Date: Friday 7th December 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 13th December 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  **Chairman’s Notice**
   2.1 Councillor Bidwell to read out the announcement on openness and transparency.

3  **Disclosures of Interest and Dispensation requests**
   3.1 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.
   3.2 To receive written requests for dispensations for declarable interests.
   3.3 To grant any requests for dispensation as appropriate.

4  **Council Minutes**
   4.1 To approve and sign as a correct record the minutes of the parish council meeting held on 8th November 2018.

5  **Public Participation Session for planning applications**
5.1 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)

6 Planning Applications
6.1 CB/18/04358/FULL 163 Hitchin Road
Demolition of existing building and erection of two new detached four-bedroom dwellings including garages, parking, landscaping and associated works including new highways access.
6.2 Any urgent planning applications received between 7th and 13th December 2018

7 Planning Decisions
7.1 CB/18/03090/FULL 51 Hardy Way
Single storey side extension, loft conversion with front and rear dormers and proposed raised decking area.
CBC granted full permission 7th November 2018
7.2 CB/18 CB/18/03611/FULL 6 Franklin Place
Single storey extension
CBC granted full permission 7th November 2018
7.3 CB/TRE/18/00407 Land to the rear of Charlotte Avenue
Works to trees protected by a Preservation Order: Cedar (shown on plan as T1) – crown reduce up to 3m to bring canopy in line with top of tree; Pine and Larch (shown as G1) – reduce back as far away as possible from gardens whilst retaining viable growth points, a gap of 1.5, is desirable, all pruning cuts will be made to growth or to the trunk. Located along the southern boundary of the rear gardens. The trees are protected by TPO Ref: MB/TPO/99/00001 and are within Group G1.
CBC granted consent November 2018.

8 Removal of Permitted Development Rights
8.1 FPC to report on meeting with CBC about the removal of Permitted Development Right (PDR) for the whole of Fairfield.

Rest of meeting (From 7.30 pm)

9 Public Participation Session for rest of the meeting
9.1 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.

10 Central Bedfordshire Council Ward Members Report
10.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
10.2 To receive an update on the roadworks on Hitchin Road and to discuss sending a letter to CBC, The Rt Hon Alistair Burt and the CEO regarding them (see also Appendix H).
10.3 To Thank Cllr Steve Dixon for his hard work in attempting to deal with the many problems caused by the road works.
10.4 To receive an update on the planned meeting with CBC Assets about allotments, garden of remembrance and recreation space.
11 Outdoor Gym / Trim Trail
11.1 To discuss residents’ comments and locations and type of equipment.

12 Cycle Path towards Stotfold and Letchworth
12.1 To discuss a request from a resident to have a proper cycle footpath towards Stotfold and Letchworth. The resident frequently cycles along the cycle/footpath, the road is very busy and he feels unsafe using the road. The overgrowing hedges are a danger to cyclist and could easily cause an accident.

13 Anglian Water
13.1 FPC to discuss how to spend the £7,000 donation from Anglian Water. Suggestions from residents are:

- To install more waste bins for litter. Doubling the waste bins close to the play areas and installing signage to take your waste home.
- To seed and weed areas of grass that have been decimated with the hot summer; possibly turfing where grass is bare.
- To hold an organised fireworks, display at the communal garden to allow residents to enjoy a proper display and hopefully to reduce tin pot back garden activity spread over two weeks prior to November the 5th!
- Paint the common area railings and bollards black again as they are going rusty, if not looked after these will cost more money to replace in the future. They are starting to make the park look run down.
- Put the money towards the children’s playground refurbishments, I believe they are on a 10-year life cycle. These are the hubs for the community and family life.
- A proper Trim Trail around the Park which would be good for teens, young adults and adults. We need to get youth fitter and all the local parks are way too young for them. Toddlers are catered for, as are younger children but for 10 years and over there is a need to challenge them.
- Do something for our growing pre-teen population. They are too big for the many, many play areas and too young for the gym. A fitness area created for them would be good.
- Something for the over 55. Maybe a club not sport related.
- The flower beds around the park including the urban park. The plants which were put in the urban park are not suitable. Years ago, a strip of land near the path going down past the bowls club was a very long bed of roses. We have Harkness roses on our doorstep so why not spent the money redoing all the beds around the park with flowers and rose bushes, the plants in most of the beds are a miss mash of cheap shrubs.
- The Community Garden is enjoyed by many residents. Herbs and vegetables are grown for the community. Water is desperately needed as many of the plants died during summer for lack of water which must be very disheartening to the few volunteers who work so hard on this project. A supply if water would be a good way of spending the money.

