

Agenda item: FC 209/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Tuesday 11th April 2023

PURPOSE OF REPORT:

To update the council on activities and delegated decisions made since the previous meeting.

RECOMMENDATION:

That council notes the report and asks any questions relating to content.

MAIN ISSUES AND CONSIDERATIONS:

Year end is upon us and so lots of work on finalising the 2022/23 year, as well as updating everything for the coming year – budgets, HR updates, meeting calendars, etc as well as the election that is coming up.

Planning for the summer events is also moving ahead, with the Coronation weekend at the start of May, the Summer Festival in July, Easter activities, the ongoing ‘warm rooms’ projects (see other paper on the agenda today), Disco Bingo, community cinema, the rearranged Chairs Awards, Eurovision night – there is loads going on.

In terms of events held, some really positive ones – the Community ‘Iftar’ event was a huge success with 50+ people enjoying a chicken biryani and sides. The Easter Egg Bingo at Netherfield helped bring some new people to the café and the ongoing ‘warm rooms’ sessions continue to be well attended and popular. The first week of the Easter holidays also saw the HAF funded projects for the youth service take place – changes to how this funding is delivered (again!) have made this harder for some of our families to access so continuing discussions with MKCC about how we can reduce barriers are happening.

Following agreement from Council to obtain a new four wheel drive pickup, this has now been sorted with a very nice Ford Ranger that met all the criteria – low mileage, five years old, etc. This ensures that we are able to continue to deliver key services in the future, whatever happens with contracts.

The engagement events around the election were held, with various levels of engagement. I hope that we will see increased levels of voter turnout and that the changes to voting regulations don’t work against the residents of Woughton. We will continue to publicise the changes and support registration for postal votes and ID requirements.

There was considerable activity towards year end around the obtaining of flood equipment (as part of the CIF monies) and the start of the Community Growing

Space and depot provision. With funding now in place, work will continue. It is also worth noting that there is now considerable resource to support both the prevention of and the clear up after and flooding – flood barriers, PPE, safety equipment for councillors / officers / flood wardens, wet/dry vacuums, dehumidifiers, brooms, shovels, barriers. Lots of new equipment that will help enormously.

STAFFING IMPLICATIONS:

To help support the Community Centres and the (slowly) increasing use of them, we have held some interviews for ‘bank’ caretakers who are able to step in where existing officers are unavailable. This has resulted in a couple of new options which should help ensure that all is covered.

The conclusion of the HR issue that has been bubbling along for the past six months also brings the opportunity to look at next steps and preparations for the coming year. Whilst there are still some residual elements to manage, it does feel like this situation is coming to an end, finally.

OTHER IMPLICATIONS:

There has been no delegated decision making over the past month.

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager

Agenda item: FC 210/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Tuesday 11th April 2023

PURPOSE OF REPORT:

To update council on the Woughton Library and investigate any options for further development.

RECOMMENDATION:

- 1. That council notes this report and the attached 'six month' report from the MKCC Library team.**
- 2. That council considers any actions that WCC may wish to take to further support and / or develop the library for Woughton.**
- 3. That the Council Manager will liaise with MKCC regarding this and provide further updates as and when further information is available.**

MAIN ISSUES AND CONSIDERATIONS:

Towards the end of 2022, a paper was tabled within the Services Committee to discuss the issue of the Woughton Library, based on the first six months of delivery. Due to pressures of time, this paper was not discussed and has yet to return for discussion.

More recently, the MKCC Library Development Officer has been back in touch as they are interested in the views of WCC and whether there is work that we could / should do collaboratively to build upon the early work started.

Whilst nothing concrete has been suggested, ideas previously have included using the space for a variety of other activities (currently job club and Lego club meet there), building capacity through the use of volunteers and raising awareness and engagement more widely across the parish.

The library, for those that haven't been able to attend, is a small space at the rear of the Enterprise Centre in Netherfield. Feedback is that whilst it is a nice space, it isn't accessible (you have to find your way through the centre), opening is extremely limited and it is very small – whilst a positive start in terms of having a library in the parish, this shouldn't be considered the finished article!

