



Public Document Pack

Bletchley and Fenny Stratford Town Council

There will be a meeting of the Full Council on Tuesday, 27th September, 2022 to be held at Newton Leys Pavilion, Furzey Way, Newton Leys commencing at 7.30 pm to transact the items of business set out in the agenda below.

Delia Shephard

Delia Shephard
Clerk to the Council
Monday, 19 September 2022

AGENDA

1. To note councillors' apologies for absence
2. To note councillors' declarations of interest in matters on the agenda
(Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting)
3. To approve the draft minutes of the previous meeting of the Council
26 July 2022 (Pages 1 - 6)
4. Public Speaking
To receive representations from members of the public on items on the agenda and to hear questions from members of the public about council business which may not be listed on the agenda.

Members of the public who wish to present a spoken or written representation should contact the Clerk no later than 12 noon on the day before the day of the meeting in order to register to be heard.

The public speaking session will generally last no more than 15 minutes and individuals will be permitted to speak for a maximum of 3 minutes.

Requests to speak or ask questions will be dealt with in the order in which they have been received by the Clerk.

For more information or to register to speak please contact:
Delia Shephard
Town Clerk
01908 649469
clerk@bletchleyfennystratford-tc.gov.uk

Please be aware that meetings may be recorded including the representations made by members of the public.
5. *To consider co-option of Ismail Hussein to the casual vacancy in the ward of Newton Leys
(If a co-option takes place this will be followed by a declaration of acceptance of office) (Pages 7 - 8)
6. To note the minutes of recent meetings of committees of the council and to consider any recommendations contained therein
 - (i) Minutes of meeting Tuesday, 12 July 2022 of Environment and Planning Committee (Pages 9 - 12)

Members of the public and representatives of the media are welcome to attend but are warned that items marked with an asterisk () may involve discussion of confidential information and the council may resolve to exclude members of the public and press if this is deemed to be in the public interest*

No recommendations.

- (ii) Minutes of meeting Tuesday, 14 June 2022 of Community Committee (Pages 13 - 14)
No recommendations.
 - (iii) Minutes of meeting Tuesday, 2 August 2022 of Employment Policy Committee (Pages 15 - 24)
 - i EMPC22/23- 8 Recommendation to adopt statement of intent on training and development of councillors and staff
 - (iv) Minutes of meeting Tuesday, 23 August 2022 of Finance and Governance Committee (Pages 25 - 56)
 - i FC22/23-22i Recommendation that the full council reconsiders payment of elected councillors' allowances to those eligible (elected councillors only)
 - ii FC22/23-22ii Recommendation that the Milton Keynes Council Code of Conduct (which is in conformity with the Local Government Association Model Code of Conduct promoted by NALC) be adopted with effect from 27 September 2022
 - iii FC22/23-22iii Recommendation to adopt revised public participation policy
7. To consider election of councillors to committees and sub committees
8. To review and comment on planning applications due to be considered by Milton Keynes Council
- (i) 22/01861/FUL - Blue Lagoon Local Nature Reserve Drayton Road Bletchley - Improved redway connectivity with associated works (Regulation 3 application under the Town and Country Planning General Regulations 1992) (Pages 57 - 70)
 - (ii) 22/02145/FUL - 105 - 107 Watling Street Bletchley - Erection of a drive thru coffee unit and associated works (Pages 71 - 88)
9. Financial Matters
- (i) To note the conclusion of the limited assurance audit for 2021-22 and the publication of the notice of conclusion of the audit (Pages 89 - 96)
 - (ii) To note a summary financial report showing income and expenditure against budget to 31 August 2022 (Pages 97 - 98)
 - (iii) To ratify a list of payments made or due to be made by the council before the next meeting of the Finance & Governance Committee (Pages 99 - 104)
 - (iv) To consider an increase in allotment rents to take effect in October 2023 and to adopt a policy on annual review of allotment rents (Pages 105 - 108)
10. To consider a response to consultation on Milton Keynes Council's Draft Parking Supplementary Planning Document (Pages 109 - 186)
11. To consider a response to Milton Keynes Council's public consultation on the draft development brief for the former Fire and Police Station site, Sherwood Drive, Bletchley (Pages 187 - 230)
12. To consider a proposal to meet with representatives of West Bletchley Council do discuss the impact of the potential Bletchley South Bypass on the local area and if approved to elect representatives for this purpose

13. To approve specification for cleaning contract Albert Street WCs and to note arrangements for procurement via Contractfinder (Pages 231 - 234)
14. To note progress with Town Council's delivery plan for 2022-2023 and to consider any new projects to be researched for inclusion in the 2023-2022 budget and delivery plan (Pages 235 - 260)

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Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Full Council of Bletchley and Fenny Stratford Town Council held at Sports Hall - Newton Leys Pavilion on Tuesday, 26th July, 2022 commencing at 7.30 pm

Present: Cllrs R Graham, Palmer, G Bedford, S Browne, K Ely, R Haine, E Hume, M McDonald, E O'Rourke, A Segebrecht, T Stephens, M Wymer and A Khanom

Absent: Cllr L Campbell

Apologies: Cllrs E Kelly-Wilson, M Imran, S Clark and S Porter

In attendance: Delia Shephard (Town Clerk)

Min Ref

FC22/23-30 **To note Members' apologies for absence**
It was RESOLVED to note the apologies for absence and the absences without apologies as listed above.

Cllr Hume had submitted apologies for his anticipated late arrival and was not present at the start of the meeting.

FC22/23-31 **To note Members' declarations of interest in matters on the agenda**
No declarations of interest in matters on the agenda were made.

FC22/23-32 **Minutes of the previous meetings of the Council**

FC22/23-32.i **Minutes of meeting of Full Council held on Tuesday, 24 May 2022 commencing at 7 pm**
It was RESOLVED that the draft minutes of the extraordinary meeting held on 24 May 2022 be approved as a correct record of proceedings.

FC22/23-32.ii **Minutes of annual meeting of Full Council Tuesday held on 24 May 2022 commencing at 7.30 pm**
It was RESOLVED that the draft minutes of the annual meeting held on 24 May be approved as a correct record of proceedings with one alteration which was the removal of Cllr Terry Stephens from the list of those elected to the Environment and Planning Committee.

FC22/23-33 **Public Speaking**
There were no representations from members of the public.

FC22/23-34 **Consideration of co-option of councillors to vacant seats of the council (Newton Leys Ward 2 vacancies and Queensway and Denbigh North 1 vacancy)**
(Cllr Hume joined the meeting.)
It was RESOLVED to co-opt Shay Elhasoglu as a member of Bletchley and Fenny Stratford Town Council representing the Queensway and Denbigh North ward.

It was RESOLVED to co-opt MarieClaire Umutoni as a member of Bletchley and Fenny Stratford Town Council representing the Newton Leys Ward.

The Vice-chair of the council welcomed the new members.



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- FC22/23-35 **21/03766/FUL - 64 -66 And 70 Simpson Road, MK1 1BA - Demolition of existing building supplies warehouse and construction of 103 residential units with associated parking and landscaping**
It was noted that the Town Council had already commented on this planning application but considerable changes had been made and the Clerk had been advised that the Local Planning Authority was willing to accept any further comments from the council or from residents. The application was due to be considered by the Planning Committee of Milton Keynes Council in September 2022.
- Councillors expressed concern that the changes to the application were difficult to understand and the documents though available on the planning portal were not very accessible and some residents suspected the planning process was not fair or transparent. Considerable discussion followed.
- It was RESOLVED to invite the applicant and their representatives to provide more information about the proposed development either via a public meeting (which could be facilitated by the Town Council) or failing this through a position statement document from them which could be published on the Town Council website and made available to local residents.
- FC22/23-36 **Draft minutes of the Annual Meeting of Electors and consideration of any actions arising**
It was RESOLVED to note the draft minutes of the annual meeting of electors held on 12 May 2022.
- It was further noted that at the meeting a member of the public had expressed concern about the low attendance levels of some members of the council. This concern was shared by members at the meeting and consideration was given to how this matter might be addressed. It was RESOLVED to note the comment from the draft minutes and to share this concern with all members.
- FC22/23-37 **Minutes of final meetings of former committees**
It was noted that following adoption of the new committee structure in May 2022 it was necessary for full council to approve the minutes of final meetings of former committees.
- FC22/23-37.i **Minutes of meeting Tuesday, 26 April 2022 of Human Resources Committee**
It was RESOLVED to approve the draft minutes as a correct record of proceedings.
- FC22/23-37.ii **Minutes of meeting Tuesday, 10 May 2022 of Finance Committee**
It was RESOLVED to approve the draft minutes as a correct record of proceedings. (It was noted that recommendations within the minutes had already been considered and dealt with by council.)
- FC22/23-38 **Minutes of recent meetings of committees of the council and consideration of any recommendations contained therein**
- FC22/23-38.i **Draft Community Committee Minutes 14 June 2022**
It was RESOLVED to note the draft minutes of the most recent meeting of the Community Committee.
- FC22/23-38.ii **Draft Finance & Governance Committee Minutes 21 June 2022**



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It was RESOLVED to note the most recent draft minutes of the committee.

FC22/23-38.iii

Draft Environment & Planning Committee Minutes 12 July 2022

It was RESOLVED to note the draft minutes of the most recent meeting of the Committee.

Members considered the recommendations made by the committee regarding submission of Community Infrastructure Funding bids to Milton Keynes Council (Minute reference EPC22/23-7 which were supported by an additional officer report containing information not available to the committee.

Following discussion it was RESOLVED that three applications to the scheme for be made for the following projects.

- 1 Purchase and maintenance of pavement planters on the south side of Queensway which would increase civic planting and act as a barrier to those parking on the pavements. Estimated total cost for first year £9,850 which would mean a Town Council contribution of £4,925. Ongoing impact on precept for subsequent years would be 48p per average band D dwelling.
- 2 Purchase and installation of signage to multi-storey car park at Bletchley Leisure Centre. Estimated cost up to £20,000 in first year which would mean a Town Council contribution of £10,000 in the first year but these costs were very approximate as dependent on number of signs. Subsequent maintenance would not be expected in the near future.
- 3 Purchase and deployment of a set of two speed indication devices and suitable posts at 3-4 locations including Jersey Drive. Estimated cost in first year £11,000 which would mean a Town Council contribution of £5,000. Ongoing impact on precept for maintenance and deployment would be 50p per average Band D dwelling.

The Clerk was instructed to work with Milton Keynes Council towards achievement of the planters and the signage outside the CIF scheme or at an earlier date because of the seriousness of parking problems in Bletchley.

(Cllr Khanom left the meeting.)

FC22/23-38.iv

Employment Policy Committee scheduled for 5 July 2022

It was noted that this meeting had been rescheduled to 2 August 2022.

FC22/23-39

Summary financial report showing income and expenditure against budget for the year to date

It was RESOLVED to note the report.

FC22/23-40

Ratification of list of payments made or due to be made by the council before the next meeting of the Finance & Governance Committee

It was RESOLVED to ratify the list of payments included with the agenda.

FC22/23-41

Exclusion of Public and Press

It was RESOLVED that under S1 (2) of the Public Bodies (admissions to Meetings) Act 1960 members of the public be excluded from the meeting for the remaining items on the agenda is publicity would be prejudicial to the public interest. In the case of agenda items 12 to 14 this was because reports to be discussed contained commercial sensitive information. In the case of agenda item 15 the report to be discussed contained confidential personal information.



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FC22/23-42 **Arrangements for awarding of the Christmas Lights contract at completion of current tender process**

Following approval of a scheme specification by the Environment and Planning Committee the Town Council had issued an open invitation to tender for its Christmas Lighting contract for the period 2022-2024 which was expected to cost c £75,000. Members discussed a confidential report including proposed scoring and weighting system for evaluation of tenders for the three-year contract. It was necessary to award the tender no later than 12 August 2022 to be sure of securing a display for Christmas 2022.

It was RESOLVED to approve the scoring system for the tenders as described in the report and to appoint Cllrs Ely, Haine and Hume to score the tenders and award the contract on behalf of the council.

FC22/23-43 **Award of contract for painting of renovated window frames at Sycamore House**

It was RESOLVED to award a contract to the value of £9,985 to ESK for the painting and decorating of the exterior of Sycamore House. Alternative quotes were considered which were less expensive but the ESK quotation including methods and materials to be used was considered the most suitable for a listed building and would be the most economic over time.

FC22/23-44 **Award of specialist contract for leasing of equipment to be used in devolved delivery of landscape maintenance services for Milton Keynes Council from 2023**

A confidential report providing alternative costings for lease of equipment which would be used to undertake delivery of the landscaping contract to be devolved by Milton Keynes Council to Bletchley and Fenny Stratford Town Council had been circulated. The Chair of the Council's Finance Committee also gave an oral report on a meeting held on Wednesday between the Town Council's Landscaping Working Group and Nick Hannon, Head of Environment and Waste at Milton Keynes Council on 20 July 2022.

It was noted that procurement of Milton Keynes Council's waste and environment contract had been delayed and the existing contract had been extended by up to 6 months. Therefore the Town Council's start date for delivery of devolved services would be moved from 1 April to September 2022. It had been determined that the Blue Lagoon and the regeneration sites in the Lakes Estate would not be included in the devolved service but that otherwise Housing Revenue Account land would be included. The delay in procurement was primarily because of the complexity of the process for Milton Keynes but also to accommodate current long lead times for vehicles and equipment.

The working group had obtained quotations based on placing an order in August 2022 and acquiring equipment for a start date on 1 April 2022. It was now recommended by the group that the order was still placed in August to accommodate any potential delay in delivery and increases in costs even though the equipment would not be fully utilised between April and September (although some work on the Council's own property would be undertaken during this time).

Following discussion it was RESOLVED that an order be placed with Browns, Leighton Buzzard for lease of two ride on mowers (Kubota F251 60" and Kubota F391 72") one bank/rough mower (Grillo 10 AWD27 mower)



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and one chipper (Greenmech EVO165D) at a total cost of £74,160 over a five-year period beginning in April 2022.

Contract Hire	Monthly Lease	Total for 5yrs
Ride on Mower 72"	£385 X2 Required = £770	£46,200
Bank/Rough Mower	£145	£8,700
Chipper	£321	£19,260
		£74,160

FC22/23-45

Pride in Bletchley Community Award winners to be announced at the Bletchley Big Street Eats

It was RESOLVED that the winners of the 2022 Pride in Bletchley Community Awards selected by the Councillor judging panel from a list of community nominations be noted as shown below.

Award	Winner	Runner-up
Culture Award	Lulu McCoy	-
Sport Award	Bletchley and District Swim Club	Geoff Aldridge
Lifetime Achievement Awards	Alan Pearce Ken Mott	
Customer Service Award	Café Mediterraneo	Emporium MK
Volunteer or Charity Award	Sarah Evans	Bletchley Green Gym
Young Volunteer Award	Megan Webb	Carrie's Clean Up Crew

It was RESOLVED to approve the arrangements made to announce the winners and make the awards on the stage at the Bletchley Big Street Eats on Saturday 30 July 2022. The Chair of Council would present the awards to those able to attend and alternative arrangements would be made for those you could not be present. (A press release would be issued at the weekend.)

Judging of the allotment awards would take place on Thursday 28 July 2022.

The meeting closed at 9.19 pm

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Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Environment and Planning Committee of Bletchley and Fenny Stratford Town Council held at Sports Hall - Newton Leys Pavilion on Tuesday, 12th July, 2022 commencing at 7.30 pm

Present: Cllrs S Porter, A Segebrecht, Clark, R Haine, E O'Rourke and A Palmer

Absent: Cllr L Campbell

Apologies: Cllrs R Graham and E Kelly-Wilson

In attendance: Delia Shephard (Town Clerk)

Min Ref

- EPC22/23-1** **Members' apologies for absence**
It was RESOLVED that the apologies for absence listed above be noted.
- EPC22/23-2** **Members' declarations of interest in matters on the agenda**
No declarations were made.
- EPC22/23-3** **Public Speaking Time**
There were no representations from members of the public.
- EPC22/23-4** **Review of planning applications due for determination by Milton Keynes Council**
- EPC22/23-5i** **21/03766/FUL - 64 -66 And 70 Simpson Road, MK1 1BA - Demolition of existing buildings supplies warehouse and construction of 103 residential units with associated parking and landscaping**
It was RESOLVED to note that additional information had been provided in respect of this application which was yet to be determined.
- EPC22/23-6** **Specification for Christmas Lights contract for the next 3 years**
It was RESOLVED that the draft specification included in the agenda pack be approved with no amendments. Members noted that a formal tendering process would now take place in accordance with the Town Council's financial regulations.

It was RESOLVED that officers seek information to enable the preparation of a long-term infrastructure plan (including financial implications) which, if adopted, would facilitate improvements to the annual display. The Clerk noted that any works to be undertaken would be costed by MK Council's Highways Department's approved contractor (Ringway) and permission for all infrastructure works would be necessary from MK Council.
- EPC22/23-7** **Options for submission of a Community Infrastructure Funding bid to Milton Keynes Council for recommendation to Council**
The Clerk advised that all members of council had previously been asked on several occasions to put forward ideas to be researched or CIF projects. None had been received which meant that the timescale for development of ideas was now tight. Any applications would need to be approved by full council on 26 July 2022 in order to meet the scheme deadline for applications on 26 August 2022. The Clerk noted that projects would need to be costed and included in the budget and financial plan for 2023-2024.



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Following discussion, it was RESOLVED that the following options (in order of priority) be researched for consideration by full council:

- 1 Installation of planters on Queensway and Aylesbury Street with a view to deterring pavement parking and improving the appearance of the town centre
- 2 Installation of signage on the Bletchley Leisure Centre Multi Storey car park building with additional signs at locations to be determined in the town centre with a view to encouraging use of this parking facility
- 3 Acquisition of Speed Indication Devices for deployment around the town (no locations specified) with a view to deterring speeding

EPC22/23-8 **Consideration of specification for environmental/carbon audit for Bletchley and Fenny Stratford and development of climate change action plan**

Members reviewed a carbon footprint report for Bletchley and Fenny Stratford Carbon which had been generated using the Centre for Sustainable Energy's impact tool. The Clerk advised that the development of an environmental/carbon audit for the Town Council's own activities was overdue and a specification was required to enable this work to go forwards or to agree another approach. It was RESOLVED to allocate this item of business to the Climate Change Sub-Committee to enable preparatory work to be done and reported back to the next meeting of the Committee.

EPC22/23-9 **Date for meeting of the Climate Change Sub-committee**

It was RESOLVED to hold a meeting of the Climate Change Sub-committee on Wednesday 20 July 2022 at 5 pm to be held at Sycamore House.

EPC22/23-10 **Report on allotment site occupancy and maintenance**

The Clerk advised that this report had not uploaded properly to the meeting pack and therefore a copy would be supplied to all members after the meeting. As this was a standing agenda item a further report would be supplied at the next meeting. Meanwhile the Clerk advised that occupancy rates were high on all sites.

EPC22/23-11 **Update report on progress with transfer of Newton Leys Football pitches**

Members discussed the written report on the transfer of Newton Leys Allotment football pitches which had been circulated with the agenda. It was RESOLVED to note the report and the fact that the pitches were not yet in a satisfactory condition for transfer to the Town Council or for Milton Keynes Council to approve the transfer. It was RESOLVED to take no further action on the other issues raised in the report (ie landscaping works, CCTV to protect the site) until a realistic transfer date was imminent.

EPC22/23-12 **To consider a proposal for landscaping of former pump house site at Manor Road**

Members considered a written report proposing that landscaping works be undertaken on the site of the former lock up building on Manor Road near Water Eaton Road Allotments in order to introduce new topsoil and seed the area with native wildflowers and grasses. Low level fencing would also be introduced to prevent parking on site. It was anticipated that works would cost a maximum of £600 excluding signage and could be undertaken in house.

It was RESOLVED to proceed with the proposed works as set out in the report and to refer the matter of the signage to the Climate Change Sub-committee.



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The meeting closed at 8.26 pm

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Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Community Committee of Bletchley and Fenny Stratford Town Council held at Sports Hall - Newton Leys Pavilion on Tuesday, 14th June, 2022 commencing at 7.30 pm

Present: Cllrs T Stephens, M Wymer, L Campbell, S Browne, E Kelly-Wilson and Palmer

Absent: None

Apologies: Cllrs R Graham and A Khanom

In attendance: John Fairclough (Support Services Manager) and Louise Salmon (Support Services and Community Engagement Officer)

Min Ref

FC22/23-1 **To note apologies for absence**

It was RESOLVED to note the apologies as listed above

FC22/23-2 **To note Member's declarations of interest in matters on the agenda**

No declarations of interest were made.

FC22/23-3 **Public Speaking Time**

There were no representations from members of the public.

FC22/23-4 **Community Grant Applications**

FC22/23-5 **Community grant application from Milton Keynes Irish Welfare Support Group in the sum of £500 to contribute towards a fun day for Ukrainian Refugee Children and their families**

An application for a community grant had been received from the Milton Keynes Irish Welfare Support Group and representatives were present to answer any questions from members. It was RESOLVED that a grant in the sum of £500 be granted to host an event for Ukrainian Refugee children and their families.

FC22/23-6 **Community grant application from Ride High Children's Charity in the sum of £3,600 to support 6 young people from the local area to attend the programme**

An application for a community grant had been received from Ride High Charity and a representative was present to answer any questions from members. It was RESOLVED that a grant in the sum of £1,800 be granted to support 6 young local people to attend the Ride High Programme.

FC22/23-7 **Report from Milton Keynes Play Association**

The report was noted and it was RESOLVED that the officer team would research attendance figures and sign up process further with MKPA.



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FC22/23-8 Report on the Queen's Jubilee Celebrations within Bletchley and Fenny Stratford

Cllr Stephens delivered the report on the Queen's Jubilee Celebrations and it was RESOLVED that letters of thanks would be sent out to the various groups that were involved in putting on the different events.

FC22/23-9 Report on Town Council events programme

The Support Services Officer delivered a report on the events that have been delivered to date and what's coming up for the remainder of 2022.

FC22/23-10 White Ribbon action plan

It was RESOLVED that the officer team would take on the action plan and prepare a report on the current status of progress with the Council's White Ribbon accreditation plans.

FC22/23-11 Community Engagement Policy

It was RESOLVED to approve the Community Engagement Policy for 2022/2023.

FC22/23-12 Set meeting date for the Community Events Sub-Committee

It was RESOLVED that the events sub-committee would meet 28 June 2022 at 7.30pm.

The meeting closed at 8.42 pm



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Minutes of a meeting of the Employment Policy Committee of Bletchley and Fenny Stratford Town Council held at Meeting Room - Newton Leys Pavilion on Tuesday, 2nd August, 2022 commencing at 7.30 pm

Present: Cllrs K Ely, E Hume and E Kelly-Wilson

Absent: Cllr M Imran

Apologies: Cllr G Bedford

In attendance: Delia Shephard (Town Clerk) (Clerk)

Min Ref

EMPC22/23- 1 **Councillors' apologies for absence**
It was RESOLVED to note the apologies and absences as listed above.

EMPC22/23- 2 **Councillors' declarations of interest in matters on the agenda**
There were no declarations of interests made by councillors.

EMPC22/23- 3 **Public Speaking**
There were no representations from members of the public.

EMPC22/23- 4 **Exclusion of Public and Press**
It was RESOLVED that members of the public and press be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted which could include discussion of individual employees and circumstances of individual incidents.

EMPC22/23- 5 **Confidential report on health and safety matters**
The Clerk gave a confidential oral report on health and safety matters, noting that there had been no recorded accidents at work amongst staff since the last report and no near misses amongst the staff team.

The annual general health and safety risk assessment visit by WorkNest was scheduled for Monday 8 August 2022 and thereafter individual visits to specific premises would be scheduled for individual assessments. The outcome of these visits and the subsequent reports would be reported to the committee in due course.

Following the outcome of staff appraisals, the staff management team had been giving attention to the safety of lone workers. The lone working fob previously held at NLP had been allocated to the Bookings and Facilities Officer. An additional fob would be needed for the Landscaping Officer in due course as more time was spent out of the office.

Health and Safety arrangements for the recent Big Street Eat had been satisfactory. There had been a small number of minor injuries dealt with by the First Aid providers and one behavioural incident dealt with by security which necessitated calling the police. This took place during the pack up period.

The IOSH Managing Safely qualification was now held by 6 members of staff (though



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update training might be needed for the Town Clerk and EPM) and this had helped with wider awareness of health and safety matters across the whole team.

The clerk expressed concerns about activities undertaken at NLP both inside and outside the building during party bookings. Recently these has included the use of fireworks next to a road, racing of vehicles and introduction of gas cylinders and other unauthorised equipment for cooking etc. It was fortunate that none of these issues had caused serious injury or significant damage to property. The clerk advised that prompt and serious attention be given to further actions to address these issues which were exposing the council to potential financial and reputational damage and presenting risks to all users of the buildings including staff. A further and most important issue was the considerable impact on local residents.

Members discussed the issues noting the differences between different sets of premises and considering the efficacy of the remedial health and safety measures which had already been put in place at Newton Leys eg use of security personnel. It was further noted that management of different aspects of the community buildings fell within different committees (ie Finance and Governance, Community and Employment Policy).

It was RESOLVED to establish a task and finish group to review the operation and business model of Newton Leys Pavilion and all aspects of usage, bookings and conditions of hire. The Group would be chaired by Cllr Kelly-Wilson and would also include the chair of the employment policy committee, the chair of the Finance Committee and the chair of the community committee. (The task and finish group would be supported by the clerk.) Following its review work the task and finish group would make recommendations to full council or to committees as appropriate.

Meanwhile it was agreed to continue with attendance of security personnel at large bookings and to pass on costs to new bookers with effect from 1 August 2022 as previously agreed.

EMPC22/23- 6 **Revised employment handbook**

Members reviewed proposed minor amendments to the employment handbook which made more explicit reference to the Green Book on which the Town Council's contracts were based. It was RESOLVED that the amendments be approved and incorporated into the employment handbook which would be re-dated August 2022 and issued to staff as soon as possible.

EMPC22/23- 7 **Revised model contracts**

Members reviewed proposed minor amendments to the Town Council's model contracts which had been recommended following a review by WorkNest, the Town Council's employment law advisors. It was RESOLVED to approve the proposed additional wording in the section on termination of employment and contractual notice clause 17 "We reserve the right to bring your employment to an end immediately without notice and make a payment to you in lieu of the required notice."

EMPC22/23- 8 **Draft statement of intent on training and development for councillors and employees**

A draft statement of intent on training and development for councillors and employees was discussed. The Clerk noted that this or a similar document was recommended good practice for all town and parish councils and was qualification requirement for the local council award scheme.



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It was RESOLVED that the draft statement be recommended to full council for adoption on 27 September 2022 without revision.

EMPC22/23- 9 **Exclusion of the public and press**

It was RESOLVED that members of the public and press be excluded from the meeting during the consideration of the following two items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. These items would include discussion of individual staff performance and details of terms and conditions of employment.

EMPC22/23- 10 **Summary report on completion of employee performance reviews**

A confidential report summarising the outcome of the 2022 appraisal process for all members of staff (excluding the clerk whose appraisal had not yet been undertaken) was discussed in some detail. Councillors noted the standard of performance from the staff team which was deemed high in most cases.

Councillors noted the additional work which had been undertaken by those members of staff who had supported the Bletchley Big Street Eat and it was RESOLVED to offer an additional day of holiday to those who had worked on that day to be added to the August Bank Holiday weekend.

EMPC22/23- 11 **Confidential Staff Report**

A confidential report examining likely future staffing requirements alongside the council's delivery plan and known aspirations was reviewed and discussed in detail.

i Job Description Updating

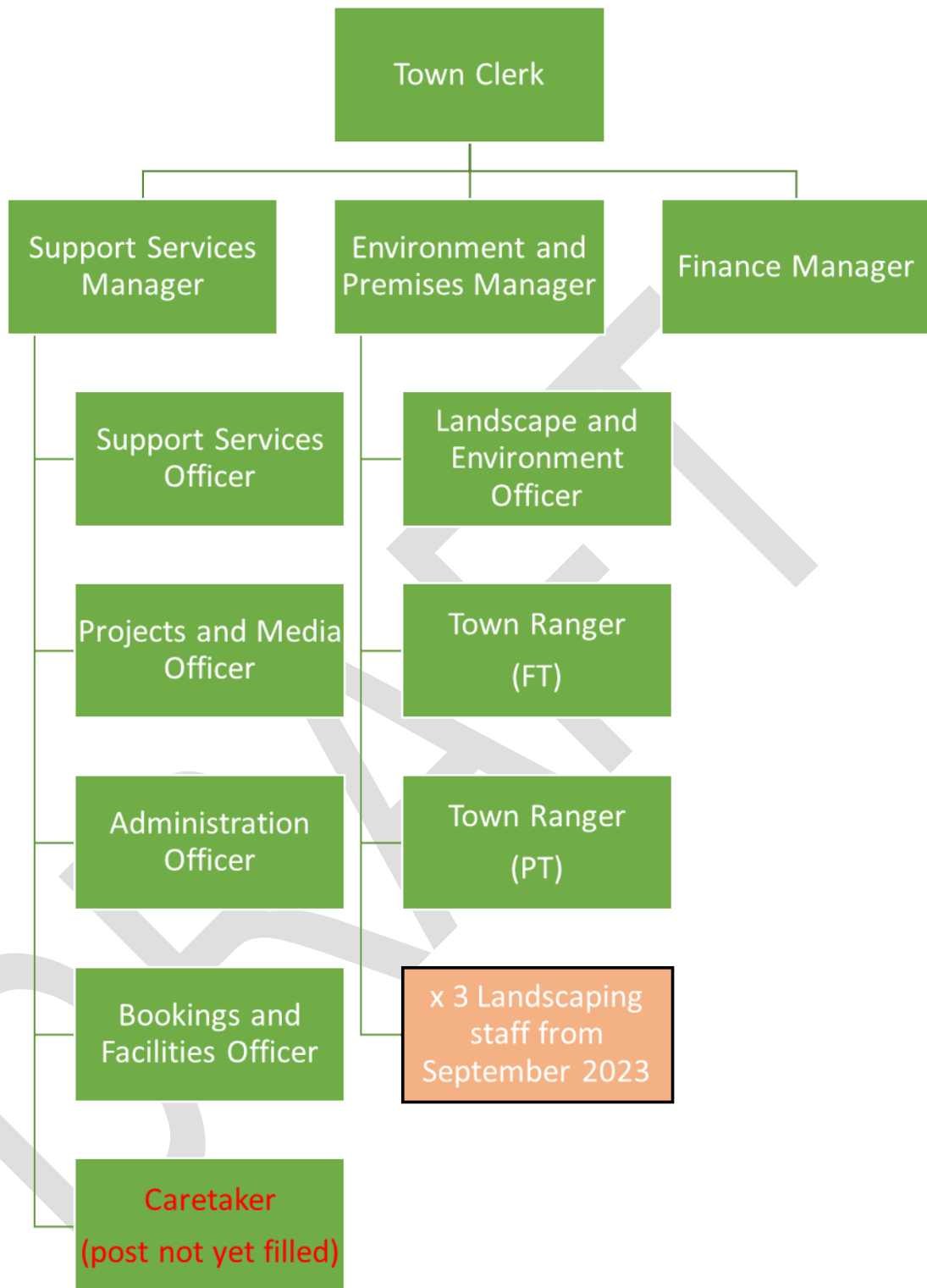
It was RESOLVED to update the following job descriptions to reflect current and planned activities and responsibilities

- Environment and Premises Manager
- Projects and Media Officer
- Landscaping Officer
- Bookings and Facilities Officer
- Town Rangers

As shown in the documents attached to the agenda.

ii Amendment to Reporting Structure

It was RESOLVED to adjust the staff structure so that the bookings and Facilities Officer and the Caretaker (vacant post) report to the Support Services Manager with immediate effect ready for planned increases to the Environment and Premises Manager's staff team in 2023 and a revised organisation chart was approved as shown below.



iii Current and future personnel issues

Members noted that facilities and bookings administration would increase once Sycamore Hall was available to let. Meanwhile the Bookings and Facilities Officer was unable to spend sufficient time health and safety responsibilities due to high volume of bookings. It was agreed that further work on a better customer journey through improved software would be explored but that the outcome of the review of NLP could



Bletchley and Fenny Stratford Town Council

also influence this workload. It was further noted that as financial transactions increased the work of the RFO would also increase.

Members noted that the Finance Manager's role was part time and in the event of long-term absence it would be necessary to buy in support from a third party as previously.

Members noted that the Support Services/Community Officer had concentrated on events and community engagement during 2022 due to availability of one-off funding from Milton Keynes Council. If the programme of events were to be repeated in 2023 this would need to be accommodated in the budget.

The confidential report included information about pay, salary levels needed to recruit and retain good quality staff in the last 12 months and likely impact of the cost of living crisis on pay and employment. During discussion two posts were identified as needing pay re-evaluation and a request from another member of staff for pay re-evaluation in the light of changes to a JD was also noted.

The Clerk had reported that the Bucks LGPS fund was due for revaluation in 2022 which could affect employer superannuation contribution rates adversely. Also, the current incomplete pay negotiations between the National Employers and the NJC Trade Unions suggested a pay increase for 2022-2023 which exceeded the Town Council's budgeting for 2022-2023. The report concluded that adding to staff headcount at the present time would have considerable impact (especially as the Town Council was already committed to taking staff under TUPE regulations during 2023). Members agreed with the conclusion of the report that the Council must focus on prudent financial management efficiency savings and productivity improvements rather than recruitment. The Clerk expressed the view that members must consider all proposed new council activities in terms of impact on workload and personnel.

The meeting closed at 9.28 pm

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Draft

Statement of Intent on Training and Development for Employees and Elected Members

Doc Name DraftTSI.2022.V1	Status: Draft	For adoption July 2022	Review Date: July 2023
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Bletchley and Fenny Stratford Town Council's Commitment to Training & Development

The Town Council's Commitment to Training and Development

Bletchley and Fenny Stratford Town Council is committed to providing employees and elected/co-opted members with the necessary training and development opportunities to ensure the Town Council can meet its aims and objectives. This will be achieved by supporting and developing the skills required to deliver high quality services along with management skills to manage and plan those services.

Bletchley and Fenny Stratford Town Council encourages employees and elected members to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the Town Council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the Town Council's aims and objectives.

The Town Council will commit itself to and adopt the following objectives:

- To develop councillors and employees to achieve the objectives of the Town Council
- To review training needs regularly and to plan training and development for councillors and employees
- To continue to provide training and development opportunities throughout the whole term of office/period of employment
- To evaluate the Town Council's investment in training and development on a regular basis and to assess achievement and to improve future effectiveness.
- To provide an adequate annual budget for the provision of member and employee training and continuous professional development

Identification of Training Needs

i Elected/Co-opted Members

On election or co-option all councillors will be provided with induction training from the Town Clerk/Officer Team and provided with relevant Town Council policies and procedures. These documents will be updated on a regular basis and can be accessed using the Council provided tablet. All newly appointed councillors will also be encouraged to attend induction/refresher training provided by the Town Council's authorised external trainers.

All future newly elected chairs will be provided with induction training from the Town Clerk and are encouraged to attend external chairmanship training skills provided by the Town Council's authorised external trainers.

Councillors are encouraged to reflect on their own performance in role and to identify their training needs and request authorised training at any time through discussions with the Town Clerk.

Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office

Specialist-in-house training will be provided on an ad-hoc basis.

The Town Clerk is authorised to consider and approve requests from councillors to attend training from both authorised and 'non-authorised' training providers. However, the councillor request must identify how the training development will meet the aims and objectives of the Council and how the training development will meet the service areas delivered. If the Town Clerk refuses the training request, reasons must be provided to the member who will have the opportunity to request the Finance and Governance committee to consider and review the Town Clerks decision

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Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Finance and Governance Committee of Bletchley and Fenny Stratford Town Council held at Sports Hall - Newton Leys Pavilion on Tuesday, 23rd August, 2022 commencing at 7.30 pm

Present: Cllrs S Browne, K Ely, R Graham, R Haine, E Kelly-Wilson, M McDonald, T Stephens and M Wymer

Absent: Cllrs E O'Rourke

Apologies: Cllrs A Segebrecht

In attendance: Delia Shephard, Town Clerk and Alison Brown, Finance Manager (acting as clerk to the committee)

Min Ref

FC22/23-8 **Councillors' apologies for absence**

It was RESOLVED to note the apologies listed above.

FC22/23-9 **Councillors' declarations of interest in matters on the agenda**

There were no declarations of interest.

FC22/23-10 **Minutes of the previous meeting of the committee**

It was RESOLVED that the draft minutes of the previous meeting on 21 June 2022 be approved as a correct record. The Finance Manager apologised for not circulating the sustainability report from CCLA and would action with immediate effect.

FC22/23-11 **Public Speaking Time**

There were no representations from members of the public.

FC22/23-12 **Financial management information report showing income and expenditure against budget for the year to 31 July 2022**

The Finance Manager reminded the committee that the budgets for energy consumption were under pressure from increasing market prices and the budgeted increase for salary costs was inadequate based upon the latest Employer Offer to the Unions. It was RESOLVED to note the report.

FC22/23-13 **Cash and investment reconciliations to 31 July 2022**

It was RESOLVED to note the reconciliations.

FC22/23-14 **Balance sheet as at 31 July 2022**

It was RESOLVED to note the balance sheet.

FC22/23-15 **List of payments made or due to be made to 31 August 2022**

It was RESOLVED to ratify the list of payments.



Bletchley and Fenny Stratford Town Council

FC22/23-16 Outcome of any tender processes completed since the last meeting of the council

It was reported that the highest scoring bid for the provision of festive lighting had been Gala Lights following scoring of all bids by nominated councillors as previously agreed by the committee. It was RESOLVED to ratify the award of the contract to Gala Lights.

Cllrs Stephens and Wymer had given input into the choice of specific decorations on behalf of the Community Committee.

FC22/23-17 Recommendation from the Community Committee that a sum of £25,000 be included in the 2023-2024 budget to enable a repeat of the Bletchley Big Street Eat event (funds to be taken from reserves if necessary)

This recommendation was discussed and the committee agreed this should be considered as part of the wider budget planning process for 2023-24 and should be funded from revenue rather than reserves.

The clerk noted that officers would find it helpful to have an indication about funding as soon as possible so as to permit preparations. Members discussed the need for the Community Committee to consider generate additional funds through grant applications to, for example, the Arts Council or investigate savings elsewhere to meet the additional expenditure.

It was RESOLVED to recommend to staff that provisional bookings be made in respect of a repeat of the Big Street Eat event in July 2023 subject to determination of the budget.

FC22/23-18 Premises report and consider any recommendations therein for expenditure of building maintenance or repairs

FC22/23-19 To approve quotations for necessary plumbing works at Fenny Stratford Community Centre

It was RESOLVED that CME be appointed to carry out necessary plumbing works at Fenny Stratford Community Centre at a cost of £4,070.

FC22/23-20 To approve quotations for structural works to Sycamore House roof following recommendations in structural survey

It was RESOLVED that MK Roofing be appointed to carry out the necessary structural works at Sycamore House at a cost of £2,550.

FC22/23-21 To review the following policy matters for recommendation to full council

FC22/23-22 To consider specification for sun shade construction for Newton Leys Pavilion

The Clerk reminded members of the previous procurement for the sun shade construction at Newton Leys Pavilion, where the contractor who was appointed to install a retractable sun shade was unable to fulfil the contract as the specification had not been fully understood.



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Prior to another procurement process, members were requested to choose between the three options of Fixed Sail, Rigid Structure or Retractable.

It was RESOLVED that the procurement process should be based upon a retractable sun shade.

FC22/23-22i **To review councillor request to reconsider provision of elected councillors' allowances and to make any necessary recommendations to full council on 27 September 2022**

It was RESOLVED to recommend this matter for further consideration by full council on 27 September 2022.

FC22/23-22ii **To review draft code of conduct for recommendation to full council on 27 September 2022**

Councillors noted the clerk's report explaining changes to Milton Keynes Council's Code of Conduct which had been recommended for adoption by all town and parish councils within the Milton Keynes borough.

It was unanimously RESOLVED to recommend to full council that the Milton Keynes Council Code of Conduct (which was in conformity with the Local Government Association Model Code of Conduct promoted by NALC) be adopted at the next meeting of council on 27 September 2022.

FC22/23-22iii **To consider changes to the Council's public participation in meetings policy for recommendation to full council on 27 September 2022**

The Clerk advised that the proposed changes to the policy document were to accommodate hybrid meetings and the ability to publish or webcast meetings through social media where equipment was available.

It was RESOLVED to recommend the draft revised policy document to full council for adoption.

FC22/23-23 **To consider funding of refurbishment and development of Sycamore Hall and House**

The Clerk introduced this item and stated members were not required to make a decision, merely to start considering the potential cost implications prior to the additional full council meeting on 12 September 2022. Sources of funding from PWLB and grants cannot be accessed until more detailed costings are available and timescales identified.

The Chair summarised the progress to date of the Sycamore Buildings Working Group. Costings for the four options varied between £1.807 and £1.881m and two schemes were identified as preferred; options A1 and B1. The Chair also reminded members that current costings will substantially increase in the next twelve months given predicted inflation rates.

The meeting closed at 8.36 pm

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Agenda Item	Councillors' Allowances		
Council/Committee	Finance and Governance Committee		
Meeting Date	23 August 2022	Report Writer	Delia Shephard Town Clerk
Purpose of report	To provide information for members following request for review of council policy position on provision of allowances for councillors		
Strategic Priorities	Robust with resources Closer to our community		
Budget Codes and Costs	106 – Democratic services Up to £13,392 per year for remainder of term plus processing costs		
Environmental Implications	N/A		
Community Safety Implications	N/A		
Equality/Inclusion Implications	Equality and inclusion implications are included in report.		
Other legal implications	Local Authorities (Members' Allowances) (England) Regulations 2003		
Supporting Documentation (if any)	Report of Milton Keynes Council Independent parish remuneration panel 2021		
<p>Background</p> <p>Local councils in England are able to pay a 'parish basic allowance' (PBA) for each year to its chair only or to each of its elected members (Regulation 25). Co-opted councillors may not receive this allowance.</p> <p>In addition to this Regulation 26 permits a local council to pay both elected and co-opted members expenses in respect of travelling and subsistence in connection with certain categories of activities for example attendance at a meeting of council, performance of other specified duties and so on. This report concerns the PBA only.</p>			



The clerk has received a request that the council's policy on provision of PBA be reconsidered given the current cost of living crisis.

Basic Allowance

The PBA is not a salary. It is a sum calculated to cover the expenses that are normally associated with the basic duties of being a local councillor. The purpose is also **not** to reimburse individual councillors for travelling and subsistence as these expenses are treated differently.

If the council wishes to start paying a PBA it will need to pass a resolution to that effect stating what allowances are to be paid and to whom (eg chair only or all councillors) and post a notice for at least 14 days which includes:

- information about the BPA amount recommended by the local parish remuneration panel
- the levels of allowance which the council has decided to pay and to whom
- a statement that in deciding to pay an allowance the council has had regard to the recommendations of the local parish remuneration panel.

In Milton Keynes the local parish remuneration panel last reported in 2021 and a copy of its report is attached. The report explains the importance of providing an allowance if councils are to attract members from all social and economic backgrounds. For example, this council has an expectation that members will have access to the internet which may not always be the case and this could be one way the allowance could be used.

The PBA level has been set at a maximum of £837 yearly. If the council decides to pay this allowance it would be distributed monthly or quarterly (in arrears) through our payroll. The council is obliged to deduct income tax. (The receipt of the allowance could potentially affect members' income tax or benefits status.) At the end of the year the council is further obliged to publish a notice in a conspicuous place with details of all payments and the recipients of PBA as with travelling and subsistence allowances.

Regulation 32 entitles any councillor to elect in writing to the proper officer to forgo any or all entitlement to their allowance.

Financial Implications

Currently the council has 16 elected members who would be eligible for the allowance, three co-opted members who would not be eligible and two vacancies. Therefore the annual cost could be up to £13,392 with additional costs for processing of the payments via our payroll provider. (In the event of a fully elected council this would rise to a maximum of £17,577 each year) This would require an additional £13,392 on the budget for 2023-2024 and an increase in average band D precept of £2.46.

Officer Recommendation This is a policy matter for councillors not officers but attention is drawn to the importance of equality of opportunity and diversity within the council body. Whilst many councillors may wish to retain their unpaid status this may not be feasible for all members of the community who wish to serve as councillors now or in the future.



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Code of Conduct

Filename and version	Status	Date adopted	Review date
Draft Bletchley and Fenny Stratford Town Council Code of Conduct September 2022 V1	Draft	27 September 2022	May 2023

This code applies to elected and co-opted councillors and to non-councillors who may be co-opted to serve as members of committees or sub-committees of the council. Officers are subject to a separate code of conduct.

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

All councils are required to have a local Councillor Code of Conduct.

This Code of Conduct shall be reviewed at the annual meeting of the Council and in response to any review undertaken by the National Association of Local Councils or the Local Government Association.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Local Government Association and the National Association of Local Councils encourage the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings

- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

The general conduct guidance follows below:

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and **inform the local authority, the relevant social media provider and/or, if appropriate, make a report to the police**. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at

least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- **4.1 I do not disclose information:**
 - **a. given to me in confidence by anyone**

- **b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - **i. I have received the consent of a person authorised to give it;**
 - **ii. I am required by law to do so;**
 - **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - **iv. the disclosure is:**
 - **1. reasonable and in the public interest; and**
 - **2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - **3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other

councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- **a. act in accordance with the local authority's requirements; and**
- **b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

9. Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

8. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You

may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

9. Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

10. Where a matter (referred to in paragraph 7 above) **affects** the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.

Table 1: Disclosable Pecuniary Interests

Subject	Description
<p>Employment, office, trade, profession or vocation</p>	<p>Any employment, office, trade, profession or vocation carried on for profit or gain.</p>
<p>Sponsorship</p>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<p>Contracts</p>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>

Table 1: Disclosable Pecuniary Interests

Subject	Description
Land and property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <ul style="list-style-type: none"> (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	<p>Any beneficial interest in securities* of a body where—</p> <ul style="list-style-type: none"> (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— <ul style="list-style-type: none"> (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share

Table 1: Disclosable Pecuniary Interests

Subject	Description
	capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interest

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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Public Participation in Formal Council and Committee Meetings

Policy adopted: May 2020

Review date: Due

Version V3.August 2022.draft

Policy on Public Participation in Formal Meetings

Background

Bletchley and Fenny Stratford Town Council recognises its responsibility to promote the democratic process and to listen, consult, inform and respond to the local community through many different forms of community engagement and communications.

