

Minutes of an ordinary meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 14th November 2019 at 7:00 pm

Councillors present: B E Dack (Chairman) (BD), N Andrews (NA), P Daffarn (PD), A M Hunt (AMH), S Little (SL), S Reader (SR) and N Reynolds (NR)

Officer present: Katrina Henshaw (KH)

Also present for all or part of the meeting: Nine members of the public.

236 Apologies for Absence

236.1 Apologies for absence received from CBC Ward Members Councillors S Dixon (SD), N Harris (NH) and B Saunders (BS)

237 Chairman's Notice

237.1 FPC's statement on commitment to openness and transparency was presented with the meeting sign-in sheets. The Chairman confirmed members of the public have read the announcement on openness and transparency.

238 Purdah

238.1 The pre-election period prior to the General Election, known as purdah, started when Parliament was dissolved on 6th November. Although local Councils will not be holding elections on 12th December, NALC has reissued Legal Briefing L01-19 (sent to all Parish Councillors) on the code of recommended practice on local authority publicity and recommends everyone reacquaints themselves with the requirements. While NALC feels that the legal risks to Councils around this time are low, there could still be risks related to public perception and local media. Councils are advised to be cautious around any activity or communications that could be perceived to be political or controversial.

239 Disclosures of Interest and Dispensation requests

239.1 Councillors Dack and Andrews declared an interest on item 264 - The transfer of the Community Hall. (Councillor Dack is a Trustee/Treasurer and Councillor Andrews is a Trustee/Chairman of the Community Hall Trust). As there is no decision to be made it was agreed they could stay for the update.

239.2 No written requests for dispensations for declarable interests were received.

239.3 No requests for dispensation were granted.

240 Council Minutes

240.1 Minutes of the ordinary meeting held on Thursday 10th October 2019 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.

241 Public Participation Session for planning applications

241.1 No members of the public requested to speak on planning.

242 Planning Applications

242.1 CB/19/02961/FULL 4 Shaftesbury Drive. Deadline for comments to CBC is 15th November 2019. Sunroom extension with black plinth to match existing.

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

242.2 CB/19/03021/FULL Land adjacent to 161 Hitchin Road. Deadline for comments to CBC is 25th November 2019

Erection of front and rear dormers and rooflights to 4 semi-detached houses.

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

It was also agreed to ask CBC to remind the applicant that planning permission should be sought prior to building commencing.

243 Restricting PDR

243.1 It was agreed to apply to CBC to display a PowerPoint presentation in Priory House Foyer.

Councillor Dack to ask Councillor Dixon what the procedure for this application is. **Action: BD**

Councillor Dack to circulate a selection of proposed photographs for the PowerPoint presentation to all Councillors. **Action: BD**

Councillor Andrews to circulate a draft PowerPoint presentation to all Councillors. **Action: NA**

244 St Luke's Church

244.1 CBC has issued an Enforcement Notice to the Owner of St Luke's Church to remedy condition of land adversely affecting the amenity of the area.

245 Former Pig Unit, Hitchin Road (Fairfield Gardens)

245.1 CBC has notified FPC that a planning enforcement case has been created for non-compliance with landscaping and ecological plans approved under CB/15/031852/FULL. An investigation has not yet taken place, but if the enquiry is confirmed as a breach of planning contract CBC will notify FPC.

246 Planning Decisions

246.1 **CB/18/04812/OUT Land North of Fairfield and West of Hitchin Road**

Outline application: Erection of 24 dwellings and associated access.

CBC initially sent this application to FPC on 14th January 2019 and FPC **objected** to this application and if officers are minded recommending it for approval FPC requested it was called into the DMC for determination.

Reasons / comments for objection were: -

Drawing number 60479463-0001 is out of date and does not provide relevant information as the new crossing point that is adjacent to the proposed entrance to the site is not shown.