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

Agenda item: SC 59/22 - Woughton Library – Pilot Project -Usage and outreach activities six-month summary (March 2022 –September 2022).

AUTHOR

Steve McNay – Council Manager

Agenda item: SC 59/22

Woughton Library – Pilot Project

Usage and outreach activities six-month summary (March 2022 –September 2022)

Garry Mitchell
01908 254068
garry.mitchell@milton-keynes.gov.uk

Purpose

To analyse the usage of the new Woughton Library in the Farthing Enterprise Centre, Netherfield, and recommend further actions to promote the library

Background

Woughton Library was opened on the 29 March 2022 in Unit 6 of the Farthing Enterprise Centre, Netherfield by Milton Keynes City Council working with Woughton Community Council to recognise the impact that Councillor Kevin Wilson had in the local community.

It provides a safe, warm space to borrow and return library stock, use our click and collect service and provides free wi-fi. There is a free reservation service. There is level access and free car parking space.

Opening times: Tuesday 10-2, Thursday 1-5, and Saturday 10-1.

Stock Totals and Items on Loan 22 September 2022



6% of stock was on loan as of 22 September 2022, 80% of which was children's stock.

Statistics

2022	Issues	Footfall	New Borrowers	Reservations
April	93	74	10	14
May	59	57	1	13
June	26	40	1	12
July	64	39	1	1
August	98	89	2	18
September	73	65	4	9
Totals	413	364	19	67

Outreach and activities at Woughton Library

- Summer Reading Challenge (SRC) – MK Libraries MKCC & The Reading Agency: 3 new library joiners because of SRC.
- Job Club (Every Thursday 10-12) – Neighbourhood Employment Programme MKCC: Phil Chandler – no attendees so far.
- Lego & Duplo Club (Every Saturday 10.30-11.30) – MK Libraries MKCC: 6 adults and 10 children attended the first 3 Saturdays.
- Community Artist Workshops (when library closed – July 2022) – Milton Keynes Arts Centre: 12 adults and 18 children on a Saturday afternoon.
- HOME Project with Maddi Nicholson

Milton Keynes Arts Centre celebrated the heritage of MK and all the people who now live here with an exhibition of around 40 ceramic money and suggestion boxes based on the houses of Beanhill and Netherfield: two of MK's earliest estates.

Locations will be supplied with ballot papers on which people are invited to make their suggestions and post them into the house. All the houses will be collected, they will look at what the favoured suggestions are, with a view to delivering one of the projects in the estates next year.

The plan is that one of the houses will be placed at Woughton Library.

- Children's Storytime – Children Centres staff: no attendance so stopped doing it. However, they are walking families to the library instead in small groups to join and borrow.
- Setting up class visits with Moorland local school – small groups to visit when library closed.
- Artwork in library – framed photo of Netherfield housing section of Boyd and Evans library work *Fiction, Non-Fiction and Reference*. Getting a small print of complete work to go alongside it.

Publicity

- Art workshops and Lego Club publicity: to all estates in Woughton, Woughton Community Council, Facebook neighbourhood groups, local schools, and posters in the library
- New noticeboard and leaflet dispenser being purchased for library.
- Online presence.



- Community poster



In Development

- Thursday afternoon activity slot to encourage people in and asking community what they would like.
- Looking to promote library to preschools and playgroups when school approaches completed.

October 2022

WOUGHTON COMMUNITY COUNCIL

Full Council

Tuesday 11th April 2023

PURPOSE OF REPORT:

To propose an extension to the 'Warm Rooms' funding for resident associations, to enable them to build greater sustainability into the project delivery and to consider future delivery of these sessions.

