

Minutes of an Ordinary Meeting of Fairfield Parish Council held in Fairfield Community Hall on Thursday 13th January 2022 at 7:00 pm

Councillors present: N Andrews (NA) (Chair), BE Dack (BD), P Daffarn (PD), A Hopkins (AH), A Papakosta (AP), S Reader (SR) and N Reynolds (NR)

Officer present: Katrina Henshaw (KH).

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

235 Apologies for Absence

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

236 Chair's Notice

236.1 FPC's statement on commitment to openness and transparency was presented alongside the meeting sign-in sheets and is also available on FPC website. The members of public present confirmed they had read the statement.

236.2 The Chair reminded everyone that under FPC's policy of transparency and openness, permission needs to be requested if anyone wants to record part of whole of the meeting.

237 Disclosures of Interest and Dispensation requests

237.1 Councillors Andrews, Dack and Papakosta declared an interest in item 247.1 (Councillor Andrews is a Trustee/Chair of the Fairfield Community Trust, Councillor Dack is a Trustee/Treasurer and Councillor Papakosta is a Trustee/Secretary). It was agreed that Councillor Dack could speak before the item but none of them would not take part in the discussion or vote.

237.2 No written requests for dispensations for declarable interests.

237.3 No requests for dispensation were granted.

238 Council Minutes

238.1 Minutes of the Ordinary Meeting held on Thursday 9th December 2021 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 Chair.

239 Public Participation Session

239.1 No resident requested to speak.

240 Planning Applications

240.1 **CB/21/05264/FULL 29 Fleming Drive, Fairfield**

Single storey rear extension, conversion of existing garage, modification of existing garden wall & installation of air conditioning unit.

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

240.2 **CB/21/05133/FULL 35 Heathcliff Avenue, Fairfield**

Single storey side and rear extensions.

FPC would like CBC to confirm the height of the roof lantern complies with regulations. If the height complies, FPC has no objections to the basic principle of the application based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design.

240.3 **CB/21/05402/FULL 4 Edison Way, Fairfield**

Single storey rear extension.

FPC would like CBC to confirm this is not an overdevelopment of the site and that the required size of garden remains. If it is not an overdevelopment, FPC has no objections to the basic principle of the application based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design.

240.4 **CB/21/05547/FULL 14 Stephenson Walk, Fairfield**

Loft conversion with rear dormers, and skylight to front.

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

240.5 **CB/21/05570/FULL 36 Beatrice Place, Fairfield**

Ground floor rear extension with two new roof lights and new windows on side elevations. In addition, two new dormers to existing roof on the front and four new roof lights to the rear.

FPC would like to CBC to confirm the colour of the frames for the windows and bifold doors in the rear extension. If the colours are in keeping with the area, FPC has no objections to the basic principle of the application based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design.

240.6 There were no other urgent planning applications.

241 Proposed Steet Naming for the 24 new dwellings on land west of Hitchin Road

241.1 CBC has proposed Rochester, Antoinette and Chawton as the new street names. With a unanimous vote, it was agreed that FPC would prefer a famous influence person from the Victorian era rather than a character from a novel. The clerk to advise CBC and suggest Seacole, Lister and Bessemer with Seacole as the first choice. **Action: KH**

242 Planning Decisions

242.1 **CB/TRE/21/00592 East & West Orchards**

Works to trees protected by a Tree Preservation Order CB/10/00010/G1 & G2: maintenance of various trees to include pruning, thinning, and removing dead wood.

FPC had no comments on this as FPC is the applicant and will leave it to the CBC Tree Officer to carry out appropriate investigations.

CBC granted consent 4th January 2022.

242.2 **CB/21/02966/VOC St Luke's Church Eliot Way**

Variation of condition 3, 4, 6, 7, 8 and 9 of planning permission CB/18/01980/VOC (Variation of Condition: to Condition 13) Amendment sought to previously approved plans.

FPC had no comments.

CBC granted consent 9th December 2021.

242.3 **CB/21/03630/LB Luke's Church Eliot Way**

Listed Building: Update, clarify and amend previously approved internal works (CB/18/01981/LB and CB/18/01980/VOC). Landscaping, tarmac areas, bin/cycle storage and fence.

FPC had no comment on this application.