Infrastructure – There is no additional infrastructure to support these additional homes, i.e. shop and surgeries. The current health services are currently oversubscribed causing longer waiting times at doctors.

Traffic – The increase in vehicular traffic along the Hitchin Road and the environmental impact on the surrounding homes and wildlife has not been accounted for an increase in traffic volume, noise pollution and surface water runoff.

Access – The new access road is positioned close to the new crossing point installed to safeguard pedestrians. The footpath/cycle route used by school children is interrupted by the new road and presents a hazard to all using this pathway which is narrow along its whole length.

During a presentation from Homes England, FPC raised this concern about access and requested they contact the developer of the new site at East Lodge off Eliot Way to try and purchase some land to create an access road off Eliot Way (*FPC October 2018 minutes item 155*).

Parking Spaces – The provision of only eight visitor parking spaces would appear to be insufficient for the number and size of homes and the general location of these spaces could be remote for those visitors, thus parking along the road will occur restricting the road width and increasing road hazards by parking on the road

These along with the proposed increase of home in another local development is in excess of 40 new home with the locality of Fairfield.

CBC is fully aware of the recent and continuing disruption on Hitchin Road due to all the new developments and to grant permission for another development would show a further example of poor coordination.

CBC has supplied FPC with the submitted highway drawings and the amended indicative masterplan. At this stage the applicant only seeks approval for the access where it adjoins the highway. All other elements are indicative.

CBC has asked “Do the Parish Council have any without prejudice heads of terms for planning obligations (identified schemes, projects etc) should the application be supported?” CBC has also advised that at this stage the applicant only seeks approval for the access where it adjoins the highway.

FPC agreed on 5th August 2019 that objections still stand for the reasons above. In addition, FPC has the following comments

- It is safer to use the entrance off Eliot Way (via the Abbeymill development). FPC raised this concern with Homes England when they made a presentation at the Council meeting in October 2018. The proposal is effectively a blind turning as Eliot Way junction will not be visible from the proposed new entrance.
- The access road could be a continuation of the road in front of the plots in the Abbeymill development that back onto Hitchin Road and have parking spaces in front. The Ward Councillor has discussed this suggestion to Abbeymill, and they have indicated they are happy to consider a proposal.
- FPC has continually pointed out the dangers of increase entrances onto Hitchin Road to CBC and strongly object to any additional entrances.
- FPC believe that traffic projections for Hitchin Road for the various developments are grossly inaccurate. As a result, the recent increase in volume and speed has been underestimated.

The Fairfield Speech Watch Group carried out a session on the Hitchin Road by the new nursing home for the first time during the week of 24th May. During the hour 9 to 10 am, 382 vehicles went through of which there were 20 speeders. A lot of vehicles were observed to slow down on seeing them there.

In June 2019 there were five sessions held. 1271 vehicles went through of which there were 70 speeders. Details of future sessions will be available if you require them.

- FPC continually challenges the accuracy of the latest speed survey and in light of all the new developments believe it is out of date and strongly recommend that CBC carry out a new survey before any decision is made.

- FPC strongly urge CBC to reject the developer's proposal on access and urge them to start discussions with Abbey Mill over a joint access onto Eliot Way on the grounds of road safety.

CBC granted outline permission by DMC on 6th November 2019.

246.2 CB/19/02532/FULL 1 Franklin Place

Erection of entrance porch and installation of oriel box window to ground floor rear.

FPC expressed concerns to CBC that aspects of the design were not aligned with the relevant sections of the Fairfield Neighbourhood Plan Design Statement and it would be out of keeping with the rest of the houses within the parish.

CBC granted full permission by DMC on 6th November 2019.

246.3 CB/19/02537/FULL 3 Franklin Place

First floor rear extension and first floor side window.

FPC expressed concerns to CBC that there were no specifics on materials being used which would need to align with the relevant sections of the Fairfield Neighbourhood Plan Design Statement.

CBC granted full permission on 8th October 2019.