RECOMMENDATION:

- 1. That council agrees to a further amount of money for both Tinkers Bridge and Eaglestone, to continue the positive work that is taking place, with the proviso that the sessions work towards a sustainable future if the groups want to continue.**
 - a. That this includes a 'donations' based approach, which has shown that sustainability is possible in some places.**
 - b. That this may also include support with making funding applications for additional financial support if necessary**
 - c. That the amount of money allocated for these sessions is £1000. This is in addition to the ongoing subsidy of rent free buildings and equipment.**
- 2. That this approach extends to the 'Games Night' sessions, where appropriate, supporting the weekly delivery and refreshments.**
- 3. That council agrees to continue with the Netherfield session on Mondays for a further two month period (end of May) during which time, a formal review is undertaken with the various stakeholders (MKCC, Mears, RA, attendees, residents) to see what may help to increase engagement and involvement.**

MAIN ISSUES AND CONSIDERATIONS:

The funding for the 'Warm Rooms' was awarded in 2022/23 and has now come to an end. Whilst this has shown considerable benefit, with increased activities, new sessions, more engagement, and involvement from residents, for some groups without the ongoing financial contribution, sessions are likely to end. Most would prefer to continue with them.

Tinkers Bridge have been running sessions on Thursday evenings, providing both hot meals and social activities and a good, warm, safe space. WCC has funded most of the cost of food provision, alongside the building and equipment. TBRA have provided volunteers and an excellent atmosphere.

Eaglestone have increased delivery on Wednesdays to include food at times and have spoken about extending and expanding. WCC have supported with the building

and equipment, plus considerable officer time. The partnership of Abba Father and ERA has provided excellent volunteer support.

The Games Night has expanded to include hot food / snacks and is now weekly. This is staffed by councillors and uses the WCC space, equipment and some funding towards the food / refreshments.

Netherfield has been a slow burner, with some positive interactions but equally days where the number of 'professionals' outnumber the number of residents. Where a specific activity has taken

place, with good levels of advertising, people have attended (e.g. during the easter holidays) but often this isn't the case. Given this, *it is recommended that we continue with the current delivery for a further month, reviewing and discussing with the various agencies and attendees involved to see how things may be tweaked and whether there is a value in continuing.*

For the other sessions (TB, ES and GN), it is recommended that a further £1000 is allocated towards these provisions, to provide a 'safety net' whilst work is undertaken to embed a more sustainable approach – the community café sessions at Coffee Hall have managed to be 'cost neutral' in terms of the food provision (staffing and building costs ignored) and it is likely that this can be the case within the other sessions too. Making use of larder / fridge ingredients and a 'store room' of regularly used ingredients, alongside use of donations and / or grant funding is an approach that can ensure that sessions can continue without ongoing funds from WCC (NB the funding to this point has been provided by MKCC and administered by WCC – this funding is now finished).

STAFFING IMPLICATIONS:

Officers can work with RA's and others to help develop and deliver sustainability approaches, if requested, but it may be that groups would prefer to look at this themselves – this paper makes suggestions for WCC and an offer for the groups but does not enforce any specific approach on any group.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager

Agenda item: FC 212/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Tuesday 11th March 2023

PURPOSE OF REPORT:

To update council on the Insurance levy from MKCC, following previous discussions.

RECOMMENDATION:

- 1. That council notes this report.**
- 2. That as agreed, the insurance premiums levied by MKCC regarding the community centres noted become part of the annual budget costs for the 2023/24 year and beyond.**

MAIN ISSUES AND CONSIDERATIONS:

FC196/23 was a paper that was presented to council at the last Full Council meeting and, as part of this, an item relating to a new charge from MKCC was noted, that being an insurance premium that had not previously been claimed. This is part of the contractual agreements in place and council requested that investigations were undertaken to ascertain where these figures had come from.

Following requests, the following information was received:

Apologies for the delay in getting back to you.

Basically we get the total premium that we pay for the insurance cover and this is divided by the total value for all of the commercial property. This then gives us a rate to use. To do individual premiums for each property we then look at the individual valuation for the property and the times this by the rate. The same is done with the terrorism premium. These two figures are then added together and we then add on the insurance premium tax which is 12% of the total for the property, add these together and this then gives us the premium for the building.

