



Public Document Pack

Bletchley and Fenny Stratford Town Council

There will be a meeting of the Full Council on Tuesday, 24th January, 2023 to be held at Newton Leys Pavilion, Furzey Way commencing at 7.30 pm to transact the items of business set out in the agenda below.

Delia Shephard
Clerk to the Council
Tuesday, 17 January 2023

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, councillors 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 draft minutes of meeting Tuesday, 22 November 2022 of Full Council (Pages 1 - 8)
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 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 note the minutes of recent meetings of committees of the council and to consider any recommendations contained therein not specified elsewhere on the agenda
 - (i) Draft minutes of meeting Tuesday, 6 December 2022 of Community Committee (Pages 9 - 10)
No recommendations but councillor' attention is drawn to item concerning the Coronation (Minute reference CC22/23-49).
 - (ii) Draft minutes of meeting Tuesday, 13 December 2022 of Finance and Governance Committee (Pages 11 - 22)
Recommendations:

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*

- i Minute reference FC22/23-48 Recommendation to note and approve internal audit report
 - ii Minute reference FC22/23-49 Recommendation to adopt financial risk assessment
 - iii Minute reference 22/23 -57 Recommendations re budget and present see agenda item 7.iii and 7.iv
- (iii) Draft minutes of meeting Tuesday, 10 January 2023 of Environment and Planning Committee
No recommendations (Pages 23 - 24)
- (iv) Draft minutes of meeting Thursday, 19 January 2023 of Employment Policy Committee (Pages 25 - 28)
- 6. To review and comment on planning applications due to be considered by Milton Keynes Council
 - (i) 22/03022/FUL - Flat A 128 Western Road Bletchley Milton Keynes MK2 2PU - Proposed extension to the second floor of the existing flat building for the provision of 2 flats and replacement roof (Pages 29 - 44)
 - (ii) 22/03171/FUL - 49 - 51 Aylesbury Street Bletchley Milton Keynes MK2 2BQ - Change of Use of part of retail unit to form a self-contained dwelling (Pages 45 - 62)
 - (iii) 22/03172/LBC - 49 - 51 Aylesbury Street Bletchley Milton Keynes MK2 2BQ - Listed Building Consent for change of use of part of retail unit to form a self-contained dwelling (Pages 63 - 80)
 - (iv) 22/03173/FUL - 49 - 51 Aylesbury Street Bletchley Milton Keynes MK2 2BQ - Sub-division of permitted dwelling into 2 No. studio units (as per previous approvals 18/01611/FUL and 18/01612/LBC) (Pages 81 - 96)
 - (v) 22/03174/LBC - 49 - 51 Aylesbury Street Bletchley Milton Keynes MK2 2BQ - Listed building consent for the sub-division of permitted dwelling into 2 N.o studio units (as per previous approvals 18/01611/FUL and 18/01612/LBC) (Pages 97 - 112)
- 7. Financial Matters
 - (i) To note a summary financial report showing income and expenditure against budget to date (Pages 113 - 114)
 - (ii) 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 115 - 118)
 - (iii) To approve the town council's draft budget for 2023-2024 as recommended by the Finance and Governance Committee on 13 December 2022 (Pages 119 - 126)
 - (iv) To set the precept for Bletchley and Fenny Stratford Town Council and to authorise officers to submit the precept demand to the precepting authority
- 8. Property Matters
 - (i) To authorise signature of lease for premises at Barton Road, Bletchley (Pages 127 - 172)
 - (ii) To note anticipated completion of adoption of Newton Leys Football Pitches (Pages 173 - 182)
- 9. To approve draft annual calendar of meetings for 2023-2024 (Pages 183 - 186)
- 10. To pass a resolution that Bletchley and Fenny Stratford Town Council signs up to the national civility and respect project being undertaken by NALC and SLCC and to

undertakes the following actions to enable it to do so

- i adopt a new draft member officer protocol to replace the town council's previously adopted policy
- ii publish the civility and respect project bullying and harassment statement on the town council website and in council locations
- iii adopt the civility and respect project dignity at work policy

(Additional documents relating to this item may be added to the agenda pack following a meeting of the Employment Policy Committee on 19 January 2023.)

- 11. To approve a proposal to develop a digital heritage trail for Bletchley town centre (running from Bletchley Station to Fenny Stratford) (Pages 249 - 252)
- 12. To note the passing of a resolution by Milton Keynes City Council on 23 November 2022 concerning the work of town and parish councils in Milton Keynes (Pages 253 - 254)

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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, 22nd November, 2022 commencing at 7.30 pm

Present: Cllrs E Kelly-Wilson, R Graham, S Elhasoglu, A Palmer, G Bedford, S Browne, K Ely, R Haine, E Hume, E O'Rourke, S Porter, A Segebrecht, T Stephens, M Wymer, I Hussein and U Osumili

Absent: Cllrs L Campbell, M Imran and A Khanom

Apologies: Cllrs S Clark and M McDonald

In attendance: Delia Shephard (Town Clerk), John Fairclough (Support Services Manager) and Alison Brown (Finance Manager)

Min Ref

FC22/23-68 **Councillors' apologies for absence**
It was RESOLVED that the apologies for absence and the absences without apologies as listed above be noted.

FC22/23-69 **Councillors' declarations of interest in matters on the agenda**
No declarations of interest were made.

FC22/23-70 **Draft minutes of meeting of full council held Tuesday, 4 October 2022**
It was RESOLVED that the draft minutes of the last meeting be approved as a correct record.

FC22/23-71 **Variation of order of business**
It was RESOLVED that the order of business be amended to allow item 8 on the agenda concerning Coronation Hall to be dealt with next.

FC22/23-72 **Coronation Hall**
Members were reminded of the council's previous decision made on 5 May 2022 (minute reference FC21/22-103) to take on the role of sole custodian trustee for Water Eaton Coronation Hall and noted a report from the clerk summarising communications and meetings between the charity, the council and the council's legal advisors.

It was RESOLVED that the town council's original decision to act as custodian trustee for the Coronation Hall property be confirmed.

It was agreed that the town council's solicitors would be instructed to act in this matter and the legal costs of the transfer of custodian trustees would be met by the council and recharged to the charity with their agreement. It was further noted that the change of trustees would trigger first registration of the property with the land registry and again the town council's solicitors would be instructed to effect the registration and the fees would be recharged to the charity with their agreement. The legal fees were anticipated to be c £2,500 plus any land registry fees.

FC22/23-73 **Public Speaking**
There were no representations from members of the public.



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FC22/23-74 **Draft minutes of recent meetings of committees of the council for noting and consideration of any recommendations therein**

FC22/23-74.i **Draft minutes of meeting of the Community Committee held on Tuesday, 11 October 2022**

It was RESOLVED that the draft minutes of the meeting held on 11 October 2022 be noted.

FC22/23-74.ii **Draft minutes of meeting of the Finance and Governance Committee held on Tuesday, 25 October 2022**

It was RESOLVED that the draft minutes of the meeting held on 25 October 2022 be noted.

Recommendations:

i Minute reference FC22/23-35i

It was RESOLVED that the draft investment policy recommended by the committee be approved and adopted with immediate effect.

ii Minute reference FC22/23-35ii

It was RESOLVED that the draft procurement policy recommended by the committee be approved and adopted with immediate effect.

iii Minute reference FC22/23-36

It was RESOLVED that the draft scale of charges recommended by the committee be approved and adopted with effect from the financial year beginning 1 April 2023.

FC22/23-74.iii **Draft Minutes of a meeting of the Environment and Planning Committee held on 9 November 2022**

It was RESOLVED that the draft minutes of the meeting held on 9 November 2022 be noted.

Recommendations

i Minute reference EPC22/23-17i

It was RESOLVED that the scheme of delegations be amended to change the status of the Climate Change Subcommittee and the Community Events Subcommittee to that of working groups with immediate effect.

ii Minute reference EPC22/23-17ii

It was RESOLVED that the draft environmental policy recommended by the committee be approved and adopted with immediate effect.

FC22/23-75 **Co-option to the casual vacancy in the Newton Leys ward of the town council**

It was RESOLVED that Uche Osumili be co-opted to the council to fill the casual vacancy in the ward of Newton Leys

Cllr Osumili made his declaration of acceptance of office and was welcomed to the council by the chair on behalf of all members and officers.

FC22/23-76 **Election of councillors to vacancies on current committees**



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Following discussion it was RESOLVED that the scheme of delegations be amended to increase the size of the Environment and Planning Committee from 10 members to 11.

It was RESOLVED that Cllr Hussein be elected to the Environment and Planning Committee and to the Sycamore Buildings working group.

It was RESOLVED that Cllr Elhasoglu be elected to the Community Committee and to the Community Events working group.

It was noted that Cllr Osumili had not yet joined a committee and that membership of committees would be considered again at the January meeting of full council.

FC22/23-77

Use of funding from 2021-22 and 2022-23 allocated through the town council's canalside partnership with the Bedford and Milton Keynes Waterway Trust on specific projects

A report had been provided by the Support Services Manager detailing funding requests made by the Bedford and Milton Keynes Waterway Trust. The funds requested were to be drawn down from £5,000 allocated for the year for 2021-2022 and £5,000 allocated for the year 2022-2023 as part of a three-year funding commitment of £15,000 towards canal-based projects in Bletchley and Fenny which were to be undertaken in partnership with Bedford and Milton Keynes Waterways Trust.

Following discussion it was RESOLVED that the following spending be approved

- i A sum of £5,000 to be contributed towards a feasibility study for a Fenny Stratford Eco Mooring
- ii A sum of £1,300 to be contributed towards a shore unit for the Electra Community boat at Campbell Wharf Marina
- iii A sum of £3,000 to be contributed towards biodiversity research studies from Fenny Lock and towpath usage research which would inform local heritage trails.

Members noted this left funding of £700 from the funding allocation for the first two years of the partnership unspent and an agreement to provide £5,000 in 2023-24 remained and had been included in the draft budget.

FC22/23-78

Cost of living crisis funding from Milton Keynes City Council

It was RESOLVED that correspondence from Milton Keynes City Council offering the town council funding of up to £12,000 as part of the City Council's Cost of Living Plan be noted. The funding was intended to help local councils open 'warm places' and run pop up cafes and other informal social activities where people can meet up, as well as to be warm and enjoy a hot meal.

Since accepting the funding on behalf of the council officers had undertaken an online survey seeking residents' views about what would be most helpful and some preliminary work had been done with partners to explore the best ways of using the funding.



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It was RESOLVED that the acceptance of the funding be confirmed and that approval of the way this funding should be used be delegated to the town council's community committee.

FC22/23-79

Application for planning permission for changes to Sycamore Hall and House

The clerk noted that there had been delays in completion of some of the planning application documents needed for submission of the planning application previously agreed at council on 4 October 2022. The finalised drawings were now anticipated to be ready for submission to MK Council by 25 November and the following outstanding information

- heritage statement
- ecology report
- statement of need
- summary of visitor numbers and feedback from public consultation event

would be available in the next few days. The chair noted that the feedback from the consultation event on the proposed plan to improve disabled access and link the two buildings had not resulted in any changes and residents had been supportive of the design.

It was expected that all the documentation would be ready for submission by the end of the week beginning 28 November 2022.

It was RESOLVED that in view of the length of time required for validation the clerk would be authorized to submit the application and arrange payment of the necessary fee in consultation with the chair and the vice-chair once the documents were ready. However all councillors would have the opportunity to view and comment on the application before this delegated authority was used.

FC22/23-80

Customer service and communication standards policy

A draft customer service and communications standards policy had been circulated before the meeting and this was discussed.

It was RESOLVED that the draft document be approved with one amendment which was to remove entirely the following sentence on page 4 in the section headed Payments

"Council officers are not authorized to accept cash in payment for council services."

FC22/23-81

Revised equality and diversity policy

Following review it was RESOLVED that a revised version of the town council's existing Equality and Diversity Policy be approved and adopted with immediate effect. (The policy had been amended to include an appendix which described the different types of unlawful discrimination but was otherwise unchanged.)

FC22/23-82

Policy on the awarding of community grants

Ad new draft community grant policy had been circulated before the meeting and this was discussed.

It was RESOLVED that the draft policy be adopted with immediate effect with one amendment on page 3. The sentence reading "The community grant funding scheme cannot be used to fund running costs, accommodation or staff salaries." would be amended to read "The community grant funding scheme cannot be used to fund running costs, accommodation or staff salaries unless these costs relate directly to the



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project being delivered.”

FC22/23-83

Submission of an application for Bletchley and Fenny Stratford Town Council to become accredited under the Local Council Award Scheme

Members discussed the council’s aspiration (included in its current delivery plan) to achieve accreditation under the Local Council Award Scheme.

It was RESOLVED that all documentation and information was now in place to meet the requirements for the Quality Award.

Specifically the council had published the following documentation on its website:

- 1 standing orders
- 2 financial regulations
- 3 code of conduct and link to councillors’ registers of interests
- 4 publication scheme
- 5 last annual return
- 6 transparent information about council payments
- 7 calendar of all meetings including the annual meeting of electors
- 8 minutes for at least one full year of full council meetings and committee and sub-committee meetings
- 9 current agendas
- 10 budget and precept information for the current or next financial year
- 11 complaints procedure
- 12 accessibility statement
- 13 privacy notice
- 14 council contact details and councillor information in line with the Transparency Code
- 15 action plan for the current year
- 16 evidence of consulting the community
- 17 publicity advertising council activities
- 18 evidence of participating in town and country planning
- 19 draft minutes of all council and committee meetings within four weeks of the last meeting
- 20 health and safety policy
- 21 policy on equality
- 22 councillor profiles
- 23 community engagement policy
- 24 grant awarding policy
- 25 evidence showing how electors contribute to the annual town meeting
- 26 an action plan and related budget responding to community engagement and setting out a timetable for action and review
- 27 evidence of community engagement, council activities and the promotion of democratic processes
- 28 evidence of helping that community plan for its future.
- 29 a scheme of delegations

and confirmed by resolution that the town council has the following in place:

- 30 a risk management scheme
- 31 a register of assets
- 32 contracts for all members of staff
- 33 up to date insurance policies that mitigate risks to public money
- 34 disciplinary and grievance procedures
- 35 policy for training and development of staff and councillors



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- 36 record of all training undertaken by staff and councillors in the last year
- 37 clerk who has achieved 12 CPD points in the last year
- 38 at least two thirds of its councillors who stood for election
- 39 an annual report actively shared with the community
- 40 evidence of customer service in how the council handles correspondence with the public
- 41 a qualified clerk
- 42 formal appraisal process for all staff

The clerk was instructed to make the submission for accreditation at the next possible opportunity.

FC22/23-84 **Report from the chair of the Bletchley and Fenny Stratford Neighbourhood Plan Steering Group and to note the completed scoping document to be used with the planning consultants**

The chair of the Neighbourhood Plan Steering Group gave a short oral report on progress with the development of the plan and drew attention to the scoping document prepared by the Steering Group's planning consultants and circulated before the meeting.

It was RESOLVED that the document and the report be noted.

FC22/23-85 **Report from the clerk on recent meetings of the Bletchley and Fenny Stratford Town Deal Board**

It was RESOLVED that the clerk's written report be noted.

FC22/23-86 **Lease of premises at Barton Road, Bletchley and to approve the lease (if available) or to delegate approval of the lease by the Finance and Governance Committee in December 2022**

The clerk advised that there had been delays with completion of the lease documentation for the town council's depot building which were no fault of the town council's solicitors. It was hoped that the lease would be ready for completion by 13 December and it was RESOLVED that authority to approve the lease document be delegated to the Finance and Governance Committee.

FC22/23-87 **Financial matters**

FC22/23-87.i **Implementation of NJC pay award with effect from 1 April 2022**

It was RESOLVED to note the revised 2022-23 NJC pay scales which had been implemented in accordance with the council's contractual obligations. Back pay due from 1 April 2022 had been included in the November payroll.

