location. One hundred vehicles were checked which all slowed down when they saw 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 approach the volunteers and have thanked them for taking time to do the speed watch and feel it will help reduce speed around Fairfield.

108 Telephone Box Library

108.1 The telephone box was installed today and will be converted to a library next week. Everyone thanked Councillor Hunt for her hard work on this project. The clerk to arrange to arrange insurance. **Action: KH**

109 Finance

109.1 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

It was

RESOLVED

That payments of £7,560.34 be paid and £300 be transferred to cash plus account.

110 Correspondence

110.1 CBC – Leisure Strategy – Parish Schedules updates.

111 Any other business

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

111.1 Fairfield Alive takes place Saturday 14th July. The Friends of Fairfield Orchards will be offering samples of the 2017 cider brew.

111.2 Councillor Dack will monitor the clerk's emails when she is on holiday and Councillor Daffarn will have the FPC phone during that time.

112 Date of next meeting

112.1 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.

Meeting closed at 9.40 pm