

## Minutes of the meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 13<sup>th</sup> December 2018 at 7:00 pm

**Councillors present:** C Bidwell (Chairman), B E Dack, P Daffarn and S Jones (until 9.30 pm)

**Officer present:** Katrina Henshaw (Parish Clerk)

**Also present for all or part of the meeting:** Ward Members Councillors S Dixon and Ward Member B Saunders and five members of the public.

### **208 Apologies for Absence**

208.1 Apologies for absence were received from Councillors N Hanks (family commitments), A M Hunt (family commitments) and T Milliken (holiday)

### **209 Chairman's Notice**

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

### **210 Disclosures of Interest and Dispensation requests**

210.1 Councillor Dack declared an interest in item 18 of the agenda (211 of the minutes) as he is a Trustee and Treasurer of the Community Hall.

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

### **211 Council Minutes**

211.1 Minutes of the parish council meeting held on 8<sup>th</sup> November 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.**

### **212 Public Participation Session for planning.**

212.1 No members of the public requested to speak.

### **213 Planning Applications**

#### **213.1 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. 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.

## 214 Planning Decisions

### 214.1 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 7<sup>th</sup> November 2018

### 214.2 CB/18 CB/18/03611/FULL 6 Franklin Place

Single storey extension

CBC granted full permission 7<sup>th</sup> November 2018

### 214.3 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.

## 215 Removal of Permitted Development Rights (PDR)

215.1 Ward Councillor Dixon, Councillor Dack and the clerk met with Martin Plummer, Maria Viciano and Anna Horn from CBC Planning to discuss how to preserve the look of Fairfield. Fairfield has already got a Neighbourhood Plan that includes a Design Statement. However, there are occasions when planning permission is not required due to PDRs and on these occasions the Design Statement does not have to be considered. CBC advised that most, maybe all, properties in Fairfield have had part or all PDRs removed and agreed to send FPC a detailed report on this.

In the professional opinion of the CBC Officers, Fairfield would not be considered to be made a conservation area as although the Hall is a listed building the new development is not historic. They also did not think it would be practical to make all building listed.

CBC could apply for an Article 4 to remove all PDRs, but there would need to be exceptional circumstances and there are other areas within CBC that would be higher priority. There would also be cost implications as householders would be entitled to compensation and CBC would receive extra planning applications which would all be at no cost to the applicant.

It was agreed in the short term that FPC would encourage residents to consider the Design Statement for all works to properties even when planning permission isn't required. Residents will be invited to meet a parish councillor to discuss any suggested planning applications prior to employing an architect. Councillor Dack to add something on the FPC website about this, after seeking legal advice on wording. **Action: BD**

Councillor Dixon agreed to see how CBC intend to protect developments like Fairfield that have been designed so well. **Action: SD**

The meeting closed at 7.30 pm and was re-opened at 7.35 pm for the rest of the meeting as stated on the agenda and advertised on the website and noticeboards.

## 216 Public Participation Session for rest of the meeting

216.1 No members of the public requested to speak.

## 217 Central Bedfordshire Council Ward Members Report

217.1 It is hoped that residents will support the new Garden House Hospice Shop in Fairfield. CBC has set up a task force to investigate additional ways it can help the voluntary service; CBC already offer grants.

217.2 The Budget Consultation has started, and CBC will be taking into consideration comments made in the recent resident survey regarding improving community safety.

217.3 Although all the work on Hitchin Road needed to be done, the organisation of the companies behind the works had been poor and badly communicated which led to total confusion. CBC will be carrying out a post mortem to find out what went wrong and to learn from these mistakes.

FPC agreed to write to the Rt Hon Alistair Burt, MP and The CBC CEO asking for an explanation on why it happened. **Action: CB / KH**

In addition to the problems caused by bad organisation, there is evidence that lights have been tampered with and cones have been moved to create additional chaos. These are serious allegations and the police are investigating them alongside deliberate damage to play equipment and abusive posters being displayed around Fairfield.

The Police are also looking into an incident where a driver allegedly drove deliberately at a workman.

Councillor Bidwell thanked Councillor Dixon for all his efforts and time to try and resolve the recent traffic issues on Hitchin Road.

Councillor Dack thanked Councillors Bidwell and Hunt for all their efforts too, to resolve the issues and for being present, with Councillor Dixon, at ridiculous hours trying to control traffic and to try and keep traffic flowing safely.

217.4 Councillor Dixon is still trying to arrange a meeting with CBC Assets about allotments, garden of remembrance and recreation space. **Action: SD**

## 218 Outdoor Gym / Trim Trail

218.1 It was agreed to defer this item until the January meeting as Councillor Hunt (Lead Officer) was absent. It was agreed to ask FPRA to suggest other locations as there had been some objections received to the Tesco Older Children's Play Park being used. **Action: BD**

## 219 Cycle Path towards Stotfold and Letchworth

219.1 The Etonbury Green Wheel plans to include a cycle path towards Stotfold and Letchworth but has been unable to obtain permission yet from the landowner.

