

**Agenda item FC 38/21 a)**

**Woughton Community Council**

**Planning, Licensing & Development Committee**

**Minutes of the meeting held on Tuesday 27<sup>th</sup> April 2021, 6:00pm via Zoom Video call and Facebook Live.**

**Present: Cllrs Donna Fuller (Chair), Janette Bobey (Vice-Chair),** Brian Hepburn, Luke Louis, Ruth McMillan, John Orr, Nick Scott, Sue Smith.

**Also present:** Steve McNay (Council Manager), Brian Barton (Committee & Member Services Officer).

**Due to connectivity issues Cllr Donna Fuller was unable to chair the meeting but was still in attendance, Cllr Jeanette Bobey (Vice - Chair) resided in the Chair instead.**

**LD 97/21 Apologies:**

There were no apologies.

**NOTED**

**LD 98/21 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**LD 99/21 Questions from the public (maximum 10 minutes):**

There were no questions from the public.

**NOTED**

**LD 100/21 Chairs announcements:**

The Council Manager informed the meeting that this is the last meeting of the present committee, and the membership may change following the Annual Meeting of Council.

**NOTED**

**LD 101/21 Minutes of previous meetings:**

The minutes of the Planning, Licensing & Development Committee meeting held on Monday 22<sup>nd</sup> March 2021 were **AGREED** as a true and correct record and will be signed by the Chair.

**LD 102/21 To agree submissions to Milton Keynes Council on the following planning application(s):**

**a) Planning application no:** 21/00529/FUL - part retrospective change of use from C3 dwelling house to a 4 bedroom House in Multiple Occupation (re-submission of 20/02832/FUL).

**At:** 14, Lloyds, Coffee Hall, Milton Keynes, MK6 5EB.

**RESOLVED**

1. That the committee notes the report.
2. That the committee requests that the Milton Keynes Planning Directorate ensures that there is adequate parking provision for the property.
3. That the Council Manager responds to Milton Keynes Council Planning Directorate with comments by the cut off date of the 28<sup>th</sup> April 2021 (out of usual time, but due to the issue, extension requested).

**LD 103/21 To agree submissions to Milton Keynes Council on the Licencing application(s) received:**

The following license applications have been received:

**Elaine's Ices** on 06/04/21 for 1 ice cream van to trade Boroughwide for the following times:

Monday to Sunday 13:30 – 18.25 ( 3 hours max trading within these hours)

**MK Ices (EK09 XXE)** on 22/03/2021 for 1 ice cream van to trade Boroughwide for the following times:

Monday to Sunday 15:00 to 18:00

**\*Pecorella (Reg FJ64 CCK)** on 12/03/2021 for 1 ice cream van to trade Boroughwide for the following times:

Monday to Sunday 15:00 to 21:00

**\*Soft99whip (Reg S99 WHP)** on 24/03/2021 for 1 ice cream van to trade Boroughwide for the following times:

Monday to Sunday 15:00 to 20:00

Those marked with an \* are renewals, with others being new applications.

**RESOLVED**

1. That the committee notes the report.
2. That the committee has no objections to these licencing applications.
3. That the Council Manager provides feedback to the Licencing Directorate with regard to the applications noted in the report.

**LD 104/21 To update the committee on previous planning application submissions:**

**21/00288/FUL** – Single storey front and rear extensions at 104 Golden Drive. Full permission granted.

**21/00241/FULTN** – Replacement of communications equipment on Chesney Wold, Bleak Hall. Full permission granted.

**20/03308/FUL** – Rebuilding of 7 / 9 Marram Close, Beanhill. Full permission granted.

**21/00335/FUL** – two storey side extension at 23 Forest Rise, Eaglestone. Full permission granted.

These are all in line with the recommendations made by this committee.

