



# Bletchley and Fenny Stratford Town Council

To: **Cllrs Keith Ely, Richard Graham, Ethaniel Kelly-Wilson, E'amonn O'Rourke**

You are hereby summoned to attend a meeting of the Newton Leys Buildings Committee of the Council to be held at 74-76 Queensway commencing at 6.30 pm on Thursday 3 May 2018 to transact the items of business set out in the agenda below.

Delia Shephard  
Clerk to Bletchley and Fenny Stratford Town Council

## **A G E N D A**

- 1 Apologies for Absence**
- 2 Declarations of Interests**
- 3 Public Question Time**
- 4 Minutes of Previous Meeting**  
To approve the minutes of the committee meeting held on as a correct record of proceedings
- 5 Terms of reference/delegated powers and timetabling**  
To note limit of current terms of reference and to consider proposed extension of committee remit and membership to be put before BFSTC's annual meeting on 8 May 2018  
  
To discuss anticipated timeline for project including legal work and information provided by MKC's S106 Officer and to confirm details of BFSTC's legal representatives
- 6 Finishes Board and Colours Sign off**  
Synergy to present finishes board / drawing
- 7 Kitchen design**  
To sign off design and agree to recommend to BFSTC full council that cost above £5,000 should be deducted from S106 contribution.
- 8 M&E room layouts**  
To discuss socket positions, furniture layouts etc
- 9 Building signage proposals**  
To note progress with building signage proposals, current drawings and proposed addition of external sign facing Jersey Drive and to discuss concerns about timetabling
- 10 Fire alarm, Telephone lines, Redcare & Fibre**  
To note quotation for Redcare link of £2,559.25 plus VAT and to discuss BFSTC's arrangements for data and telephony
- 11 Defibrillator Power**  
To note additional cost of defibrillator power quotation in sum of £263.38
- 12 Car Parking Access Restriction measures**  
To note progress with quotations for knee rail, fence and entrance barrier
- 13 Fire Extinguisher layout and Fire Risk Assessment**  
To discuss



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**14 Shelving and patressing requirements**

To discuss

**15 Playing Fields**

To discuss timescale and implications thereof including preliminary

**16 Business Plan and Transitional Arrangements for Pavilion**

To discuss proposed business model, timetable and transitional arrangements for existing users of the building including potential frequent users eg pre-school, sports clubs etc