14 Additional salt bins
14.1 To discuss purchasing an additional salt bin for Eliot Way, near the entrance to the Cemetery.

Quote attached (Appendix F)
14.2 To discuss if any other salt bins are required.

15 Grant Applications To consider placing a ceiling on grants for community events

16 Grant application from Fairfield Lower School PTA
16.1 To discuss grant application (Appendix A)

17 Grant application from Fairfield Bowls Club
17.1 To discuss grant application (Appendix B)

18 Chairs for the Community Hall
18.1 To discuss purchasing chairs for the Community Hall.

19 iPads for Parish Councillors
19.1 FPC to discuss provide all parish councillors with iPads for parish council work only.

20 Dangerous Parking in Bronte Avenue
20.1 FPC to discuss the ongoing dangerous parking on Bronte Ave (near Fleming Drive and Nightingale Way) where people frequently park on the blind bends making it dangerous to negotiate this section of the road. Cars are also being parked on pavements so that pushchairs / wheelchairs cannot pass on the on the pavement meaning that they have to take to the road (on blind bends) to pass.

21 Fairfield Gardens
21.1 To discuss how FPC can better engage with the people of Fairfield Gardens

22 Welcome Leaflet
22.1 To pursue production of a "Welcome Leaflet" to all new residents covering essential items and including activities at our Community Hall and the new school.

23 Youth Council
23.1 FPC to discuss forming a Youth Council. This would be run on a democratic basis with an elected chair etc.

24 Youth Club
24.1 To discuss what will happen to the money and equipment from the Youth Club (Appendix G).

25 FPC Communication to residents
25.1 FPC to discuss and agree how it disseminates information to residents. Often it is the case that there is initially only fragments of information and not the whole story. When there is an issue, should FPC tell residents immediately what is known and make it clear there is more to come or should we wait until we have all the facts.

26 FPC Twitter account
26. FPC to discuss the current Twitter account and if it is to continue, appoint a person to be responsible for it.

27. To agree to the Vice-Chairman’s action in agreeing to fell a silver birch tree on the Cricket Ground under Health and Safety concerns. Half the tree came down and the remaining half showed signs of fungus etc and was a potential hazard, (Quote Appendix H)

28. To discuss a tree replacement policy.

Information items

29. Orchards
29.1. To receive an update from Councillor Daffarn.

30. Public Art Project
30.1. To receive an update from Councillor Daffarn.

31. Etonbury Green Wheel
31.1. To receive an update from Councillor Daffarn on location of the proposed information board and map somewhere on the actual route of the EGW as it passes around Fairfield.

32. WW1 Battles Over Tribute
32.1. Councillor Daffarn to report on the event.
32.2. £378.18 was received in donations for the British Legion and FPC round this up to £400.00

Finance and Correspondence

33. Finance
33.1. To appoint an Internal Auditor
33.2. To receive receipts and agree payments. (Appendix C).

34. Correspondence
34.1. Fairfield Halloween Ball Team (Appendix D).
34.2. CBC – Request for schemes - LTP Integrated Programme 2019/20 (Rural Match Funding). Deadline Thursday 31st January 2019. (Appendix E)
34.3. Resident – Request for FPC to take appropriate action about the damage to the area where the boot camp is being held (near the Cemetery),
34.4. Resident – Complaint about traffic chaos (Appendix H)
34.5. Any urgent correspondence received between 7th and 13th December 2018

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

36. Date of next meeting
36.1 The next Parish Council meeting will be held on 10th January 2019 at 7.00 pm for planning and 7.30 pm for all other matters.
APPLICATION FOR FINANCIAL ASSISTANCE
TO VOLUNTARY ORGANISATIONS

Please fill in all sections in black ink, and refer to the attached guidance notes for assistance in completing your application. Should you wish to expand on a question, please enclose additional information on separate sheets. Please ensure that the declaration at the end of the application form is signed and dated.