FC22/23-87.ii **List of payments made or due to be made by the council before the next meeting of the Finance & Governance Committee**

It was RESOLVED that the list of payments made or due to be made by the town council be ratified.

FC22/23-87.iii **Financial report showing income and expenditure against budget to date**

It was RESOLVED that the financial report showing income and expenditure against budget be noted.

FC22/23-88 **Draft 2023-2024 budget and to seek comments and further proposals from members prior to detailed scrutiny of the budget at the meeting of the Finance and Governance Committee on 6 December 2022**



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A draft budget for the year 2023-2024 was tabled for information and discussion followed. Officers noted that further information was still awaited, and the draft budget would be discussed in detail at the meeting of the Finance Committee on 13 December which all councillors were welcome to attend. A revised draft would then be presented to full council for adoption and agreement on the setting of the precept on 24 January 2023.

The meeting closed at 8.53 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, 6th December, 2022 commencing at 7.30 pm

Present: Cllrs T Stephens, M Wymer, S Browne, R Graham and Palmer

Absent: Cllrs L Campbell, Clark, A Khanom and Elhasoglu

Apologies: Cllrs E Kelly-Wilson

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

Min Ref

CC22/23-43 **To note councillors' apologies for absence**

It was RESOLVED to note the apologies as listed above

CC22/23-44 **To note councillors' declarations of interest in matters on the agenda**

No declarations of interest were made.

CC22/23-45 **To approve the draft minutes of the previous meetings of the Community committee**

It was RESOLVED that the draft minutes of the last meeting be approved as a correct record of proceedings.

CC22/23-46 **Public Speaking Time**

There were no representations from members of the public.

CC22/23-47 **To consider application to stop up part of Highway on Bowling Green Close and Marquess Drive, Bletchley**

It was RESOLVED that no comment be made on the application to stop up part of the highway on Bowling Green Close and Marquess Drive.

CC22/23-48 **To receive a report on the Christmas event held on 3rd December 2022**

The Support Services Officer gave a report on Christmas on Queensway 2022.

CC22/23-49 **To review plans for 2023-2024 community engagement events including proposals for celebrating the coronation**

It was RESOLVED that the event plans for 2023-2024 be approved and members agreed that the Town Council would plan something to celebrate the coronation in



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2023.

CC22/23-50 To receive a report on Town Council funded counselling sessions

It was RESOLVED to note the report on Town Council funded counselling sessions and that more data would need to be obtained on referrals to help decide on the proposal to increase the funding for extra counselling sessions.

CC22/23-51 To review the cost-of-living survey results

It was RESOLVED that the cost-of-living survey results be noted.

CC22/23-52 To discuss plans on how the cost-of-living funding from Milton Keynes City Council could be used

It was RESOLVED that the funding would be used to create money saving surgeries for the local community to attend and warm space events would be available from January to March 2023. The officer team along with Councillors would be planning for these to take place. Winter warm packs would also be created and made available for people in need.

CC22/23-53 To note progress with White Ribbon's 16 days of action and to consider setting up a White Ribbon steering group for 2023/2024

It was RESOLVED to note the progress with White Ribbon and the officer team would create a steering group and set up a meeting to enable the action plan to be established.

CC22/23-54 To review draft budget items which fall within the remit of this committee

It was RESOLVED that the budget items be noted and that a recommendation for the bandstand performances budget allocation be moved to the community engagement budget.

The meeting closed at 9.00 pm



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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, 13th December, 2022 commencing at 7.30 pm

Present: Cllrs K Ely, S Browne, R Graham, R Haine, E Kelly-Wilson, M McDonald, E O'Rourke and M Wymer

Absent:

Apologies: Cllrs T Stephens and A Segebrecht

In attendance: Councillor Uche Osumili, Delia Shephard (Town Clerk), Will Allen (Environment and Premises Manager), Alison Brown (Finance Manager) (Clerk) and Lee Dudley

Min Ref

- FC22/23-40 **To note apologies for absence**
It was RESOLVED to note the apologies listed above.
- FC22/23-41 **To note councillors' declarations of interest in matters on the agenda**
There were no declarations of interest.
- FC22/23-42 **To approve the draft minutes of the previous meeting of the committee**
It was RESOLVED that the draft minutes of the previous meeting on 25 October 2022 be approved as a correct record.
- FC22/23-43 **Public Speaking Time**
There were no representations from members of the public.
- FC22/23-44 **To review and note a financial management information report showing income and expenditure against budget for the year to 30 November 2022**
It was RESOLVED that the report be noted.
- FC22/23-45 **To review and note cash and investment reconciliations to 30 November 2022**
It was RESOLVED that the cash and investment reconciliations be noted.
- FC22/23-46 **To review and note the council's balance sheet as at 30 November 2022**
It was RESOLVED that the balance sheet to 30 November 2022 be noted.
It was RESOLVED that the individual transactions over £500 for the period be noted.
- FC22/23-47 **To ratify a list of payments made or due to be made to 31 December 2022**
It was RESOLVED that the list of payments made or due to be made which had been published with the agenda be ratified.
- FC22/23-48 **To review interim audit report for 2022-2023**
Members reviewed an interim internal audit report completed on behalf of the Town Council by Auditing Solutions dated 20 October 2022. There were no matters brought to the attention of the Town Council.
It was RESOLVED to recommend to full council that the report be formally approved on 24 January 2023.
- FC22/23-49 **To review annual financial risk assessment**



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Members reviewed a revised version of the council's annual financial risk assessment which had been prepared in accordance with the town council's current policy for financial risk management.

It was RESOLVED to recommend to full council that the report be formally approved on 24 January 2023.

- FC22/23-50 **To approve the purchase of DocuSign**
It was RESOLVED to approve the purchase of DocuSign software for 5 users at a cost of £1,125 per annum and to include the cost in budget for 2023-24.
- FC22/23-51 **To receive a presentation on the landscaping contract progress**
Members received a presentation from Will Allen (Environment and Premises Manager) and Lee Dudley (Environment and Landscape Officer) on preparations for delivery of the devolved landscaping services which the town council would be providing with effect from September 2023.
- FC22/23-52 **To consider and approve the appointment of a cleaning contractor at Spotlight**
Current cleaning arrangements at Spotlight were discussed in the light of increased usage of the building including forthcoming warm spaces activities and it was agreed that the current provision by members of the Ranger team during office hours was no longer sufficient.

It was RESOLVED to approve the appointment of an external cleaning contractor at Spotlight at a cost of £4,784 per annum and to include the cost in the budget for 2023-24.

It was RESOLVED to recommend to the Employment Policy committee that a review of the duties undertaken by the Ranger team be considered as part of the planning for the taking on of the landscaping contract and that this review should include consideration of the extra hours per week freed up by the change to an out of hours cleaning contract.
- FC22/23-53 **To receive a premises report and consider any recommendations therein for expenditure of building maintenance or repairs**
No reports were presented.
- FC22/23-54 **To approve commitment to a funded vehicle charging project at Newton Leys Pavilion**
Members considered two proposals for fully funded charging points sited within the Newton Leys Pavilion car park. A written report on potential participation in a Milton Keynes wide funding bid to be submitted by Milton Keynes City Council had been circulated before the meeting. This option would provide for BP Pulse charging units of 7KW capacity which would be funded through the scheme and maintained for a period of 7 years. There would be no costs to the council and no costs generated.

The Environment and Premises Manager gave an oral report on a second and recent option which had become available for a fully funded EV charging project to be developed with Liberty Charge. This involved a fully funded project for 50KW EV charging units which would be fully funded and the units maintained for a period of 15 years.

The clerk noted the deadline for commitment to the MKCC scheme which was



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imminent.

It was RESOLVED to proceed with project with Liberty Charge because it offered faster charging units and the potential of income when the installation costs were recouped.

FC22/23-55

To note the outcome of any tender processes completed since the last meeting of the council

The Finance Manager reported the outcome of the tendering process for cleaning of Albert Street Toilets which had been awarded to Hygienic Cleaning Solutions after completion of tender evaluations by both officers and members. The value of the contract was £22,502.40 per annum.

It was RESOLVED to note the award of the contract.

FC22/23-56

To consider draft budget for 2023-24

The chair of the committee presented a draft budget for 2023-3024 which had been prepared by officers in accordance with the requirements of the council's financial regulations and recommendations from committees. Extensive discussion followed highlight issues of concern including the unpredictability of increasing utility costs and general inflation, VAT/Partial exemption calculations and their implications and the potential costs of borrowing for the Sycamore Hall project.

Having considered the budget cost centre by cost centre it was RESOLVED that the sum of £5,000 currently included for Bandstand performances would be moved to the community engagement cost centre and used for celebration of HM King Charles's Coronation in 2023.

No other changes were made.

FC22/23-57

To consider making any recommendations to full council regarding the draft budget and precept for 2022-2023

Discussion on the precept followed and a range of contrasting views were expressed. It was RESOLVED to recommend to full council on 24 January 2023, that the precept is increased by 9% meaning an average Band D tax payer would pay £192.59.

FC22/23-58

To review progress of relevant sections of the Town Council's annual delivery plan for 2022-2023 and to consider new projects for research and costing and inclusion in the draft 2022-2023 budget

No comments received by members.

The meeting closed at 9.00 pm

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Bletchley & Fenny Stratford Town Council

Internal Audit Report 2022-23: Interim

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Bletchley & Fenny Stratford Town Council since 2013.

This report sets out the work undertaken in relation to the 2022-23 financial year to date which was completed by the 20th October 2022. We have again undertaken our initial review for the year remotely: we wish to thank the Clerk and the Finance Officer in assisting the process, providing all necessary documentation in electronic format to facilitate completion of our review for the year to date. We have examined various aspects of the Council management and administration and a sample of payments ensuring governance and financial controls remain effective.

Internal Audit Approach

In undertaking our review for the financial year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

No significant issues have been identified during the course of the visit and we are able to conclude that, in the areas examined, effective systems of financial control continue to operate and help to ensure that transactions will be reflected accurately in the year-end Annual Governance and Accountability Return for 2022-23.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Checked and agreed the opening Trial Balance for 2022-23 to the closing Financial Statements for 2021-22 to ensure that all the detailed balances have been accurately rolled forward;
- Ensured that the coding structure is appropriate for purpose and provides appropriate detail to assist in the preparation of the Council's year-end Annual Return;
- Checked and agreed transactions in the Council's Unity Bank Current and Deposit account cashbooks to the relevant bank statements for April and September 2022;
- Checked and agreed all transactions, comprising inter account transfers and other sundry receipts and payments on the Unity Trust bank account cashbooks to the relevant bank statements for the year to date; and
- Checked detail on the bank reconciliations and nominal ledgers for the Current & Deposit accounts as at April and September 2022 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that no significant issues have been identified in this area. We will undertake further work at our final review.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place; that Council and Committee (where appropriate) meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted previously that the Standing Orders and Finance Regulations were reviewed and re-adopted by the Council in May 2022 and 2021 respectively; and
- Examined the Council's minutes for the current year to date to determine whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability.

Conclusions

We are pleased to report that no significant issues have been identified in this area. We will undertake further work at our final review.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed;
- All payments have been reported to Council; and
- VAT has been appropriately identified and continues to be reclaimed quarterly.

We have selected a sample of payments for examination to ensure compliance with the above criteria from the Current Account cashbook transactions, excluding salary related payments, irrespective of value processed in the year to September 2022.

We are pleased to note that members are provided routinely with and approve a schedule of payments, including detail of petrol card purchases and Direct Debits, together with monthly bank reconciliation detail, also that the Council's cheque signatories sign the schedule of cheques presented for payment as confirmation that they have reviewed and agreed the content to the supporting invoices, etc.

Finally, in this area, we have examined the content of the VAT reclaims submitted to HMRC for the year to September 2022 agreeing the returns to the underlying control account detail.

Conclusions

We are pleased to record that no significant issues have been identified in this area of review. We will undertake further work at our final review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

- We note that the Financial Risk Assessment programme was reviewed and adopted by the Council in September 2021 and will again be formally approved for this financial year;
- We also note that the Council has contracted with Ellis Whittam as a provider for both Health & Safety and Human Resources support.; and

- We have examined the current year's insurance with the Zurich noting that Employer's and Public Liability cover are each in place at £10 million, with Fidelity Guarantee cover at £2 million.

Conclusions

No issues have arisen in this area warranting formal comment or recommendation currently with appropriate insurance cover in place. We will undertake further work at our final review.

Precept Determination and Budget Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

The Council will commence consideration of the 2023-24 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2023-24 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that the income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. We have;

- At this interim review, we have reviewed the cash book and nominal ledger entries in respect of the market;
- Reviewed the collection of rentals, the management controls and the subsequent banking of fees;
- Also noted that members had reviewed the fees and the method of calculation for the market for 2021-22 and will again review them for 2022-23; and
- Ensured that the ledger controls are operating satisfactorily.

Conclusions

There are no issues arising from our examination of the operational controls and reviews undertaken in this area. No matters arise in this area of our review for the year to date. We will undertake further work at our final review.

Petty Cash Account

We note that the Council continues to operate a limited petty cash account in the administration office and at Spotlight.

We note that a payment card is now being used and we have completed a sample check of the cash book entries. We have also checked a sample of the petrol card payment through the cashbook.

We have not physically checked the cash but have reviewed the holding from the information that we have been provided and we consider that it continues to operate effectively. As we are working remotely, we suggest that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. This should be minuted accordingly.

Conclusions

No matters arise in this area warranting formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2021 in relation to employee percentage bandings; we have

- Ensured that the Council reviews and approves pay scales for staff annually;
- Agreed the gross salary payment to each individual on the payroll as compiled by Payroll Options for September 2022 by reference to the Council's approved pay scales. Also verifying that the net payments corresponded to the salary return settlement statement for the month; and
- Checked to ensure that the correct Tax codes, National Insurance tables and LGPS salary banding pension rates have been accurately applied and that the deductions arising therefrom have been paid over to the respective agencies in a timely manner.

Conclusions

No significant matters arise warranting formal comment or recommendation.

Investments and Loans

The Council has no investments requiring separate disclosure, any “surplus” funds being held are deposit accounts with Unity Trust Bank: we have, as noted above, verified detail of transactions for the year to date from bank statements to the cash books. We have also reviewed the deposit held with the CCLA.

The Council has no loans in place, either repayable by or to it.

Conclusions

No matters arise in this area of our review for the year. We will undertake further work at our final review.

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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, 10th January, 2023 commencing at 7.30 pm

Present: Cllrs R Graham, R Haine, Hussein, E Kelly-Wilson, E O'Rourke, Palmer and A Segebrecht

Absent: Cllrs L Campbell and Clark

Apologies: Cllrs S Porter

In attendance: Will Allen (Environment and Premises Manager) (Clerk) and Lee Dudley

Min Ref

- EPC22/23-24 To note councillors' apologies for absence**
It was RESOLVED to note the apologies as listed above
- EPC22/23-25 To note councillor's declarations of interest in matters on the agenda**
No declarations of interest were received
- EPC22/23-26 To approve the minutes of the last meeting of the committee**
It was RESOLVED that the draft minutes of the last meeting be approved
- EPC22/23-27 Public Speaking Time**
No representations were made by members of the public
- EPC22/23-28 To note minutes of sub-committees and to approve recommendations therein**
There have been no sub-committee meetings since the last Environment and Planning Committee meeting
- EPC22/23-29 To review planning applications due for determination by Milton Keynes Council**
- EPC22/23-29i For Noting Only - 22/03107/LBC - Sycamore House Drayton Road Bletchley Milton Keynes MK2 3RR - Listed Building Consent for the erection of a single storey link extension from the rear of Sycamore House to the front of Sycamore Hall, associated internal and external alterations for accessibility purposes, window and roof replacement works to Sycamore Hall, and the erection of fencing to form enclosure to the rear of the House and east elevation of the Hall.**
The Town Council's planning application was noted as having been submitted
- EPC22/23-29ii 22/02854/FUL - 131 Pinewood Drive MK2 2HY - The erection of a new 2 bedroom dwelling house**
The Town Council RESOLVED to object to the planning application on the following grounds:
Overdevelopment – having already been granted planning to turn the 3 bed semi detached property on the site into a 4 bed HMO the addition of a further 2 bed dwelling would be overdevelopment with too much accommodation crammed onto one plot. This also results in a strange arrangement of garden spaces.
Parking – The planning permission granted already on this plot is for a HMO with 3 parking spaces and garage. Granting this application would reduce this to 2 spaces. In addition it is questionable whether the two parking spaces for this dwelling will fit within



Bletchley and Fenny Stratford Town Council

the boundary of the plot.