CBC granted consent 9th December 2021.

- 242.4 **CB/21/04179/FULL 38 Beatrice Place**
Erection of single storey rear extension, loft conversion with front and rear dormers and associated works.
FPC objected to the flat roof dormers for the loft conversion as these did not comply with the Fairfield Neighbourhood Plan Design Statement.
FPC had no objections to the single floor extension based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design Statement.
Full permission granted by CBC 30th November 2021
- 242.5 **CB/21/04376/LB Apartment 61 South Wing, Fairfield Hall**
Replacement Boiler.
FPC had no objections.
CBC granted consent 30th November 2021
- 242.6 **CB/21/04700/VOC 7 Burton Close**
Variation of condition number 3 of planning permission CB/20/03325/FULL (Proposed single storey side extension). New proposal (one skylight built, not two skylights approved, skylight upstand and glazing reduced).
FPC had no comments on this and will leave it to the CBC to carry out appropriate investigations.
CBC granted consent 20th December 2021
- 242.7 **CB/21/04773/FULL 27 Bronte Avenue**
Conversion of loft with new dormers and rooflights to rear and single roof light to front.
FPC had no objections to the basic principle of the application based on the information available and providing there are conditions that the construction complies with the Fairfield Neighbourhood Plan Design.
Full permission granted by CBC 14th December 2021
- 242.8 **CB/21/02966/VOC St Luke's Church**
Variation of condition 3,4,6,7,8 and 9 of planning permission CB/18/01980/VOC (Variation of Condition: to Condition 13) Amendment sought to previously approved plans.
FPC had no comments on this and will leave it to the CBC to carry out appropriate investigations.
CBC granted consent 9th December 2021
- 242.9 **CB/21/03630/LB St Luke's Church**
Listed Building: Update, clarify and amend previously approved internal works (CB/18/01981/LB and CB/18/01980/VOC). Landscaping, tarmac areas, bin/cycle storage and fence.
FPC had no comments on this and will leave it to the CBC to carry out appropriate investigations.
CBC granted consent 9th December 2021

243 Central Bedfordshire Council Ward Members Report

- 243.1 In his absence, Councillor Dixon sent in a report which was read at the meeting.

Electric Vehicles Charging Points

A contract has now been awarded to BP Pulse for the installation of Electric Vehicles charging points across Central Bedfordshire. A kick-off meeting happens this week from which the programme for installations will become clear. SD will request a meeting with FPC to discuss installations in public spaces but also if there is an opportunity to provide dwelling chargers for residents interested in an installation.

Tree Planting Bid

SD has passed on FPRA's request for tree planning to the CBC Tree Officer.

Access for construction traffic to the Campbell Buchanan George Site

Campbell Buchanan George have confirmed that a positive response has been received from the Letchworth Heritage Foundation regarding a potential alternative access to their development for construction traffic. Subject to any necessary approval, this would help continue separation of construction traffic from school users, until the development is further advanced and thus alleviate the potential for a shared access if the current temporary arrangements were to be closed.

Consultations

A plethora of consultations have been launched in the last few of weeks, all of which FPC has been notified of. SD encouraged residents to look at the Budget proposals (see item 261.1)

Problems across the Pix Brook Area

CBC has agreed to proceed with a proposal to address the current and future anticipated problems across the Pix Brook area. While this focusses mainly on Stotfold, SD was pleased to see the agreement also supported the area that passes through Fairfield.

Covid-19

Following last week's Covid-19 figures, SD sought assurance that there was not any specific concern about them in the ward and was reassured that while high, the figures are broadly in line with other communities in Central Bedfordshire and indeed lower than many when looked at against cases per 100,000, but they do reflect the nature of the Omicron variant of Covid-19. As can be seen from campaigns across the media, SD requested that everyone continues to follow the NHS guidance around behaviour and most importantly, reinforce the message that vaccination is the most effective measure against Covid.

In her absence, Councillor Harris sent a report which was read at the meeting.

The subway between Fairfield and Stotfold

The flooding has been drained and contractors advised that the damage was caused by vandalism and an additional part is needed to complete the works to prevent further flooding.

NHW Signs

NH is investigating what permission is needed to put up NHW signs on CBC lamp posts.

