

Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 8th November 2018 at 7:00 pm

Councillors present: C Bidwell (Chairman), B E Dack, P Daffarn and S Jones

Officer present: Katrina Henshaw (Parish Clerk)

Also present for all or part of the meeting: Ward Members Councillors S Dixon and three members of the public.

177 Apologies for Absence

177.1 Apologies for absence were received from N Hanks (family commitments), A M Hunt (illness) and T Milliken (holiday) and Ward Member B Saunders.

178 Chairman's Notice

178.1 Councillor Bidwell read out the announcement on openness and transparency.

179 Disclosures of Interest and Dispensation requests

179.1 Councillor Dack declared a pecuniary interest in item 14 of the agenda (190 of the minutes) as he is a Trustee and Treasurer of the Community Hall so will not be present when these items are discussed.

179.2 Councillor Jones advised that she had recently updated her Register of Interests form to CBC.

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

180 Council Minutes

180.1 Minutes of the parish council meeting held on 11th October 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.

181 Public Participation Session for planning.

181.1 No members of the public requested to speak.

182 Planning Applications

182.1 CB/18/03798/FULL 9 Faraday Gardens

Loft conversion including insertion of dormer to rear pitch, roof windows and windows to existing front gables.

FPC has no objections to the basic principle of the application subject to no objections from neighbours and there are conditions that the construction should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.

- 182.2 **CB/18/03737/FULL 3 Copperfield Close**
 Proposed single storey side extension with internal alterations.
 FPC has no objections to the basic principle of the application subject to no objections from neighbours and there are conditions that the construction should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.
- 182.3 **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.
 FPC has no objections to this application.
- 182.4 **CB/18/03924/FULL 77 Heathcliff Avenue**
 Erection for double storey extension, installation of roof windows to facilitate loft conversion and other external alterations.
 FPC has no objections to the basic principle of the application subject to no objections from neighbours and there are conditions that the construction should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.
- 182.5 **CB/18/03988/FULL 11 Kipling Crescent**
 Two storey rear extension.
 FPC has no objections to the basic principle of the application subject to no objections from neighbours and there are conditions that the construction should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.
- 182.6 **CB/18/03909/FULL Harlington House, Louise Rise**
 Erection of a cycle store.
 FPC has no objections to the basic principle of the application subject to no objections from neighbours and there are conditions that the construction should be in matching materials and follow Fairfield Neighbourhood Plan Design Statement.

183 Planning Decisions

- 183.1 **CB/18/02858/FULL 4 Cavell Walk**
 Rear dormer extension with 2no. rooflights to the front elevation
 CBC granted full permission 12th October 2018
- 183.2 **CB/18/ CB/18/03253/FULL 165 Hitchin Road**
 Erection of detached double garage
 CBC granted full permission 17th October 2018
- 183.3 **CB/18/03241/FULL 3 Fleming Drive**
 Proposed single storey rear and side infill
 CBC granted full permission 10th October 2018

184 Removal of Permitted Development Rights

- 184.1 There are already some areas in Fairfield that had PDR removed when the houses were built. FPC discussed applying to the Secretary of State for Article 4 (Removal of Permitted Development Right (PDR) for the whole of Fairfield. It was agreed that Councillor Dixon would arrange a meeting with CBC Planning to find out more about the removal of PDR and other options available (e.g. creating a conservation area). **Action: SD**

The meeting closed at 7.28 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.

185 Public Participation Session for rest of the meeting

- 185.1 One member of the public (Trustee of the Community Hall) requested to speak on item 14 of the agenda (item 190 of these minutes). For expedience, it was agreed that he would speak just prior to the item being discussed.

186 Central Bedfordshire Council Ward Members Report

- 186.1 Work for setting the 2019/20 Budget has commenced.
- 186.2 CBC Local Plan is still on schedule to be approved during Q1 2019.
- 186.3 The four-way lights on Hitchin Road will be off by end of play Monday (weather dependant). Then only two and occasional three-way after that for the remainder of the scheme. Manual control during peak times for the remainder of the scheme.
- 186.4 CBC Waste Services sent a road sweeper to tidy up the Eliot Way roundabout area. It was agreed that the area looked a lot better and the clerk would send a letter of thanks. **Action: KH**
- 186.5 Next week CBC and Best will be issuing a joint Q&A letter about proposed solutions to the delay in opening Pix Brook to all feeder schools. There will also be an Open Evening at Best House on 19th November. The deadline for applications is 15th January 2019 and applications are not processed until after that date.