One way in which the Town Council engages with the community is by listening to representations about items on the agenda at any meeting and receiving formal questions at Full Council meetings.

Objective

The objectives of this policy are:

- 1** To encourage and promote public attendance at formal council and committee meetings and participation in the public speaking part of the meeting
- 2** To provide clear information for members of the council and the public about the rules to be followed concerning public speaking at meetings

Scope

The policy applies to formal meetings of the full council and its committees and sub-committees whether these are conventional meetings of the council held with all participants in one room or whether they are and hybrid meetings of the council held online and in a meeting room.

Full Council and Committee Meetings

- 1** Meetings of the Town Council and its committees are not public meetings; they are meetings held in public so that the community can observe the decision making process. There is no requirement in law to provide an opportunity for the public to question the council or make spoken representations at a meeting but the council welcomes the opportunity to provide a short public speaking session at all formal meetings.
- 2** The public speaking time will take place near the beginning of the meeting.
- 3** At committee meetings members of the public may make representations about items on the agenda only.
- 4** At full council meetings members of the public may make representations about items on the agenda and may also ask questions of the council which need not be about items on the agenda.
- 5** A member of the public who wishes to make a spoken representation or ask a spoken question at a specific meeting should notify the clerk to the meeting by noon on the working day **before** the day of the meeting¹ Speakers should provide contact details and a copy of the question to be asked (full council only) or the subject of the agenda item on which they wish to address the meeting.

1

6

- 7 The clerk will contact the member of the public to make arrangements with them. In the case of hybrid meetings, The clerk will liaise with members of the public who wish to make representations remotely this will not always be possible as some meeting rooms do not have hybrid facilities.
- 8 The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed **15** minutes unless directed by the chair of the meeting.
- 9 Subject to standing order 3(f), a member of the public shall not speak for more than **3** minutes.
- 10 Generally, members of the public will be asked to speak in the order in which the council received written requests for participation. However, the chair of the meeting may determine in what order members of the public will be allowed to speak and whether questions to be asked are the same or similar to other questions already asked or answered.
- 3 The chair of the meeting will ensure that all members of the public are heard politely and without interruption and shall ensure that guidelines on abusive or offensive remarks or intemperate language are observed.
- 11 In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or spoken response be given. If a spoken response cannot be given a written response shall be provided within one week of the date of the meeting.
- 12 After the defined period of 15 minutes the public may not participate at any other time during the council meeting except in exceptional cases when the meeting, by formal resolution, agrees to suspend standing orders to allow a member of the public to speak.
- 13 A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- 14 Only one person is permitted to speak at a time. Groups of people who wish to make representations or ask questions should nominate one speaker.
- 15 Photographing, audio-recording, use of social media and filming at physical meetings is permitted from the public seating area during public meetings; we ask that, as a courtesy, prior notice of this intent is provided to the clerk before the commencement of the meeting. Reasonable facilities will be provided for this and for the press to take reports.
- 16 All meetings open to the public are recorded by the council. Hybrid meetings held on line will be live streamed on social media and members of the public who participate should be aware of this fact. The minutes of the meeting will record whether any public participation has taken place. Names of members of the public and their addresses will not be recorded in the minutes.

Reply to: Gavin Forrest
E-mail: gavin.forrest@milton-keynes.gov.uk
Our Ref: 22/01861/FUL
PP-11410795

Bletchley And Fenny Stratford Town Council,
Sycamore House
Drayton Road
Bletchley
Milton Keynes
MK2 3RR

30th August 2022

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)

Town and Country Planning (Development Management Procedure) Order 2015

Application no: 22/01861/FUL

Proposal: Improved redway connectivity with associated works (Regulation 3 application under the Town and Country Planning General Regulations 1992)

At: Blue Lagoon Local Nature Reserve Drayton Road Bletchley

I have received the above application which can be viewed via the Council's Public Access system using the link: <https://publicaccess2.milton-keynes.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RFKNXKKWI3D00> .

I would be grateful to receive any comments you may have about the proposal by **27th September 2022**. Any objections must form a material planning consideration and should you wish for the application to be referred to the Development Control Committee/Panel for determination; an explicit request must be made to that effect. If no reply is received within this period the application may be decided without your comments.

Where a request to refer an application to Development Control Committee/Panel has been received from a Parish or Town Council, an undertaking to attend the meeting to address the

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Civic, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ
01908 691691
www.milton-keynes.gov.uk/planning-and-building

Committee/Panel is expected. Failure to attend a Development Control Committee/Panel, following an undertaking to so do, on two occasions within a 6 month Period will result in;

- a. The Parish or Town Council being barred from requesting an application be referred to Development Control Committee/Panel for a 3 month period from the date of the second incidence; and,
- b. Any applications within that Parish being determined in accordance with the Officer recommendation under delegated powers. This would also be for a concurrent 3 month period and would only take effect in cases where no other parties have lodged objections and requested the case be heard before a Development Control Committee/Panel.

Yours faithfully,

Gavin Forrest
Senior Planning Officer



Planning Service
 Civic Offices
 1 Saxon Gate East
 Central Milton Keynes, MK9 3EJ
 01908 252358
 dcadmin@milton-keynes.gov.uk

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
<input type="text" value="486762"/>	<input type="text" value="232814"/>

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

Contact Details

Primary number

Secondary number

Fax number

Email address

Site Area

What is the measurement of the site area? (numeric characters only).

Unit

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

Has the work or change of use already started?

Yes

No

Existing Use

Please describe the current use of the site

Is the site currently vacant?

Yes

No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- Yes
 No

Land where contamination is suspected for all or part of the site

- Yes
 No

A proposed use that would be particularly vulnerable to the presence of contamination

- Yes
 No

Materials

Does the proposed development require any materials to be used externally?

- Yes
 No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Vehicle access and hard standing

Existing materials and finishes:

concrete

Proposed materials and finishes:

redway surfacing material, please refer to plans

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- Yes
 No

If Yes, please state references for the plans, drawings and/or design and access statement

please refer to supporting letter

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

- Yes
 No

Is a new or altered pedestrian access proposed to or from the public highway?

- Yes
 No

Are there any new public roads to be provided within the site?

- Yes
 No

Are there any new public rights of way to be provided within or adjacent to the site?

- Yes
 No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- Yes
 No

If you answered Yes to any of the above questions, please show details on your plans/drawings and state their reference numbers

please refer to supporting letter

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- Yes
 No

Please provide information on the existing and proposed number of on-site parking spaces

Vehicle Type:

Cars

Existing number of spaces:

13

Total proposed (including spaces retained):

25

Difference in spaces:

12

Trees and Hedges

Are there trees or hedges on the proposed development site?

- Yes
 No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- Yes
 No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- Yes
 No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- Yes
 No

Will the proposal increase the flood risk elsewhere?

- Yes
 No

How will surface water be disposed of?

- Sustainable drainage system
 Existing water course
 Soakaway
 Main sewer
 Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
- Septic tank
- Package treatment plant
- Cess pit
- Other
- Unknown

Are you proposing to connect to the existing drainage system?

- Yes
- No
- Unknown

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- Yes
- No

Have arrangements been made for the separate storage and collection of recyclable waste?

- Yes
- No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- Yes
- No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- Yes
- No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- Yes
- No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- Yes
 No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- Yes
 No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- Yes
 No

Is the proposal for a waste management development?

- Yes
 No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- Yes
 No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- Yes
 No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
 The applicant
 Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- Yes
 No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

Miss

First Name

Elizabeth

Surname

Verdegem

Reference

21/00170/presma

Date (must be pre-application submission)

28/01/2021

Details of the pre-application advice received

please refer to supporting letter

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- Yes
 No

If yes, please provide details of their name, role, and how they are related:

Graham Cox, Head of MKC Highways - Member of staff

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes
 No

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

Yes

No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or
- The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant:

Network Rail

House name:

Network Rail Property Services, North and West and Central Region

Number:

Suffix:

Address line 1:

Baskerville House

Address Line 2:

Broad Street

Town/City:

Birmingham

Postcode:

B1 2ND

Date notice served (DD/MM/YYYY):

19/07/2022

Person Family Name:

Name of Owner/Agricultural Tenant:

Taylor Wimpey South Midlands

House name:

Newton House

Number:

Suffix:

Address line 1:

2 Sark Drive

Address Line 2:

Newton Leys

Town/City:

Bletchley

Postcode:

MK3 5SD

Date notice served (DD/MM/YYYY):

19/07/2022

Person Family Name:

Person Role

The Applicant

The Agent

Title

Mr

First Name

Graham

Surname

Cox

Declaration Date

19/07/2022

Declaration made

Declaration

I / We hereby apply for Full planning permission as described in this form and accompanying plans/drawings and additional information. I / We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

Jennifer Smith

Date

19/07/2022

Reply to: Charlotte Ashby
E-mail: Charlotte.Ashby@milton-keynes.gov.uk
Our Ref: 22/02145/FUL
PP-11422227

Bletchley And Fenny Stratford Town Council,
Sycamore House
Drayton Road
Bletchley
Milton Keynes
MK2 3RR

7th September 2022

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
Town and Country Planning (Development Management Procedure) Order 2015
Application no: 22/02145/FUL
Proposal: Erection of a drive thru coffee unit and associated works
At: 105 - 107 Watling Street Bletchley

I have received the above application which can be viewed via the Council's Public Access system using the link: <https://publicaccess2.milton-keynes.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RH5U88KWIZP00>.

I would be grateful to receive any comments you may have about the proposal by **5th October 2022**. Any objections must form a material planning consideration and should you wish for the application to be referred to the Development Control Committee/Panel for determination; an explicit request must be made to that effect. If no reply is received within this period the application may be decided without your comments.

Where a request to refer an application to Development Control Committee/Panel has been received from a Parish or Town Council, an undertaking to attend the meeting to address the Committee/Panel is expected. Failure to attend a Development Control Committee/Panel, following an undertaking to do so, on two occasions within a 6 month Period will result in;

Planning, Strategic Transport and Placemaking
Civic, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ
01908 691691
www.milton-keynes.gov.uk/planning-and-building

- a. The Parish or Town Council being barred from requesting an application be referred to Development Control Committee/Panel for a 3 month period from the date of the second incidence; and,
- b. Any applications within that Parish being determined in accordance with the Officer recommendation under delegated powers. This would also be for a concurrent 3 month period and would only take effect in cases where no other parties have lodged objections and requested the case be heard before a Development Control Committee/Panel.

Yours faithfully,

Charlotte Ashby
Senior Planning Officer



Planning Service
 Civic Offices
 1 Saxon Gate East
 Central Milton Keynes, MK9 3EJ
 01908 252358
 dcadmin@milton-keynes.gov.uk

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
<input type="text" value="487749"/>	<input type="text" value="234340"/>

Description

Car park at 103 Watling Street, Bletchley

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

Country

Postcode

Contact Details

Primary number

Secondary number

Fax number

Email address

Site Area

What is the measurement of the site area? (numeric characters only).

Unit

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. [View government planning guidance on fire statements](#) or [access the fire statement template and guidance](#).
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or [view government planning guidance on determination periods](#).

Description

Please describe details of the proposed development or works including any change of use

Has the work or change of use already started?

Yes

No

Existing Use

Please describe the current use of the site

Is the site currently vacant?

Yes

No

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

Yes

No

Land where contamination is suspected for all or part of the site

Yes

No

A proposed use that would be particularly vulnerable to the presence of contamination

Yes

No

Materials

Does the proposed development require any materials to be used externally?

Yes

No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Walls

Existing materials and finishes:

N/A

Proposed materials and finishes:

See Proposed Elevations

Type:

Roof

Existing materials and finishes:

N/A

Proposed materials and finishes:

See proposed drawings

Type:

Windows

Existing materials and finishes:

N/A

Proposed materials and finishes:

See Proposed Elevations

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

N/A

Proposed materials and finishes:

See Proposed Site Layout

Type:

Vehicle access and hard standing

Existing materials and finishes:

N/A

Proposed materials and finishes:

See Proposed Site Layout

Type:

Lighting

Existing materials and finishes:

N/A

Proposed materials and finishes:

See Proposed Site Layout

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes

No

If Yes, please state references for the plans, drawings and/or design and access statement

See Planning and Retail Statement

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

- Yes
 No

Is a new or altered pedestrian access proposed to or from the public highway?

- Yes
 No

Are there any new public roads to be provided within the site?

- Yes
 No

Are there any new public rights of way to be provided within or adjacent to the site?

- Yes
 No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- Yes
 No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- Yes
 No

Please provide information on the existing and proposed number of on-site parking spaces

Vehicle Type:

Cars

Existing number of spaces:

203

Total proposed (including spaces retained):

164

Difference in spaces:

-39

Trees and Hedges

Are there trees or hedges on the proposed development site?

- Yes
 No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- Yes
 No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of the local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside the application. The local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's [Flood map for planning](#). You should also refer to national [standing advice](#) and your local planning authority requirements for information as necessary.)

- Yes
 No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- Yes
 No

Will the proposal increase the flood risk elsewhere?

- Yes
 No

How will surface water be disposed of?

- Sustainable drainage system
 Existing water course
 Soakaway
 Main sewer
 Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

c) Features of geological conservation importance

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains sewer
- Septic tank
- Package treatment plant
- Cess pit
- Other
- Unknown

Are you proposing to connect to the existing drainage system?

- Yes
- No
- Unknown

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

See Drainage Statement

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- Yes
- No

If Yes, please provide details:

Within unit

Have arrangements been made for the separate storage and collection of recyclable waste?

- Yes
- No

If Yes, please provide details:

Within unit

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- Yes
- No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- Yes
 No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- Yes
 No

Please add details of the Use Classes and floorspace.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes.](#)

Use Class:

A3 - Restaurants and cafes

Existing gross internal floorspace (square metres):

0

Gross internal floorspace to be lost by change of use or demolition (square metres):

0

Total gross new internal floorspace proposed (including changes of use) (square metres):

183

Net additional gross internal floorspace following development (square metres):

183

Totals	Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="183"/>	<input type="text" value="183"/>

Loss or gain of rooms

For hotels, residential institutions and hostels please additionally indicate the loss or gain of rooms:

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- Yes
 No

Existing Employees

Please complete the following information regarding existing employees:

Full-time

Part-time

Total full-time equivalent

Proposed Employees

If known, please complete the following information regarding proposed employees:

Full-time

Part-time

Total full-time equivalent

Hours of Opening

Are Hours of Opening relevant to this proposal?

- Yes
 No

Please add details of the of the Use Classes and hours of opening for each non-residential use proposed.

Following changes to Use Classes on 1 September 2020: The list includes the now revoked Use Classes A1-5, B1, and D1-2 that should not be used in most cases. Also, the list does not include the newly introduced Use Classes E and F1-2. To provide details in relation to these or any 'Sui Generis' use, select 'Other' and specify the use where prompted. Multiple 'Other' options can be added to cover each individual use. [View further information on Use Classes.](#)

Use Class:

A3 - Restaurants and cafes

Unknown:

No

Monday to Friday:

Start Time:

00:00

End Time:

00:00

Saturday:

Start Time:

00:00

End Time:

00:00

Sunday / Bank Holiday:

Start Time:

00:00

End Time:

00:00

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

Yes

No

Is the proposal for a waste management development?

Yes

No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

Yes

No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes

No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

The agent

The applicant

Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- Yes
 No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- Yes
 No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes
 No

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- Yes
 No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or
 The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner/Agricultural Tenant:

***** REDACTED *****

House name:

Schroder Real Estate Investment Management

Number:

1

Suffix:

Address line 1:

London Wall Place,

Address Line 2:

Town/City:

London

Postcode:

EC2Y 5AU

Date notice served (DD/MM/YYYY):

23/06/2022

Person Family Name:

Person Role

- The Applicant
- The Agent

Title

Mr

First Name

Matthew

Surname

Gray

Declaration Date

22/07/2022

- Declaration made

Declaration

I / We hereby apply for Full planning permission as described in this form and accompanying plans/drawings and additional information. I / We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine options of the persons giving them. I / We also accept that: Once submitted, this information will be transmitted to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website; our system will automatically generate and send you emails in regard to the submission of this application.

- I / We agree to the outlined declaration

Signed

Matthew Gray

Date

22/07/2022

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Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

Bletchley and Fenny Stratford Town Council

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/11/2021 13/04/2022

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit



Date 13/04/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Bletchley and Fenny Stratford Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/05/2022

and recorded as minute reference:

FC22/23-25

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

E. Kelly-Webb
Debi Shepherd

www.bletchleyfennystratford-tc.gov.uk

Section 2 – Accounting Statements 2021/22 for

Bletchley and Fenny Stratford Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	1,400,054	1,615,654	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	722,473	732,147	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	248,053	325,455	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	281,309	335,033	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	473,617	1,061,055	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	1,615,654	1,277,168	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	1,636,189	1,348,118	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	274,884	689,200	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Alex M Bran

Date

28/04/2022

I confirm that these Accounting Statements were approved by this authority on this date:

24/05/2022

as recorded in minute reference:

FC22/23-25

Signed by Chairman of the meeting where the Accounting Statements were approved

E Kelly-Wilson

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Bletchley and Fenny Stratford Town Council – BU0019

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that Section 1, Box 9 has been answered 'Yes' and Section 2, Box 11 in respect of trust funds has been left blank. The smaller authority has confirmed that it does not act as sole managing trustee for trust funds, and thus the responses should have been 'N/A' and 'N/A' respectively. The smaller authority should ensure the AGAR is fully completed in future.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

22/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Bletchley and Fenny Stratford Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Bletchley and Fenny Stratford Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.

2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Bletchley and Fenny Stratford Town Council on application to:

Delia Shephard
Town Clerk
Bletchley Library
Westfield Road
Bletchley
Milton Keynes 01908 649469
clerk@bletchleyfennystratford-tc.gov.uk

The hours during which the inspection rights may be exercised by appointment are 9 am to 1 pm on Mondays and 9 am to 4 pm on Tuesday, Wednesday, Thursday and Fridays at Bletchley Library.

3. Copies will be provided to any person on payment of 30p for each copy of the Annual Governance & Accountability Return.

Announcement made by: Delia Shephard, Town Clerk

Date of announcement: 9 September 2022

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Budget Summary August 2022Year Ended 31st March 2023

	<u>2022/23</u>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
REVENUE EXPENDITURE			
Community Grants	27233	28000	767
Democratic Services	12755	16300	3545
Planters	733	1500	767
Youth Work	9600	16240	6640
Dog Bins	4502	16000	11498
Senior Youth Club	13499	30450	16951
Spotlight	6555	13390	6835
Bandstand	42	6240	6198
Community Engagement	20444	24556	4112
Christmas Lights Overhead Exp	0	31567	31567
Christmas Event	0	17885	17885
Albert St Toilets	13516	37080	23564
Allotments & Community Orchard	14349	21885	7536
War Memorial	0	609	609
The Chapel	547	2510	1963
Manor Road Lockup	397	508	111
Fenny Stratford Community Centre	15098	35693	20595
Professional Fees	94	8496	8402
Community Infrastructure Fund	0	10000	10000
Community Projects/Services	1430	44540	43110
Well-being	13229	39200	25971
Sycamore House (Office)	11806	19790	7984
Sycamore Hall	8594	40530	31936
Staff Costs	176703	486140	309437
74/76 Queensway/Library	10072	38672	28600
Council Support Services	32350	70399	38049
Rolling Capital Programme Contribution	0	45000	45000
Town Council Vehicle	3018	6212	3194
Neighbourhood Plan	5478	30000	24522
Newton Leys Pavilion	54899	90982	36083
Market	2382	3614	1232
	<u>459325</u>	<u>1233988</u>	<u>774663</u>
INCOME			
Spotlight	5616	4970	-646
Community Engagement	20063	0	-20063
Precept/Grant	513942	1027883	513941
Albert St Toilets	12950	12950	0
Allotments & Community Orchard	197	8445	8248
Fenny Stratford Community Centre	14663	31740	17077
Sycamore Hall	330	30000	29670
74/76 Queensway/Library	10000	28000	18000
Council Support Services	1502	500	-1002
Neighbourhood Plan	0	10000	10000
Newton Leys Pavilion	30061	77000	46939
Market	794	2500	1706
	<u>610118</u>	<u>1233988</u>	<u>623870</u>
NET REVENUE EXPENDITURE	<u>-150793</u>	<u>0</u>	<u>150793</u>

ROLLING CAPITAL PROGRAMME

	<u>2022/23</u>		
	<u>Actual</u>	<u>Budget</u>	Variance
Balance Brought Forward	513138	513138	0
Revenue Contribution	0	45000	45000
Sycamore House	19017	32000	12983
Sycamore Hall	3885	125000	121115
Fenny Stratford Community Centre	5615	0	-5615
Landscaping	0	50000	50000
Sycamore Hall IT	0	16000	16000
Sub Total	28517	223000	
Balance Carried Forward	484621	335138	

02/09/2022

Bletchley & Fenny Stratford Town Council

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Invoices Due for Payment by 30 September 2022

For Purchase Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Alexander Systems [ALEXANDER]									
15/08/2022	6791110		6791110/Alexander Systems		15/08/2022	241.20		241.20	
Telephone :07989678261						Total of Invoices Due (ALEXANDER)	241.20	0.00	241.20
Blazquel [BLAZEQUEL]									
30/07/2022	35928		35928/Blazquel		29/08/2022	349.38		349.38	
Telephone :01234 357 357						Total of Invoices Due (BLAZEQUEL)	349.38	0.00	349.38
Cloudy Group Ltd [CLOUDYIT]									
01/09/2022	INV-2161		INV-2161/Cloudy Group Ltd		01/09/2022	1,351.14		1,351.14	
						Total of Invoices Due (CLOUDYIT)	1,351.14	0.00	1,351.14
Complete Management Services Ltd [COMPLETE]									
14/08/2022	BF14.08.22		BF14.08.22/Complete Management		14/08/2022	388.80		388.80	
21/08/2022	BF21.08.22		BF21.08.22/Complete Management		21/08/2022	399.60		399.60	
Telephone : Contact :Richard Graham						Total of Invoices Due (COMPLETE)	788.40	0.00	788.40
CSR Digital Ltd [CSRDIGITAL]									
27/07/2022	INVS-0000014316		INVS-0000014316/CSR Digital Lt		27/08/2022	19.06		19.06	
Telephone :01908 305083						Total of Invoices Due (CSRDIGITAL)	19.06	0.00	19.06
Ellis Whittam Ltd [ELLISWHIT]									
17/08/2022	SINV036574		SINV036574/Ellis Whittam Ltd		31/08/2022	487.20		487.20	
Telephone :0845 226 8393						Total of Invoices Due (ELLISWHIT)	487.20	0.00	487.20
Eastern Shires Purchasing Organisation [ESPO]									
17/08/2022	6621382		6621382/Eastern Shires Purchas		16/09/2022	172.40		172.40	
Telephone :0116 2657095 orders						Total of Invoices Due (ESPO)	172.40	0.00	172.40
Home Counties Toilet Hire [HOMECOUNT]									
31/07/2022	64823		64823/Home Counties Toilet Hir		30/08/2022	31.20		31.20	
Telephone :01525 270181						Total of Invoices Due (HOMECOUNT)	31.20	0.00	31.20
Initial Washroom Hygiene [INITIAL]									
23/05/2022	34303651		34303651/Initial Washroom Hygi		23/05/2022	-70.98		0.00	
Telephone :0203 668 5711						Total of Invoices Due (INITIAL)	-70.98	0.00	0.00

Invoices Due for Payment by 30 September 2022

For Purchase Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
22/08/2022	BLC010655		BLC010655/InspireAll Leisure a		29/08/2022	2,057.60		2,057.60
Total of Invoices Due (INSPIREALL)						2,057.60	0.00	2,057.60

MK Council [MKCOUNCIL]

14/03/2022	69003279296		69003279296 22/23/MK Council		13/04/2022	461.00		461.00	
14/03/2022	69003248987		69003248987 22/23/MK Council		13/04/2022	999.00		999.00	
14/03/2022	69003200714		69003200714 22/23/MK Council		13/04/2022	1,485.00		1,485.00	
14/03/2022	69003054722		69003054722 22/23/MK Council		13/04/2022	2,395.00		2,395.00	
14/03/2022	69002910350		69002910350 22/23/MK Council		13/04/2022	825.00		825.00	
14/03/2022	69003279287		69003279287 21/22/MK Council		13/04/2022	514.04		514.04	
04/08/2022	425001900036		425001900036/MK Council		03/09/2022	366.00		366.00	
17/08/2022	425001930640		425001930640/MK Council		16/09/2022	150.00		150.00	
Telephone :01908 252502						Total of Invoices Due (MKCOUNCIL)	7,195.04	0.00	7,195.04

Marcus Young [MYOUNG]

01/08/2022	3920		3920/Marcus Young		31/08/2022	1,274.88		1,274.88
Total of Invoices Due (MYOUNG)						1,274.88	0.00	1,274.88

Neal Landscapes [NEAL LSCAP]

28/08/2022	15924		15924/Neal Landscapes		27/09/2022	432.00		432.00
Total of Invoices Due (NEAL LSCAP)						432.00	0.00	432.00

NPower

10/08/2022	IN04395130		IN04395130/NPower		09/09/2022	53.94		53.94	
10/08/2022	IN04395121		IN04395121/NPower		09/09/2022	29.53		29.53	
10/08/2022	IN04395131		IN04395131/NPower		09/09/2022	96.81		96.81	
10/08/2022	IN04395182		IN04395182/NPower		09/09/2022	16.43		16.43	
10/08/2022	IN04484154		IN04484154/NPower		09/09/2022	23.56		23.56	
10/08/2022	IN04395175		IN04395175/NPower		09/09/2022	18.66		18.66	
10/08/2022	IN04395178		IN04395178/NPower		09/09/2022	16.24		16.24	
10/08/2022	IN04484158		IN04484158/NPower		09/09/2022	22.26		22.26	
Telephone :0845 070 9494						Total of Invoices Due (NPOWER)	277.43	0.00	277.43

ORCA

15/08/2022	15/08/22		15/08/22/ORCA		15/08/2022	77.00		77.00
Total of Invoices Due (ORCA)						77.00	0.00	77.00

Pink Ladies Cleaning Services [PINKLADIES]

31/08/2022	06		06/Pink Ladies Cleaning Servic		31/08/2022	368.00		368.00
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Invoices Due for Payment by 30 September 2022

For Purchase Ledger

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Telephone :07743214819						Total of Invoices Due (PINKLADIES)	368.00	0.00	368.00
Contact :Kay West									
PKF Littlejohn LLP [PKF]									
23/08/2022	SB20220908		SB20220908/PKF Littlejohn LLP		23/08/2022	2,400.00		2,400.00	
						Total of Invoices Due (PKF)	2,400.00	0.00	2,400.00
Quensus Limited [QUENSUS]									
01/08/2022	I-001405		I-001405/Quensus Limited		01/09/2022	144.00		144.00	
						Total of Invoices Due (QUENSUS)	144.00	0.00	144.00
Securitas Security Serves (UK) Ltd [SECURITAS]									
03/08/2022	S-SIN1317727		S-SIN1317727/Securitas Securit		02/09/2022	510.71		510.71	
07/08/2022	S-SIN1317849		S-SIN1317849/Securitas Securit		04/09/2022	574.55		574.55	
09/08/2022	S-SIN1318029		S-SIN1318029/Securitas Securit		08/09/2022	43.50		43.50	
						Total of Invoices Due (SECURITAS)	1,128.76	0.00	1,128.76
Shred-It									
17/08/2022	9505472020		9505472020/Shred-It		16/09/2022	106.60		106.60	
Telephone :0800 028 1164						Total of Invoices Due (SHRED-IT)	106.60	0.00	106.60
Society of Local Council Clerks [SLCC]									
02/08/2022	BK206909-1		BK206909-1/Society of Local Co		02/09/2022	42.00		42.00	
Telephone :01823 253646						Total of Invoices Due (SLCC)	42.00	0.00	42.00
Support Maintenance Service Ltd [SMSLTD]									
19/08/2022	59818		59818/Support Maintenance Serv		18/09/2022	2,299.14		2,299.14	
Telephone :01908 319494						Total of Invoices Due (SMSLTD)	2,299.14	0.00	2,299.14
Save Our Shropshire [SOS]									
23/08/2022	INV-000076		INV-000076/Save Our Shropshire		22/09/2022	120.00		120.00	
						Total of Invoices Due (SOS)	120.00	0.00	120.00
Total Gas & Power Ltd [TOTALGAS]									
06/08/2022	273230809/22		273230809/22/Total Gas & Power		03/09/2022	43.18		43.18	
Telephone :01737 275800						Total of Invoices Due (TOTALGAS)	43.18	0.00	43.18
						Total of Invoices Due (Purchase Ledger)	21,334.63	0.00	21,405.61

Invoices Due for Payment by 30 September 2022**For Purchase Ledger****Pay by Cheque**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Ref No.</u>	<u>Invoice Detail</u>	<u>Authorise Ref</u>	<u>Date Due</u>	<u>Amount Due</u>	<u>Discount To Claim</u>	<u>Net Amount due</u>
TOTAL OF INVOICES DUE (ALL LEDGERS)						21,334.63	0.00	21,405.61

Invoices Due for Payment by 30 September 2022

For Purchase Ledger

Pay by Direct Debit

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
Wave - Anglian Water Business [ANGLIANWAT]									
01/02/2022	10053975		10053975/Wave - Anglian Water		03/03/2022	10.34		0.00	
01/03/2022	10177120		10177120/Wave - Anglian Water		24/03/2022	13.85		0.00	
02/04/2022	10325155		10325155/Wave - Anglian Water		25/04/2022	33.70		0.00	
17/04/2022	10390858		10390858/Wave - Anglian Water		16/05/2022	261.15		90.01	
02/05/2022	10450526		10450526/Wave - Anglian Water		24/05/2022	38.54		38.54	
02/06/2022	10598515		10598515/Wave - Anglian Water		24/06/2022	35.86		35.86	
16/06/2022	ON ACC 222		Purchase Ledger DDR Payment		16/06/2022	-51.00		0.00	
02/07/2022	10726038		10726038/Wave - Anglian Water		25/07/2022	35.56		35.56	
09/07/2022	10756474		10756474/Wave - Anglian Water		24/07/2022	-28.03		0.00	
18/07/2022	ON ACC 226		Purchase Ledger DDR Payment		18/07/2022	-51.00		0.00	
02/08/2022	10843661		10843661/Wave - Anglian Water		24/08/2022	330.40		330.40	
12/08/2022	10889065		10889065/Wave - Anglian Water		01/09/2022	348.99		348.99	
16/08/2022	ON ACC 233		Purchase Ledger DDR Payment		16/08/2022	-51.00		0.00	
24/08/2022	10944241		10944241/Wave - Anglian Water		13/09/2022	575.13		575.13	
25/08/2022	ON ACC 243		Purchase Ledger DDR Payment		25/08/2022	-48.00		0.00	
Telephone :0345 070 4158						Total of Invoices Due (ANGLIANWAT)	1,454.49	0.00	1,454.49
PHS Group plc [PHS]									
26/08/2022	69265816		69265816/PHS Group plc		25/09/2022	52.66		52.66	
30/08/2022	69302657		69302657/PHS Group plc		29/09/2022	117.00		117.00	
Telephone :029 2085 1000						Total of Invoices Due (PHS)	169.66	0.00	169.66
Trade UK [SCREWFIX]									
11/07/2022	1280642238		1280642238/Trade UK		31/08/2022	1.23		1.23	
13/07/2022	1281561029		1281561029/Trade UK		31/08/2022	25.79		25.79	
14/07/2022	1281931802		1281931802/Trade UK		31/08/2022	6.29		6.29	
18/07/2022	12827763830		12827763830/Trade UK		31/08/2022	22.76		22.76	
21/07/2022	1283799006		1283799006/Trade UK		31/08/2022	66.98		66.98	
01/08/2022	1286996783		1286996783/Trade UK		30/09/2022	38.49		38.49	
10/08/2022	1289741603		1289741603/Trade UK		30/09/2022	7.56		7.56	
18/08/2022	1291942122		1291942122/Trade UK		30/09/2022	3.29		3.29	
Telephone :01908 630213						Total of Invoices Due (SCREWFIX)	172.39	0.00	172.39
Serco									
09/08/2022	91863618		91863618/Serco		08/09/2022	60.00		60.00	
30/08/2022	91867257		91867257/Serco		30/09/2022	244.06		244.06	
30/08/2022	91866802		91866802/Serco		30/09/2022	112.08		112.08	
Telephone :0845 337 3166						Total of Invoices Due (SERCO)	416.14	0.00	416.14

Invoices Due for Payment by 30 September 2022

For Purchase Ledger

Pay by Direct Debit

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Tatry Group Ltd [TATRY]								
31/08/2022	2410		2410/Tatry Group Ltd		30/09/2022	2,233.84		2,233.84
Total of Invoices Due (TATRY)						2,233.84	0.00	2,233.84
Total of Invoices Due (Purchase Ledger)						4,446.52	0.00	4,446.52
TOTAL OF INVOICES DUE (ALL LEDGERS)						4,446.52	0.00	4,446.52



Agenda Item	Annual Increase in Allotment Rents		
Council/Committee	Environment and Planning Committee		
Meeting Date	13 September 2022	Report Writer	Alison Brown
Summary	To approve an increase in allotment rents from 1 October 2023 and establish a proposed methodology for future years.		
Strategic Priorities	Robust with resources		
Budget Codes and Costs	Cost Centre 402 Allotments & Community Orchard incorporating nominal codes 1060 Allotment Rents Manor Fields, 1061 Allotment Rents Larch Grove, 1062 Allotment Rents Newton Leys and 1063 Allotment Rents Orchardside.		
Environmental Implications	None pertaining to this report.		
Equality/Inclusion Implications	None pertaining to this report.		
Supporting Documentation (if any)	Costing Analysis and Income Forecasts		



Background

The Town Council has a total of 257 plots across four sites and the cost to the council is greater than the income generated and is therefore a subsidised service, costing £9319 in 2022/23. The current charge of 30p per square meter was increased on 1 October 2021 from the previous charge of 25p per meter. The last increase was an ad-hoc increase to bring the charge to more sustainable levels and additionally remove the 25% discount for plot holders of state pensionable age.

Detailed Considerations

None.

Financial Implications

The provision of allotments will continue to be a subsidised service, however, with the exponential increase in inflation, the council needs to adopt a more strategic approach to mitigate the increasing costs. There are currently two main inflation indicators, the Retail Price Index (RPI) and the Consumer Price Index (CPI); the RPI is now considered more out of date, whilst the CPI is used as the basis for increases to state benefits and pensions.

Recommendation

The Town Council adopt a policy whereby, the allotments rents are increased every year on the 1 October on the basis of the published CPI from the previous July. The current rent of 30p per square meter will be increased by 8.8% to 33p per square meter from 1 October 2023.

402 Allotments & Community Orchard	2021/22 Budget	2022/23 Budget	2023/24 Budget RPI Increase July 2022 12.30%	2023/24 Budget CPI Increase July 2022 8.80%	2023/24 Budget 5p Increase
1060 Allotment Rents Manor Fields	3,700	4,150	4,660	4,515	4,842
1061 Allotment Rents Larch Grove	710	745	837	811	869
1062 Allotment Rents Newton Leys	750	2,200	2,471	2,394	2,567
1063 Allotment Rents Orchardside	1,230	1,350	1,516	1,469	1,575
Total Income	6,390	8,445	9,484	9,188	9,853
4200 Manor Fields Allotment Costs	7,500	7,613	7,994	7,994	7,994
4201 Larch Grove Allotment Costs	3,000	3,045	3,197	3,197	3,197
4202 Newton Leys Allotment Costs	4,500	2,538	2,665	2,665	2,665
4203 Orchardside Allotment Costs	2,500	4,568	4,796	4,796	4,796
Total Expenditure	17,500	17,764	18,652	18,652	18,652
Net Income Over Expenditure	- 11,110	- 9,319	- 9,168	- 9,464	- 8,800

NB. Costs for 2023/24 have been increased by 5%

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Agenda Item	Consultation on Draft Parking SPD		
Committee	Planning and Environment		
Meeting Date	13 September 2022	Report Writer	Delia Shephard
Purpose of report	To highlight proposed changes to MK Council Parking SPD to enable councillors to respond to a consultation on the 2022 document		
Strategic Priorities	<ul style="list-style-type: none"> • Clean and green • Supporting safety and well-being • Closer to our community 		
Budget Codes and Costs	N/A		
Environmental Implications	Duty to consider biodiversity Council has declared support for MK Council's carbon emission reduction targets		
Community Safety Implications	Duty to consider community safety		
Equality/Inclusion Implications	Equality Act		
Supporting Documentation (if any)	Draft SPD document attached. (See Appendix A p 51 for zone maps. Page 13 plus for Vehicle parking standard tables.)		

Background

Milton Keynes Council is consulting on development related parking standards for Milton Keynes to replace those adopted in January 2016. The objectives of the new document are to:

- Share updated guidance on how Policies CT6 and CT10 in Plan:MK are to be interpreted.



- Give certainty about our expectations for the amount of parking to be provided within new developments.

New/revised content in SPD includes:

- revised maps defining accessibility zones The existing four geographical zones have been amended to a five-zone based approach
- vehicle parking standards for houses in multiple occupation
- vehicle parking standards for 'build to rent' developments
- electric vehicle and cycle parking standards
- guidance on disabled parking space dimensions and provision.
- guidance regarding car club provision and electric vehicle charging points.
- references to national design guidance in the National Design Guide and National Model Design Code
- amendments to ensure the parking standards are compatible with changes to the Town and Country Planning (Use Classes) Order 1987 (as amended).

Key Changes:

- new Accessibility Zone Maps with 5 zones (Each zone is based on changing local public transport accessibility; Bletchley is in Zone 2 and Fenny Stratford is now in Zone 3)
- new parking standards for 'build to rent' developments (zones 1 and 2 only)
- new HMO standards - lower than in 2016
- new standards on electric vehicle charging paces which align with Building Regulations Part S: Infrastructure for the Charging of Electric Vehicles. (p11)
- new standards for cycling and disabled parking
- car clubs guidance

Responding to the consultation

Closing date for responding to consultation is 5 October 2022 and responses are preferred in the format provided by Milton Keynes Council.

Parking Standards

Draft Supplementary Planning Document
August 2022



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1. Introduction

Introduction

- 1.1 This document sets out the development-related parking standards for Milton Keynes. These standards include requirements for cycles and powered two wheelers. Guidance for the provision of parking for people with disabilities is also included. In addition, it contains guidance on parking for electric vehicles and provision of car clubs.
- 1.2 Work on this Supplementary Planning Document (SPD) started in early 2020 but was paused due to the COVID-19 pandemic. This document should be read together with policies detailed below. Preparations restarted in 2021 and has continued, resulting in this draft document ready for public consultation.
- 1.3 These standards will replace those adopted in January 2016. For clarity, these standards are the number of parking spaces that new developments should provide. For Central Milton Keynes (CMK) and Campbell Park (Zone 1 in the SPD), the vehicle parking standards are set out in Table 3. Given adoption of Plan:MK and production of this SPD after adoption of the CMK Business Neighbourhood Plan, we consider that this 2022 SPD fully supersedes the standards in the Neighbourhood Plan.
- 1.4 Table 1 of this SPD includes a set of parking standards for Zone 1. The Zone 1 standards provide guidance for uses on which the Business Neighbourhood Plan is silent and would be applicable to other locations were they to be redesignated as Zone 1.
- 1.5 This document incorporates an update of relevant aspects of Milton Keynes Council's New Residential Development Design Guide (2012) Supplementary Planning Document (SPD) in order to provide a single source of information to inform parking provision in Milton Keynes. Whilst the New Residential Development Design Guide remains valid, elements relating to parking have been superseded by this document. Where there are discrepancies, this Parking Standards SPD will form the basis for determining planning applications from a parking perspective.
- 1.6 Consultation on this document is programmed to be undertaken from 10 August 2022 until 05 October 2022.

Relationship with Local and National Policy

- 1.7 National planning policy is provided by the National Planning Policy Framework (NPPF) (2021) whilst guidance is provided by National Planning Practice Guidance (NPPG). Paragraph 107 of

the NPPF sets out the Government's approach to car parking standards stating that in setting local standards, local planning authorities should consider the accessibility of the development, the type, mix and use of the development, the availability of and opportunities for public transport, local car ownership levels, and the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

1.8 Developments are expected to meet the standards in this SPD. However, proposals will be considered on their merits having regard to local circumstances and the needs of the specific development. Policy CT10 in Plan:MK does allow, where mitigating circumstances apply, for lower than standard parking provision.

1.9 At the time of writing this draft SPD, local policy is provided by the Development Plan, comprising Plan:MK (2019); 18 Neighbourhood Plans; the Waste Development Plan Document (DPD) (2007); Site Allocations Plan (2018); and the Minerals Local Plan (2017). Plan:MK, the Waste DPD and the Minerals Local Plan provide a mix of strategic and non-strategic planning policies while other more detailed policies are provided by the Site Allocations Plan, Neighbourhood Plans and Supplementary Planning Documents.

1.10 Relevant policies included in Plan:MK include CT6 and CT10 which seek the provision of attractive and safe parking areas that are accessible to pedestrians and cyclists, as well as supporting electric vehicle parking.

Relationship of SPD to existing Planning Consents, Briefs and Design Codes

1.11 Extant planning permissions and reserved matters approved prior to the adoption of this SPD, can be implemented as approved. The council would however always entertain re-submitted applications that accord more closely with the principles and guidance contained within this new SPD.

1.12 For some sites, planning permission has been granted subject to legal agreements and planning conditions which require developers to submit future reserved matters applications in accordance with approved pre-existing design codes. Where applications for reserved matters come forward in these areas, the Council will expect developers to follow the requirement of those pre-existing design codes but acknowledge that in submitting reserved matters applications, they may wish to incorporate the principles and guidance contained in this new SPD. Where the reserved matters application is supportive of the content of the SPD, the Council will not refuse the application solely on the basis that it varies from any of the pre-existing approved design codes, especially when the application is seeking to incorporate the principles contained in this SPD.

1.13 Planning Applications, Reserved Matters Applications (not linked to a legal agreement or conditional upon adherence to a design code) and other forms of design guidance (e.g. design codes) submitted after the adoption of this SPD will need to have been prepared, wherever possible and/or appropriate, in accordance with the content of this SPD. All planning applications and other forms of design guidance either submitted but not determined prior to and submitted after the adoption of this SPD will be considered against the content of this SPD.

1.14 The above does not negate the need for formal consents or variations to existing legal agreements.

The Development of these Standards

1.15 In order to inform this SPD, the Council has undertaken a review which has included the following:

- Consideration of existing parking situation in Milton Keynes, including the likely impact of existing and recent car parking standards;
- Consideration of the standards adopted by other local authorities with similar characteristics to Milton Keynes;
- Consideration of best practice guidance on car club provision and electric vehicle charging.
- Assessment of the accessibility of public transport within the authority and opportunities for residents to travel to employment and services without the use of a car.
- How the standards can be future proofed to work with any future changes to the Town and Country Planning (Use Classes) Order 1987 (as amended).

1.16 The design of the city of Milton Keynes has resulted in a low-density environment that tends to favour travel by car. Use of walking, cycling and public transport is comparatively lower, partly due to the large amount of parking at destinations. Car ownership in Milton Keynes is higher than the national average. However, in line with the Council's aspirations to encourage a modal shift toward increased public transport use and active travel, this document provides greater detail on the mitigating circumstances which may justify lower than standard parking provision.

Approach of these Standards

1.17 It is widely recognised that the availability of car parking has a major influence on the means of transport people choose for their journeys. It is therefore essential to try and get the balance right, to encourage the shared use of parking where appropriate and not to create perverse incentives for development to locate away from urban centres. This guidance recognises that Milton Keynes is an authority of contrasts, which produces varying demand for travel, car use,

and its resultant parking requirements. It would therefore be inappropriate to apply a single standard across the entire authority and a zone-based approach will therefore be continued.

1.18 The outcome of the review is that the basis of the existing geographical zones should be amended to a five-zone approach, based on changing local public transport accessibility. Further detail on these changes is provided below.

1.19 In line with paragraph 8 of the NPPF, it is acknowledged there is a need to reflect local circumstances, context and requirements of individual developments when assessing applications. Additionally, paragraph 008 in the Planning Practice Guidance¹ advises that supplementary planning documents should be used to provide more detailed advice or guidance on the policies in an adopted local plan and should not add unnecessarily to the financial burdens on development.

1.20 However, where an applicant chooses to provide more or less parking than the standard, this would need to be subject to a rigorous assessment. It should be clear that flexibility under certain circumstances is not a licence for providing significantly more or significantly less parking provision than indicated within this document. It does however allow a degree of flexibility for locations where a departure from the standard may be warranted but may otherwise be prevented by the application of a geographical standard in an arbitrary manner.

1.21 In cases where a proposal departs from the parking standards, either the Design and Access Statement, or the Transport Statement/Assessment when required by our Highway Guide², shall be expected to include the following items:

- Surveys of parking capacity and occupancy levels on surrounding streets and parking areas; and
- Consideration of likely trip generation and parking accumulations for the proposed development evidenced as appropriate; and
- Details of how the parking will be managed and how that will mitigate any under or over-provision.

1.22 The above is by no means intended as an exhaustive list and in cases where an applicant is considering a departure from the standards, the Council would encourage them to discuss this with its Highways Development Control officers in the first instance.

1.23 In addition, a Travel Plan detailing appropriate measures will be put in place to encourage sustainable travel and future improvements in public transport networks, particularly the provision of high frequency bus routes.

