



Bletchley and Fenny Stratford Town Council

Minutes of the Full Council Meeting of Bletchley and Fenny Stratford Town Council held at Bletchley Library, Westfield Road MK2 2RA on Tuesday 7 August 2018 beginning at 7.30 pm

- Present:** Cllrs Mohammed Arshad, Keith Ely, Richard Graham (Vice-chairman), Ron Haine, William Hewitt (present for part of meeting and took no part in any voting), Ed Hume, Ethaniel Kelly-Wilson, Michael McDonald, E'amonn O'Rourke, Mohammed Rohim and Shirley Rolfe
- Absent:** Cllrs Samantha Browne, Angela Kennedy (Chairman), Wajeeha Khan, Peter Kuling, Sean Porter, Linda Reeves and Lewis Webster
- In attendance:** Eighteen members of the public, Sam Jivram, Community Buildings Co-ordinator and Delia Shephard, Town Clerk

Min Ref

The Chair welcomed councillors and members of the public and stressed that there was a great deal of business to be completed.

- FC18/19-133 **Apologies for Absence**
Apologies for absence had been received from Cllrs Browne, Kennedy, Porter and Webster.

- FC18/19-134 **Declarations of Members' Interests**
- i Pecuniary interests – Cllr Graham declared a DPI in respect of all matters pertaining to the licensing of the Onyx premises on Queensway by way of a potential business interest.
 - ii Other interests - Cllr Kelly Wilson asked it to be noted that he was a licensee and that he was a resident of Newton Leys.

- FC18/19-135 **Public Speaking Time**
A member of the public addressed the council about the history of Bracknell House and his concern about the potential loss of this local heritage.

The applicant for an alcohol license for Fenny Kitchen explained the background to his license application for his restaurant in Fenny Stratford including the restoration of the old building which dated back to 1630 and the need for an economic use for the building and his aspiration for the building to be a community hub for the area.

A market trader showed members a recent press cutting which highlighted the need to “save our high streets”. He noted that he had visited local retailers who were all concerned about footfall in Bletchley and expressed his wish to increase the footfall in the town by providing a car boot sale which he felt would increase footfall. He referred to a letter previously sent to the council which alluded to technical problems such as the need for permission/a licence from the landowner and highways implications of a car boot sale in Queensway. He asserted that parking was not a problem and that traffic congestion would be a positive sign. He also referred to his experience with a different local authority and stated that he and his wife could make Bletchley boom.

A further member of the public said she was behind this market trader and so were most of the public.



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Cllr Ely took the chair and Cllr Graham left the room because he had declared an interest in the licensing application for the Onyx and the applicants wished to address the council. The applicants explained why they wanted a licence until 3 am at the weekend. The vision for this venue was explained in some detail and the applicants stressed that there was a demand for the type of music and venue which they wanted to offer in Bletchley. The venue would be multipurpose with stage shows, comedy nights, formal dinners and private functions as well as being a music venue. The applicants also explained their stewarding arrangements and CCTV provision and in response to a question from a councillor confirmed that they would be providing their own entertainment nights as well as making the venue available for bookings.

Cllr Graham re-joined the meeting and resumed chairing the meeting.

FC18/19-136 **Minutes of Previous Meeting**

It was **RESOLVED** to approve the minutes of the meeting of Full Council held on Tuesday 3 July 2018.

Minutes of Committees

- FC18/19-137 It was **RESOLVED** to note the draft minutes of a meeting of the Human Resources Committee held on 10 July 2018 and considered the recommendations from the committee. It was **RESOLVED** to adopt the new employment reference policy recommended by the HR Committee on 10 July 2018 (minute reference HRCOM/2018/19-30).
- FC18/19-138 It was **RESOLVED** to adopt the new volunteer policy recommended by the HR Committee on 10 July 2018 (minute reference HRCOM/2018/19-31).
- FC18/19-139 Cllr McDonald noted that his name had been misspelled in the draft minutes.
- FC18/19-140 It was **RESOLVED** to note the draft minutes of the meeting of the Finance & Planning the Committee held on 17 July 2018. Cllr McDonald noted that Cllr Haine did not leave the meeting early as the draft minutes indicated. The Clerk advised that there were several amendments to be made to the draft.