Thanks were expressed to Councillors Dack and Hunt to attending the DMC meeting on 6th November.

The meeting closed at 7.20 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.

247 Public Participation Session for the rest of the meeting

247.1 Three residents requested to speak on item 251 – Halloween. Due to the seriousness of this item, it was agreed to suspend Standing Orders and allow an open discussion on this item prior to FPC discussing Halloween agenda item. Items discussed included: -

- (i) Complaint about the length of time Fireworks are set off around Fairfield.
- (ii) Halloween in Fairfield has become very popular and this year it attracted many visitors to Fairfield. It is estimated there were over 1,000 additional vehicles on the evening which caused serious traffic congestion and concern was expressed over the lack of access for emergency vehicles if they had been required anywhere. Residents from Fairfield were unable to get home.
- (iii) Cars were parked on pathways causing obstruction.
- (iv) Cars were parked on grass verges causing damage.
- (v) Parents were concerned over the safety of their children due to the crowds.
- (vi) Elderly residents felt vulnerable due to the volume of cars and people.
- (vii) Increase in litter.
- (viii) Concern was expressed about next year, especially as it is on a Saturday.

The following suggested solutions were made: -

- (i) One-way road system.
- (ii) Make Brunel Walk one way for pedestrians.
- (iii) Make vehicular access only permissible to Fairfield residents.
- (iv) Make it a resident only event with residents proving they live in Fairfield.
- (v) Put up signage so visitors know where to go, park etc.
- (vi) Make it a ticket only event.

- (vii) Block off Dickens Boulevard and Bronte Avenue with barriers and class it as a street party. Marshalls would need to be supplied and only residents would be allowed access. Marshalls would need to be qualified and paid for. There would also be a charge for Police presence. Concern was expressed that people would park on Hitchin Road if there were road closures in Fairfield.
- (viii) Using the new school for car parking.
- (ix) Fairfield has Halloween on a different night which is only publicised in Fairfield and all decorations are removed before 31st October.

There was a question raised as to who would organise and pay for this annual event. It was noted that if Halloween in Fairfield becomes an event insurance and Risk Management would be required and publicity would need to be carefully managed.

The Chairman thanked residents for attending the meeting and assured everyone that FPC will take this issue very seriously.

248 Central Bedfordshire Council Ward Members Report

248.1 There was no report.

248.2 At the January FPC meeting, CBC will explain how the CBC Housing waiting list operates with particular regard to Fairfield.

249 MP for North East Bedfordshire

249.1 Rt Hon Alistair Burt has advised FPC that he will not be contesting the next general election and has stood down as MP for North East Bedfordshire after eighteen years. He has expressed his thanks and appreciation to FPC for its engagement over the years and its commitment and service. FPC has sent a letter of thanks for all the help and advice he has given FPC. Councillor Dack to send Rt Hon Alistair Burt a summary of outstanding items to support a handover of activities. **Action: BD**

250 December Parish Council Meeting

250.1 It was agreed to move the December meeting from 12th to 9th due to the recently announced General Election that is being held on 12th December 2019.

251 Halloween 2020

251.1 Fairfield attracted many visitors this year as people had heard how well residents decorated Brunel Walk and other areas of the Park. Unfortunately, this caused traffic chaos around Fairfield and in particular Dickens Boulevard and Bronte Avenue with the police having to be called to sort the problem out. It was agreed that FPC will liaise with CBC and the Police to create an action plan for Halloween 2020 to include traffic, parking and crowd control. **Action: BD/AMH**

252 Orchards

252.1 FPC has submitted a planning application with CBC for works on trees with TPO as per Bob Lever's report.

252.2 FPC received quotations from Colin Carpenter and Hislop & Co Horticulture for the arborist work on Bob Lever's report.

Following a discussion, it was

RESOLVED

That FPC will award the contract to Colin Carpenter at a cost of £1,500.