As previously stated, this applies to both Coffee Hall and Netherfield Meeting Places and will cost around £300 per venue, per year.

The Council Manager is awaiting a response from MKCC with regard to the insurance on council housing.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager

Agenda item: FC 213/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Tuesday 11th April 2023

PURPOSE OF REPORT:

To inform the council of letter sent to MKCC regarding proposed communications mast and ongoing concerns relating to planning matters.

RECOMMENDATION:

- 1. That council notes this report and the attached letter.**
- 2. That council agrees to delegate the creation of a ‘position paper’ regarding communications infrastructure to the Planning Committee, to enable quick and agreed responses to these applications.**
- 3. That the Planning Committee continue to monitor applications for communications infrastructure, reporting back where appropriate.**

MAIN ISSUES AND CONSIDERATIONS:

An application was received by the Council Manager regarding a proposed communications station, mast and cabinet, to be sited on Saxon Street, adjacent to Beanhill, near the GP surgery.

There are specific rules around applications and timescales and, on this occasion, the timescales for responding were 7 working days.

Due to this, the Council Manager sent an email to the PLaD committee, as well as the ward councillors and others, checking to see what action they would like and proposing an objection be written and submitted. This was agreed and a letter (attached) was written and sent and included a request for this application to be heard at committee, rather than an officer decision (as a result of the feedback from this council regarding an officer decision being made regarding a previous application).

Following this, the planning department informed the Council Manager that due to elections, there wasn't going to be any way that a committee could hear this until June, with the decision date being considerably earlier. As a result, if we pushed for committee hearing, the application would automatically be passed, as this would prevent an officer decision. In discussion with councillors it was agreed therefore, that the request for committee hearing would be withdrawn.

This follows the situation previously where, despite clear controversy regarding an application, a decision was taken at officer level and with a perception that the process was developer (or applicant) biased, rather than listening to local people. A letter was sent at that point suggesting this and requesting consideration of these issues. That letter is also attached.

There are concerns that have been clearly expressed by members of this council and Ward Councillors about the current situation with planning applications. The previous application alluded to above was one that caused concern. The frequency of comms station applications and the apparent disregard from applicants to local views, the clear lack of understanding from the applicants as to the

locality (the most recent on being stated as being Saxon Street, Woughton on the Green, Fenny Stratford) and the significant limitations on public engagement based on unrealistic timescales (seven working days is clearly not a sustainable way of working to engage the public) are all further cause for concern. The inability of the principal authority to manage this sufficiently is also an issue (albeit one that is unusual in terms of elections, 'purdah' and so on).

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

Planning department complaint letter Feb 2022.
Saxon Street mast objection March 2023.

AUTHOR

Steve McNay – Council Manager

Planning Department
Milton Keynes City Council

Via Email

15th February 2023

Dear Planning

Re: Concerns regarding process, equity and consistency of approach

Following a number of meetings, committees and contacts from residents, I am writing to express concerns about the perception that decisions made by the Planning Department are not as 'reasonable' as they should be. I use the term 'reasonable' in line with the 'Wednesbury unreasonableness' ruling. This is specifically with regard to the planning application 20/01877/FUL – the erection of a new property on land adjoining 4 Holmfield Close, but includes a number of issues around consistency, clarity and transparency.

This application was originally made on 29th September 2022. Our planning committee held an extraordinary meeting to discuss the application on 24th October and then, on 30th October, submitted a response objecting strongly to the application and detailing the reasoning behind this. At the time of writing that objection, the 'cut off' for responses was the 31st October. It is also notable that at this time, objections were in place from pretty much every respondent – Bucks Fire, Anglian Water, MKCC Flood Team, highways, landscape, environment – with the information that was in place at that time, it was clearly an application that didn't meet the necessary standard.

There was then a significant period where the applicant was able to adjust, rewrite, add new documents, change elements and generally alter the application, where objections and objectors were then invited to re-examine (with some objections then being withdrawn – notably, many remain!) whilst any further responses from the public, from stakeholders, neighbours or others were prevented.

