

Minutes of an ordinary Meeting of Fairfield Parish Council held virtually on Zoom on Thursday 11th June 2020 at 7:00 pm

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

Officer present: Katrina Henshaw (KH)

Also present for all or part of the meeting: CBC Ward Members Councillors S Dixon (SD) and N Harris (NH). (Until 8.30 pm) and one member of the public.

40 Apologies for Absence

40.1 Apologies for absence from were received from Ward Member Councillor B Saunders (BS).

41 Chairman's Notice

41.1 FPC's statement on commitment to openness and transparency is available on FPC website.

42 Disclosures of Interest and Dispensation requests

42.1 Councillors Dack and Andrews declared an interest on items 52,53 and 61. (Councillor Dack is a Trustee/Treasurer and Councillor Andrews is a Trustee/Chairman of the Community Hall Trust). It was agreed they would both stay part of the Zoom meeting but would not take part in any vote.

42.2 No written requests for dispensations for declarable interests.

42.3 No requests for dispensation were granted.

43 Council Minutes

43.1 Minutes of the Annual Meeting held on Thursday 14th May 2020 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.

44 Public Participation Session

44.1 No members of the public requested to speak.

45 Planning Applications

45.1 CB/20/01493/VOC Land East of Hitchin Road & South of the Former Pig Testing Unit Variation of condition 8 of planning application CB/18/04780/FULL (Erection of 87 dwellings).

FPC has no objections to the basic principle of the application based on the information available and there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

- 45.2 CB/20/01494/VOC Land East of Hitchin Road & South of the Former Pig Testing Unit
Variation of condition 5 of planning application CB/18/03260/RM pursuant to Outline planning permission reference CB/16/01455/OUT dated 30th June 2016 (erection of 180 dwellings with landscaping, open space and associated works): Variation seeks to replace the consented drawings with replacement drawings that include front porches.

FPC has no objections to the basic principle of the application based on the information available and there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

- 45.3 CB/20/01740/FULL 9 Faraday Gardens
Single storey side and rear extension.

FPC has no objections to the basic principle of the application based on the information available and there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

46 Planning Decisions

- 46.1 CB/20/00333/FULL Land to the rear of 153 Hitchin Road.
Construction of 4 No. 4 Bed Dwellings.

FPC had no objections to the basic principle of the application based on the information available and there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.

Full permission granted by CBC on 8th May 2020.

47 Local Plan

- 47.1 In order to address concerns raised by the Planning Inspectorate to the Council's draft Local Plan, additional evidence has now been submitted to the Inspectors and is available on the CBC website. The submission, which is available for information at this point rather than as part of a consultation process, consists of:

- a Supplementary Sustainability Appraisal (SA) and Non-Technical Summary
- 3 Technical Papers – housing, employment and transport.
- 6 additional evidence documents that have informed the work – either commissioned by us or provided by site promoters.

As a result of this evidence, additional Modifications to the plan are proposed in order to make the plan sound.

CBC will be holding a public consultation and discussions are ongoing with the Inspectors as to how this will be carried out due to the current restrictions. The Inspectors will be holding further hearings later this year. FPC will need to decide whether they need legal representation at the resumed hearing.

It was agreed that FPC would advise residents about this by sending a newsletter and putting it on FPC website. **Action: BD**

48 Central Bedfordshire Council Ward Members Report

- 48.1 CBC has given out 1250 food parcels to vulnerable people during the Covid-19 crisis. This has started to slow down as the country is coming to the end of lockdown. The Need Project has been offering a valuable service during this crisis. It is anticipated that NHS will pass this all back to local authorities.

CBC has made contact with over 10,000 vulnerable people and will continue to work with them.

In addition to the £30 million made available for small business grants, CBC has allocated £2.5 million for local businesses as a Discretionary Grant. There is also a proposal to extend the Ward Councillors' grants from £1,000 to £2,000.

CBC have been working with business (in particular Whipsnade and Woburn Safari Park) so they are ready to re-open as soon as they are allowed.

There are on-going issues with anti-social behaviour at the blue lagoon area and people verbally abusing Fairfield residents, so CBC is putting pressure for more police presence. Residents are encouraged to report all incidents to the Police online, via 101 or 999.

There have also been issues around Tesco with anti-social behaviour. Again, residents are encouraged to report all incidents to the Police online, via 101 or 999.

It is hoped that CBC will publish its finding from the Boundary Review by the end of the year.

Speed Watch has been on lockdown but has been given permission to resume from Monday.

- 48.2 Restricting PDR in Fairfield – CBC Executive are still to decide how they will support the work to submit an application to the Secretary of State for Article 4 exception. They have asked their legal team to see whether it needs a public consultation or whether the application can go direct to the Secretary of State for a decision.

49 Shefford & Stotfold Cluster – launch of Statutory Notices for feedback

- 49.1 Following the public consultation on the 'Schools for the Future' plan for schools in the Shefford, Stotfold and surrounding area CBC is now progressing to the Statutory Notice stage for feedback. This statutory part of the consultation process will end at 5.00pm on 30 June 2020.