¹ [Plan-making - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

² [A Highway Guide for Milton Keynes 2018](#)

- 1.24 The Council will subsequently secure this using a legal agreement and enforce this as appropriate through the planning process. Measures may include, for example, a car club and membership for a specified period, sustainable travel vouchers, and welcome packs, although the final package of measures should be tailored to the development and site in question. This approach is consistent with Policy CT10 in Plan:MK.
- 1.25 In order to meet the aims of the Council's Mobility Strategy (2018) and Plan:MK, it would be inappropriate to allow excessive parking beyond the standards indicated as this is likely to lead to increased car use and therefore work contrary to the promotion of sustainable modes. Where the need for additional parking beyond the standard has not been justified and/or the Council deem that it will have a significant impact on sustainable travel, land use or town centre retail and employment, it will not be accepted.
- 1.26 Conversely, reductions in parking must consider local circumstances and the requirements of individual developments. Mixed use leisure / retail sites for example may justify a reduction in parking than would be the case if the standards for individual uses are aggregated. This would reflect a certain amount of trip linking, though account would need to be taken of the longer duration of stay compared to that for a single use. Where mixed use developments also include an element of residential development, there may also be potential for sharing of spaces as demand for different uses can peak at different times.
- 1.27 Contributions towards the provision of high-quality public transport will be expected to complement any agreed reduction in parking provision. Contributions to improve walking and cycling will be sought at all locations. Where a reduction in parking below the standard is likely to transfer parking to other locations, development would be considered unacceptable unless it can be demonstrated that those other locations have a clear surplus of parking space.

The Zones

- 1.28 As mentioned above, these standards adopt a five-zone approach, rather than the four-zone approach used in the 2016 Parking Standards SPD. The basis for this change has been a review of public transport accessibility throughout the borough, with areas benefitting from better accessibility being placed in zones benefitting from lower parking requirements. Note that some areas are not placed in an accessibility zone because they are, as yet, undeveloped. The parking requirement in these areas will be agreed when detailed planning applications for their development are submitted for approval, based on an assessment of public transport and active travel accessibility, development density and wider placemaking objectives as set out in Policies SD1, SD9, SD10, SD11, SD12, SD14, HN1, ER9, D1 and D2 of Plan:MK, as relevant to the proposal.

1.29 The Council has identified five zones as follows:

- Zone 1 – Central Milton Keynes and Campbell Park
- Zone 2 – Central Bletchley and Wolverton
- Zone 3 – The district centres of Westcroft and Kingston, and the older town centres of Fenny Stratford, Stony Stratford and Newport Pagnell.
- Zone 4 – The rest of the urban area of the city of Milton Keynes.
- Zone 5 – The rest of the Milton Keynes Council area, which is largely the rural areas.
- To be Decided at Application Stage – South of Milton Keynes Strategic Employment Allocation, South East Milton Keynes Strategic Urban Extension and the Milton Keynes East Strategic Urban Extension.

1.30 As stated in paragraphs 1.3 above, the parking standards set out in this SPD for CMK and Campbell Park are considered to supersede those set out in the CMK Business Neighbourhood Plan.

1.31 The Zone 1 standards provide guidance for uses on which the CMK Business Neighbourhood Plan is silent and would be applicable to other locations were they to be re-designated as Zone 1.

1.32 Zone 1 has the highest level of access to facilities and consequently the lowest parking requirements.

1.33 Zones 4 and 5 have higher parking requirements.

1.34 Plans of the zones are provided within Appendix A.

2. Vehicle Parking Standards

Introduction

2.1 Tables 2 and 3 show the Council’s car parking standard for each of the main land uses.

2.2 These should be applied with the guidance outlined in the previous section and the design guidance provided in Section 4 and Section 5 in mind.

Parking for Electric Vehicles

2.3 Supporting the uptake of alternative fuel vehicles is a key policy aim of the Council and consistent with its participation in flagship schemes such as the Government’s ‘Plugged in Places’ initiative.

2.4 Table 1 below sets out parking standards for electric vehicles.

Type of development	Parking Standard
Residential dwellings	1 active EV charge point per dwelling
Residential apartment buildings with more than 10 associated parking spaces	1 active EV charge point per dwelling, plus passive charging provision for all remaining parking spaces.
Non-residential buildings, residential institutions, secure residential institutions and hotels with more than 10 parking spaces	10% of spaces to have access to an electric vehicle charge point (Active Provision), with at least 1 active charge point, and a further 10% to have passive provision.

2.5 Active provision for electric vehicles: A socket or equivalent connected to the electrical supply system that vehicle owners can use to recharge their vehicle.

2.6 Passive provision for electric vehicles: The network of cable routes and power supply necessary so that at a future date a socket or equivalent can be added easily to allow vehicle owners to recharge their vehicle.

2.7 In order to ensure that all new developments are equipped with the infrastructure required by the growing number of electric vehicles and the Council’s aspirations for future electric vehicle ownership, all developments will be expected to provide charging points at a percentage of the full standard. Numbers in excess of this and/or passive provision, such as ducting and underground servicing which allows additional charging points to be easily installed in future, would be welcomed. Moreover, reflecting our latest evidence on provision of electric vehicle parking and infrastructure provision, we expect new developments to follow the detailed guidance in Appendix C. These standards should be read in conjunction with those in Approved

Document Part S of Schedule 1 (Infrastructure for the charging of electric vehicles) to the Building Regulations 2010.

- 2.8 Please note, that electric vehicle parking will typically be counted as part of the standards provided in Table 2 and not in addition to. It is acknowledged that many current owners of electric vehicles will choose to have two vehicles to provide for different journey types. However, this will become less necessary as technology develops whilst the standards outlined already allow for the ownership of multiple vehicles by residents.
- 2.9 Where appropriate, details of how electric vehicle parking will be allocated and managed should be included within Transport Assessments and a Parking Assessment/Plan. For details of when Transport Assessments and Parking Assessments/Plans will be required to support planning applications, see our Local Validation List³.

Parking for People with Disabilities

- 2.10 It is important that parking at new developments is accessible for blue badge holders. Section 7 of this SPD includes the Council's preferred layout for compliant parking spaces together with guidance on location.
- 2.11 In accordance with Government guidelines⁴, new developments will be expected to ensure that 5% of provision (for both employees and visitors) for employment use classes (3) is suitable for blue badge holders. For all other non-residential use classes a minimum of 6% of total capacity for visitors should be suitable for blue badge holders.
- 2.12 In appropriate developments and locations, it may be appropriate to consider the need for provision of secure and covered parking for mobility scooters.

Parking for Powered Two Wheelers

- 2.13 Powered two wheelers (i.e., motorcycles, mopeds etc.) have reduced land space and road space requirements when compared to other motor vehicles as well as lower fuel consumption. As such, in accordance with the Council's Mobility Strategy, these parking standards support the introduction of parking for powered two wheelers as part of new developments.
- 2.14 The Council's current Mobility Strategy (2018) does not establish an overall mode share target for powered two wheelers or indeed for other modes. However, parking at a percentage of the full standard provided for cars (and minimum of one) covers current use levels and allows for the growth encouraged through the Mobility Strategy. It also compares favourably with the standards adopted by other comparable authorities and is consistent with guidance issued by the Institute of Highway Engineers.

³ [Make a planning application | Milton Keynes Council \(milton-keynes.gov.uk\)](https://www.milton-keynes.gov.uk)

⁴ [Inclusive mobility: making transport accessible for passengers and pedestrians - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- 2.15 It may be appropriate however for higher levels of provision at uses where the use of powered two wheelers can reasonably be expected to be higher than other uses, for example colleges. Such a need will be assessed through consideration of trip generation forecasts submitted by an applicant.
- 2.16 Where possible, parking should allow powered two wheelers to be secured and preferably be covered. Similarly, facilities for the storage of helmets and other equipment should be considered. Further guidance in this respect is provided in Section 6.

Parking for Goods Vehicles

- 2.17 Certain uses will be frequently serviced by larger vehicles including Heavy Goods Vehicles (HGVs). Where this is the case, parking / loading / standing areas should be provided. Given the range of development this could include, each application will be assessed on its own merits. Guideline figures are however provided within the following tables for Business, Industrial and Storage and Distribution uses.
- 2.18 Where appropriate, it will be necessary to demonstrate through Transport Statements / Transport Assessments or separate Delivery and Servicing Management Plans how goods vehicles will be managed as part of the proposed development, where these vehicles enter a site, they will be expected to enter and leave in forward gear.

Drop off and Loading Areas

- 2.19 Parking for coaches to set passengers down and pick them up will be considered appropriate and necessary for certain uses and developments, most notably those which are leisure related. However, this requirement will be reasonably unique to each site and therefore will be considered on a case-by-case basis.

How to Use the Tables

- 2.20 When applying the standards contained within this document, please note:
- All parking levels relate to gross external floor area.
 - FTE refers to Full Time Equivalent Employee;
 - Provision for uses marked “individual assessment” will require their own justification and completion of the assessments/implementation of strategies referred to in Paragraph 1.20.
 - Levels of parking per member of staff (full time equivalent) should be calculated using the average of those employed on site at any one time.
 - Where it is calculated that part of a space is required, this should be rounded up.

Table 2: Vehicle Parking Standards					
Development Type	Accessibility Zone				
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
	<p>Vehicle Parking Standards</p> <p>For developments falling within the E and Sui Generis use classes, provision of parking for goods vehicles will be considered at the design stage and each case will be considered on its merits.</p> <p>For all relevant uses, parking for coaches will also be assessed on a case by case basis.</p>				
General industrial (m2)	Not appropriate in this location	1 per 100 m2 + office element as per B1 + 1.0 HGVS per 300 m2 or min 1	1 per 100 m2 + office element as per B1 + 1.0 HGVS per 300 m2 or min 1	1 per 60 m2 + office element as per B1 + 1.0 HGVS per 300 m2 or min 1	1 per 60 m2 + office element as per B1 + 1.0 HGVS per 300 m2 or min 1
Storage and distribution (m2)	Not appropriate in this location	1 per 166 m2 + office element as per B1 + 1.0 HGVS per 300 m2 or min 1	1 per 166 m2 + office element as per B1 + 1.0 HGVS per 300 m2 or min 1	1 per 100 m2 + office element as per B1 + 1.0 HGVS per 300 m2 or min 1	1 per 100 m2 + office element as per B1 + 1.0 HGVS per 300 m2 or min 1
Hotels	1 per 3 bedrooms + 1 per 33 m ² dining area + any other relevant standards based on proposed uses	1 per 2 bedrooms + 1 per 3m ² dining area+ any other relevant standards based on proposed uses	1 per 2 bedrooms + 1 per 3m ² dining area + any other relevant standards based on proposed uses	1 per 2 bedrooms + 1 per 3m ² dining area + any other relevant standards based on proposed uses	1 per 1 bedroom + 1 per 2m ² dining area + any other relevant standards based on proposed uses
Residential institutions Care homes	1 per 6 beds or most appropriate E(e) or E(f) standard	Assessed on a case by case basis subject to forecast number of car owning residents which will be based on the level of care offered. Institutions marketed to able bodied people (e.g. over 60s) will be expected to provide parking at a rate of 1/8 bedrooms in Zones 1-2 and 1/4 in Zones 3-4. All institutions should provide visitor parking at a rate of 1/6 bedrooms in Zones 1-2 and 1/4 bedrooms in Zones 3-4 and one for every resident warden.			

Secure residential institutions	Owing to the different types of institution which could fall into this category and the potential differences between new-builds and extensions, development will be considered case by case.				
Student Accommodation	1 per 3 staff	1 per 6 students where linked to Travel Plan measures + 1 per 2 staff	1 per 6 students where linked to Travel Plan measures + 1 per 2 staff	Assessed on merit – central locations easily accessible to University Campus MK likely to be more sustainable in encouraging sustainable travel 1/4 students + 1 per staff	Not suitable in this location.
Hospital (in patients)	1 per 6 FTE staff + 1 per 5 beds	1 per 6 FTE staff + 1 per 4 beds	1 per 6 FTE staff + 1 per 4 beds	1 per 4 FTE staff + 1 per 3 beds	1 per 4 FTE staff + 1 per 3 beds
Hospital (outpatients)	1 per 6 FTE staff + 1 per consulting room	1 per 6 FTE staff + 1 per consulting room	1 per 6 FTE staff + 1 per consulting room	1 per 4 FTE staff + 1 per 1 consulting room	1 per 4 FTE staff + 1 per 1 consulting room
Residential dwellings (per unit)	1	1+0.33 unallocated	1+0.33 unallocated	1+0.33 unallocated	1+0.33 unallocated
0-1 bedroom dwellings					
2 bedroom flat	1	1+0.33 unallocated	1+0.33 unallocated	1+0.75 unallocated	1+0.75 unallocated
2 bedroom dwellings	1	1+0.33 unallocated	1+0.33 unallocated	2+0.25 unallocated	2+0.25 unallocated
3 bedroom dwellings	2	2+0.33 unallocated	2+0.33 unallocated	2+0.5 unallocated	2+0.5 unallocated
4+ bedroom dwellings	2	2+0.33 unallocated	2+0.33 unallocated	2+0.5 unallocated	3+0.33 unallocated
Build to Rent (spaces per unit)	0.33	0.33	N/A	N/A	N/A
1 bed					
2 bed	0.5	0.5	N/A	N/A	N/A
3 bed	0.75	0.75	N/A	N/A	N/A
4 bed	1	1	N/A	N/A	N/A
Unallocated parking for Build to Rent (visitor & staff)	0	0.25	N/A	N/A	N/A

Houses in multiple occupation (HMOs)	Car free, except where lettable rooms are proposed to be designed for disabled access, parking at a 1:1 ratio should be provided per disabled access room.	0.33 per lettable room	0.5 per lettable room	0.66 per lettable room	0.75 per lettable room
Display or retail sale of goods, other than hot food: food	1 per 46 m ²	1 per 23 m ²	1 per 23 m ²	1 per 14 m ²	1 per 14 m ²
Display or retail sale of goods, other than hot food: non-food	1 per 66 m ²	1 per 33 m ²	1 per 33 m ²	1 per 20 m ²	1 per 20 m ²
Sale of food and drink for consumption (mostly) on the premises. For larger developments of this type, applicants should discuss parking requirements with Highways Development Management officers at an early stage.	1 per 33 m ²	1 per 3 m ²	1 per 3 m ²	1 per 2 m ²	1 per 2 m ²
Provision of financial services, Professional services (other than health of medical services), or Other appropriate services in a commercial, business or service locality.	1 per 66 m ²	1 per 33 m ²	1 per 33 m ²	1 per 20 m ²	1 per 20 m ²
Indoor sport, recreation or fitness (not involving motorised vehicles or firearms)	1 per 20 m ² public area	1 per 15 m ² public area	1 per 15 m ² public area	1 per 10 m ² public area	1 per 10 m ² public area

Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)	3 per 1 consulting room	3 per 1 consulting room	3 per 1 consulting room	4 per 1 consulting room	5 per 1 consulting room
Creche, day nursery or day centre (not including a residential use)	1 per 3 FTE staff + 1 drop off space per 6 children	1 per 2 FTE staff + 1 drop off space per 6 children	1 per 2 FTE staff + 1 drop off space per 6 children	1 per 1 FTE staff + 1 drop off space per 4 children	1 per 1 FTE staff + 1 drop off space per 4 children
	To avoid the unnecessary profligate use of land, alternative parking at neighbouring sites will be considered as contributing towards the required drop-off provision. However, for a nursery this will need to be within 100m of the site.				
Uses which can be carried out in a residential area without detriment to its amenity: Offices to carry out any operational or administrative functions, research and development of products or processes, industrial processes	1 per 50 m ²	1 per 50 m ²	1 per 50 m ²	1 per 30 m ²	1 per 30 m ²
	E(g) (i), (ii) and (iii) units over 300 m ² expected to provide one HGV space per 500 m ² or a minimum of one.				
Provision of education Pupil age 4-7 years	1 per 3 FTE staff + 1 drop off space per 9 pupils	1 per 2 FTE staff + 1 drop off space per 9 pupils	1 per 2 FTE staff + 1 drop off space per 9 pupils	1 per 1 FTE staff + 1 drop off space per 6 pupils	1 per 1 FTE staff + 1 drop off space per 6 pupils
Pupil age 8-11 years	1 per 3 FTE staff + 1 drop off space per 12 pupils	1 per 2 FTE staff + 1 drop off space per 12 pupils	1 per 2 FTE staff + 1 drop off space per 12 pupils	1 per 1 FTE staff + 1 drop off space per 8 pupils	1 per 1 FTE staff + 1 drop off space per 8 pupils
Pupil age 4-11 years	1 per 3 FTE staff + 1 drop off space per 12 pupils	1 per 2 FTE staff + 1 drop off space per 12 pupils	1 per 2 FTE staff + 1 drop off space per 12 pupils	1 per 1 FTE staff + 1 drop off space per 8 pupils	1 per 1 FTE staff + 1 drop off space per 8 pupils
Relaxation of the parking standards for drop off spaces for schools might be considered acceptable subject to local circumstances and the car journey reducing measures in an agreed Travel Plan.					

Pupil age 11+ years	1 per FTE 3 staff + 15 drop off spaces for the first 500 children and 30 thereafter	1 per 2 FTE staff + 15 drop off spaces for the first 500 children and 30 thereafter	1 per 2 FTE staff + 15 drop off spaces for the first 500 children and 30 thereafter	1 per 1 FTE staff + 20 drop off spaces for the first 500 children and 30 thereafter	1 per 1 FTE staff + 20 drop off spaces for the first 500 children and 30 thereafter
Further/higher education	1 per 6 FTE staff + 1 per 30 students	1 per 2 FTE staff + 1 per 25 students	1 per 2 FTE staff + 1 per 25 students	1 per 1 FTE staff + 1 per 15 students	1 per 1 FTE staff + 1 per 15 students
Display of works of art (otherwise than for sale or hire), Museums Public libraries or public reading rooms, Public halls or exhibition halls	1 space per 30 m ²				
Public worship or religious instruction (or in connection with such use) Seated Assembly	1 space per 10 m ²	1 space per 10 m ²	1 space per 10 m ²	1 space per 10 m ²	1 space per 10 m ²
Ancillary rooms	1 space per 73 m ²	1 space per 36 m ²	1 space per 36 m ²	1 space per 22 m ²	1 space per 22 m ²
Law courts	Parking provision for proposals for law courts will be assessed on a case by case basis.				
Isolated shops (not exceeding 280 sq. metres), selling essential goods, incl. food & at least 1km from another similar shop	1 per 46 m ²	1 per 23 m ²	1 per 23 m ²	1 per 14 m ²	1 per 14 m ²
Halls or meeting places for the principal use of the local community	1 space per 30 m ²				
Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms) Sports pitches	20 spaces per sports pitch which includes 2 disabled spaces plus, when seating is provided, 1 space per 10 spectators seats.				

Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms) Pavilions for outdoor uses	1 per 73 m ² public area as a starting point for assessment, with final provision depending on specifics of proposed use.	1 per 36 m ² public area as a starting point for assessment, with final provision depending on specifics of proposed use.	1 per 36 m ² public area as a starting point for assessment, with final provision depending on specifics of proposed use.	1 per 22 m ² public area as a starting point for assessment, with final provision depending on specifics of proposed use.	1 per 22 m ² public area as a starting point for assessment, with final provision depending on specifics of proposed use.
Indoor or outdoor swimming pools or skating rinks	1 per 30 m ² public area	1 per 15 m ² public area	1 per 15 m ² public area	1 per 10 m ² public area	1 per 10 m ² public area
Theatre	1 per 16 seats	1 per 8 seats	1 per 8 seats	1 per 5 seats	1 per 5 seats
Car Related Uses	Not appropriate in this location.	1 per 12.5 m ² general storage 1 per 100 m ² display areas (internal and external) 3/bay MoT/Tyre/Exhaust	1 per 12.5 m ² general storage 1 per 100 m ² display areas (internal and external) 3/bay MoT/Tyre/Exhaust	1 per 12.5 m ² general storage 1 per 100 m ² display areas (internal and external) 3/bay MoT/Tyre/Exhaust	1 per 12.5 m ² general storage 1 per 100 m ² display areas (internal and external) 3/bay MoT/Tyre/Exhaust
Drinking establishments (bar area m²)	1 per 33 m ²	1 per 2 m ²	1 per 2 m ²	1 per 1.5 m ²	1 per 1.5 m ²
Hot food takeaways (public area m²)	1 per 33 m ²	1 per 2 m ²	1 per 2 m ²	2 per 2.5 m ²	2 per 2.5 m ²
Cinema	1 per 16 seats	1 per 8 seats	1 per 8 seats	1 per 5 seats	1 per 5 seats
Unspecified, including hostels	Due to the variety of uses that can fall within the sui generis definition, it is not possible to provide specific parking standards for every use that could arise. Where sui generis uses are proposed, the parking requirement will be assessed based on the nature of the use and its location.				

Build to Rent

2.21 Build to Rent developments are a specific type of residential development as recognised in the National Planning Policy Framework⁵ and the Planning Practice Guidance⁶. For the purpose of applying the standards in Table 2, Build to Rent is defined as: “New residential supply for market rent in clusters with a single owner using professional management.”

2.22 As Build to Rent schemes tend to be only delivered in high density and highly accessible locations, due to their target demographic and typical business model, and due to lower accessibility levels in the outer zones, we do not expect Build to Rent schemes to come forward in Zones 3-5. Therefore, no standards are provided for Build to Rent in these locations.

2.23 The standards in Table 2 should enable assessment on a case-by-case basis. The following caveats apply:

- Where units are designed to disabled access standards, parking at a 1:1 ratio should be provided per disabled access unit.
- Dedicated loading and servicing facilities should be provided on-site.
- Allocated staff parking may be required where high numbers of on-site staff are proposed. This will be assessed on an individual basis.
- All Build to Rent proposals should incorporate a Travel Plan including robust measures to encourage low car ownership.
- Car-free schemes will be considered within Zone 1, or future areas where on-street parking controls are in place.
- Future residents of car-free schemes would not be eligible for on-street parking permits.
- If parking is proposed below the standard in locations where surrounding on-street parking is uncontrolled, parking beat surveys will be required in accordance with the Lambeth parking methodology.

Car Clubs

2.24 It is also recommended that any scheme with an overall parking ratio of 0.33 or less must provide, or contribute towards, at least 3 pool cars or car club vehicles per 100 units. Publicly accessible car club vehicles are preferred where viable and these should be located in a prominent visible location. In areas with a high concentration of car club vehicles already in the vicinity, this should be assessed on a case-by-case basis. As stated in the Project Centre Topic Paper produced to support this SPD, evidence shows that 1 car club car justifies removal of 6 private parking bays from a development. We will assess proposals on this basis, unless new

⁵ [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

⁶ [Build to rent - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

evidence suggests a different ratio is more appropriate. Appendix B provides further guidance on how we expect car clubs to be provided.

Houses in Multiple Occupation

2.25 To enable flexibility in the way in which the vehicle parking standards for Houses in Multiple Occupation (HMOs) are applied, the following caveats apply to proposals for (HMOs):

- Where a proposal is to convert an existing dwelling house to a HMO property, any shortfall in provision from the existing use can be considered when assessing potential on-street impacts of the HMO proposal.
- Where a property proposed for conversion to C4 HMO has existing on-plot parking exceeding the maximum HMO parking standard, it is not considered necessary to remove parking spaces.
- Provision for electric vehicle charging for at least one vehicle should be incorporated where on-plot parking is provided.
- If parking is proposed below the standard, it should be demonstrated that on-street parking can suitably be accommodated without adversely impacting highways safety or capacity.
- If parking is proposed below the standard in areas of high on-street parking pressure or limited on-street space, a parking beat survey is required to support the application.

3. Cycle Parking Standards

- 3.1 The provision of good quality cycle storage is an important means of encouraging more people to cycle and thus reduce pressure on the highway both in terms of congestion and car parking demand.
- 3.2 Section 6 provides further details on what the Council considers to be good practice in cycle parking design and location, including consideration of separate cycle storage for short-term (e.g. visitor) and long-term (e.g. residents, employees) users. This should be read in conjunction with guidance included in LTN 1/20⁷ (2020) or updated versions of this. Long-term cycle parking should benefit from additional security (CCTV and/or secure or non-public access) and shelter from the weather.
- 3.3 The table overleaf provides a summary of the cycle parking standards for each use. Where the standard indicates part of a space is required, this should be rounded up to the nearest whole number. All developments should provide a minimum of one cycle parking space. Where a use is not specified, the cycle parking requirement will be judged on merit.

Paragraph 11.2.6 LTN 1/20

As with car parking, a proportion of the cycle parking (5%) should be provided for non-standard cycles to accommodate people with mobility impairments. Specific areas should be set aside for three-wheel cycles, which are problematic to secure to traditional upright hoops, in the most accessible parts of a large cycle park so that they can be used by disabled people with adapted cycles. Accessible cycle parking should normally also be placed close to accessible car parking spaces. Isolated cycle stands for short-term parking should be configured to bear in mind the length of cargo bikes and tandems, and the width of tricycles and side-by-side cycles.

- 3.4 There is no variation on the cycle parking standard by location. However, if site specific proposals and conditions justify this, the Council may consider a departure from the standard for Zone 5 for non-residential uses. This will however not be routine practice and be subject to justification from the applicant, including other measures that will be implemented to encourage sustainable travel. The Council will not wish to see developments, even in more rural locations, with no cycle parking provision though is prepared to be flexible in order to avoid the provision of large amounts of under-used cycle parking. In all cases, a Travel Plan requirement

⁷ [*Cycle Infrastructure Design \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/86481/cycle_infrastructure_design.pdf) See Chapter 11 on Cycle Parking and other equipment.

would be added whereby the applicant would be expected to monitor the use of cycle parking and extending this as necessary.

3.5 Facilities for showering and storing clothes will also be sought as they are also important for encouraging cycle use.

3.6 It is acknowledged that younger children travel to school by scooter and as such an allowance has been made for educational establishments to provide scooter parking as part of their allocation as detailed in Table 3.

Figure 1 – Best Practice Examples of Bike Storage Facilities



Table 3: Cycle Parking Standards.			
Use		Casual/Visitor Parking	Employee/Resident Parking
General industrial (m2)		1 space per 500 m ² with a minimum of 2 spaces	1 per 400 m2 or 1 per 10 FTE (whichever is greater) Showers and changing facilities should be provided for all industrial developments of 500m2 and above. Facilities should be provided on the basis to cater for a minimum of 10% of staff
Storage and distribution (m2)		1 space per 1000 m ² with a minimum of 2 spaces	1 per 500 m2 or 1 per 10 FTE staff (whichever is greater) Showers and changing facilities should be provided for all industrial developments of 500m2 and above. Facilities should be provided on the basis to cater for a minimum of 10% of staff.
Hotels		N/A	2 long term spaces per 10 bedrooms. Staff and guest parking should be secure but can be shared if necessary. A bicycles-in bedrooms policy may be acceptable if these are conveniently accessible and staff parking would still be required at a rate of 10%.
Residential institutions - Hospitals		1 per 50m2	1 per 5 FTE staff

Residential institutions - Sheltered/elderly housing / Nursing Homes		1 per 20 beds	1 per 20 beds
Residential institutions - Student Accommodation		N/A	1 per bedroom
Showers and changing facilities should be provided for all residential institutions of 500m ² and above. Facilities should be provided on the basis to cater for a minimum of 10% of staff.			
Residential dwellings (per unit) 1 or 2 bedrooms		1 space per 20 units	1 per bedroom
3+ bedrooms			
Houses in Multiple Occupation		1 per HMO	1 per bedroom
Display or retail sale of goods, other than hot food: food	Small (<200m ²) Medium 200-1,000m ²	1 per 100 m ²	1 per 100 m ²
Display or retail sale of goods, other than hot food: non-food	Large >1,000m ²	1 per 200 m ² 1 per 250m ²	1 per 200m ² 1 per 500m ²
Sale of food and drink for consumption (mostly) on the premises. <i>For larger developments within this use class, applicants should discuss parking requirements with Highways Development Management officers at an early stage.</i>		1 per 50 m ²	1 per 200 m ² or 1 per 10 FTE staff

Provision of financial services, Professional services (other than health or medical services), or Other appropriate services in a commercial, business or service locality.		1 per 100 m ²	1 per 200 m ² or 1 per 10 FTE staff
Indoor sport, recreation or fitness (not involving motorised vehicles or firearms)		Greatest of 1 per 50m ² or 1 per 30 seats /capacity	1 per 5 employees
Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)		1 per consulting room	1 per 10 FTE staff
Creche, day nursery or day centre (not including a residential use)		1 per 10 children	1 per 10 FTE staff
Uses which can be carried out in a residential area without detriment to its amenity: Offices to carry out any operational or administrative functions, Research and development of products or processes Industrial processes		Minimum 2 for visitors and at 1 per 500 m ² thereafter	1 per 120 m ² or 1 per 10 FTE staff
Provision of education Pupil age 4-7 years		1 per year group	1 per 8 Pupils + 1 per 10 FTE Provision for Scooters Parking: 5- 50% of total Cycle spaces
Pupil age 8-11 years			1 per 6 Pupils + 1 per 10 FTE Provision for Scooters Parking: 5- 25% of total Cycle spaces

Pupil age 4-11 years			1 per 7 Pupils + 1 per 10 FTE Provision for Scooters Parking: 5- 25% of total Cycle spaces
Pupil age 11+ years		1 per year group	1 per 10 FTE staff and 1 per 5 students
Further/higher education		1 per 5 students	1 per 5 FTE staff
		Staff and pupil storage should be sited separately	
Display of works of art (otherwise than for sale or hire) Museums Public libraries or public reading rooms Public halls or exhibition halls		1 per 100 m2	1 per 10 FTE staff
Public worship or religious instruction (or in connection with such use)		Each proposal to be judged on a case by case basis, based on site specific factors such as nature of the proposed use and its location.	
Law courts			
Isolated shops (not exceeding 280 sq. metres), selling essential goods, incl. food & at least 1km from another similar shop		1 per 100 m2	1 per 200 m2 or 1 per 10 FTE staff
Halls or meeting places for the principal use of the local community		Greatest of 1 per 50m2 or 1 per 30 seats /capacity	1 per 5 employees
Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)		Each proposal to be judged on a case-by-case basis, based on site specific factors such as nature of the proposed use and its location.	
Indoor or outdoor swimming pools or skating rinks		Greatest of 1 per 50m2 or 1 per 30 seats /capacity	1 per 5 employees

Theatre		Each proposal to be judged on a case by case basis, based on site specific factors such as nature of the proposed use and its location.
Car Related Uses		
Drinking establishments (bar area m²)		
Hot food takeaways (public area m²)		
Cinema		
unspecified		

4. Parking for Residential Uses

Introduction

- 4.1 Careful design of road layouts and parking is as key a consideration as the number of spaces provided. Indeed, poor design can effectively reduce the level of parking available. Good parking design can also greatly improve the overall quality and sustainability of a development. Therefore, this section provides details on what the Council expects to see in the design of car and cycle parking including certain minimum criteria that will need to be met in order for a space to be counted as a parking space when assessing an application.
- 4.2 All dwellings, whether shared ownership or market housing, should have access to at least one allocated, independently accessible, off-street parking space.
- 4.3 The information presented largely replicates that included within the Residential Design Guide SPD adopted by the Council in 2012. This Parking Standards SPD however provides consideration of all uses and will take precedence where it is deemed that there is any conflict between the two documents.

Car Parking Locations

- 4.4 Parking has a fundamental influence on the quality of a development, the streetscape in particular, and is a significant factor in the desirability of a place to live. Location of parking is one of the most prominent issues in pre-application discussions.
- Garages do not count as parking spaces;
 - Detached homes with 5+ bedrooms will generally be expected to have at least 2 on-plot, independently accessible parking spaces.
- 4.5 In Milton Keynes, an increasingly common problem associated with new developments (and in particular terraces) is cars parked on verges, on footways and on streets that are not designed to accommodate parked cars. This is partly because car ownership is higher than average in Milton Keynes. More importantly, however, rear courts, which have to date generally been the chosen form of allocated parking (particularly for terraces), have not been well used by residents. This is due to several factors:
- Parking spaces are too remote from the front door;
 - Rear parking court feels unsafe/insecure;
 - Rear gate of garden is not lockable from both sides (hence is often not practical or possible to use);

- No path through rear garden further discourages use;
- Surveillance of the rear parking area blocked by garden fences.

4.6 The result of parking on verges, on footways and on streets that are not designed for on-street parking is:

- Bin lorries and emergency vehicles cannot get through;
- Unsafe streets are created because, for example, sight lines are blocked;
- Cluttered and “untidy” street scenes;
- Verges becoming unsightly, which further undermines the streetscape;
- Footways become impassable, causing a serious obstruction and danger for many people, especially those with mobility and visual impairments.

4.7 Opportunities for inappropriate parking should be designed out of schemes, as far as possible. Providing sufficient designated on-street parking spaces in the right locations will assist in reducing the instances where residents feel the need to park on footways or verges. However, inappropriate parking should also be prevented through the design of the street. A range of street elements, such as carriageway widths, street furniture and planting, (including trees and groundcover planting), can be manipulated to constrain or direct parking.

4.8 For these above reasons, the following hierarchy of preference should be adhered to when providing car parking for new residential developments:

- On plot, located at the front or side of the dwelling;
- On-street to the front of dwellings (either on the street itself or as part of a front parking court).

4.9 Appropriately designed, on-street parking as part of an application will be welcomed by the Council and will be counted towards the number of spaces that a developer is expected to provide for visitors.

4.10 The following sections provide guidance and solutions on how to accommodate parking. Developers should also refer to guidance contained in the National Design Guide⁸, the National Model Design Code Coding Process document⁹ and the National Model Design Code Guidance Notes¹⁰, which endorse parking solutions that balance the need to provide other benefits alongside parking space, such as beauty, green infrastructure and street trees, health and well-being, traffic calming and surface water management. In particular, the visual impact of car parking should be minimised.

⁸ See Paragraphs 77, 85 and 86 [National design guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

⁹ See Paragraphs 50 and 59 [National Model Design Code - Part 1 The Coding Process \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

¹⁰ See Figure 13 and Paragraphs 44, 50 and 131 [National Model Design Code - Part 2 Guidance Notes \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

On Plot Parking

4.11 On-plot parking can be provided:

- To the side of dwellings
- As a “drive through” to hardstanding within the rear garden; or
- To the front as right-angled and/or parallel parking;

Drive Throughs

4.12 These are in effect car ports but are open at the back to allow parking either within the building and/or within the rear garden. The advantage of drive throughs to hardstanding or garages in the rear garden is that continuity of frontage can be maintained whilst retaining on-plot parking. 1.8-metre-high fencing or walling is required around the parking to provide security to the rear garden. Minimum width should be 3.5m.

4.13 Drive throughs to hard standing within the rear garden can create blank frontages and make ground floor internal layouts less practical, and therefore need to be designed with care. They are best incorporated within wide frontage dwellings, which enables “active rooms”, such as living rooms and kitchens, to still be provided fronting the street at ground floor level.

4.14 Where ‘drive throughs’ are incorporated in narrow frontage dwellings, balconies or bays at first floor level are one useful means of creating interest and activating the frontage. They must have active ground floor frontages on the other side of the street to provide overlooking of the drive through, as demonstrated in Figure 3b.

4.15 For wider frontage properties with wider rear gardens, single vehicle drive throughs could potentially widen within the rear to include hardstanding for independently accessible parking. This is illustrated in Figure 3b.

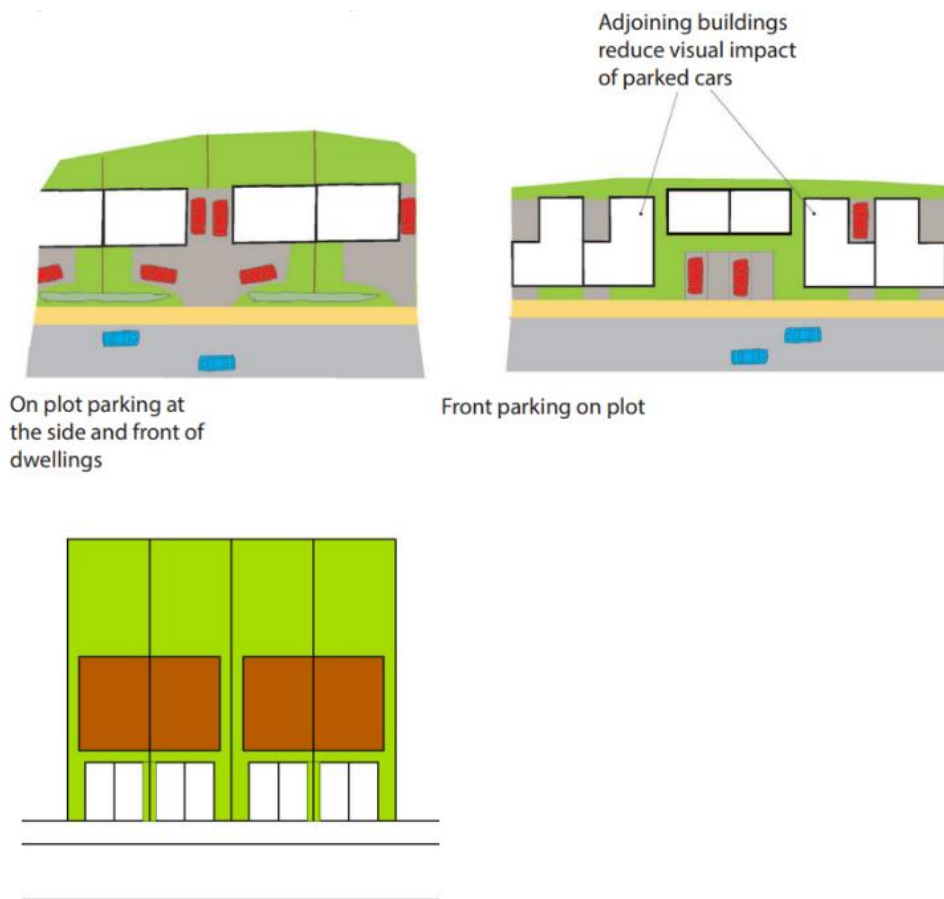
Figure 2 – Drive through parking within rear garden



On Plot Parking to the Front

4.16 A variation of the on-plot parking solution is the provision of right-angled and/or parallel parking to the front of the dwelling. For terraced houses this will likely occur as right-angled parking behind the back of the adoptable highway (see Figure 3a) while for semi-detached and detached housing a deeper front garden or privacy strip should be included (up to approximately 6-7m) to allow on plot parking to the front of the dwelling as either right angled or parallel parking. In these cases, the parking spaces should be designed into a landscaped privacy strip to avoid the subsequent ad hoc paving over of front gardens (potentially devoid of any landscaping) by homeowners which will undermine the quality of the streetscape but rather ensure that the entire streetscape has been integrally designed from the outset.

Figure 3a – On plot parking options



4.17 Independently accessible on-plot parking spaces are preferred. There is a presumption against the provision of tandem parking (or any similar layout where the spaces are not independently accessible). If, however, such a layout is proposed then:

- An additional¹¹, convenient, on-street parking space must be provided at a rate of 1 space per every two dwellings that have tandem parking (or any similar layout where the spaces are not accessed independently);
- The on-street provision must not encroach into the track path of buses on bus routes and other primarily residential streets (type 5-8)¹² so as to allow for the movement of free-flowing traffic, including service delivery vehicles. This requires on-street parking to be provided outside of the established carriageway in these streets.
- For street types 9-12, the required on-street parking can be provided on street but in this case must be clearly laid out/delineated within the carriageway and located so as to allow for the movement of free-flowing traffic, including service delivery vehicles.

4.18 Parking spaces in front of garages must be at least 6 metres long in order to allow access to the garage without a car overhanging the footway.

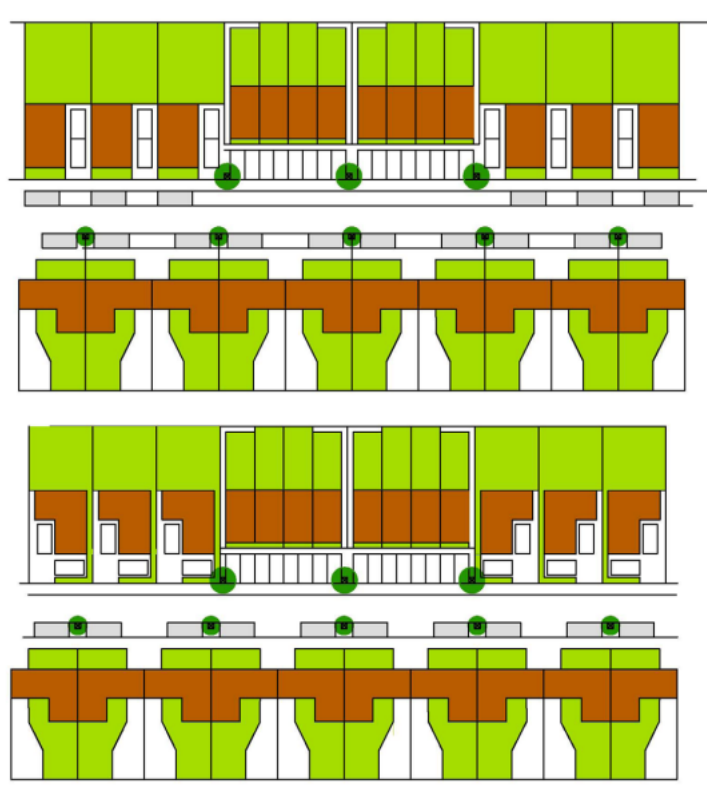
4.19 The illustrations in Figure 3b show a variety of on plot parking options discussed above. They importantly highlight that there should not be more than 8 properties in a row that are served by right angled parking to the front. This is to ensure that the streetscape does not become dominated by parked cars. A 1m spacing should also be included around a maximum of 8 parking spaces for pedestrian circulation. Street trees as indicated in the illustrations should also be included to soften the streetscape. Beyond the 8 properties in a terrace formation, buildings should come forward to reduce the visual impact of parked cars and provide a more human scaled streetscape.

4.20 In these illustrations, the on street parallel parking must be located subject to safe manoeuvrability from the on-plot parking into the street.

¹¹ For the avoidance of doubt, “additional” means in addition to the usual requirement for unallocated on-street parking spaces. “Convenient” means an on-street space within 15m of the front of a property where tandem parking is provided.

¹² For definition of street types, see [A Highway Guide for Milton Keynes 2018](#)

Figure 3b – More on-plot parking options



Carports

4.21 There are concerns where carports are accessed from the public realm as they are often poorly overlooked. They should therefore be overlooked by housing from the other side of the street. Carports are required to be open on two faces and to have minimum internal dimensions of 3.0m x 5.0m per space. Where the carport is located to the side of the house, any fence or wall provided to secure the rear garden should be at least 1 metre from the end of the car port. Permitted development rights to erect gates/doors to the front of carports will be withdrawn and, in determining any planning applications, consideration will be given to the amount and location of the remaining car parking space(s).

Parking Options where no Direct Access is Permitted

4.22 Rear parking courts have proved unpopular as parking choices for residents and are therefore not supported as a parking option in Milton Keynes.

4.23 It is not just Milton Keynes Council that does not support the inclusion of rear parking courts. Both Manual for Streets and the Parking Guide “Car Parking: What Works Where” (prepared by the former English Partnerships and now available via the Homes and Communities Agency state that rear court parking is recommended only after parking to the front and on street have been fully considered. Rear courtyards should support on-street parking, not replace it.

4.24 It is however accepted that for certain streets, frontage access for vehicles from the street can't be achieved or is not permitted and alternate parking solutions should be sought.

Rear Street/Mews with Flat over Parking Units

4.25 The below illustration (Figure 4) demonstrates how a street behind the rear of the properties would provide parking for the properties that are not permitted to have access from the front.

4.26 A few Flat over Parking (FOP) units are included along the back boundary of the properties which would help accommodate the required parking for the housing behind them. Other parking would be provided between the FOP units on the rear boundary of the relevant house.

4.27 For this solution to be acceptable housing would be needed on the other side of the street, facing the FOP units for surveillance purposes. The FOP units are also important so that the access route has the character of a street with development facing it on both sides. This street should take on a mews form.

4.28 The Council's Crime Prevention Design Advisor has also stated that these rear streets should also be designed as cul-de-sacs particularly to improve security of the open aspects of the FOP's. A wall with soft planting either side can serve to divide the 2 cul-de-sacs.

Figure 4 - Rear Street/mews with Flat over Parking

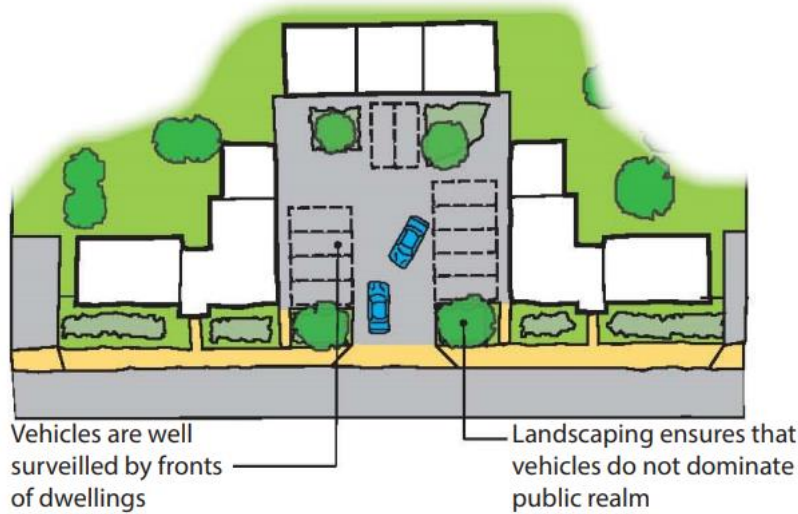


Parking Courts

Front Parking Courts

4.29 These are located at the front where people like to park and where parking can be overlooked and be close to front doors, as shown in Figure 5.

Figure 5 - Front parking courts



Rear Parking Courts

4.30 If it can be demonstrated that the above parking solution cannot be delivered, small private and secure rear parking courts may therefore be accepted.

4.31 Where rear parking courts are included, it is essential that on street parking is carefully managed. If it is not allowed, then this should be suitably enforced through for example double yellow lines. If it is allowed, parking should be carefully designed into the streetscape so as to avoid indiscriminate parking on verges, pavements or indeed in the carriageway such that it prevents safe through movement of large vehicles.