When completed please return this application to:

The Parish Clerk, Fairfield Parish Council, 16 Walnut Way, Ickleford, Hertfordshire. SG5 3XT. Telephone: 07415 615225. Email: enquiries@fairfieldparishcouncil.gov.uk

Your organisation's contact details

Name of organisation  FAIRFIELD PARK LOWER SCHOOL PTA.
Contact name  EMMA COATES
Position in organisation  TREASURER
Address for correspondence  61 HEATH CLIFF AVENUE, FAIRFIELD,
                                      HITCHIN, SG5 4EY.
Tel Number (day)  07809 116 435
Email address  EMHATCOATES@LIVE.CO.UK
Is your organisation a registered charity? If so please give charity number  1169022

Bank Details of organisation

If your application is successful your grant will be paid directly into the organisation's bank account. Please supply details of the account you wish the grant to be paid into.

Name of Bank:  HSBC
Name on account  FAIRFIELD PARK LOWER SCHOOL PTA.
Sort Code  40 - 28 - 14
Account number  91721674
Details of organisation

Brief description of your organisation’s aims: WE AIM TO FUND ACTIVITIES AND EQUIPMENT FOR THE BENEFIT OF ALL FAIRFIELD PARK LOWER SCHOOL PUPILS.

Please describe how the local community of Fairfield benefits from your organisation:

OUR FUNDRAISING EVENTS ARE OFTEN OPENED UP TO THE WIDER COMMUNITY (IE SK RUN, QUIZ NIGHT, SUMMER FETE).

About the project

Please give brief details of your project and what you wish to use any grant awarded for:

WE WILL BE RUNNING 1K AND 5K RUNS IN THE SPRING. WE WISH GRANT FUNDING TO BE USED TO SUPPORT THE SAFETY OF RUNNERS AND THE CELEBRATORY COMMUNITY FEEL OF THE EVENT, AND TO KEEP COSTS DOWN FOR RUNNERS.

What is the total project cost (attach separate sheets if necessary): £1700

What amount are you requesting from the Council? (Please do not leave this question blank): £500

Have you received or applied for funding from any other source for this particular project? Please give details:

NOT AS YET, THOUGH WE TYPICALLY REQUEST SPONSORSHIP FROM SMALL LOCAL BUSINESSES.

Financial details

Does your organisation receive funding from other sources and if so who?

ALL OF OUR FUNDING IS VIA FUNDRAISING AND SPONSORSHIP.

How much funding will be provided from your own resources?

Has your organisation done or planned to do any fundraising for this project? If so please give details:

TICKET SALES ARE EXPECTED TO BE SET AT £6 FOR ENTRY TO THE 5K RUN AND £3 FOR ENTRY TO THE 1K RUN.
Declaration

I declare that on behalf of the organisation that:

- The application is supported by the Organisation's Management Committee.
- To the best of my knowledge and belief the information I have given is correct.
- I understand the conditions on which the grant is awarded and agree to adhere to those conditions.
- I authorise the Council to make any necessary enquiries to verify the information on this form, and to cross check information I have given with any other organisations.
- I understand that additional conditions may be attached to the award of any grant.

Signed: [Signature]  Print Name: EMMA COATES

Date: 21.11.2018  Position held: TREASURER

Please submit the following supporting information with your application:-

- The completed grant application form with all questions answered.
- A copy of the most recent annual Accounts for the Organisation.
- A copy of three quotations for the goods or services that funding has been applied for.

Important
Your application can only be processed if all the questions are answered, the form is signed and if we receive all the necessary enclosures.
APPLICATION FOR FINANCIAL ASSISTANCE
TO VOLUNTARY ORGANISATIONS

Please fill in all sections in black ink, and refer to the attached guidance notes for assistance in completing your application. Should you wish to expand on a question, please enclose additional information on separate sheets. Please ensure that the declaration at the end of the application form is signed and dated.