Design – The building is not in keeping with the street scene and is very unusual in its design in order that it fits within the plot. In turn this results in a tall vertical wall which is in close proximity with the property next to it (the HMO) and boundary fencing which would make maintenance of both potentially problematic.

- EPC22/23-30 **To receive an update report on allotment site occupancy**
It was RESOLVED that an update report on allotment site occupancy and maintenance circulated with the agenda be noted.
It was RESOLVED that officers should investigate the feasibility of dividing the community plot at Newton Leys into manageable plots that could then be let to those on the current waiting list. In the event that this proves feasible it was RESOLVED that officers go ahead and divide and mark the new boundaries and let these plots.
- EPC22/23-31 **To receive quotations for replacement fencing at Pinewood Drive Community Allotment**
The committee considered a number of quotations for the erecting of fencing at Pinewood Drive allotment site.
It was RESOLVED to award the contract Aaron Fencing at the cost of £1,685 in line with the officer recommendation.
- EPC22/23-32 **To receive a presentation on preparations for landscape devolution**
Members received a presentation from Will Allen (Environment and Premises Manager) and Lee Dudley (Environment and Landscape Officer) on preparations for delivery of the devolved landscaping services which the town council would be providing with effect from September 2023.

The meeting closed at 8.27 am



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Employment Policy Committee of Bletchley and Fenny Stratford Town Council held at Meeting Room - Sycamore House on Thursday, 19th January, 2023 commencing at 7.30 pm

Present: Cllrs E Hume (Committee Chair), G Bedford, K Ely and E Kelly-Wilson

Absent: Cllr M Imran

Apologies: None

In attendance: Delia Shephard (Town Clerk)

Min Ref

EMPC22-231 **Councillors' apologies for absence**
There were no apologies for absence and it was RESOLVED that the absence without apologies be noted.

EMPC22-232 **Councillors' declarations of interest in matters on the agenda**
No declarations of interests were made.

EMPC22-233 **Minutes of the previous meeting**
It was RESOLVED that the draft minutes of the meeting of the committee held on 2 August 2023 be approved as a correct record of proceedings (with the correction of one typographical error).

EMPC22-234 **Public Speaking**
There were no representations from members of the public.

EMPC22-235 **Review of the Town Council's health and safety risk assessment and action plan and make any appropriate recommendations to full council**
The clerk tabled a summary of outstanding action points following the most recent round of health and safety risk assessments and visits by the council's appointed health and safety advisor WorkNest to council premises.

There was one high priority action item arising from the general H&S risk assessment which was to improve stress management controls by carrying out a specific stress risk assessment to help determine the main causes of stress in the workplace along with the current controls and any further actions required.

It was RESOLVED to note that this work was in progress and a further update would be provided at the next meeting on 21 February 2023. The committee noted the importance of stress management controls.

There were three medium priority action items concerning the fitting of fire doors at Sycamore Hall, adoption of safe system of work for cleaning at Spotlight and supervision in the safe and correct use of hazardous cleaning materials and substances at Spotlight.

It was RESOLVED to note that this work was in progress and a further update would be provided.



EMPC22-236

National civility and respect project and recommendation to full council

Members discussed the background, purpose and application of the national civility and respect project currently being undertaken within the sector under the leadership of the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

It was RESOLVED to recommend to full council that Bletchley and Fenny Stratford Town Council sign up to the civility and respect pledge thereby demonstrating that the council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

It was RESOLVED to recommend that the council's officer and member protocol and dignity at work policy be replaced with those proposed by the civility and respect project, and that the dignity and respect bullying and harassment statement be placed on the town council's website and displayed in its buildings.

EMPC22-237

Progress with external pay evaluation for the staff team

The clerk reported that following the postponement of the last meeting of the committee delegated powers had been used (in consultation with councillors) to secure external support with a review of pay across the staff team to ensure fairness. A range of services and quotations had been reviewed and work had been awarded to Paydata at a cost of £2,050.

It was RESOLVED that the award of this contract be ratified by the committee.

The clerk noted that it was expected to have the evaluation report from Paydata in time for the next meeting of the committee on 21 February 2023.

EMPC22-238

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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted which would include discussion of individual employees.

EMPC22-239

Confidential report on from the clerk on current issues affecting the staff team and delivery of existing and planned services

Members discussed a confidential report from the clerk on issues affecting individual staff and delivery of services. Following extensive discussions the following decisions were made.

- i It was RESOLVED to note the confidential report and the increasing workload for the staff team..
- ii It was RESOLVED to authorise the clerk to negotiate a change of contracted hours for the RFO (between a specified minimum and maximum) and to report the outcome to the next committee meeting.
- iii It was RESOLVED to approve backdated pay to a member of staff in lieu of exceptional out of hours working over a prolonged period. The amount of pay to be confirmed at the next meeting on 21 February 2023.
- iv It was RESOLVED to put in place a temporary rota of existing staff members who would be ready to be called out to any council premises if necessary



Bletchley and Fenny Stratford Town Council

during evenings and weekends and a weekly sum of £50 per week was agreed for those on call. If attendance at the premises was needed payment for time worked would be paid at the usual rate per hour (with a minimum payment of 2 hours per individual call out).

- v It was RESOLVED to incorporate a review of weekend and on call work into a wider review of the staff to be undertaken as expeditiously as possible so that a permanent solution could be found.
- vi It was RESOLVED to recommend to the Community Committee that the staff team did not have the capacity to deliver a Town Council run Coronation event during the Coronation weekend.
- vii It was RESOLVED to note the recommendation of the Finance and Governance Committee made in December (minute reference EPC22/23-52) that a review of the duties undertaken by the Ranger team be considered as part of the planning for the taking on of the landscaping contract and that this review should include consideration of the extra hours freed up by the change to an out of hours cleaning contract (at Spotlight).
- viii It was RESOLVED to undertake a review of the work of the Environment and Premises Team in view of anticipated and existing changes to workload and to consider the staffing needs of the council with regard to its environment and premises priorities.
- ix It was RESOLVED to recruit to a fixed term full time contract of up to 14/15 months (depending on start date) to cover anticipated maternity leave of a part time member of staff (25 hours per week) and to include 12 additional hours to support the Support Services Team.
- x It was RESOLVED to note arrangements for interviews and appointment to the council's current vacancy within the Support Services Team.
- xi It was RESOLVED to note the transparency requirements for the Town Council's website in terms of staff information and to complete publication of this information. (Local Government Transparency Code 2015.)

EMPC22-2310 **Review of the staffing budget for 2023-2024 following discussion of all previous business and recommendations to full council**

The draft staffing budget for 2023-24 was reviewed and following discussion it was RESOLVED to make no recommendations for changes to the budget although it was accepted that changes to staff pay were likely because of the evaluation of posts and potential changes arising from current reviews but these were unknown at the time of the meeting.

The meeting closed at 9.20 pm

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Reply to: Charlotte Ashby
E-mail: Charlotte.Ashby@milton-keynes.gov.uk
Our Ref: 22/03022/FUL
PP-11742078

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

6th January 2023

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)

Town and Country Planning (Development Management Procedure) Order 2015

Application no: 22/03022/FUL

Proposal: Proposed extension to the second floor of the existing flat building for the provision of 2 flats and replacement roof

At: Flat A 128 Western Road Bletchley Milton Keynes MK2 2PU

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=RMF5IKKWLZ00> .

I would be grateful to receive any comments you may have about the proposal by **3rd February 2023**. 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 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="487541"/>	<input type="text" value="234086"/>

Description

Applicant Details

Name/Company

Title

Mr

First name

Mazar

Surname

Ashraf

Company Name

Address

Address line 1

118 Wolverton Rd

Address line 2

Address line 3

Milton Keynes

Town/City

Newport Pagnell

County

Country

Postcode

MK16 8JQ

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

***** REDACTED *****

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

County

Country

Postcode

Contact Details

Primary number

**** REDACTED ****

Secondary number

Fax number

Email address

**** REDACTED ****

Site Area

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

593.00

Unit

Sq. metres

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

Extension on second floor with 2 flats and replacement roof

Has the work or change of use already started?

Yes

No

Existing Use

Please describe the current use of the site

Residential. 5 flats

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)

<p>Type: Windows</p> <p>Existing materials and finishes: white joinery</p> <p>Proposed materials and finishes: white joinery</p>
<p>Type: Roof</p> <p>Existing materials and finishes: red concrete tiles</p> <p>Proposed materials and finishes: red concrete tiles</p>
<p>Type: Walls</p> <p>Existing materials and finishes: white render</p> <p>Proposed materials and finishes: white render</p>

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

--

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:

7

Total proposed (including spaces retained):

10

Difference in spaces:

3

Vehicle Type:

Cycle spaces

Existing number of spaces:

5

Total proposed (including spaces retained):

7

Difference in spaces:

2

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

1000, 1003, using existing system

Waste Storage and Collection

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

- Yes
- No

If Yes, please provide details:

Bin storage area marked

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

- Yes
- No

If Yes, please provide details:

in marked bin storage area

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

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

- Market Housing
 Social, Affordable or Intermediate Rent
 Affordable Home Ownership
 Starter Homes
 Self-build and Custom Build

Social, Affordable or Intermediate Rent

Please specify each type of housing and number of units proposed

Housing Type:

Flats / Maisonettes

1 Bedroom:

6

2 Bedroom:

1

3 Bedroom:

0

4+ Bedroom:

0

Unknown Bedroom:

0

Total:

7

Proposed Social, Affordable or Intermediate Rent Category Totals

1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4 Bedroom Total	Unknown Bedroom Total	Bedroom Total
6	1	0	0	0	7

Existing

Please select the housing categories for any existing units on the site

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Social, Affordable or Intermediate Rent

Please specify each existing type of housing and number of units on the site

Housing Type: Flats / Maisonettes
1 Bedroom: 5
2 Bedroom: 0
3 Bedroom: 0
4+ Bedroom: 0
Unknown Bedroom: 0
Total: 5

Existing Social, Affordable or Intermediate Rent Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4 Bedroom Total	Unknown Bedroom Total	Bedroom Total
	5	0	0	0	0	5

Totals

Total proposed residential units	7
Total existing residential units	5
Total net gain or loss of residential units	2

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

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

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes
- No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

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

** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- The Applicant
- The Agent

Title

Mr

First Name

Christopher

Surname

Phillips

Declaration Date

05/12/2022

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

Christopher Phillips

Date

05/12/2022

This page is intentionally left blank

Reply to: Lucy Baxter
E-mail: lucy.baxter@milton-keynes.gov.uk
Our Ref: 22/03171/FUL
PP-11456697

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

28th December 2022

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
Town and Country Planning (Development Management Procedure) Order 2015
Application no: 22/03171/FUL
Proposal: Change of Use of part of retail unit to form a self-contained dwelling
At: 49 - 51 Aylesbury Street Bletchley Milton Keynes MK2 2BQ

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=RNAABHKWM8Z00> .

I would be grateful to receive any comments you may have about the proposal by **25th January 2023**. 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 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,

Lucy Baxter
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; Listed Building Consent for alterations, extension or
 demolition of a listed building

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation
 Areas 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)

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

**** REDACTED ****

Secondary number

Fax number

Email address

**** REDACTED ****

Agent Details

Name/Company

Title

Mr

First name

Jon

Surname

Sidey

Company Name

Sidey Design Architecture

Address

Address line 1

10 Market Square

Address line 2

Address line 3

Town/City

Higham Ferrers

County

Country

United Kingdom

Postcode

NN10 8BT

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

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 details of proposals to alter, extend or demolish the listed building(s)

Planning and Listed Building Consent for Change of Use of part of retail unit to form a self-contained dwelling

Has the development or work already been started without consent?

Yes

No

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

Don't know

Grade I

Grade II*

Grade II

Is it an ecclesiastical building?

Don't know

Yes

No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- Yes
 No

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building

- Yes
 No

b) Demolition of a building within the curtilage of the listed building

- Yes
 No

c) Demolition of a part of the listed building

- Yes
 No

If the answer to c) is Yes

What is the total volume of the listed building?

1766.00	Cubic metres
---------	--------------

What is the volume of the part to be demolished?

1.40	Cubic metres
------	--------------

What was the date (approximately) of the erection of the part to be removed?

Month

January

Year

1850

(Date must be pre-application submission)

Please provide a brief description of the building or part of the building you are proposing to demolish

Internal walls of retail unit

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

To facilitate proposed ground floor self contained apartment
--

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- Yes
 No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

- Yes
 No

If Yes, do the proposed works include

a) works to the interior of the building?

- Yes
 No

b) works to the exterior of the building?

- Yes
 No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- Yes
 No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- Yes
 No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

See drawings 22-055-08
22-055-DAHS

Materials

Does the proposed development require any materials to be used?

- Yes
 No

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

Type:

Internal walls

Existing materials and finishes:

Brick and stud partitions

Proposed materials and finishes:

Stud partitions

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

22-055-08
22-055-DAHS

Site Area

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

564.00

Unit

Sq. metres

Existing Use

Please describe the current use of the site

Retail unit

Is the site currently vacant?

- Yes
 No

If Yes, please describe the last use of the site

Retail

When did this use end (if known)?

dd/mm/yyyy

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

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

See 22-055-08

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:

10

Total proposed (including spaces retained):

10

Difference in spaces:

0

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

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

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'.

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.

Waste Storage and Collection

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

- Yes
- No

If Yes, please provide details:

22-055-08

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

- Yes
- No

If Yes, please provide details:

22-055-08

Residential/Dwelling Units

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

- Yes
- No

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Market Housing

Please specify each type of housing and number of units proposed

Housing Type:

Flats / Maisonettes

1 Bedroom:

1

2 Bedroom:

0

3 Bedroom:

0

4+ Bedroom:

0

Unknown Bedroom:

0

Total:

1

Proposed Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4 Bedroom Total	Unknown Bedroom Total	Bedroom Total
	1	0	0	0	0	1

Existing

Please select the housing categories for any existing units on the site

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Totals

Total proposed residential units	1
Total existing residential units	0
Total net gain or loss of residential units	1

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:

Other (Please specify)

Other (Please specify):

E(a)

Existing gross internal floorspace (square metres):

514

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

53.7

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

0

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

-514

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)
	514	53.7	0	-514

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

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

Trade Effluent

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

- 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 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes
- No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

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

** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- The Applicant
- The Agent

Title

Mr

First Name

Jon

Surname

Sidey

Declaration Date

09/12/2022

Declaration made

Declaration

I / We hereby apply for Full planning & listed building consent 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

Jon Sidey

Date

15/12/2022

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Reply to: Lucy Baxter
E-mail: lucy.baxter@milton-keynes.gov.uk
Our Ref: 22/03172/LBC
PP-11456697

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

28th December 2022

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)

Town and Country Planning (Development Management Procedure) Order 2015

Application no: 22/03172/LBC

Proposal: Listed Building Consent for change of use of part of retail unit to form a self-contained dwelling

At: 49 - 51 Aylesbury Street Bletchley Milton Keynes MK2 2BQ

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=RNAABKKWM9000> .