S106 Monies

NH is looking into what S106 money is available for Fairfield.

- 243.2 Hitchin Road Speed Limit – The lead officer looking at the 'makeover' of Hitchin Road has unfortunately announced his resignation over the Christmas period. SD has requested that the agreed meeting will be prior to his departure so that his successor can ensure the previous discussions are fulfilled. SD does not believe his departure will adversely impact the aim of tidying up the access and egress to the village now that the final development is underway.
- 243.3 Fairfield Plan Design Statement – SD is waiting on a suitable date from the Local Plan Team to agree a format and date to meet and consider the protection of the aesthetic of the parish.
- 243.4 CCTV – SD is waiting on a suitable date to meet by Teams with other local parishes to examine with the CBC CCTV manager, Steve Barratt, the options for a shared system.

244 Central Bedfordshire Council Repairs to Highways

- 244.1 Councillor Reynolds advised that there has been a repair to two of the paving blocks around the Dickens Boulevard roundabout, but the rest of the works are still outstanding. He is speaking to CBC regarding these.

It has also been noticed that there are some potholes on Stotfold Road. These are the responsibility of HCC and can be reported to them online.

It was agreed to include details of where highway faults can be reported to in the next newsletter.

Action: BD

245 Governor at Etonbury Academy

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

RESOLVED

To nominate Councillor Papakosta to represent the community on the Local Governing Body for Etonbury Academy.

The clerk to advise Etonbury Academy. **Action: KH**

246 Delegation and Partnering Agreement between CBC and FPC for gritting adopted roads in Fairfield

246.1 The draft agreement was received by FPC. Following a discussion and a unanimous vote, it was

RESOLVED

That FPC agree with the agreement and authorise two councillors were authorised to sign it.

The clerk to advise CBC and arrange for the Agreement to be signed. **Action: KH**

Councillors Andrews, Dack and Papakosta took no part in the discussion for item 247.

247 Community Hall

247.1 It was noted that the required S106 Agreement amendments had not been completed.

Following a discussion and unanimous vote it was

RESOLVED

That FPC will take ownership of the Community Hall and two Councillors were authorised to sign the Deed.

REASON

To ensure that the Community has this facility to use.

The clerk to advise Blandy and Blandy and arrange for the Deed to be signed. **Action: KH**

The clerk to ask CBC for an update on the amendment to the S106 agreement agreed by Vistry. **Action: KH**

248 Diversity and Inclusion

248.1 It was agreed that Councillor Papakosta become the Lead Councillor for the Working Group and Councillors Daffarn and Reader would be part of it. The Working Group to draft a list of events that FPC should promote in 2022. **Action: AP / PD/ SR**

It was agreed to ask the Bowls Club to fly the Pride Flag during February as it is Pride Month. The Working Group to draft the article for the newsletter, website, Facebook, and Fairfield Matters. **Action: AP / PD/ SR**

249 First Aid Courses

249.1 It was agreed FPC would look into arranging and paying for some First Aid courses for residents. **Action: NA / PD**

250 Orchards

250.1 CBC has granted planning permission to do the work (see item 242.1).

Colin Carpenter will be starting work next week. Councillor Daffarn will be arranging two pruning days in February.

251 Defibrillators

251.1 FPC is waiting for permission from Crest Nicholson to install the Defibrillator on the back of the bin store at Harlington House.

FPRA has advised they would like to install some defibrillators around the Western Shelter Belt but need to find the appropriate location. It was agreed to look into whether solar panels can power the defibrillators instead of/as well as using electricity. **Action: PD**

252 Proposed Garden of Reflection

252.1 Vistry has suggested that rather than release the restrictive covenant on Elliot Way it is likely that Vistry should be content to add in suitable wording to allow its use as a sui generis use of a garden of rest or the relevant use class as defined by the relevant planning permission once obtained. Vistry would request that FPC cover their reasonable legal fees for this. They will be kept to a minimum.

However, otherwise Vistry would like the relevant covenant to remain to reflect the original outline planning permission which identified this area for employment use.

Following a discussion, and with a unanimous vote it was

RESOLVED

That FPC agree with this proposal and agreed to cover their reasonable legal fees for this based on Vistry keeping them to a minimum and subject to agreement from CBC.

