

STAGSDEN PARISH COUNCIL

Minutes of Meeting of the Parish Council held Monday 20 November 2017 in the Village Hall at 7:30pm

PRESENT: Joanne Hodson, Jim Watson, Roger Heron, Peter Brown, Esther Dickson, Cllr Mark Smith, Julie Betts (Clerk)

APOLOGIES: Ashley Kenlock, Mandy Jauncey

ABSENT:

Action/Power

PUBLIC QUESTION TIME

Gavin Todd, NHP Group, Margaret Hakim

The Public
Bodies
(Admission to
Meetings) Act
1960 as
amended by
s100, LGA 1972

34/17 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Ashley Kenlock and Mandy Jauncey.

LGA 1972, Sch
12 para 40

35/17 **MINUTES OF PREVIOUS MEETING**

The meeting acknowledged that the minutes of the meeting held on Monday 18 September 2017 were a correct record.

LGA 1972,
Sch 12, para 41

RESOLVED

That the minutes of the meeting, held on 18 September 2017, were agreed and signed as a correct record.

36/17 **DECLARATIONS OF INTEREST**

As previously declared and as recorded in the minutes.

37/17 **REPORTS**

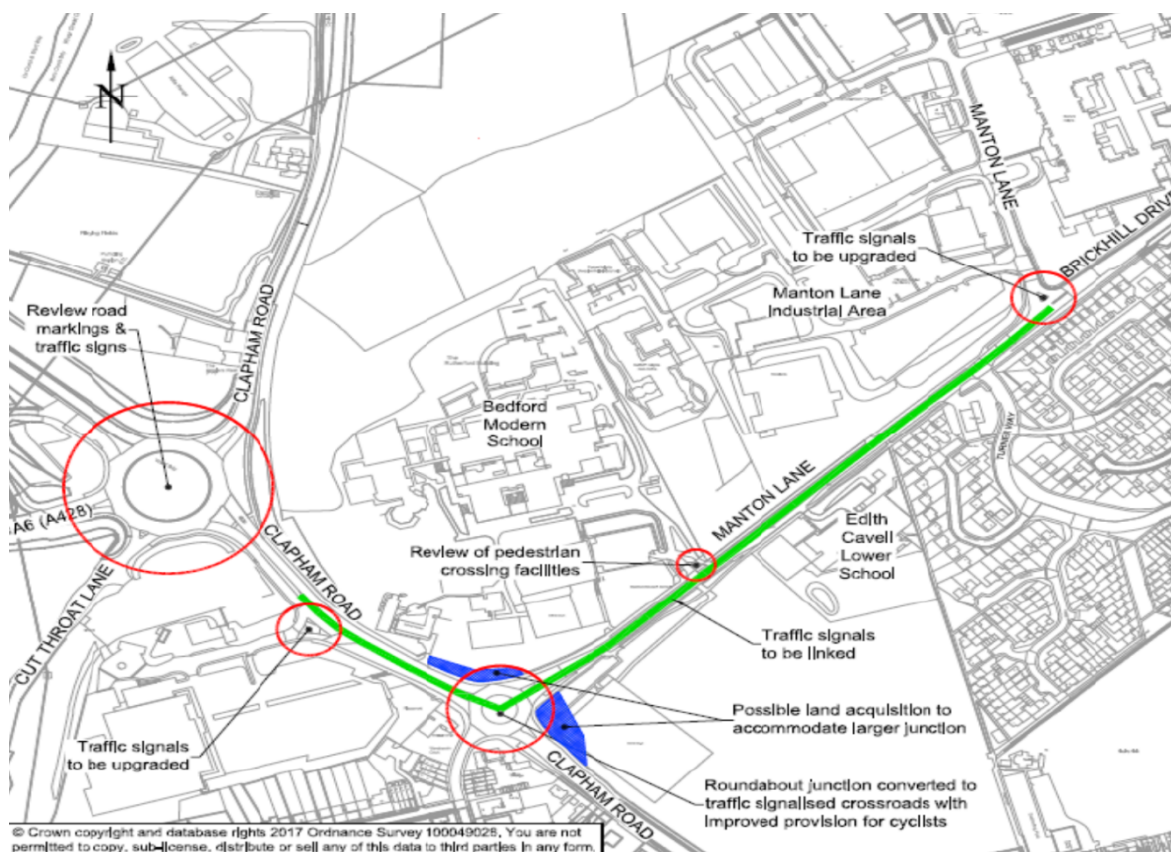
(a) Borough Councillor's Report, sent by Cllr Mark Smith

Roads Grant

The Government has announced a £3.5m contribution to Bedford Borough Council's planned £4.8m road reconfiguration at what has been dubbed Bedford's 'Northern Gateway'.

