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Bletchley and Fenny Stratford Town Council

There will be a meeting of the Full Council on Tuesday, 4th October, 2022 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

Delia Shephard
Clerk to the Council
Monday, 26 September 2022

AGENDA

1. To note councillors' apologies for absence
2. To note councillors' declarations of interest in matters on the agenda
(Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, 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, 27 September 2022 of Full Council (Pages 1 - 6)
4. Public Speaking
To receive representations from members of the public on items on the agenda and to hear questions from members of the public about council business which may not be listed on the agenda.

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

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

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

For more information or to register to speak please contact:

Delia Shephard
Town Clerk
01908 649469
clerk@bletchleyfennystratford-tc.gov.uk

Please be aware that meetings may be recorded including the representations made by members of the public.

5. To note the minutes of recent meetings of committees of the council and to consider any recommendations contained therein (Pages 7 - 10)
 - i Community Committee 9 August 2022

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*

6. Sycamore Buildings, Drayton Road, Bletchley MK2 3RR
 - (i) To receive a presentation from the Sycamore Buildings Working Group and to consider the group's preferred option and stage 1 feasibility study for the refurbishment and remodelling of the Sycamore Buildings
 - (ii) To agree next steps which may include decisions to progress to a stage 2 feasibility study and application for planning permission
7. *To consider a request from the Rowland Almshouse Trust to appoint a Trustee to assist with the affairs of the charity (Pages 11 - 14)



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, 27th September, 2022 commencing at 7.30 pm

Present: Cllrs Clark, E Kelly-Wilson, Palmer, R Graham, G Bedford, S Browne, L Campbell, K Ely, R Haine, E Hume, M Imran, E O'Rourke, T Stephens and M Wymer

Absent:

Apologies: Cllrs Elhasoglu, M McDonald, S Porter, A Segebrecht and A Khanom

In attendance: Delia Shephard (Town Clerk) (Clerk) and John Fairclough (Support Services Manager)

Min Ref

- FC22/23-46 **Councillors' apologies for absence**
It was RESOLVED to note the apologies for absence as listed above. Cllr Clark has also submitted apologies for anticipated late arrival which were also noted.
- FC22/23-47 **Councillors' declarations of interest in matters on the agenda**
No declarations of interest were made.
- FC22/23-48 **Approval of draft minutes of the previous meeting of the council held on 26 July 2022**
It was RESOLVED that the draft minutes be approved as a correct record of the meeting.
- FC22/23-49 **Public Speaking**
There were no representations from members of the public.
- FC22/23-50 **Co-option to casual vacancy in the ward of Newton Leys**
(Cllr Hume joined the meeting.)

It was RESOLVED that Ismail Hussein be co-opted to the casual vacancy in the Newton Leys Ward and his declaration of acceptance of office was received before the council.

(Cllr Clark joined the meeting.)
- FC22/23-51 **Minutes of recent meetings of committees of the council and consideration of any recommendations contained therein**
- FC22/23-51.i **Minutes of meeting Tuesday, 12 July 2022 of Environment and Planning Committee**
It was RESOLVED that the draft minutes of the committee meeting be noted. There were no recommendations for consideration by full council.
- FC22/23-51.ii **Minutes of meeting Tuesday, 14 June 2022 of Community Committee**
This agenda item was withdrawn as it had been included in error.
- FC22/23-51.iii **Minutes of meeting Tuesday, 2 August 2022 of Employment Policy Committee**
i It was RESOLVED that the draft minutes of this committee meeting be noted.



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- ii It was RESOLVED that the recommendation to adopt a statement of intent on training and development of councillors and staff (minute reference EMPC22/23- 8) be approved and implemented with immediate effect.