4.32 Rear parking courts must be made to feel as private and secure as possible. This can be achieved through:

- Well designed 'bridges' between houses;
- Electronic lockable gates (operated by key code so that in case of emergency, the code may be passed to emergency responders);
- As narrow an entrance as possible while still meeting highway requirements;
- Accesses into rear parking courts which should be located opposite to the fronts of dwellings in order to provide overlooking of the access;
- One public entrance into a parking court, to be used by both vehicles and pedestrians;
- Parking courts which are required to be well lit and achieve appropriate BS standards. Ground level lighting should be provided;
- Designing the boundaries of houses that abut parking courts to be a maximum 1.5 metres high with an additional 300 mm visually permeable trellis on top in order to aid surveillance.

- 4.33 Rear parking courts must be designed so that the resident's parking space is located on the boundary of the rear garden. In this way residents are more likely to use the parking court, rather than parking in inappropriate locations (e.g. on verges and footways).
- 4.34 All homes must be accessible from the rear through lockable gates that can be opened by means of a key from both sides. Paths need to be provided within rear gardens, from the rear gate to rear door of the house, to enable ease of access through garden when it is wet.
- 4.35 Parking courts should generally be within the range of 6-12 spaces. Larger courts may be appropriate for apartments. Tandem parking will not be allowed, as vehicles tend to dominate the court and the amount of vehicle manoeuvring is increased.
- 4.36 Rear parking courts should remain private and therefore visitor parking is not allowed within parking courts unless the parking court is ungated and under the control of some form of management company.
- 4.37 Garages and car ports should be avoided within parking courts as they block surveillance of vehicles.
- 4.38 Illustrative plans and photos are shown in Figure 6.

Figure 6 - Illustrations for rear parking courts



"Bridge over unit" makes a clearer definition that the rear court is private



Only one entrance for vehicles/pedestrians is permitted. Unlocked alleyways will not be permitted.



Secure rear parking court



Rear parking courts must be secure and not "leaky"



Resident's parking located on the boundary of the rear garden



Rear parking court serving apartments



Plans showing FOPs used to screen and protect rear parking courts

On Street Parking

4.39 On-street parking should be built into the layout design and should be clearly defined, through use of different surfacing materials, kerbs, street furniture and/or planting.

4.40 On-street parking has several benefits, including:

- Assisting with speed restraint as part of an overall package of elements that together affect driver behaviour;

- Adding vitality to the street;
- Acting as a buffer to pedestrians on the footway from passing traffic;
- Making efficient use of land, as the street provides the means of access and parking spaces are shared.

4.41 Lay by parking should be provided in groups of 3-5 spaces. If there are more than 5 spaces in a row, they should be broken up by landscaping.

4.42 Parallel parking can either occur adjacent to the carriageway or within the carriageway as shown in Figure 7. When they are located within the carriageway, they can assist with speed restraint. Some form of feature is required at each end of the parking to ensure that the speed restraint effect remains when the car is absent. Consideration does however need to be given to the visibility of such street furniture and planting at night.

Figure 7 - Parallel parking arrangement



4.43 When locating parking on-street however, this will need to be appropriately designed considering the width and nature of the road in terms of traffic flow and speed. Parking should not encroach into the paths of vehicles.

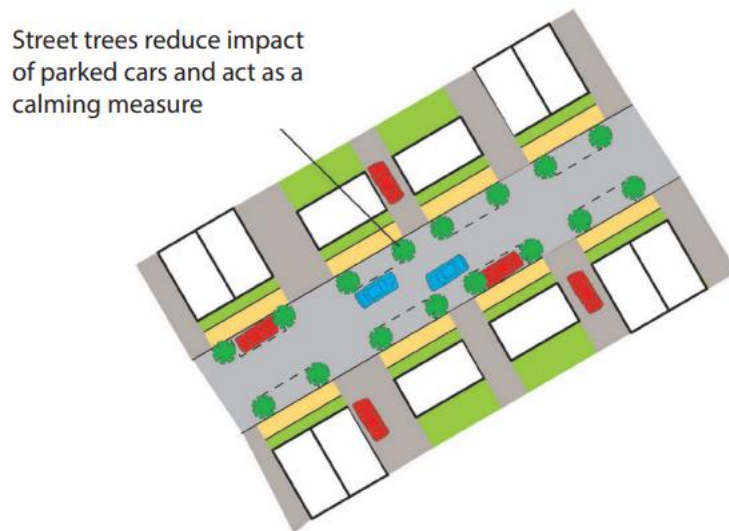
4.44 In order to encourage more on-street parking and reflect where Milton Keynes residents like to park, the Residential Design Guide outlines three more innovative, less conventional, ways of providing parking on street which it is hoped developers will build into their layouts.

'Parking Streets'

4.45 Developments should include carriageways wide enough to allow parallel parking on both sides with space between for two cars to pass. Street trees within the pavement will reduce the visual impact of parked cars.

4.46 It has often been a challenge to fit in on-street parking spaces when numerous detached and semi-detached houses are included in a layout because of the requirement to accommodate and keep open private drives onto the carriageway. Individual parking bays are generally not supported where the footpath diverts its alignment continually to get around them. However, the sketch shown in Figure 8 indicates that where wider 'Parking Streets' are incorporated into a development, individual parking bays can be incorporated between driveways with the footpath remaining on its existing alignment. Two designs can result: either a tree can be included at the front and back of each parking space; or the parking spaces can be delineated with a different material. In both cases, but particularly the former, the features still result in traffic calming if the cars are absent.

Figure 8 – Parking Streets



Public Squares

4.47 Public squares have the benefit of incorporating parking within a space which can also provide townscape and recreational benefits. The square can be used to provide parking for residents within an adjacent busier street. In more formal layouts, parallel parking can be arranged around a landscaped central space, which could be in the form of a square or circus, as demonstrated in Figure 9. In more informal layouts, parking can be provided within a predominantly hard-surfaced space.

4.48 Public squares must be designed into the layout at the master-planning stage – it is not advisable to try and retrofit them into a layout at a later stage.

Figure 9 – Public Squares



Example of formal public square layout accomodating parking around its edge

Central Reservations

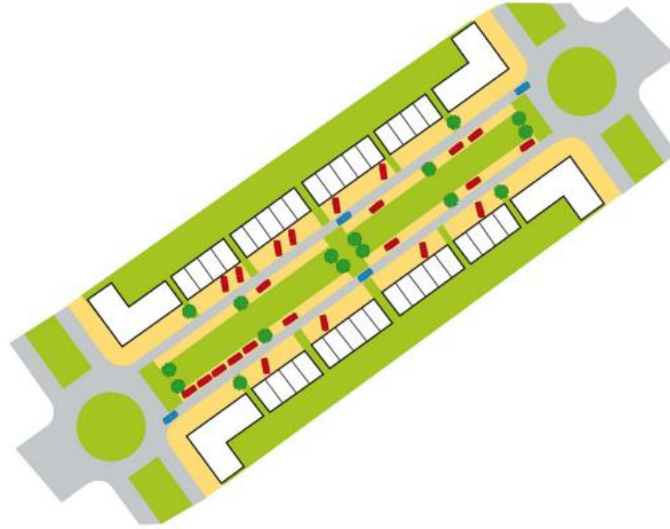
4.49 Parking can be provided within a central reservation with cars arranged both sides of a strip dividing traffic flows. Landscaping should be provided to reduce visual impact. A good example of this approach is shown in Figure 10.

Figure 10 – Parking at Central Reservation



Parking in the central reservation - Oxley Park

Figure 10 cont. – Parking at Central Reservation



5. Parking for Non-Residential Uses

- 5.1 Many of the principles discussed above are equally applicable to non-residential uses.
- 5.2 More applicable to the latter however will be off-street car parks. These should be designed to provide good quality pedestrian routes in order to minimise conflict between those walking through the car park and manoeuvring vehicles.
- 5.3 Where multi-storey or underground car parks are provided, these should be designed in accordance with the usability specifications outlined in relevant industry guidance such as the Institution of Structural Engineers 'Design Recommendations for Multi Storey and Underground Car Parks' (2011)¹³. This includes guidance on issues such as the positioning of columns which would affect the usability of a space and therefore whether it will be considered as a parking space when an application is determined.

¹³ [Design recommendations for multi-storey and underground car parks \(Fourth edition\) - The Institution of Structural Engineers \(istructe.org\)](http://www.istructe.org)

6. Cycle Parking Design

- 6.1 Cycle parking needs to be considered at the outset and long-term storage for residents and employees should be within a covered, lockable enclosure. For individual houses, this could be in the form of a shed or garage. For flats and non-residential uses, either individual lockers or cycle stands within a lockable, covered enclosure are required.
- 6.2 Cycle parking should be located close to entrances and where it is indoors, the user should not need to pass through more than one door. Stairs should be avoided and where there is a change in level between the cycle store and ground level, lifts should have a capacity for a bicycle without the need for it to be raised up.
- 6.3 Short term cycle parking should be in a prominent location close to site and / or building entrances and may need to be provided in multiple locations. It may be possible in some instances to utilise the public highway, though this would need to be sympathetic to the positioning of other street furniture and ensure that footway widths are maintained.
- 6.4 Cycle parking should be secure, easily accessible and convenient to use. Although the Council does not prescribe a particular type of stand, those located on the highway (for example to provide for visitors) should be consistent with existing provision. Within buildings, upright stands are not favoured as the need to lift bikes makes them more difficult to use, and indeed, may be impossible for some users. Systems which only allow one wheel to be secured will also not be supported, though innovative space saving solutions such as two-tier racks, which are more practical to use, will be considered.

7. Other Vehicles and Parking Layout

Powered Two-wheelers

- 7.1 Parking standards for powered two-wheelers / motorcycle / Moped for developments at all zones will be sought based on the figures provided in Table 3.
- 7.2 With reference to IHE guidance¹⁴, the key elements for parking are that it should be: near, clear, secure and safe to use.
- 7.3 Motorcycle users will naturally look for parking opportunities as close as possible to their destination. 20 metres is desirable. Beyond 50 metres the use of unofficial space can become prevalent. Formal parking spaces should be clearly marked and signed to highlight them to users.
- 7.4 Security is a key issue and physical measures are highly sought after and attractive to users, as is natural surveillance. Covered off street parking is desirable as it provides protection from weather and damage. Storage areas for clothing and equipment should also be provided.
- 7.5 As with all types of parking, personal security and safety is highly important to encourage use. Things to consider are a level surface to move the machine around on, lighting, CCTV and natural surveillance.
- 7.6 Individual spaces should not be marked in order to make the most efficient use of the available space. Most machines range from 700mm to 1000mm wide. Allowing for a nominal mount/dismount space of 600mm suggests that an average width of 1400mm per machine is required. Where there is significant use by smaller or larger machines, this figure can be altered to suit.

All types of non-residential development	Provision
GFA of 1000 m2 or more	A minimum of 2 spaces with anchorage points, 1 space per 70 total car spaces.
Minor Developments GFA below 1000 m2	Case by case.

¹⁴ [Motorcycle Parking - IHE Guidelines for Motorcycling \(motorcycleguidelines.org.uk\)](https://www.motorcycleguidelines.org.uk)

Size of Parking Spaces

Layout for standard car parking bays

- 7.7 It is noted that, in the 2001 Highway in Residential and Commercial Estates Design Guide, the introduction of variation in width, alignments, etc, as a design feature, can result in pleasing and attractive layouts. However, flexibility is not acceptable at the expense of safety.
- 7.8 Standard parking spaces should be a minimum of 5 metres by 2.5 metres (Diagram 1). Where the parking space adjoins a wall/fence (Diagram 2) or dwelling (Diagrams 3 & 4), additional space should be provided.
- 7.9 For parking courts and car parks, an access road in between bays should ordinarily have a minimum width of 6 metres when bays are orientated at 90 degrees. Where such a width is not achieved, the width of parking bays will need to be widened to compensate for this as detailed in Manual for Streets. It is recommended that tracking software be used to assist in the design of car parking and that diagrams be included within Transport Statements, particularly for sites where space is constrained.
- 7.10 Parking for those with disabilities should measure a minimum 6.1 metres by 4.7 metres where access is possible to the rear (e.g. perpendicular to the kerb), incorporating a safety zone around each side and the rear of the space. See Diagram 5 taken from A Highway Guide for Milton Keynes¹⁵.
- 7.11 Providing accessible parking in an arrangement parallel to the kerb is not preferred, but in situations where it is, the parking space should be extended by 1.2 metres to allow an access zone to the rear of a vehicle. All disabled parking should preferably be located within 50 metres of the entrance to the building it is serving in accordance with the Department for Transport's Inclusive Mobility guidance¹⁶.

¹⁵ [A Highway Guide for Milton Keynes 2018](#)

¹⁶ [Inclusive mobility: making transport accessible for passengers and pedestrians - GOV.UK \(www.gov.uk\)](#)

Diagram 1 – Standard parking space

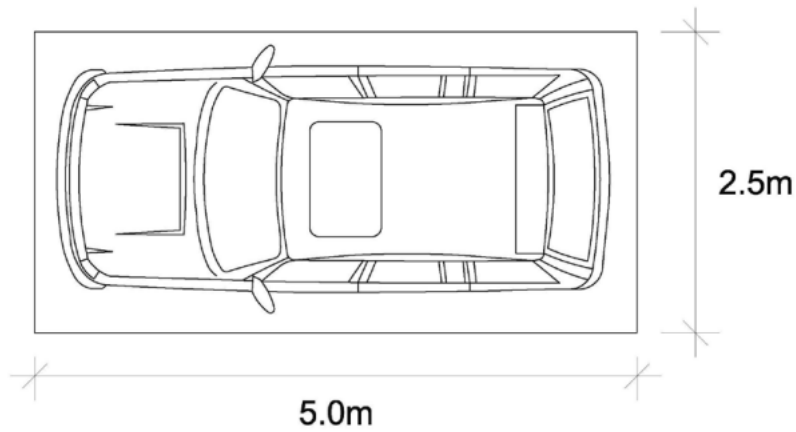


Diagram 2 - Space adjoining a wall/fence

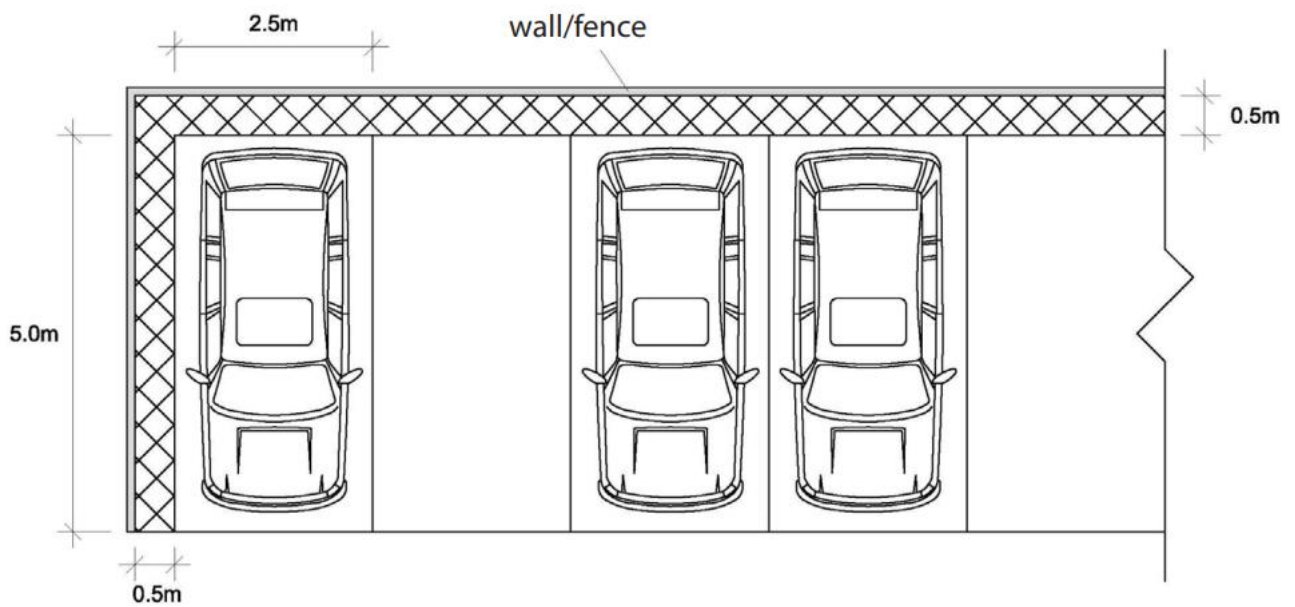
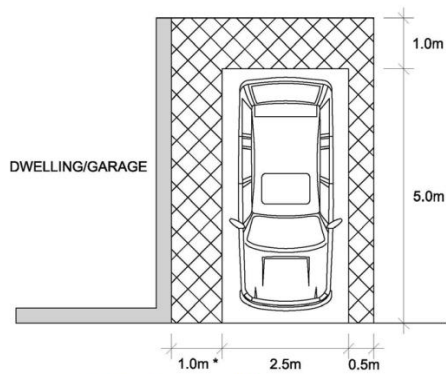


Diagram 3 - Parking space adjoining a dwelling/garage



* 1.0m if required for access to rear of dwelling. Can be reduced to 0.5m if no access is required.

Diagram 4 - Parking space adjoining a dwelling/garage

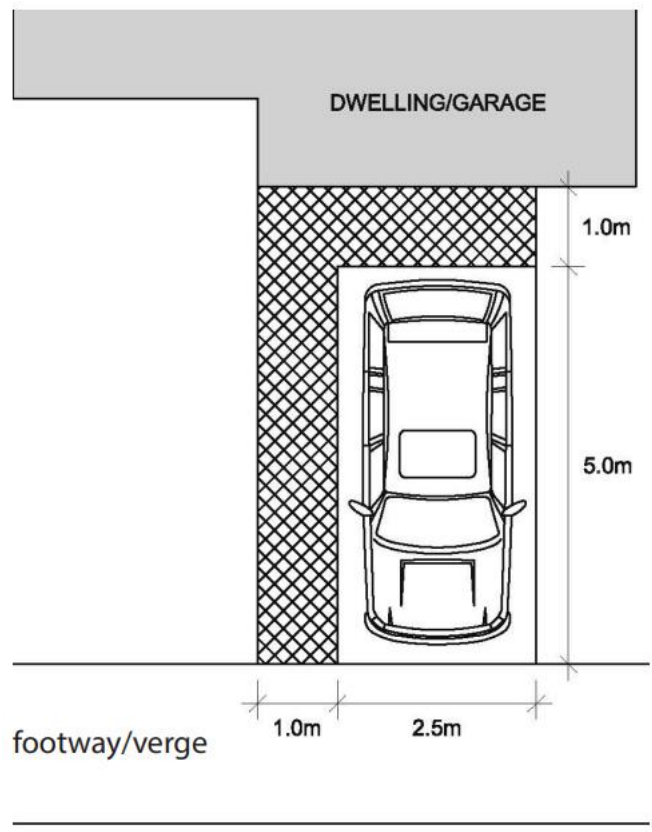
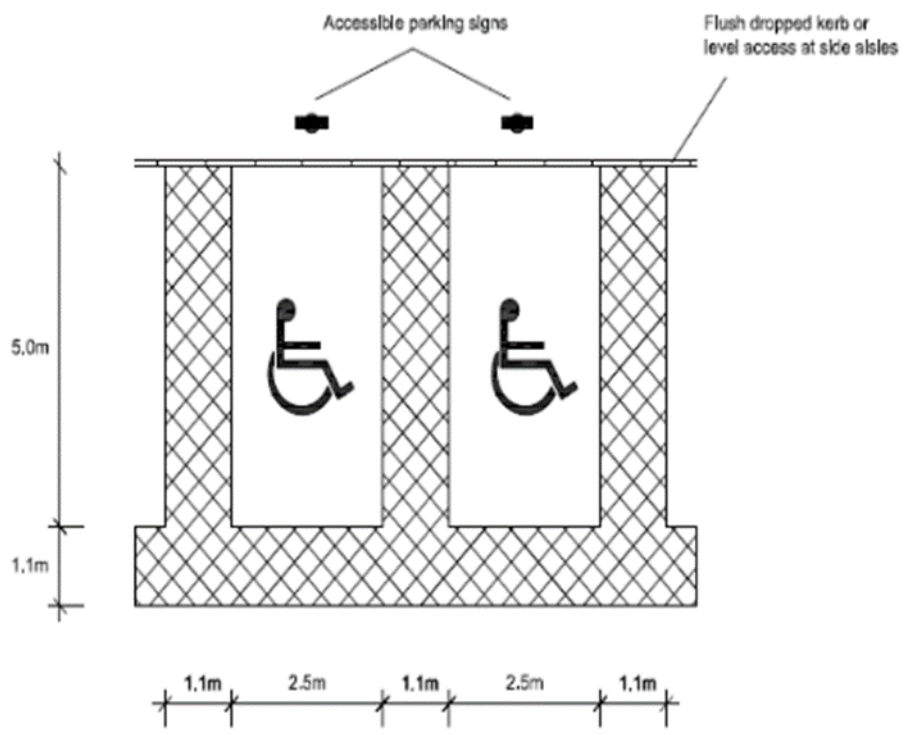
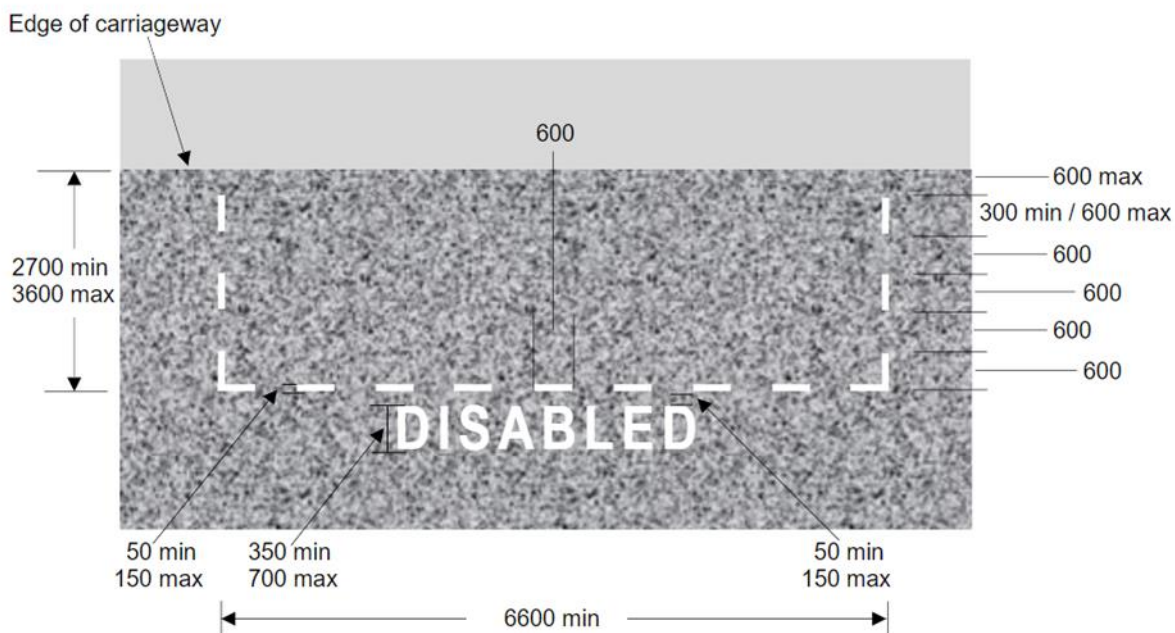


Diagram 5 - Off-Street parking for people with disabilities



7.12 Providing accessible parking in an arrangement parallel to the kerb is not preferred, but in situations where it is, the parking space should be enlarged to be a minimum of 2.7m x 6.6m. See Diagram 6 taken from A Highway Guide for Milton Keynes. All disabled parking should preferably be located within 50 metres of the entrance to the building it is serving in accordance with the Department for Transport’s Inclusive Mobility guidance.

Diagram 6 - On-Street parking parallel to a kerb for people with disabilities (Note: Layout must include a disabled parking sign)



7.13 Note, at least 1 active EV charging bay in non-residential developments will be required to be an enlarged bay, and at least 5% of total EV (active and passive) bay provision.

Layouts for Service vehicles and HGVs

7.14 Parking provision for service vehicles and HGVs has been identified for all Business, General Industrial, Storage and Distribution land uses within Milton Keynes. All other land uses are considered on a site-by-site basis to allow flexible approach to development, which reflects the differing land use profiles and highway characteristics throughout the authority.

7.15 Spaces allocated for deliveries, service vehicles, HGVs, coaches, buses and minibuses should be capable of accommodating the expected vehicle type as predicted in the Transport Assessment. Where pick-up / drop-off is in a designated bus bay set into the kerb / footway, or immediately between designated car parking areas on the highway, adequate allowance must be made for entry and exit taper.

7.16 Principally the preferred parking bay size for these vehicles should be used as set out in Table 5.








	Bay Dimension	
	Length	Width
Transit/Van	7.5m	3.5m
Rigid	12.0m	3.5m
Articulated	17.0m	3.5m
Coach	15.0m	4.0m
Minibus	8.0m	4.0m

7.17 Further Guidance is contained within the Logistics UK (formerly known as Freight Transport Association) publication 'Designing for Deliveries'¹⁷.

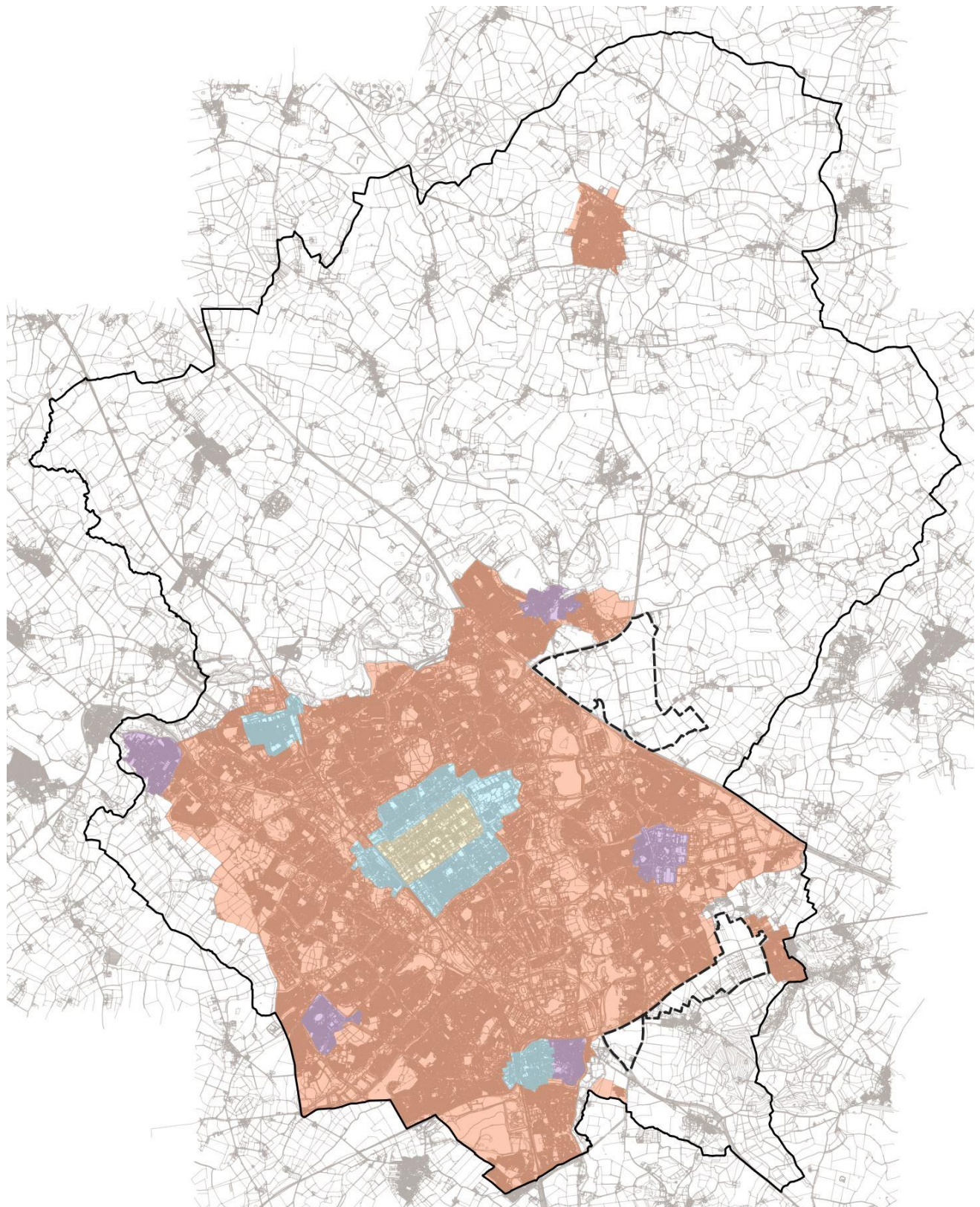
¹⁷ [Designing for Deliveries | FTA Shop \(logistics.org.uk\)](https://logistics.org.uk)

Appendix A – Maps of Parking Standards Zones

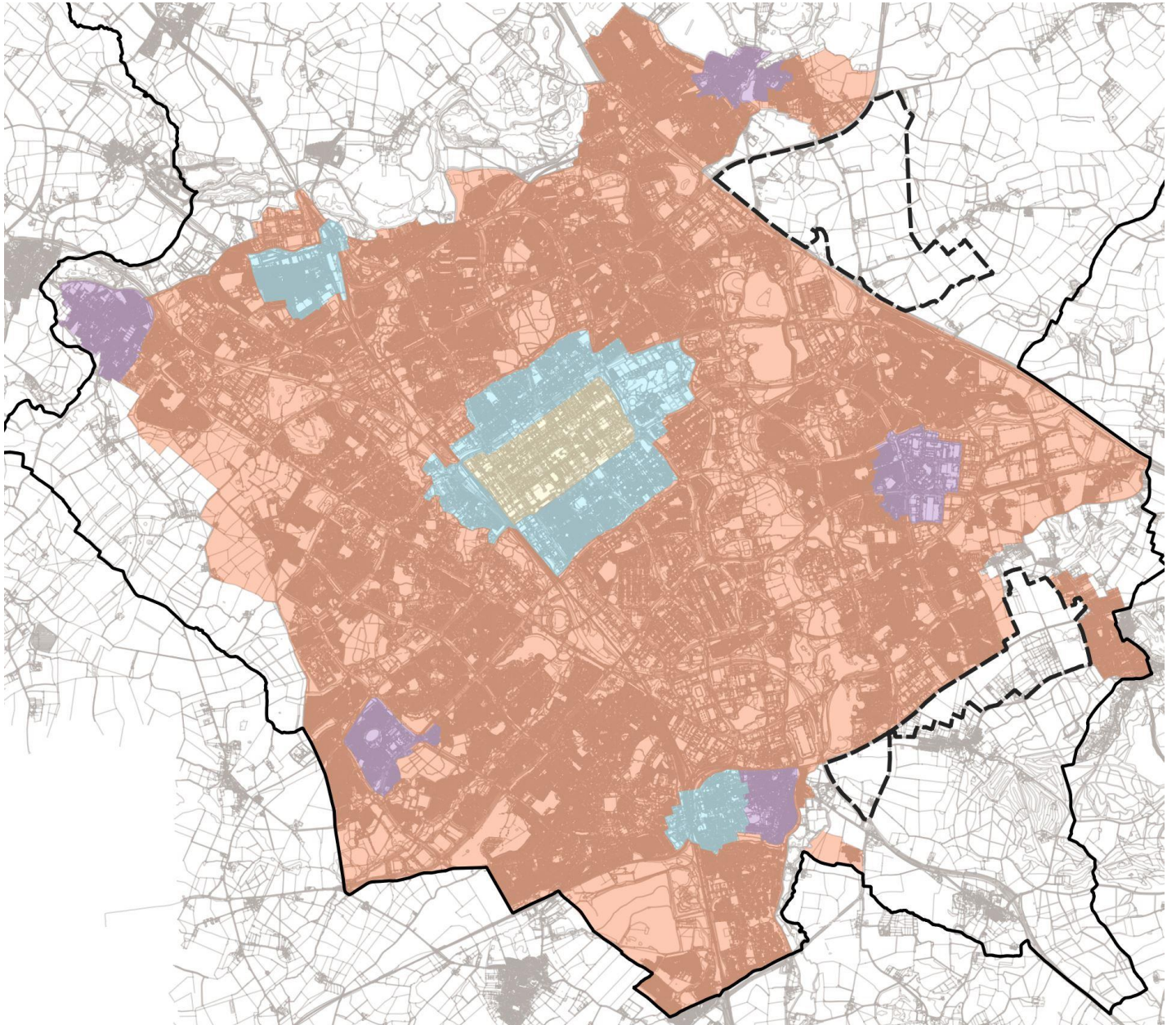
Legend

Legend	
Zone 1	
Zone 2	
Zone 3	
Zone 4	
Zone 5	
Borough Boundary	
Zone Undecided	

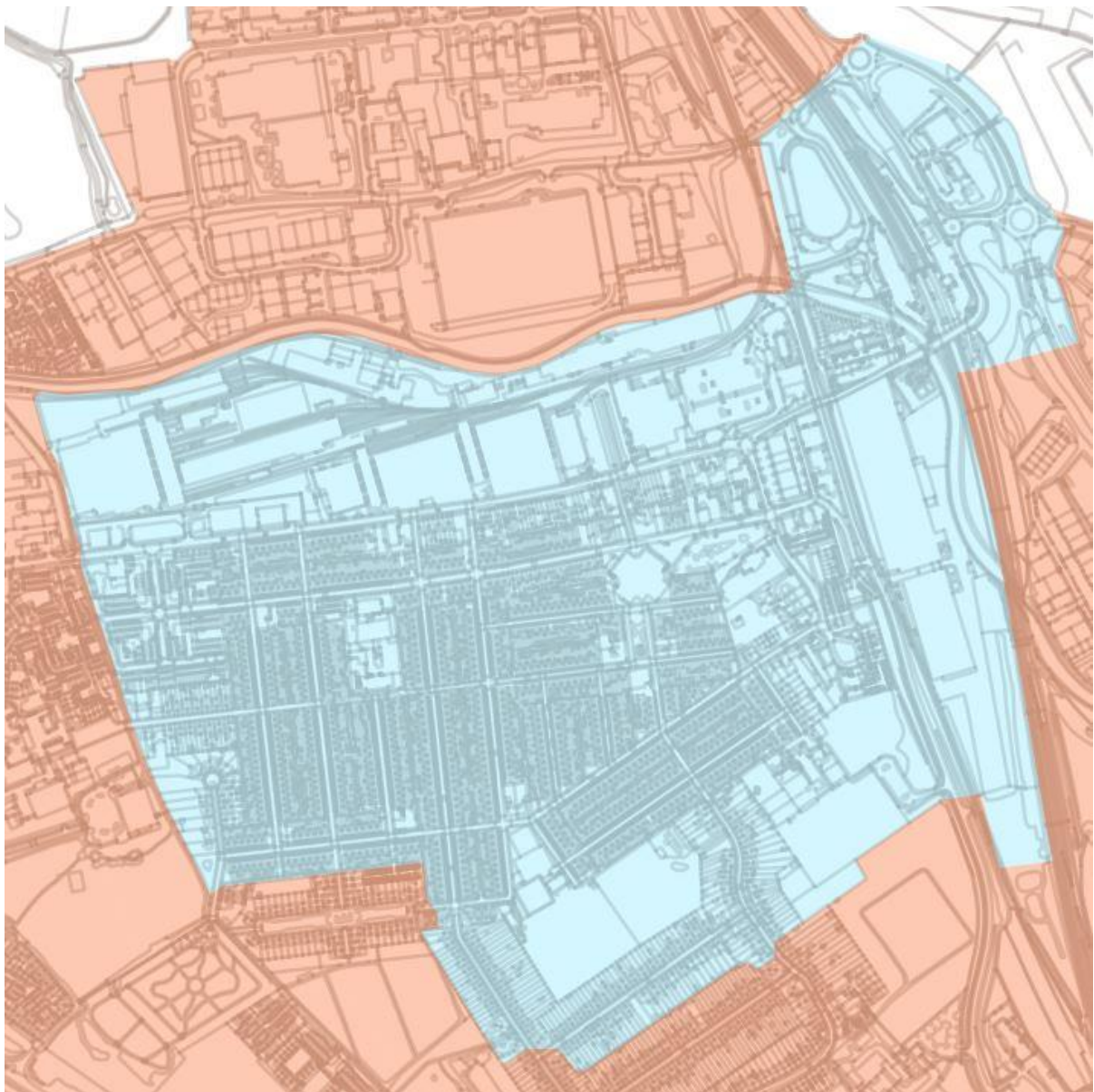
Whole Borough Accessibility Zones Map



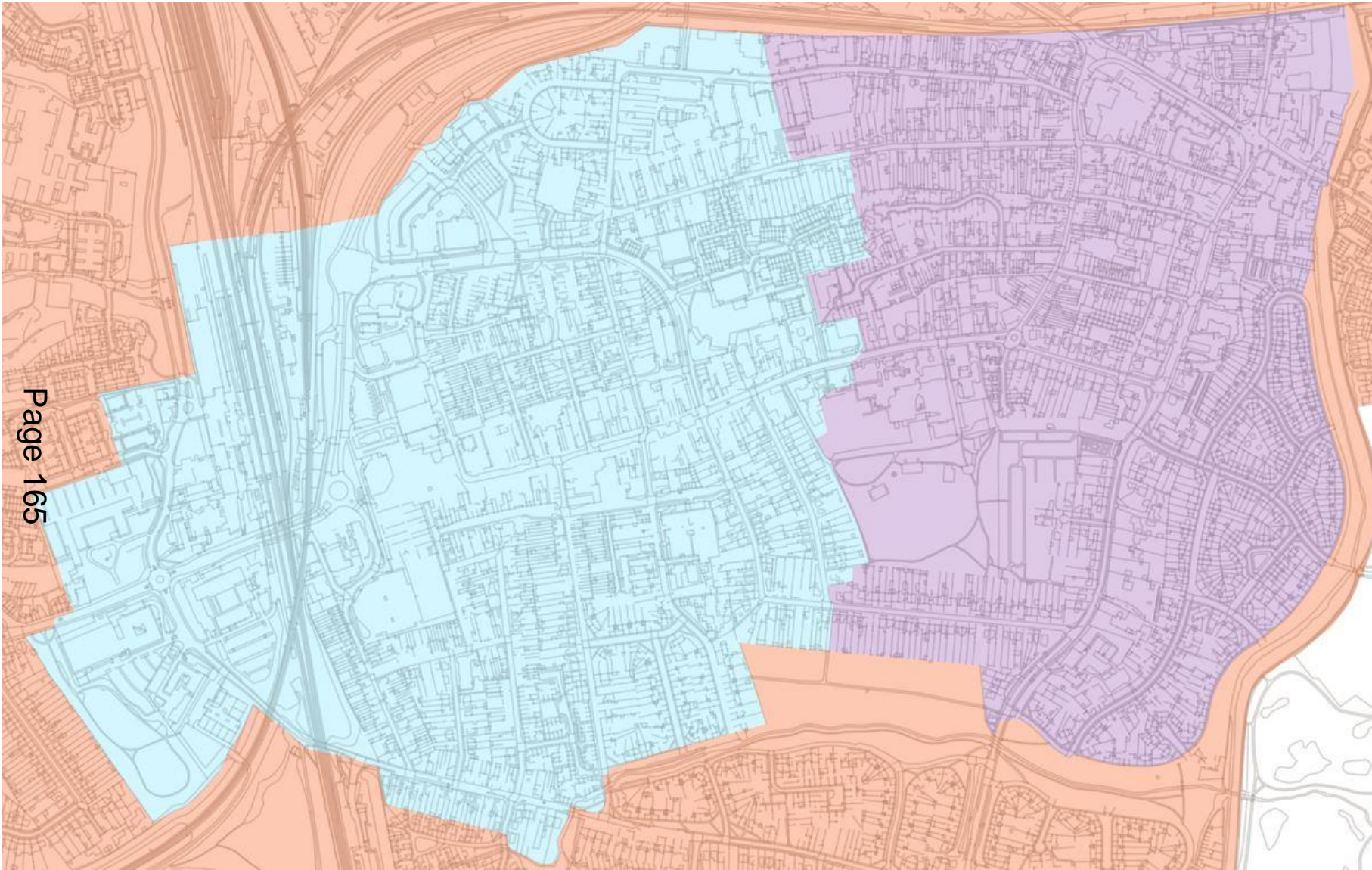
City of Milton Keynes Accessibility Zones Map