I would be grateful to receive any comments you may have about the proposal by **25th January 2023**. 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 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,

Lucy Baxter
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; Listed Building Consent for alterations, extension or
 demolition of a listed building

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation
 Areas 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	<input type="text"/>
Suffix	<input type="text"/>
Property Name	<input type="text" value="49-51"/>
Address Line 1	<input type="text" value="Aylesbury Street"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="Milton Keynes"/>
Town/city	<input type="text" value="Bletchley"/>
Postcode	<input type="text" value="MK2 2BQ"/>

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

Easting (x)	Northing (y)
<input type="text" value="488164"/>	<input type="text" value="233994"/>

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

**** REDACTED ****

Secondary number

Fax number

Email address

**** REDACTED ****

Agent Details

Name/Company

Title

Mr

First name

Jon

Surname

Sidey

Company Name

Sidey Design Architecture

Address

Address line 1

10 Market Square

Address line 2

Address line 3

Town/City

Higham Ferrers

County

Country

United Kingdom

Postcode

NN10 8BT

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

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 details of proposals to alter, extend or demolish the listed building(s)

Planning and Listed Building Consent for Change of Use of part of retail unit to form a self-contained dwelling

Has the development or work already been started without consent?

Yes

No

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

Don't know

Grade I

Grade II*

Grade II

Is it an ecclesiastical building?

Don't know

Yes

No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- Yes
 No

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building

- Yes
 No

b) Demolition of a building within the curtilage of the listed building

- Yes
 No

c) Demolition of a part of the listed building

- Yes
 No

If the answer to c) is Yes

What is the total volume of the listed building?

1766.00	Cubic metres
---------	--------------

What is the volume of the part to be demolished?

1.40	Cubic metres
------	--------------

What was the date (approximately) of the erection of the part to be removed?

Month

January

Year

1850

(Date must be pre-application submission)

Please provide a brief description of the building or part of the building you are proposing to demolish

Internal walls of retail unit

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

To facilitate proposed ground floor self contained apartment
--

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- Yes
 No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

- Yes
 No

If Yes, do the proposed works include

a) works to the interior of the building?

- Yes
 No

b) works to the exterior of the building?

- Yes
 No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- Yes
 No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- Yes
 No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

See drawings 22-055-08
22-055-DAHS

Materials

Does the proposed development require any materials to be used?

- Yes
 No

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

Type:

Internal walls

Existing materials and finishes:

Brick and stud partitions

Proposed materials and finishes:

Stud partitions

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

22-055-08
22-055-DAHS

Site Area

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

564.00

Unit

Sq. metres

Existing Use

Please describe the current use of the site

Retail unit

Is the site currently vacant?

- Yes
 No

If Yes, please describe the last use of the site

Retail

When did this use end (if known)?

dd/mm/yyyy

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

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

See 22-055-08

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:

10

Total proposed (including spaces retained):

10

Difference in spaces:

0

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

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

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'.

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.

Waste Storage and Collection

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

- Yes
- No

If Yes, please provide details:

22-055-08

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

- Yes
- No

If Yes, please provide details:

22-055-08

Residential/Dwelling Units

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

- Yes
- No

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Market Housing

Please specify each type of housing and number of units proposed

Housing Type: Flats / Maisonettes
1 Bedroom: 1
2 Bedroom: 0
3 Bedroom: 0
4+ Bedroom: 0
Unknown Bedroom: 0
Total: 1

Proposed Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4 Bedroom Total	Unknown Bedroom Total	Bedroom Total
	1	0	0	0	0	1

Existing

Please select the housing categories for any existing units on the site

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Totals

Total proposed residential units	1
Total existing residential units	0
Total net gain or loss of residential units	1

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:

Other (Please specify)

Other (Please specify):

E(a)

Existing gross internal floorspace (square metres):

514

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

53.7

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

0

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

-514

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)
	514	53.7	0	-514

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

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

Trade Effluent

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

- 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 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes
- No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

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

** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- The Applicant
- The Agent

Title

Mr

First Name

Jon

Surname

Sidey

Declaration Date

09/12/2022

Declaration made

Declaration

I / We hereby apply for Full planning & listed building consent 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

Jon Sidey

Date

15/12/2022

This page is intentionally left blank

Reply to: Lucy Baxter
E-mail: lucy.baxter@milton-keynes.gov.uk
Our Ref: 22/03173/FUL
PP-11461484

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

4th January 2023

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)

Town and Country Planning (Development Management Procedure) Order 2015

Application no: 22/03173/FUL

Proposal: Sub-division of permitted dwelling into 2No studio units (as per previous approvals 18/01611/FUL and 18/01612/LBC)

At: 49 - 51 Aylesbury Street Bletchley Milton Keynes MK2 2BQ

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=RNAABSKWM9300> .

I would be grateful to receive any comments you may have about the proposal by **1st February 2023**. 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 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,

Lucy Baxter
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; Listed Building Consent for alterations, extension or
 demolition of a listed building

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation
 Areas 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)

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

**** REDACTED ****

Secondary number

Fax number

Email address

**** REDACTED ****

Agent Details

Name/Company

Title

Mr

First name

Jon

Surname

Sidey

Company Name

Sidey Design Architecture

Address

Address line 1

10 Market Square

Address line 2

Address line 3

Town/City

Higham Ferrers

County

Country

United Kingdom

Postcode

NN10 8BT

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

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 details of proposals to alter, extend or demolish the listed building(s)

Sub-division of permitted dwelling into 2No studio units (as per previous approvals 18/01611/FUL and 18/01612/LBC)

Has the development or work already been started without consent?

Yes

No

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

Don't know

Grade I

Grade II*

Grade II

Is it an ecclesiastical building?

Don't know

Yes

No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- Yes
 No

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- Yes
 No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

- Yes
 No

Materials

Does the proposed development require any materials to be used?

- Yes
 No

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

Type:

External walls

Existing materials and finishes:

Render

Proposed materials and finishes:

Render to match existing

Type:

Roof covering

Existing materials and finishes:

Natural slate

Proposed materials and finishes:

Natural slate to match existing

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

22-055-06
22-055-06
22-055-DAHS2

Site Area

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

564.00

Unit

Sq. metres

Existing Use

Please describe the current use of the site

Residential development land

Is the site currently vacant?

- Yes
 No

If Yes, please describe the last use of the site

Residential development land

When did this use end (if known)?

dd/mm/yyyy

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

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

22-055-06 & 07

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:

10

Total proposed (including spaces retained):

10

Difference in spaces:

0

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

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

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'.

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.

Waste Storage and Collection

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

- Yes
- No

If Yes, please provide details:

See 22-055-06 & 07

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

- Yes
- No

If Yes, please provide details:

See 22-055-06 & 07

Residential/Dwelling Units

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

- Yes
- No

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Market Housing

Please specify each type of housing and number of units proposed

Housing Type:

Bedsit Studio

1 Bedroom:

2

2 Bedroom:

0

3 Bedroom:

0

4+ Bedroom:

0

Unknown Bedroom:

0

Total:

2

Proposed Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4 Bedroom Total	Unknown Bedroom Total	Bedroom Total
	2	0	0	0	0	2

Existing

Please select the housing categories for any existing units on the site

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Totals

Total proposed residential units	2
Total existing residential units	0
Total net gain or loss of residential units	2

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

Trade Effluent

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

- 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 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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

Is any of the land to which the application relates part of an Agricultural Holding?

Yes

No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

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

** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- The Applicant
 The Agent

Title

Mr

First Name

Jon

Surname

Sidey

Declaration Date

09/12/2022

Declaration made

Declaration

I / We hereby apply for Full planning & listed building consent 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

Jon Sidey

Date

15/12/2022

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Reply to: Lucy Baxter
E-mail: lucy.baxter@milton-keynes.gov.uk
Our Ref: 22/03174/LBC
PP-11461484

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

4th January 2023

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)

Town and Country Planning (Development Management Procedure) Order 2015

Application no: 22/03174/LBC

Proposal: Listed building consent for the sub-division of permitted dwelling into 2No studio units (as per previous approvals 18/01611/FUL and 18/01612/LBC)

At: 49 - 51 Aylesbury Street Bletchley Milton Keynes MK2 2BQ

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=RNAABTKWM9400> .

I would be grateful to receive any comments you may have about the proposal by **1st February 2023**. 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 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,

Lucy Baxter
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; Listed Building Consent for alterations, extension or
 demolition of a listed building

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation
 Areas 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)

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

Yes

No

Contact Details

Primary number

**** REDACTED ****

Secondary number

Fax number

Email address

**** REDACTED ****

Agent Details

Name/Company

Title

Mr

First name

Jon

Surname

Sidey

Company Name

Sidey Design Architecture

Address

Address line 1

10 Market Square

Address line 2

Address line 3

Town/City

Higham Ferrers

County

Country

United Kingdom

Postcode

NN10 8BT

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

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 details of proposals to alter, extend or demolish the listed building(s)

Sub-division of permitted dwelling into 2No studio units (as per previous approvals 18/01611/FUL and 18/01612/LBC)

Has the development or work already been started without consent?

Yes

No

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

Don't know

Grade I

Grade II*

Grade II

Is it an ecclesiastical building?

Don't know

Yes

No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- Yes
 No

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- Yes
 No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

- Yes
 No

Materials

Does the proposed development require any materials to be used?

- Yes
 No

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

Type:

External walls

Existing materials and finishes:

Render

Proposed materials and finishes:

Render to match existing

Type:

Roof covering

Existing materials and finishes:

Natural slate

Proposed materials and finishes:

Natural slate to match existing

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

22-055-06
22-055-06
22-055-DAHS2

Site Area

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

564.00

Unit

Sq. metres

Existing Use

Please describe the current use of the site

Residential development land

Is the site currently vacant?

- Yes
 No

If Yes, please describe the last use of the site

Residential development land

When did this use end (if known)?

dd/mm/yyyy

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

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

22-055-06 & 07

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:

10

Total proposed (including spaces retained):

10

Difference in spaces:

0

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

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

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'.

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.

Waste Storage and Collection

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

- Yes
- No

If Yes, please provide details:

See 22-055-06 & 07

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

- Yes
- No

If Yes, please provide details:

See 22-055-06 & 07

Residential/Dwelling Units

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

- Yes
- No

Please note: This question is based on the current housing categories and types specified by government.

If your application was started before 23 May 2020, the categories and types shown in this question will now have changed. We recommend that you review any information provided to ensure it is correct before the application is submitted.

Proposed

Please select the housing categories that are relevant to the proposed units

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Market Housing

Please specify each type of housing and number of units proposed

Housing Type:

Bedsit Studio

1 Bedroom:

2

2 Bedroom:

0

3 Bedroom:

0

4+ Bedroom:

0

Unknown Bedroom:

0

Total:

2

Proposed Market Housing Category Totals	1 Bedroom Total	2 Bedroom Total	3 Bedroom Total	4 Bedroom Total	Unknown Bedroom Total	Bedroom Total
	2	0	0	0	0	2

Existing

Please select the housing categories for any existing units on the site

- Market Housing
- Social, Affordable or Intermediate Rent
- Affordable Home Ownership
- Starter Homes
- Self-build and Custom Build

Totals

Total proposed residential units	2
Total existing residential units	0
Total net gain or loss of residential units	2

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

Trade Effluent

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

- 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 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

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

Is any of the land to which the application relates part of an Agricultural Holding?

Yes

No

Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

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

** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

- The Applicant
 The Agent

Title

Mr

First Name

Jon

Surname

Sidey

Declaration Date

09/12/2022

Declaration made

Declaration

I / We hereby apply for Full planning & listed building consent 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

Jon Sidey

Date

15/12/2022

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Budget Summary December 2022Year Ended 31st March 2023

	<u>2022/23</u>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
REVENUE EXPENDITURE			
Community Grants	27933	28000	67
Democratic Services	13020	16300	3280
Planters	1063	1500	437
Youth Work	9600	16240	6640
Dog Bins	8931	16000	7069
Senior Youth Club	13499	30450	16951
Spotlight	9890	13390	3500
Bandstand	126	6240	6114
Community Engagement	31422	24556	-6866
Christmas Lights Overhead Exp	2050	31567	29517
Christmas Event	10294	17885	7591
Albert St Toilets	23816	37080	13264
Allotments & Community Orchard	15308	21885	6577
War Memorial	0	609	609
The Chapel	892	2510	1618
Manor Road Lockup	397	508	111
Fenny Stratford Community Centre	22213	35693	13480
Professional Fees	3534	8496	4962
Community Infrastructure Fund	0	10000	10000
Community Projects/Services	490	44540	44050
Well-being	23280	39200	15920
Sycamore House (Office)	12559	19790	7231
Sycamore Hall	11957	40530	28573
Staff Costs	334044	486140	152096
74/76 Queensway/Library	28572	38672	10100
Council Support Services	50579	70399	19820
Rolling Capital Programme Contribution	45000	45000	0
Town Council Vehicle	4284	6212	1928
Neighbourhood Plan	11213	30000	18787
Newton Leys Pavilion	73958	90982	17024
Market	2646	3614	968
	<u>792570</u>	<u>1233988</u>	<u>441418</u>
INCOME			
Spotlight	7966	4970	-2996
Community Engagement	20207	0	-20207
Precept/Grant	1027883	1027883	0
Albert St Toilets	12950	12950	0
Allotments & Community Orchard	9286	8445	-841
Fenny Stratford Community Centre	29381	31740	2359
Sycamore Hall	330	30000	29670
74/76 Queensway/Library	15000	28000	13000
Council Support Services	10906	500	-10406
Neighbourhood Plan	10000	10000	0
Town Council Vehicle	250	0	-250
Newton Leys Pavilion	53352	77000	23648
Market	1420	2500	1080
	<u>1198931</u>	<u>1233988</u>	<u>35057</u>
NET REVENUE EXPENDITURE			
	<u>-406361</u>	<u>0</u>	<u>406361</u>

ROLLING CAPITAL PROGRAMME

	<u>2022/23</u>		
	<u>Actual</u>	<u>Budget</u>	Variance
Balance Brought Forward	513138	513138	0
Revenue Contribution	45000	45000	0
Sycamore House	31927	32000	73
Sycamore Hall	9879	125000	115121
Fenny Stratford Community Centre	9686	0	-9686
Landscaping	0	50000	50000
Sycamore Hall IT	0	16000	16000
Sub Total	51492	223000	
Balance Carried Forward	506646	335138	

04/01/2023

Bletchley & Fenny Stratford Town Council

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Invoices Due for Payment by 31 January 2023