I wrote to you in November pointing out that there were significant variances and requesting that this application should, therefore, go to committee. I was told that you had '*....not received a valid request for this item to be determined at Planning Panel/Committee, so officers will be determining this under delegated powers..*'

This was 4 weeks before any decision was made. Further documents and changes were made by the applicant during this time, but this was not a 'valid request', presumably because it wasn't within the agreed 'window' for responses.

This gives the impression that applicants are more important than the public, than elected members, than those impacted by developments such as this. The disparity between inviting the applicant to continue to alter the application (whether considered 'material' or otherwise) and excluding any further comment by anyone else is clear and, it is felt, falls below the

standard of 'reasonableness' that is explicit in the Wednesbury judgement – would the average person on the Clapham omnibus consider this to be 'reasonable'?

This development and the decision reached leaves many questions – how can permission be granted when such significant concerns remain from key organisations, such as the Fire Service and flood teams? How can so many issues be left to 'conditions', including any access to the site being agreed, the disposal of any surface water, the impact on nature, trees, and the environment? How can effective judgements be made about issues that have previously been flagged by an appeal judge as being of concern (the noise assessment being undertaken when the major road has been closed)? How can the rules be so flexible for one party and so inflexible for all others?

You will, no doubt, be aware of significant concerns around the process more generally;

- questionable information being provided, with a change of address halfway through the application process
- Maps that are different in different places
- Lack of clarity around suitability of reports / whether they are in date or not / cut off dates / requests for committee oversight.

The committee asked me to express their concerns about this situation. This came alongside discussions around an appeal against a decision for an extension with a dormer, whilst similar examples have been agreed. Consistency and clarity around process is wanted and the committee doesn't feel that this is current happening.

I would appreciate a response from whomever is best placed to provide it, so I am able to pass over to the committee. Anything that is able to explain the decision making processes, the reasons behind the 'flexibility' of dates for the applicant whilst objections and requests for committee oversight were denied and how consistency across what is a busy and demanding department, with a level of judgement needed within decision making, can be assured.

I appreciate your time in this matter and look forward to your response.

Yours sincerely,

Steve McNay
Council Manager
On behalf of Woughton Community Council



Woughton Community Council Hub
The Local Centre
Garraways
Coffee Hall
Milton Keynes
MK6 5EG
TEL: 01908 395681

E-mail: reception@woughtoncommunitycouncil.gov.uk
Website: www.woughtoncommunitycouncil.gov.uk

FAO Sonia James
MKCC Planning Department
Via Email

28th March 2023

Re: Application no: 23/00675/PRIOR
Proposal: Prior approval for the installation of the proposed 20.0m Phase 8 Monopole and associated ancillary works.
At: Communication Mast Saxon Street H8 To H9 Milton Keynes

Firstly, this application was sent at 4.12pm on 28th March 2023, with a date for responses set for 11th April 2023. This equates to seven working days for a response. This is not a realistic timescale for informed, community led consultation. Despite this, the following **objection** and request for **referral to Development Control** has been formulated. It should be noted that this approach sits outside the 'Code of Practice', which suggests that consultation with '...local communities and stakeholders...' is an important part of any application.

There are also issues with the address being used for this application, which includes 'Woughton on the Green' and 'Fenny Stratford' – neither of these are correct and some may consider this to be misleading in terms of local residents having any real clue as to where the application actually refers to without significant investigation.

Regarding the application detail:

This is yet another mast, abutting both residential and medical facilities that in in contravention of the MKCC policies, being sited within 50 metres of a medical facility. There are a number of issues that place this application in contravention of local policy, the Operators Code of Practice and national standards. There are also significant material consideration that should be included in any decision making process.

The placement of the installation is on a corner of a busy junction, reducing visibility and placed such that would prevent any widening of either the road (Saxon Street) or the redway (a well-used route for many travelling towards MK1, Bletchley and local schools). Highway safety is a material consideration and, given the level of traffic along that road and around that junction, anything that makes visibility harder, or the outlook more confused will have a negative impact.