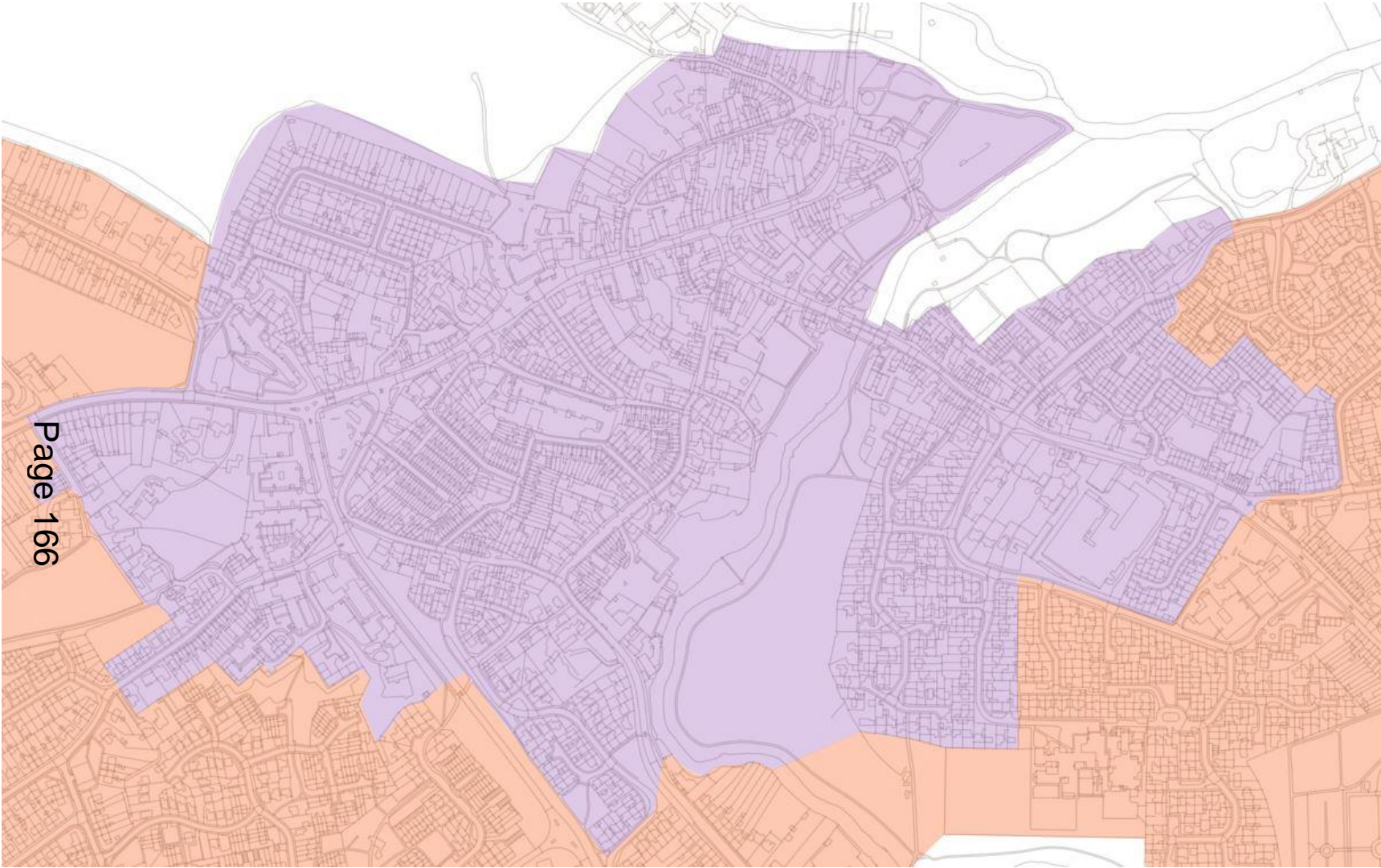
Wolverton Accessibility Zone 2 Map



Bletchley and Fenny Stratford Accessibility Zone 2 and 3 Map

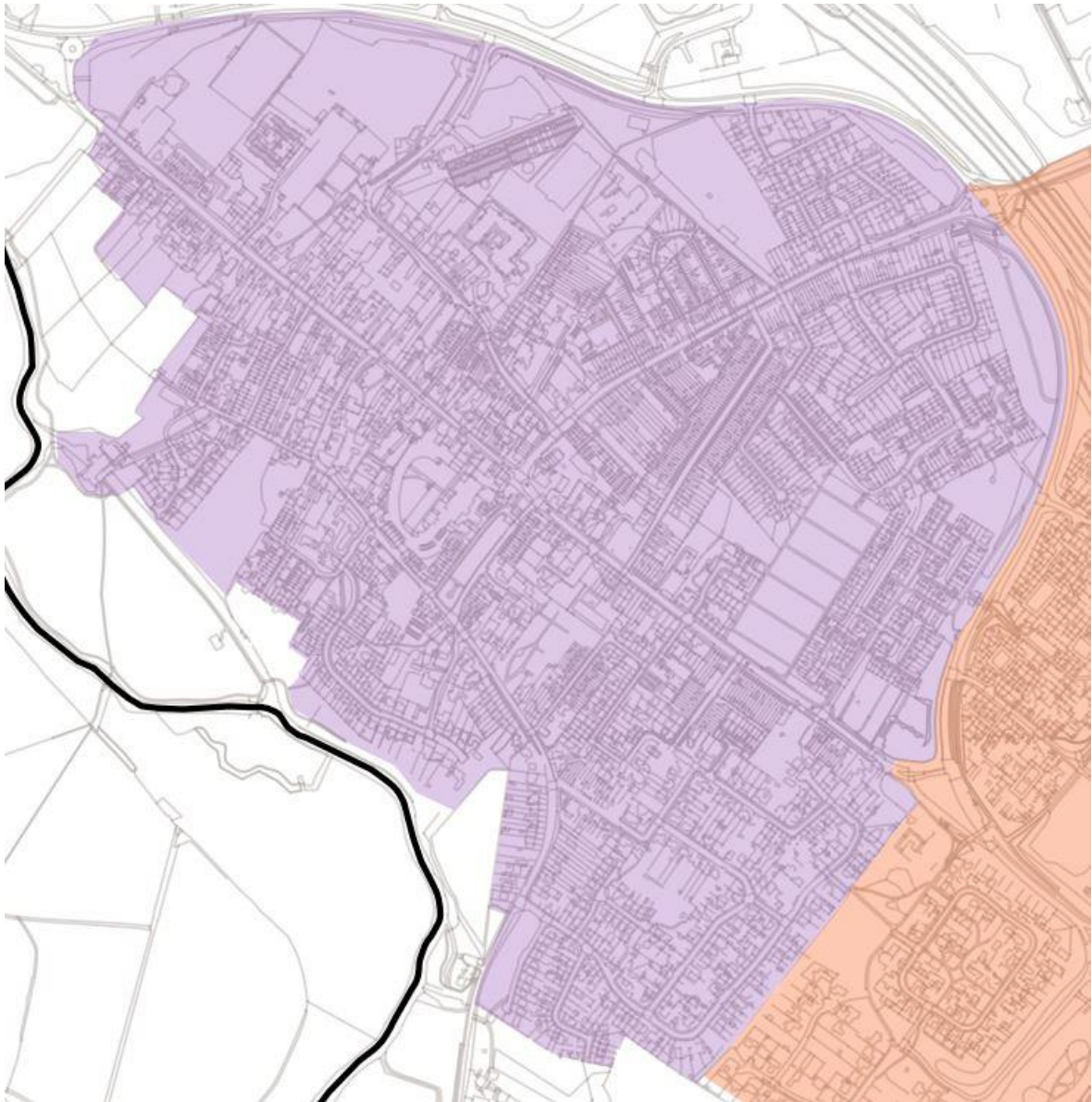


Newport Pagnell Accessibility Zone 3 Map

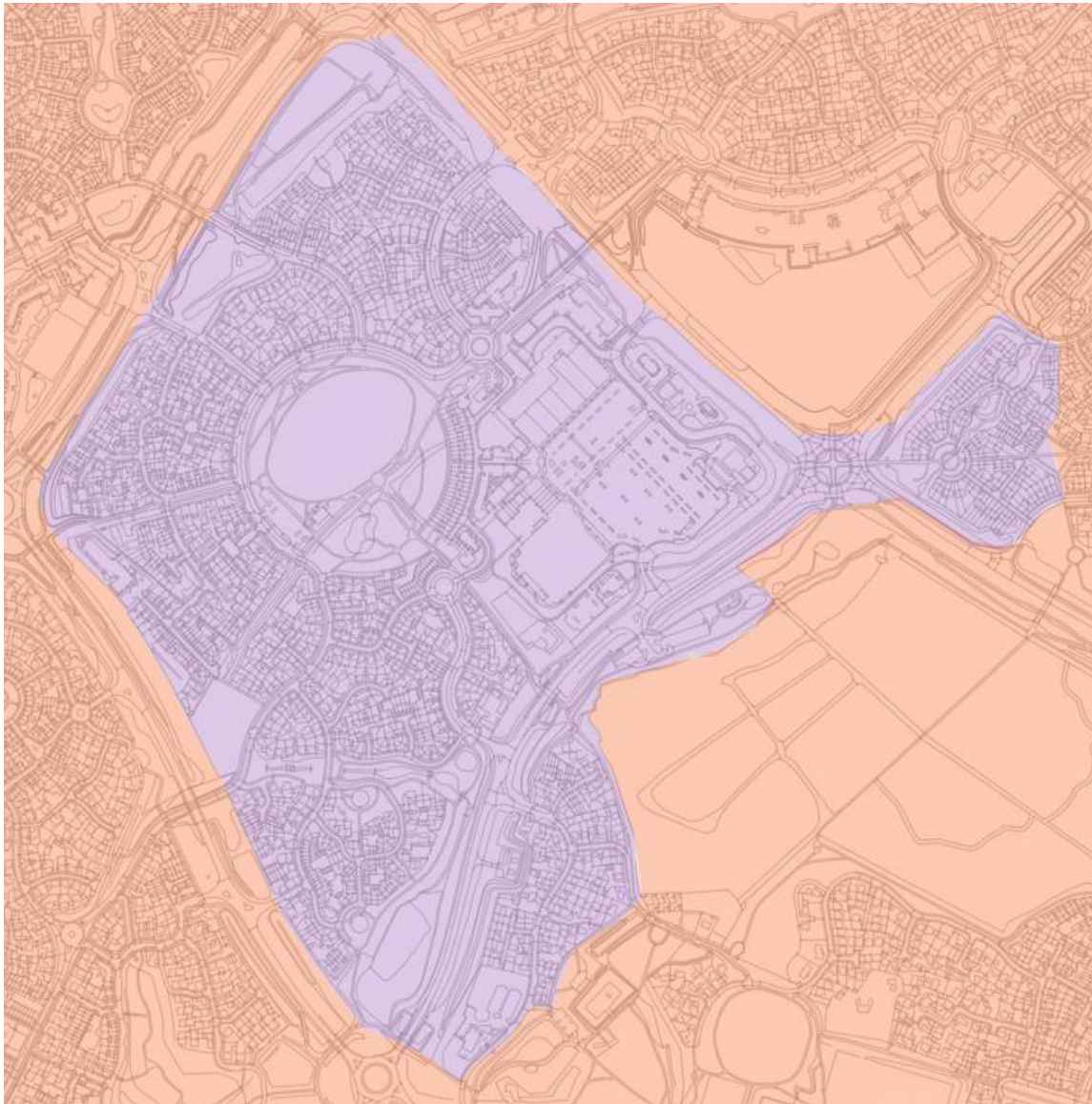


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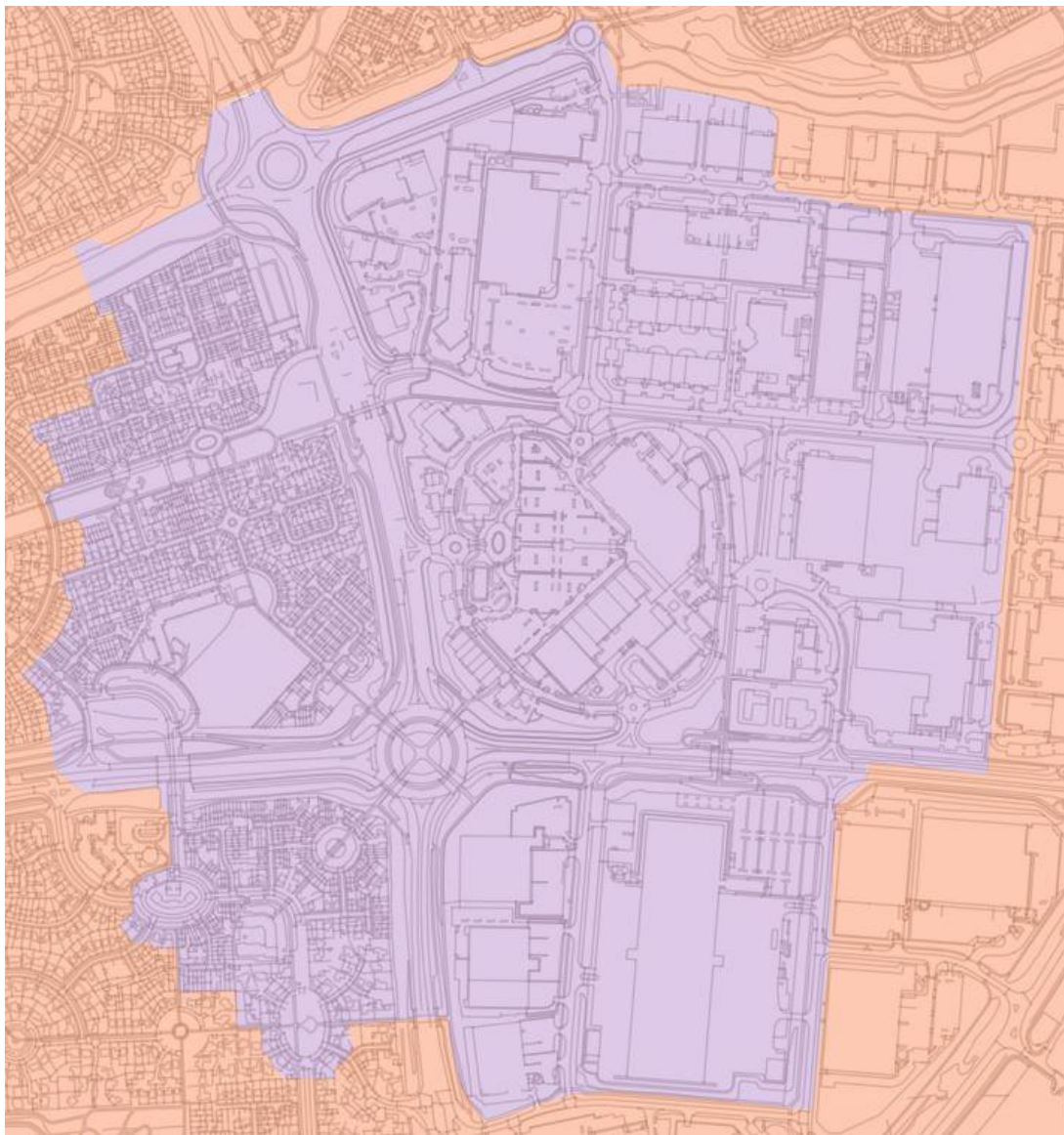
Stony Stratford Accessibility Zone 3 Map



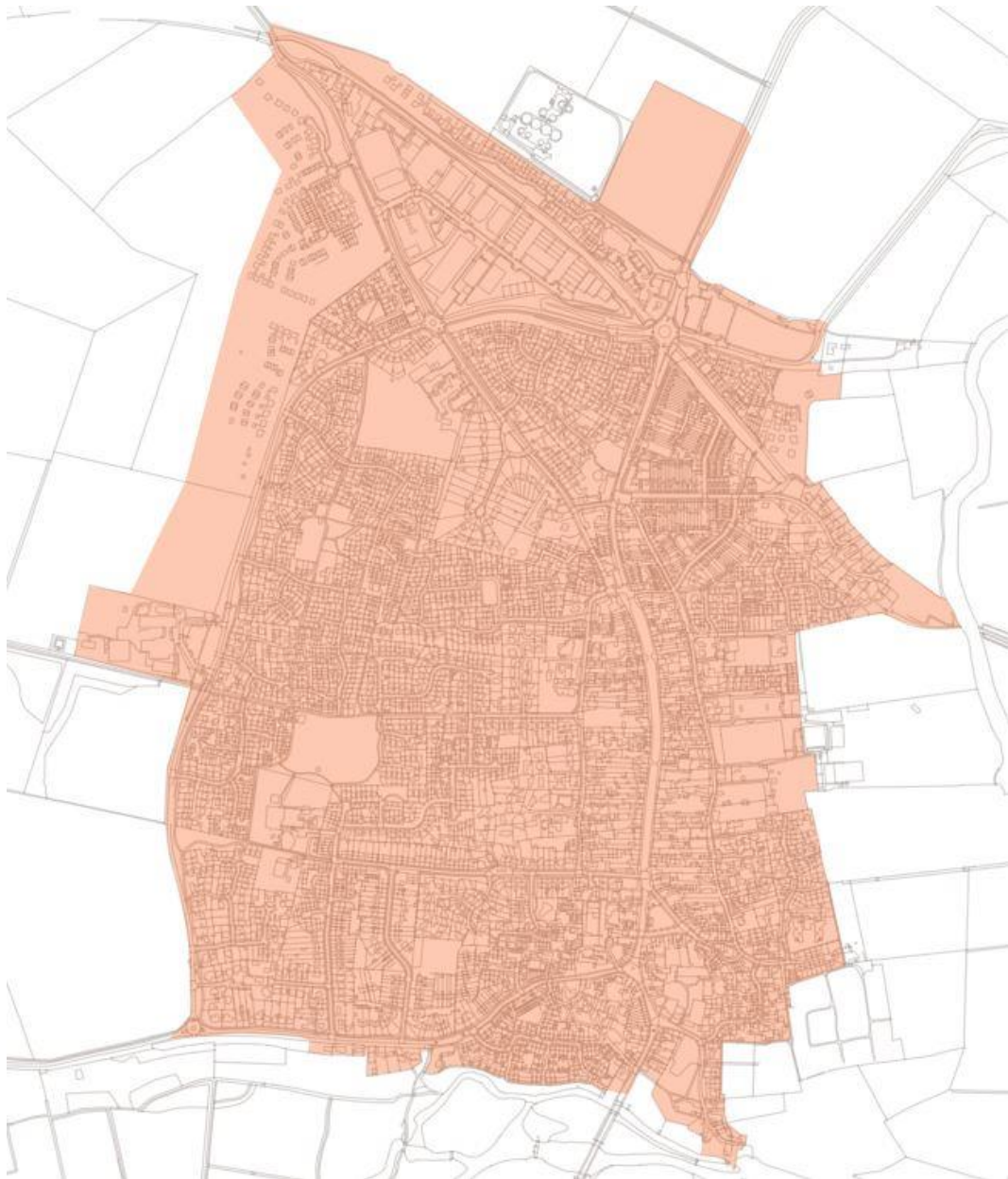
Westcroft Accessibility Zone 3 Map



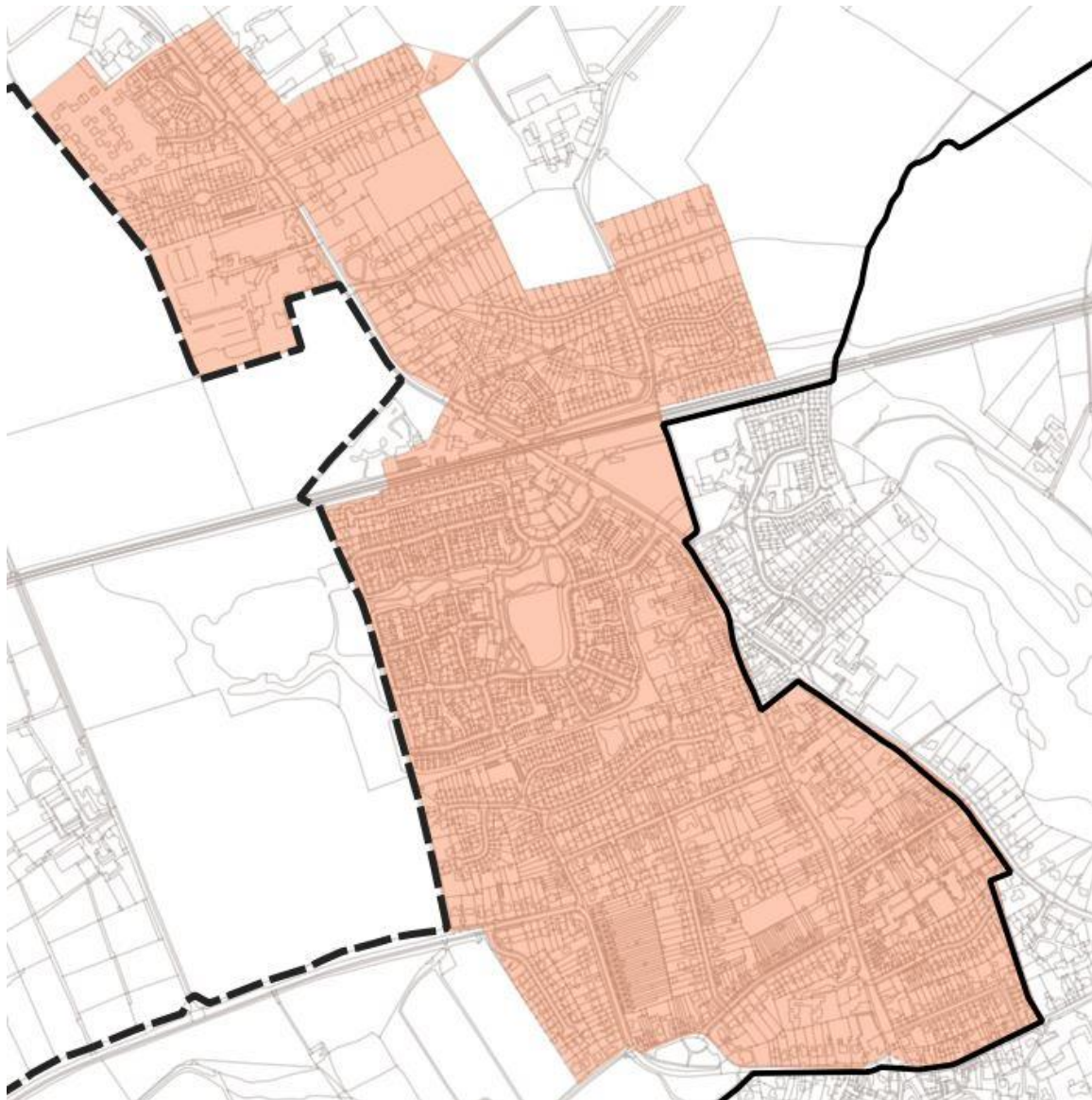
Kingston Accessibility Zone 3 Map



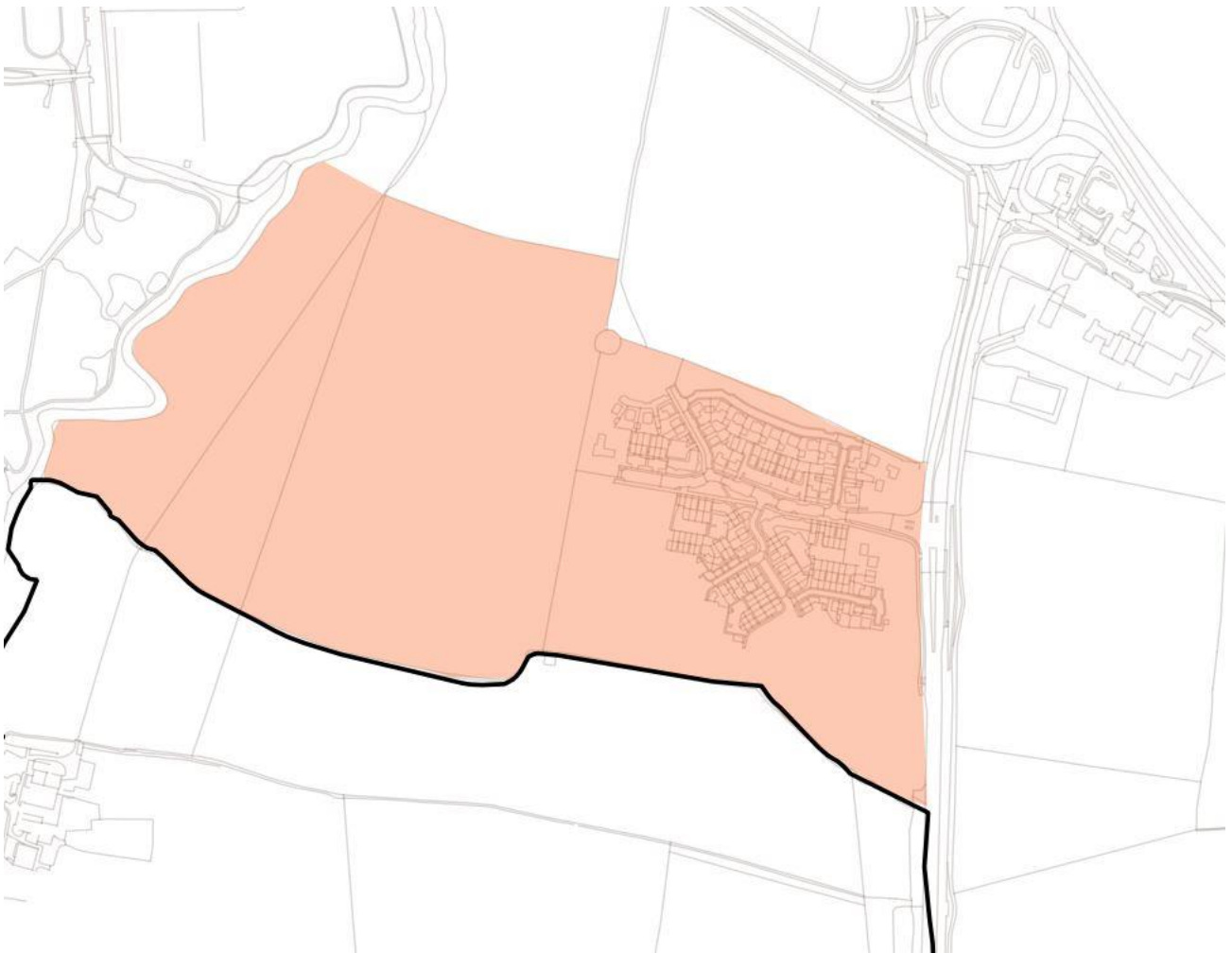
Olney Accessibility Zone 4 Map



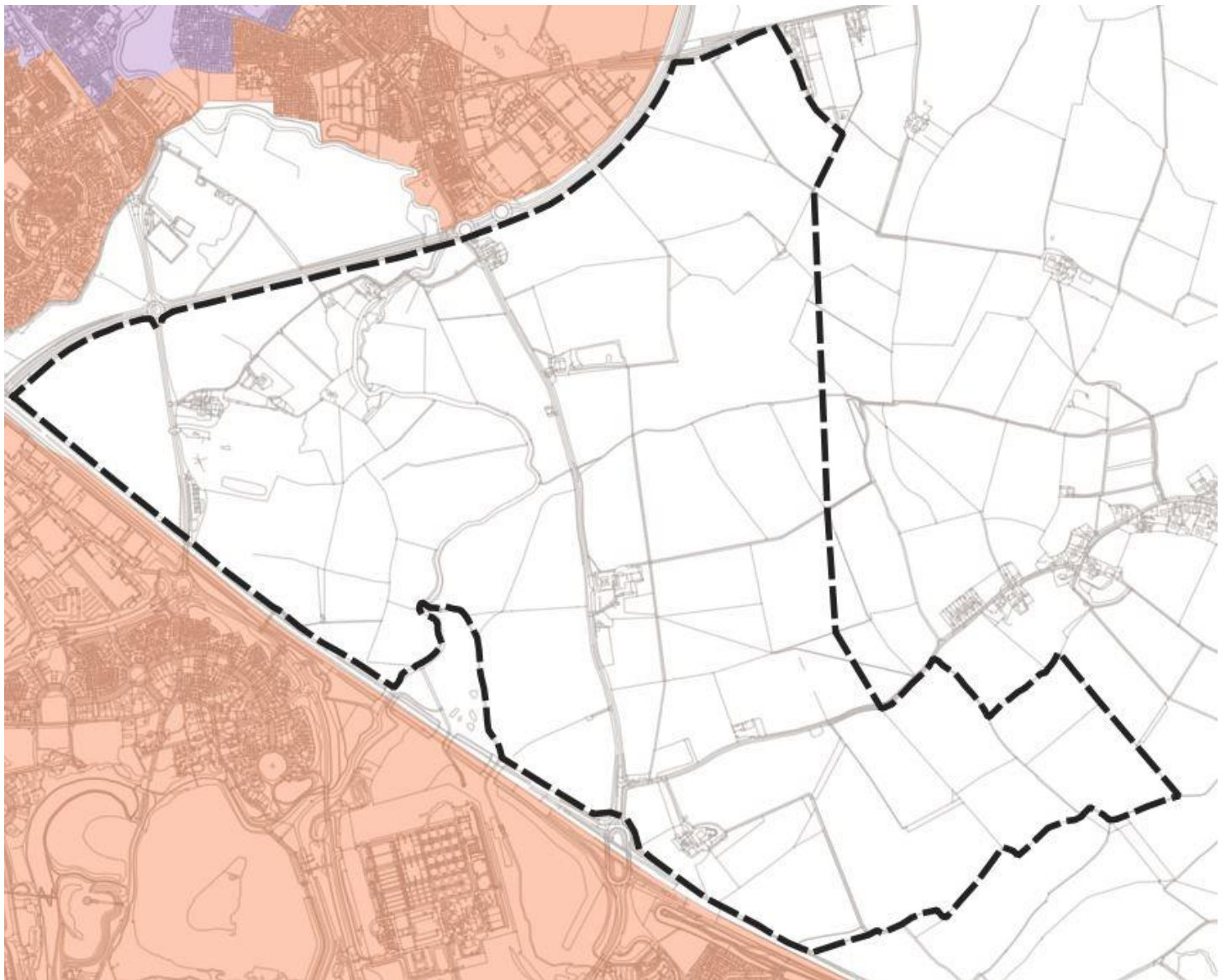
Woburn Sands Accessibility Zone 4 Map



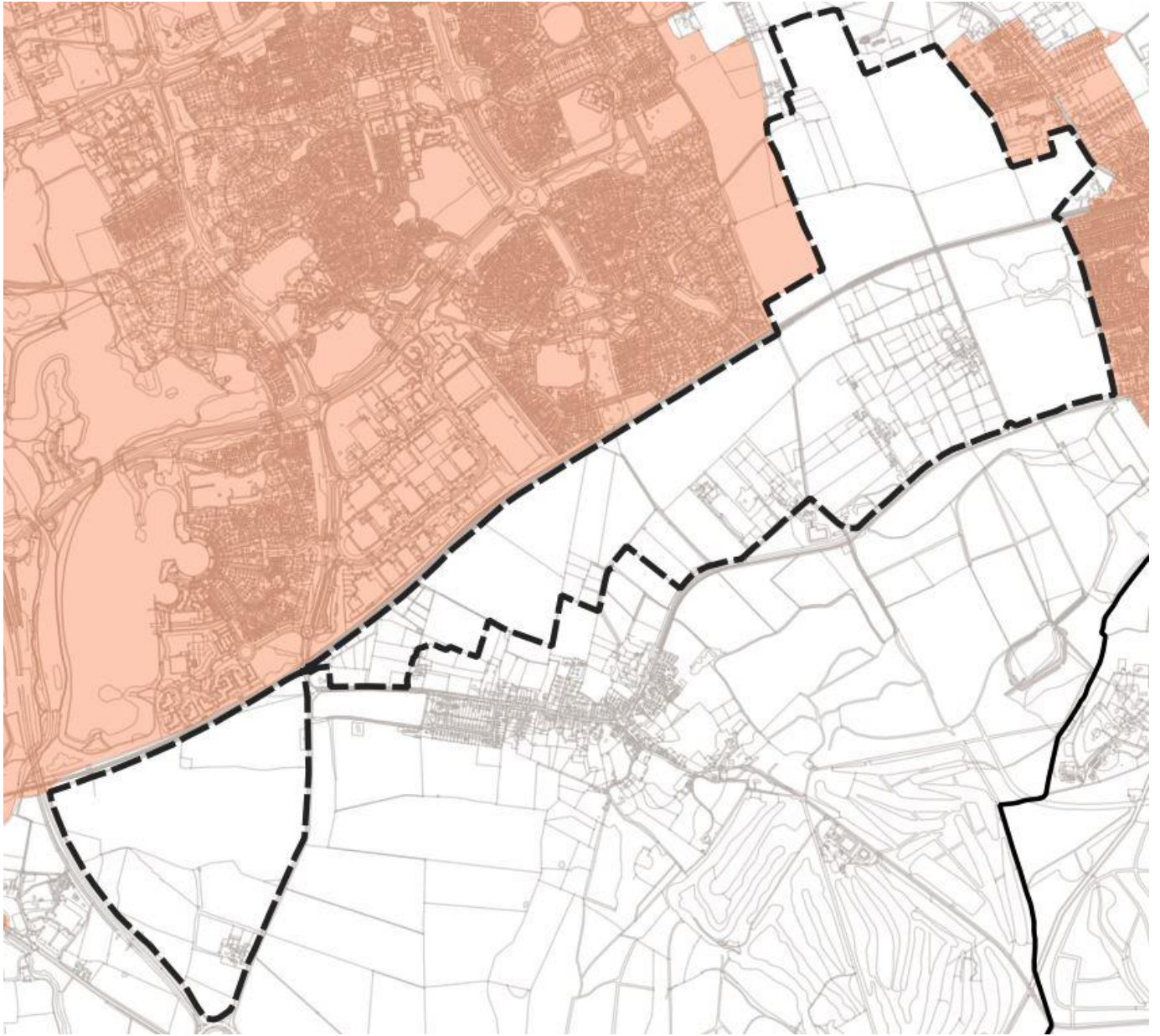
Eaton Leys Accessibility Zone 4 Map



Milton Keynes East Strategic Urban Extension Map



South East Milton Keynes Strategic Urban Extension and South of Milton Keynes Strategic Employment Allocation Map



Appendix B - Guidance Note: Implementing Car Clubs in New Development

Introduction

1. Pay-per-trip car clubs, sometimes known as car sharing, allow individuals and businesses to have access to a personal vehicle without having to own a vehicle. Pay as you go cars offer affordable, occasional access to cars as and when required by the user. As explained in the main body of the SPD, in some circumstances, car clubs are an accepted way to support lower than standard car parking provision in new developments¹. This guidance note explains our position on how car clubs should be implemented.

Car Clubs in New Developments

2. So that their benefits are maximised, car clubs should be accessible not just to users of new development, but to everyone in the local area. Ideally, car club markets cater to a mix of residential and commercial customers. This will help ensure maximum use from the vehicles and will support long-term car club viability. Car clubs should therefore be promoted to prospective occupants (off-site), in welcome packs and periodically post-occupation. Incentives such as free membership and drive time can help people to form new travel habits at a moment of change in their lives. Promotional activity should be included within the coverage of a travel plan.
3. We strongly advise the early involvement of a car club operator(s) in the decision about whether and how to facilitate access to, or provide, a car club for occupants of a development proposal and local area. Evidence of how a car club service provided by a development would function, and details of prior engagement, will need to be included within planning application submissions.
4. Car clubs should be promoted to prospective occupants (off-plan), in welcome packs and periodically post-occupation, coupled with incentives such as free membership and drive time can help people to form new travel habits at a moment of change in their lives. Promotional activity should be included within the coverage of a travel plan.
5. We will expect the developer to contribute to the start-up and/or longer-term running costs of the car club. For example, if an existing car club company is chosen by the developer to run the car club provided by the proposal, the contribution could take the form of paying for the car club vehicles. However, we recognise that developer agreements with car clubs often vary in scope. Therefore, provision of residents' car club memberships and/or contributions to car clubs will be secured on a case by case basis through use of planning

condition(s) and or a legal agreement, such as a Section 106 agreement, as appropriate to the form of car club provision. This reflects the evidence base produced by Project Centre as well as best practice guidance by CoMoUK².

6. If a car club already exists close to the site of a development proposal, rather than provide another car club within the site, an acceptable solution may be for the developer to contribute to the expansion of the nearby club, subject to agreement of the car club operator and the Local Planning Authority. Any such expansion would need to be at a scale equal to the size of the development proposal and likely amount of car club use generated by occupants of the development. This approach would likely be better suited to smaller developments, as the evidence base work for this SPD indicates that isolated standalone car club vehicles are rarely viable.

Design Considerations

7. Care must be taken in the siting of, and access to, car club vehicles, to ensure people have full-time access to the vehicles without impediment. For example, car clubs should not be in private enclosed parking areas, if shared with people from outside the development.
8. Consideration must also be had to additional statutory obligations regarding car club spaces located in the highway such as Traffic Regulation Order³ and Traffic Signs Regulations and General Directions⁴.
9. As some car club operators use remote systems to monitor the locations, starts and stops of car club vehicles, consideration should be given to the mobile/GPS network accessibility of the chosen parking area. As above, developers should therefore discuss with car club operators, early in the design process, how a car club would work for users in practice.
10. Clear and enforceable marking of car club bays are important, with signing that raises awareness of and promotes the car club to potential customers.

Accreditation

11. Using accredited car club providers is a way to ensure a high-quality car club. Accreditation ensures that a collectively agreed set of standards are upheld across the industry to maintain the reputation that these shared transport schemes have gained as a valuable component of sustainable transportation. CoMoUK is an example of a car club accreditation scheme.
12. Where connection into a car club is relied upon for reduced parking provision in any development in the borough, it must be an accredited car club.

Appendix C – Guidance Note: Electric Vehicle Charging and Parking

Policy CT6 in Plan:MK requires new developments to support the roll out of electric vehicles in the borough and is the key policy on this topic.

Policy CT6: Low Emission Vehicles

- A. The Council will maximise the use of sustainable transport in developments, and support low carbon public and personal transport such as electric cars and buses.
- B. The Council will require new facilities for low emission vehicles to be integrated into new major development schemes where local centres are proposed.
- C. All new developments will be required to provide electric charging points in line with standards set out in the Milton Keynes Parking Standards.
- D. Rapid and fast charging points will be located throughout Milton Keynes as well as at key locations including Central Milton Keynes, employment sites, railway stations, major retail and visitor destinations, outside schools, local centres and car parks.

1. This section sets out in part how we expect electric vehicle (EV) charging facilities will be provided within new developments. We recommend this guidance is read in conjunction with the Milton Keynes Council Parking Standards contained in the main body of this SPD or subsequent updated versions to this, which contains other requirements for EV charging facilities provision and when active vs. passive EV charging point provision should be installed.
2. The following sub-sections cover: the different types of EV charging points available; information about charging point suppliers; which types of EV charging points are better suited to different development types and situations; charge point accessibility; feasibility considerations during design; considerations for car parking layout when providing EV charging points.

Types of Electric Vehicle Chargers

3. There is a range of electric vehicle chargers available in the UK from an ever-growing number of suppliers. The units fall into two physical types: wall mounted and free standing.

4. Wall mounted units are generally associated with lower powered systems based upon a either a single-phase electricity supply and charging at 3.6-kW or 7-kW, or a three-phase electricity supply and charging at 11-kW of 22-kW. Wall mounted units come with either a single or twin Type 2 socket. They can be provided with several alternative access control systems if required. Wall mounted units can be supplied with open, or lockable sockets, or with tethered cables and plugs.
5. Floor standing posts are also available for lower powered systems again based upon a either a single-phase electricity supply and charging at 3.6-kW or 7-kW, or a three-phase electricity supply and charging at 11-kW of 22-kW. Floor standing units come with either a single or twin Type 2¹⁸ socket. They can be provided with several alternative access control systems if required and can be fitted with a guard post to prevent damage from vehicles. Floor standing posts are available in a variety of diameters and colours.
6. Rapid chargers and ultra-rapid chargers are generally much larger units and will be supplied with tethered cables. These larger units may be subject to planning permission due to their height, though some units have been designed to fall within the envelope of equipment that does not need planning permission in the UK. Most rapid and ultra-rapid chargers are supplied with a number of tethered cables to suit a range of vehicle types. They can often provide either DC or AC charging to suit different vehicle types. The power range for this class of charger range from 50-kW DC / 43-kW AC to 350-kW DC.
7. Most electric vehicles can be charged from a standard domestic three-pin socket and most vehicles are supplied with a standard EVSE (electric vehicle supply equipment) charging cable for this purpose. These cables enable charging at around 2.3-kW and are only appropriate for charging over long periods of time when there is no EV charger available. However, use of long extension cables in conjunction with EVSE chargers is discouraged due to several safety and security concerns which include trip hazards and electrical safety. Therefore, provision of a three-pin socket for charging an EV vehicle due to the requirements in Policy CT6 in Plan:MK would not be acceptable.

Suppliers of Electric Vehicle Chargers

8. There are an increasing number of charge posts available in the UK as new and established providers vie for part of the anticipated electric vehicle charging market. The most comprehensive source of charge posts and charge post providers can be found at the UK

¹⁸ "Single" or "twin Type 2" refers to the different shaped sockets and plugs available in the market for electric vehicle charging systems. While some charging points come with a range of tethered cables to suit different socket/plug types, the market does enable consumers to buy socket/plug adapters to suit their individual needs. Type 2 sockets are the standard connector for EV cars across Europe.

Government’s Office For Low Emission Vehicle’s (OLEV) website¹⁹, where a list of charge posts that are approved for government grant funding can be found for both residential and commercial charge post installations.

- The OLEV list of approved home charge units should be used as a guide to all residential installations in Milton Keynes, in order that these residential installations may benefit from any available grant funding schemes.

Different Chargers for Different Locations

- As above, there are several types of charger which are available on the market which provide a range of power capacities to suit different applications. These chargers can be considered in four groups:

Slow Charging	Generally, 3-kW	Suitable for overnight charging / home charging
Fast Charging	7-kW and 22-kW	Suitable for vehicles which are parked for more than 1 hour
Rapid Charging	43-kW and 50-kW	Suitable for vehicles which are stopped for only 20~30 minutes
High Power Charging	150-kW and 350-kW	Emerging technology being deployed to enable ‘filling station’ type charging during short duration stops

- The following paragraphs outline the types of EV charge points we expect new developments to provide, following on a use and location-based approach. It is important to note that approximately 95% of daily journeys are within the range of most electric vehicles and the average daily mileage is only 31 miles. This indicates that many electric vehicles do not need to be charged every day. Parking Assessments/Plans submitted with planning applications should demonstrate consideration of the following guidance to explain how the EV provision and parking management reflects the trip generating characteristics of the proposed use.

Residential Dwellings and Houses in Multiple Occupation

- For new houses with access to dedicated off-street parking we expect that 3-kW charge posts/wall mounted chargers are provided. In some cases where the power supply allows, 7-kW charge posts/wall mounted chargers could be installed. For new houses with adjacent off-street parking, we expect that wall chargers connected directly to the residential consumer unit are fitted.

¹⁹ <https://www.gov.uk/government/organisations/office-for-low-emission-vehicles>

13. Houses in Multiple Occupation, on the basis that many electric vehicles will not need to be charged each day, should provide a 3-kW charger(s) on the understanding that residents would share the charge point(s) at the property as required.

Hotels and Secure/Non- Secure Residential Institutions

14. Hotels and all types of residential institutions are subject to the non-residential buildings EV parking standard in Table 1. Due to the wider variety of likely users and varied visit times these users will have, should provide a mix of 7-kW to 50-kW chargers.

In-Centre Office Developments or Schools/Day Centre/Nursery in Parking Zones 1-3

15. For new city/town-centre-based offices or schools, days centres or nurseries at any location with their own dedicated parking, it is likely that there will be three possible use cases.

- Employees who spend the day in the office or school, day centre or nursery. For this use case 3-kW and 7-kW chargers would be appropriate, if commute distances warrant charging at work.
- Employees who come to the office and then use their cars for business trips. For this use case 7-kW and 22-kW chargers would be appropriate, but consideration should be given to 50-kW chargers if daily mileages warrant rapid charging.
- Visitors. For this use case a 7-kW charger would be appropriate as a courtesy if there are no public chargers nearby.

Out-of-Centre Office Park Developments in Parking Zones 4-5

16. The initial choice for an out-of-town office park will concern whether to provide a central charging 'hub' to be shared by all users of the office park, or whether to install charging infrastructure at individual 'units'. For use cases associated with individual units the descriptions outlined above for offices in city/town-centres will provide guidance.

17. Where a central charging hub is proposed, we expect a mix of 7-kW and 50-kW²⁰ units. Where 50-kW chargers are adopted, mechanisms may need to be put in place to prevent vehicles which are not charging preventing other users gaining access to the charge post (see below guidance on EV parking management).

Retail and Leisure Uses (including restaurants and gyms)

²⁰ It should be noted that most 50-kW chargers will provide 43-kW AC output and 50-kW DC charging.

18. Retail and leisure parks can generally be assumed to have common parking areas which serve the whole park. Generally, there are two categories of customers on these parks; those who quickly visit one specific retail store and those who stay for a few hours – either to visit several stores, to eat or to visit leisure facilities.

- Electric vehicle drivers who go to a retail park to visit a specific store are unlikely to be there for enough time to make use of an electric vehicle charger.
- For other visitors to out of town complexes containing a range of retail, leisure and potentially F1 and F2 use class uses, charges provided by 7-kW and 22-kW chargers are expected, to provide sufficient power for drivers to obtain a usable range and thereby providing an attractive reason to visit that particular location. Higher power chargers could also be installed at these locations to support electric vehicle owners who are stopping for a short space of time during a longer journey.

19. Where individual units are proposed, a mix of 7-kW to 22-kW chargers is expected. Over the course of the lifetime of the development, such uses would likely have a variety of visit times due to differing tenant requirements should tenants change, and different uses and events take place. For example, if the site is a museum or exhibition hall, we can reasonably expect visit times to be longer than at a supermarket. Regard here is had to recent changes to the Use Classes Order²¹ and the wide range of potential uses buildings could accommodate over their lifetimes.

Research and Development, Any Industrial, Distribution and Storage Uses

20. In general, the likely type of charging units required for staff and customers of research, industrial, distribution and storage units will be the same as those for offices depending on whether they are in or out of city/town centres. There may be some additional requirements for charging vehicles in a workshop environment and where a flexible solution is required, the adoption of overhead power rails with movable charge points may provide a suitably flexible solution.

Community Charging Hubs

21. Community charging hubs are growing in popularity and are a means to provide electric vehicle charging facilities in existing communities where there is little or no off-street parking and where kerb-side charging is difficult to arrange. Hubs are best located in areas which also provide additional facilities such as cafes and convenience stores. This is because hubs are intended for drivers who will need to charge their vehicle before returning to their normal

²¹ <https://www.legislation.gov.uk/uksi/2020/757/made>

place of parking and are not intended for long-term parking, while also providing drivers with an opportunity to group car trips to local services and facilities, encouraging more sustainable travel patterns.

22. Hubs should provide a mix of 7-kW fast and 50-kW rapid chargers to address the growing concerns about charge post availability. Ultra-fast charging hubs which include chargers with powers up to 350-kW could be provided. However, the location of such hubs will require careful consideration due to the power demands for multiple ultra-fast chargers which may involve reinforcement of the distribution grid.

Sui Generis

23. The type charging point provision for sui generis uses will be decided on a case-by-case basis, using the above requirements as a guide but also considering site specific circumstances such as the expected number of users and duration of visits.

Electric Vehicle Charge Point Accessibility

24. Access to charging points is a decision which is the prerogative of the site / electric vehicle charge point owner. However, for public posts which are to be installed with the help of a grant from OLEV, we expect that, as per 2018 Automated and Electric Vehicle Act, the post should be available for pay-as-you-go customers and that the post should have 'smart' functionality. Access controls can include RFID card readers, simple key locks and remote unlocking via an app, or phone call to the back-office provider.

Feasibility and Standardisation Considerations

25. Power availability is a key factor when considering the installation of electric vehicle charge points. The amount of available power and the location of the distribution board relative to the proposed charge post locations will need to be considered at the feasibility stage.
26. For developments involving the change of use of an existing building, the site's electrical capacity and usage will be available from the site's electricity invoices. In other cases, it may be necessary to consult with the building's facilities team in conjunction with a review of the building's distribution board in order to determine the site's capacity to accommodate different types of EV chargers.
27. The unit cost of chargers and the cost of installation increases with the power supplied, with rapid and ultra-rapid chargers costing more than post and wall mounted units.

28. Interoperability is a prime consideration when planning which types of charging points are provided by a development. Planning applications in their Parking Assessments/Plans will need to demonstrate how, in choosing the means of providing access to a secured post, the developer has considered any other (public) charging schemes in the area. For the benefit and convenience of electric vehicle owners, new posts should be interoperable with most public posts in an area.

Parking Area Design

29. Planning applications will have to, where new parking is provided, include a Parking Assessment and Plan and this should include on a proposed block/parking plan both the layout of the proposed parking area and the location of any active/passive charging infrastructure required as per this document, or any subsequent updated versions.

30. As above, for new homes where on-site parking space is adjacent to the house, we expect a wall mounted charger to be used. This wall-mounted 'box' can provide a convenient socket, or alternatively wall boxes can be fitted with a tethered cable and suitable plug.

31. The design of parking areas and the provision of electric vehicle charging within a shared parking area should take account of the position of and the environment around the parking area. For an existing car park, the location of the power source is a prime consideration; positioning the charge posts as close as practicable to the power source will be the most economic option. Similarly, for new parking areas, the provision of a power source at a suitable point in the car park should be considered at the design stage. In most cases, the primary power supply will be connected to an electrical feeder pillar, which will include an electricity meter and from which the individual charge posts will be connected.

32. There is no common position for charging locations on cars or vans, so locating charge posts at the ends of parking bays where vehicles can be parked either forwards or backwards presents the most useful location. A post located at the junction of two bays can serve either of those two bays. If there is a suitable structure or wall adjacent to the parking spaces a wall mounted charge point 'box' can be adopted.

33. For installations involving multiple posts, in line with best practice we expect a maintenance contract to be put in place that includes a service level agreement with the post supplier, or other suitably qualified organisation to ensure the availability of the charging posts. Please provide information demonstrating this in the Parking Assessment/Plan accompanying your planning application.

34. Such arrangements should also consider EV parking management which is becoming an important topic as there are many instances of charge posts being occupied by either internal

combustion engine vehicles or by electric vehicles which are not charging. Enforcement can be a significant issue for rapid and ultra-rapid chargers, where the expensive asset needs to have a regular flow of users who stay only for a short time (circa 30 minutes). Electric vehicle charging bays should also be clearly marked to deter people using vehicles with internal combustion engines from using them.

35. There are commercial organisations who provide EV parking management services, which may be appropriate in some circumstances. Such organisations may use CCTV to monitor the use of marked electric charging bays and issue parking charge notices to unauthorised users of these bays. If an EV parking management service provider is to be used, we would advise that they are regulated by the British Parking Association and are a member of the Approved Operator Scheme, to ensure that quality and transparent services are provided.

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Former Fire Station and Police Station, Bletchley

Development Brief (Consultation Draft)



www.milton-keynes.gov.uk/udla

August 2022



This document has been prepared by Milton Keynes Council's Urban Design and Landscape Architecture Team and Milton Keynes Development Partnership who own the land.