When completed please return this application to:

The Parish Clerk, Fairfield Parish Council, 16 Walnut Way, Ickleford, Hertfordshire. SG5 3XT.
Telephone: 07415 615225. Email: enquiries@fairfieldparishcouncil.gov.uk

Your organisation’s contact details

Name of organisation
FAIRFIELD BOWLS CLUB

Contact name
JOHN TURNER

Position in organisation
VICE CAPTAIN AND COMMITTEE MEMBER

Address for correspondence
12 MIDDLEMARCH, FAIRFIELD, HITCHIN
SG5 4JJ

Tel Number (day)
07825635325

Email address
j.turner8@btinternet.com

Is your organisation a registered charity? If so please give charity number
No

Bank Details of organisation

If your application is successful your grant will be paid directly into the organisation’s bank account. Please supply details of the account you wish the grant to be paid into.

Name of Bank:
LOYDS BANK

Name on account
FAIRFIELD BOWLS CLUB

Sort Code
77-05-04

Account number
34951668
Details of organisation

Brief description of your organisation's aims: Involve our club in the community, nurture our values and relationships, support all to play bowls, provide an inclusive social and sporting environment in the community, introduce new members where fun, friendship and spirit is encouraged, respect standards, ensure members achieve their potential.

Please describe how the local community of Fairfield benefits from your organisation

Tennis sporting and social activities

About the project

Please give brief details of your project and what you wish to use any grant awarded for:

To extend the clubhouse and improve the facilities. Currently the clubhouse does not offer adequate arrangements for male and female changing facilities and is too small for indoor events (refer to attached).

What is the total project cost (attach separate sheets if necessary) (Refer to attached)

What amount are you requesting from the Council? (Please do not leave this question blank)

£10,000

Have you received or applied for funding from any other source for this particular project? Please give details.

Yes, applications made to Wixamtree Trust, William Field Trust, applications pending from Sport England, Steel Charitable Trust and others.

Financial details

Does your organisation receive funding from other sources and if so who?

Membership subscriptions and fundraising activities

How much funding will be provided from your own resources? £5,000

Has your organisation done or planned to do any fundraising for this project? If so please give details

Art demonstration and workshops, social events.
Declaration

I declare that on behalf of the organisation that:

- The application is supported by the Organisation's Management Committee.
- To the best of my knowledge and belief the information I have given is correct.
- I understand the conditions on which the grant is awarded and agree to adhere to those conditions.
- I authorise the Council to make any necessary enquiries to verify the information on this form, and to cross check information I have given with any other organisations.
- I understand that additional conditions may be attached to the award of any grant.

Signed: [Signature]  Print Name: [John Turner]

Date: 26th November 2018  Position held: Vice Captain

Please submit the following supporting information with your application:-

- The completed grant application form with all questions answered.
- A copy of the most recent annual Accounts for the Organisation.
- A copy of three quotations for the goods or services that funding has been applied for. (Quotations pending)

Important
Your application can only be processed if all the questions are answered, the form is signed and if we receive all the necessary enclosures.
## Appendix C

### Receipts

<table>
<thead>
<tr>
<th>From whom</th>
<th>Description</th>
<th>Total</th>
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<tbody>
<tr>
<td>Residents</td>
<td>Donations for British Legion</td>
<td>£378.18</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

### Payments

<table>
<thead>
<tr>
<th>To whom</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katrina Henshaw</td>
<td>November wages</td>
<td>£642.26</td>
</tr>
<tr>
<td>HMRC</td>
<td>November Tax and NI</td>
<td>£194.57</td>
</tr>
<tr>
<td>EE</td>
<td>Mobile phone – November</td>
<td>£9.98</td>
</tr>
<tr>
<td>Hislop &amp; Co Horticulture Ltd</td>
<td>Maintenance – November</td>
<td>£1,200.00</td>
</tr>
<tr>
<td>Hislop &amp; Co Horticulture Ltd</td>
<td>Bollards on Palmerston Way</td>
<td>£1,140.00</td>
</tr>
<tr>
<td>Hislop &amp; Co Horticulture Ltd</td>
<td>Removal of Hornbeam</td>
<td>£138.00</td>
</tr>
<tr>
<td>Nexis Lexis</td>
<td>Local Council Admin book</td>
<td>£129.99</td>
</tr>
<tr>
<td>Sourceten</td>
<td>Apple Day – speaker hire / printing</td>
<td>£371.00</td>
</tr>
<tr>
<td>Penny Daffarn</td>
<td>Cigarette Girl Party Tray for WW1 Commemoration event</td>
<td>£29.27</td>
</tr>
<tr>
<td>Koncept Productions</td>
<td>Sound and light for WW1 Commemoration event</td>
<td>£250.00</td>
</tr>
<tr>
<td>Penny Daffarn</td>
<td>Gas for WW1 commemoration event</td>
<td>£36.57</td>
</tr>
<tr>
<td>Barrie Dack</td>
<td>Posters for WW1 commemoration event</td>
<td>£31.95</td>
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<tr>
<td>British Legion</td>
<td>Donation</td>
<td>£400.00</td>
</tr>
<tr>
<td>Tech Banker</td>
<td>Gallery Bank Pre-Edition subscription</td>
<td>£17.81</td>
</tr>
<tr>
<td>Bob Lever</td>
<td>Orchard assessment and report</td>
<td>£150.00</td>
</tr>
<tr>
<td>Olive Press</td>
<td>WW1 Printing WW1 for commemoration event</td>
<td>£238.00</td>
</tr>
<tr>
<td>Fairfield Lower School</td>
<td>Poppy varnish and sticks for WW1 commemoration event</td>
<td>£13.47</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>£4,992.87</strong></td>
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05.11.2018 £300.00 transferred to Cash Plus card
Good afternoon,