There is an existing mast around 400 metres away, alongside three others within a kilometre – this conflicts with the 'Code of Practice' which states that operators should be:

'Site sharing and use of existing infrastructure: make use of existing structures, sites and masts wherever possible to reduce the need for new development'.

This is not happening and given the number of applications and the apparent determination of operators to place masts in inappropriate places, it is recommended that some work be undertaken with them, communities and MKCC as the planning authority, to identify acceptable sites that can work for all. Again, this complies with the code, item 21, which suggest that this should happen as a matter of course. If discussions have taken place between MKCC as the authority and any developers, clarification of what has been discussed and / or agreed would be helpful. If, as is suspected, these discussions and agreement haven't taken place, this is a further step away from the code and its overall aims. This is further detailed in point 25, which suggests siting near existing developments and / or site sharing, as noted above.

The mast itself is 8 metres above the tree line, overlooking residential properties as well as the GP surgery, dentists and pharmacy, sitting 20 metres in front of the trees with nothing that helps this mast blend into its surroundings – this is a material consideration in terms of 'visual amenity'. It is not a pleasing sight. Whilst this could be mitigated by use of better design (such as 'tree shaped' masts), the placement of this site doesn't lend itself to this approach either.

Locally, inappropriately placed masts have been declined due to many of the same reasons – placement being in contravention of local policy, visual amenity and impact on local households. This application, whilst being placed along one of the main roads, remains unacceptably close to housing and medical facilities. Given the proximity to existing infrastructure, it is hard to understand the need for this additional site and the applicant is encouraged to consider the code, work with existing sites and operators and maximise the use of existing equipment.

As noted earlier, due to the perceived flaws in this process, a formal request for consideration within the DCC is made.

Yours sincerely,

Steve McNay
Council Manager
On behalf of Woughton Community Council

Agenda item: FC 214/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Tuesday 11th April 2023

PURPOSE OF REPORT:

To prepare for the Annual Meetings in May and propose a change of date due to being an election year.

RECOMMENDATION:

- 1. That council agrees to move the date of the Annual Meetings from 2nd May to 15th May, to enable the elections to take place and councillors to be in place.**
- 2. That council agreed that the May 2nd can therefore be used to hold the PLaD meeting for May.**
- 3. That council considers whether they would like any specific activities to take place as part of the Annual Meeting(s)**
- 4. That council tasks the CMSO and CM with getting all the necessary paperwork, policies, proposals, and activities in place for the Annual Meeting(s).**

MAIN ISSUES AND CONSIDERATIONS:

Due to this year being an election year, the date set at the beginning of this council year for the annual meetings is not suitable, so the first proposal is to move this until after the election, as is necessary in legislation. The 15th May is the week after councillors take office.

It is also proposed that, to ensure that the business of the council continues, that the 2nd May is therefore used for the Planning Committee meeting that would otherwise be missed.

Council is also encouraged to consider whether there is anything that they would like to see at the Annual Meeting – this is the opportunity for the community to ask questions of council but can include other activities or option too. This might include a talk or presentation, some additional conversation or consultation or similar. It may also include refreshments.

The Annual Meeting usually includes a range of ratifications, including Standing Orders, Financial Regs, Terms of Reference, etc, the declaration of General Power (if suitable) and membership of the various committees, external bodies, etc.

It is also recommended that this meeting be used to get up to date photos of all councillors for use within the website and any other publicity.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

This paper should be read in conjunction with the paper and calendar of meetings.

AUTHOR

Steve McNay – Council Manager

Agenda item: FC 215/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Tuesday 11th April 2023

PURPOSE OF REPORT:

To propose a new meeting programme for the new council year.