It was agreed to put this on the FPC website. **Action: BD**

FPC agreed to respond showing support to these proposals. **Action: KH**

50 Proposed Garden of Remembrance

- 50.1 FPC is waiting for a meeting with CBC Asset Team to discuss transfer of land.

- 50.2 FPC has received a proposal for the next steps and a quotation from CDS. It was agreed unanimously to engage CDS for Stage 1 (undertaking site visit and familiarise with location and setting) and Stage 2 (understanding FPC brief and develop scope of work) at a cost of £200. The clerk to send contract to CDS and arrange initial site meeting (with social distancing). **Action: KH**

51 Allotments

- 51.1 Councillor Reynolds to produce a map showing possible locations. **Action: NR**

Councillor Dixon to request CBC Assets look for land in Fairfield that could be made available for allotments. **Action: SD**

52 Community Hall Windows

- 52.1 Between meetings and with a unanimous vote it was agreed that during the Covid-19 Crisis. FPC would pay £960.00 to paint the double doors and small windows by the contractor who is doing the works that Linden Homes have agreed to pay for. It was agreed that it was a good idea to get these works done whilst the Hall was not being used and it was considered good value to use the same contractor.

With a unanimous vote, it was

RESOLVED

That FPC formally agreed this above action.

The clerk to liaise with the Community Hall Trust to arrange for this work to be done. **Action: KH**

53 Grant Application from Community Hall Trust

53.1 Following a discussion, and with a unanimous vote, it was

RESOLVED

That FPC will purchase two non-touch hand sanitiser dispensers for the Community Hall.

REASONS

To prevent the spread of Covid-19.

The clerk to purchase the hand sanitiser dispensers. **Action: KH**

54 Proposed new activities for the Youth

54.1 Fairfield has a growing youth demographic and since the closure of the Youth Club has little to offer this group of residents apart from Scout Group and various classes mainly dance, run at the Community Hall. During school holidays there is even less for the youth of Fairfield to do as these clubs close for school holidays. In the past the Parish Council has funded youth workers from Groundworks at approx. £9,000 pa, so a similar budget maybe required. (£1,6474.32 was donated to FPC when the Youth Club closed).

It was agreed that Councillor Andrews will investigate and develop proposed activities for the Youth of Fairfield. **Action: NA**

55 Orchards

55.1 Bob Lever has confirmed he can do the Fairfield survey in September. It will be £160, which will include his travel. Following a discussion, and with a unanimous vote, it was

RESOLVED

That FPC will ask Bob Lever to do this survey at a cost of £160.

REASONS

To continue to maintain the Orchards.

The clerk to send a contract to Bob Lever. **Action: KH**

56 Memorial Trees in West Orchard on land owned by FPC

56.1 FPC has received a request to have a memorial tree planted in the Orchard. Following a discussion, and with a unanimous vote, it was

RESOLVED

That FPC will allow Memorial Trees in the area owned by FPC.

REASONS

To continue to maintain the Orchards.

The clerk to Draft a Policy and Application Form and circulate to all for discussion at the July meeting. **Action: KH.**

57 Maintenance Contract

57.1 The maintenance contract with Hislop & Co Horticulture expires on 31st August 2020. This was initially agreed on 12th July 2018 (item 92.1) after receiving quotations from four companies. It was renewed on 11th July 2019 (item 112.1). Scanlans have confirmed that FPRC has now approved the budget for the year July 2020 to June 2021 and have confirmed Hislops will be their main landscaper contractor for Fairfield. Hislop & Co Horticulture have confirmed that the price remains the same as the previous two years. Following a discussion, and with a unanimous vote, it was

RESOLVED

That FPC will award Hislop & Co Horticulture with the maintenance contract until 31st August 2021.

REASONS

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

The clerk to send the contract to Hislop and Co Horticulture Ltd. **Action: KH**

58 Blue Lagoon

58.1 FPC to discuss recent suggestions from residents regarding the ongoing problems at the Blue lagoon. The suggestions include: -

- Litter bins near to the access points to the field could be installed to help reduce the amount of litter left by people on their way to the Blue Lagoon.
- Car clamping service & Fairfield Residents Parking permits - Residents can call a central automated line if cars without a Fairfield residents parking permit parks on our road. It could be suggested that each household registers two cars and that each household is issued with a Fairfield parking permit. This parking permit can be displayed in the car window, if it is not displayed as residents, a clamping service can be called and there is a £50 charge to release the clamp.
- Solutions for the walkers with beer/ noise: The youths are walking through Fairfield roads with beer and other paraphernalia to the lagoon. It has been suggested that the wooden gates are replaced with fobbed gates which you need to be a resident to get in and out of.

Wheelie bins from the Community Hall have been moved to key places and thanks were expressed to Councillor Reader for organising this and for picking up litter daily. He will continue to monitor the litter situation and will report back to FPC as necessary.

FPRA is looking to install additional litter bins around the shelter belt.