REASONS

FPC consider the price to be best value.

To benefit from his experience as Colin Carpenter is already familiar with the Orchards.

The clerk to place the contract and request the work is completed before 31st January 2020.

Action: KH

252.3 Tree pruning sessions have been planned for 24th November and 8th December, subject to permission from FHMC. Equipment will be borrowed from BRCC. To be advertised on FPC newsletters. **Action: BD**

252.4 Councillors Andrews and Daffarn had circulated proposals for Orchards. These were discussed and it was agreed that

- (i) Quotes from three civil engineers would be sought for the removal of the concrete bund from outside the compound at the bottom of Eliot Way. **Action: NA / PD**
- (ii) Quote from Hislop & Co Horticulture would be sought to develop the bottom of the West Orchard into a Wildflower Garden / Orchards over a three-year plan. **Action: NA / PD**
- (iii) Quote from Hislop & Co Horticulture would be sought for cutting the Orchards between April and October 2020 to include cutting the hedges once on disused road between Hardy Way and Kingsley Avenue. **Action: KH**

253 Damaged path near the Cricket Club

253.1 The Cricket Club has repaired the path.

254 Community Library

254.1 It was agreed that Councillor Reader would refill the vent holes to stop water ingress that is damaging books and shelving. **Action: SR**

254.2 The Community Hall Trust has agreed to make a shelf available in the storage area for the surplus books. FPC agreed to provide some plastic storage boxes to store the books in and any additional books will be placed in either the filing cupboard or the storage bin at the far end of the Hall. **Action: AMH**

255 New shelter for Community Events

255.1 It was agreed to purchase a new shelter from obelink.co.uk at a cost £360.57. **Action: KH**

256 Grant application from Pandas Foundation

256.1 Following a discussion, it was

RESOLVED

To award a grant to the Pandas Support Group of £792 for hiring the Community Hall for six hours a month for one year on condition the Group works in conjunction with Stotfold Children's Centre and get involvement with the Health Visitor.

REASON

To support the provision of face to face peer support for those struggling during pregnancy.

The clerk to advise the Pandas Foundation. **Action: KH**

257 Christmas Tree collections

- 257.1 It was agreed for FPC to arrange a Christmas Tree collection as in previous years and to also ask if Fairfield Gardens wish to have their own collection point. It was noted that FPRA has granted permission to have one of the collection points again on land they are responsible for.
Action: BD

258 Binding minutes

- 258.1 It was agreed that FPC would bind minutes by civic year and to accept the quote from Brian Hall of £40.00 for each set that are bound. There are six years that require binding so a total cost of £240.00. It was also agreed to investigate what are the guidelines for storing minutes as these are a historic record to be kept indefinitely. **Action: KH**

259 Investment Policy 2019/20

- 259.1 Following a discussion, it was

RESOLVED

To adopt the Investment Policy.

All Councillors to consider proposals to implement the plan. Proposals to be discussed at the December FPC meeting. **Action: ALL**

260 Equality and Diversity Policy

- 260.1 Following a discussion, it was

RESOLVED

261 To adopt the Equality and Diversity Policy (version 2)

262 Grievance Policy

- 262.1 Following a discussion, it was

RESOLVED

To adopt the Grievance Policy.

263 Disciplinary Policy

- 263.1 Following a discussion, it was

RESOLVED

To adopt the Disciplinary Policy.

264 Protocol for marking the death of a senior national figure

- 264.1 Following a discussion, it was

RESOLVED

To adopt the Protocol for marking the death of a senior national figure

- 264.2 FPC to agree to adopt the Draft Protocol for marking the death of a senior national figure.

- 264.3 It was noted that the Bowls Club had given permission to use the flagpole.

- 264.4 It was agreed that FPC did not need its own flagpole.

- 264.5 It was noted that FPRA granted permission to have flowers laid in Urban Park if required.