The Council's plans include a review of road markings at the Paula Radcliffe Way roundabout, upgrades to traffic lights and the potential enlargement of the Manton Lane / Clapham Road junction. It is envisaged that the scheme will begin in the summer of 2018 and be completed by spring 2020.

The below map of the proposed works was provided at the October meeting of the Council's Environment & Sustainable Communities Committee:



Town Centre Consultation

The Council undertook a 3 week consultation in October on proposals to regenerate Bedford town centre. The 'Bedford Masterplan' document set out draft plans to use in particular publically owned land in the urban area for redevelopment, including:

- The identification of sites for residential and employment development in locations such as those in and around the train

station area and sites to the south of the river.

- The redevelopment of properties, particularly in the area connecting the train station, Midland Road and the town centre, as well as the creation of new public and green space in the urban area.
- The final Masterplan will 'set parameters for the scale, massing and materiality of new buildings within sensitive areas of the town centre. This is important so that new development is in keeping with the existing character of Bedford and responds to its context'.

To see the consultation document and the plans in more detail search 'Bedford Live Regeneration Projects'.

Adoption Appeal

During National Adoption Week in October, the Council issued a call for anyone who would like to discuss possibilities around adoption and fostering to get in touch. The appeal focussed in particular on the need to find homes for siblings who currently make up half of children in care in the Borough.

For more information call the Council's Adoption and Fostering Team on 01234 718718 or adoptionandfostering@bedford.gov.uk

Mental Health

The Bedfordshire Clinical Commissioning Group (BCCG), the body responsible for organising NHS services locally, recently undertook a public consultation on developing mental health crisis care services.

Reporting to the Council's Adult Services and Health Committee in October, BCCG representatives said they had put forward the following options for service amendments:

- Expansion of **Mental health professionals in Primary Care** (GP practices)
- Expansion of **Mental health professionals in Hospital** (A&E)
- Continuation & expansion of **Mental Health Street triage** - a 999 response with police, ambulance and mental health professionals in attendance).
- **Crisis Cafés** - a place where anyone experiencing a mental health problem diagnosed or suspected by a GP can go for a chat and can request more formal help if needed.
- **Crisis Sanctuaries** - offering intensive, short-term support so individuals can manage and recover in a safe setting (rather than hospital).
- **Host Families** - families where individuals can get the help and support they need for a short period.
- Expansion of current **out of hours telephone line** and **teams**

The responses to the consultation are now being considered. Service changes could be in place by early 2018.

Flu Vaccine

The Council has issued a reminder that pregnant women and children aged between 2 and 8 years old are eligible to receive a flu vaccination for protection over the winter months.

For more information speak to your GP, midwife or local pharmacy.

Carers' Resource

The Council has teamed up with Carers UK to provide an online resource with advice and support to those caring for someone who is ill, disabled or elderly.

Upon registering, carers will be able to access information on matters such as understanding their rights and possible access to financial assistance, resources on products and services and finding out about support networks.

For more information visit carersdigital.org and create a new account by using code DGTL9072. Alternatively, you can contact Carers in Bedfordshire for advice and support by calling 0300 111 1919.

38/17 **UPDATES ON CURRENT ISSUES**

(a) Police/Crime Report

Attached at Appendix A.

Police priority setting meeting on 15 November 2017. Priorities for Stagsden: Speeding, Burglary and Fly-tipping.

The Clerk attended the meeting. Our PCSO had not been available lately as he had been working with the Anti-Social Behaviour Team. It was hoped that a new PCSO will join the existing to give better cover. This was to be confirmed.

(b) Christmas Lunch

Councillors discussed a Christmas get together for elderly members of the village. It was agreed to form a sub-committee to organise.