FC18/19-141 **Planning Matters**

Councillors reviewed the following planning applications due to be considered by Milton Keynes Council.

- i **18/01748/ADV – Newton Leys Pavilion, Furzey Way, Newton Leys MK3 5SP**
Advertisement consent for one fascia letter script sign with individual aluminium letters, one building mounted panel sign, and two number post mounted panel signs (applicant Taylor Wimpey South Midlands).
It was **RESOLVED** to support the proposed development.
- ii **18/01674/DISCON – Dobbies Garden Centre, Belvedere Lane, Bow Brickhill MK17 9JH**
Details submitted pursuant to discharge of condition 38 (WSI for mitigation works) attach to planning permission 15/01533/OUTEIS
It was **RESOLVED** to make no comment on the proposed development.
- iii **18/01618/FUL – 19 Oxford Street, Bletchley Milton Keynes MK2 2UA**
To build a flat roofed rear extension to the existing property, and to remove an existing window and widen the opening to extend the kitchen and create a larger area.
It was **RESOLVED** to make no comment on the proposed development.
- iv **18/01770/FUL – Land to the rear of 12-14 Watling Street, Bletchley MK2 2BL**
Demolition of existing dilapidated buildings and erection of 29 apartments including a change of use to C3
It was **RESOLVED** to object to the proposed development on several grounds namely that the visual appearance of the proposed building was uninspired with a totally flat frontage and represented poor design, there were concerns about vehicular and pedestrian access to the area and the potential for the parking provision appeared to be below the MKC parking



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standards for the development if as the Town Council understood the parking spaces near the site are allocated to adjacent properties.

FC18/19-142.i

Licensing applications

The Clerk provided feedback on the comments submitted to MK Council by the Finance and Planning Committee on behalf of the Town Council with regard to a new premises licensing application **ref no 148529 for The Onyx, 27-33 Queensway, Bletchley MK2 2DT** which had appeared ambiguous to the licensing authority in the first instance. Other objections had been received by MK Council and a hearing was due to take place, the clerk sought clarification as to exactly what representations were to be made and who would attend on behalf of the Town Council if the Licensing Authority decided to accept the council's position as an objection. Cllr Graham left the room and Cllr Ely took over the chair. Members discussed the representations made during the public open session and the need for more people to come into Bletchley against the potential disruption to residents. Members noted that if there were problems with the operation of the licence (if it was approved) objections based on evidence could then be made.

It was **RESOLVED** to support the application and not to make a representation at the Licensing hearing. Cllr Graham returned to the room and resumed chairmanship.

FC18/19-142.ii

Ref 148610 – Fenny Kitchen, Aylesbury Street MK2 2BH

New Premises License for Units 1 & 2 for the sale of alcohol (on and off sales): Monday 11:00 to 23:30; Sundays and Tuesday to Thursday 11:00 to 23:30; Friday and Saturday 11:00 to 00:00. Plus extended hours until 01:00 on bank holidays and the day before and after Opening hours until 30 minutes after the times specified above Regulated entertainment of Live and Recorded music to lesser hours as specified in the operating schedule of the application. The clerk reported on a representation made by a member of the community who was concerned about the impact of the number of licenses in Aylesbury Street and a copy of the correspondence received was circulated to all members.

FC18/19-142.iii

It was **RESOLVED** to support the application

Ref 148666 – Wine and Prosecco to You, Unit W16, MK Two Business Centre, 1-9 Barton Road, Bletchley MK2 3HU

New Premises License for the off sales only with no public access to premises Sale of alcohol (off sale only) 24hrs, 7 days a week.

It was **RESOLVED** to make no objections to the proposed licence.