RECOMMENDATION:

- 1. That council considers this paper and the proposed changes to the meeting schedule.**
- 2. That a formal decision is made at the Annual Meeting in May 2024, once the new council are in place.**

MAIN ISSUES AND CONSIDERATIONS:

Following a discussion amongst some councillors, it has been requested that a paper be tabled to consider a different approach to meetings for the coming year. This is in response to some new activities that some councillors are now taking part in, the wish to have some additional time prior to public meetings to clarify any issues and to ensure there is sufficient time for the other forums (training, development, project planning, etc.) to take place.

The meeting regime changed last year in response to other requests – a later start, a meeting that took place on a Wednesday, etc. As with all these discussions, it is going to be tricky to meet the needs of all councillors and so it is important to work towards the best option.

The suggested routine is that meetings revert to Monday nights only, on a four-week cycle, but with Full Council at the end of this. So:

Week 1 – Planning
Week 2 – Operations
Week 3 – Services
Week 4 - Full Council

It is suggested that this will commence from June 2023, as May will be a) delayed due to the election, b) will be further delayed by the annual meetings and c) has bank holidays which prevent Mondays being suitable. Please see attached the first draft of a proposed meeting calendar.

There is also a need for further sessions as ‘working parties’ or informal meetings – these are not meetings in the legal sense but play an important part in making sure everything gets done! This would include the Senior Leadership Team, deep dives / long term planning, councillor training sessions, etc. Whilst dates for these are more flexible, it is suggested that the following be considered as a guide:

Senior Leadership Team meetings – alternate Thursdays from 4.00pm
Councillor Training – second Wednesday each month

Service review / service planning / long term planning – Wednesdays from 3.00pm,
moving to a monthly approach once initial reviews are completed.

STAFFING IMPLICATIONS:

This approach ensures that the meetings are spread fully across the month so there may be times where ‘alternates’ need to sit in where key officers aren’t available, but this is likely to be a rare occurrence.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

Calendar of Meetings 2023/2024.

AUTHOR

Steve McNay – Council Manager



Woughton Community Council

Calendar of Meetings 2023/24

May-23		Dec-23	
Tues 2nd*	Planning, Licensing and Development	Mon 4th	Planning, Licensing and Development
Mon 15th	Annual Meeting	Mon 11th	Operations and Resources
Mon 22nd	Operations and Resources	Mon 18th	Full Council (incl Services issues)
Tues 30th	Full Council		
Jun-23		Jan-24	
Mon 5th	Planning, Licensing and Development	Mon 8th	Planning, Licensing and Development
Mon 12th	Operations and Resources	Mon 15th	Operations and Resources
Mon 19th	Services and Communities	Mon 22nd	Services and Communities
Mon 26th	Full Council	Mon 29th	Full Council
Jul-23		Feb-24	
Mon 3rd	Planning, Licensing and Development	Mon 5th	Planning, Licensing and Development
Mon 10th	Operations and Resources	Mon 12th	Operations and Resources
Mon 17th	Services and Communities	Mon 19th	Services and Communities
Mon 24th	Full Council	Mon 26th	Full Council
Aug-23		Mar-24	
	NOTHING		
Sep-23		Apr-24	
Mon 4th	Planning, Licensing and Development	Mon 4th	Planning, Licensing and Development
Mon 11th	Operations and Resources	Mon 11th	Operations and Resources
Mon 18th	Services and Communities	Mon 19th	Services and Communities
Mon 25th	Full Council	Mon 26th	Full Council
Oct-23		May-24	
Mon 2nd	Planning, Licensing and Development	Mon 8th	Planning, Licensing and Development
Mon 9th	Operations and Resources	Mon 15th	Operations and Resources
Mon 16th	Services and Communities	Mon 22nd	Services and Communities
Mon 23rd	Full Council	Mon 29th	Full Council
Nov-23		Jun-24	
		Tues 7th	Annual Meeting (s)
Mon 6th	Planning, Licensing and Development		
Mon 13th	Operations and Resources		
Mon 20th	Services and Communities		
Mon 27th	Full Council		
All meetings start at 6.30pm and will last no longer than 2 hours			