219.2 The clerk to request HCC to cut back the overgrown hedge adjacent to the footpath between Fairfield and Wilbury Cemetery. **Action: KH**

## 220 Anglian Water

220.1 FPC discussed the following suggestions received from residents: -

- To install more waste bins for litter. Doubling the waste bins close to the play areas and installing signage to take your waste home. *These are all supplied by FPRC.*
- To seed and weed areas of grass that have been decimated with the hot summer; possibly turfing where grass is bare. *Grass will repair.*
- To hold an organised firework, 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! *FPC would prefer spending the money on something that isn't a one-off event.*
- 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. *This is the responsibility of FPRC and is on the maintenance list for 2019.*

- 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. *This is the responsibility of FPRC.*
- 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. *FPC has already budgeted for this.*
- 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. *FPC currently has no land to do this but is in discussion with CBC for land being made available for recreational space.*
- Something for the over 55. Maybe a club not sport related. *A Café in the Park for the over 55s is opening in the Community Hall in the New Year.*
- 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. *This is FPRC responsibility and is on the maintenance contract.*
- 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 of water would be a good way of spending the money. *There is a supply of water from a nearby hydrant that has been made available.*

It was agreed to defer the decision on how to spend the £7,000 until the right idea is put forward, ideally something that will something for the whole community to appreciate.

**Action: All**

## 221 Additional salt bins

221.1 Following a discussion, it was

### **RESOLVED**

**To purchase an additional salt bin for Eliot Way, near the entrance to the Cemetery and it was agreed to accept the quotation from Hislop & Co Horticulture Ltd to supply and install the bin and supply grit and fill the bin for a total cost of £279.41 + vat.**

### **REASONS**

- **To improve safety on Eliot Way when it is icy.**
- **The quotation from Hislop & Co Horticulture Ltd was considered good value and they have the rest of the gritting contract.**

The clerk to send the contract. **Action: KH**

221.2 It was agreed to look to see if there are any other areas that require salt bins. **Action: ALL**

## 222 Grant Applications

222.1 It was agreed to review the Grant Policy. **Action: ALL**

## **223 Grant application from Fairfield Lower School PTA**

Following a discussion, it was

### **RESOLVED**

**That FPC will donate £500 to Fairfield Lower School PTA towards the safety costs of the 1K and 5K Fun Run**

### **REASONS**

- **To ensure the safety of the runners.**
- **To encourage the community feel of the event.ca**
- **To reduce the running costs so that all money raised will fund activities and equipment for the benefit of all Fairfield Park Lower School pupils**

The clerk to advise the PTA and arrange payment. **Action: KH**

## **224 Grant application from Fairfield Bowls Club**

224.1 Following a discussion, it was

### **RESOLVED**

**That FPC would award a grant of £10,000 to Fairfield Bowls Club to towards the costs to extend the clubhouse and improve facilities subject that project shall begin no later than three years from the date of the planning permission.**

### **REASONS**

- **To support the Club improving the facilities to offer adequate arrangements for male and female changing facilities.**
- **To support the Club enlarging facilities so indoor events can be held.**
- **To improve a facility that is an asset to the whole Fairfield Community.**

The clerk to advise Fairfield Bowls Club and to arrange payment once the project is confirmed to start. **Action: KH**

## **225 Chairs for the Community Hall**

225.1 Following a discussion, it was

### **RESOLVED**

**That FPC would purchase chairs for the Community Hall with a budget up to £1,500.**

### **REASONS**

- **To replace broken chairs**
- **To ensure there are enough chairs for community events, in particular parish council meetings.**

The clerk to purchase the chairs. **Action: KH**

## **226 iPads / Notebooks for Parish Councillors**

226.1 Following a discussion, it was agreed to investigate costs to purchase iPads / Notebooks for all parish councillors, so all parish council emails and documents are kept separate from personal information and the iPads / notebooks remain the property of FPC. This should also reduce printing documents for meetings. **Action: CB**

## **227 Dangerous Parking in Bronte Avenue**

227.1 FPC discussed 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 must take to the road (on blind bends) to pass. Unfortunately, neither CBC nor FPC have authority for dangerous parking and all incidents should be reported to the police. It was agreed to remind all residents to park safely and considerably in the next FPC newsletter and to ask Fairfield Matters to include an article on this in the next edition. **Action: BD / PD**

## **228 Fairfield Gardens**

228.1 It was agreed to invite the new Chairperson of Fairfield Gardens Management Company to the next FPC meeting with the Management Companies. **Action: KH**

228.2 It was agreed to ask Crest Nicholson if FPC can install a noticeboard in Fairfield Gardens. **Action: KH**

## **229 Welcome Leaflet**

229.1 It was agreed to promote the FPC website on the email newsletter and on noticeboards. **Action: BD**

## **230 Youth Council**

230.1 It was agreed to ask Fairfield Matters to include an article about Youth Councils to see if there is any interest to create one. **Action: PD**

## **231 Youth Club**

231.1 Sadly, the Youth Club has closed. As there is some money remaining in the Youth Club bank account, FPC agreed to accept this money so the bank account can be closed. FPC agreed to ringfence the money for a future Youth Club or an appropriate activity for the right age group. This will be reviewed in May 2019. **Action: KH**

## **232 FPC Communication to residents**

232.1 It was agreed that FPC will only publish facts to residents and will do this as soon as is practically possible.

## **233 Suspending standing orders**

233.1 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.