**21/00388/CLUE** – certificate of lawfulness re: HMO at 175 Waterside, Peartree Bridge. Certificate granted.

**RESOLVED**

1. That the committee notes the report.
2. That the Council Manager to find out what covenants are placed on Council properties via the Milton Keynes Planning Directorate.
3. That the Council Manager to arrange planning training for the Members of this committee via the Milton Keynes Council Planning Directorate.
4. That this committee reviews the Woughton Community Council Neighbourhood Plan.

**LD 105/21 To agree a position on the provision of Houses in Multiple Occupation within the Woughton Community Council area:**

The Council Manager produced a position paper on the provision of Houses in Multiple Occupation within the Woughton Community Council area, to assist in supporting decision making by this committee.

**RESOLVED**

1. That the committee notes this report and attached paper.
2. That the committee agrees to this ‘Position Paper’ being the basis for decision making when HIMO applications are presented to this committee, where possible.
3. That the committee understands that this does not override the decision-making powers of the Milton Keynes Council Planning Directorate but provides the Woughton Community Council view on HIMO provision.
4. That the committee considers this draft version, provides any feedback to the Council Manager and any alterations made prior to final agreement in June.
5. Once agreed, this paper is uploaded on to the website.
6. To add in the document about Woughton Community Council supporting tenants’ rights in seeking redress especially in regard to the undertaking of housing repairs.
7. That the Council Manager to ask the Milton Keynes Council Planning Directorate if any HIMO has been accredited.

**LD 106/21 To note the submission on the Draft South East Milton Keynes - Strategic Urban Extension Development Framework Supplementary Planning Document:**

The Council Manager circulated Woughton Community Council’s response to Milton Keynes Council on the Draft South East Milton Keynes - Strategic Urban Extension Development Framework Supplementary Planning Document.

**NOTED**

**Date of next meeting:**

Tuesday 11<sup>th</sup> May 2021, via Zoom Video Call and Facebook Live.

**THE VICE-CHAIR CLOSED THE MEETING AT 7:11PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_

**Agenda item FC 38/21 b)**

**Woughton Community Council**

**Planning, Licensing & Development Committee**

**Minutes of the meeting held on Tuesday 11<sup>th</sup> May 2021, 6:00pm via Zoom Video call and Facebook Live.**

**Present: Cllrs Sue Smith (Chair), Janette Bobey (Vice-Chair),** Donna Fuller, Brian Hepburn, Luke Louis, John Orr, Liz Simpkins.

**Also present:** Steve McNay (Council Manager), Brian Barton (Committee & Member Services Officer).

**LD 01/21 Apologies:**

There were no apologies.

**NOTED**

Cllr Ruth McMillan was not in attendance and did not submit her apologies.

Cllr Nick Scott was not in attendance and did not submit his apologies.

**NOTED**

**LD 02/21 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**LD 03/21 Questions from the public (maximum 10 minutes):**

There were no questions from the public.

**NOTED**

**LD 04/21 Chairs announcements:**

The Chair informed the meeting that even though Zoom Video Call meetings have been stopped by the Government, and Councils have been told to have face to face meetings, a risk assessment has taken place and Woughton Community Council is not prepared to put Councillors at risk who have been shielding for over a year, or not had their injections, and neither is Woughton Community Council willing to put staff at risk, and any member of the public attending meetings at risk either, Woughton Community Council does not want to waste public money hiring larger premises in which to hold socially distanced meetings, so Woughton Community Council has decided to hold meetings via Zoom as it is the safest way and also lets residents able to participate and engage in democracy, and as Milton Keynes University Hospital is in the Parish Woughton Community Council feels that it should not put their services potentially under more pressure during the pandemic, this may continue until September after the summer holidays, when more people have been vaccinated, but another risk assessment will take place.

**NOTED**

**LD 05/21 Minutes of previous meetings:**

The minutes of the Planning, Licensing & Development Committee meeting held on Tuesday 27<sup>th</sup> April 2021 were **AGREED** as a true and correct record and will be signed by the Chair.

