



**Minutes of the Meeting of Brickhill Parish Council held on Thursday 2<sup>nd</sup> November 2017 at St Mark’s Church & Community Centre, Calder Rise, Bedford commencing at 7.30pm**

**Present:** Cllrs Fitzpatrick, Blakeman, Johns, Seymour, Bailes, Retout, Reeve, Charles Royden, Holloway, the Clerk (Sue Bottoms), Borough Councillor Corp and 11 members of the public were in attendance.

**Absent:** Cllrs Koch, Corinne Royden, Rider, Cross, Bowler, Ward and Borough Councillor Moon.

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| 1. | <b>Apologies for Absence:</b> Cllrs Corinne Royden, Rider, Cross, Bowler and Borough Councillor Moon.   |  |
| 2. | <p><b>Declarations of interest in items on the agenda</b></p> <p>i) <u>To receive written requests for a dispensation:</u> none received.</p> <p>ii) <u>To consider any requests for a dispensation:</u> none.</p>  |  |
| 3. | <b>To confirm the minutes of the meeting held on Thursday 5<sup>th</sup> October 2017:</b> The minutes were signed as a true record of the meeting.   |  |
| 4. | <p><b><u>Attendance by Ria Greenwood, Home Agent, BPHA, Lisa Sparks, Commissioning Manger, Supported Housing at Bedford Borough Council and her colleague to update the parish council on the supported flats being built to the rear of 140 Brickhill Drive:</u></b></p> <p>It was explained that the residents would be individuals with low level mental health issues. Each flat would house one person. The residents would be selected by a panel who would nominate individuals to BPHA. There would be no need for a member of staff to be live on site as all the residents would have an individual supported care package. Ria Greenwood said that she would be visiting the residents on a more frequent basis compared to most BPHA tenants. There would be no reason why these residents would cause any more issues than any other resident in Brickhill. If there was a problem requiring police presence, then 101 or 999 should be contacted. The details of a liaison contact person would be provided as someone to contact if there were any concerns. Cllr Royden thanked them for attending and providing local residents with some reassurance. A letter was read out from a local resident supporting the development.</p> <p>A number of residents raised concerns which were to do with the planning consent granted and it was recommended that they contact the planning department at the borough council. That included issues to do with being overlooked, where the bins were being stored and collected from, the issue of whether vehicular access onto Mallard Hill would be prevented by bollards or a locked gate, the height of the wall at the back of the adjacent Mallard Hill properties and the proposal to install a fence rather than a substantial wall to replace the garage wall at the back of one of the adjacent properties.</p> <p>Cllr Royden thanked Ria Greenwood, Lisa Sparks and her colleague for attending and they left the meeting.</p> |  |

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| 5. | <p><b><u>Public Open Session (15 mins):</u></b></p> <p>i) <u>20mph:</u> When is this being rolled out across the whole of Brickhill? Cllr Royden said that this was gradually happening and the whole project was being funded from ward funding. There was concern that vehicles were travelling for example, in Tyne Crescent at more than 20mph. It was agreed that it will take time for everyone to accept the 20mph speed limit and adhere to it.</p> <p>ii) <u>St Thomas More School – Working Group:</u> The Clerk would arrange some possible dates for a new meeting between a resident and Cllrs Fitzpatrick and Blakeman.</p> <p>iii) <u>Manton Lane Traffic Proposals:</u> A resident attended and said that the proposals by Bedford Borough Council to install traffic lights on the roundabout adjacent to Bedford Modern School will make the problems already experienced with increased traffic worse. Outside of the school term and at off peak times there is not much of a problem and traffic lights will result in increased particulates in the atmosphere from idling traffic. The parish council had this proposed scheme on the agenda under item 10.</p>  | Clerk   |
| 6. | <p><b><u>To receive an update on Woodlands Park and agree further action:</u></b> Cllr Bailes provided the following report.</p> <p><b><u>CCTV upgrade:</u></b> There had been no movement this month on either confirming the correct calibration for reliable night-time capture of indexes and images, or in the relocation of the second camera facing toward the beginning of the estate at the Owl Park installation to the midpoint on the lighting column. One-third of the invoice from ACE remains in dispute until these issues are resolved. The CCTV Control Centre Manager at the borough council has reported that there have been problems with camera connections dropping out and he has asked for a written report from ACE as to the cause of the problem and how it will be solved. The deadline for receipt of that was yesterday.</p> <p><b><u>It was resolved</u></b> that Cllr Bailes would draft a letter to ACE to say that we are not happy with the service and give them until the next parish council meeting in January to resolve the problems. If we do not get a satisfactory response then we should request a full refund and look for an alternative supplier.</p> <p><b><u>Green gym sub project progress:</u></b> Problems with the surface at Waveney Green have been investigated and a resolution proposed. Cllr Bailes would forward the quotation received from Solutions4Playgrounds and the Clerk would arrange the work to go ahead once the resurfacing issues had been resolved on Waveney Green.</p> <p><b><u>General Woodlands Park snagging lists:</u></b> A general snagging list update has been sent to both Paul Pace and Persimmon for September/October. No issues were resolved from previous months, seven remain open and there is one newly reported snag that pertains to the completion of adoption for October/November. Street lighting in both adopted and unadopted areas continue to be a problem.</p> <p><b><u>Other projects progress:</u></b> No further progress made this month. It does not appear that estate adoption is any closer, therefore progress on these issues cannot proceed at this time. The Clerk agreed to contact BPHA and explain the delay in spending the £2,500 which they had contributed to play equipment and Cllr Fitzpatrick would make contact with Wixamtree regarding the £1,000.</p> <p><b><u>Yellow line consultation:</u></b> No further progress this month on double yellow marking, the highways department is still awaiting instruction from both Great Barford ward Borough Councillors. Cllr Corp agreed to contact Cllr Moon for him to give his agreement.</p> | <p>Cllr Bailes</p> <p>Cllr Bailes<br/>Clerk</p> <p>Clerk<br/>Cllr Fitzpatrick<br/>Cllr Corp</p> |