FC18/19-143

Grant Applications

- i An application for community grant funding from Clean Slate Church (FeedMK) in the sum of £2,500.00 was on the agenda but as no representative of the applicant was present to answer questions it was **RESOLVED** to defer consideration of the application until a representative could attend.
- ii An application for community grant funding from Locals for Lakes in the sum of £2,670.00 was discussed. It was **RESOLVED** to approve a grant of £2,670 as a contribution towards community events and celebrations of the 50th anniversary of the building of Lakes Estate.

FC18/19-144

Employment Law and Health and Safety Contract Renewal Proposal

The council considered an extension of the council's current Employment Law, HR & Health and Safety contract with Ellis Whittam and it was **RESOLVED** to approve the extension for a further period of 3 years at a cost of £4,246 per year for the combined service with additional sums of £79.30 and £31.70 per annum for legal expenses insurance in respect of employment claims and H&S prosecution respectively.

Following discussion it was agreed to deal with agenda item 10 next as scheduled and then to vary the order of the agenda to deal with agenda item 14 (Newton Leys). It was agreed that



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the dog bin item was also urgent and the clerk hoped it would be possible to complete all three items if the council was willing to suspend standing order no 3x and continue the meeting beyond 2 hours.

FC18/19-145 **Bletchley Market**

The chair of the Finance and Planning Committee explained the thinking and decision making from last meeting at the committee and took the council through the committee's recommendations as laid out in the minutes of the committee meeting held on 17 July 2018 Minute reference FP18/19-12. There was considerable discussion during which the council revisited the offer from a market trader to run a car boot sale to increase footfall to the market and shops. The clerk clarified that as previously discussed this matter was not as straightforward as represented by the market trader because a permissive licence from the landowner would be required, there were highways implications and if the opportunity to run a car boot sale was to be offered the council would need to go through the appropriate procurement processes etc and further research would be needed.

It was **RESOLVED** to approve all the recommendations below that

- i all stalls would be positioned on the licensed areas of Queensway and Stanier Square and would be charged by frontage only and the stalls on Stanier Square would be permitted to be up to 20 ft. in depth.
- ii the existing charging structure and prices remain but that charges should now be made by 10' pitch rather than per single foot as shown below

	Tuesday	Thursday	Friday	Saturday
Regular stallholders per pitch	£10.00	£10.00	£13.00	£15.00
Casual stallholders per pitch	£15.00	£15.00	£18.00	£20.00
Regular mobiles	£15.00	£15.00	£18.00	£20.00
Casual Mobiles	£20.00	£20.00	£23.00	£25.00
Pitch nearest Brunel Centre/Boots			£45.00	£45.00

- iii traders would be allowed to spread out by up to 5ft per block at the discretion of the market officer (if space permits)

It was noted that further decisions were still required in respect of the market and these would be considered at the Finance and Planning Committee meeting in due course.

FC18/19-146 Councillors Rolfe, O'Rourke and Arshad left the meeting. Cllr Hewitt who had been present in the public gallery for previous items of business gave apologies for his unanticipated late arrival following an incident at work and he then left the meeting. Following discussions it was **RESOLVED** to suspend standing order no 3x and continue the



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meeting for a further half hour.

FC18/19-147 **Newton Leys Developments**

The Clerk and the Community Buildings Co-ordinator gave a presentation which reminded members of the background and recent history of the S106 planning obligations which directly affected the Town Council (ie the temporary community centre, the new permanent community building and sports hall, the football pitches and the allotments) and the planned timetable and anticipated arrangements for handover of the different facilities.

It was **RESOLVED** to approve the recommendation of the Finance and Planning Committee made on 17 July 2018 to set the allotment rent at Newton Leys as 25p per m² in line with all the allotments in the parish (Minute reference FP18/19-13iii).

Members were then updated on the current position and timetable and background work done in preparation by officers. The Clerk informed members of the policy and financial decisions which were needed from full council to enable this work to continue and to empower the Newton Leys Pavilion to work with the Finance Committee to develop budgets and charges, transition plans, business plans and other pieces of work for approval by council. Detailed discussions followed.