REASON

To enable FPC to create a Garden of Reflection.

The clerk to confirm that CBC is in agreement with this. **Action KH**

The clerk to advise Vistry that FPC agree to the wording and agrees to cover their legal fees. **Action: KH**

253 TPC Topic Session – The Queen's Green Canopy & Tree Planting Surgery

253.1 Councillors Daffarn attended the session held on 12th January. There are grants available for individuals and organisations to plant trees during 2022 and 2023. There are workshops available on what type of tree to plant where and how. FPRA has applied for some trees to plant. It was agreed to promote this via the FPC newsletter and in Fairfield Matters. **Action: PD**

254 Cricket Club

254.1 A resident has volunteered to be involved in the Working Group to discuss Letchworth Cricket Club plans for the next season at Fairfield.

255 Meeting with Resident/Management Companies/Associations and Steering Committee

255.1 The meeting will be held on Thursday 3rd February 2022.

256 Crime figures

256.1 During December there was one crime in Fairfield. This was for:-

- Threat intent to commit criminal damage.

257 Speed Watch Figures

257.1 There were no Speed Watch sessions held in Fairfield during December. During 2021 throughout Bedfordshire there were 1,317 sessions with 5,417 letters being issued. 573 of the sessions were from Speed Watch Groups and 744 were from Bedfordshire Borough Speed Awareness Vehicle.

258 Christmas Carol Service – 11th December Urban Park

258.1 Unfortunately, the weather was not too kind and affected attendance considerable. It was a very fine drizzle when it was being set it up, but it started to rain in earnest just as the service was about to start. By then it was too late to switch to the Community Hall. Only a few diehards managed to stay to the end. There was feedback as to the content and we should bear this in mind if the service is repeated in 2022.

259 Imajica Theatre Company Interactive Show – 20th December Community Hall

259.1 The Profit and Loss Summary for the Interactive show was received. The event proved very popular, there were a few no shows for the morning performance due to Covid-19, but the afternoon performance saw a 100 per cent attendance. In all 165 tickets non-refundable tickets were sold for the event, 70 for adults and 89 for children. All the latter received a Christmas present from Santa. It is difficult to control ticket sales, but the feedback is that 90 per cent at least were to Fairfield residents. Feedback received from attendees was very positive

Catering was misjudged for the event, but this proved to the benefit of the Need Project.

Thanks were expressed to FPC for paying the deposit of £400 for the event, discussion are now taking place about an event this Christmas. The Community Trust will be returning the deposit of £400 as the event raised sufficient money to cover the costs.

260 Finance

260.1 Bank reconciliation to 31st December 2021

Where the money is	Value
Unity Trust	£49,607.75
PLUS receipts not banked	£280.70
LESS unrepresented payments	£400.00
Cash Plus Card	£748.10
Petty Cash	£0.00
The Cambridge Building Society	£85,000.00
United Trust Bank	£85,000.00
Total Money	£220,236.56 (1)
Cash Book	
Total Receipts	£154,384.72
PLUS balance carried over 1 st April 2021	£195,309.28
LESS Total Payments	£129,457.44
Total Money in cash book	£220,236.56 (2)

As (1) and (2) are equal there are no issues to report.

260.2 Q3 comparison between budget and expenditure

	bf 01/04/2021 (1)	Budget 2021/22 (2)	Additional income 2021/22 (3)	Money spent 2021/22 (4)	Money allocated 2021/22 (5)	Money remaining (1)+(2)+(3) -(4)-(5)
Administration Inc wages	£5,293.41	£14,902.88	£0.00	£17,985.95	£2,800.00	-£562.66
Recreation Inc Events	£33,087.15	£47,816.71	-£514.26	£45,861.91	£33,660.32	£867.37
Grants	£20,248.36	£2,251.64	£25,000.00	£41,567.00	£2,765.75	£3,167.25
Community Hall	£6,750.84	£13,249.16	£2,500.00	£2,077.90	£20,097.10	£325.00
Orchards	£3,807.93	£8,492.07	£0.00	£3,875.00	£2,500.00	£5,925.00
Apple Day	£847.46	£152.54	£460.04	£1,283.25	£0.00	£176.79
Allotments	£10,000.00	£12,500.00	£0.00	£55.00	£0.00	£22,445.00
Garden of Rest	£15,000.00	£7,500.00	£2,500.00	£0.00	£0.00	£25,000.00
Additional Parking	£75,902.50	£0.00	-£2,500.00	£0.00	£30,000.00	£43,402.50
Reserves	£30,000.00	£0.00	£0.00	£0.00	£30,000.00	£0.00
VAT	-£5,628.37	£0.00	£20,073.94	£16,778.43	-£2,332.86	£0.00
Total	£195,309.28	£106,865.00	£47,519.72	£129,484.44	£119,490.31	£100,746.25