**LD 06/21 To elect a Vice-Chair to the committee for the council year 2021/2022:**

The Chair asked for nominations for Vice-Chair for the Council year 2021/2022.

Cllr Donna Fuller nominated Cllr Janette Bobey and Cllr John Orr seconded the nomination.

Cllr Janette Bobey accepted her nomination, there were no other nominations.

**RESOLVED**

**That Cllr Janette Bobey was elected Vice-Chair for the Council year 2021/2022.**

**LD 07/21 To agree submissions to Milton Keynes Council on the Licensing application(s) received:**

There were two (2) licensing applications for consideration:

Mister Softee (N191 ORP) on 22/04/21 for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 15:00 to 18:00.

Mister Softee (T406 POA) on 20/04/21 for 1 ice cream van to trade Boroughwide for the following times: Monday – Sunday 16:00 – 22:00.

**RESOLVED**

- 1. That the committee notes this report.**
- 2. That the committee has no objections to the two (2) licencing applications.**
- 3. That the Council Manager to feedback to the Milton Keynes Council Licensing Directorate.**

**LD 08/21 To consider a submission on the consultation relating to communications infrastructure:**

The Council Manager informed the meeting that NALC have sent through a document which has already been circulated to members requesting feedback on the policies relating to electronic communications infrastructure – cabinets, masts, receivers, and transmitters, etc.

The consultation is a technical one, looking to make changes to the General Permitted Development orders, specifically around 5G and mobile communications.

The consultation and proposed changes are highly technical in nature and beyond the competence of the Council Manager or other Woughton Community Council Officers, however the proposals appear to look to enable development at relatively small scale without the need for additional permissions.

The Committee agreed with the NALC recommendations, and that committee believes that there should be planning oversight retained by local councils regarding any proposed communication infrastructure to be installed.

**RESOLVED**

- 1. That the committee notes the report.**

2. That the Committee agrees with the NALC recommendations, and that the committee believes that there should be planning oversight retained by local councils regarding any proposed communication infrastructure to be installed.
3. That the Council Manager responds to the consultation in line with the committee feedback.

**LD 09/21 To consider the membership, focus and leadership of this committee for the council year 2021/2022:**

The meeting considered the changes to the membership, focus and leadership of this committee for the council year 2021/2022. Suggestions by Members were:

- Better links with Milton Keynes Council's Planning Directorate.
- More input in planning applications.
- The Council Manager to forward planning application notifications to Councillors and Resident Associations.
- To have additional urgent committee meetings if necessary, to discuss a controversial planning application.
- To arrange training via the Milton Keynes Council planning buddy.
- To upload planning applications onto the Woughton Community Council website.

**RESOLVED**

1. That committee notes this report.
2. That committee notes the changes to the committee membership, as agreed at the Annual Meeting on Tuesday 4<sup>th</sup> May 2021.
3. That committee considers priority areas for this committee for the council year, for agreement at the meeting currently planned for 15<sup>th</sup> June 2021.
  - a. Better links with Milton Keynes Council's Planning Directorate.
  - b. More input in planning applications.
  - c. The Council Manager to forward planning application notifications to Councillors and Resident Associations.
  - d. To have additional urgent committee meetings if necessary, to discuss a controversial planning application.
  - e. To arrange training via the Milton Keynes Council planning buddy.
  - f. To upload planning applications onto the Woughton Community Council website.

**Date of next meeting:**

Tuesday 15<sup>th</sup> June 2021, via Zoom Video Call and Facebook Live.

**THE VICE-CHAIR CLOSED THE MEETING AT 6:28PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_

**Agenda item FC 38/21 c)**

**Woughton Community Council**

**Services & Communities Committee**

**Minutes of the meeting held on Tuesday 18<sup>th</sup> May 2021, 6:00pm via Zoom Video Call and Facebook Live.**

**Present: Cllrs Nick Scott (Chair),** Janette Bobey, Donna Fuller, Brian Hepburn, Phil Hopcraft, Ruth McMillan, John Orr, Sue Smith, Alan Williamson, Pam Wilson.