RESOLVED

(1) To organise a Christmas lunch on Thursday 21 December 2017.

(2) Parish Council to contribute £250.00 from S137 budget.

(c) Pub

It was agreed to invite the owners of the pub to the next meeting to give an update.

(d) Speed Watch

No update.

(e) Neighbourhood Planning

Peter Brown declared an interest.

Bedford Borough Local Plan and SNHP Status:

Bedford Local plan consultation is currently taking place and Bedford Borough Council (BBC) are not proposing to allocate any growth for Stagsden, but instead are supporting Parish Councils to prepare their own neighbourhood plans. Prior to the BBC consultation which concluded June 2017, Stagsden had been given an allocation of between 10-20 units by Bedford Borough Council. The housing needs survey undertaken recommended 7 units. Bedford Borough Council are expected to publish their draft local plan in late December 2017/Early January 2018 to all Parish Councils, with the aim to then finalise in the Spring of 2018. The assumption is that Parishes in the process of developing local plans will be considered in any planning activities in the Parish prior to any approval.

The Stagsden Neighbourhood Plan team update

Firstly many thanks to the people who have stepped down for various reasons:

Mandy Jauncey, Phil Brown, Lyndsay Maguire and Helen Smith. Particular commendation for Mandy who as chair was instrumental in getting the local plan to the point it is today and continues to support handover activities to the new Chair Gavin Todd.

Welcome to our new team members: Margaret Hakim, Kathy Wallis, Lindy Morrison and David Hindle. Who will be receiving an induction on Wednesday 22nd November 2017.

Finally thanks to the existing team for staying on and continuing to give their time to complete the Stagsden Neighbourhood plan.

The Stagsden Neighbourhood Plan Working Group the team has been re-established and agreed that the Stagsden Neighbourhood Plan needs to be completed. The approach has been changed with two groups now established:

1. Stagsden's Neighbourhood Plan Working Group – core team

Responsible for finalising Stagsden's Neighbourhood Plan on behalf of Stagsden Parish Council (SPC). This has been running since February 2016. The core team work on creating the content and meets approximately every 6 weeks, working to a code of conduct.

Chair – Gavin Todd, Vice Chair Margaret Hakim

Team: Roger Heron, Amy Jarvis, Esther Dickson, Nik Carden, Jan Holmes, Kate Cox, Steve Cox, Kathy Wallis, Lindy Morrison

Roles have been established across the team to ensure the workload is spread.

Currently the Financial role has not been filled, but Gavin Todd has picked this up in the interim.

Current Core Team: Email:

stagsdenneighbourhoodplan@hotmail.com

2. Stagsden's Neighbourhood Plan Review Group – sub team

This is a new group being formed to act as an independent review team to provide feedback to the core team on key material produced, prior to the wider submission to the Parish.

Team: Dick Thompson, David Hindle

The High Level Plan, See APPENDIX E

Below is the high level plan, which is currently being developed to a more detailed level as the team is re-established. The expectations of the Parish Council are included and the understanding is the plan needs to be adopted no later than December 2018

Current focus is on developing

- A code of conduct for the SNHP Working Group, catch up on administrative items, site viability reviews
- The detailed project plan
- The financials to support the plan
- the policies and procedures, reviewing of other NHPlans

Financials

GRANT – Community Rights Programme – Neighbourhood Planning Basic

The Grant Funding period start date is 11 May 2017 and ends with the Grant Funding period end date of 21/11/2017.

Grant budget: £2,450.00

Spent in period: £707.00

Variance: £1,743.00

Reason is the Stagsden Neighbourhood plan was expected to have the draft completed November 2017 and approved by May 2018. The planned activities related to this were suspended when the Chair stepped down and the Working Group had to be re-established.

Gavin Todd is working on two items:

1. Report of the grant budget assigned and reasons for

variances, due November 2017

Preparation of submission for a budget November 22nd 2017 to May 2018, due December 2017

Site Status

Results of the Issues and Options Survey:

The below sites were the top four ranking sites from the Village Survey Questionnaire (VSQ) issued in September 2016.

To the question: Do you agree that site should be a preferred site for development?