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SECTION 1: **INTRODUCTION**

1.1 Background

1.1.1 This Development Brief sets out the guidance and design principles for the redevelopment of the former Police Station and Fire Station sites in Bletchley, a strategically located development opportunity next to Bletchley Station (see fig 1 & 2). It should be read in conjunction with planning policy documents, including Plan:MK and the West Bletchley Neighbourhood Plan, alongside guidance documents, such as the Central Bletchley Urban Design Framework Supplementary Planning Document (SPD).

1.1.2 Milton Keynes Council (MKC) and the landowner Milton Keynes Development Partnership (MKDP) have high aspirations for these two strategic sites. They can help contribute to an attractive, vibrant, prosperous and well-designed Central Bletchley providing a good quality of life for residents, workers, shoppers, as well as being seen as a destination for visitors. It will offer sustainable lifestyle options and choices fit for the 21st century that is alternative but complementary to much of the Milton Keynes offer.

Bletchley & Fenny Stratford Town Deal

1.1.3 In November 2019 the Government published a prospectus detailing how it was planning to manage a £3.6 billion national fund to support towns to build prosperous futures, known as the Towns Fund.

1.1.4 The delivery of East West Rail and Bletchley's enhanced connectivity at the heart of the Government's flagship Ox-Cam Arc, the proposed development of South Central Institute of Technology at Milton Keynes (MK) College, transformation at Bletchley Park and a number of vacant sites with redevelopment potential located near to Bletchley Station all combined to provide a favourable context for a Towns Fund bid. Consequently, in December 2019, alongside a decision to approve publication of the Central Bletchley Prospectus, MKC confirmed that Bletchley would be the focus of Milton Keynes' Towns Fund bid.

1.1.5 Informed by an extensive stakeholder engagement process, the Bletchley & Fenny Stratford Town Investment Plan, seeking £25 million to progress and deliver nine projects, was completed and submitted to government in October 2020. The Government's Town Fund investment offer was received in March 2021 and a Town Deal in the sum of £22.7 million was formally agreed the following month.

1.1.6 Redevelopment of the former Fire and Police Station site is a key project within the Bletchley & Fenny Stratford Town Deal programme. Utilising Town Deal 'accelerated capital project' funding Milton Keynes Development Partnership has already overseen the demolition of the Fire Station and associated site remediation, thereby helping to de-risk development of the Fire and Police Station sites.



Figure 1: The Site

1.2 Bletchley

- 1.2.1 Bletchley is situated on the southern edge of Milton Keynes which is strategically located within the Oxford-Cambridge Growth Arc (See figure 2) where a population of 410,000 and 50,000-90,000 new jobs are proposed by 2050 with the provision of 30,000-35,000 new homes in addition to the 25,000 already planned.
- 1.2.2 The site is located in a key strategic location within Central Bletchley adjacent to the railway station (see figure 3). The development opportunity comprises the former Fire Station and Police Station in Central Bletchley (see figure 1). Both emergency services have been relocated to the Blue Light Hub in West Ashland.
- 1.2.3 The sites are owned by Milton Keynes Development Partnership (a company wholly owned by Milton Keynes Council). The land ownership is set out in Appendix A and shows two parcels of land although they can be treated as one site. For simplicity the land west of the Fire Station site has been altered on the drawings in this document.

- 1.2.4 Large parts of Bletchley will be undergoing significant change in the near future with investment by the public and private sector. An important driver behind this change is East West Rail, which will deliver new and improved services into the heart of Bletchley, and right next to the site. The Oxford to Bletchley stage is currently under construction with trains due to run between Oxford and Milton Keynes by 2025, with the Bletchley service potentially opening in 2024. Consultation and design work on the links to Bedford and Cambridge is currently underway. Bletchley Station will be revamped whilst there are also plans to provide a new station entrance on the eastern side of the railway, next to Saxon Street, in order to better connect with the town centre.
- 1.2.5 Public money is also being invested at the National and local level. The Towns Fund will help stimulate renewal, deliver a new Innovation Centre, provide land for a new bus station, and change/improve Saxon Street as part of the proposed eastern entrance. MK College Group continues to invest in its Bletchley Campus with a Government grant helping to establish its South Central Institute of Technology (SCIoT)

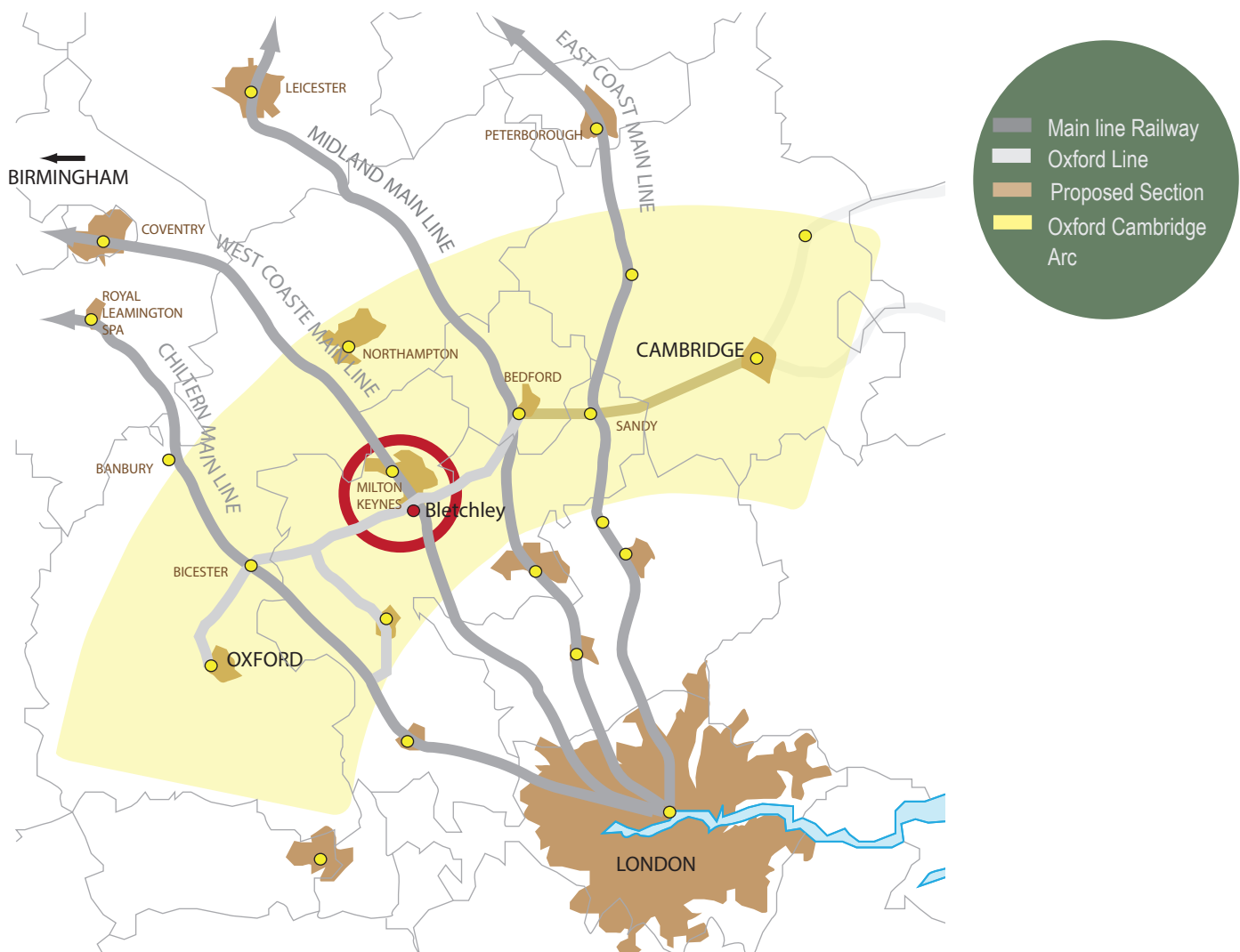


Figure 2: Bletchley location within the Oxford-Cambridge Growth Arc

opposite the Fire Station on Sherwood Drive. Work has recently commenced on this project.

1.2.6 MKDP is also making further acquisitions in the area. In January 2022, MKDP acquired Brunel Shopping Centre, the former Sainsburys' Car Park and Wilko to help deliver the Town Deal. The private sector is also investing. Examples include Caspian View, an office to residential conversion to 112 apartments to the south of the site, and Bletchley View, a new-build development of 184 dwellings just north of the Bus Station, which has recently commenced.

1.2.7 The recent development activity, new rail infrastructure, public/private funding, recently adopted SPD and forthcoming sale of the former Fire and Police Station sites will all combine to create momentum for the renewal of Bletchley.

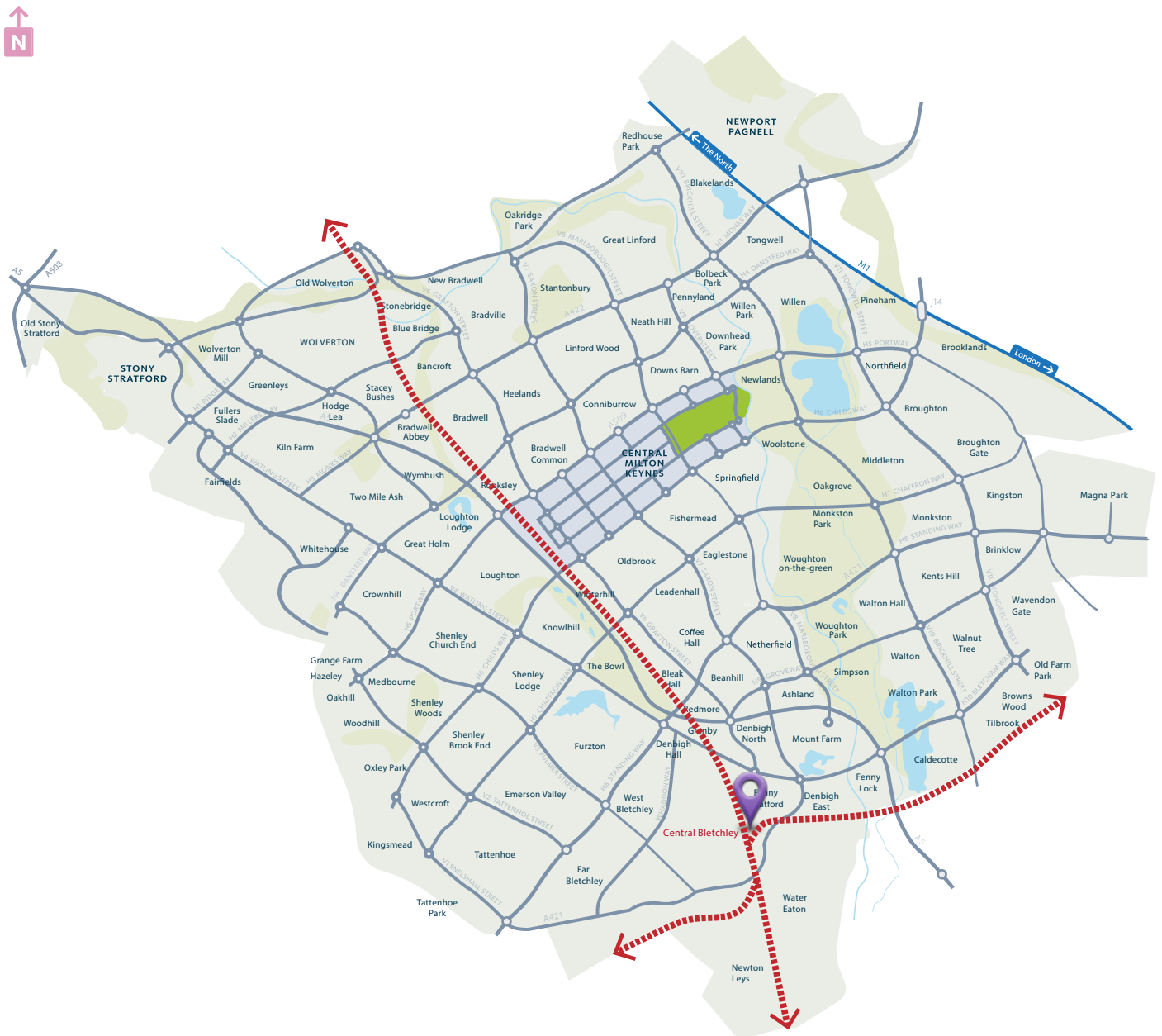


Figure 3: Site Location



Figure 4: Site Boundary

1.3 Purpose of the Development Brief

- 1.3.1 The purpose of this document is to provide planning guidance and key design principles that should underpin any proposal and which will result in a high quality placemaking led scheme. The outlining of key design principles only, means that the Brief isn't seen as stifling the creativity of developers regarding more detailed design.
- 1.3.2 The Brief provides planning and design guidance applicable for the development which will aid the development process. It provides clarity and certainty to developers such that if they adhere to the principles contained within the Brief which reflect Council (MKC), and other local stakeholder expectations for the site, and respect the requirements of MKC planning policy, their proposals will likely be seen favourably by the Local Planning Authority.
- 1.3.3 The Brief has been prepared to help deliver on the policies relating to Central Bletchley in Plan:MK as well as the Central Bletchley Urban Design Framework SPD, and the West Bletchley Neighbourhood Plan.
- 1.3.4 The Development Brief has been commissioned, not by the Planning Authority, but rather by the landowner and it has not been subject to all the statutory requirements that a planning document would have to undergo. The Brief has, however, been prepared to accord with current national and local Planning Policy, and will be subject to formal public consultation. In addition, it will be submitted for approval by MKC Cabinet and, if approved, will become a material consideration in helping determine planning applications albeit with limited weight.
- 1.3.5 Once approved by Milton Keynes Council Cabinet, the guidance contained within the Brief will assist with the marketing of the site by MKDP.

1.4 The Vision

- 1.4.1 The aim is to create an attractive new development within an landscape framework, with a strong sense of place, which is based upon a thorough understanding of the context.
- 1.4.2 The scheme will be built at a high density, reflecting its sustainable location and planning policy. There will be new and distinctive frontages along Sherwood Drive and Buckingham Road, improving the quality of these streets and the approach into the town centre.
- 1.4.3 The main use is most likely to be residential although planning policy allows other uses which would help increase vitality whilst benefitting from being adjacent to the town centre, MK College, and the excellent rail links, which will be improved by East West Rail.

1.5 Structure of the Brief

- 1.5.1 The Brief is divided into four sections:
- Section 1 outlines the purpose of the brief, as well as its location and ownership.
- Section 2 describes the planning policy context.
- Section 3 provides a site analysis of the site itself and the surrounding area. A thorough understanding of this will have an important bearing on the key design principles and parameters.
- Section 4 outlines the key design and development principles that should inform any development proposals.

SECTION 2: **POLICY CONTEXT**

2.1 Introduction

2.1.1 This section of the Brief outlines the key relevant planning policies that underpin the brief and inform the development proposals for the site.

2.2 Development Plan

Plan:MK

2.2.1 Plan:MK was adopted in March 2019 and forms part of the Development Plan guiding future planning applications. Key policies are set out below with additional text in Appendix E.

2.2.2 Policy SD16: Central Bletchley Prospectus Area provides the strategic policy for the area within which the former police and fire stations lie. Part A.5 refers to 'Exploring options for the early redevelopment of the Police and Fire Station sites'. Policy SD16 states:

'Development within the Central Bletchley Prospectus Area will be guided by the following principles:

1. The density of residential development to be 150-250 dwellings per hectare.
2. Improved pedestrian connections and legibility.
3. Improved public realm.
4. Refurbishment and/or redevelopment of key sites and buildings.
5. Exploring options for the early redevelopment of the Police and Fire Station sites.
6. Exploring the potential of existing infrastructure to help enable and unlock residential-led mixed use development opportunities.
7. Further improve the quality of pedestrian routes to and from Bletchley Station.
8. Development should not preclude the delivery of an 'eastern entrance' to Bletchley railway station.
9. The development will provide green infrastructure in line with Policy NE4, providing wellbeing benefits through access to nature.'

2.2.3 The key relevant planning policy within Plan:MK for the site is as follows:

Policy DS1 Settlement Hierarchy

'The provision of new homes and jobs will take account of the settlement hierarchy set out in Table 4.2. The majority of development will be focussed on and adjacent to, the existing urban area of Milton Keynes at the locations specified in Table 4.2 and in the context of Central Bletchley from selective infill, brownfield, regeneration and redevelopment opportunities.'

2.2.4 Policy ER2 Protection of Existing Employment Land and Premises. This policy seeks the protection of existing employment land. The Police and Fire Stations Sites are designated on the Plan:MK Policies Map as 'Existing Employment'.

2.2.5 Policy CC3 Protection of Community Facilities. This policy seeks the protection of existing community facilities of which the Police and Fire Station sites are such uses. Loss of community facilities will only be supported where :

1. There is no longer a need for the facility for any type of community use, and this has been robustly evidenced by research and consultation; or
2. An acceptable alternative facility can be provided elsewhere

2.2.6 Policy DS2: Housing Strategy Plan: MK will deliver a minimum of 26 500 net dwellings across the Borough of Milton Keynes over the period 2016-2031. The policy states that new housing development will be focused on, and adjacent to, the existing urban area of Milton Keynes as well as the 3 key settlements, and will be delivered by a range of interventions, including no10: "Regeneration opportunities around the centres of Wolverton and Bletchley."

2.2.7 Policy DS4 Retail and Leisure Development Strategy, Part D. In Bletchley, this section of the policy refers to Milton Keynes Council preparing a Central Bletchley Prospectus to facilitate and promote mixed-use development around Bletchley Station and the intensification of development at sustainable locations with good access to public transport hubs, building on the opportunities created by the development of East-West Rail and the work undertaken in the Bletchley 'Fixing the Links' project.

2.2.8 Policy CT10 Parking Provision

'A. Development proposals should meet the following parking requirements:

1. All development should meet the Council's full parking standards, unless mitigating circumstance dictate otherwise.
2. On-site parking should not be reduced below the Council's full expectations if this would increase additional pressure in off-site parking that could not be resolved by on-street parking controls.
3. Parking areas should be well designed in terms of safety, circulation, appearance and assist access by pedestrians and cyclists.
4. All residential, retail and employment uses should provide electric vehicle charging points (EVCPs) in accordance with the current Milton Keynes Parking Standards, and provide a forward thinking approach. For locations of rapid and fast charging points see policy CT6 D.'

2.2.9 Policy HN1 Housing Mix and Density.

'Part D of this policy refers to a net density of 150-250 dwellings per hectare in the area covered by the Central Bletchley Prospectus. Part E notes "where no or low levels of parking are proposed, to achieve densities that help realise wider strategic objectives, they will be required to demonstrate the site has good accessibility to frequent public transport services to public transport nodes, district/town/local centres, schools and employment areas.'

2.2.10 Policy HN2 Affordable Housing.

Proposals for 11 or more homes should provide 31% of those homes as affordable housing. Proposals that provide greater than 31% of homes as affordable housing will be strongly supported. However, proposals consisting of 50% or more affordable housing will only be supported provided that they would maintain (or help create) a mix of housing tenures and therefore a mixed and sustainable community within the wider neighbourhood the proposal is situated in.

2.2.11 Policy INF1 Delivering Infrastructure.

A new development that generates a demand for infrastructure, facilities and resources will only be permitted if the necessary on and off-site infrastructure required to support and mitigate the impact of that development is either:

1. Already in place; or,
2. There is a reliable mechanism in place to ensure that infrastructure, facilities and resources will be delivered in the most appropriate places and at the earliest opportunity, to the required minimum high standards demanded by this Council and its partners. This might include improvements for highway schemes such as bus and rail provisions and enhancement for walking and cycling facilities, or the provision of improved and better connected green infrastructure, local health, shopping and recreational facilities.

2.2.12 Policy NE4 Green Infrastructure

A The network of green infrastructure throughout the Borough will be protected, extended and enhanced for its biodiversity, recreational, accessibility, health and landscape value and for the contribution it makes towards combating climate change. This is in accordance with the vision and principles (and the large-scale zone maps of Green Infrastructure Opportunity(39)) set out by the Buckinghamshire and Milton Keynes NEP.

B Development proposals will provide new green infrastructure or, if it is not possible, will contribute to the enhancement and strengthening of existing green infrastructure to provide wellbeing benefits to people through access to nature.

C Development proposals will ensure that existing ecological networks are identified and wherever

possible maintained to avoid habitat fragmentation, and that ecological corridors, including watercourses, form an essential component of their green infrastructure provision to support habitat connectivity.

D Green infrastructure protection, improvements and creation must be prioritised in locations where it can deliver most benefits. It should be multi-functional to deliver as many ecosystem services as the site requires, for example flood mitigation, access to nature (wellbeing benefits), plants for pollinators, carbon sequestration, and habitat for wildlife.

2.2.13 Policy CC1 Public Art

A. The provision of public art and cultural activity can not only enhance the environment but also create a wide variety of other important benefits such as:

1. Improving the quality of life for local people.
2. Creating a local distinctiveness and a sense of place.
3. Enriching the cultural life of Milton Keynes and raise its profile.
4. Providing a focus and stimulus for tourism.

B. A minimum of 0.5% of the gross development cost of proposals for 11 or more dwellings or non-residential development of 1,000 sq m or more should, subject to viability, be allocated towards cultural wellbeing. This includes public art that enhances the cultural offer and appearance of the development, its surroundings and Milton Keynes as a whole, and engaging local residents throughout.

2.7.14 Developers should explore the potential for providing public art as part of their proposals. This could be about Bletchley Park but does not necessarily mean Alan Turing and other options should be explored (i.e. history of computing, LGBT rights, women's role in WWII, etc) which would form part of a wider arts initiative within Bletchley and Fenny Stratford. Developers will need to engage with the relevant parish and Council teams early in the design process.

2.2.135 Policy SC1 (Sustainable Construction)

This sets out the Council's requirements for sustainable construction, with further detail provided within the forthcoming Sustainable Construction SPD 2021.

2.2.16 Milton Keynes has a unique selling point around its design and therefore its Design Policies are key to inform any proposal. These include:

Policy D1: Designing a High Quality Place, Policy D2: Creating a Positive Character Policy D3: Design of Buildings, Policy D4: Innovative Design and Construction and Policy D5: Amenity and Streetscene.

West Bletchley Neighbourhood Plan

2.2.17 The West Bletchley Neighbourhood Plan was made part of the Development Plan in March 2019.

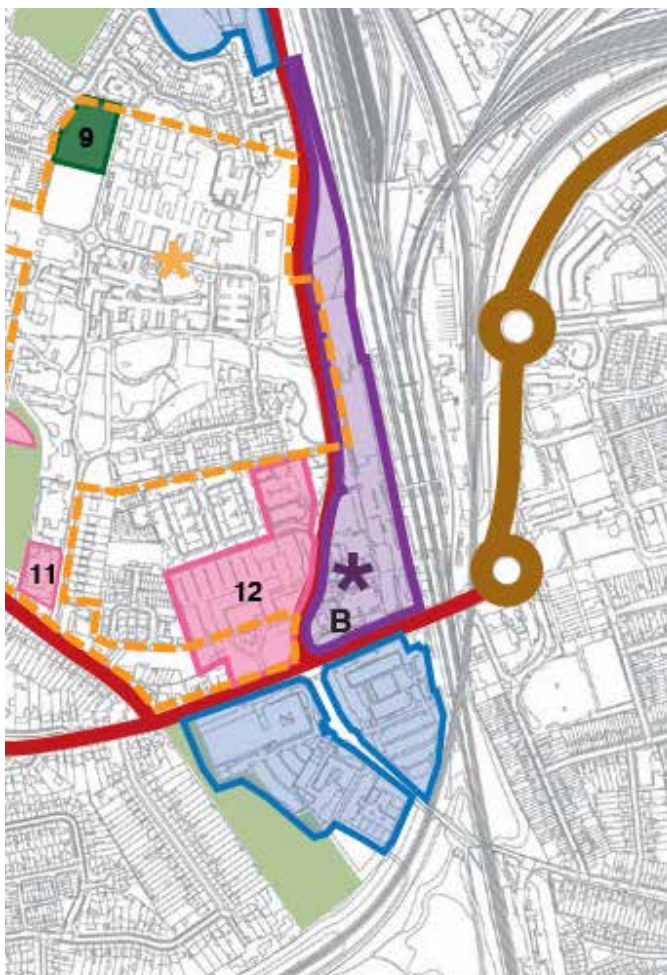
2.2.18 The plan identifies the opportunity to enhance the Station Area (see Figure 5 below). Importantly, it identifies that there is a new catalyst for change. “East-West rail services will be re-instated on a stretch of the old ‘Varsity Line’ between Oxford and (initially) Bedford through Bletchley and eventually on to Cambridge, within a few years. New station platforms are to be constructed on the eastern side of the station. Bletchley will therefore be at the centre of an axis between two of Britain’s most successful and famous universities and fastest growing economies. This provides a renewed impetus to respond to the improved accessibility to both improve the existing station and station forecourt / square, and bring sites alongside the station forward for new development that responds to the superb enhanced accessibility of our area.” (Pg 30).

2.2.19 Policy BS1 (Station Regeneration) states “Regeneration of existing buildings and land alongside Bletchley Station, as identified in Figure 5, will be supported where it improves the travelling public’s experience including new station-related retail and café uses.”

2.2.20 Policy BS2 (Station Accessibility) states “Improvements to pedestrian, cycle and public transport access between the station and surrounding areas, including the town centre and Bletchley Park, will be supported.”

2.2.21 Policy BS3 (Station Quarter Development) states “Redevelopment of land and uses within the Station Quarter Opportunity Area , as identified in Figure 5, will be supported where the development is comprehensive and provides a sensitive and balanced mix of uses that can include residential, high quality workspaces, hotel, conference centre/ facilities, café/restaurant/local retail uses, visitor interpretation/facilities and public spaces, and is consistent with the approved development and design brief.”

2.2.22 Policy BS4 (Station Quarter Development and Design Brief) states “Major development proposals will only be supported where they are consistent with an overarching Development and Design Brief for the Opportunity Area, as defined on Figure 5.”



- Retaining and Creating New Employment
Policies E1-E3
- ★ Station Quarter
Policies BS1-BS4
- Renewing Our Local Shopping Centres
Policies LSC1-LSC4
1. Melrose Avenue Shopping Centre
2. Whaddon Way Shopping Centre
- Protecting and Developing Community
Facilities
Policies C1-C2 (See list opposite)
- Ensuring our Streets are Safe and Accessible
Policies SSA1-SSA3
- - - Conservation Area Boundary

Figure 5: Proposals Map from West Bletchley Neighbourhood Plan (extract only)

2.3 National Planning Guidance

National Planning Policy Framework

2.3.1 The National Planning Policy Framework (updated in July 2021) promotes sustainable development that meets 3 overarching objectives:

1. Economic - to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places
2. Social - to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well designed beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities health, social and cultural wellbeing
3. Environmental - including making effective use of land and moving to a low carbon economy (para 8)

Section 7: Ensuring the vitality of town centres

Recognise that residential development often plays an important role in the vitality of town centres and encourage residential development on appropriate sites (para 86f).

Section 8: Promoting healthy and safe communities

Development should promote social interaction, including opportunities for meetings between people who might not otherwise come into contact with - for example, through mixed use developments and active street frontages (para 92a)

To provide the social, recreational and cultural facilities and services the community needs, development should include shared spaces, community facilities and other local services to enhance the sustainability of communities and residential environments (para 93)

Section 9: Promoting sustainable transport

Development should be focused on locations which are sustainable through limiting the need to travel and offering a genuine choice of transport modes. (para 105).

Section 11: Making effective use of land

Give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs (para 120c)

Promote and support the development of under-utilised land and buildings (para 120d)

Para 124. Planning policies and decisions should support development that makes efficient use of land, taking into account:

- a) the identified need for different types of housing and other forms of development, and the availability of land suitable for accommodating it;
- b) local market conditions and viability;

c) the availability and capacity of infrastructure and services – both existing and proposed – as well as their potential for further improvement and the scope to promote sustainable travel modes that limit future car use;

d) the desirability of maintaining an area’s prevailing character and setting (including residential gardens), or of promoting regeneration and change; and

e) the importance of securing well-designed, attractive and healthy places.

Section 12: Achieving well-designed places

126. The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities.

Paragraph 130 sets out six criteria that development proposals should meet. These included their function, appearance, layout, landscaping, character, sense of place, mix, uses, health, and well-being.

Section 14: Meeting the challenge of climate change, flooding and coastal change

Supporting the transition to a low carbon future in a changing climate, taking full account of flood risk and coastal change. It should help to: shape places in ways that contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings; and support renewable and low carbon energy and associated infrastructure. (Paragraphs 152 to 173).

Section 15: Conserving and enhancing the natural environment

Paragraph 174 requires development to contribute to and enhance the natural and local environment. This includes sites with biodiversity value. Proposal should minimise impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures. Part e) states ‘preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air and water quality, taking into account relevant information such as river basin management plans; and f) remediating and mitigating despoiled, degraded, derelict, contaminated and unstable land, where appropriate.

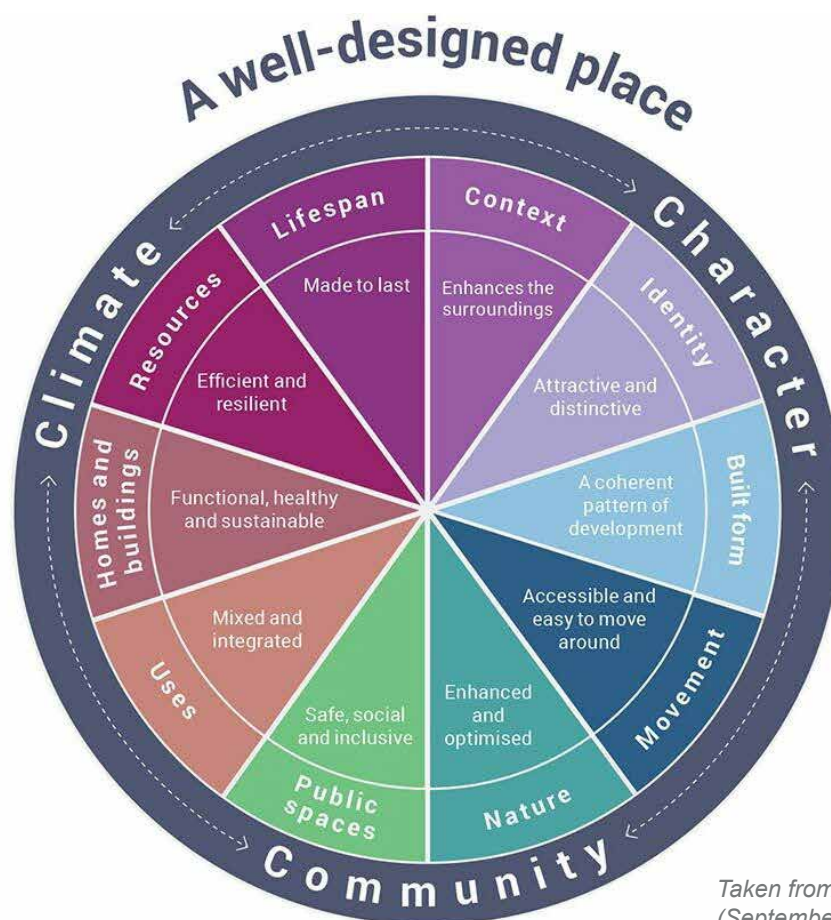
Paragraphs 179-182 set out the requirements regarding habitats and biodiversity.

National Design Guide

2.3.2 The National Design Guide (updated in January 2021) was created to ensure beautiful, enduring and successful places are delivered. It outlines 10 characteristics of well designed places.

1. Context - enhances the surroundings
2. Identity - attractive and distinctive
3. Built Form - a coherent pattern of development
4. Movement - accessible and easy to move around
5. Nature - enhanced and optimised
6. Public Spaces - safe, social and inclusive
7. Uses - mixed and integrated
8. Homes and Buildings - functional, healthy and sustainable
9. Resources - efficient and resilient
10. Lifespan - made to last

2.3.3 Especially important in the context of this site is it advocates compact development, that lines/ addresses the adjacent streets providing active frontages, and landmarks/key buildings in appropriate place to help with legibility as well a mix of uses.



2.4 Central Bletchley Urban Design Framework SPD

- 2.4.1 The Central Bletchley Urban Design Framework SPD was adopted in March 2022. The SPD will capitalise on the significant opportunities flowing from the enhanced connectivity and accessibility, enabled by EWR, through the provision of guidance which promotes holistic and inclusive renewal within Central Bletchley.
- 2.4.2 It will inform landowners and potential investors about the placemaking and development opportunities within Central Bletchley which will deliver on the agreed aspirations for the area. East-West Rail will bring Oxford and Cambridge within a 40 minute train journey from Central Bletchley while London Euston is only 40 minutes away via the West Coast Mainline.
- 2.4.3 The SPD build's on the approved Central Bletchley Prospectus through the provision of further detailed land use and design guidance for opportunity areas which will provide greater clarity, certainty and speed for applicants when preparing planning applications.
- 2.4.4 The site lies within the Sherwood Drive Quarter Opportunity Area (see figure 6 below - SPD parameters plan). The Police and Fire Station is identified as an opportunity site to be redeveloped for mixed use development including an Innovation Hub

and housing. A small element of retail space could be provided in a prominent position to help generate activity and capture footfall around the existing western train entrance.

- 2.4.5 As part of the redevelopment of the Police and Fire Station Site, a pedestrian route was shown running across the site. This was included as the Innovation Hub was likely to be seen as a separate development and therefore a piece of public realm including a pedestrian route was seen as a good response for the site context.

2.5 Central Bletchley Prospectus

- 2.5.1 This Prospectus was approved by Milton Keynes Council in 2020.
- 2.5.2 It was produced to both highlight, and capitalise on, the significant renewal opportunities flowing from the delivery of EWR as a consequence of Central Bletchley's enhanced connectivity and accessibility.



Figure 6: Urban Design Framework Parameters Plan (Sherwood Drive and Buckingham Road Quarter)

2.6 Other Planning Guidance

Supplementary Planning Guidance (SPG)/ Documents (SPDs)

- 2.6.1 The following Supplementary Planning Guidance/ Documents (SPG/SPDs) should be considered as material considerations when preparing any planning application for the site:
- Sustainable Construction SPD (2021)
 - Parking Standards SPD (2016)
 - New Residential Development Design Guide SPD (2012)
 - Affordable Housing SPD (2020)
 - Milton Keynes Drainage Strategy – Development and Flood Risk SPG (2004)
 - Planning Obligations SPD (2021)
 - Designing Dementia-friendly Neighbourhoods SPD (2022)
 - Health Impact Assessment SPD (2021)
 - Biodiversity SPD (2021)
 - Transport and Sustainable Transport SPD (2009).
- 2.6.2 MKC is currently undertaking a partial review of its parking standards, including a reduction for Private Rental (PRS) or Built to Rent (BRS) schemes in more sustainable locations such as Central Bletchley. A draft is due out for consultation on 10 August 2022.

2.7 Planning Assessment

- 2.7.1 This planning assessment has been prepared in the context of this Brief proposing mixed use development with housing likely being the predominant use.
- 2.7.2 The key policies to be addressed are Policies CC3 (Protection of Community Facilities) and ER2 (Protection of Employment Land).
- 2.7.3 It is the view that the requirements of relevant sections of Policy CC3 have been met because the activities provided at the Fire Station (now demolished) and the Police station had been relocated elsewhere, in the case of the fire station to the Blue Light Hub in West Ashland where there is also a police presence.
- 2.7.4 Regarding Policy ER2 it is acknowledged that the Fire and Police Station sites are shown on the Plan:MK policies map as employment land within a wider designation as a site within the Central Bletchley Prospectus Area (CBPA) where Policy SD16 applies. Policy ER2 seeks the protection of existing employment land and premises, and the proposed mixed use (with residential being the likely predominant use) as outlined within this Brief would change the primary use of the site to a non-employment use. Plan:MK would require that a proposal is in accordance with Policy ER2 to justify the loss of employment land. However, Policy BS3 of the WBNP (post adoption Plan:MK) has allocated

the Station Quarter to be redeveloped for mixed uses and similarly, the Central Bletchley Urban Design Framework (CBUDF) SPD states the first key principle for the Sherwood Drive Quarter is for the redevelopment of the police and fire station for mixed used development including an Innovation hub.

- 2.7.5 As the WBNP was made/adopted after Plan:MK, it [the WBNP] was considered to be the most up to date plan and one that carried considerable weight.
- 2.7.6 Therefore, the designations for mixed use redevelopment for the Police and Fire Station sites outlined within the WBNP and CBUDF justifies the loss of employment land and principle of change of use.

2.8 Planning Summary

- 2.8.1 The preceding summary of key relevant policy and other guidance outlines a favourable policy context that supports the Council's aspirations for the site.
- 2.8.2 In summary, it is a brownfield site located within a highly sustainable location likely within Plan:MK Policy SD16 which furthermore calls for the early redevelopment of the Police and Fire Station Sites.
- 2.8.3 The West Bletchley Neighbourhood Plan outlines a range of permissible uses, including residential and supporting local retail uses while the Central Bletchley Urban Design Framework SPD envisages the site to be developed for residential led mixed use development at densities up to 250dph.

SECTION 3: **CONTEXTUAL ANALYSIS**

3.1 Introduction

3.1.1 This section describes the key characteristics of the two sites and their context. It includes location, site description, land uses, key environmental/technical aspects such as noise, topography and utilities. There is also a short summary of transport aspects and local character. The section includes the site's opportunities and constraints which have informed the key design principles in the next section.

3.2 Location

3.2.1 The sites are located on the western edge of Bletchley town centre, adjacent to Bletchley Station. They are in a mixed use area with Milton Keynes College to the west, the famous Bletchley Park to the northwest, mainly employment uses to the south, whilst to the east is the West Coast Mainline. The sites are located within a commercial/institutional arc between the town centre and residential suburb of West Bletchley to the west.



Figure 7: Site Location

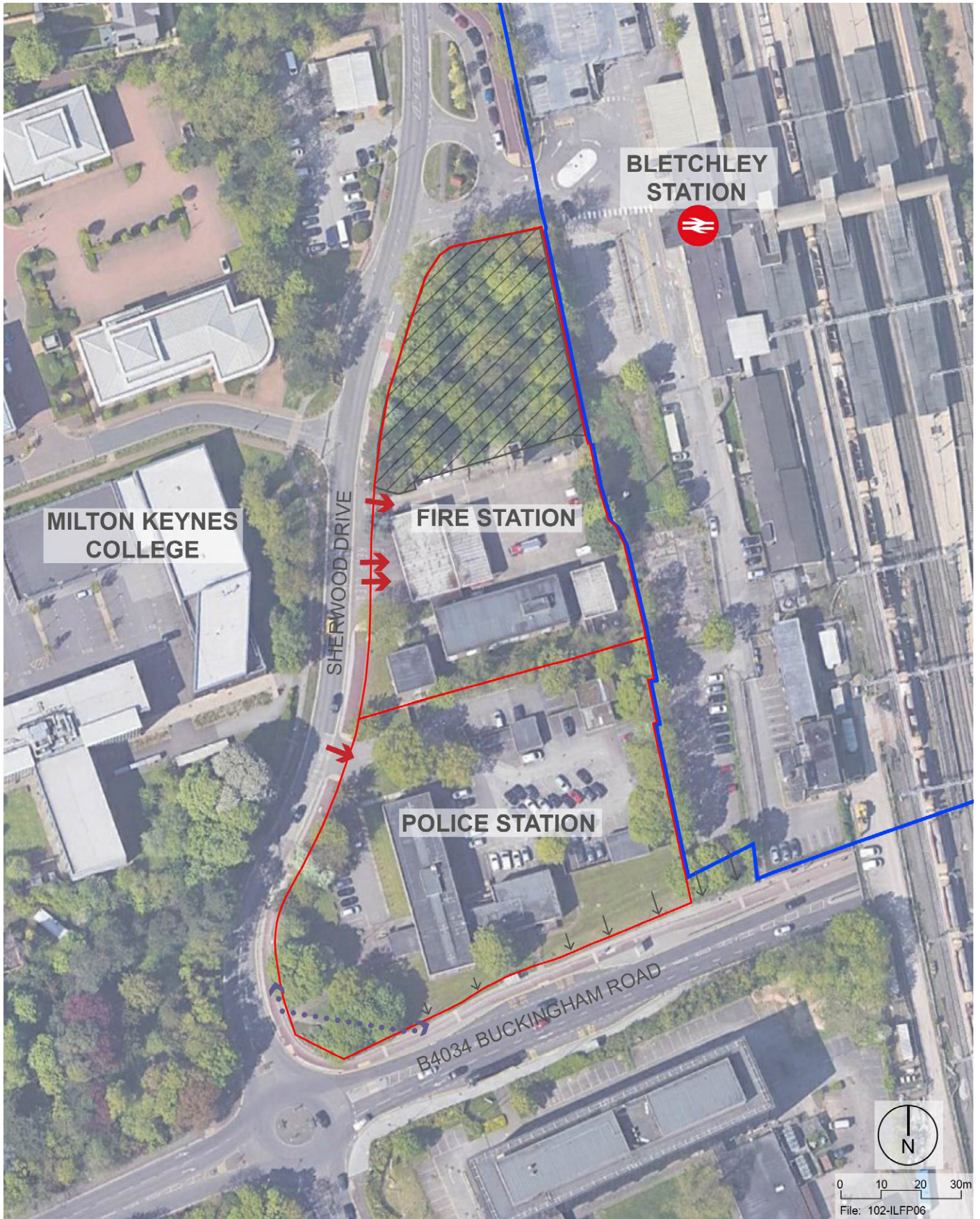


Figure 8: Site Plan

3.3 Site Description

- 3.3.1 The Police Station site occupies approximately 0.68 Ha (1.68 Ac) whilst the Fire Station is 0.57 Ha (1.41 Ac), giving a combined area of 1.25 Ha (3.09 Ac). Note that the site area given for the fire station is lower than the area on the Land Registry title (0.63 ha) as it is assumed that the site boundary would only extend to the edge of the pavement.
- 3.3.2 The Police Station comprises a two-storey L-Shaped building in a modernist style (see Figure 8 and photos). There is a car park to the rear, which includes a few ancillary buildings, and a small car park by the front entrance. There are several trees within and around the edges of the site, including mature specimens.
- 3.3.3 The Fire Station site, which was cleared in 2021, originally comprised a group of modernist style buildings set within a landscape framework. They included a garage for the fire tenders, accommodation block/offices, tower, training area, and car park. The original basement under the accommodation block remains in situ as demolition was completed to ground slab level only.
- 3.3.4 The northern half of the fire station site contain trees and shrubs and is designated as a woodland tree preservation order (TPO). Trees are also present along the site's boundaries. There is a ditch running north-south within the wooded area.
- 3.3.5 Each site takes access off Sherwood Drive. For the Fire Station, the access area is quite large in order to provide access to each fire tender whilst there is a separate access to the yard at the back. There are pedestrian connections to both sites from Sherwood Drive. Both facilities have secure rear compounds.



Bird's Eye View of Sites from south



View inside former Fire Station site looking towards Buckingham Road (top) and front of former Thames Valley Police Station



- Site Boundary
- Area covered by the Urban Design SPD
- ⚡ Stations (EWR Buildings Under Construction)
- ⋯ Pedestrian Route from Station to Centre
- - - Cycle Route (Redway) near site
- 🚌 Bletchley Bus Station
- 🚗 Car Parks
- 1 Police Station: Now Vacant
- 2 Fire Station: Buildings Demolished
- 3 WMT Staff Building
- 4 WMT Parking Area for Drivers
- 5 Signal Box
- 6 Vacant Area
- 7 Station Parking and Drop-off
- 8 Pedestrian Bridge for Platforms (extension to EWR Transfer Building under construction)
- 9 CEMEX Plant
- 10 Brunel Centre
- 11 Former Sainsbury's supermarket
- 12 Wilko
- 13 Brunel Roundabout
- 14 Stephenson House
- 15 Area with Permission Mixed Use Scheme
- 16 Office Building Recently Converted in Housing
- 17 Santander Training Centre
- 18 Extent of Proposed IoT Building
- 19 Former Cricket Pavilion Building

File: 102-ILFP04

Figure 9: Site Context Plan

3.4 Description of Surrounding Area

- 3.4.1 In terms of the immediate surroundings, the area to the east comprises car parking (rail related and public), metal fencing, an overgrown area which previously housed a building, a telecom mast, staff accommodation, a signal box and Bletchley Station. There is an unattractive and poorly surveilled pedestrian link running in between the parking areas and Network Rail buildings, which links the station with Buckingham Road and then on to the town centre.
- 3.4.2 To the south, the land drops down to Buckingham Road beyond which lies a five-storey former office building which is currently being converted into apartments. Sherwood Drive runs along the western edge, with Milton Keynes Colleges Bletchley Campus on the western side of Sherwood Drive. The College's new Institute of Technology faces the former Fire Station.
- 3.4.3 Adjacent to the Police Station on the corner of Sherwood Drive and Buckingham Road is the former, now overgrown cricket pavilion site. It is heavily landscaped and fenced off from public access. The Central Bletchley Urban Design Framework SPD however identifies it is as an opportunity site to be

restored as a small publicly accessible pocket park together with a small amount of housing.

- 3.4.4 The area to the north of the fire station contains rail-related uses such as the station entrance, pick up/drop-off (PUDO) and two-storey car park. There is also a hire car firm opposite the station entrance.
- 3.4.5 MKDP and MKC have held meetings with Network Rail, East West Rail and the station operator (London Northwestern Railway) about the land immediately to the east of the site (see Appendix A for ownership/lease arrangements). There is an opportunity to improve the environmental quality and functionality of this area although the Signal Box building needs to remain. Network Rail are currently exploring the options for this area and will continue to meet with MKDP and MKC.



View south along footpath with overgrown area to right and Signal Box on left



View south along Sherwood Drive with former Fire Station behind temporary fencing



View towards former Fire Station site (buildings now demolished) and access to MK College

3.5 Landscape and Environmental

Topography

3.5.1 A topographic survey has been completed on the two sites and shows that there is a gradual fall from north to south, with a more significant drop along the southern edge, down to Buckingham Road (see photo below).