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	
Cloudy Group Ltd [CLOUDYIT]									
02/12/2022	ON ACC 272		<i>P/Ledger Electronic Payment</i>		02/12/2022	54.00		54.00	
Total of Invoices Due (CLOUDYIT)						54.00	0.00	54.00	
Drax									
05/12/2022	IN1106562363		<i>IN1106562363/Drax</i>		12/12/2022	295.28		0.00	
05/12/2022	IN1106562362		<i>IN1106562362/Drax</i>		12/12/2022	319.72		0.00	
05/12/2022	IN1106562361		<i>IN1106562361/Drax</i>		12/12/2022	249.46		0.00	
05/12/2022	CN1001480431		<i>CN1001480431/Drax</i>		05/12/2022	-823.21		0.00	
05/12/2022	CN1001480430		<i>CN1001480430/Drax</i>		05/12/2022	-969.94		0.00	
05/12/2022	CN1106327255		<i>CN1106327255/Drax</i>		05/12/2022	-650.80		0.00	
06/12/2022	IN1106576548		<i>IN1106576548/Drax</i>		13/12/2022	529.26		0.00	
Total of Invoices Due (DRAX)						-1,050.23	0.00	0.00	
Initial Washroom Hygiene [INITIAL]									
23/05/2022	34303651		<i>34303651/Initial Washroom Hygi</i>		23/05/2022	-70.98		0.00	
25/11/2022	34509205		<i>34509205/Initial Washroom Hygi</i>		16/01/2023	851.75		780.77	
Telephone :0203 668 5711						Total of Invoices Due (INITIAL)	780.77	0.00	780.77
LGRC Associates [LGRC]									
14/11/2022	ON ACC 266		<i>P/Ledger Electronic Payment</i>		14/11/2022	8.00		8.00	
Telephone :01404 45973						Total of Invoices Due (LGRC)	8.00	0.00	8.00
Securitas Security Serves (UK) Ltd [SECURITAS]									
09/12/2022	S-SIN1349538		<i>S-SIN1349538/Securitas Securit</i>		09/01/2023	43.50		43.50	
Total of Invoices Due (SECURITAS)						43.50	0.00	43.50	
Shred-It									
07/12/2022	9505637224		<i>9505637224/Shred-It</i>		06/01/2023	104.89		104.89	
Telephone :0800 028 1164						Total of Invoices Due (SHRED-IT)	104.89	0.00	104.89
Total Gas & Power Ltd [TOTALGAS]									
13/12/2022	285748457/22		<i>285748457/22/Total Gas & Power</i>		10/01/2022	195.28		195.28	
Telephone :01737 275800						Total of Invoices Due (TOTALGAS)	195.28	0.00	195.28
Total of Invoices Due (Purchase Ledger)						136.21	0.00	1,186.44	
TOTAL OF INVOICES DUE (ALL LEDGERS)						136.21	0.00	1,186.44	

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Invoices Due for Payment by 31 January 2023

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	
ACS Office Solutions [ACS]									
14/09/2022	INV421659		INV421659/ACS Office Solutions		31/10/2022	18.00		0.00	
31/10/2022	ON ACC 260		Purchase Ledger DDR Payment		31/10/2022	-1,080.00		0.00	
Total of Invoices Due (ACS)						-1,062.00	0.00	0.00	
Wave - Anglian Water Business [ANGLIANWAT]									
17/04/2022	10390858		10390858/Wave - Anglian Water		16/05/2022	57.15		0.00	
02/05/2022	10450526		10450526/Wave - Anglian Water		24/05/2022	0.43		0.00	
02/06/2022	10598515		10598515/Wave - Anglian Water		24/06/2022	35.86		0.00	
02/07/2022	10726038		10726038/Wave - Anglian Water		25/07/2022	35.56		0.00	
02/08/2022	10843661		10843661/Wave - Anglian Water		24/08/2022	330.40		7.70	
02/09/2022	10969417		10969417/Wave - Anglian Water		26/09/2022	83.52		83.52	
02/10/2022	11095271		11095271/Wave - Anglian Water		24/10/2022	80.23		80.23	
17/10/2022	11158413		11158413/Wave - Anglian Water		16/11/2022	629.49		629.49	
18/10/2022	ON ACC 254		Purchase Ledger DDR Payment		18/10/2022	-51.00		0.00	
25/10/2022	ON ACC 258		Purchase Ledger DDR Payment		25/10/2022	-48.00		0.00	
26/10/2022	ON ACC 259		Purchase Ledger DDR Payment		26/10/2022	-154.70		0.00	
01/11/2022	11212495		11212495/Wave - Anglian Water		24/11/2022	83.52		83.52	
10/11/2022	11132059		11132059/Wave - Anglian Water		10/12/2022	154.70		154.70	
16/11/2022	ON ACC 267		P/Ledger Electronic Payment		16/11/2022	-51.00		0.00	
25/11/2022	ON ACC 269		Purchase Ledger DDR Payment		25/11/2022	-48.00		0.00	
02/12/2022	11334115		11334115/Wave - Anglian Water		28/12/2022	80.23		80.23	
16/12/2022	ON ACC 274		Purchase Ledger DDR Payment		16/12/2022	-51.00		0.00	
29/12/2022	ON ACC 280		Purchase Ledger DDR Payment		29/12/2022	-48.00		0.00	
Telephone :0345 070 4158						Total of Invoices Due (ANGLIANWAT)	1,119.39	0.00	1,119.39
British Gas Business [BRITISHGAS]									
23/12/2022	ON ACC 279		Purchase Ledger DDR Payment		23/12/2022	-1,019.52		0.00	
Telephone :0845 072 3875						Total of Invoices Due (BRITISHGAS)	-1,019.52	0.00	0.00
Information Commissioner's Office [ICO]									
25/11/2022	ON ACC 270		Purchase Ledger DDR Payment		25/11/2022	-35.00		0.00	
Telephone :0303 123 1113						Total of Invoices Due (ICO)	-35.00	0.00	0.00
PHS Group plc [PHS]									
30/11/2022	69487844		69487844/PHS Group plc		30/12/2022	128.70		128.70	
Telephone :029 2085 1000						Total of Invoices Due (PHS)	128.70	0.00	128.70

Invoices Due for Payment by 31 January 2023

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	
08/11/2022	1316699692		1316699692/Trade UK		31/12/2022	5.21		5.21	
09/11/2022	1317126645		1317126645/Trade UK		31/12/2022	46.98		46.98	
21/11/2022	1320727255		1320727255/Trade UK		31/12/2022	7.99		7.99	
21/11/2022	1320727263		1320727263/Trade UK		31/12/2022	9.99		9.99	
30/11/2022	1324165502		1324165502/Trade UK		31/12/2022	3.04		3.04	
30/11/2022	1324165510		1324165510/Trade UK		31/12/2022	7.99		7.99	
01/12/2022	1324653388		1324653388/Trade UK		31/01/2023	16.38		16.38	
06/12/2022	1326023578		1326023578/Trade UK		31/01/2023	19.98		19.98	
Telephone :01908 630213						Total of Invoices Due (SCREWFIX)	117.56	0.00	117.56
Serco									
06/12/2022	91888743		91888743/Serco		06/01/2022	108.00		108.00	
Telephone :0845 337 3166						Total of Invoices Due (SERCO)	108.00	0.00	108.00
Tatry Group Ltd [TATRY]									
01/12/2022	2513		2513/Tatry Group Ltd		31/12/2022	2,089.22		2,089.22	
						Total of Invoices Due (TATRY)	2,089.22	0.00	2,089.22
Vodafone Ltd [VODAFONE]									
11/12/2022	B10-291116493		B10-291116493/Vodafone Ltd		04/01/2023	247.65		247.65	
Telephone :08704 500010						Total of Invoices Due (VODAFONE)	247.65	0.00	247.65
						Total of Invoices Due (Purchase Ledger)	1,694.00	0.00	3,810.52
						TOTAL OF INVOICES DUE (ALL LEDGERS)	1,694.00	0.00	3,810.52

Agenda Item 7.iii

2023-24 Annual Budget Precept at 9% Increase		2022-23	2022-23	2022-23	2023-24
		Budget	Actual Dec	Projected	Budget
101	Community Grants				
1075	MKC Grants	-	-	-	-
	Total Income	-	-	-	-
4005	Community Funding	23,000	22,933	23,000	23,000
	Jubilee Event				5,075
	Community Larder				13,000
	Canal Trust	5,000	5,000	5,000	5,000
	Overhead Expenditure	28,000	27,933	28,000	46,075
	Movement to/(from) Gen Reserve	- 28,000	- 27,933	- 28,000	- 46,075
106	Democratic Services				
4522	Councillors Training	1,000	237	500	1,000
4523	Councillor travel expenses	300	-	-	300
4524	Election Costs	1,000	235	235	-
4530	Chairmans Allowance	250	60	-	250
	Members Allowances			2,740	4,386
4580	Hall Hire	300	-	-	-
4590	IT	10,150	9,643	10,150	10,150
4620	Subscriptions	3,300	2,845	3,300	3,300
	Overhead Expenditure	16,300	13,020	16,925	19,386
	Movement to/(from) Gen Reserve	- 16,300	- 13,020	- 16,925	- 19,386
107	Planters				
4015	Planters	1,500	1,063	1,500	1,500
	Overhead Expenditure	1,500	1,063	1,500	1,500
	Movement to/(from) Gen Reserve	- 1,500	- 1,063	- 1,500	- 1,500
108	Youth Work				
4040	Play Sessions	16,240	9,600	9,600	16,240
	Overhead Expenditure	16,240	9,600	9,600	16,240
	Movement to/(from) Gen Reserve	- 16,240	- 9,600	- 9,600	- 16,240
109	Dog Bins				
4030	Dog Bin Purchases	2,000	21	500	500
4031	Dog Bin Emptying	14,000	8,910	14,000	14,700
	Overhead Expenditure	16,000	8,931	14,500	15,200
	Movement to/(from) Gen Reserve	- 16,000	- 8,931	- 14,500	- 15,200
112	Senior Youth Club				
4953	Miscellaneous Costs	30,450	13,499	30,450	30,450
	Overhead Expenditure	30,450	13,499	30,450	30,450
	Movement to/(from) Gen Reserve	- 30,450	- 13,499	- 30,450	- 30,450
120	Spotlight				
1075	MKC Grants	2,470	2,395	2,395	2,470
1087	Spotlight hire income	2,500	5,571	5,000	5,440
	Total Income	4,970	7,966	7,395	7,910
4551	Water	558	126	558	560
4555	Rates	4,939	4,790	4,790	4,790
4570	Cleaning	-	-	1,200	4,785
4572	Copier Charges	102	67	102	100
4574	Gas	1,015	653	1,015	2,000
4575	Electricity	1,015	600	1,015	2,000
4576	Fire/Intruder Alarm Maint	1,015	263	1,015	1,015

4577	Telephone/Broadband/Alarms		1,142	1,413	2,700	2,700
4579	Fire Extinguishers		203	153	203	200
4581	Health & Safety		-	200	200	200
4585	General Maintenance		1,523	1,270	1,500	1,500
4595	Office Equipment		508	-	100	100
4959	Telephone Main Line/Broadband		761	-	-	-
4964	Waste/Recycling		-	98	100	100
4965	Hygienic Waste		609	257	609	610
		Overhead Expenditure	13,390	9,890	15,107	20,660
		Movement to/(from) Gen Reserve	- 8,420	- 1,924	- 7,712	- 12,750
201	Precept/Grant					
1075	MKC Grants		64,624	64,624	64,624	68,907
1076	Precept		963,259	963,259	963,259	1,109,705
		Total Income	1,027,883	1,027,883	1,027,883	1,178,612
		Movement to/(from) Gen Reserve	1,027,883	1,027,883	1,027,883	1,178,612
301	Bandstand					
4101	Performances		5,075	-	-	-
4575	Electricity		405	126	405	405
4585	General Maintenance		760	-	760	760
		Overhead Expenditure	6,240	126	1,165	1,165
		Movement to/(from) Gen Reserve	- 6,240	- 126	- 1,165	- 1,165
302	Community Engagement					
1030	The Neighbour Income		-	369	225	
	Craft Market Income					1,800
1075	Grants		-	19,838	19,838	9,690
		Total Income	-	20,207	20,063	11,490
4100	Licences		406	360	406	400
4102	Engagement events		2,000	23,002	17,271	
	Remembrance					1,000
	Craft Markets					0
	Easter Event					1,000
	Halloween Event					1,000
	Bletchley Big Street Eat					20,000
4104	First aid			603	603	0
4110	Newsletter/Annual report		12,000	4,119	12,000	12,000
4591	Social Media		5,075	983	1,200	1,200
4635	Distribution Costs		5,075	2,355	4,000	4,000
		Overhead Expenditure	24,556	31,422	35,480	40,600
		Movement to/(from) Gen Reserve	- 24,556	- 11,215	- 15,417	- 29,110
303	Christmas Lights Overhead Expe					
4012	New Equipment		-	-	-	-
4014	Electrical Works		5,075	-	5,075	5,075
4111	Xmas Lights Hire		15,225	-	15,225	15,225
4114	Tree supply, install & remove		3,147	2,050	3,147	3,150
4115	Infrastructure costs		7,105	-	7,105	7,105
4575	Electricity		1,015	-	1,015	2,000
		Overhead Expenditure	31,567	2,050	31,567	32,555
		Movement to/(from) Gen Reserve	- 31,567	- 2,050	- 31,567	- 32,555
304	Christmas Event					
4100	Licences		71	-	71	70
4101	Performances		152	500	152	5,792
4103	Security		3,045	-	3,045	3,045

4104	First Aid		355	524	355	355
4500	Salaries		508	-	508	
4560	Advertising		508	-	508	
4954	Equipment hire		8,628	9,270	8,628	8,628
4962	Lantern Parade		4,618	-	4,618	
		Overhead Expenditure	17,885	10,294	17,885	17,890
		Movement to/(from) Gen Reserve	- 17,885	- 10,294	- 17,885	- 17,890
401	Albert Street Toilets					
1077	Misc Income		12,950	12,950	12,950	12,950
		Total Income	12,950	12,950	12,950	12,950
4012	New Equipment		508	159	500	500
	Light Refurbishment Costs					5,000
4551	Water		3,553	4,065	6,000	6,000
4552	Plumbing Works		2,538	18	1,000	2,500
4570	Cleaning Contract		24,969	17,301	24,969	22,510
	Cleaning Consumables					2,500
4575	Electricity		944	731	944	1,500
4585	General Maintenance		3,045	498	1,000	2,000
4964	Waste/Recycling		1,523	1,044	1,520	1,520
		Overhead Expenditure	37,080	23,816	35,933	44,030
		Movement to/(from) Gen Reserve	- 24,130	- 10,866	- 22,983	- 31,080
402	Allotments & Community Orchard					
1060	Allotment Rents Manor Fields		4,150	4,892	4,751	5,226
1061	Allotment Rents Larch Grove		745	931	931	1,024
1062	Allotment Rents Newton Leys		2,200	1,987	1,987	2,186
1063	Allotment rent Orchardside		1,350	1,476	1,476	1,624
		Total Income	8,445	9,286	9,145	10,060
4200	Manor Fields Allotment Costs		7,613	4,293	4,045	2,000
4201	Larch Grove Allotment Costs		3,045	677	550	250
4202	Orchardside Allotment Costs		2,538	2,766	2,750	1,375
4203	Newton Leys Allotment Costs		4,568	4,768	4,311	2,200
4204	Community Orchard		4,060	2,750	5,150	1,375
4620	Subscriptions		61	55	61	61
		Overhead Expenditure	21,885	15,309	16,867	7,261
		402 Net Income over Expenditure	- 13,440	- 6,023	- 7,722	2,799
		Movement to/(from) Gen Reserve	- 13,440	- 6,023	- 7,722	2,799
403	War Memorial					
4585	General Maintenance		609	-	609	600
		Overhead Expenditure	609	-	609	600
		Movement to/(from) Gen Reserve	- 609	-	- 609	600
405	The Chapel					
4103	Security		1,000	448	1,000	1,000
4575	Electricity		510	194	510	750
4585	General Maintenance		1,000	250	1,000	500
		Overhead Expenditure	2,510	892	2,510	2,250
		Movement to/(from) Gen Reserve	- 2,510	- 892	- 2,510	2,250
407	Manor Road Lockup					
4585	General Maintenance		508	397	508	-
		Overhead Expenditure	508	397	508	-
		Movement to/(from) Gen Reserve	- 508	- 397	- 508	-