7. **Financial Matters:**
- i) To approve bank reconciliations and any accounts for payment: **It was resolved** to accept these.

| <u>Payee Name</u>            | <u>Amount Paid</u> | <u>Transaction Detail</u>      |
|------------------------------|--------------------|--------------------------------|
| Dell Systems                 | £ 975.02           | Computers and keyboard         |
| Jo Barrow                    | £ 60.00            | Newsletter Distribution        |
| NPower                       | £ 28.60            | Electricity Fountain May 17    |
| NPower                       | £ 28.39            | Electricity Fountain July 17   |
| NPower                       | £ 36.50            | Electricity Fountain April 17  |
| Viking                       | £ 142.82           | Stationery and stamps          |
| Bedford Borough Council      | £ 3,554.04         | Salaries October               |
| ACE Security                 | £ 2,421.60         | Upgraded CCTV Cameras          |
| Associated Telecom Solutions | £ 17.31            | Telephone Charges              |
| NPower                       | £ 37.95            | Electricity Fountain           |
| Bedford Borough Council      | £ 1,056.18         | WG Grounds and Litter bins     |
| A Southern                   | £ 109.98           | Refund Norton Security and Off |
| NPower                       | £ 31.62            | Electricity Fountain June 17   |
| C Southern                   | £ <u>150.00</u>    | Set up of new computers        |
| <b>Total Payments</b>        | <b>£ 8,650.01</b>  |                                |

- ii) To consider the grant application from MacMillan: **It was resolved** to make a grant of £150.