187 New sewage pipes on Hitchin Road.

- 187.1 Derek Manning has highlighted to CBC a concern he has over the new sewage pipes. CBC has responded to say it is an AW issue. AW will not comment until they have been asked to adopt the road. Councillor Dixon agreed to ask AW look into these allegations/concerns and respond to Derek Manning. **Action: SD**

188 Allotments, Garden of Remembrance and Recreation Space

- 188.1 Councillor Dixon agreed to arrange a meeting between CBC Assets and FPC to receive an update regarding allotments, Garden of Remembrance and recreation space. **Action: SD**

189 Anglian Water

- 189.1 Following an article in Fairfield Matters, FPC has received two suggestions.
1. To fund public water fountains and cut down on the use of disposable plastic water bottles. This was discussed and was discounted due to ongoing costs of maintenance and testing.
 2. Double yellow lines for Dickens Boulevard from first roundabout up to Tesco's and on four corners outside of Tesco's to stop vans especially and cars parking. This was discounted as the road is the responsibility of CBC, so it would be CBC's responsibility to install parking restrictions and enforce them.
- It was agreed to defer the decision on how to spend the £7,000 donation until the December meeting.

As Councillor Dack had declared a pecuniary interest he left the meeting whilst item 189 was discussed. Before he left the meeting, he explained that a Trust is recommended to have a year's running costs as a surplus.

190 Grant applications from Community Hall Trust

- 190.1 Before the applications were discussed, the member of public (Trustee of the Community Hall) explained each application and the need for grants.

190.2 Following a discussion, it was

RESOLVED

That unless alternative grants or S106 money is available, FPC will place a contract with Gerrard and Co Ltd for £9,809.00 to sand and recoat the floors in all three halls and then restore the badminton lines for work to be done during the Easter or Summer Holidays.

REASONS

- **To support essential maintenance for the well-used Community Hall.**
- **Gerrard and Co Ltd was the Community Hall Trustees first choice and was considered best value (three quotations were obtained and supplied to FPC).**

The clerk to liaise with the Community Hall Trustees and place the contract which is to include a penalty clause if the contractor does not finish the work in the agreed holiday. **Action: KH**

190.3 Following a discussion, it was

RESOLVED

That unless alternative grants or S106 money is available, FPC will place a contract with Trafalgar Fire for replacing the emergency lighting at a cost of £1,686.55.

REASONS

- **To support essential maintenance for the well-used Community Hall**
- **Trafalgar Fire was the Community Hall Trustees first choice and was considered best value (three quotations were obtained and supplied to FPC).**

The clerk to liaise with the Community Hall Trustees and place the contract which is to include a penalty clause if the contractor does not finish the work in the agreed holiday. **Action: KH**

190.4 Following a discussion, it was

RESOLVED

That unless alternative grants or S106 money is available, FPC will place a contract with ASC Electrical Contractors to replace the strip lighting with sustainable LED lighting at a cost of £3,324.00.

REASONS

- **To support essential maintenance for the well-used Community Hall and give users of the Hall different lighting options as these will be able to be dimmed.**
- **ASC Electrical Contractors was the Community Hall Trustees first choice and was considered best value (three quotations were obtained and supplied to FPC).**

The clerk to liaise with the Community Hall Trustees and place the contract which is to include a penalty clause if the contractor does not finish the work in the agreed holiday. **Action: KH**

190.5 Following a discussion, it was

RESOLVED

That unless alternative grants or S106 money is available, FPC will purchase two bowls mats at a cost of £2,298.00 and one bowls stand at a cost of £870 for 'Café in the Park'.

REASONS

- **To support new activities in 'Café in the Park' for the over 55 Demographic.**

The clerk to liaise with the Community Hall Trustees and place the purchase order to coincide with when the 'Café in the Park' opens. **Action: KH**

It was agreed to delay a decision on purchasing a coffee machine at a cost of £1,395 until three months after the opening of 'Café in the Park' when there will be an indication of attendance. The clerk to advise the Community Hall Trust. **Action: KH**

190.6 Purchasing additionally staging at a cost of £2,843.44 was discussed and it was agreed to discuss this at a later date if there was a demand for it.

191 Suspending standing orders

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

192 Scout Storage at Aztek

192.1 Following a discussion, it was

RESOLVED

That FPC will pay Aztek £1,455.96 for another year for storing scout equipment, FPC artefacts, inflatable arch and equipment for works to the Orchard.

REASONS

- **To support recreation activities in Fairfield**
- **The Community Hall does not have enough storage for these items currently. Once the Community Hall is transferred to FPC, it was agreed to investigate improving storage.**
- **Aztec was agreed as best value and was open 7 days a week.**

The clerk to liaise with Aztek and the scouts. **Action: KH**

It was also agreed that FPC would look at building own storage somewhere in Fairfield during the next year to avoid paying further rent. **Action: All**

193 Maintenance Contract with Hislop & Co Horticulture Ltd

193.1 Edison Way – Hislop & Co Horticulture Ltd will cut this area under our contract as the grass is within a metre of the adopted roadway. No additional charge will be made. The clerk to send a revise maintenance contract. **Action: KH**

193.2 Palmerston Way – This is under a section 38 so strictly remains the responsibility of the developers (not FPRC). However, all parties have agreed that any works will not happen, and it will shortly be adopted. Hislop & Co Horticulture Ltd has agreed to cut the grass as it falls under the same criteria - a metre in from roadway. No additional charge will be made. The clerk to send a revise maintenance contract. **Action: KH**

Following a discussion, it was

RESOLVED

That FPC will place a contract with Hislop & Co Horticulture Ltd to install five wooden posts on the verge outside the corner house at a cost of £950

REASONS

To protect the grass and discourage people from driving on it.