It was **RESOLVED** to amend the scheme of delegations to incorporate new terms of reference for the Newton Leys Pavilion Committee as follows:

The purpose of the Newton Leys Pavilion Committee is to manage and maintain the temporary Newton Leys Community Centre and to make transitional arrangements for acquisition, use and management of the new Newton Leys Pavilion and the adjoining playing fields at Newton Leys.

The committee shall be delegated:

- i to develop a draft policy statement for consideration and approval by full council setting out the Town Council's policy position with regard to the assets listed above*
 - ii to prepare a business plan and budget for the Newton Leys Pavilion building and the Newton Leys playing fields for consideration and approval by full council*
 - iii to make necessary urgent decisions on behalf of the council about the finishes and any minor matters during the construction of the new Pavilion building and car park and to liaise with Taylor Wimpey and their project managers and contractors accordingly*
 - iv until a revenue budget is allocated to review quotations and estimates for work connected to the fit out and completion of the new Newton Leys Pavilion and to make recommendations to full council about the work to be undertaken*
 - v once a revenue budget has been allocated to approve quotations and estimates for work connected to the fit out and completion of the new Newton Leys Pavilion provided all costs remain within the budget approved by the council up to a limit of £10,000 per individual item*
 - vi to oversee the transitional arrangements as service users migrate from the existing community centre to the new pavilion*
 - vii to engage with the community in Newton Leys to ensure that they are consulted and involved in the arrangements and to prepare plans for publicising the use of the new facilities*
- The Committee will consist of 6 members of BFSTC and between 3 and 5 non-councillor members who represent the community of Newton Leys (non-voting members).*

It was agreed that additional resource was needed to pursue the work on the transition to the Pavilion and closure of the temporary community centre and it was **RESOLVED** to increase



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the hours of the Community Buildings Co-ordinator on a temporary basis from 18 hours per week to 25 hours per week on the grounds of urgency. The HR Committee was tasked with revising the hours of the fixed term contract for the Community Buildings co-ordinator for the duration of the contract at its next meeting when a fully costed report would be prepared.

It was **RESOLVED** that the clerk would prepare a draft written policy document for approval by full council which would lay out the anticipated use of the building as described in the presentation.

It was **RESOLVED** that the council's policy aspiration with regard to the Pavilion was to break even financially as soon as possible. The target set for achieving this position this was by the end of the financial year 2020/21 although it was recognised that this might be challenging.

The Clerk advised that in preparing the budget consideration needed to be given to the council's VAT position and whether it would be appropriate to opt to tax the new building. This decision needed to be made in the context of all the council's financial affairs not just Newton Leys and, as VAT matters concerning local council could be complex and any mistakes potentially very costly, provisional arrangements had been made to obtain professional advice from a sector specialist who provided VAT Consultancy. The cost of this advice was £1,107.50 and it was hoped that the Consultant would be able to attend the next Finance and Planning meeting to explain the issues in full to the committee. It was **RESOLVED** to approve these arrangements.

FC18/19-148 It was agreed to vary the order of the agenda and deal with items 19 and 16 and then conclude the meeting. It was **RESOLVED** that members of the public be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

FC18/19-149 **George Street Community Centre**
The Clerk reported that since the last full council meeting an item of correspondence had been received from the Communications Advocate of George Street Community Centre via the council's legal advisors on 16 July 2018. A further letter had been received from the Communications Advocate on 7 August 2018 which was tabled. The clerk gave an oral report on the current position.

FC18/19-150 **Remembrance Sunday/War Memorial**
The Vice-chair gave a short oral report on proposed arrangements for a Remembrance Day wreath laying at the Queensway War memorial which would also mark the 100th centenary of the 2018 armistice. The Masons wanted to provide refreshments for those who attended, a road closure was planned and there would be additional costs for a PA system. Members noted the proposed arrangements and anticipated budget of around £1,500 which were supported in principle. The clerk confirmed that a fully costed proposal would go to the Finance and Planning Committee.

It was **RESOLVED** to convene an extraordinary meeting of council on 14 August 2018 to deal with the remaining items as business.