I am writing to you a little sooner than anticipated...

Following the amazing community fun experienced on Fairfield Park over Halloween, myself and a few other residents came up with the idea of a community fancy dress Halloween Ball.

I have since had a meeting with Nick Andrews and Roger Parsley who have given support for the go ahead to organise the Ball. He had the idea of turning the car park into a food court with mobile food stalls such as a hog roast, fish’n’chips, burger van etc.

I have since been writing to companies for sponsorship to try and start booking things such as the DJ, bar, face painter etc. Today I was writing to Fairfield Matters to see if I could write a short article for January’s edition about the Ball to include sponsors advertising (if I manage to drum any up!) Whilst doing so I happened across the Anglian Water article and saw the money available for a community event.... hence why I am writing to you now!

It was discussed at our meeting that if the Ball is well received (which I really think it will be) it could become an annual thing. We plan for it to be a ticketed event, this year funded by sponsorship and the tickets sales funding the subsequent year and so on and so on, hopefully turning it into a self funding annual event for all the community to enjoy!

I would love to hear back from you with any ideas/suggestions on this,

With kind regards,

Fairfield resident
Halloween Ball Team
Title: Central Bedfordshire Local Transport Plan

Date: 12th October 2018

Subject: Request for schemes - LTP Integrated Programme 2019/20 (Rural Match Funding).

Summary: Town and parish councils are invited to submit two small-scale highways improvement proposals for consideration by CBC.

Each proposal will be reviewed and ranked by CBC. The highest scoring proposals will be included for design within the 2019-20 Integrated Schemes Programme of Works.

For this year, CBC is not requesting a parish contribution towards the cost of designing locally-promoted schemes. However, CBC will require a matching contribution towards a scheme’s construction cost. Available S106 monies will count as a local contribution.

Once a scheme has been designed and costed, it may be ‘banked’ and referenced in future S106 negotiations, as opportunities arise.

Funding for the design of schemes will draw on the monies allocated within the Highways Programme for Rural Match Funded schemes.

CBC may decide to fund a parish-promoted scheme in full where there is a clear justification, such as on road safety grounds.
### Overview

1. This note forms a guide to Town and Parish Councils seeking to secure funding from Central Bedfordshire Council for small-scale highway improvement schemes.

   Completed application forms should be returned to Central Bedfordshire Council by **Thursday 31st January 2019**.

### What is the Local Transport Plan?

2. The Local Transport Plan (LTP) sets out a long-term framework for investment in transport across Central Bedfordshire. It establishes a strategic approach through which to deal with key transport issues, a series of objectives, and broad areas of intervention through which schemes will be identified and improvements made to the transport network.

### What is the “Rural Match Fund”?

3. The Rural Match Fund is a mechanism through which local Town and Parish Councils can request improvements to the highway in their area.

4. Towns and Parishes may submit up to two scheme requests. For the 2019-20 round, there is no requirement for a contribution towards the scheme design cost.

5. All schemes requests will be assessed on a matrix scoring-based approach, taking into account available evidence on traffic speeds, flows and collisions.