**Also present:** Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager), Sean Perry (Community Services Manager).

**SC 01/21 Apologies:**

Cllr Maggie Ferguson – volunteering at the Netherfield Community Fridge.

Cllr Terri Parish – work commitment.

**AGREED**

**SC 02/21 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**SC 03/21 Questions from the public (maximum 10 minutes):**

There were no questions from the members of the public.

**NOTED**

**SC 04/21 Chairs announcements:**

The Chair informed the meeting that the pop up café will now be held every Tuesday, time to be confirmed and will be advertised on Facebook, the first one took place this afternoon.

**NOTED**

**SC 05/21 Minutes of previous meetings:**

The minutes of the Services & Communities Committee meeting held on Monday 29<sup>th</sup> March 2021 were **AGREED** as a true and correct record and will be signed by the Chair.

**SC 06/21 Calander of Meetings:**

The meeting was requested to agree to move meetings of this committee from the fourth Tuesday of the month to the third Wednesday of the month.

The Committee & Member Services Officer was asked to send a revised calendar of meeting dates to all members of the committee and will take to the June Full Council meeting for approval.

**RESOLVED**

- 1. To move meetings from the fourth Tuesday of the month to the third Wednesday of the month.**

2. That the Committee & Member Services Officer to send a revised calendar of meeting dates to all members of the committee and to take to the June Full Council meeting for approval.

### **Communities and Environment Fund Application(s)**

There were no funding applications for consideration at this meeting.

**NOTED**

### **Reports**

#### **SC 07/21 To update the committee on Services activity and plans for the new council year:**

The Council Manager updated the committee on community services activity currently being delivered and those that have been agreed via the Service Plan or otherwise for the coming year and plans for the new council year.

Members were asked to consider any future priority areas and bring to the next committee meeting for consideration.

#### **RESOLVED:**

4. That the committee notes the report.
5. That the committee considers any further priority areas for the Council year 2021/2022 at the next meeting.

#### **SC 08/21 To agree to a request for training to enable councillors to support the advice / wellbeing services:**

The Council Manager received a request by a Councillor for training to enable all Councillors to support the advice / wellbeing services provided by Woughton Community Council.

#### **RESOLVED:**

1. That committee notes this report.
2. That the committee considers the suggestion made to offer training to Councillors in the following areas:
  - a. Mediation
  - b. Basic benefits advice / form filling.
3. That the committee considers further advocacy training.
4. That the Council Manager provides a paper with any recommendations to the next meeting of the Operations Committee.

#### **Date of next meeting:**

Tuesday 22<sup>nd</sup> June 2021, 6:00pm via Zoom Video Call.