- 264.6 It was noted that the Community Hall Trust be asked to grant permission to have book of condolence there which could be signed during times the Community Hall is open. **Action: KH**
- 264.7 It was agreed to purchase couple of Book of Condolences (loose leaf) – approx. £27.00 each + Loose Leaf Refills (£6.99) + Message Board (£3.99). **Action: KH**
- 264.8 It was agreed that FPC would not purchase black arm bands.
- 264.9 It was agreed that FPC would not purchase some black ties.

265 The Transfer of the Community Hall

- 265.1 Councillors Hunt and Reader met with Geoff Smith (Community Hall Trustee) and Robin Horsley (Nominated by Community Hall Trust) to listen to suggestions on how they wished to see the Community Hall run. FPC will continue to listen to people's opinions.
- 265.2 In response to recent comments being made unofficially about the future running of the Community Hall and the Clerk's involvement, the Chairman read out a statement to remind Councillors and the public that the Clerk is employed by the Council. She is not employed to serve electors other than in the duties the Council ask her to perform. It is Councillors who have the duty to serve those that have elected them. The Clerk's duties are set out in the contract of employment which is renewed annually. Any Councillor who feels that the Clerk is not discharging those duties is free to discuss it with her directly, or the Chairman, or bring it to the meeting as an agenda item. If anyone feels those duties should be extended each Councillor is free to bring the proposal to the Council to be properly debated.
- A vote of confidence in the Clerk was passed by all Councillors.
- 265.3 FPC has asked if the Trust is prepared to continue to run the Community Hall and have been advised that a response will be made after the Trusts meeting later this month.

266 Garden of Remembrance / Cemetery

- 266.1 The public consultation with Fairfield residents is open until 30th November 2019.

267 Lighting on footpath adjacent to cricket pitch

- 267.1 Additional lights have been installed. Unfortunately, the installers were unable to identify the light that was not working so have left five spare lights as replacements. Councillor Reader agreed to replace the broken lights. **Action: SR**

268 Proposed Outdoor Gym and Trim Trail

- 268.1 It was agreed that Councillors Hunt, Little, Reader and Reynolds would review the quote from Proludic before it is discussed further. It is aimed to do a consultation in February 2020. **Action: AMH / SL / SR / NR**

269 Dickens Boulevard Roundabout / Bronte Avenue Tree Planting

- 269.1 FPC has placed a contract with Hislops for a new tree and this is scheduled to be planted on Friday 15th November by their tree planting contractor. Hislops will be quoting for the aftercare maintenance.

270 VE Day

- 270.1 Councillor Hunt reported that there are now volunteers to form a working group. It was noted that St Mary's Church in Stotfold would like to be involved in any event organised.

271 Friendly Bench

271.1 Councillor Andrews advised that he was investigating grants available from the National Lottery and he will have a further update at the December meeting. **Action: NA**

272 Working Group to work with and integrate our senior demographic

272.1 Fairfield Friends has been formed and they are keen to work with Baycroft Nursing Home and have also received advice from BRCC. Fairfield Friends have submitted a grant application to FPC and will attend the December FPC meeting when it will be discussed.

273 Cricket Club and Orchard Perimeter

273.1 Councillor Dack to arrange a meeting with FHMC and the Cricket Club to discuss the BRCC proposals. **Action: BD**

274 Dead trees around the Cricket Club

274.1 Councillor Dack is waiting for the Cricket Club to advise on what trees will be planted to replace the recently removed dead trees.

275 Storage for FPC, Scouts, Cricket Club and Bowls Club

275.1 Councillor Dack to arrange a meeting with FHMC, Cricket Club and Bowls Club regarding a new storage facility. **Action: BD**

276 New 'inclusive' play equipment

276.1 Councillor Reynolds reported that FPRA was waiting for information from Wicksteed Playgrounds.

277 FPC Policies and Procedures

277.1 The clerk is working on the following

- Finance Regulations
- Finance Risk Assessment.
- Revised guidelines for grant applications.