Trees and Vegetation

3.5.2 There are a number of trees within the site and along the adjacent streets, which contribute towards the character of the area. A tree survey has been completed on the sites by Andrew Belson (see extract in Appendix B) and this includes details about the condition of the trees. The northern part of the Fire Station site is covered by a Woodland Tree Preservation Order made in 2010.

Ecology

3.5.3 A Preliminary Ecological Appraisal was completed by Ecology by Design in October 2021. The Baseline Habits Map is shown in Appendix C. The Executive Summary provides a list of key findings and recommendations for additional surveys regarding bats. There is a recommendation for improving the biodiversity value of the site, which may require offsetting.

Flood Risk

3.5.4 The sites do not lie in any flood zone and are hence classified as Flood Zone 1. According to the Government website, parts of the site have a low-medium risk of flooding from surface water.

Noise

3.5.5 The site lies close to the West Coast Mainline and proposed route of the new route for East-West Rail. Therefore, consideration will need to be given to the impact of noise on the future residents and users of the development, including amenity spaces. There will also be noise from Buckingham Road.

3.6 Utilities

3.6.1 A utilities report on the site has been prepared by Atkins (see extract in Appendix D) and is available upon request. These have not been added to constraints plan and the developer will need to carry out their own assessments of the existing services to ascertain their implications for development and whether they act as constraints, particularly the sewers crossing the site.



The more steeply sloping part of the site along its southern boundary



Trees within northern part of former Fire Station with station entrance on left

3.7 Land Uses

3.7.1 The sites are located in a mixed use area which is typical of an edge-of-centre location (see Figure 10). To the east lies Bletchley town centre which contains a range of high street businesses. Its western end is defined by Brunel Shopping Centre, with a range of local and national businesses, and the retailer Wilko.

3.7.2 The western side of the railway lines comprises mainly educational, government and commercial uses, typically offices. Situated in between these two areas are predominantly transport related uses such as the station, ancillary buildings, car parks, car hire firm, and a CEMEX plant which is served by the adjoining railways. Extending outwards, the uses comprise mostly housing, with predominantly Victorian terraces to the east and inter-war suburbs to the west. Other notable uses include the bus station, higher-density apartments in Stephenson House and the educational/tourism at Bletchley Park to the northwest.

3.7.3 Some of the older commercial areas are now in residential use. For example, Caspian View, the office block to the south is now in residential use as is the land north of the bus station currently being redevelopment into 184 dwellings and community uses (Bletchley View).



Former office building to south of site being converted into apartments (Caspian View)

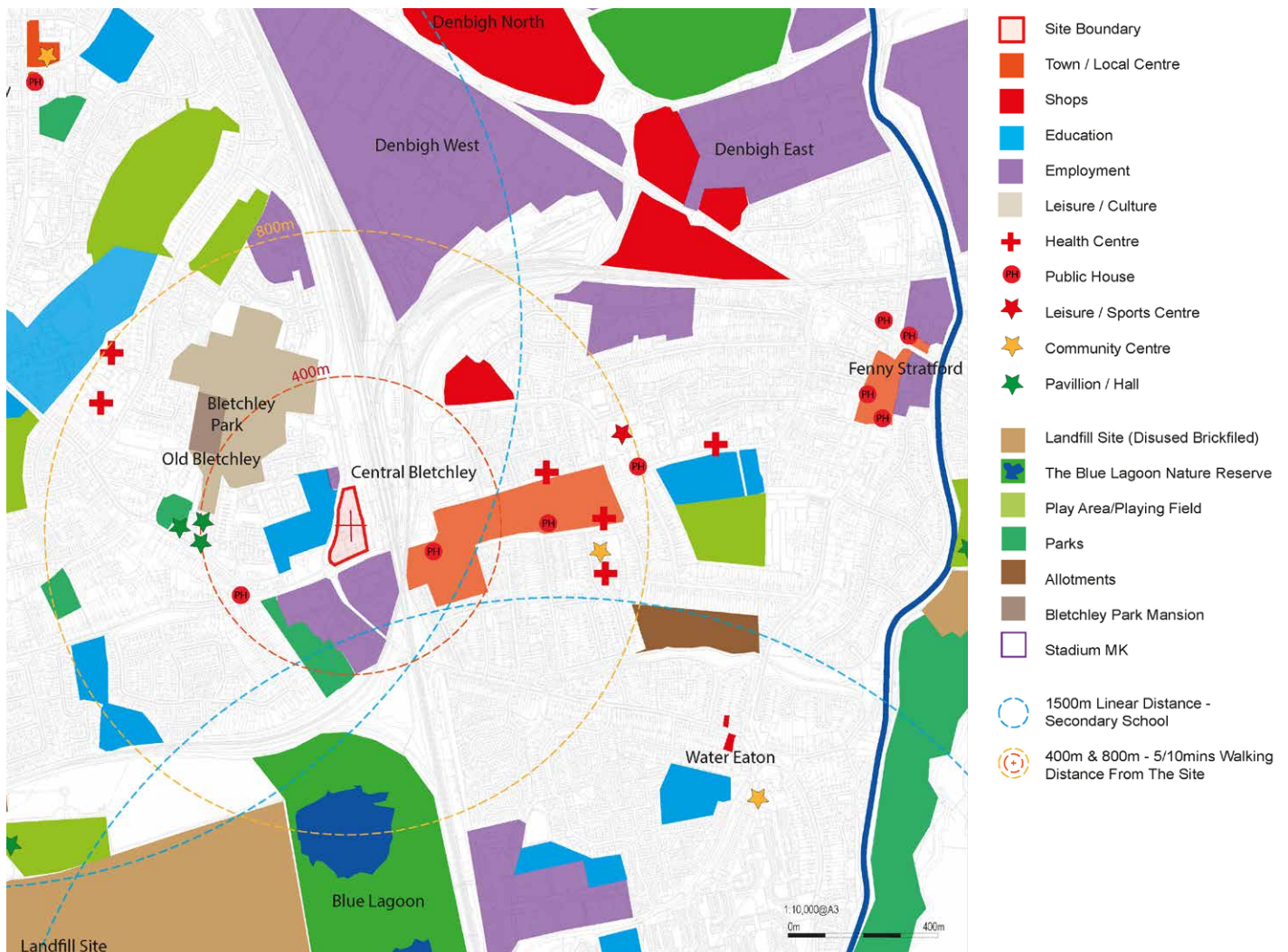
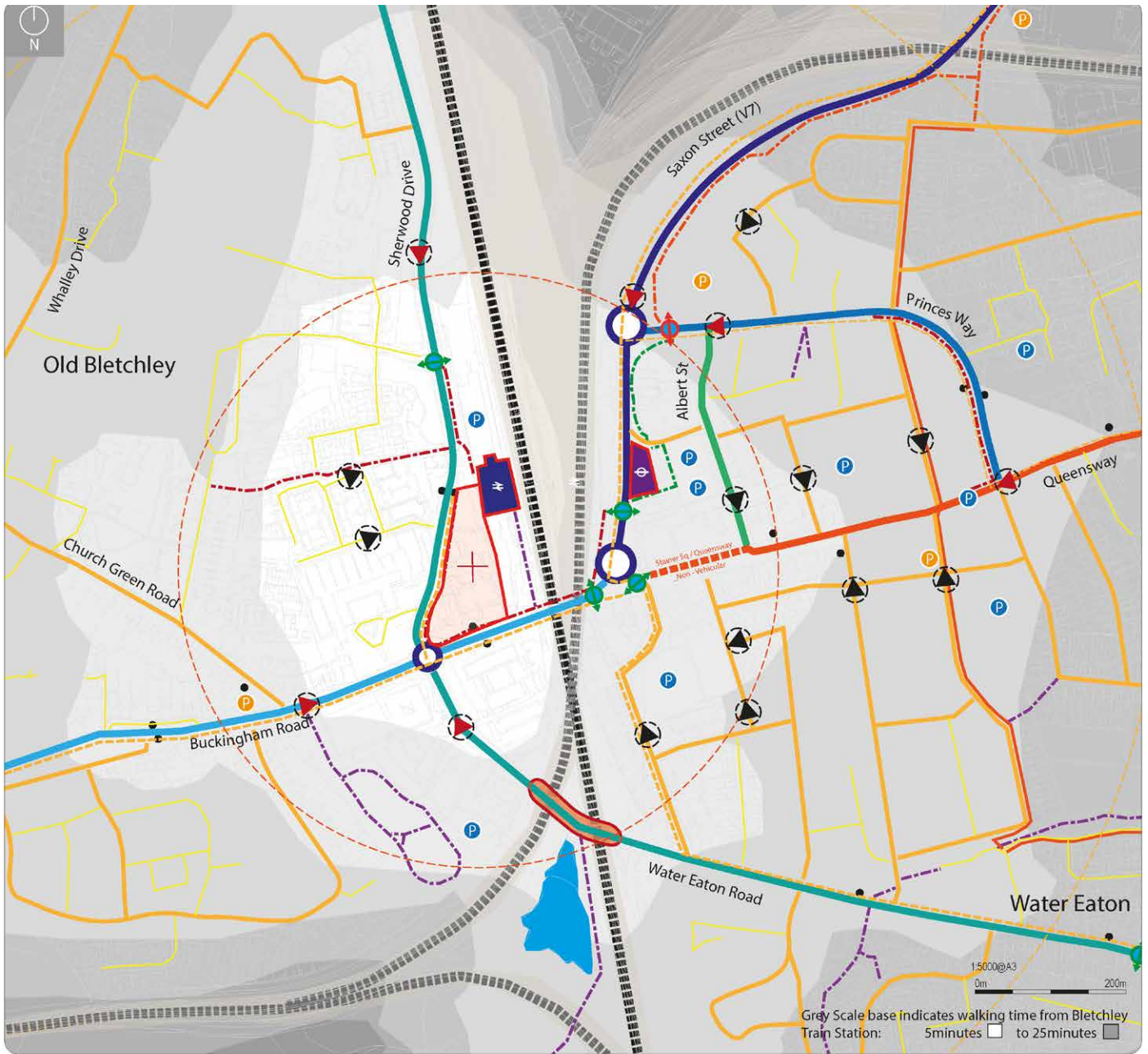


Figure 10: Land Use Plan

(Plan based upon p21 of Urban Design SPD)



Grey Scale base indicates walking time from Bletchley Train Station:
 5minutes to 25minutes

- | | | |
|---|---|--|
| Site Boundary | Existing Vehicular Access Point | Bus Route |
| Saxon Street, V7 Grid Road
Dual Carrageway (Primary Distributor) | Strategic Access Point | Footpath |
| Queensway | Railway Line - West Coast Main Line | Leisure Route (Pedestrian / Cycle Route) |
| Princess Way | Railway Line - East West Rail | Redway (Pedestrian / Cycle Route) |
| Buckingham Road | Railway Station | Redway Super Route |
| Sherwood Drive / Water Eaton Rd | Bus Terminus | National Cycle Route (Route 6) |
| Albert Street | Traffic Signals -Constrained Road Width
(Water Eaton Drive, under the railway) | Pedestrian Road Crossing Points |
| Local Distributor | Bus Stop | Poor Pedestrian Crossing Points |
| Local Access Road | 400m from site (5 mins walking) | Parking (public) |
| | 800m from site (10 mins walking) | Parking (customer only) |

(Plan based upon p24 of Urban Design SPD)

Figure 11: Movement Network

3.8 Access & Transport

Vehicular

- 3.8.1 The sites are located at the junction of Buckingham Road and Sherwood Drive (see figure 11). The B4034 Buckingham Road is a busy main road running into and around Bletchley town centre. Each site is accessed from Sherwood Drive which connects onto the roundabout along the B4034 Buckingham Road.

Public Transport

- 3.8.2 The sites are very well served by public transport. They are next to Bletchley Station with regular services to London Euston and Milton Keynes Central. The new East West Rail service will add further destinations, including Oxford and Bedford. There are also bus stops along Buckingham Road and Sherwood Drive whilst the town's bus station lies immediately on the eastern side of the railway line and is within easy walking distance.

Walking and Cycling

- 3.8.3 The sites are well connected to existing footpath and cycle networks with a redway running along their southern and western boundaries. There are no footpaths crossing the site although there is an informal desire line crossing the southwest corner. There are pavements along both sides of Buckingham Road and Sherwood Drive which then links into the station and College.
- 3.8.4 There is a poor quality pedestrian link providing the shortest walking distance between the town centre and train station. It includes steep steps providing access onto Buckingham Road.



Access into Police Station (Footpath/Cycle link in front) with secure rear compound and turning for car parking to right.



View of Brunel Roundabout with transfer building for East West Rail under construction

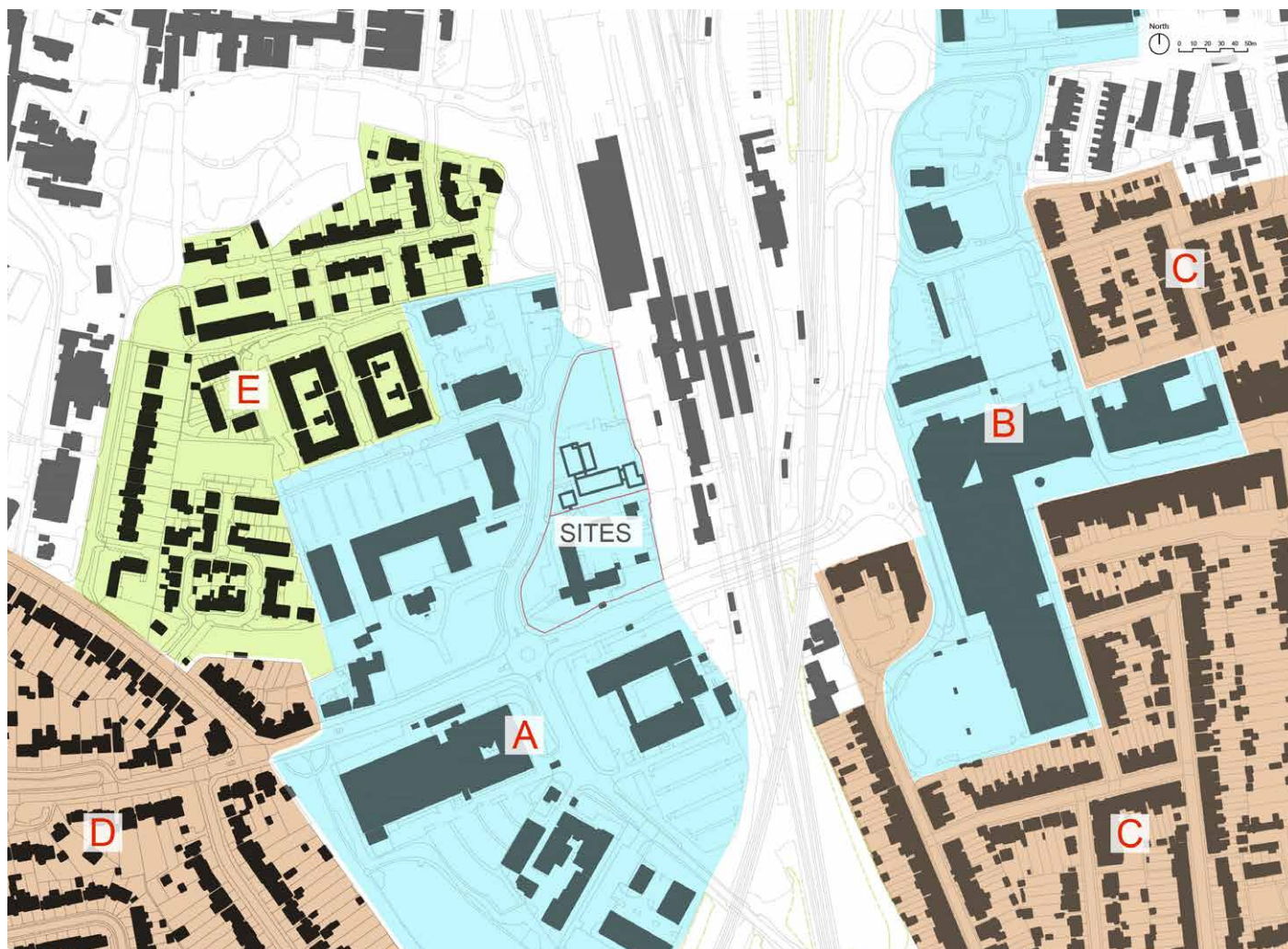


Bletchley Station entrance and car park with edge of former Fire Station site on right

3.9 Local Character

- 3.9.1 The site and surrounding area comprises mostly modern, stand-alone type buildings set back from the adjoining streets, which have a sylvan character. The buildings have a similar orientation, running perpendicular to Buckingham Road.
- 3.9.2 Figure 12 below is a figure/ground plan of the area and shows the variety across this edge-of-centre location. The area around the site has a coarser grain, which reflects the modernist principles, whilst the Victorian centre and inter-war suburbs have a finer grain.

- 3.9.3 In terms of heritage assets, there are no listed buildings on or next to site although there is a conservation area to the southwest of the police station.
- 3.9.4 In terms of activity, Buckingham Road is a busy main route into and out of Bletchley and beyond, whilst the station and College create activity along Sherwood Drive and the footpath to the east.



- | | | |
|---|--|--|
| <ul style="list-style-type: none"> Fine Grain Medium Grain Coarse Grain | <ul style="list-style-type: none"> A Mostly Commercial or Educational Buildings B Large Footprint buildings, including Brunel Shopping Centre, with mostly commercial uses C Mainly Victorian terraced housing and town centre | <ul style="list-style-type: none"> D Mostly Inter-War Housing E More modern housing created through infill or regeneration of other uses |
|---|--|--|

Figure 12: Figure/Ground Plan



The area fronting onto Brunel Roundabout comprising Victorian buildings and back of The Brunel Shopping Centre



Mercury House - a 1980s office building, designed by Milton Keynes Development Corporation and currently being converted into apartments



View across Brunel Roundabout looking towards Queensway/town centre. Modernist Brunel Shopping Centre is on right with more recent Wilko store in the middle and the 10 storey residential block of Stephenson House on left

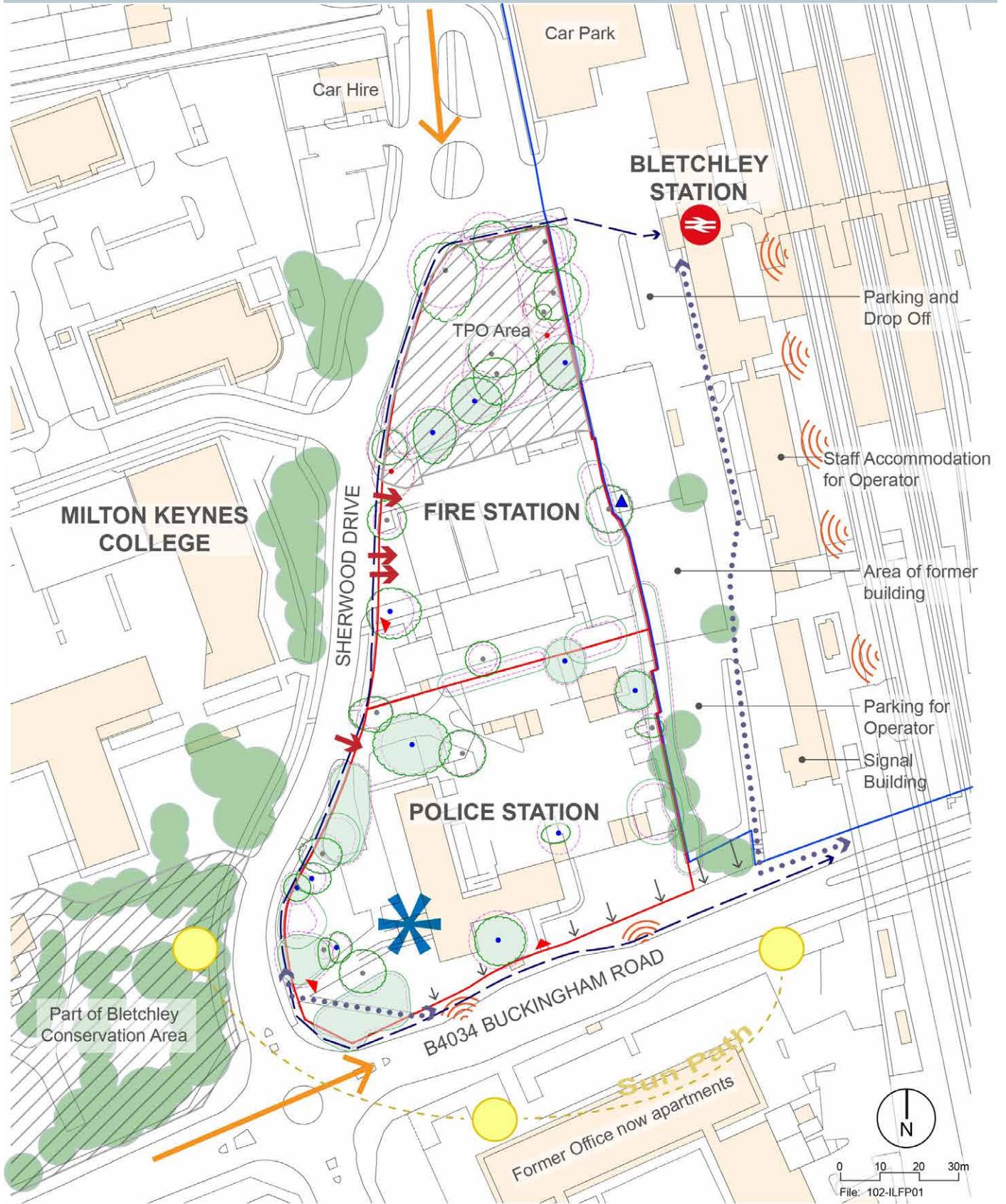
Copyright Google Streetview



Typical Victorian terrace alongside town centre



MK College buildings at the entrance with more recent four-storey apartment buildings in the distance



- | | | |
|-------------------------------|------------------------|---------------------------------|
| Site Boundary | Potential Landmark | Trees and Root Protection Zones |
| Buildings | Important View | Better Quality Trees |
| Network Rail/Operator land | Vehicular Access | Category B |
| Planning Designations | Pedestrian Access | Category C |
| Pedestrian Route | Slope Down | Category U (to be removed) |
| Footpath/Cycle Route (Redway) | Source of Noise | |
| | Telecom Mast (offsite) | |

Figure 13: Opportunities and Constraints Page 216

3.10 Opportunities and Constraints

3.10.1 The key opportunities and constraints are set out in Figure 13 and summarised below.

1. There is an opportunity to redevelop this site for mixed use development which could include high-density housing, a hotel, café, restaurant, or local retail uses.
2. There is an opportunity for a landmark building and/or new frontages along Buckingham Road.
3. The proposal should consider the impact upon the existing trees and plant new trees and vegetation. There could be an opportunity to develop within the Woodland TPO, provided it can be justified in planning policy terms, or to use the area for another function.
4. The scheme must consider noise from the railway lines, station area and main road.
5. Access can be from Sherwood Drive using one or both existing connections.
6. There is an opportunity to improve safety of the pedestrian route to the station, situated to the east, by providing natural surveillance.
7. Some of the underground utilities could affect the layout, especially the foul water sewers which could be expensive to move.

3.10.2 Developers will need to provide their own opportunities and constraints plan as part of the design process in order to demonstrate a good understanding of the site and its context.



Opportunity for new landmark building on southwest corner of site, set back behind existing trees.



Southern part of site where the existing trees could be treated as a constraint. There is also the potential to add additional trees and vegetation.

SECTION 4: **DESIGN PRINCIPLES**

4.1 Introduction

- 4.1.1 This section sets out guidance and requirements to be taken into account by the developer and their design team. They have been informed by good urban design practice, policy guidance (including the Central Bletchley Urban Design Framework SPD), alongside a thorough understanding of the site and its context. The development proposals need to provide a clear design framework to include the key objectives and a concept. This could include assessing more than one option and the reason for proposing the final scheme.
- 4.1.2 High density developments require careful design, particularly those in complex built up areas. The Architect will need to think creatively, have experience designing these typologies and incorporate lessons from other precedents.
- 4.1.3 The design and layout will need to be imaginative in response to the noise conditions, shape of the site and adjoining station environment, whilst making the most of key views.
- 4.1.4 The key considerations are set out on the Design Principles Plan in Figure 14 and described in the following section. The Plan only identifies those key principles which are important to delivering the overall vision of the scheme and need to be adhered to, allowing significant design creativity with other design elements of the scheme. This section should be read alongside the development plan and other material considerations, including the New Residential Development Design Guide SPD, and the NPPF. The guidance here relates to this particular site and hence does not include all the standard urban design principles to be followed.

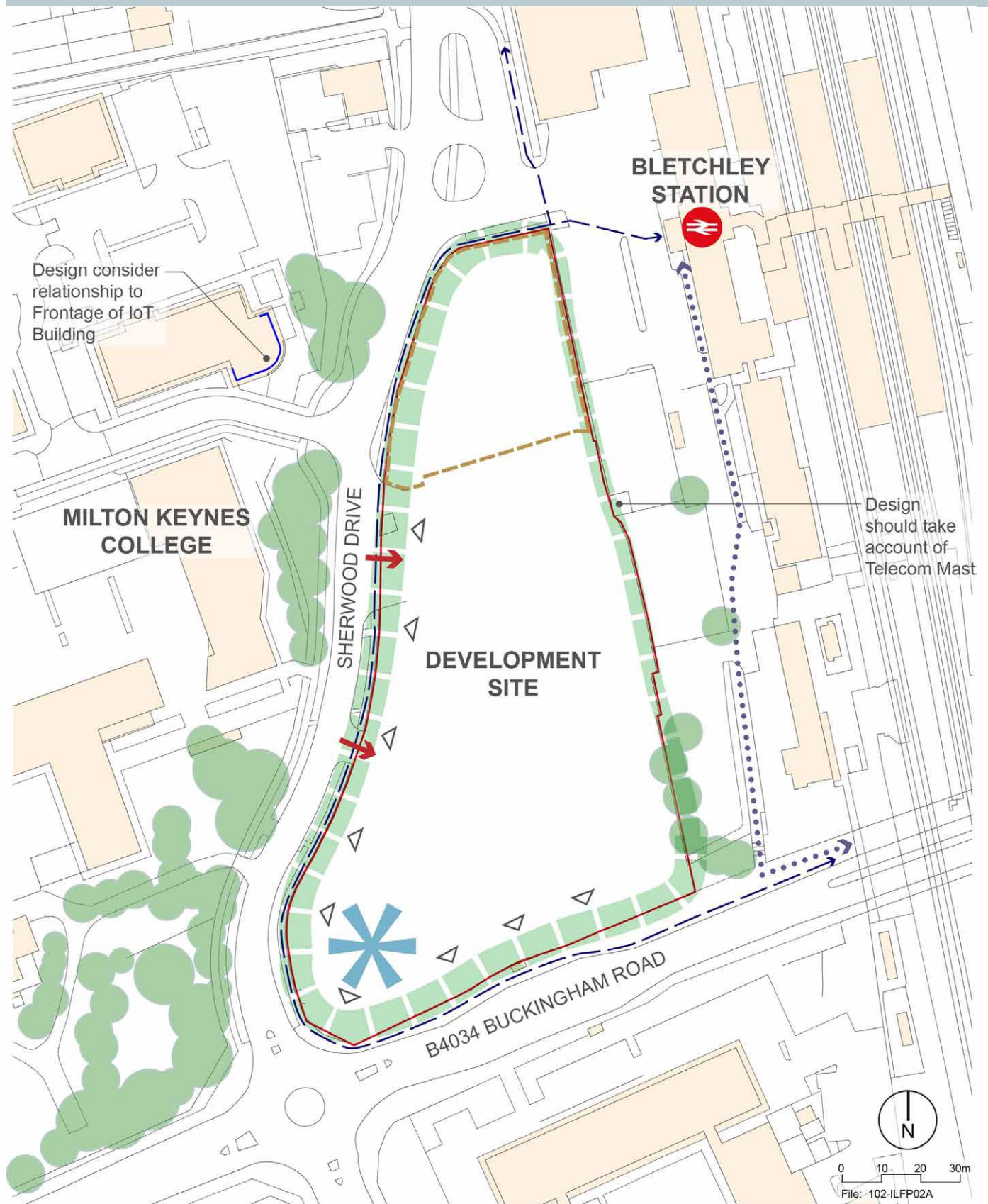
4.2 Land Use and Housing Mix

- 4.2.1 As set out in planning policy, the site is suitable for mixed use development which could include housing, a hotel, café, restaurant, or local retail uses.
- 4.2.2 The proposal should accord with planning policy in terms of density and housing mix.

4.3 Layout

- 4.3.1 Development should aim to provide an attractive and strong frontage onto Buckingham Road and Sherwood Drive, increasing surveillance onto them. Doors, entrances and primary habitable room windows should also be focussed on these two streets.
- 4.3.2 The approach should also provide some surveillance of the existing footpath to the east of the site but given the unattractive and uncertain future of the Network Rail owned land immediately to the east of the site, this edge can be designed as a secondary frontage in comparison to the Sherwood Drive and Buckingham Road frontages. The layout should clearly avoid direct views towards the telecom mast

- 4.3.3 A key consideration is the approach towards the existing trees. There is a requirement to retain trees and vegetation around the edges of the site in order to protect the character of the adjoining streets and provide an attractive setting for the buildings, no to mention the environmental benefits. It is possible to propose development within the TPO area provided it can be justified in planning terms. If this area is not built upon then the developer needs to decide what to do with the area. This includes its function, future ownership, boundary treatment, and relationship to the surrounding area, particularly the station entrance and car park.
- 4.3.4 New trees and vegetation should be provided, including along the site's boundaries although the aim is not to screen the buildings. Where trees are removed the 'green edge' should be enhanced through new planting within the private defensible space along Sherwood Drive and Buckingham Road in particular.
- 4.3.5 A landmark building and/or strong frontage should be provided along the Buckingham Road edge, a busy approach into the town centre, as well as being visible from the adjoining railway lines. It needs to be carefully designed to have a presence, respond to the road/junction whilst avoiding adverse impact upon the other parts of the development in terms of shade.
- 4.3.6 The layout should ensure that the adjoining public realm is overlooked and there is a clear distinction between public and private realms. Key frontages should be maximised although it may not be possible to provide them along the entire periphery because of the width of the block depth. Therefore, the focus should be on key principles which are to provide passive surveillance in the southeast corner, parts of the eastern side, improving the look and feel of the pedestrian link to the station, and Sherwood Drive. The College generates activity but the buildings provide limited natural surveillance and even then only during opening times. The layout should obviously avoid direct views towards the telecom mast.
- 4.3.7 The Council will seek to design out opportunities for crime and anti-social behaviour following best practice guidance in 'Secured by Design'. Most importantly, the layout of the development should avoid the creation of areas of public realm that are 'leftover' and not overlooked by any development, as they can become areas of anti-social behaviour. Furthermore, there should be no ambiguous space in terms of ownership.
- 4.3.8 Where residential exists at ground floor there needs to be private defensible green space included along the Sherwood Drive and Buckingham Road frontages. The designer needs to consider the relationships between the building, its function and the boundary with the back of the redway.



- Site Boundary
- Area Covered by TPO
- ✳ Potential Landmark
- △ Key Frontages
- Green Edge
- Existing Trees Outside Site Boundary
- ⋯ Pedestrian Link to Station
- Footpath/Cycle Path (Redway)
- ➔ Potential Access Point(s) for vehicles

Figure 14: Design Principles Plan

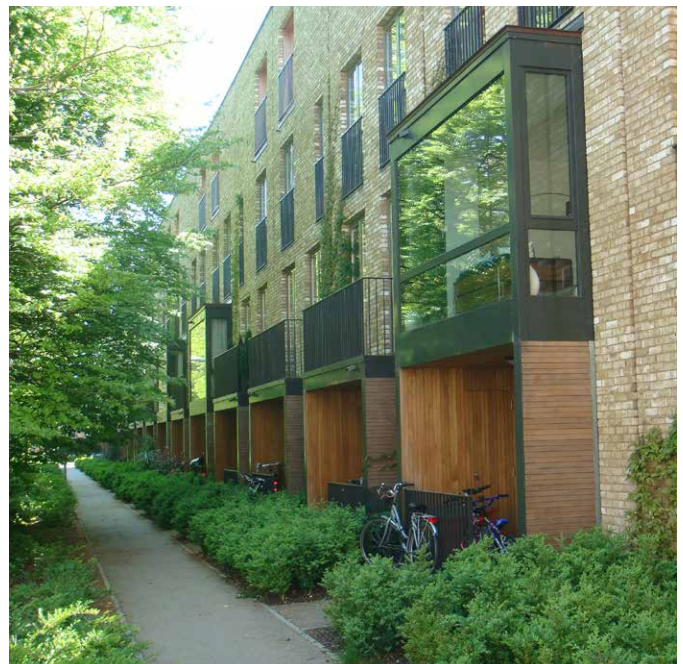
- 4.3.9 The design needs to think carefully about the type of non-residential use, its location and relationship with the housing. For example, any café/convenience store would need to take access off Sherwood Drive and provide space for parking and servicing.
- 4.3.10 The layout will need to consider noise from the railway line and roads. This could be in the form of site layout or floor plans. The design will also need to consider the impact upon the amenity space and accord with any maximum noise levels (and preferably be well below them). A noise survey will be required early on in the design process to ensure that noise levels are acceptable (this will need to include assumptions about East West rail). The approach will need to ensure that any non-residential uses do not disturb residential amenity.
- 4.3.11 Underground services will also need to be considered, particularly the sewers.

4.4 Density and Building Heights

- 4.4.1 The development should aim for a density of 150-250 dwellings per hectare as set out in Policy SD16 of Plan:MK. The precise amount of development will need to consider site constraints, context, car parking standards and viability. Given the density target and market considerations, the most likely type of housing will be one and two-bedroom apartments.
- 4.4.2 There is a degree of flexibility for heights given the site's context and buildings could range from 4-10 storeys. The Architect should also consider the relationship with the new Technology building.
- 4.4.3 Any apartment complex will need to provide suitable amenity space between the buildings. If the amenity space is provided above the car parking, the designer will need to give careful consideration to the quality of the amenity space, relationship with the surrounding homes and the access points. Suitable distances between buildings are set out in the Residential Design Guide SPD.
- 4.4.4 The designer will need to explain how solar orientation has been taken into account in terms of natural light, shelter and solar gain. This relates to the external amenity space as well as the interiors.

4.5 Landscape and Open Space

- 4.5.1 Landscaping and vegetation can play an important role in integrating apartment buildings into their context. They can serve to soften hard materials, help with the transition from public to private, provide visual interest, and deliver ecological / environmental benefits. The following principles and advice should be taken into consideration:
- Opportunities to include green infrastructure as part of the proposed building, either in the form of a green roof, roof garden, growing spaces, green walls, balconies and/or planters, can provide amenity landscape at various levels of a building design.
 - The edges of the development need to be carefully considered to retain and/or create a green edge around the site where it forms part of the character of the area. The aim is to keep the area facing Buckingham Road and Sherwood Drive in particular 'open' and green, but it needs to be defensible, with clear public /private boundaries.
 - All proposals must be accompanied by a plan illustrating indicative landscape principles for the site and how the design deals with the interface with the adjoining streets.



Example of clearly defined pedestrian access with semi-private approach into each building.

4.6 Architectural Approach

- 4.6.1 The buildings should be designed with a contemporary architectural style to help create a strong identity and sense of place. The approach should be selective in terms of materials, chosen for their appropriateness to the site and its context.
- 4.6.2 The building entrances need to be legible and welcoming. Stairwells within the building should be flooded with natural light whilst access into any rear amenity space needs to be well designed and located to preserve amenity.



An attractively designed contemporary design where the building and landscape setting work together

4.7 Residential Amenity

- 4.7.1 The residential uses should deliver a good standard of amenity in terms of privacy, sunlight, daylight and noise. The scheme will need to provide suitable amenity space, such as shared courtyard/garden, balconies, small patios inside the site (with low fenced off area for any ground floor flats) and roof gardens. The amenity space for a higher-density scheme needs to be carefully designed especially if lies on a parking area.
- 4.7.2 If balconies are included, if they are a crucial elevation detail and need to be carefully designed. They can often be too small and/or appear 'stuck on'. Balconies must be an integral part of the design and consider privacy, useable space, and climate. On this particular site, the design will need to consider noise from the railway, the sun path, the trees being retained, and the relationship with the effect of any taller building along the southern boundary.

4.8 Access and Movement

Vehicles

- 4.8.1 Vehicular access will need to be from Sherwood Drive. The preference is for one or two at the most, in order to limit the potential conflict with pedestrians and cyclists using the redway.

Pedestrians and Cyclists

- 4.8.2 The building entrances need to be designed with amenity and activity in mind. The number and location of entrances should help animate and activate the street whilst avoiding having too many apartments buildings served off a single entrance.
- 4.8.3 The informal pedestrian route across the southwest corner of the site could be closed off and the area returned to grass/vegetation with defensible space and better quality trees retained. This should create an attractive public realm, clear public/private distinction whilst removing future maintenance liabilities.
- 4.8.4 The development should consider the existing Redway that runs along the edge of the site and provide a safe and convenient link into the required cycle parking area.

Car Parking

- 4.8.5 Underground or undercroft parking should have a high standard of security with automated access controls. Car parking should be designed to be unobtrusive and place close attention to the links between the car parking areas and dwellings in terms of security and access. In line with Plan: MK Policy HN1E a case could be made for provision of parking below current standards. Note that these standards are currently being consulted upon with lower requirements for Build to Rent types of development.
- 4.8.6 Any undercroft parking should not have an adverse impact upon the surrounding area, especially Buckingham Road or Sherwood Drive. Those that do face onto the street should be either screened or have enhanced architectural features or landscaping to ensure that the ground floor provides interest. The developer should aim to provide at least one space for a car club. There needs to be a electric vehicle charging point for every car.



Example of an integrated parking solution (Vizion Development, CMK) where the car park entrance is kept to a minimum and designed as part of building facade

Cycle Parking

- 4.8.7 Cycle parking can be provided in apartments, provided the space is in addition to the Nationally Described Space Standards. It requires level access and an adequately sized lift. Communal bike stores may be provided externally, in basement car parks or in freestanding structures. These should be as near as possible to the entrance for convenience, and both the store and the bike stands should be lockable.
- 4.8.8 The cycle parking should be well-lit, with a sense of personal safety and be included in any CCTV set up. External parking should be overlooked by dwellings and not screened.

4.9 Servicing and Utilities

- 4.9.1 The layout and design of the building(s) shall accommodate requirements and access for servicing, waste storage and collection and utilities equipment. Methods of dealing with, and integrating servicing, waste storage and collection shall reflect the town centre location and form part of the building envelope, with no separate enclosures. Service yards and parking entrances should be integrated into the design and should not dominate any elevation.
- 4.9.2 Servicing arrangements should minimise any adverse impact upon the street scene or residential amenity. It may be better to locate the servicing needs together to minimise their impact possibly alongside car parking for any non-residential use which could sit alongside Sherwood Drive rather than be within any block. The design needs to take account of the size of refuse collection vehicles and waste collection systems to ensure that their turning requirements do not compromise the layout or change the design at a later stage in the process.
- 4.9.3 Where Anglian Water requires the diversion of, or any other works to, adopted sewers within the site, the developer is responsible for all works and costs incurred in meeting their requirements. The sewers shall be constructed in accordance with the current edition of 'Sewers for Adoption' irrespective of their future adoption status.
- 4.9.4 Here, the designer will need to take account of the existing utilities as per the plan in this document, especially the sewers. Some of the sewers run across a similar area in the southern part of the site and hence this could be a reason for retaining them.
- 4.9.5 The developer should speak to utilities providers and Network Rail in order to see if any new or re-directed underground services should take account of future development elsewhere. For example, if the sewers are redirected there could be benefits of installing a larger pipe to accommodate capacity for say new staff accommodation or possible student housing.
- 4.9.6 All new developments should be encouraged to provide superfast broadband. Larger developments of 30 or more homes can have the infrastructure installed for free if they start the application process

very early in the life cycle of their developments. All the necessary information for developers is on the Openreach website.

4.10 Sustainable Design

- 4.10.1 Milton Keynes has a history of pioneering approaches to sustainable design new technologies and aspires to be the greenest city in the world. Our local plan - Plan:MK - commits to continue the borough's dedication to high environmental standards, green urban landscapes and being 'different by design'.
- 4.10.2 Alongside this are the Council's objectives of being carbon neutral by 2030 and carbon negative by 2050. Therefore, proposals for the site should look to meet or surpass the sustainable standards laid out in Policy (SC1) of Plan MK and the subsequent Sustainable Construction SPD. As such development should be aiming for a BREEAM rating of Outstanding (>85%) level of certification which requires implementing innovation across all aspects of the project. Policy SC1 from Plan:MK and the Sustainable Construction SPD set sustainability standards that will have to be considered as part of the overall design process.

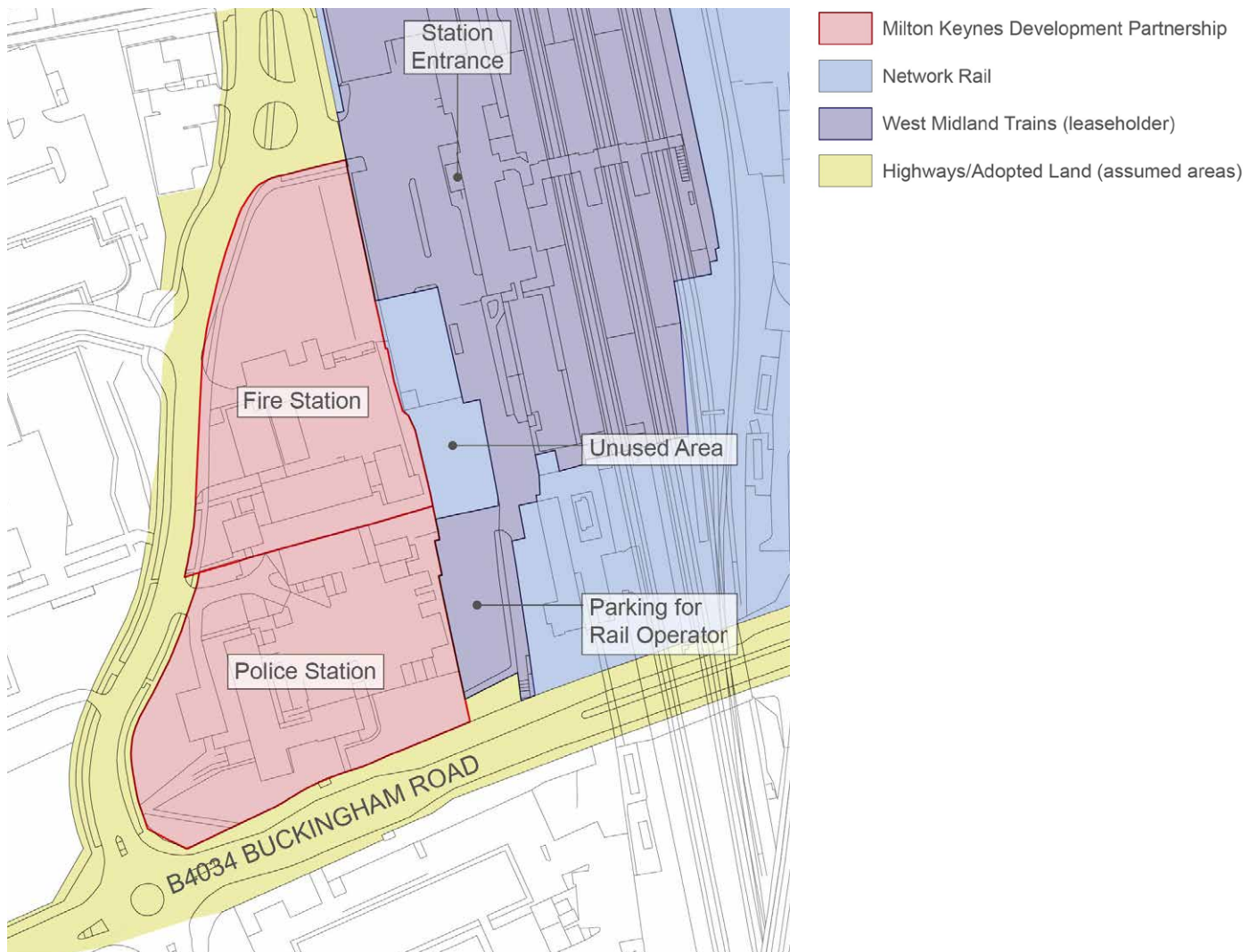
4.11 Ecology

- 4.11.1 Policy NE3 of Plan:MK on Biodiversity Enhancement has the objective of achieving positive gains for biodiversity in the design of new development. All new development exceeding 5 dwellings (in the case of residential development) or incorporating gross floor space in excess of 1000 sqm (in the case of other development) will be required to incorporate proposals to enhance biodiversity.
- 4.11.2 New buildings provide many opportunities for wildlife with benefits for biodiversity and the building occupiers. Specialist boxes or spaces are available (for example bird/bat bricks, swallow nest cups and sparrow terraces). Elements such as climbing plants can create habitat and enhance the visual appearance of buildings, as well as providing cooling, insulation and microclimate moderation. The developer will also need to consider the findings of the ecology report

4.12 Flooding and Drainage

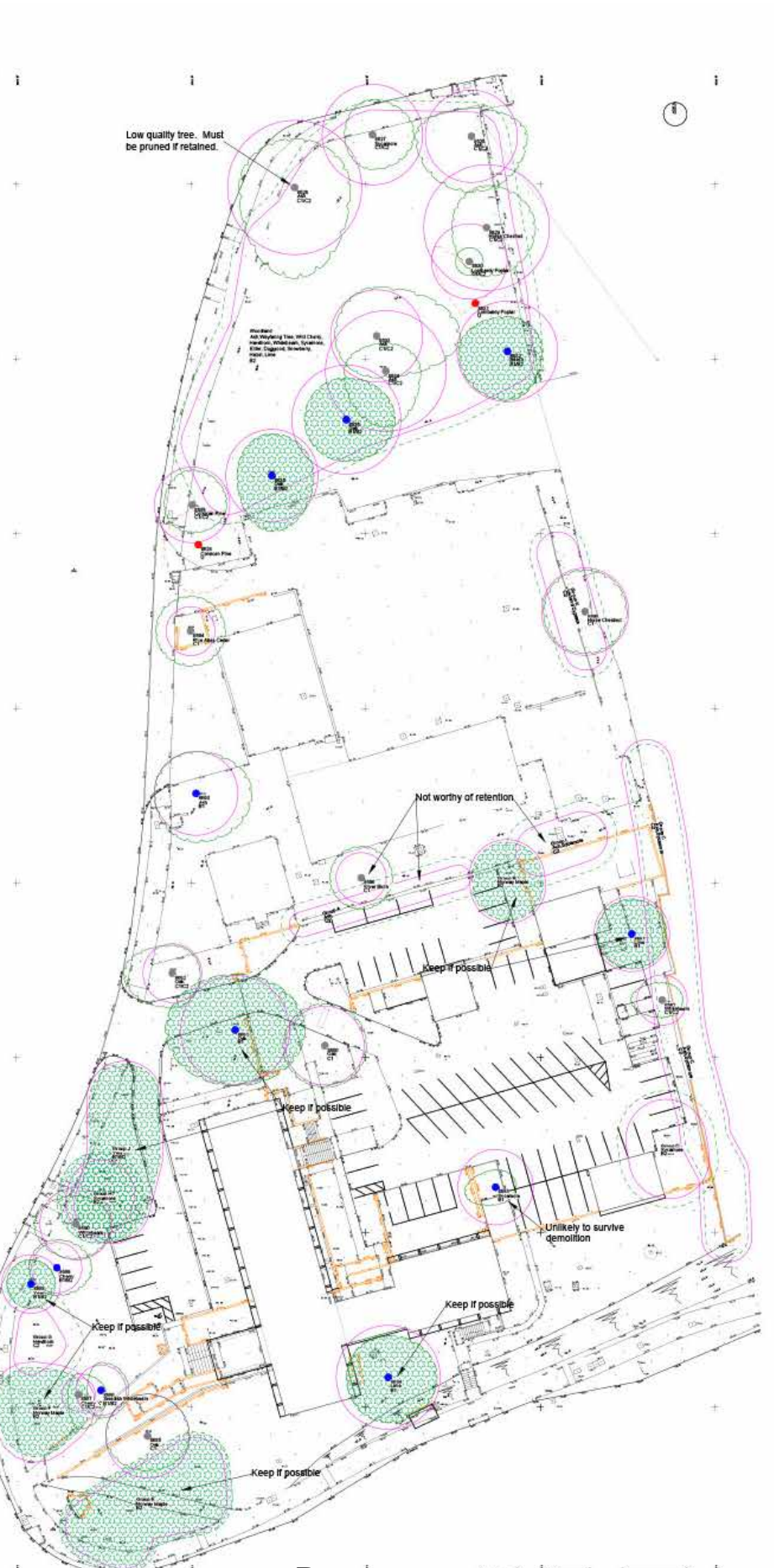
- 4.12.1 When making planning applications it is essential that, to get the best results, the integration of water and SuDS options are considered early in the site evaluation and planning process, not just at the detailed design stage. Full consideration of SuDS at the pre-application and outline stage is important to ensuring surface water management is fully integrated into the development, leading to an effective drainage design, providing multiple benefits and with costs considered from the outset.
- 4.10.2 Further guidance and information can be found in the "Milton Keynes Council Surface Water Drainage; Local Guidance for Planning Applications", which is available on the Council's website.