Clerk

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| 8.  | <p><b><u>To receive an update on the meeting with Brickhill Community Association Management Committee and agree any action:</u></b></p> <p>Cllr Fitzpatrick reported that there had been a meeting (details of which he had circulated to fellow parish councillors) the previous evening between himself, Cllrs Bailes, Blakeman and Ward and BCA representatives Stuart Green and Ray Seymour.</p> <p><b>It was resolved</b> that for goods or services under £500 which were the responsibility of the parish council, the parish council would give delegated authority to BCA to find contractors /suppliers, commission and oversee the work. The Clerk would consider any changes needed in the financial regulations to give this delegated authority to the BCA.</p> <p>For goods and services over £500, the parish council would source prospective suppliers. The Clerk would put them in touch with the Centre Manager in order that the supplier could visit the Centre to assess the exact work required. The quotations will then be assessed by the parish council and a supplier selected.</p> <p>The logistics of carrying out the work would need to be organised between the supplier and the Centre Manager and would include any storage of materials or equipment, access to the Centre and time scale for the work. Once the work had been completed, the Centre Manager and the Clerk would be signed off by them if they were of the view that the work was of an acceptable standard in liaison with the parish councillors and members of the BCA as necessary.</p> <p>Discussion moved on to the work needed to re-mark the white linings of car park (including the 'zebra crossing' and white lining of the kerb edges) and the emergency ramp from the upper hall to the outside walkway by the BPHA flats. The Clerk said that whilst she was willing to source tradesman and suppliers to undertake any work required, the exact specification of what was needed had to be decided by Cllr Fitzpatrick or by members of the working group. Cllr Fitzpatrick agreed to produce the specification.</p> <p>The next meeting of the working group had been agreed for the 5<sup>th</sup> December.</p> | Clerk<br>Cllr Fitzpatrick    |
| 9.  | <p><b><u>To receive a report from the Borough Councillors:</u></b></p> <p>Cllrs Moon and Corps and Cllrs Royden and Rider would send a report to the Clerk who would arrange for it to go on the website.</p>   | Clerk<br>Borough Councillors |
| 10. | <p><b><u>To agree a response to the proposed scheme to improve traffic flow in the Manton Lane/Great Ouse Way area:</u></b></p> <p>Cllr Fitzpatrick reported that Bedford Borough Council has been awarded £3.5m by the Department of Transport to deliver a scheme to improve traffic flow in the Manton Lane/Great Ouse Way area. The Borough is contributing £1.3m.</p> <p>Included in the proposals are plans to: install traffic signals at the Manton Lane/Clapham Road/Shakespeare Road roundabout, upgrade the traffic signals at the junction of Manton Lane and Brickhill Drive, and for these to be linked to the above signals and to improve pedestrian facilities on Manton Lane. There is no stated intention to tackle problems caused by vehicles entering and leaving Bedford Modern School.</p> <p>The report notes comments received that congestion is worse when the private schools are open. The potential relocation of Rushmoor School and St Andrew's School into Manton Lane is likely to add to the problems in Manton Lane.</p> <p>Following discussion, <b>it was resolved to</b> write to Chris Pettifer, Chief Officer for Transport at Bedford Borough Council, with copies to the Mayor</p>  |                              |

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|     | <p>and the Portfolio Holder for Environment and Transport and say the following.</p> <p>Brickhill Parish Council congratulates the Borough Council for its success in its funding bid. We note the proposal to review pedestrian crossing facilities in Manton Lane. We would also wish to see the review include the impact of vehicles entering and leaving the Bedford Modern School site. It is our view that these significantly add to the congestion and delays experienced in Manton Lane. Unless the effect of these traffic movements is properly addressed, the planned linkage of the two sets of traffic lights in Manton Lane is unlikely to successfully result in free-flowing traffic.</p> <p>Brickhill Parish Council suggests that any review of traffic in Manton Lane should consider the costs and benefits of the following: reinstatement of the footbridge across Manton Lane, the prohibition of routine access to the school site for pupil drop-off and pick-up, 'no right turn' into the school site from Manton Lane, 'no right turn' from the school site into Manton Lane and finally provision of a passing lane on the downhill side of Manton Lane (to allow vehicles to proceed on the nearside, even if other vehicles are waiting to turn right into the school site).</p> <p>Chris Pettifer was also to be asked to confirm how residents will be consulted and kept informed of progress and to ask that the parish council also wishes to be formally consulted and kept informed as the scheme progresses.</p> |                           |
| 11. | <p><b><u>To consider a response to 16/00111/MAO Clapham Road/Manton Heights:</u></b></p> <p>There was disappointment that Brickhill Parish Council had not been formally consulted as although the application lies outside the parish it will have a significant impact on it. There is concern that the locating of St Andrews and Rushmoor on this site will make the current situation worse with regards traffic in the area which is especially bad during term time and at the start and end of the school day.</p> <p>The Clerk would write to the planning department at the borough council objecting to the application.</p>  | Clerk                     |
| 12. | <p><b><u>To receive an update on St Thomas More and agree any further action:</u></b></p> <p>The parish council were of the view that it had been unfortunate that the parish council had not been invited to the last consultation evening with local residents held on the 10<sup>th</sup> October. It is important that we are kept informed of further consultation evenings so the parish council can be represented.</p> <p>At the recent Community Safety Forum it was agreed to ask and <b>it was resolved</b> that the parish council should write to central government asking them to allow once again the use of the CCTV vehicles to enforce parking restrictions around schools. Currently the CCTV van does not enter the cul-de-sac. Discussions were taking place with borough council officers as to whether the zig zag lines could be lengthened.</p> <p>The Clerk would try to arrange a further date with Cllrs Fitzpatrick, Blakeman and a resident for their small working group to meet.</p>  | Clerk                     |
| 13. | <p><b><u>To agree action re: the remaining Brickhill parish signs for Putnoe Lane and Kimbolton Rd South:</u></b></p> <p>Cllr Fitzpatrick proposed that in each location, a smaller sign be located on a lamp post above head height. There are suitable lamp posts in both locations and the signs would be of a similar size to the "No cold calling zone" signs.</p> <p>The wording would be "Welcome to Brickhill Parish Please drive carefully".</p> <p><b>It was resolved</b> accept this proposal. As originally agreed at the parish council meeting in February, a request should be sent to the Borough</p>  | Clerk<br>Cllr Fitzpatrick |