The clerk to place the contact. **Action: KH**

193.3 Hedge Row in Hitchin Road from the start from Letchworth to Dicken's roundabout which has led to complaints about poor visibility. Hislop & Co Horticulture Ltd are providing FPRC a quote for cutting this back. It is their and not FPC's responsibility.

193.4 Nickleby Way footpath from Hardy Way – This is FPRC responsibility. Again, Hislop & Co Horticulture Ltd will add this to their workload at no additional cost.

194 Bench in Community Garden

194.1 Following a discussion, it was agreed that FPC will grant permission to relocating the bench from Stotfold Road to the Community Garden at no cost to FPC. The clerk to advise the organisers of the Community Garden. **Action: KH**

195 Orchards

195.1 FPC received the report from Bob Lever and agreed

- To send the report to the Directors of FHMC to seek permission to do the work. **Action: KH**
- To apply to CBC for permission to carry out the works on the trees with TPO. **Action: KH**
- To request a quotation from Colin Carpenter for the work to the apple trees. **Action: KH**

196 Public Art Project

196.1 It was agreed to defer this item until BRCC has completed reviewing the proposed designs.

197 Etonbury Green Wheel

197.1 Following a discussion, it was agreed to have an information board and map somewhere on the actual route of the EGW as it passes around Fairfield and it was agreed to delegate powers to Councillor Daffarn to agree the exact location and ensure the landowner has granted permission. **Action: PD**

198 Fairfield Gardens

198.1 Following a discussion, it was agreed to seek permission from Crest Nicholson to place an FPC Noticeboard (double width, one sided) on the play area in Fairfield Gardens. **Action: KH**

198.2 It was agreed to defer discussion on how FPC can better engage with the people of Fairfield Gardens until the December meeting.

199 Welcome Leaflet

199.1 It was agreed to defer discussion on the production of a "Welcome Leaflet" to all new residents until the December meeting.

200 Youth Council

200.1 It was agreed to defer discussion on forming a Youth Council until the December meeting.

201 Meeting with the Management Companies

201.1 FPC to arrange meeting once and after FHMC has had its EGM to appoint Directors.

202 Outdoor Gym / Trim Trail

202.1 Letters have been sent to all residents near to the proposed locations for the outdoor gym and the proposed trim trail.

203 Litter Day

203.1 This event has been cancelled.

204 WW1 Battles Over Tribute

- 204.1 Councillor Daffarn reported all the arrangements are in place for the event on Sunday. The risk assessment has been completed and sent to the insurance company. It was agreed to allocate a further £500 to the budget if required.

205 Finance

205.1 Receipts

To whom	Description	Total
Apple Day	Donations	£410.98
	Total	£410.98

Payments

To whom	Description	Total
Katrina Henshaw	October wages	£451.28
HMRC	October Tax and NI	£112.80
EE	Mobile phone - October	£9.98
Hislop & Co Horticulture Ltd	Maintenance – October	£1,200.00
Blandy and Blandy	Planning advice	£1,873.26
Blandy and Blandy	Planning advice	£2,400.00
Switched On	New electrical supply in Urban Park	£2,310.45
Epic Productions	Apple Day Printing	£189.60
Nick Andrews	Apple Day – apple and fruit pickers Shredding	£54.95 £60.00 £114.95
Amanda Hunt	Prize for telephone box library opening	£50.00
Flying colours	Union Flag	£49.74
Lady Haig's Poppy Factory	Wreath	£34.00
Don Ruffles Ltd	Shredder and accessories	£142.62
Apple Day	Catering	£9.04
Apple Day	Catering	£13.70
Apple Day	Crayons	£3.00
Apple Day	Cider yeast	£16.95
Apple Day	Cups, mugs and plates	£15.00
Elegant Themes	Website	£85.34
	Total	£9,081.71

It was

RESOLVED

That receipts of £410.98 be noted, payments of £9,081.71 be paid and the transfer of £400 to the cash plus card be noted.

206 Correspondence

- 206.1 CBC – Town and Parish Council / Meetings Precept 2019/20. The deadline for the return of the form is 19th January 2018.
- 206.2 Best – Pix Brook Consultation Questionnaire.

207 **Date of next meeting**

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

Meeting closed at 10.00 pm