## **234 FPC Twitter account**

234.1 It was agreed to deactivate the FPC Twitter account as FPC does not have the resources to manage it correctly. **Action: KH**

## **235 Damaged Silver Birch Tree on the Cricket Ground**

235.1 Between meetings, it was agreed to fell a Silver Birch tree as it has a large split at the main union and has already shed a large limb so was highly likely for it all or partly fall. It was agreed unanimously that this was the correct decision and the quote from Hislop and Co Horticulture Ltd for £640.00 + VAT was formally accepted. The cricket club thanked FPC for arranging this and for agreeing to pay the costs.

## 236 Tree Replacement Policy

236.1 It was agreed to create a Tree Replacement Policy. **Action: CB**

## 237 Orchards

237.1 The Orchards are in reasonable condition and Apple Pruning dates have been arranged for 13<sup>th</sup> and 26<sup>th</sup> January 2019.

237.2 The new Directors of FHMC have granted permission for FPC to carry out works to trees as per Bob Lever's report.

237.3 FPC is waiting for permission from CBC to do works on trees protected by TPOs.

237.4 Colin Carpenter has been asked to quote for the work.

237.5 It was agreed for FPC and the Directors of FHMC to meet with Hislop and Co Horticulture Ltd to agree the works to be done to the sycamores based on the report from Bob Lever and then for Hislop and Co Horticulture Ltd to submit a quotation. **Action: KH**

## 238 Public Art Project

238.1 The wording for the boards has been agreed and the project is making progress. The clerk to order the Furnitures. **Action: KH**

## 239 Etonbury Green Wheel

239.1 The Etonbury Green Wheel is the third Green Wheel to be completed. The launch day will be 18<sup>th</sup> May and a planning group will be set up to organise this.

## 240 WW1 Battles Over Tribute

240.1 The day was a huge success with many organisations involved and was well supported by residents. Full details have been on the FPC website and in Fairfield Matters. Thanks, were expressed to Councillor Daffarn for organising the event so well.

240.2 £378.18 was received in donations for the British Legion and FPC rounded this up to £400. This was in addition to the collection received by the Church.

## 241 Finance

241.1 Internal Auditor – Following a discussion it was

### **RESOLVED**

**To appoint ACM Business Services as the new Internal Auditor at a cost of £150.00**

### **REASONS**

**ACM Business Services was considered Best Value and offered the service FPC required.**

The clerk to send the contract. **Action: KH**

241.2 Receipts

From whom	Description	Total
Residents	Donations for British Legion	£378.18
	<b>Total</b>	<b>£378.18</b>

## Payments

To whom	Description	Total
Katrina Henshaw	November wages	£642.26
HMRC	November Tax and NI	£194.57
EE	Mobile phone – November	£9.98
Hislop & Co Horticulture Ltd	Maintenance – November	£1,200.00
Hislop & Co Horticulture Ltd	Bollards on Palmerston Way	£1,140.00
Hislop & Co Horticulture Ltd	Removal of Hornbeam	£138.00
Drivers Support	Software	£8.16
Nexis Lexis	Local Council Admin book	£129.99
Sourceten	Apple Day – speaker hire/printing	£371.00
Penny Daffarn	Cigarette Girl Party Tray for WW1 Commemoration event	£29.27
Koncept Productions	Sound and light for WW1 Commemoration event	£250.00
Penny Daffarn	Gas for WW1 commemoration event	£36.57
Barrie Dack	Posters for WW1 commemoration event	£31.95
British Legion	Donation	£400.00
Tech Banker	Gallery Bank Pre-Edition subscription	£17.81
Bob Lever	Orchard assessment and report	£150.00
Olive Press	WW1 Printing WW1 for commemoration event	£238.00
Fairfield Lower School	Poppy varnish and sticks for WW1 commemoration event	£13.47
	<b>Total</b>	<b>£5,001.03</b>

It was

### RESOLVED

**That receipts of £378.18 be noted, payments of £5,001.03 be paid and the transfer of £300 to the cash plus card be noted.**

### 242 Correspondence

- 242.1 Fairfield Halloween Ball Team. This was noted and will be discussed if FPC receive any request for support.
- 242.2 CBC – Request for schemes - LTP Integrated Programme 2019/20 (Rural Match Funding). Deadline Thursday 31st January 2019. This was deferred until the January meeting.  
**Action: ALL**
- 242.3 Resident – Request for FPC to take appropriate action about the damage to the area where the boot camp is being held (near the Cemetery). This was deferred until more information is received.
- 242.4 Resident – Complaint about traffic chaos. This was covered in item 195.3.

### 243 Any other business

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

- 243.1 The FPC Office will be closed from 5 pm Thursday 20<sup>th</sup> December 2018 and will reopen on Thursday 3<sup>rd</sup> January 2019.

**244**      **Date of next meeting**

244.1      The next Parish Council meeting will be held on 10<sup>th</sup> January 2019 at 7.00 pm for planning and 7.30 pm for all other matters.

Meeting closed at 10.20 pm.