**THE CHAIR CLOSED THE MEETING AT 6:36 PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_



**Agenda item: FC 39/21**

**Woughton Community Council**

**Calendar of Meetings**

**2021/2022**

May-21				Jun-21				Jul-21			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
Tue	4th	5:30pm	Parish Meeting	Tue	1st	6pm	Operations	Tue	6th	6pm	Resources & Finance
Tue	4th	6pm	Annual Meeting	Tue	8th	6pm	FULL COUNCIL	Tue	13th	6pm	FULL COUNCIL
Tue	11th	6pm	Planning	Tue	15th	6pm	Planning #	Tue	20th	6pm	Planning
Tue	18th	6pm	Services & Communities	Wed	16th	6pm	Services & Communities #	Wed	21st	6pm	Services & Communities
Aug-21				Sep-21				Oct-21			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
				Wed	1st	6pm	Operations	Tue	5th	6pm	Resources & Finance
				Tue	7th	6pm	Resources & Finance	Tue	12th	6pm	FULL COUNCIL
			No Committees in August	Tue	14th	6pm	FULL COUNCIL	Tue	19th	6pm	Planning
				Wed	15th	6pm	Services & Communities #	Wed	20th	6pm	Services & Communities
				Tue	21st	6pm	Planning #				
Nov-21				Dec-21				Jan-22			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
Tue	2nd	6pm	Operations	Wed	1st	6pm	Resources & Finance	Wed	5th	6pm	Operations
Tue	9th	6pm	FULL COUNCIL	Tue	7th	6pm	FULL COUNCIL	Tue	11th	6pm	FULL COUNCIL
Tue	16th	6pm	Planning #	Tue	14th	6pm	Planning	Tue	18th	6pm	Planning #
Wed	17th	6pm	Services & Communities #	Wed	15th	6pm	Services & Communities	Wed	19th	6pm	Services & Communities #
Feb-22				Mar-22				Apr-22			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
Tue	1st	6pm	Resources & Finance	Tue	1st	6pm	Operations	Tue	5th	6pm	Resources & Finance
Tue	8th	6pm	FULL COUNCIL	Tue	8th	6pm	FULL COUNCIL	Tue	12th	6pm	FULL COUNCIL
Tue	15th	6pm	Planning	Tue	15th	6pm	Planning #	Tue	19th	6pm	Planning
Wed	16th	6pm	Services & Communities	Wed	16th	6pm	Services & Communities #	Wed	20th	6pm	Services & Communities
May-22											
Day	Date	Time	Committee								
Tue	3rd	05:30	Parish Meeting								
Tue	3rd	6pm	Annual Meeting								

Agenda item: FC 42/21

## WOUGHTON COMMUNITY COUNCIL

### FULL COUNCIL

Tuesday 8<sup>th</sup> June 2021

#### PURPOSE OF REPORT:

To inform council of delegate decisions made and provide a report from the Council Manager.

#### RECOMMENDATION:

1. That council notes this report.
2. That membership of the Blue Light Walk Task and Finish group are agreed.
3. That all councillors, officers and residents consider what they would like to see in any WCC website, so that these views can be collected and considered when developing a new, WCAG compliant, site, for full proposal to Operation in September.
4. That any councillor who hasn't already provided a 'profile' for the website gets one to the CMSO so it can be uploaded onto the current site and used in the future.
5. That council considers whether a Council Managers report is a useful addition to the agenda for Full Council and if so, that it be added as a standing item.

#### MAIN ISSUES AND CONSIDERATIONS:

To ensure that council is fully aware of decision that have been taken using delegated powers, a paper will be submitted to each Full Council meeting, detailing anything that is necessary to ensure full transparency and information sharing. This will also include a 'Council Manager' report that includes information, even if not necessarily a delegated decision.

- **Signing of Transfer deeds** for the land to the rear of Rochfords. This has been discussed on many occasions and is linked to the community gardens project. The solicitors have provided the paperwork, and this has been signed by Sue Smith, Chair of Council and witnessed by Steve McNay, Council Manager.
- £90 has been spent to enable the Council Manager to attend the Society of Local Council Clerks (SLCC) forthcoming **Virtual Leadership In Action 2021** event. This will enable Continual Professional Development points to be claimed, alongside an opportunity to learn some new things and meet some new people (virtually).
- Work has been undertaken with our IT providers, Cloudy IT, to create an **online recording system**, linked to an 'app', to help support the advice, wellbeing and other services. There is no cost associated with this at the

current time, but the Council Manager will be speaking at an event to support Cloudy in return for their time and resources.