6. Requests for changes related to parking matters **will not** be considered as a separate process is in place for this (ref: [http://www.centralbedfordshire.gov.uk/transport/request/parking-restriction.aspx](http://www.centralbedfordshire.gov.uk/transport/request/parking-restriction.aspx)).

### What are the benefits of the fund?

5. The ring-fenced funding for small improvement schemes operated by Central Bedfordshire Council benefits town and parish councils by:
   - Offering the opportunity to secure funding for local schemes that may not otherwise have been prioritised
   - Bringing local concerns and priorities to the attention of Central Bedfordshire Council.
## How much is in the fund?

6. The Rural Match Fund forms a significant percentage of Central Bedfordshire Council's allocation of the Integrated Transport Budget for the 2019/20 financial year. This is the budget which underpins the Local Transport Plan of which circa £200,000 is being made available to match fund local schemes. A small-scale scheme would involve a spend of no more than £25,000.

## How does the scheme work?

7. Schemes are typically designed in one year and constructed in the subsequent year. The £200,000 budget in any one year includes both the cost of schemes in design and those in construction. Typically, 10-15 new schemes can be accommodated in any one year.

8. We ask towns and parishes to state the issue they wish to address (e.g. excessive speeds) rather than specifying a solution (e.g. speed activated electronic sign) as the appropriate design solution will be determined by the consulting engineer.

## How will schemes be assessed and prioritised?

9. Requests will be assessed in respect of policy compliance, deliverability and value for money. All evidence provided by the parish will also be taken into consideration. Those projects which most clearly demonstrate a local need will be prioritised.

9. All scheme requests will be recorded on a long list in ranking order, to be reviewed in subsequent years.

10. It is possible for a town or parish to be successful with both of their requests.

## How much do different schemes cost?

11. It is not possible to give precise costs of individual schemes prior to their design.

## Which authorities can submit a request?

12. The match funding programme is open to all towns and parishes though priority will be given to rural areas. This is because:

- The majority of Local Transport Plan funding flows to urban areas.
- The small-scale nature of requirements in rural areas often means the schemes do not score highly through existing scheme prioritisation processes and so are unlikely to secure funding through the typical

---

1 Subject to member approval at Executive Committee

LTP Rural Match Fund 2018/19

<table>
<thead>
<tr>
<th><strong>mainstream allocations.</strong></th>
</tr>
</thead>
</table>

**Closing date for applications**

13. The authority will welcome requests from town and parishes up until 31st January 2019. Requests should be made using the application form available in *Appendix B* and emailed to:

HighwayImprovementSchemes@centralbedfordshire.gov.uk

**Is there assistance to help authorities understand what schemes are likely to be successful?**

14. Advice will be provided to town and parish councils on request and prior to submitting a request.

**Notification of Successful Requests**

15. Every town or parish council will be notified of the outcome of their application by May 2019. The decision of Central Bedfordshire Council will be final.
Appendix A: Integrated Transport Team – Contact Details

Paul Salmon
Traffic Manager
Integrated Transport Team
Direct Dial: 0300 300 6180 | Internal: 76180
Email: paul.salmon@centralbedfordshire.gov.uk

Charlotte Dunham
Senior Highways Officer
Integrated Transport Team
Direct Dial: 0300 300 5302 | 07425 341 421
Email: HighwayImprovementSchemes@centralbedfordshire.gov.uk

Central Bedfordshire Council
Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ
Appendix B: Application Form (A MS Word version of this form is available on request)

<table>
<thead>
<tr>
<th><strong>Council:</strong></th>
<th>Insert name of town or parish</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scheme location:</strong></td>
<td>Insert location of scheme proposals</td>
</tr>
<tr>
<td><strong>Priority 1:</strong></td>
<td>Describe the issue that requires addressing e.g. excessive vehicle speeds on the stretch of xxxx Road between xxxx and xxxx, difficulties crossing the Road at xxxx location, poor visibility for drivers when entering xxxx Road from xxxx road.</td>
</tr>
<tr>
<td><strong>Priority 2:</strong></td>
<td>Describe the issue that requires addressing</td>
</tr>
<tr>
<td><strong>Supporting statement</strong></td>
<td>In 300 words, explain why you feel addressing the above issues is important</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Insert name Email address Contact phone number</td>
</tr>
</tbody>
</table>
Terms and Conditions

This quote is valid for 30 days only, and should you wish to proceed, written confirmation will be required in order for the work to commence.