From the 40% of responses to the Issues and Options Questionnaire the results were:

Landowners Input			Issues and Options July 17			VSQ 2016
Site	Potential Capacity	Anticipated Development Time Frame	YES	NO	Ranking	Sep-16
Site 252 - Brookmead Farm	Up to 5 Dwellings	10 – 15 Years	74%	26%	1	1
Site 255 - Manor Farm	Up to 30 Dwellings Small Business Units	10 – 15 Years	32%	68%	3	4
Site 625 - Wick End Barns	Up to 4 Dwellings	1-5 Years	70%	30%	2	2
Site 627 - Land at 90 Bedford Road	Up to 20 Dwellings	1-5 Years/ 5-10 Years	29%	71%	4	2

SNHP WG are currently reviewing the current viability of the sites from the landowners/developers

Site 252 – Looking to get a status by 16th December 2017

Site 255 - Looking to get a status by 16th December 2017

Site 625 – Meeting held 3/11/17 with Land owners James and Laura.

The intent is to develop the site in the 1-5 year period.

Site 627 – Meeting held 1/11/17 with the Land developer, Peter Sayer.

The intent is to develop the site in the 1-5 year period, but is on hold while the Land Owners, review the status based on recent circumstances.

The current objectives of the Neighbourhood Plan based on the survey feedback are:-

Character: We should seek to preserve the rural and village character of Stagsden by:

- Ensuring future development within the parish enhances the character of the village centre and surrounding parish by focusing development on infill or brownfield sites
- Ensuring new housing is in keeping with and has minimal impact on heritage assets
- Working with other agencies and organisations to enhance the natural environment within the parish
- Encouraging a pride in the village from all residents to

- keep the village looking attractive
- Ensuring any negative aspects of a development which affect local residents are minimised.
-

Community resources: We should seek to preserve and enhance the village's community resources by:

- Encouraging development that supports establishment of a village green/recreational area, including a new children's' play area and additional green open spaces. This will facilitate village fetes and regular outdoor village events.
- Preserving and maintaining the countryside views and walks in the parish by protecting footpaths, cycle paths and bridleways
- Promoting the use of land for the community e.g. allotments

Sustainability: We should seek to make Stagsden a more sustainable community by:

- Enhancing work opportunities within the parish through improved broadband and the encouragement of more small business units within the parish
- Ensuring there is appropriate accommodation within the village that meets the community needs
- Ensuring strong transport links from safe independent cycle ways to regular public transport links to local retail, education, leisure and transport centres
- Ensuring local issues are continually captured and addressed e.g. fly tipping, dog fouling, litter, crime

(f) Village Hall

Fun Quiz and Curry on Sat 25 November 2017

2 December 2017 Wreath making.

A new key safe and letter box had been installed.

(g) Allotments

1 new member, AGM to be 6 December 2017.

(h) Broadband

Defer to next meeting.

Esther said her broadband is ½ mg and asked if the drop off is because of the improvements?

(i) Defibrillator Training

Book for spring summer.

(j) Village Hall Insurance

Parish Council pay £750 of the insurance cost on the Village Hall. The premium had increased and the Village Hall Committee asked if PC would increase their payment by £110?

The Committee considered the Village Hall's accounts and noted their substantial reserves.

RESOLVED

That the contribution to Village Hall Insurance remain at £750.00 but would be kept under review.

(k) Street Lighting

Ashley had requested that the street lights on High Street be turned down.

(l) Councillor Funding

The benches had now been ordered as the Village Hall were unsure about the installation. Jim to confirm if required or not.

39/17 **PLANNING**

(a) Report of Planning Applications

No update.

(b) To Consider Planning Applications

Town & Country
Planning Act
1990

17//03055/FUL, 2 Ducksworth Farm West End, Single storey and first floor extensions to dwelling, alterations to front entrance door and lounge windows.

RESOLVED

No objections.

40/17 **FINANCE**

- (a) Schedule of Receipts and Payments – Oct/Nov 2017, Appendix B

The Council received the schedule of receipts and payments made during Oct/Nov 2017. LGA 1972, s150
(6)

Prop: Joanne Hodson, Sec: Esther Dickson, All in favour

- (b) Budget Update & Precept 2018-2019

The Clerk circulated a budget update, attached at appendix D.
There were no concerns.