260.3 It was agreed to transfer £2,000 from the Parking Budget to the Admin budget. **Action: KH**

260.4 Receipts

From whom	Description	Total
Leisuregrow	Refund for Christmas decorations	£66.09
RDS	Refund for Artefacts cabinets	£169.20
Total		£235.29

Payments

To whom	Description	Total
Katrina Henshaw	December wages	£484.96
HMRC	December Tax	£121.00
Asentric	Clerk's Pension – December	£150.00
EE	Mobile phone – December	£12.00
Mail Chimp	Monthly subscription	£24.08
Design Wall	Annual Subscription for website (\$48.30)	£35.73
Herts Full Stop	Stationery	£27.68
Unity Trust	Charges	£25.35
	Charges	£2.50
Hislops & Co Horticulture	Gritting services	£1,170.00
Colin Carpenter	50% Orchard Maintenance	£1,250.00
First Response	Supply, install and commission Fire Panel	£1,554.00
		£390.00
Fairfield Community Hall	Scout Rent – December	£356.00
Royal British Legion	Donation	£400.00
The Christmas Decorators	50% balance of Christmas decorations	£4,594.80
Total		£10,598.10

It was

RESOLVED

That payments of £10,598.10 be paid and receipts of £235.29 was noted.

261 Correspondence

261.1 CBC – Budget 2022 consultation is available on:-

https://www.centralbedfordshire.gov.uk/info/141/budget/1086/budget_2022?utm_medium=email&utm_source=tpc&utm_campaign=budget2022

261.2 PCC – Setting the Police budget for 2022/23. Please follow the link below to take the survey and share your views: <https://www.surveymonkey.co.uk/r/3TD8NNQ>

261.3 HCC – Withdrawal of Local Development Documents. The Council has withdrawn the following Local Development Documents:

- Hertfordshire Minerals Local Plan Proposed Submission January 2019
- Hertfordshire Waste Local Plan Consultation Draft January 2021
- Hertfordshire Waste Facilities Design Guide SPD January 2021 Draft Document

261.4 Biggleswade Town Council - CBC Public Realm Bid Meeting to be held on 19th January 2022. Councillors Andrews and Daffarn to attend. **Action: NA/PD**

261.5 CBC – Rural Match Funding – Integrated Programme 2022/23 and 2023/24. Closing date for applications is 8th April 2022.

- 261.6 CBC – Start-up School for Seniors. A free online 8-week programme to help unemployed Central Bedfordshire residents who are over the age of 50, to start a business, build confidence, increase resilience, and learn ways to create an income in these challenging times.
- 261.7 CBC – Cyber crime survey. The survey will close on 4th February 2022 and is available on <http://www.centralbedfordshire.gov.uk/consultations>.
- 261.8 PCC Events – PCC & Ward/Council Meeting will be held on Wednesday 16th March 2022 at 18:30 via Microsoft Teams.
- 261.9 There was no other urgent correspondence.

262 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.

262.1 It was requested that Events for 2022 be included on the February agenda.

262.2 There was no other business.

263 Date of next meetings

263.1 The next Parish Council meeting will be held on Thursday 10th February 2022 at 7.00 pm in the Community Hall.

Meeting closed at 8.30 pm

Glossary of acronyms

CBC	Central Bedfordshire Council
CCTV	Closed-circuit television
FPC	Fairfield Parish Council
HCC	Hertfordshire County Council
NB	Nota bene (Latin phrase meaning 'note well')
NHW	Neighbourhood Watch
PCC	Police and Crime Commissioner
sui generis	Latin phrase meaning 'unique'
TPC	Town and Parish Councils