FC22/23-51.iv

Minutes of meeting Tuesday, 23 August 2022 of Finance and Governance Committee

- i It was RESOLVED that the draft minutes of the committee meeting be noted.
- ii Following a recommendation from the committee (Minute reference FC22/23-22i) to reconsider payment of a parish basic allowance to elected members, it was RESOLVED that in accordance with powers under the Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692 the town council would make arrangements for payment of a basic parish allowance allowances to all eligible councillors (elected members only) including the additional allowance for the chairman. Members gave due regard to the report of the independent Parish Remuneration Panel report of December 2021 and adopted its recommendations. Therefore the amount of allowance was set in accordance with the maximum relevant levels set by the independent Parish Remuneration Panel in the report: the basic parish allowance was set at £837 per year and the chair's allowance was set at £1,675 per year (which would be paid in addition to the basic parish allowance). Payments would be made quarterly in arrears via the town council's existing payroll providers. It was noted that the allowance was being made available in the interests of equality of opportunity and any member who did not wish to receive the allowance was able to notify the clerk and decline the allowance.
- iii It was RESOLVED to approve the recommendation of the committee (Minute reference FC22/23-22ii) that the Milton Keynes Council Code of Conduct be adopted with effect from 27 September 2022. It was agreed that all councillors would be issued with a copy of the code of conduct and would be required to sign to say they had received and read the document and would also be asked to complete a new declaration of interests form.

(Cllr Imran left the meeting.)

- iv It was RESOLVED to approve the recommendation of the committee (Minute reference FC22/23-22iii) to adopt a revised public participation policy document with immediate effect.

(Cllr Campbell left the meeting.)

FC22/23-52

Election of councillors to committees and sub committees

The clerk noted that several councillors were not yet elected to committees or sub-committees and encouraged them to submit their preferences for consideration at the next full council meeting.

FC22/23-53

Planning applications due to be considered by Milton Keynes Council

FC22/23-53.i

22/01861/FUL - Blue Lagoon Local Nature Reserve Drayton Road Bletchley - Improved red way connectivity with associated works (Regulation 3 application



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under the Town and Country Planning General Regulations 1992)

Cllr Hume noted his previous involvement with the project to which this planning application referred in his capacity as a City Councillor. However he did not believe he was prevented from participating by any interest or predetermination.

It was unanimously RESOLVED to support the planning application.

- FC22/23-53. ii **22/02145/FUL - 105 - 107 Watling Street Bletchley - Erection of a drive thru coffee unit and associated works**
It was RESOLVED to support the proposed use of the site for a drive through coffee unit but to ask the Highways Department of Milton Keynes City Council to review access and road safety issues associated with the site. It was suggested that consideration be given to a control to require all traffic leaving from the Matalan exit to turn left only and that consideration be given to means to enhance safer crossing for pedestrians and cyclists in this location.
- FC22/23-54 **Financial Matters**
- FC22/23-55 **Conclusion of the limited assurance audit for 2021-22 and the publication of the notice of conclusion of the audit**
It was RESOLVED that the completion of the limited assurance audit for 2021-22 be noted along with the publication of the notice of conclusion of audit. Councillors asked that their thanks to the Responsible Finance Officer and the staff team for their work throughout the year be minuted.
- FC22/23-55.i **Summary financial report showing income and expenditure against budget to 31 August 2022**
It was RESOLVED that the report be noted.
- FC22/23-55.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 circulated with the agenda be ratified.
- FC22/23-55.iii **Increase in allotment rents to take effect in October 2023 and consideration of a policy on annual review of allotment rents**
Following consideration of officer reports, councillors discussed maintenance, water rates, staff costs and inflation regarding the allotments. It was RESOLVED that
- i all allotment rent rates be increased by 10% with effect from 1 October 2023
 - ii a policy of regular annual reviews of allotment rates be adopted ie that the council would regularly increase allotment rent rates by the equivalent of the July CPI % rate + 1 in the year before the year in which the increase would take place in October.
- FC22/23-56 **Response to consultation on Milton Keynes Council's Draft Parking Supplementary Planning Document**
It was RESOLVED that the town clerk be delegated to respond to the draft Parking Supplementary Planning Consultation on behalf of the council based on the council's broad support of the document except for the reduced parking allocations for houses in multiple occupancy which was opposed. The town council wished the existing 2016 parking standards for these dwellings to remain.
- FC22/23-57 **Response to Milton Keynes Council's public consultation on the draft**