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|     | to supply and fit the signs (the borough council supplied and fitted those in Rowallan Drive and Wentworth Drive).  |       |
| 14. | <p><b><u>To receive an update and agree any further action re: the request to install Christmas lights on the fir tree on Waveney Green:</u></b></p> <p>The Clerk reported that she had received two quotes from two lighting companies which were both approximately £2000. She proposed accepting the quotation from Blanchere Illumination. She had now received a quotation from Bedford Borough Council to install the power to the tree of £1060 excluding VAT.</p> <p>This work really needed to be undertaken by the borough council so no further quotations were to be acquired. The Clerk had contacted Philip Carr at Estates to establish what permission was required for the work to be undertaken and copied into the correspondence, Darryl Hall and Simon Georgiou from street lighting at the borough council and requested that they deal with any technical information required.</p> <p><b>It was resolved</b> that the Clerk should go ahead and order the work to be done and the lighting ordered.</p> | Clerk |
| 15. | <p><b><u>To receive an update and consider any further action with regards the play area adjacent to St Mark's:</u></b></p> <p>The Clerk reported that she had received the latest inspection report from Andy Pidgen at the borough council. Once she and the Assistant Clerk had had time to look at the report, she would arrange to meet Andy Pidgen on site to consider the next steps.</p>  | Clerk |
| 16. | <p><b><u>To note the date re: parish councillor training:</u></b></p> <p>This is to be held at 7.30pm on the 30<sup>th</sup> January at St Mark's.</p>  |       |
| 17. | <p><b><u>To review the list of outstanding matters and agree any further action:</u></b></p> <p>i) <b><u>Asset Transfer for the remainder of Waveney Green:</u></b></p> <p>The Clerk had been informed towards the end of October by Philip Carr in Estates at the borough council that he was just waiting on the formal decision notice from the Mayor before anything could be confirmed and that as soon as he had the decision he would contact her. Cllr Royden suggested that the Clerk contact Philip Carr to clarify the position.</p>   | Clerk |
| 18. | <p><b><u>To note the Chairman's Report:</u></b></p> <p>i) <b><u>Litter Pick and Bulb Planting 21st October:</u></b></p> <p>Thanks were expressed to those who took part and especially to Barrie Ingram who not only took part on the day but kindly agreed to plant more over the following days.</p> <p>ii) <b><u>BATPC AGM 19<sup>th</sup> October 2017:</u></b></p> <p>This was attended by Cllrs Fitzpatrick and Cross. There were presentations by Highways England on the Oxford-Cambridge Expressway and by Network Rail on the East West Rail.</p>   |       |

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|     | <p>iii) <u>Financial Regulations:</u></p> <p>a) <u>Internal Auditor:</u><br/> <b>It was resolved</b> to ensure that this be included as an agenda item in January, April, July and October. Cllr Ward had been appointed to carry out this role in May at the AGM. Cllr Ward had not been present to carry this out. Cllr Holloway agreed to carry out in her absence.</p> <p>b) <u>Other matters relating to the Financial Regulations:</u><br/> <b>It was resolved to</b> put any other outstanding matters relating to these on the January agenda.</p> | <p>Clerk<br/> <b>Cllrs Ward and Holloway</b></p> <p>Clerk</p> |
| 19. | <p><b><u>Date of Next Meeting:</u></b><br/>           Thursday 11<sup>th</sup> January 2018 at 7:30pm at St Mark’s Church and Community Centre, Calder Rise, MK41 7UY.</p>   |   |

.....Approved by Chairman  
 11<sup>th</sup> January 2018