408	Fenny Stratford Community Cent				
1091	FSCC Hire Income	31,740	29,381	35,000	38,080
	Total Income	31,740	29,381	35,000	38,080
4012	New Equipment	-	173	-	-
4100	Licences	609	-	609	609
4103	Security	6,090	4,998	6,090	6,090
4551	Water	1,015	766	1,015	1,015
4555	Rates	3,431	2,662	2,662	2,745
4560	Advertising	1,015	-	1,015	500
4570	Cleaning	9,600	7,523	9,600	9,600
4571	Window Cleaning	-	150	180	180
4574	Gas	2,233	2,299	5,000	5,000
4575	Electricity	2,233	1,598	3,435	3,435
4576	Fire/Intruder Alarm Maint	1,015	-	1,015	1,015
4577	Telephone/Broadband/Alarms	1,015	399	1,015	1,015
4579	Fire Extinguishers	203	-	203	203
4581	Health & Safety Advice	711	200	711	711
4585	General Maintenance	5,000	556	2,000	2,000
4964	Waste/Recycling	1,015	721	1,015	1,015
4965	Hygienic Waste	508	169	508	508
	Overhead Expenditure	35,693	22,214	36,073	35,641
	Movement to/(from) Gen Reserve	- 3,953	7,167	- 1,073	2,439
409	Professional Fees				
4583	Legal Fees	5,075	2,550	5,075	10,000
4593	Service Asset Transfers	2,000	-	2,000	-
4594	Prof Financial Advice	1,421	984	1,421	1,421
	Overhead Expenditure	8,496	3,534	8,496	11,421
	Movement to/(from) Gen Reserve	- 8,496	- 3,534	- 8,496	- 11,421
411	Community Infrastructure Fund				
1000	Grants Received				-
	Total Income	-	-	-	-
4115	Infrastructure costs	10,000	-	8,000	13,500
	Overhead Expenditure	10,000	-	8,000	13,500
	Movement to/(from) Gen Reserve	- 10,000	-	- 8,000	- 13,500
412	Community Projects/Services				
4012	Defib	-	1,430	1,430	1,430
4103	Security	26,390	-	26,390	26,390
4970	Advisory Service	8,000	-	-	8,000
4972	Climate Change Initiative	10,150	940	10,150	-
	Overhead Expenditure	44,540	490	37,970	35,820
	Movement to/(from) Gen Reserve	- 44,540	- 490	- 37,970	- 35,820
415	Well-Being				
4582	Free Swimming	14,000	11,670	18,000	27,000
4971	Counselling Service	25,200	11,610	25,200	25,200
	Overhead Expenditure	39,200	23,280	43,200	52,200
	Movement to/(from) Gen Reserve	- 39,200	- 23,280	- 43,200	- 52,200
420	Sycamore House (Office)				
4103	Security	600	229	600	600
4551	Water	1,015	370	1,015	1,015
4555	Rates	6,045	6,377	6,377	6,575
4570	Cleaning	3,120	2,990	4,400	4,400

4571	Window Cleaning		420	80	420	420
4574	Gas		2,400	184	2,400	2,400
4575	Electricity		2,400	1,159	2,400	2,400
4576	Fire/Intruder Alarm Maint		1,020	291	1,020	1,020
4577	Telephone/Broadband/Alarms		1,020	-	1,020	-
4579	Fire Extinguishers		200	-	200	200
4581	Health & Safety Advice		-	275	275	275
4585	General Maintenance		1,000	932	1,500	1,500
4964	Waste/Recycling		500	-	-	500
4965	Hygienic Waste		50	40	-	50
4968	Renovation Works		-	-	-	-
		Overhead Expenditure	19,790	12,559	21,627	21,355
		Movement to/(from) Gen Reserve	- 19,790	- 12,559	- 21,627	- 21,355
420	Sycamore Hall					
1092	Sycamore Hall Hire Income		30,000	330	330	-
		Total Income	30,000	330	330	-
4012	New Equipment		-	-	-	-
4100	Licences		600	180	180	600
4103	Security		6,500	-	-	-
4551	Water		2,500	981	2,500	2,500
4555	Rates		4,630	4,608	4,608	4,751
4560	Advertising		1,000	-	-	-
4570	Cleaning		9,600	-	-	-
4571	Window Cleaning		300	-	-	-
4574	Gas		3,000	150	500	-
4575	Electricity		3,000	6,307	11,000	6,000
4576	Fire/Intruder Alarm Maint		1,000	-	-	-
4577	Telephone/Broadband/Alarms		1,000	-	-	-
4579	Fire Extinguishers		200	-	-	-
4581	Health & Safety Advice		700	-	-	-
4585	General Maintenance		5,000	30	30	-
4953	Miscellaneous Costs		-	-	-	-
4964	Waste/Recycling		1,000	-	-	-
4965	Hygienic Waste		500	-	-	-
4968	Renovation Works		-	-	-	-
		Overhead Expenditure	40,530	11,956	18,818	13,851
		Movement to/(from) Gen Reserve	- 10,530	- 11,626	- 18,488	- 13,851
501	Staff Costs					
4500	Salaries		346,055	244,062	325,320	356,948
4501	Employers NI		36,109	24,834	34,320	35,475
4502	Employers Superann		86,862	58,518	81,655	84,596
4510	Payroll Costs		1,218	752	1,218	1,218
4520	Staff Travel		609	372	609	609
4521	Training		7,105	1,933	3,000	7,105
4525	Staff Uniforms & Equipment		1,523	1,037	1,523	1,500
4527	Staff Cover		2,030	-	-	-
4528	HR Advisory Services		2,538	2,367	2,538	2,538
4529	Agency Services - Staff		568	-	568	568
4560	Advertising		1,523	169	500	2,000
		Overhead Expenditure	486,140	334,044	451,252	492,557
		Movement to/(from) Gen Reserve	- 486,140	- 334,044	- 451,252	- 492,557
502	74/76 Queensway/Library					
1079	Rent 74-76 Queensway		28,000	15,000	20,000	-

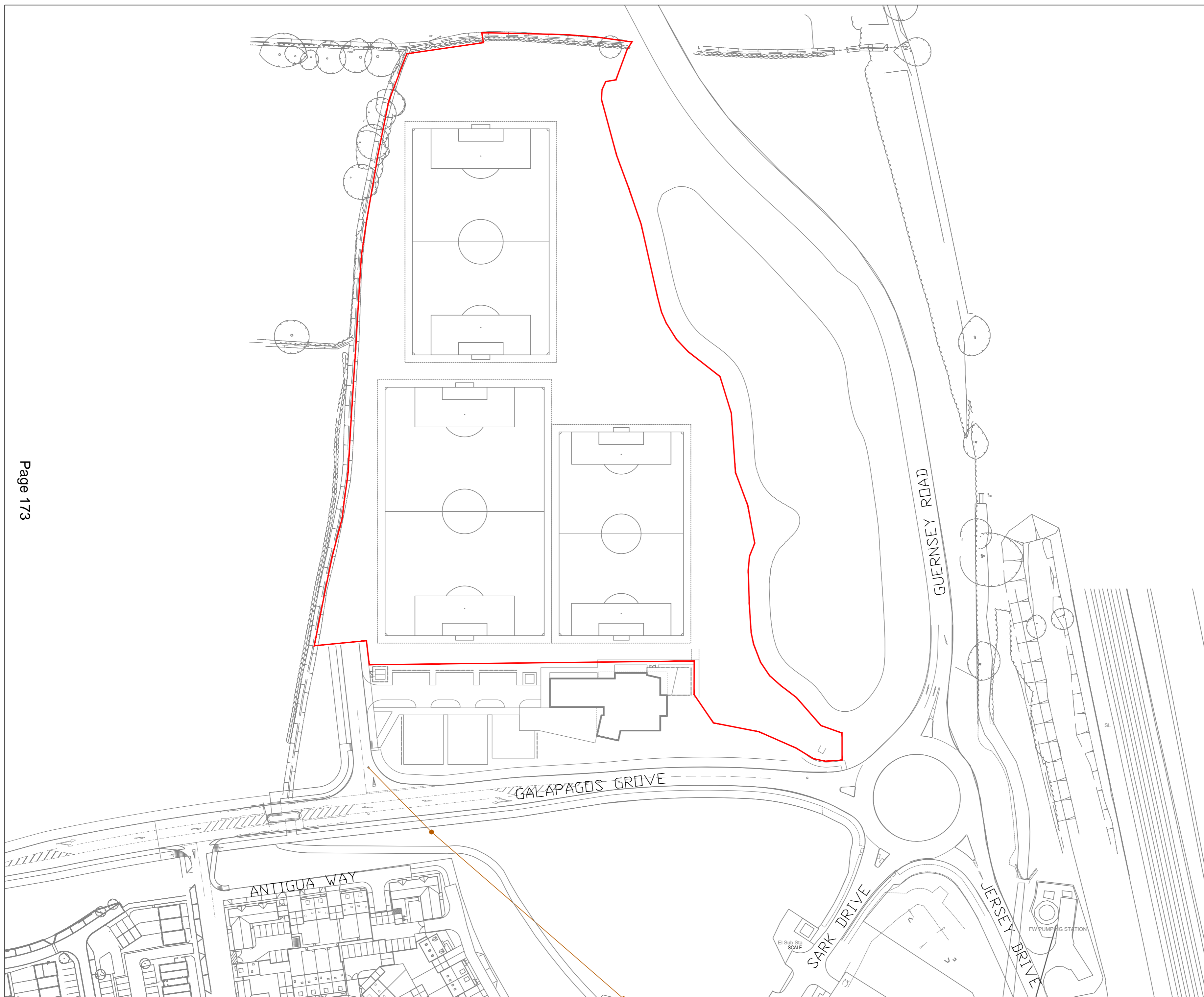
		Total Income	28,000	15,000	20,000	-
4103	Security		-	-395	-	-
4550	Queensway Rent		38,672	27,750	38,672	-
4575	Electricity		-	743	750	-
4576	Fire/Intruder Alarm Maint		-	474	475	-
4585	General Maintenance		-	0	-	5,000
		Overhead Expenditure	38,672	28,572	39,897	5,000
		Movement to/(from) Gen Reserve	- 10,672	- 13,572	- 19,897	- 5,000
	503 Council Support Services					
1077	Misc Income		-	2	-	-
1090	Bank Interest Received		500	10,904	15,500	18,400
		Total Income	500	10,906	15,500	18,400
4011	Equipment Maintenance		711	278	711	-
4012	New Equipment		1,523	1,213	1,523	1,500
4013	Electrical Testing		254	-	254	260
4021	Bank Charges		508	349	508	500
4551	Water		1,015	1,110	1,500	1,500
4572	Copier Charges		2,030	700	2,030	2,030
4577	Telephone/Broadband/Alarms		5,583	5,332	5,583	-
4578	Mobile Phones		1,472	1,861	2,245	2,245
4581	Health & Safety Advice		2,233	2,367	2,367	2,400
4585	General Maintenance		-	-	500	500
4588	Insurance		10,150	7,927	9,000	10,150
4590	IT		30,450	23,977	33,376	23,946
4591	Website/Social Media		305	-	-	-
4592	Worldpay		711	1,893	2,000	2,000
4596	Audit Fees		2,900	640	2,900	2,900
4601	Refreshments		508	132	508	500
4610	Postage		200	55	200	200
4615	Stationery		8,120	1,370	1,000	1,000
4620	Subscriptions		711	356	711	711
4964	Waste/Recycling		1,015	1,022	1,015	1,015
	Irrecoverable VAT					20,000
	Loan Repayment					34,000
4973	Transfer to Capital Fund		45,000	45,000	45,000	55,000
		Overhead Expenditure	115,399	95,582	112,931	162,357
		Movement to/(from) Gen Reserve	- 114,899	- 84,676	- 97,431	- 143,957
	504 Town Council Vehicles					
4588	Insurance		3,045	1,946	3,045	3,045
4650	Fuel		1,523	1,533	1,900	1,828
4651	Road Fund Licence		325	290	325	325
4652	Vehicle Maintenance		1,015	126	1,015	1,015
4654	MOT		152	-	152	152
4655	Breakdown subscription		152	391	152	152
		Overhead Expenditure	6,212	4,034	6,589	6,517
		Movement to/(from) Gen Reserve	- 6,212	- 4,034	- 6,589	- 6,517
	611 Neighbourhood Plan					
1000	Grants Received		10,000	10,000	10,000	-
		Total Income	10,000	10,000	10,000	-
4589	Neighbourhood Plan		30,000	11,213	30,000	15,000
		Overhead Expenditure	30,000	11,213	30,000	15,000
		Movement to/(from) Gen Reserve	- 20,000	- 1,213	- 20,000	- 15,000
	622 Newton Leys Pavilion					

1075	MKC Grants		-	-	-	-
	Football Pitch Rent					5,000
	BP Pulse			132		
1088	N Leys Pavilion hire income		77,000	53,220	63,000	70,000
		Total Income	77,000	53,352	63,000	75,000
4011	Equipment Maintenance		5,075	3,455	5,075	3,000
4012	New Equipment		508	66	508	500
4014	Electrical Works		508	-	508	500
4100	Licences		609	33	609	609
4103	Security		8,628	8,966	10,000	10,000
	Additional CCTV					-
4401	Grass Cutting Football Pitches		19,900	-	-	19,900
4551	Water		3,553	713	3,553	3,553
4555	Rates		15,305	14,845	14,845	15,305
4570	Cleaning		13,195	6,966	13,195	13,195
4571	Window Cleaning		305	227	305	305
4573	Sanitary disposal		609	547	609	609
4574	Gas		6,901	4,536	6,901	9,190
4575	Electricity		2,030	26,712	34,000	20,000
4576	Fire/Intruder Alarm Maint		1,827	585	1,827	1,827
4577	Telephone/Broadband/Alarms		5,075	-	5,075	2,700
4579	Fire Extinguishers		508	47	508	508
4581	Health & Safety Advice		711	200	711	711
4585	General Maintenance		3,045	4,102	5,000	3,045
4590	IT		152	-	152	152
4964	Waste/Recycling		2,538	1,959	2,538	2,538
		Overhead Expenditure	90,982	73,959	105,919	108,147
		622 Net Income over Expenditure	- 13,982	- 20,607	- 42,919	- 33,147
6001		plus Transfer from EMR	-	-	-	-
		Movement to/(from) Gen Reserve	- 13,982	- 20,607	- 42,919	- 33,147
	700 Market					
1050	Market Income		2,500	1,420	1,700	1,700
		Total Income	2,500	1,420	1,700	1,700
4555	Rates		1,726	1,647	1,726	1,726
4575	Electricity		1,523	615	1,523	1,523
4615	Stationery		-	-	-	-
4620	Subscriptions		365	384	384	-
4953	Miscellaneous Costs		-	-	-	-
		Overhead Expenditure	3,614	2,646	3,633	3,249
		Movement to/(from) Gen Reserve	- 1,114	- 1,226	- 1,933	- 1,549
	Lanscaping Contract					
	MKC Income					43,186
		Total Income	-	-	-	43,186
	Salaries					62,925
	PPE /Uniform					1,200
	Barton Road					29,700
	NNDR					4,500
	Utilities (Per Spotlight)					3,000
	Purchased Equipment (One-Off)		-	-	-	-
	Leased Equipment					11,533
	Rented Equipment					1,750
	Fuel					6,804
	Maintenance					1,167
	Additional Insurance					2,333