- We have registered for a free '**sign cleaning kit**', provided by Ringway (MKC partners) – this may or may not be useful. We have also requested some free 'anti littering' posters.
- **End of year** work has been undertaken by RBS (previous financial system) and the RFO and Finance Assistant. This work suggests a positive outcome to the year, but we are awaiting the full results of the internal audit and Annual Governance return (AGAR) before reporting fully.
- We have requested an initial assessment for fully equipped chambers for **hybrid meetings** – whilst we can hold hybrid using 'off the shelf' equipment, we are also checking to see if installed cameras, mics, etc would be viable.
- Cllr Coventry appeared on BBC Radio talking about the impact of the virtual meeting regulations changing and other media outlets have visited to do interviews with a view to a larger piece of work later in the year.
- '**Blue Light Walk**' considerations have started – a working group to be created to work on this and build something suitable. Likely to be later in the year, when darker to fully enjoy the blue lights.
- Just under £140 was spent on additional **litter picking equipment** as part of the 'Great British Spring Clean'. You may have seen some of the events that have been taking place as part of this event, including Beanhill Fun Day and Leadenhall Litter Pick.
- 21<sup>st</sup> June sees '**Open Air, Open Mic**', an event to celebrate the 'Make Music Day'. This is new for WCC and please do share with your contacts and encourage people to come along.
- Operations Committee considered the situation with the **website** – there remain issues with WCAG compliance (these are rules around accessibility for people with diverse needs), data management (GDPR, use of data, etc.) and a view expressed by some that the current site lackschutzpah – it has information, but it's not engaging. Investigations into options to take place.
- Operations Committee also looked at **Operation London Bridge** – mostly sorted, but suggestion that each estate should consider a suitable place for any floral tributes to be placed.
- The Police Forum was held on Wednesday 2<sup>nd</sup> June. Next one is due in three months time (September 2021) which may be able to be held in person.

#### **FINANCIAL IMPLICATIONS:**

Noted above or within previous papers.

#### **STAFFING IMPLICATIONS:**

Noted above or within previous papers.

#### **OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Steve McNay – Council Manager

**Agenda item: FC 43/21**

**WOUGHTON COMMUNITY COUNCIL**

**FULL COUNCIL**

**Tuesday 8<sup>th</sup> June 2021**

**PURPOSE OF REPORT:**

To propose the creation of a Child Poverty working group, following the recent report issued by Milton Keynes Council.

**RECOMMENDATION:**

- 1. That council notes this report.**
- 2. That council agrees to a working group to focus on child poverty across the parish, led by a Councillor and with membership that includes both internal and external parties, such as Family Centres, schools, charities, and others.**
- 3. That the working group creates an action plan that works alongside the Service Plan and also includes proposals for future years.**
- 4. That the working group reports to Full Council on a quarterly basis.**

**MAIN ISSUES AND CONSIDERATIONS:**

There has been a report published by Milton Keynes Council that focuses on child poverty and this has highlighted significant issues for the parish. The report was created without any input from WCC councillors or officers, and the report identifies issues that the authors appear to lack understanding of (e.g. reusing school uniforms, provision of meals for young people, etc.).

The headlines included the fact half of children in Woughton live in poverty, after housing costs.

As a result of the publication, concerns have been raised that the report doesn't reflect the specific needs of Woughton and that WCC, as the council closest to the people of the parish, are better placed to identify and work with the community to create an action plan with clear, understandable outcomes that make a real difference. To this end, a suggestion has been made that there is a specific 'working group' created to look at these issues. This group should include a varied membership of local people and organisations that have links to the issues and who would bring value to both identifying and then putting in place actions to address issues highlighted.

The working group should initially work to create Terms of Reference and define membership, bringing a proposal back to Council in September for agreement.

**FINANCIAL IMPLICATIONS:**

No implications at this stage, but a budget may be requested at a later date. The outcomes may also link to existing Service Plan items, some of which have budgets attached already.

**STAFFING IMPLICATIONS:**

It is likely that there will be some officer involvement within the working group, but this should be to look at specific issues relating to their role, rather than leading the group.

**OTHER IMPLICATIONS:**

This is a potentially huge piece of work but is considered to be essential. The impact of poverty locally is damaging and, in some ways, ingrained. With limited willingness, time or commitment to addressing some of the underlying issues from some other agencies, WCC can have a role to play.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Steve McNay – Council Manager