277.2 Councillors Dack, Andrews and Daffarn are drafting a Communication Plan.

278 Training

278.1 Public training on using the Defibrillator has been booked for Thursday 27th February 2020. This is open to all residents of Fairfield. To be advertised in the February FPC newsletter and Fairfield Matters. **Action: BD / PD**

278.2 Training on the Emergency Plan has been booked for Thursday 5th March 2020. This is for FPC and is open to all residents of Fairfield. To be advertised in the February FPC newsletter and Fairfield Matters. **Action: BD / PD**

279 Clerk's annual appraisal

279.1 The Chairman and Vice Chairman carried out the Clerk's appraisal in October.

Equipment – Her computer, screen and printer were upgraded in 2018, and all software updated. The clerk is happy with that and does not think any adjustment is needed during the coming year.

Salary and Pension – Clerk pay scales and conditions are overseen by NALC. Last year Councillors agreed to increase her pay grade to the appropriate level. The Clerk is happy with her current pay grade. FPC will be notified by NALC (Via BATPC) of any annual increases.

Contract Hours – Currently her contract states a minimum number of hours FPC pay each month, but it is a flexible contract and FPC pay for the hours actually worked if this exceeds the minimum. The Clerk is happy with this arrangement and states that in the week before and after a meeting her hours are high, but this then tails off. It was agreed that, therefore, this currently was the best arrangement.

Place of Work – The Clerk did not think there had been any change in the way the Council operates to consider changes to the current working practice. The number of enquiries from electors that involve FPC remains low, with the majority being referred to Scanlans for FPRC or CBC. About ten per cent of all electors’ enquiries concern FPC matters.

280 Pix Brook Grand Opening ceremony Friday 11th October

280.1 Councillors Dack, Andrews, Daffarn and Hunt attended.

281 Crime figures for October 2019

281.1 During October there were three reported crimes in Fairfield. These were

- Burglary – residential – dwelling.
- Theft from a motor vehicle.
- Sexual. (Police advise an isolated incident of no further concern to residents).

282 Finance

282.1 Parish Council Precept 2020 / 21 – FPC need to advise CBC of FPC’s precept requirements by 17th January 2019. All Councillors to supply the Clerk with details of projects and estimated costs so a Draft budget can be agreed. **Action: ALL**

282.2 Bank reconciliations to 31st October 2019.

| Where the money is | Value |
|--|------------------------|
| Unity Trust | £198,201.08 |
| Cash Plus Card | £223.26 |
| Petty Cash | £0.00 |
| Less unpaid money to HMRC | £13.40 |
| Total Money | £198,410.94(1) |
| Cash Book | |
| Total Receipts | £110,115.35 |
| PLUS balance carried over 1 st April 2019 | £194,451.94 |
| LESS Total Payments | £106,156.35 |
| Total Money in cash book | £198,410.94 (2) |

282.3 Receipts – none received

Payments

| To whom | Description | Total |
|--------------------------|------------------------|---------|
| Katrina Henshaw | October wages | £876.55 |
| HMRC | October Tax | £346.75 |
| EE | Mobile phone – October | £10.25 |
| Herts Full Stop | Stationery | £27.76 |
| Fairfield Community Hall | Scout rent - October | £296.00 |