APPENDIX A: OWNERSHIP PLAN



APPENDIX B: TREE CONSTRAINTS PLAN

2.5	2.5	7.8	31.18	<30	Reasonable	New in last third of safe working life expectancy. Hazard to which there is hazard has not been taken in 30 degree	Fall and replace
5	7	7.2	32.08	40+	Reasonable	No visible defects seen.	No work required
10	6	8.6	35.07	20+	Poor	Low vigor. Scattered minor dead wood throughout crown. Some moderately sized pieces of deadwood in crown. Deadwood in crown shows symptoms of infection with Ash Dieback	Could be retained in the short term. Remove dead wood greater than 25mm in diameter.
1	6	8.64	34.53	15+	Poor	Low vigor. Scattered minor dead wood throughout crown. Some moderately sized pieces of deadwood in crown. Deadwood in crown shows symptoms of infection with Ash Dieback	Could be retained in the short term. Remove dead wood greater than 25mm in diameter.
7	8	7.8	31.18	40+	Reasonable	Weathered minor dead wood throughout crown. Some partially obscured roots in lower canopy. Some broken and deadwood.	Could be retained. Remove dead wood greater than 25mm in diameter.
8	5	8.0	33.67	40+	Reasonable	Scattered minor dead wood throughout crown.	Could be retained. Remove dead wood greater than 25mm in diameter.
6	6	5.64	36.85	20+	Reasonable	Low vigor. Unlikely to be considered suitable for retention. Scattered minor dead wood throughout crown.	Could be retained in the short term. Remove dead wood greater than 25mm in diameter.
7	7	1.2	3.36	40+	Reasonable	Unlikely to be considered suitable for retention. Lower group of mature geraniums on base line.	Remove
3	5	5.4	33.81	40+	Reasonable	No visible defects seen. Tree independent from	Could be retained with care.
6	5	5.4	33.81	40+	Good	No visible defects seen. Scattered minor dead wood throughout crown. System around stem base.	Could be retained with care. Remove dead wood greater than 25mm in diameter. Remove ground stakes.
1	7	2.6	40.71	40+	Reasonable	Unlikely to be considered suitable for retention. Tree located within low level area. Large group of mature geraniums on base line and nearby on neighbouring land. Consider direct damage to existing wall and car park.	Remove
1	4.3	2.6	40.71	40+	Reasonable	Single stemmed tree. Suppressed.	Could be retained.
7	7	5.78	33.24	40+	Reasonable	No visible defects seen. Tree independent from	Could be retained with care.
4	4.5	5.4	33.81	40+	Reasonable	Multi stemmed tree. Suppressed.	Could be retained.
7	6	7.68	33.69	40+	Good	No visible defects seen. Scattered minor dead wood throughout crown. System around stem base.	Could be retained with care. Remove dead wood greater than 25mm in diameter. Remove ground stakes.
1	1	4.3	32.42	40+	Good	No visible defects seen. High level tree. Large group of mature geraniums on base line and nearby on neighbouring land.	Could be retained with care.
6	6	6	33.11	20+	Reasonable	Low vigor. Scattered minor dead wood throughout crown. Some more mature than 25mm in diameter.	Could be retained in the short term. Remove dead wood greater than 25mm in diameter.
6	7	5.6	37.71	40+	Reasonable	No visible defects seen.	Could be retained.
6	1.5	2.8	3.3	15+	Reasonable	Tree fern. Suppressed.	Could be retained in the short term.
5	5	5.78	33.24	40+	Reasonable	No visible defects seen. High landscape impact.	Could be retained with care.
1	1	2.4	3.1	<30	Poor	Low vigor. Unlikely to be considered suitable for retention. High landscape impact.	Could be retained with care.
1.5	1	4.3	32.42	40+	Reasonable	No visible defects seen.	Could be retained.
1	6	5.18	33.85	<30	Poor	Unlikely to be considered suitable for retention. Tree shows above 1.2m independent branches to left.	Fall and replace
6	6	6.8	32.89	40+	Reasonable	No visible defects seen. Tree independent from	Could be retained with care.
6	6	5.4	33.81	40+	Reasonable	No visible defects seen.	Could be retained.
10	10	7.8	31.18	40+	Reasonable	No visible defects seen. Scattered minor dead wood throughout crown. Some moderately sized pieces of deadwood in crown. Deadwood in crown shows symptoms of infection with Ash Dieback	Could be retained with care. Remove dead wood greater than 25mm in diameter.
4.5	4.5	4.5	33.81	<30	Reasonable	Unlikely to be considered suitable for retention. Tree located within low level area. Large group of mature geraniums on base line and nearby on neighbouring land. Consider direct damage to existing wall and car park.	Fall and replace
7	7	4.3	32.42	40+	Reasonable	No visible defects seen. High landscape impact.	Could be retained with care.
6	6	5	33.11	20+	Reasonable	Multi stemmed tree. Unlikely to be considered suitable for retention.	Fall and replace



Appendix B: Tree Constraints Plan

Tree Constraints Plan

The purpose of this plan is to identify and categorize trees on the site, and to provide a visual representation of the constraints that apply to each tree. The plan is based on a site survey conducted in 2023, and it is intended to be used as a guide for any future works on the site.

The plan shows the location of each tree, and its size, species, and condition. It also shows the constraints that apply to each tree, such as its proximity to buildings, roads, and other structures. The constraints are color-coded to indicate their severity: red for high, orange for medium, and green for low.

The plan is intended to be used as a guide for any future works on the site, and it is intended to be updated as more information becomes available. It is also intended to be used as a tool for communicating the constraints to other stakeholders, such as the public and the media.

Legend

Color	Constraint
Red	High
Orange	Medium
Green	Low

Information Only

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 Milton Keynes, MK9 1LH
 01908 561111
 a.beeson@gss-arch.co.uk

GSS Architecture

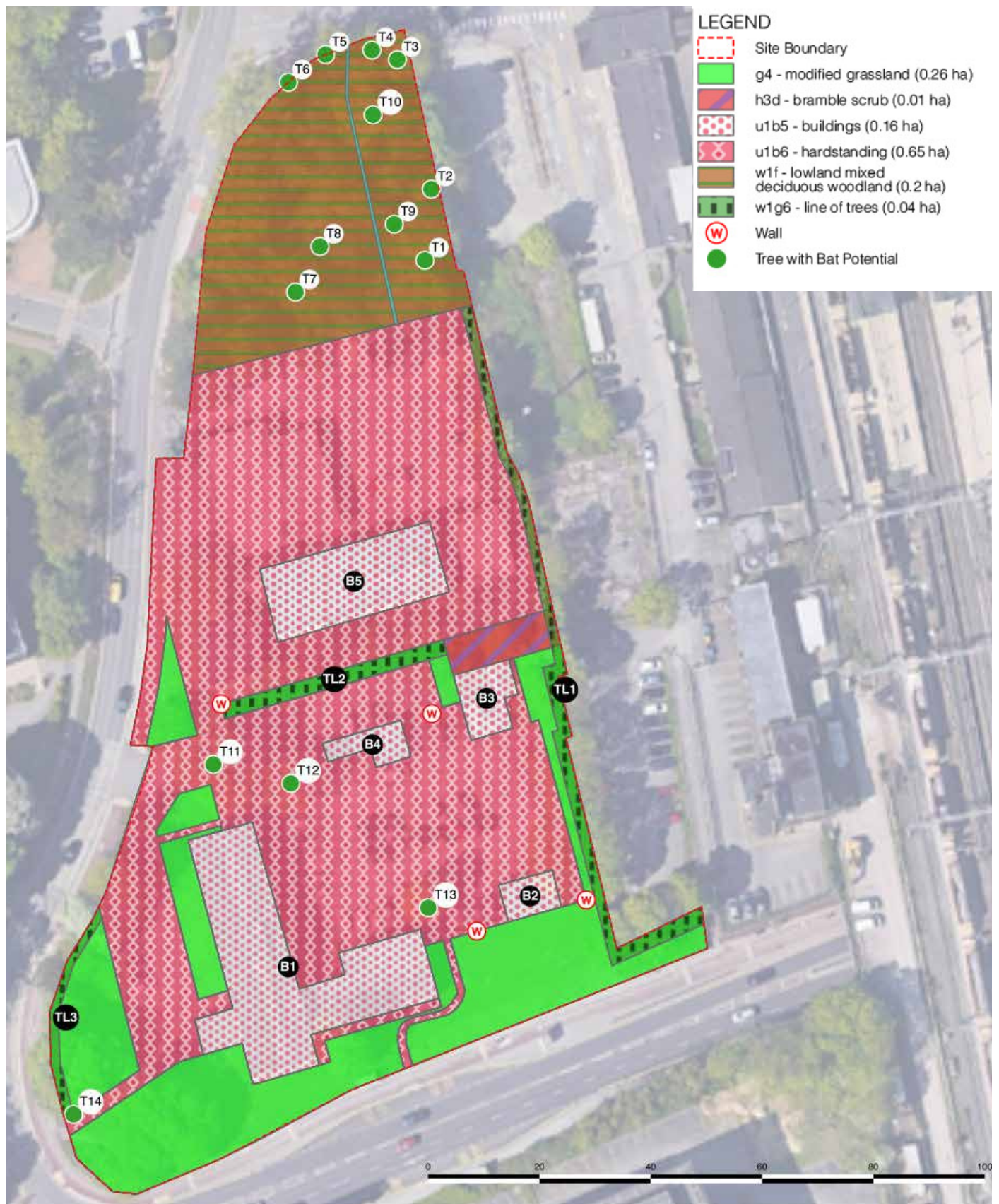
Blackley Fire Station - North

TREE CONSTRAINTS PLAN

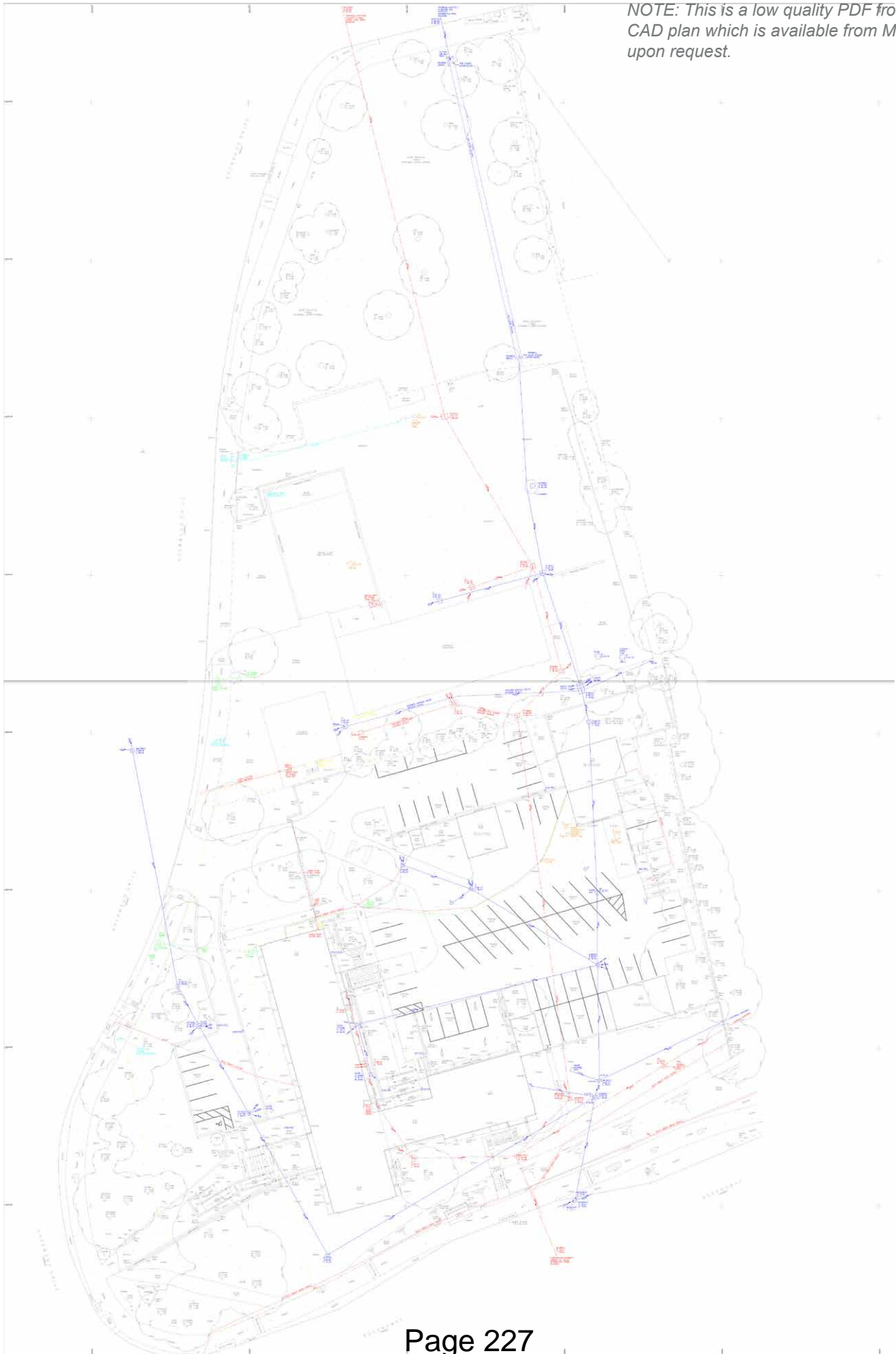
Drawn	Checked	Reviewed	Date
AM	AM	AM	2023/03/01
Job No.	Scale	Sheet No.	Total
1200	A3	10	10
Drawing Title			
TREE CONSTRAINTS PLAN			



APPENDIX C: PHASE 1 ECOLOGY MAP



APPENDIX D: UTILITIES PLAN



NOTE: This is a low quality PDF from the CAD plan which is available from MKDP upon request.

APPENDIX E: ADDITIONAL PLANNING POLICIES

Additional Plan:MK Policies

- Policy SD1 (Place-making principles for Development)
- Policy ER10 (Assessing Edge of Centre and Out of Centre Proposals)
- Policy ER16 (Hotel and Visitor Accommodation)
- Policy HN3 (Supported and Specialist Housing)
- Policy HN4 (Amenity, Accessibility and Adaptability of Homes)
- Policy CT2 (Movement and Access)
- Policy CT 3 (Walking and Cycling)
- Policy CT5 (Public Transport)
- Policy CT6 (Low Emission Vehicles)
- Policy CT9 (Digital Communication)
- Policy EH6 (Delivery of Health Facilities in New Development)
- Policy EH7 (Promoting Healthy Communities)
- Policy FR1 (Managing Flood Risk)
- Policy FR2 (Sustainable Drainage Systems (SUDS) and Integrated Flood Risk Management)
- Policy NE2 (Protected Species and Priority Species and Habitats)
- Policy NE3 (Biodiversity and Geological Enhancement)
- Policy L4 (Public Open Space)
- Policy D8 (Mains and Telecommunications Services)
- Policy CC3 (Protection of Community Facilities)
- Policy SC2 (Community Energy Networks and Large-Scale Renewable Energy Schemes)
- Policy SC3 (Low Carbon and Renewable Energy Schemes)



Bletchley & Fenny Stratford Town Council



Specification for cleaning at Albert Street Public Toilets

**Quotations Invited for submission by
31st October 2022**

Required Contract Start Date – 9th January 2023

**Bletchley & Fenny Stratford Town Council
Sycamore House
Bletchley
Milton Keynes
MK2 3RR
Tel: 01908 649469
Email: will.allen@bletchleyfennystratford-tc.gov.uk**

Introduction

This specification details Bletchley and Fenny Stratford' Town Council's requirement for cleaning provision at Albert Street Public Toilets. The toilet block consists of male, female and disabled facilities. As well as thorough cleaning of the toilets the work specification includes the opening (at the start of the day) and closing (at the end of the day) of the toilet block.

Please contact Will Allen on contacts shown on title page for access to the building, in order to prepare your tender documentation.

Real Living Wage

Bletchley and Fenny Stratford Town Council has aspirations to be (although are not currently) an accredited real living wage employer (currently set at £9.90 per hour). In order to be accredited in this way it is necessary for us to ensure our directly employed staff are paid this "real living wage" and that across the first three years of accreditation that those contracted for works on our behalf, are moving towards paying this rate as a minimum. We would therefore request that you confirm whether you currently pay the real living wage or if you have plans to do so in the future. If you are unable to pay staff at this rate, this will not exclude you from consideration as detailed there is a three year period in order to phase in the use of real living wage paying contractors.

For those who are not currently paying the real living wage but that are able to do so for the specific staff engaged in this cleaning contract, please supply a second quotation showing the additional cost you would charge if you were to do so.

TUPE Implications

It will be necessary to facilitate transfer at current terms and conditions of the current cleaning staff at 24hrs per week from the current contractor to the successful tender from commencement of the contract.

Time of Cleaning Activities

Albert Street Public Toilets are open to the public from 8am – 6pm Mon-Sat and 9:30am-4:30pm on Sundays.

The toilets need therefore to be clean and open before the opening times

The toilets should be cleaned again in the afternoon between 12noon and 2pm

The toilets should be locked at the closing time

Cleaning ready for the start of the day can either be done early morning prior to opening, at the end of the day after closing, or a mixture of the two.

Location of Work

Albert Street
Bletchley
MK22UG

Description of Premises

- Female Toilet consisting of 4x cubicles
- Male Toilet consisting of 1x cubicle
- Disabled toilet – single cubicle
- Store Room and access to services

Standard of Cleaning Required

- Front doors to be cleaned internally and externally as required to ensure good cleanliness.
- Window and door handles to be cleaned.
- Wipe down radiators
- Internal doors to be cleaned and any marks removed.
- All hard floors to be litter picked, swept and mopped and effort to be given to doing so in such a way that the floors are not overly wet after cleaning
- Tiled surfaces to be cleaned and marks removed
- Empty litter bins, clean as required.
- Wipe down sanitary bins/nappy bins as required
- Clean and disinfect all baby changing/baby holding units
- All window ledges, skirting boards to be wiped down.
- Ceilings and upper walls to be dusted ensuring all cobwebs are removed.
- Mirrors, hand dryers, sockets, shelves all to be cleaned
- Rear store to be kept clean and tidy and chemicals/equipment/consumables to be stored in an organised and safe manor

- Toilets/urinals to be cleaned including
 - Clean toilet bowls thoroughly removing all marks/soiling
 - Clean seats, lids and cisterns (where applicable)
 - Clean underside and sides of toilet pan
 - Clean all associated pipework that is on display
 - Minor blockages encountered should be cleared with use of buckets of water/breaking up of blocked tissue
 - Urinal tops and flushing points
 - Wipe down all doors/cubicles and frames.
 - Wipe down toilet roll holders and replenish rolls

- Handbasins to be cleaned including:
 - Sink bowls and undersides
 - Plug holes and taps to be cleaned and regularly descaled
 - All associated pipework to be cleaned
 - Hand Soap dispensers to be topped up

Hours of work

It is expected that the cleaning of the toilets to include open/close can be carried out in 4hrs each day and that with this allowance of time the toilets should be thoroughly clean at the start of the day and again in the afternoon after the second clean.

Other Duties – Open/Close

The toilets should be opened and ready for use from 8am Mon-Sat and 9:30am on Sundays.

The toilets should be locked up at the closing time on each day – 6pm Mon-Sat and 4:30pm on Sundays.

It is the expectation that the contracted company shall have cover arrangements in place in order that opening times and service levels are maintained at all times.

In the event of extreme circumstances that mean that this is not possible on any given day, notice shall be given to the council in order that alternative arrangements can be made.

Other Duties – Ordering of Cleaning equipment, chemicals and consumables

The cleaning company shall supply the chemicals, equipment and consumables necessary and send the Town Council an itemised invoice for these supplies which the council will pay. These items should be appropriate for the use intended and COSHH data sheets shall be available on site for all chemicals being used.

A list of chemicals, regularly used equipment, consumables will be supplied as part of the tender documentation to include the prices which will be charged for each.

The cleaning operative will order these items with enough time to ensure there is always sufficient stock so as to avoid running out of vital supplies. The council will not be bound by agreement to purchase through the contractor and may supply like for like or equivalent chemicals, equipment and consumables in the event that it can make a saving by doing so.

Other Duties – Reporting of maintenance issues

Any maintenance or health and safety issues discovered by the cleaning operative should be reported to the council immediately. These may include but are not limited to:

- Graffiti which cannot easily be removed as part of the normal cleaning
- Damage to fixtures, fittings, plumbing, building
- Dangerous items left by users of the toilets such as drug paraphernalia or items that may have been used for criminal activity
- Vandalised or otherwise broken electrical fittings or lighting
- Blockages that are not easily remedied
- Broken windows or items of broken glass left by users
- Flammable items or attempts to start fires
- Damage to flooring, trip hazards or irremovable staining
- Broken shutters/doors
- Drainage issues
- Misuse of the facilities by users or crime witnessed while cleaning
- Leaks/Floods – from pipework, roof or extreme weather conditions
- Break in or attempted break in

Terms of Contract

This contract will be in place for two years with the option to extend if both parties are happy to do so.

Payment

Form of Tender

Please submit your tender no later than Monday 31st October 2022. Quotations should be exclusive of VAT and should be shown either as a per year cost or as a cost per calendar month.

Contractors are expected to provide copies of the following documents:

- Public Liability insurance
- Risk assessments and Method Statements/Safe Systems of Work for carrying out cleaning in public toilets
- Two (2) Job/work references
- Price list of commonly used chemicals/equipment/consumables

Please also include details of the hours you plan to operate the cleaning works, acceptance of the overall specification of cleaning and any further supporting documentation.

Proposed Amendments to Delivery Plan 2022-2023

(Items for amendment can be identified in the attached plan by red type face)

Priority	Project	Proposed Change	Core Business	Proposed Change
Cleaner and greener	Climate Initiative - all actions	Revise target dates and prioritise	Environmental and Sustainability Policy	Revise target date to March 2023
			Car charging point at Sycamore House/Hall	Remove from 2022-23 plan
Proud of our past and future	BMK Waterway Trust partnership objectives	Revise target dates and prioritise	Consider developing Town Guide	Remove from 2022-23 plan
	Joined up approach with WBC to affordable housing	Revise target date		
Robust with resources	Human library Event	Remove from 2022-23 plan		
	Investment of Reserves	Delay due to capital projects		
Closer to our community	New website	Revise target date and prioritise		
	Future provision of Albert St WCs and minor refurb	Revise target dates	Crime reduction audit	Revise target date
Supporting well-being and safety	Safe Place	Mark as unfeasible for 2022-23 or revise date		
	Neighbourhood Plan	Revise target date	Adopt training and development policy	Revise date to September 2022 if statement of intent adopted on 27.9.2022
Making things happen			Local Council award scheme	Revise dates to reflect delay with website and other matters
			Constitution	Revise target date

Cleaner and Greener

Projects/Actions

Project/Action	Governance	Notes	Timescale	Progress	Officer Lead	Links
Climate Initiative						
Undertake carbon audit	E & P Committee	To be linked with NP Carbon footprint documents shared with Environment and Community Committee July 2022. Climate change subcommittee meeting did not proceed	May 2022	Urgent work needed	EPM	Making things happen Making things happen
Develop action plan	E & P Committee	See above	May 2022	Urgent work needed	EPM	Making things happen
Establish or join local Climate Forum	E & P Committee		Sept 2022	Urgent work needed	EPM	Making things happen
2022-2023 actions from audit	E & P Committee		To March 2023	Urgent work needed	EPM	Making things happen
2022-2023 actions from action plan	E & P Committee		To March 2023	Urgent work needed	EPM	Making things happen
Response to Landscaping devolution						Closer to community
Complete feasibility study	E & P Committee		April 2022	Completed for year	TC/EPM	Robust with resources
Council decision	Council		April 2022	Completed for year	TC/EPM	

Preparation of action plan and transfer	E & P Committee	Contract date deferred to September 2023. Next meeting with MKC in September 2022, lease of depot agreed in principle and progressing to final approval	To March 2023	On target	EPM	Robust with resources
Potential devolution of street cleansing						
Undertake initial discussion with MKC	Council	Long term goal		On target	TC	Closer to community
Manor Road Site						
Development of site	E & P Committee	Proposal to E&P Committee 12.7.2022	March 2023	On target	EPM	
Pinewood Drive Allotment Site						
Completion of works	E & P Committee	Consider replacement fencing for 2023-24 budget if not before		On target	EPM	Closer to community
Bletchley & Fenny Stratford						
Deep clean and painting of street furniture and improvements to tree pits	Council	Welcome back funding	March /April 2022	Completed for year	EPM	Closer to community
Continued monitoring and liaison with MK Council	E & P Committee		To March 2023	On target	TC/EPM	
Information boards project	Council	Funding approved, off	To March 2023	On target	EPM	
Mount Farm						

Preparation for landscaping transfer and discussions about future management	E & P Committee	Meeting with MKC 7.6.2022, Further meeting 21 July 2022, contract date deferred to September 2023.	To March 2023	On target	TC/EPM	Closer to Community, Supporting wellbeing and safety
Blue Lagoon		Further meeting scheduled for 21 July 2022				
Preparation for landscaping transfer and discussions about future management	E & P Committee	Meeting with MKC 7.6.2022, Further meeting 21 July 2022		On target	TC/EPM	Closer to Community, Supporting wellbeing and safety
All green spaces						
Do all we can to preserve the the natural environment, parkland, biodiversity and important landscapes. Initiate wildflower and tree-planting, while also seeking to develop additional wildlife areas and community gardens.	E & P Committee	Manor Road site - to committee 12.7.2022 Tree planting in Leon Rec. Consider reintroduction of wild flower areas in Leon Rec		On target	EPM	Closer to Community, Supporting wellbeing and safety
Provide more flower beds including some raised beds to be enjoyed particularly by the disabled	E & P Committee	No budget		Needs work	EPM	Closer to Community, Supporting wellbeing and safety
"Grot Spots"						
Remove at least one untidy area from the town which currently encourages anti-social behaviour and discourages visitors.	E & P Committee	Area yet to be identified, no suitable areas identified yet		Needs work		Well-being and safety

Cleaner and Greener

Core Business

Core Business	Governance	Notes	Timescale	Progress	Officer Lead	Links
Adopt a Council Environmental and Sustainability Policy to reduce adverse impact on environment	E & P Committee	Revise target to end of year	July 2022	Needs work	MT	

Gather baseline data on the environment and sustainability within the Town, on which to prioritise future actions.	E & P Committee	Baseline territorial and household carbon footprint data gathered for B&FS	To March 2023	Needs work	MT
Produce a Biodiversity Statement to define how the Council will meet its statutory obligation	E & P Committee		Sept 2023	On target	EPM
Act as an advocate and gateway to other agencies to resolve nuisance complaints.	Council	Ongoing	To March 2023	On target	MT
Review the benefits of working with like-minded organisations to make the Town sustainable via a Local Authorities "joint pledge" approach	Council	"Together we can" updated and published September 2022	May 2022	Completed for year	TC
Promote Environmental awareness in the Town.	E & P Committee	Tour de Moon Event in May 2022	To March 2023	Needs work	SSM/EPM
Provide a car charging point at Sycamore House/Hall	TC	not now included in initial brief due to phasing, will not meet deadline; also looking at more EV charging points at NLP	December 2022	Needs work	TC
Community clean up events	TC	Litter picks 12.4.22, 14.4.2022, 28.4.2022. Equipment being loaned to families, individuals and groups ongoing	To March 2023	On target	SSM/EPM

Proud of our past and our future

Projects/Actions

Project/Action	Governance	Notes	Timescale	Progress	Officer Lead	Links
Partnership with Bedford and MK Waterways Trust						
Develop 3 year partnership objectives	Community C	Not yet agreed, potentially funding to go to research and provision of mooring at FS	May 2022, target not met	Urgent work needed	SSM	
Deliver 2022-23 targets	Community C	Not yet agreed, see above	To March 2023	Needs work	SSM	
Deliver 2023-24 targets		Not yet agreed	To March 2023	Needs work	SSM	
Central Bletchley SPD to be considered when reviewing all planning applications and preparing NP	Council	SPD adopted. All members notified of document and need to consider when reviewing planning applications.	To March 2023	On target	MT	Making things happen
Deliver programme of market and community events in Town Centre aimed at stimulating economic recovery, celebrating the Town's diversity with different cultural foods, sustainable foods, vegan foods etc and encouraging footfall into the town.	Community C	Programme approved and some funding secured from MK Council. Events delivered: Food and Craft Market, Easter Egg Hunt, Big Street Eat. Halloween and Christmas still to deliver.	To March 2023	On target	MT	Making things happen, Cleaner and greener, Closer to our community

Continue Discussions with MK Council and West Bleckley Council re joined up approach to affordable housing etc	Council	First meeting held, briefing note secured from MKC. Report to Council in May 2022	August 2022	Needs work	TC	Closer to our community
Recognise People and Places Project						
Gather information on the history of the town, its people, businesses and places.	Council	Initial information to go on website,	To March 2023	Needs work	SSM	Closer to Our Community
Gather more information and keep website updated with partners	Council		To March 2023	Needs work	SSM	
Human Library Event						
Event - local characters meet and relay history to young people	Council	Clr lead no longer able to pursue, suggest this objective is postponed or dropped for 2022/3		Urgent decision needed	SSM	
Core Business	Governance	Notes	Timescale	Progress	Officer Lead	Links
Continue to maintain the War Memorial	F & G Committee		To March 2023	On target	EPM	Closer to our community
Remembrance Day Civic Event	F & G Commi	Arrangements in place	Nov 22	On target	SSM	Closer to our community
Develop Civic award scheme and Hold Civic Award Ceremony	Council	Scheme approved and advertised	To March 2023	Completed for year	MT	Closer to our community
Provide festive illumination display at Christmas	E & P Commi	Contract awarded	End April 2022	On target	EPM	

Ensure the Town's heritage is recorded and made accessible to all. Look to develop more online content on our new website that captures the Town's look, memories, and history.	Council	Awaiting new website delivery		Needs work	SSM
Consider working with community partners to develop a strong image or "brand" for the Town. (MKC Economic development team, business associations and Town Deal)	Council	Delay with development of Business Association. Work ongoing with Economic Recovery team at MKC	To March 2023	Needs work	MT
Consider developing a Town Guide	Council	Not started, see above, suggest deferred to a subsequent year	To March 2023	Needs work	MT
Planning		Suggest			
Develop and adopt planning policy to set out what the Council is striving to achieve for the Town through the observations it makes on planning applications	Council	Scheme of delegations ad June 2022		Completed for year	TC

Respond to all relevant planning applications and consultations to make the best case for Bletchley and Fenny Stratford	Council	To March 2023	On target	MT	
Respond to all highways consultations.	E & P Committee		On target	MT	
Developing a comprehensive regeneration policy to build on TIP, to help boost the Town's economy, retail and tourism offer.	Council	To 2025	Needs work	TC	
Develop a business directory on the new website and advertise the Town's businesses	Community Committee	To March 2023	Needs work	SSM	

Robust with Resources

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead	Links
Development of 5 year financial including forward budgets and planned annual review of charges	F & G Committee	Approved 12.4.2022	by May 2022	Completed for year	TC and RFO	Making things happen
VAT planning	F & G Committee	Partial exemption calculation received, quotes being requested for VAT advice		On target	TC and RFO	Making things happen
Investment of reserves	F & G Committee	Suggest delay due to capital projects	August 2022	Needs work	TC and RFO	Closer to our community
Sycamore Buildings						
Refurbishment of Sycamore House for office purposes	Council	Complete but for roof repairs and fire risk assessment	Ongoing	On target	MT	

Develop and implement phased refurbishment of Sycamore Hall (and House) to provide flexible multi-use space for the community and increased capacity for local delivery of services	Council	Measured survey completed, feasibility study stage 1 completed, due to be considered at meeting of full council on 12.9.22 but postponed due to death of Queen	Ongoing	On target	MT	Closer to our community
Develop capacity to hold hybrid meetings for committees at Sycamore House in first instance	Council	First phase completed ie committees can be webcast from Sycamore House, but disabled access and capacity limited	Ongoing	Completed for year completed for year	MT	Closer to our community
Develop large meeting room at Sycamore Hall to be used as permanent Council chamber and let for business/community use with hybrid meeting capacity	Council	Decisions needed depending on feasibility study outcomes	Ongoing	On target	MT	Closer to our community

Sub-let of 74-76 Queensway and issue notice to exercise break clause	F & G Committee	Sublet, solicitors instructed to notify head landlord of exercise of break clause, EPM leading work on dilapidations etc	On target	TC and EPM	
Review of facilities bookings systems and procedures and development of out of hours and caretaker services	Council	Meeting with Cloudy IT re apps 28.6.222, decisions needed from council on bookings policies	Needs work	MT	
Core Business					
Core business					
Finance					
Locate external funding for Council and other local community initiatives	Governance	Funding application for Big Eat 23 in preparation, funding application for potential Digital town trail being discussed	Needs work	MT	Making things happen

Develop and update all financial management procedures	F & G Committee			On target	RFO	Making things happen
To determine a balanced budget and precept for 2023/24.	Council	Jan 2023		On target	MT	Making things happen
Revise Medium Term Financial Plan for 2022-2025.	F & G Committee/Council	Jan 2023	Completed for year subject to major changes	Completed for year	RFO/TC	Making things happen
Revise Medium-Term Financial Plan for 2022-23 following year end	F&G/TC	May 2023		On target	RFO/TC	Making things happen
Ensure budget and accounts are published in a timely manner	F&G/TC	To March 2023		On target	TC/RFO	Making things happen
Monthly financial reports (including summary front sheet) to Council/ F & G Committee and on website with explanatory notes as required.	F&G/TC	To March 2023		On target	RFO	
Continue to make all financial transactions in a timely manner according to financial regulations.	F & G Committee/Council	Ongoing		On target	RFO	
Review and update Asset Register and expand information on major assets	F & G Committee	May 2022	Continuous process, but reviewed 24.5.2022 at Annual Meeting of Council	On target	RFO	

Closer to our community

Projects

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead	Links
Meet targets in Communications Strategy and Action Plan:	Community Committee				SSM and TC	
New website	Community Committee	Aiming for 1 October now, updating content and will be work in progress	1 August	Needs work	SSM and TC	
Increased use of video/social media/newsletters	Community Committee		Ongoing	On target		
Annual survey - analyse and report	Community Committee	Making plans for 2023		Completed for year	SSM and TC	Making things happen
Marketing and development of FS Community Centre	Community Committee	Usage increasing	to March 2023	On target	MT	
Review communications policy (as in situation analysis report) including review of town branding	Community Committee and Town Council	Decision made and not to pursue this year		Completed for year		Making things happen
Undertake a study as to how best to involve young people in the governance of council	F & G Committee		Long term goal	Needs work		

Update and provide improved signage potentially including digital signage	Community Infrastructure Scheme being progressed, early consideration of a digital town trail to go to Community Committee in October	On target	Making things happen
Establish Civic Awards Scheme to recognise contribution to the Town	Community Committee	Completed for year	Making things happen

Core Business

Core business	Governance	Notes	Timescale	Progress	Officer Lead	Links
Communication & Transparency						
Continue to engage communities through a variety of channels as set out in Communications plan, ensuring communication is two way and that we listen	Community Committee		Ongoing	On target	SSM	
Update transparency information and add cookie policy to new website	Community Committee		Ongoing	On target	SSM	

Support Democracy by continuing to hold regular public meetings and preparing/publishing documents in timely manner	Full Council	Ongoing	On target	TC
Continue to hold a public participation session at all public meetings., introduce hybrid technology and reintroduce live streaming of meetings as soon as possible	Full Council	Ongoing to March 2023	On target	TC and SSM
Maintain and develop the use of the council's social media platforms	Community Committee	Ongoing to March 2023	On target	TC and SSM
Continue to publish and distribute The Neighbour quarterly	Community Committee		On target	SSM
Prepare and publish annual report for 2021-2022	Council	published for annual meeting of electors in May	Completed for year	MT
Hold councillors surgeries	Council	To March 2023	Needs work	TC and SSM
Community buildings				

Work with the community on planning how to develop and support community buildings, initiating a community buildings forum and identifying shared goals	Council/Community Committee	Discussions ongoing with Water Eaton Church Centre, Coronation Hall and Milton Keynes Council	To March 2023	Needs work	MT	Making things happen
Make community buildings as accessible as possible	Community Committee	Work ongoing with Sycamore buildings working group	Ongoing to March 2023	On target	MT	Making things happen
Engage with and support voluntary and charitable organisations in the town which help us deliver our aims	Community Committee	Working with MKAct on White Ribbon, Living Archive and others on projects	Ongoing to March 2023	On target	MT	Making things happen
Continue Grant Award Scheme where it takes forward the priorities in the delivery plan	Community Committee	Grant pot nearly spend for 22-23, review of criteria still outstanding. To be discussed at Community Committee 11 October 2022	Ongoing to March 2023	On target	SSM	Making things happen

Supporting well-being and safety

Projects	Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead	Links
	White Ribbon						
	Maintain accreditation by developing programme of work and events	Community Committee	Delay caused by loss of lead Champion, collaboration with MKC, MIACT, Siroptimists etc ongoing to prepare new action plan and 16 days of activism	Ongoing to March 2023	Needs work	TC/SSM	Making things happen
	Support events and publicise on website/newsletters/social media	Community Committee	See above	Ongoing to March 2023	On target	TC/SSM	Making things happen Closer to our community
	Future provision of public toilets						
	Develop minor refurbishment and improvement programme	F & G Committee	No firm outcome with discussions with MKC ongoing re status of tenancy at will	September 2022	Needs work	EPM	

Continue negotiations with MK Council and Town Deal for provision of improved permanent facilities	Council	See above, discussions ongoing	to March 2025	On target	TC	Making things happen
Installation of defibrillator at Irish Club, Fenny Stratford	Council		To April 2022	Completed for year	EPM	Closer to our community
Second defibrillator installed 2022-23	Council	On hold pending decisions about Sycamores	To March 2023	On target	EPM	
Safety						
Feasibility study to establish "Safe Place" at Sycamores	Council	Not feasible within chosen timeframe due to scale of work at Sycamores, suggest deferred pending further partnership work on White Ribbon and progress with Sycamore buildings	To July 2022	Urgent work needed	TC	Closer to our community
Safet walking cycling routes						

Work with MKC and Town Deal Board and others on provision of additional cycle routes in Bletchley and Fenny	Council	Also identified through NP work as a priority	To March 2023	On target	TC	Cloer to our community, Cleaner and greener
Support provision of walking and cycle routemaps for the Town and surrounding area	Council	Depends on provision of red ways via Town Deal TIP	To November 2022	On target	EPM	Closer to our community, cleaner and greener
Core Business						
Core business						
Safety						
Continue the provision of CCTV in the Town	Community Committee	Contract due for renewal December 2022 going to Community Committee October 22		On target	MIT	
Work with police and other partners on community safety initiatives	Community committee		Ongoing	On target	SSM	
Disseminate information on community safety and crime prevention through our website, social media and other channels	Community Committee		Ongoing to March 2023	On target	SSM	
Provide access to home safety, including water and fire safety information through website, social media and other channels	Community Committee	Disseminating information as usual	Ongoing to March 2023	On target	SSM	

Undertake a crime reduction audit on the council's activities	Council		August 2022	Needs work	SSM	
Lobby for Highways improvements which improves safety and parking	Council/E & P Committee	Ongoing	To March 2023	On target	EPM	
Ensure a Council presence at events discussing anti-social behaviour	Council	Relying on members to attend TVP Community Forum. Officers attending other events	To March 2023	On target	MT	
Well-being and Health						
Support and partner initiatives that encourage residents to live a healthier lifestyle	Community Committee	Lakes Club support	Ongoing to March 2023	On target	SSM	Closer to our community
Provide access to health advice and information through our website, social media and other channels	Community Committee	New website in development	Ongoing to March 2023	Needs work	SSM	Closer to our community
Lobby to ensure the community has enough health and social care facilities and services and to contribute at local level where appropriate	Council	Correspondence ongoing	Ongoing to March 2023	On target	TC	Making things happen

Making things happen

Projects/Actions	Governance	Notes	Timescale	Progress	Officer Lead	Links
Neighbourhood Plan Continue development	Council	Workshop in May 2022 Planning consultants appointed June 2022, Scoping workshop 6 October 2022	to December 2023	On target	TC	Closer to our community
Following adoption of NP Council to consider whether to develop a Town Design Guide	Council		Long term goal post NP adoption	On target	TC/EPM	Proud of our past and future

Develop relationships with businesses and support new business association	Council	Progress with new business association limited despite considerable officer effort and support from MKC, next meeting with economic development team in September 2022, relationships with individual businesses progressing	To end March 2023	On target	MT	Closer to our community, Proud of our past and future
Town Deal involvement	Council	Clerk attending meetings and reporting back to Full Council	TO March 2025?	On target	TC	Closer to our community, Proud of our past and future, Supporting wellbeing and safety
Core Business						
Core business	Governance	Notes	Timescale	Progress	Officer Lead	Links
Training and Development						
Adopt new training and development policy for both councillors and staff	Employment Policy Committee	Policy for approval 27 September 2022	May 2022	Work needed	TC	Robust with resources

Adopt Annual Training and Development Plan for 2022/23	Employment Policy Committee				On target	TC	Robust with resources
Deliver training and development plan 2022/23	Employment Policy Committee	See above, Staff training has been taking place during 2022, training needs identified during appraisal process and continuing	March 2023		On target	TC	Robust with resources
Introduce regular safety toolbox talks and briefings to supplement formal safety training		General H&S audit undertaken in August 2022, regular talks implemented.	April 2022 to March 2023		On target	TC	Robust with resources
Staffing Structure and HR							
Revise employee development review scheme and undertake all employee development reviews for year	Employment Policy Committee		To March 2023		Completed for year	TC	Robust with resources
Revise Employee Handbook and HR policies as per Situational analysis	Employment Policy Committee		May 2022		Completed for year	TC	Robust with resources
Operational Efficiency & Quality Ethos							

Local Council award scheme foundation level	Council	New website required, suggest revise date to March 2023 as next available date for submission not yet published	January 2023	Needs work	MT	All
Local Council award scheme quality level	Council	New website required	January 2023	Needs work	MT	All
Local Council award scheme Gold level	Council	New website required	January 2023	Needs work	MT	All
Adopt new performance management plan	Employment Policy Committee		December 2022	Completed for year	TC	Robust with resources
Remain eligible for the general power of competence and embrace other new powers made available which benefit our aims	Council	no new powers anticipated	To March 2025	Completed for year	TC	
Review, document and implement top 20 priority SOPs	Employment Policy Committee			Needs work	TC	
Adopt new customer service standards	Council		January 2023	On target	TC	
Constitution						
Adopt a constitution as a framework for the council's governance and policy documents	Council		July 2022	Needs work	TC	

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