	Overhead Expenditure				124,911
	Movement to/(from) Gen Reserve	-	-	-	81,725
	Total Budget Income	1,233,988	1,198,681	1,222,966	1,397,388
	Expenditure	1,233,988	792,325	1,183,011	1,397,387
	Net Income over Expenditure	-	406,356	39,955	0
	Net Revenue Budget	982,883		1,022,838	1,123,613
	Reserves Analysis	2022/23			2023/24
	Minimum General Reserve Level	245,721		255,710	280,903
	Maximum General Reserves Level	491,442		511,419	561,806
	Balances B/FWD General Reserve	422,539		422,539	462,494
	Elections	10,000		10,000	10,000
	Neighbourhood Plan	16,566		16,566	16,566
	S106 Newton Leys Pavilion	62,400	-1,715	60,685	37,400
	S106 Newton Leys Allotments	69,489		69,489	69,489
	S106 MKC Arts Funding	135,000		135,000	0
	Canal & Waterways Trust	0	10,000	10,000	1,000
	Cost of Living Grant		9,310	0	
	Climate Change	48,335		48,335	48,335
	Balances C/FWD General Reserve	764,329		772,614	645,284
	Rolling Capital Fund	513,138		513,138	510,523
	Contribution	45,000	45,000	45,000	55,000
	Newton Leys Pavlion Cyclical Painting				-2,500
	FSCC Cyclical Painting				-3,100
	FSCC		-9,686	-5,615	
	Sycamore House	-32,000	-31,927	-32,000	
	Sycamore Hall	-125,000	-9879	-10,000	-340,000
	Landscaping	0		0	-29,000
	Sycamore Hall IT + Hybrid Tech	0		0	-16,000
	Sub Total	401,138	-6,492	510,523	174,923
	Total C/FWD	1,165,467		1,283,137	820,207

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Legend

Deed boundary

Newton Leys		Sports Pitches	
Land Transfer Plan		DATE 27.01.22	
1:1000 @ A2	DRAWN RC	CHECKED DW	
Taylor Wimpey South Midlands Ltd			

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1	Title number(s) out of which the property is transferred: BM307312
2	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
3	Property: Playing Fields at Newton Leys, Bletchley The property is identified <input checked="" type="checkbox"/> on the attached plan and shown: edged red <input type="checkbox"/> on the title plan(s) of the above titles and shown:
4	Date:
5	Transferor: Taylor Wimpey UK Limited <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: 01392762 <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:
6	Transferee for entry in the register: Bletchley and Fenny Stratford Town Council <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:

7	Transferee's intended address(es) for service for entry in the register: Sycamore House, Water Eaton Drayton Road, Bletchley MK2 3RR
8	The transferor transfers the property to the transferee
9	<p>Consideration</p> <p><input checked="" type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures): One Pound (£1.00)</p> <p><input type="checkbox"/> The transfer is not for money or anything that has a monetary value</p> <p><input type="checkbox"/> Insert other receipt as appropriate:</p>
10	<p>The transferor transfers with</p> <p><input checked="" type="checkbox"/> full title guarantee</p> <p><input type="checkbox"/> limited title guarantee</p>
11	<p>Declaration of trust. The transferee is more than one person and</p> <p><input type="checkbox"/> they are to hold the property on trust for themselves as joint tenants</p> <p><input type="checkbox"/> they are to hold the property on trust for themselves as tenants in common in equal shares</p> <p><input type="checkbox"/> they are to hold the property on trust:</p>

12 Additional provisions

1. **Definitions and interpretation**

1.1 In this transfer the following words and expressions have the following meanings:

“Buildings”	any buildings or other structures
“Estate”	all the land (except the Property and the site of any electricity sub-station gas governor or water pumping station) now or formerly vested in the Transferor under the Title Number above and any Buildings on that land
“Estate Roads”	all roads verges and footpaths now or within the Perpetuity Period constructed within the Estate which are intended to become public highways
“Estate Sewers”	all main foul and surface water sewers now or within the Perpetuity Period constructed within the Estate or the Property which are intended to become public sewers
“Perpetuity Period”	eighty years from 1 st January 2005 which period shall apply to the rights created by this Transfer

“Plan”	the attached plan
“Service Installations”	all drains channels sewers (excluding the Estate Sewers) pipes wires cables meters watercourses gutters soakaways and other similar installations (and any ancillary structures) now or within the Perpetuity Period constructed within the Estate or the Property

2. Rights granted for the benefit of the Property

- 2.1 The right for the Transferee and all persons authorised by the Transferee (in common with all other persons having a similar right):-
- 2.1.1 of passage of water and sewage through the Estate Sewers
 - 2.1.2 of passage of water sewage and other services through such of the Service Installations within the Estate as serve the Property
 - 2.1.3 of support and protection of the Property from the Estate
 - 2.1.4 of entry upon the Estate at all reasonable times (and at any time in an emergency) for the purposes of inspecting maintaining repairing and renewing such of the Service Installations within the Estate as serve the Property
 - 2.1.5 of way on foot or with vehicles for all reasonable purposes over such parts of the Estate Roads (if any) which serve the Property

3. Rights reserved for the benefit of the Estate

- 3.1 The rights for the Transferor and all persons authorised by the Transferor (including where appropriate the drainage authority and service companies responsible for the supply of water gas electricity and communications services) and owners of any parts of the Estate (in common with the Transferee):-
- 3.1.1 of passage of water and sewage through the Estate Sewers
 - 3.1.2 of passage of water sewage and other services through such of the Service Installations within the Property as serve the Estate
 - 3.1.3 of support and protection of the Estate by the Property
 - 3.1.4 of entry upon the Property at all reasonable times (and at any time in an emergency) for the purposes of laying inspecting maintaining repairing and renewing Buildings comprised in the Estate and the Service Installations and the Estate Sewers
- 3.2 The right for the Transferor and all persons authorised by the Transferor:-
- 3.2.1 to make connections to any Estate Sewers and Service Installations comprised in the Property
 - 3.2.2 to plant trees or shrubs or to carry out landscaping operations or to fulfil the requirements of the competent authorities or execute other works required by them under planning conditions or otherwise
 - 3.2.3 of entry upon the Property for the exercise of the above rights

4. Personal covenants by the Transferor

- 4.1 The Transferor covenants with the Transferee to construct the Estate Roads and the Estate Sewers serving the Property to adoption standards and:-
- 4.1.1 to have them adopted by the appropriate authorities
 - 4.1.2 to maintain them pending adoption

4.1.3 to indemnify the Transferee against all liabilities in respect of them pending adoption

5. Covenant by the Transferee

The Transferee covenants with the Transferor to indemnify the Transferor against all liabilities resulting from non-performance or non-observance by the Transferee of any covenants relating to the Property in the Charges Register of the title above referred to

6. Agreements and declarations

The Transferor and the Transferee agree and declare as follows:-

6.1 The rights specified above are subject to the persons exercising the same:-

6.1.1 as to the rights of entry:-

6.1.1.1 giving reasonable notice

6.1.1.2 causing as little damage as possible to the Property or the Estate (as the case may be)

6.1.1.3 making good any damage caused to the Property or the Estate (as the case may be) to the reasonable satisfaction of any person affected

6.1.2 as to the rights to use the Service Installations paying a fair proportion of any expense necessarily incurred and inspecting maintaining repairing and renewing them

6.2 The Transferee shall not by implication prescription or otherwise become entitled to any easement quasi-easement privilege or other right except as expressly granted by this Transfer

6.3 The Transferor may modify or release any restriction at any time imposed on any part of the Estate or any adjoining or neighbouring land and the Transferor shall not be bound by any plotting or development scheme relating to the Estate and may at any time modify or abandon any such scheme

6.4 Reference to doing any action shall include a reference to permitting or allowing such act

6.5 All covenants shall be treated (where more than one person gives or becomes bound by them) as joint and several

6.6 Where applicable any retaining wall erected along the boundary of the Property or any wall dividing any Buildings comprised in the Property from any adjoining Buildings shall be a party wall and be repairable and maintainable as such

6.7 Unless the right of enforcement is expressly provided, it is not intended that a third party should have the right to enforce any terms of this Transfer pursuant to the Contracts (Rights of Third Parties) Act 1999 but this does not affect any rights which are available apart from that Act

7. Restrictive covenants by the Transferee

7.1 For the benefit and protection of the land comprised within the Estate (other than the Property) and each and every part thereof and (so far as may be) so as to bind the Property into whomsoever hands the same may come the Transferee hereby covenants with the Transferor (subject to the right of the Transferor to withdraw vary release or abandon covenants restrictions stipulations and conditions) and as a separate covenant with every other person who is now the owner of any part of the Estate) that the Transferee will henceforth observe and perform the covenants restrictions and stipulations set out below but not so as to render the Transferee personally liable in damages for any breach of a restrictive covenant after he shall have parted with all interest in the Property:-

7.1.1 To contribute a fair proportion of the cost of inspecting maintaining repairing and renewing the Service Installations which serve the Property

- 7.1.2 In the event that an Estate Sewer or water main passes through or within three metres of the Property (measured horizontally from the centre line of such Estate Sewer or water main) not to erect or construct any Buildings on over or within three metres (measure aforesaid) of such Estate Sewer or water main unless the prior written consent of the appropriate authority has been obtained
- 7.1.3 Prior to the adoption of the Estate Roads not to carry out any works which could prejudice or delay such adoption
- 7.1.4 Not to use the Property for any purpose other than as playing fields
- 7.1.5 In the event of there being a grass highway verge between the Property and the carriageway of the road serving the Property which verge is intended to be adopted as part of the public highway not to erect or construct any Buildings walls or fences now plant any trees or shrubs on the verge
- 7.1.6 Upon request from and at the cost of the Transferor without delay to grant to any statutory undertaker or any service authority rights to lay any services in over or under the Property such services being for the purpose of serving the Property and the Estate and to enter into any deeds required by any statutory undertaker or service authorities including agreements under Section 38 of the Highways Act 1980 and Section 104 of the Water Industries Act 1991
- 7.1.7 No trees or shrubs now standing or afterwards planted by the Transferor on the Property pursuant to any landscaping scheme required by the Local Authority shall be cut down or in any way interfered with without the prior written approval of the Local Authority
- 7.1.8 Not to do or suffer to be done any act or thing in or about the Property which causes or may cause annoyance nuisance damage or disturbance to the Transferor or the owner or occupier of any part of the remainder of the Estate

13 Execution

Executed as a deed by)
TAYLOR WIMPEY UK LIMITED)
acting by two Attorney's)
both in the presence of:)

Attorney:

Witness signature:

Witness name:

Witness address:

Attorney:

Witness signature:

Witness name:

Witness address:

[COUNCIL'S EXECUTION BLOCK TO BE ADDED]

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

15 June 2022
Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

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Proposed Calendar of Meetings for 2023-24

Tuesday	14 March 2023	22-23	Environment & Planning Committee		
Tuesday	21 March 2023				
Tuesday	28 March 2023	22-23	Full Council		
Tuesday	04 April 2023	23-24	Community Committee	07 April 2023	Good Friday
Tuesday	11 April 2023			10 April 2023	Easter Monday
Tuesday	18 April 2023	23-24	Finance & Governance Committee		
Tuesday	25 April 2023	23-24	Full Council		
Tuesday	02 May 2023			01 May 2023	Early May Bank Holiday
Tuesday	09 May 2023			08 May 2023	Coronation Bank Holiday
Thursday	11 May 2023	23-24	Annual Meeting of Electors		
Tuesday	16 May 2023	23-24	Environment & Planning Committee		
Tuesday	23 May 2023	23-24	Annual Meeting of Council		
Tuesday	30 May 2023			29 May 2023	Late Bank Holiday
Tuesday	06 June 2023	23-24	Community Committee		
Tuesday	13 June 2023				
Tuesday	20 June 2023	23-24	Finance & Governance Committee		
Tuesday	27 June 2023	23-24	Employment Policy Committee		
Tuesday	04 July 2023				
Tuesday	11 July 2023	23-24	Environment & Planning Committee		
Tuesday	18 July 2023				
Tuesday	25 July 2023	23-24	Full Council		
Tuesday	01 August 2023				
Tuesday	08 August 2023	23-24	Community Committee		
Tuesday	15 August 2023				
Tuesday	22 August 2023	23-24	Finance & Governance Committee		
Tuesday	29 August 2023			28 August 2023	August Bank Holiday
Tuesday	05 September 2023	23-24	Employment Policy Committee		
Tuesday	12 September 2023	23-24	Environment & Planning Committee		
Tuesday	19 September 2023				
Tuesday	26 September 2023	23-24	Full Council		
Tuesday	03 October 2023				
Tuesday	10 October 2023	23-24	Community Committee		
Tuesday	17 October 2023				

Tuesday	24 October 2023	23-24	Finance & Governance Committee		
Tuesday	31 October 2023				
Tuesday	07 November 2023	23-24	Employment Policy Committee		
Tuesday	14 November 2023	23-24	Environment & Planning Committee		
Tuesday	21 November 2023				
Tuesday	28 November 2023	23-24	Full Council		
Tuesday	05 December 2023				
Tuesday	12 December 2023	23-24	Community Committee		
Tuesday	19 December 2023				
Tuesday	26 December 2023			26 December 2023	Boxing Day
Tuesday	02 January 2024				
Tuesday	09 January 2024	23-24	Finance & Governance Committee		
Tuesday	16 January 2024	23-24	Environment & Planning Committee		
Tuesday	23 January 2024	23-24			
Tuesday	30 January 2024	23-24	Full Council (Precept)		
Tuesday	06 February 2024				
Tuesday	13 February 2024	23-24	Community Committee		
Tuesday	20 February 2024				
Tuesday	27 February 2024	23-24	Finance & Governance Committee		
Tuesday	05 March 2024				
Tuesday	12 March 2024				
Tuesday	19 March 2024	23-24	Environment & Planning Committee		
Tuesday	26 March 2024			29 March 2024	Good Friday
Tuesday	02 April 2024	24-25	Full Council	01 April 2024	Easter Monday
Tuesday	09 April 2024				
Tuesday	16 April 2024	24-25	Community Committee		
Tuesday	23 April 2024				
Tuesday	30 April 2024	24-25	Finance & Governance Committee		
Tuesday	07 May 2024			06 May 2024	May Bank Holiday
Tuesday	14 May 2024	24-25	Annual Meeting of Electors		

Tuesday	21 May 2024	24-25	Environment & Planning Committee		
Tuesday	28 May 2024	24-25	Annual Meeting of Council	27 May 2024	Late May Bank Holiday

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Proposed resolution for full Council on 22 November 2022-2023

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

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MODEL COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In

turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly

- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.

Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the

foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.



Protocol on Councillor/Officer Relations

1 BACKGROUND

- 1.1 This protocol is intended as a guide to assist councillors and officers in approaching many of the sensitive circumstances which arise in a challenging working environment.
- 1.2 The integrity of the Council is significantly influenced by the effectiveness of councillors and officers working together to support each other's roles. The conventions below aim to produce effective professional working relationships between members and officers. Close personal familiarity between individual members and officers is to be avoided, since this distorts the productive, professional relationship, which is characterised by mutual trust, respect and courtesy.

2 ROLES OF COUNCILLORS AND OFFICERS

- 2.1 The respective roles of councillors and officers can be summarised as follows.
 - Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
 - Councillors are responsible to the electorate and serve only so long as their term of office lasts.
 - Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the authority's work under the direction and control of the council and relevant committees.
 - Mutual respect between councillors and officers is essential to good local government.

2.2 Councillors

Councillors have the following main areas of responsibility:

- i determining the policy of the council and giving it public and political leadership,
- ii monitoring and reviewing the performance of the council in implementing policies and delivering services
- iii representing the local community and, as a corporate body, acting as an advocate on its behalf

It is not the role of councillors to involve themselves in the day to day management of the council's services and this includes performance management of individual officers.

As individual members of the council all councillors have the same rights and obligations in their relationship with officers and should be treated equally. Chairs and vice -chairs of the council and committees have additional responsibilities and because of these their relationships with employees may differ from and be more complex than those of councillors without those responsibilities. However chairs and vice-chairs must still respect the impartiality of officers.