| | | |
|------------------------------|--|-------------------|
| | Scout rent – November | £388.00 |
| Hislop & Co Horticulture | Maintenance contract – October | £1,200.00 |
| | Salt | £8440.74 |
| | Tree for Dickens Boulevard / Bronte Avenue | £1,865.57 |
| Ebuyer | Hard drive and USB stick | £66.59 |
| | Toner | £99.41 |
| Broxap | 2 Litter bins | £1,009.08 |
| | Bollards | £876.00 |
| | Credit for litter bin | -£862.74 |
| Lady Haig | Wreath | £35.00 |
| Elegant Themes | Website (\$89) | £85.88 |
| Central Bedfordshire Council | Parish Election 2019 | £2,351.34 |
| Central Bedfordshire Council | Contribution towards the costs of the school crossing patrol | £4,000.00 |
| Blandy and Blandy | Legal fees for the proposed transfer of the Community Hall | £5,603.33 |
| Community Heartbeat | Cardiac Arrest Response Seminar 27/02/2019 | £210.00 |
| 2 Cool Promos | 500 Tumblers for Community Hall | £573.60 |
| Blandy and Blandy | Legal fees re PDR | £3,000.00 |
| Nick Andrews | Apple pickers | £52.96 |
| Total | | £30,552.07 |

It was

RESOLVED

That payments of £30,552.07 be paid and the transfer on 14th October 2019 of £300 to cash plus be noted.

283 Correspondence

- 283.1 CBC – New Homes Bonus.
- 283.2 CBC – Kerbside garden waste suspension – takes place between Monday 9th December and Friday 28th February 2020 inclusive. FPC to include this in the next newsletter. **Action: BD**
- 283.3 CBC Draft Local Plan News.
- 283.4 CBC public Consultation on a new plan for schools across Shefford, Stotfold and surrounding areas started 29th October 2019 and finishes at 5pm on 20th January 2020.
- 283.5 CBC is conducting a review of its polling places and polling districts. The consultation is open until 11 December 2019.
- 283.6 CBC public consultation on BT's public payphone removal. The consultation is open until Tuesday 3rd December 2019.
- 283.7 Power for People – National Community energy campaign.
- 283.8 High Sheriff – High Sheriff National Crime beat Awards. Deadline 24th December 2019.
- 283.9 London Luton Airport Ltd – There will be a consultation, between 16 October and 16 December 2019, on proposals to extend London Luton Airport in terms of number of passengers and flights it can handle – see www.futureluton.llal.org.uk
- 283.10 CBC – Boundary Commission Electoral review- consultation period extended to 24th February.
- 283.11 CBC – Examination of the Central Bedfordshire Local Plan – Correspondence from the Inspectors is available on CBC website
- 283.12 CBC – Boundary Commission Electoral review consultation period extended to 24th February.

283.13 CBC – Examination of the Central Bedfordshire Local Plan

283.14 Open Letter from a resident to Parish Councillors questioning the exclusion of the public at the October meeting from item 233 – The Transfer of the Community Hall and to implore Parish Councillors to be as open and inclusive as possible in the future. The Chairman to explain to the resident that FPC aims to be open and transparent but the public was excluded on this occasion as one of the possibilities discussed at the meeting was outsourcing the running of the hall to an external body. This in itself is classed as commercially sensitive and the advice given to Councils is that anything of this nature should be discussed in private. **Action: BD**

284 Any other business

NB This is for exchange of information only. No discussions can take place, nor can any decisions or actions be agreed at this time.

284.1 The Fairfield Christmas Market is on Saturday 30th November between 10.00 am and 3.00 pm in Urban Park. FPC will have a table there with details of current projects.

285 Date of next meeting

285.1 The next Parish Council meeting will be held on Monday 9th December 2019 at 7.00 pm for planning and 7.30 pm for all other matters.

Meeting closed at 9.20 pm

Glossary of acronyms

| | |
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| BATPC | Bedfordshire Association of Town and Parish Councils |
| BRCC | Bedfordshire Rural Communities Charity |
| CBC | Central Bedfordshire Council |
| DMC | Development Management Committee |
| FHMC | Fairfield Hall Management Company |
| FPC | Fairfield Parish Council |
| HMRC | Her Majesty's Revenue and Customs |
| NALC | National Association of Local Councils |
| NB | Nota bene (Latin phrase meaning 'note well') |
| PDR | Permitted Development Rights |
| TPO | Tree Preservation Order |