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development brief for the former Fire and Police Station site, Sherwood Drive, Bletchley

It was RESOLVED that the town clerk be delegated to respond to the consultation on behalf of the council welcoming production of the development brief and noting the importance of significant investment and development in the town centre whilst drawing attention to the importance of any planning gains from the development of this site being allocated to the improvement of the infrastructure of the town centre.

FC22/23-58

Potential Bletchley South Bypass

Members discussed the potential provision of a bypass road affecting Bletchley and Newton Longville and the activity and petitions by the Milton Keynes Southern Bypass Campaign. The chair noted that the safeguarded route for this road could have detrimental impacts on residents within Newton Leys. It was agreed that the Town Council was not ready to take a policy position on this matter, but that further consideration should be given to the relevant issues and community consultation undertaken in due course.

It was RESOLVED that Cllrs Clark, Hume, Hussein and Kelly-Wilson, should request a meeting with representatives of West Bletchley Council to learn more about that council's reasons for supporting the development of the potential Bletchley South Bypass prior to further discussions about next steps.

FC22/23-59

Approval of specification for cleaning contract Albert Street WCs

It was RESOLVED to approve a specification for renewal of a cleaning contract for Albert Street Public toilets. The clerk noted that the specification would be used to advertise the contract via Contractfinder in accordance with the town council's procurement and financial regulations.

FC22/23-60

To note progress with Town Council's delivery plan for 2022-2023 and to consider any new projects to be researched for inclusion in the 2023-2022 budget and delivery plan

It was RESOLVED that progress with the Town Council's delivery plan for 2022-2023 be noted. The clerk had asked for several amendments to the delivery objectives to reflect likely outcomes in view of workloads and changes to plans as follows:

Priority	Project	Proposed Change	Core Business	Proposed Change
Cleaner and greener	Climate Initiative - all actions	Revise target dates and prioritise	Environmental and Sustainability Policy	Revise target date to March 2023
			Car charging point at Sycamore House/Hall	Remove from 2022-23 plan
Proud of our past and future	BMK Waterway Trust partnership objectives	Revise target dates and prioritise	Consider developing Town Guide	Remove from 2022-23 plan
	Joined up approach with WBC to	Revise target date		



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	affordable housing			
	Human library Event	Remove from 2022-23 plan		
Robust with resources	Investment of Reserves	Delay due to capital projects		
Closer to our community	New website	Revise target date and prioritise		
Supporting well-being and safety	Future provision of Albert St WCs and minor refurb	Revise target dates	Crime reduction audit	Revise target date
	Safe Place	Mark as unfeasible for 2022-23 or revise date		
Making things happen	Neighbourhood Plan	Revise target date	Adopt training and development policy	Revise date to September 2022 if statement of intent adopted on 27.9.2022
			Local Council award scheme	Revise dates to reflect delay with website and other matters
			Constitution	Revise target date

It was RESOLVED that the proposed amendments be approved.

There was general discussion about the delivery plan and changes to the way it was presented and reviewed. It was agreed that progress with the plan would be reported to the Finance and Governance Committee in future.

It was RESOLVED to note that any proposals for new projects to be included in the 2023-24 delivery plan should be submitted to the relevant committee in line with the budget timetable previously advertised to councillors.



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The meeting closed at 9.16 pm



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Community Committee of Bletchley and Fenny Stratford Town Council held at Community Hall - Newton Leys Pavilion on Tuesday, 9th August, 2022 commencing at 7.30 pm

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

Absent: Cllrs L Campbell and A Khanom

Apologies: Cllrs R Graham

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

Min Ref

CC22/23-13 **To note Members' apologies for absence**

It was RESOLVED to note the apologies as listed above

CC22/23-14 **To note Members' declarations of interest in matters on the agenda**

No declarations of interest were made.