2.3 Officers

The role of officers is to give advice and information to councillors and to implement the policies determined by the authority. In giving such advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. Whilst an officer may report the views of individual councillors on an issue, if the councillor wishes to express a contrary view he/she should not seek to pressure the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

2.4.1 Expectations

Councillors can expect from officers:

- a commitment to the council as a whole, and not to any individual member or group of members or political group
- a working partnership
- an understanding of and support of respective roles, workloads and pressures
- timely response to enquiries and complaints
- professional advice, not influenced by political views or preference, which does not compromise the political neutrality of officers
- regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold
- awareness of and sensitivity to the public and political environment
- respect and courtesy
- training and development in order to carry out their role effectively
- integrity, mutual support and appropriate confidentiality
- not to have personal issues raised with them by officers outside the agreed procedures
- that officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly
- that officers will at all times comply with the behavioural standards laid out in the Employee handbook

2.4.2 Expectations

Officers can expect from Councillors:

- a working partnership
- an understanding of and support for respective roles, workloads and pressures
- leadership and direction
- respect and courtesy
- integrity, mutual support and appropriate confidentiality
- not to be subject to bullying or to be put under undue pressure. Councillors should have regard to the seniority of officers in determining what are reasonable requests, having regard to the power relationship between councillors and officers, and the potential vulnerability of officers, particularly at junior levels.
- that councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly
- that councillors will at all times comply with the relevant Code of Conduct

2.5 Limitations on behaviour

The distinct roles of councillors and officers necessarily impose limitations upon behaviour. By way of illustration, and not as an exclusive list:

- i Close personal relationships between councillors and officers can confuse these separate roles and get in the way of the proper discharge of the authority's functions, not least in creating the perception in others that a particular councillor or officer may secure advantageous treatment.
- ii The need to maintain the separate roles means that there are limits to the matters on which councillors may seek the advice of officers, both in relation to personal matters and party political issues.
- iii Relationships with particular individuals or party groups should not be such as to create public suspicion that an employee favours that councillor or group above others. The issue of officer attendance and advice to political groups is specifically covered below.

2.6 Day to day contact between councillors and officer and use of council premises

Housekeeping

- Email is the council's preferred method for communication of messages to councillors and all councillors will be supplied with their own Office 365 email account which is to be used for council business only. Officers are not authorised to use councillor's personal email addresses for the transmission of council data. Officers will telephone members using their preferred contact number if business is urgent. Support with use of council email accounts is available from the admin team (see below).
- The main office is open to the public during prescribed hours and councillors are welcome to call in to the office during these times to collect post etc however for any longer business appointments should be made in advance. The reason for this is so that day to day work is not interrupted and councillors do not have a wasted trip to the office.
- The small meeting room in the office at the library is available for councillors who wish to meet to discuss council business or meet with a resident but this must be booked in advance through the admin team.

3 POLITICAL GROUPS

It is the National Association of Local Councils' policy that party politics should have no place in parish councils, the concept being that parish councillors are there to serve their community as members of the community and should not be side-tracked by party political issues. It does not therefore encourage parish councils to adopt political groupings.

Although NALC takes this view and it is shared by many councillors, the operation of political groups is increasingly a feature of local government within parish and town councils. It is in the interests of BFSTC to support the effective operation of political groups if they are created but their operation can pose particular dangers in terms of the impartiality of officers. The following guidelines will be followed but may be subject to further development should overt party political groupings become prevalent within the council.

- Reports prepared by officers will be prepared for the whole council, committees or sub-committees and will not be prepared for political groupings
- Political groups may request information on matters relating to the council and information supplied will be limited to statements of material fact and no officer recommendations will be made to any political group
- If information is provided to a political group all other councillors will be notified of the information provided

- Any political group may invite the clerk to attend a meeting of the group to advise on matters relating to the council. The clerk's advice will be limited to statements of material fact and will not deal with the political implications of any decisions. The clerk will not make any recommendations to a political group at such a meeting. The clerk may arrange for a representative from the officer team to attend or may decline to attend if he/she is of the opinion that the issue is of such a political nature that it would be inappropriate to attend. Where an officer attends a meeting of a political group the clerk will advise all other members that an officer has attended and the advice which has been given.
- Where correspondence from an officer to a councillor is copied to another person the addressee will be made aware that the correspondence is being copied and to whom

4 WHEN THINGS GO WRONG

4.1 Procedure for officers

From time to time the relationship between councillors and officers may break down or become strained. Whilst it will always be preferable to resolve matters informally, through conciliation by an appropriate senior manager or councillors, officers will have recourse to the council's grievance procedure and to the Unitary Authority's Monitoring Officer/Standards Committee as appropriate to the circumstances. The recent Ledbury Judicial Review (Harvey v Ledbury Town Council 2018) does not negate the council's vicarious liability for the conduct of individual members as it affects the employment relationship or its responsibilities under employment and Health and Safety law.

4.2 Procedure for councillors

In the event that a councillor is dissatisfied with the conduct, behaviour or performance of an officer, the matter should be raised with the clerk. Where the officer concerned is the clerk, the matter should still be raised with the clerk. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure which is laid out in the council's employment handbook. If this becomes necessary it is essential that the disciplinary procedures are followed precisely so as to avoid exposing the council to financial and reputational risk and, of course, to ensure fairness to all parties. If unsure of the correct procedure councillors should speak to the clerk or the Chair of the HR Committee.

Adopted: March 2019, Reviewed August 2019

Next Review: March 2021

BULLYING AND HARASSMENT STATEMENT

We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse, or harassment.

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero-tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff".

This policy applies throughout all Council Meetings, but it also applies to any Councillor or Council Staff away from Council Meetings



STOP BULLYING



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

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DIGNITY AT WORK POLICY

Bletchley and Fenny Stratford Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

The town council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Bletchley and Fenny Stratford Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at Bletchley and Fenny Stratford Town Council. Should agency staff, or contractors have a complaint connected to their engagement with the town council this should be raised to their nominated contact, manager, or the chair of the council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the chair of the employment committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

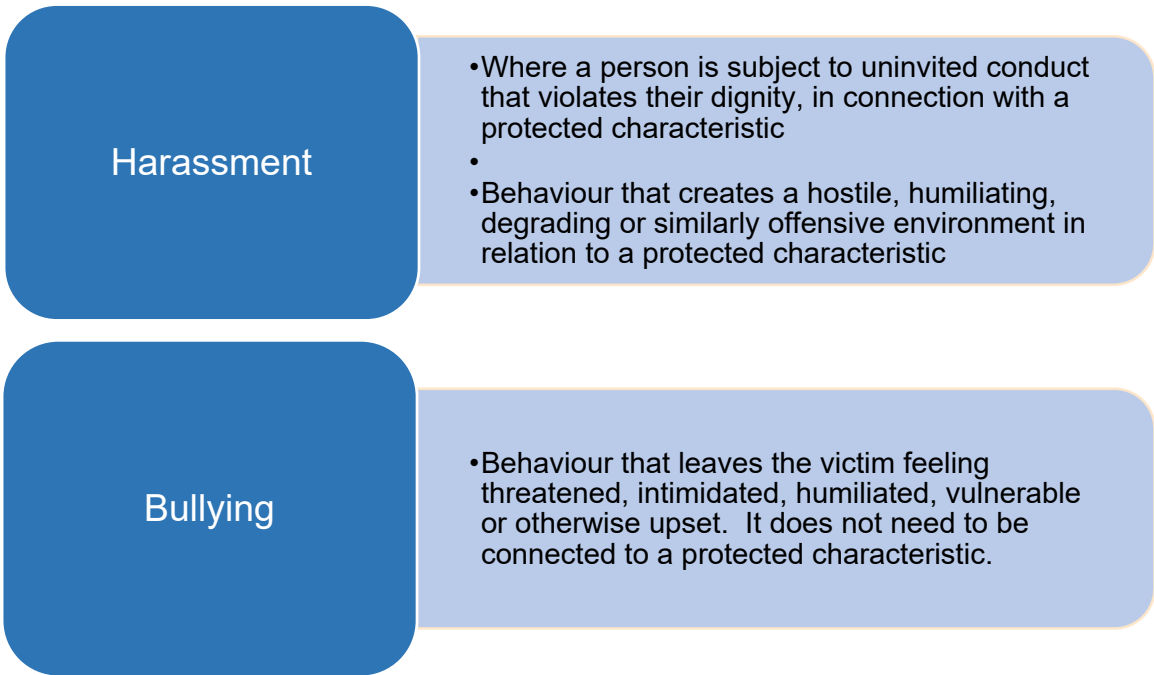
All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Bletchley and Fenny Stratford Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council’s disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the employment policy committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged

by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council

agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.



Member Officer Protocol

Filename and version	Status	Date adopted	Review date
2023 Member Officer Protocolv1	Draft	For consideration 24.1.2023	January 2026

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- to determine council policy and provide community leadership;
- to monitor and review council performance in implementing policies and delivering services;
- to represent the council externally; and
- to act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council

- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with

employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol

- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way.

Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;

- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give

instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed.

Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities.

Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council’s Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code -

<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not

attempt to deal with grievances or work related performance or line management issues on their own. The council should **refer such matters to the Employment Policy committee.**

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair **of the Employment Policy Committee or the Chair of the Council** and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.



Name of policy or document

Filename and version	Status	Date adopted	Review date
2023Dignity at WorkV1	Draft	For review 24.1.2023	January 2024

DIGNITY AT WORK POLICY

Bletchley and Fenny Stratford Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Bletchley and Fenny Stratford Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, the town council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by the clerk and all employees engaged to work at Bletchley and Fenny Stratford Town Council. Should agency staff, or contractors have a complaint connected to their engagement with the council this should be raised to their nominated contact, manager, or the chair of the Employment Policy Committee, in the first instance. Should the complaint be about the chair of the Employment Policy Committee the complaint should be raised to the chair of council.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Bletchley and Fenny Stratford Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, our civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be

malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.

- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the employment policy committee or the chair of council. (If your concern relates to the chair, you should raise it with the chair of the employment policy committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk or the chair of the employment policy committee or the chair of council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/ or the employment policy committee will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

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Guidance on Dignity at Work Policy

Filename and version	Status	Date adopted	Review date
Guidance on 2023Dignity at WorkV1	Draft	For review 24.1.2023	January 2024

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This guidance is provided to support understanding of the policy referenced above which must be read and applied in conjunction with the council's other adopted policies contained in the Employee Handbook and the council's suite of current policies.

The Dignity at Work Policy replaces a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee

can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.

- An employee subjected to harassment can make a discrimination claim at a tribunal.
 - An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave

with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance

to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to

the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered

to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.



Agenda Item	To approve a proposal to develop a digital heritage trail for Bletchley town centre (running from Bletchley Station to Fenny Stratford)		
Council/Committee	Full Council		
Meeting Date	24/01/2023	Report Writer	John Fairclough
Purpose of report	To approve a proposal to develop a digital heritage trail for Bletchley town centre (running from Bletchley Station to Fenny Stratford)		
Strategic Priorities	Proud of our past and our future Closer to our community		
Budget Codes and Costs	No budget available at this stage		
Environmental Implications	Duty to consider biodiversity		
Community Safety Implications	Duty to consider impact on community safety		
Equality/Inclusion Implications	Public sector duty of equality		
Supporting Documentation (if any)	No additional documentation please note connections to Town Deal Public Realm Improvement Project and Bletchley and Fenny Stratford Town Council Delivery Plan 2022-2023		

Background

In its 2022-23 Delivery Plan the town council included aspirations to “gather information on the history of the town, its people, businesses and places” and to “ensure that the town’s heritage is recorded and made accessible to all”. In part it was hoped that this would be done via the new council website but also through other projects within the town although no specific budget was made available.

Detailed Considerations/Information



The clerk and SSM have been undertaking preliminary work with MK Council, MK Living Archive and other partners (including Friends of Bletchley Station) on a potential project to develop a digital town trail to run from Bletchley Station down Queensway to Fenny Stratford Station and, potentially to extend to the Canalside at Fenny.

The initial vision is for a digital trail and app which would allow walkers to access QR codes as they walk round the area and access visual images of heritage buildings and history of the town. This would be supplemented by some physical interpretation boards which would also provide information about the area's history.

Examples of existing trails can be accessed using the link below:

<http://www.mktrails.org/mk-trails-app.html>

The process of developing the trail would be a collaborative one, bringing together partners and volunteers from the community and potentially developing interest in future heritage projects. Living Archive hold a wealth of photographic material about Bletchley and Fenny which could be used. It is hoped the trail would be an asset to the town which encourages walking and interest in local history but the process of creating the trail would be a large part of its value, bringing residents together to celebrate their 'place' and learn new skills.

In addition to work with the Heritage Officer at MK Council preliminary conversations have taken place with officers at Milton Keynes Council regarding the Town Deal and the likelihood of permission being obtained for location of the physical interpretation boards in the town centre. Response to this project has been positive from all parties.

Financial Implications

At this stage the total budget is anticipated at c£10,000 and our objective is to secure Heritage Lottery Funding for this project by commissioning Living Archive to undertake the preliminary work. MK Living Archive have experience of managing similar projects and submitting successful HLA applications.

Their fees are £175 per day

£1000 has also been secured through the economic development team at Milton Keynes City Council.

Officer Recommendation That full council approves this project and delegates the task to the community committee.



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Law and Governance
Democratic Services

Call: 01908 252095
Reply to: Sharon Bridglalsingh
Email: Sharon.bridglasingh@milton-keynes.gov.uk

All Local Councillors and Clerks
Buckinghamshire and Milton Keynes Association of Local Councils
Milton Keynes Association of Local Councils

Sent by email

22 December 2022

Dear Councillors, Clerks and Colleagues

Re: Council Motion, 23 November 2022 - Community, Town and Parish Councils


I write further to the Council motion of 23 November 2022, which was unanimously agreed. Some of you may already be aware of the details of the motion, which is set out in full overleaf.

On behalf of the Chief Executive, Michael Bracey, I am delighted to pass on the thanks of all at Milton Keynes City Council to all Councillors, Clerks and officers involved in the excellent work that Local Councils undertake all year round. I know from personal experience the important role you all play, working alongside Ward Councillors in your local communities. That much of the time invested, particularly by Councillors is voluntary is even more commendable. Officers at MKCC are always immensely proud to tell colleagues from elsewhere that Milton Keynes is fully parished, and has a well-established programme of asset devolution. More important though is the difference that our Local Councils make in their communities – this is something you should all be immensely proud of.

As the Returning Officer, I was particularly interested in clause 2 of the motion and I have begun working with colleagues to look at practical steps we can take to help encourage more residents to stand for election in May. I was also pleased to join Michael Bracey recently at his Clerk's Forum to share some ideas and understand existing good practice.

We will be back in touch early in the new year with further details of our plans, but for now, can I thank you all again for your hard work and take the opportunity to wish you a restful Christmas and a peaceful new year.

Yours faithfully



Sharon Bridglalsingh
Director of Law and Governance
Returning Officer for Milton Keynes City Council

Council motion – 23 November 2022

Community, Town and Parish Councillors

Moved by Councillor Hall and seconded by Councillor Raja

(Minor amendment moved by Councillor Hume, seconded by Councillor Smith and accepted by Councillor Hall)

1. That this Council:
 - a) notes the good work undertaken by Community, Town and Parish councillors in communities across Milton Keynes;
 - b) acknowledges that this work is predominantly on a voluntary basis and can often go unrecognised;
 - c) understands the valuable role played by Community, Town and Parish Councils across Milton Keynes and formally places on record its appreciation; and
 - d) asks the Chief Executive to write to our County and City Parish Associations (BMKALC and MKALC) and to our parish and town clerks to formally pass on the recognition and thanks of Milton Keynes City Council, alongside the details of this motion.

2. That this Council:
 - a) notes that around half of its Parishes have elections in May 2023 , and that at the last ordinary elections of these Parishes in May 2019, only 9 of 61 areas were contested, although 208 of 221 vacancies were filled;
 - b) understands the difficulty in attracting residents to stand for election to Community, Town and Parish Councils, but expresses concern about the potential number of uncontested parish elections in 2023; and
 - c) asks the Returning Officer and local parish associations to consider what practical and reasonable steps could be taken to encourage and support more Milton Keynes residents to stand for election for their local Community, Town and Parish Councils.