Councillors discussed the level of precept required.

RESOLVED

That the Precept remain as 2017-2018 at £8446

41/17 **Amenities**

- (a) Play Areas

No update.

- (b) Rights of Way/Footpaths

Jim had chased the work on the stiles at North End.

Bridleway/Footpath there is a pothole at the entrance near the golf course. Jim to report.

- (c) Highways

Councillors discussed the circular Walk that crossed the A422.
Crossing the road was dangerous. Stagsden side trees need cutting back. It was suggested that the walk be re-routed through the underpass. Jim to speak to Rights of Way.

JB report Hay Lane Bollard, light out.

42/17 **NEW MATTERS FROM COUNCILLORS FOR DISCUSSION AT NEXT COMMITTEE MEETING**

None.

43/17 **CORRESPONDENCE, APPENDIX D**

See Correspondence list attached, Appendix C.

44/17 **DATE OF NEXT MEETING**

Meeting closed at 9.25pm.

The next meeting will be held on **Monday 15 January 2018 (7.30pm)**.

MINUTES AGREED: _____

Date: _____ **2017**

APPENDIX A

CRIME STATISTICS

BURGLARY - BUSINESS AND COMMUNITY	13/10/2017 17:00	16/10/2017 08:00	WEST END STAGSDEN BEDFORD
BURGLARY RESIDENTIAL - DWELLING	24/10/2017 18:00	24/10/2017 21:16	WEST END STAGSDEN BEDFORD

APPENDIX B

RECEIPTS & PAYMENTS Oct/November 2016

Income	Expenditure	Balance		
	480	19461.10	Stagsden PCC	Grass cut
			Bedford Borough	
	204.13	19256.97	Council	Oct salary
			Bedford Borough	
	204.13	19052.84	Council	Nov salary
0.18		19053.02	Oct interest	
	c/f	19053.02		

Correspondence List

10.10.17	email	Deborah and George Slade	asking why planning application was refuse this time and not last time.	JB
6.11.17	email	Louise, BATPC	Bugle	PC
6.11.17	email	Beds Police	crime stats	PC
6.11.17	email	Beds Police	Priority setting meeting	PC/JB
6.11.17	email	Louise, BATPC	Information Commissioner's office payment of fees	JB
17.11.17	email	BBC	Councillor fund information request	JB
19.11.17	email	Smaller Authorities audit	Mazars appointed as external auditor for Bedfordshire	JB

Update as at 19.11.17	Budget	Actual
Receipts		
Interest	0	0.82
Precept	8446	8446
Precept top up grant	45	0
Grants	0	2450
Allotments	600	0
Total Receipts	9091	10896.82
Payments		
Election Costs	500	0
Staff costs (Salary/Expenses)	3250	2033.04
Admin (Stationery & Postage)	210	10.8
Councillor expenses	100	
Training	100	0
Subscriptions	90	91
Hall Hire	100	0
Village Hall	750	0
Grass Cut	700	480
S137/Community Action	250	0
Allotments	600	0
Bank Charges	0	0
Legal Fees	0	0
Audit	100	235
Insurance	600	610.14
Play Areas	785	191.89
Open Space	0	0
Maintenance of village furniture	110	0
Defibrillator	150	18
Good Neighbour Scheme	0	
Stagsden Historical Society	200	0
Councillor grants	0	980
Neighbourhood Planning		630
Total Payments	8595	5279.87

APPENDIX E

High Level Plan - 19-11-2017	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
<u>Dependencies</u>														
BBC Consultation results to SPC														
BBC local plan adopted														
<u>Parish Council actions</u>														
SNHPWG Propose PC options on sites			15-Jan											
Parish Council finalise chosen Sites														
PC reivew high level NHP leaflet					19-Mar									
PC to review final NHP							21-May		16-Jul		17-Sep			
<u>SNHP Core</u>														
Validate Sites viability and propose														
Develop and finalise the NHP content														
Issue NHP summary leaflet to the Parish														
Parish feedback reviewed and applied														
Finalise plan and submit to Parish														
Village event to showcase SNHPlan														
Analyse the results														
SNHP Plan adopted PC & BBC														
Celebrate as a village														
Contingency 3 months														
Milestone ◆														

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