CC22/23-15 **To approve the draft minutes of the previous meeting of the Committee**

It was RESOLVED that the draft minutes of the previous meeting on 14 June 2022 be approved as a correct record.

CC22/23-16 **Public Speaking Time**

There were no representations from members of the public.

CC22/23-17 **Community Grants**

CC22/23-17i **To receive a report on grant spending to date for the year 2022-2023 and to consider a review of the grant application process and criteria**

The report was noted and it was RESOLVED to review the grant criteria and produce a revised document with suggested amendments to be approved at the next Community Committee meeting.

CC22/23-17ii **To consider a grant application from MK Bangladeshi Association to support a coach trip to Bournemouth**

An application for a community grant had been received from the MK Bangladeshi Association and representatives were present to answer any questions from members. It was RESOLVED that a grant in the amended sum of £940.00 be granted to fund the hire of one coach for the trip.

CC22/23-18 **To consider any planning applications due for determination by Milton Keynes Council**

CC22/23-18i **22/01602/FUL - 68 Water Eaton Road MK2 3BX - Erection of a two-bedroom**



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bungalow to rear of existing property (resubmission 16/02306/FUL)

It was RESOLVED that no comment be made on the proposed application.

- CC22/23-18ii **22/01810/COU - 27 Cambridge Street, MK2 2TR - Change of use from dwellinghouse (use class C3) to 6 no. bedroom HMO (use class C4) (retrospective)**

It was RESOLVED that the application be opposed on the grounds that there would be insufficient parking for size of the property.

- CC22/23-19 **To receive a report on the Bletchley Big Street Eat event held on 30 July 2022 and to make any necessary recommendations to full council**

A report on the Bletchley Big Street Eat 2022 was delivered by the Support Services Officer and it was RESOLVED that the event would be repeated in July 2023 with the sources of funding for the event to be discussed at the next Finance and Governance meeting on 23 August 2022.

- CC22/23-20 **To note arrangements for Council support of Fenny Poppers**

It was RESOLVED that the Town Council would supply equipment for the event including gazebos, chairs and tables. Town Council staff would also be in attendance to support set up and take down of the event.

- CC22/23-21 **To consider arrangements for Christmas celebration - "Christmas on Queensway"**

It was RESOLVED that a Christmas event would take place in Queensway on 3 December 2022 and arrangements could start to be made and discussed further in the next community sub-committee meeting.

- CC22/23-22 **To set a date for next Community Events Sub-Committee meeting**

It was RESOLVED that the next community sub-committee meeting would take place on 6 September 2022.

- CC22/23-23 **To approve arrangements for scoring of tenders for 2022 Women's Euros Public Art Commission**

It was RESOLVED to approve the suggested arrangements for scoring of tenders for 2022 Women's Euros Public Art Commission.

- CC22/23-24 **To receive an update report on progress with delivery of the new Town Council Website**

The report on the new Town Council website was noted and it was RESOLVED that several councillors would be involved to review and test the website before it is switched live.

- CC22/23-25 **To receive a report from Youth Network Milton Keynes on provision of youth clubs in Bletchley and Newton Leys and to consider future youth services in 2022-2024**



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It was RESOLVED that the youth services provided by Youth Network MK would continue to be funded.

CC22/23-26

To note a preliminary report on the outcome of a trial of security arrangements at Newton Leys Pavilion and the establishment of a Task and Finish Group to review the business model for letting of the building to include recommendations on hire charges, terms and conditions and usage policy

The report was noted and it was RESOLVED to feedback thoughts and suggestions to the task and finish group on the business model for letting of the building including recommendations on hire charges, terms and conditions and usage policy.

The meeting closed at 9.15 pm

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