If a booking is cancelled within 4 working days of the agreed scheduled starting date, a cancellation charge of 50% of the value of the work booked will be applied and invoiced.

After completion of works, where the invoice is not settled by the due date shown, an additional 20% of the invoice total will be applied and the invoice will be resent.

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty/Hrs</th>
<th>Price/Rate</th>
<th>Net Amount</th>
<th>% VAT</th>
<th>VAT</th>
<th>Total (£)</th>
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<tr>
<td>GREEN WINTER SALT AND GRIT BIN, 200L</td>
<td>1.00</td>
<td>219.41</td>
<td>219.41</td>
<td>20.00</td>
<td>43.88</td>
<td>263.29</td>
</tr>
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<td>SUPPLY OF GRIT AND FILLING OF BIN</td>
<td>1.00</td>
<td>60.00</td>
<td>60.00</td>
<td>20.00</td>
<td>12.00</td>
<td>72.00</td>
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Amount Ex VAT                                     | 279.41 (£) |
Total VAT                                         | 55.88 (£) |

Total                                            | 335.29 (£) |

<table>
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<tr>
<th>VAT Rate</th>
<th>Net (£)</th>
<th>VAT (£)</th>
<th>Total (£)</th>
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<tbody>
<tr>
<td>Standard 20.00%</td>
<td>279.41</td>
<td>55.88</td>
<td>335.29</td>
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</table>
Terms and Conditions
This quote is valid for 30 days only, and should you wish to proceed, written confirmation will be required in order for the work to commence.

If a booking is cancelled within 4 working days of the agreed scheduled starting date, a cancellation charge of 50% of the value of the work booked will be applied and invoiced.

After completion of works, where the invoice is not settled by the due date shown, an additional 20% of the invoice total will be applied and the invoice will be resent.
I have to say that I have never encountered such a ridiculous affront to quality of life as that enforced upon my local community by the debacle of a roadworks at the entrance to Fairfield Park.

It is never ending, it just goes on and on and on. As one set of temporary lights get removed and we all breathe a sigh of relief, then another set go up somewhere else. There is absolutely no consideration given to local residents whatsoever. For a project that threatens roadworks and lights for another 28 weeks you would think that somebody might start thinking outside the box a little bit to try and make things work a bit better for residents who have already suffered roadworks for well over a year.

The current arrangement is possibly the daftest thing that I have ever seen and the way in which the contractor appears to be given free reign to do as they please is unbelievable. In fact the arrangements were only recently challenged by the local Parish Council and a revised plan put in place which still sees enough of the road area taken up that we again are subjected to more traffic lights to get in or off of the park. The lights seem to fail on an all too frequent basis which is fine if a workman is awake and paying attention and decides to take control of traffic management but is sod all use during non-working hours when you have to take your life in your hands and go through a stuck red light not fully aware of what may be coming towards you.

With 900 or so houses on the park that amounts to a considerable amount of people trying to access and exit at peak work times. In addition we have to contend with all those incapable of reading the restricted access road signs and who decide to try their luck anyway and who then slow down in confusion wasting extremely valuable green traffic light time while they work out that they are going to have to go back the way they came. Extremely frustrating. The resulting volume of traffic that has been diverted through Norton is horrendous. We need traffic management solutions not just traffic lights. The contractor should be made to employ two staff to operate 'stop' and 'go' signs during the hours of 0800 to 1800 which would allow for far more effective traffic management. Traffic lights could then be used out of hours - not ideal but better than what we have now and would probably have avoided the need for the road closure now in place.

I have never felt the need to write to my council in this way before. There are issues in day to day life that we probably should bring to your attention but the public tend to grin and bear things knowing that an issue will usually clear in a day or two, perhaps a week and we can all move on. But this catastrophe of a roadworks is in a different league altogether and somebody at your end needs to get off their backside and come up with a much better solution than the ineffective 'plan' than has been implemented thus far.

We live here, this is our day to day life, our reality and the roadworks have already made life unnecessarily difficult for us. If there is to be another 6 months of them then for goodness sake do better than this.

I await your comments.