CBC has responsibility for parking on adopted roads and to introduce parking restrictions would involve a consultation process that would take at least two years so this was not considered a practical solution.

Fobs on gates would not be practical as people would walk round the gates or break the fobs off.

Residents are encouraged to report all incidents to the Police online or by using 101 or 999. FPC would continue to liaise with the Police and request more operations around Fairfield. **Action: KH**

59 Defibrillator cabinet

59.1 The cabinet that holds our defibrillator, the one on the Tesco's wall, is warped and rusty, and although it safely contains the defibrillator (no access to water or vandalism), it is unsightly and does need replacing.

Following a discussion, and with a unanimous vote, it was

RESOLVED

That FPC will purchase a new cabinet for this defibrillator (Locked DS2 Polyethene – cost £525)

REASONS

To maintain the Defibrillator.

The Clerk to seek permission from Tesco to change the cabinet and to liaise with the Councillor Daffarn to purchase it. **Action: PD / KH**

60 Christmas Lights

60.1 As FPC has aspirations to light the tree at the gateway to Fairfield on Dickens Boulevard, Councillor Daffarn has requested quotes from several sources, and Sparkxs (our usual Christmas lights suppliers) are the only ones who responded. They came out to Fairfield and are assured that they can access an electric supply and have quoted £2,500 + vat.

The cost to light the lamp posts and the tree in the Urban Park is going to be around £4,000, depending on the motifs that are chosen.

The current budget for the Christmas lights is £6,000.

Following a discussion, and with a unanimous vote, it was

RESOLVED

That FPC will increase the Christmas Lights budget so that the Dickens Boulevard tree is lit.

That FPC agreed the purchase of lights for the Dickens Boulevard tree and will fund the storage and maintenance of the lights going forward.

REASONS

To enhance the Christmas decorations.

The clerk to liaise with Councillor Daffarn to seek permission from CBC to use street lighting for a power supply and to arrange to purchase these. **Action: PD / KH**

61 Transfer of the Community Hall

61.1 Councillor Dack, Councillor Reader and the Clerk had a very productive virtual meeting with John Dingle, Blandy and Blandy. All questions regarding the transfer were answered and documents have been sent to solicitors acting for Linden Homes to agree.

Blandy and Blandy confirmed the Model Lease with the proposed changes for Fairfield was fit for purpose.

John Dingle has asked Blandy and Blandy Planning Department to advise FPC regarding an amendment to the s106 agreement that outlines the uses of the hall.

62 Proposed Trim Trail

62.1 FPC has received a quote to clear the land required for some of the equipment.

FPRA has no objection to the two Trim Trail sites on FPRC land, subject to public consultation.

FHMC is still to respond to the request to install some of the equipment of FHMC land.

The working Group to start preparing the Consultation. **Action: AMH / SR / NR**

63 Annual Report

63.1 To be completed by 30th June 2020 and displayed on the website. **Action: BD / KH**

64 Finance

64.1 Bank reconciliation to 31st May 2020

| Where the money is | Value |
|--------------------|------------------------|
| Unity Trust | £223,870.52 |
| Cash Plus Card | £127.36 |
| Petty Cash | £0.00 |
| Total Money | £223,997.88 (1) |

| Cash Book | |
|--|-----------------------|
| Total Receipts | £53,733.50 |
| PLUS balance carried over 1 st April 2020 | £179,347.06 |
| LESS Total Payments | £9,082.68 |
| Total Money in cash book | £223,997.88(2) |

64.2 Receipts

None received

Payments

| To whom | Description | Total |
|--------------------------|----------------------------|------------------|
| Katrina Henshaw | May wages | £628.94 |
| HMRC | May Tax and NI | £164.67 |
| EE | Mobile phone – May | £10.46 |
| Ebuyer | Toner and connector | £139.33 |
| Zurich | Annual Insurance | £429.31 |
| Mail Chimp | Monthly subscription | £30.07 |
| Hislop & Co Horticulture | Maintenance contract – May | £1,200.00 |
| | Community Garden | £120.00 |
| | Orchard Maintenance | £660.00 |
| Parish Online | Annual subscription | £54.00 |
| Herts Full Stop | Stationery | £53.30 |
| Olive Press | Printing newsletters | £258.00 |
| Total | | £3,748.08 |

It was

RESOLVED

That payments of £3,748.08 be paid.

65 Correspondence

65.1 No correspondence was received between.

66 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.

66.1 There was no other business.

67 Date of next meeting

67.1 The next Parish Council meeting will be held on 9th July 2020 at 7.00 pm

Meeting closed 9.20 pm

Glossary of acronyms

| | |
|----------|---|
| CBC | Central Bedfordshire Council |
| CDS | Cemetery Development Services Ltd |
| Covid-19 | Coronavirus Disease 2019 |
| FPC | Fairfield Parish Council |
| NB | Nota bene (Latin phrase meaning 'note well') |
| NHS | National Health Service |
| pa | Per Annum is a Latin term that means annually or each year. |