

# Bletchley & Fenny Stratford Town Council

## To: Members of the Finance & General Purposes Committee

Robin Bowen-Williams (Chair), Bruce Abbott, Keith Ely, Steve Grimes, Tim Haynes, Tony Keller, Angela Kennedy, Jan Lloyd, Joan Thomas, Alan Webb

All other Council Members - for information but all are welcome to attend meeting

**Your attendance is requested at the Meeting of the Finance and General Purposes Committee to be held at**

**74/76 Queensway, Bletchley  
on Tuesday 8<sup>th</sup> September 2009**

**Commencing at 7.30pm, when the business set out below will be transacted:**

Clerk to the Council

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## Agenda

1. **Apologies**
2. **Notification of any Other Business** - Information items only
3. **Declarations of Interest**
4. **Minutes of the meeting held on 11<sup>th</sup> August 2009** (as circulated with the Full Council agenda August 2009)
5. **Matters arising from the minutes of the last meeting**
6. **Road Issues**  
**To note the following temporary road closures:**
  - (a) Temporary closure of link road junction Denbigh Road and Watling Street for resurfacing works following the emergency repair of a burst water main. Closure from 9am on 2.10.09 to 6.10.09. These dates have been selected to ensure that no matches are taking place at the Stadium MK and also to cover a weekend when fewer lorry movements will be taking place.
  - (b) Temporary closure of part of Simpson Road and Walton Road from 16.09.09 to 21.09.09 for road resurfacing. The closure will be from Simpson Road, Fenny Stratford at its junction with Staple Hall Road and continuen into Walton Road, Simpson to its junction with Simpson Drive, Simpson. Access for pedestrians, cyclists and emergency vehicles will be available during the closure period.
7. **Aylesbury Street – parking on pavement / Bull & Butcher**  
Following the on site meeting on 6.8.09 at the Bull & Butcher to discuss the parking and delivery issues, a proposal is that 4 bollards are installed, 2 either side of the crossing point – as shown on the attached plan, to deter parking and vehicles driving up the dropped kerb. Examples of proposed bollards are also attached and members are requested to consider their preference.

Members are requested to consider a formal response to the above proposal and attachments.

An alternative suggestion is that planters could be installed (as opposed to bollards) although MK Council has confirmed that they have no budget available for this. A further suggestion is that the Town Council could therefore pay for the planters instead although (like MK Council) there is no current budget to fund this activity and funding would either have to be diverted from the committee's current activities or met from reserves. This would need to be ratified by Full Council should the committee agree to fund planters. The Clerk has contacted MKC to ascertain if (a) are planters acceptable, (b) would a schedule of works be required and (c) is planning permission required – a reply is awaited.

**8. Stephenson House**

To note that responses are still awaited from the emergency services and the landlord of Stephenson House before bollards can be installed to prevent parking underneath Stephenson House. The Clerk will progress and report back as appropriate.

**9. Licensing**

9.1 - All licensing applications received since the last meeting are available for inspection at the Council's office, summary details as follows: - None

9.2 - Bletchley Arms, 183 Queensway, Bletchley, MK2 2ED

To note that the licence application was withdrawn by the applicant and therefore the meeting for 25<sup>th</sup> August 2009 was cancelled.

**10. Bletchley Town Centre - A Boards**

A response has been received from MKC regarding the Town Council's request for a meeting with them to discuss the use of A Boards and the threat made to traders regarding fining for illegal use of same. MKC has replied that whilst they have every empathy with traders, they (MKC) cannot allow the use of A Boards on public highway. The rules and regulations regarding use of A Boards on public highway is one of national law and therefore MKC has no room to manoeuvre or for discretionary powers. MKC must therefore enforce the current national legislation, especially following a complaint.

Where the land is public highway, traders are not allowed to display A Boards, where however, the land is part of the retailer's boundary, A Boards can be displayed without planning permission.

**11 Financial Matters**

11.1 - To receive a report on the Council's finances to the end of August 2009 – details of income and expenditure for August – report as attached.

11.2 – To authorise proposed September expenditure – details as attached

11.3 – To note F & GP and Office Admin budget papers for 2009/10 – as attached

11.4 – To note that the Finance Administrator is in the process of updating the accounts package (RBS) with accounts from April 2009 and examples of finance/budget papers from the RBS system will be available at the meeting for review. Once the RBS system is up to date, the manual excel spreadsheets will cease and be replaced with the management reports from RBS.

**12. Albert Street Toilets**

12.1 – To note that a lock has been fitted on the inside of the disabled door as previously requested.

12.2 – To note that the query of lights in the toilets has been resolved and the lights currently come on via a light sensor but are turned off via a timer.

12.3 – To note that a refund of £1985 has been received from Anglian Water for the Albert Street toilets. Anglian Water advises that the refund is due to a previous error on their part. Members are reminded that the Town Council paid an excessive bill in 2008 which Anglian Water at that time claimed was accurate and that there must be a water leak at the toilets for the meter reading to be so high. At that time, plumbers were called to attend the toilets and to find water leaks and a significant amount of time and money was spent in tracing any problem. This matter is in query with Anglian Water with a request for potential reimbursement of plumbing charges paid by the Town Council.

### **13. Bletchley Market**

13.1 – To receive a report on the finances of Bletchley Market to the end of August 2009 – details of income and expenditure for August – report as attached

13.2 – To note income & comparison figures for 2006/07, 2007/08, 2008/09 and 2009/10 – as attached

13.3 – To note that the TRO in Findlay Way for market traders is under query as part of a priority review currently being carried out by MKC of all TROs in Central Bletchley and further details are still awaited.

13.4 – Electrical Pillars – To note that MKC have confirmed that they are currently chasing the outstanding work due to be carried out.

13.5 – To note that a credit of £8320.51 has been received from MKC following the reduction in rates from April 2007. This money will be allocated to the market budget heading unless otherwise agreed.

13.6 – As previously agreed by committee, the Town Centre Caretaker has scheduled the following markets to year end:

October – leisure & hobby / homes and garden

November – Arts & Crafts / Bric-a-brac

December – Christmas theme / International market

Members are requested to consider themes from January 2010 onwards to enable better planning and advertising of future events. It is suggested that a themed market is not held in January / February and that they recommence March 2010.

13.7 – To note the Annual General Meeting of National Association of British Market Authorities (NABMA) on 14.09.09 at Blackpool to which members are invited to attend. A copy of the agenda, annual report and accounts for year ending 31.3.09 is as attached

13.8 – Any other issues for information regarding Bletchley Market

### **14. Allotments**

14.1 - To receive a verbal update regarding the funding for works at Manor Fields

14.2 – To note the invitation to attend (and possibly host) the South East allotments officers' forum – details as attached

### **15. Formal Consultation on Stage 2 CMK Parking Proposals**

To note and consider a response to the attached proposals, responses by 26.10.09

### **16. Environment Policy Development Committee**

To note the agenda and interim report from the non residential parking standards review group. The Town Council has previously responded to the consultation and details of this are included in the attached papers (see p43/44 of attached papers). The meeting took place on 2.09.09 and it is anticipated that a verbal report will be available for the F & GP meeting.

**17. Bletchley Landfill Site**

From the July meeting, the Clerk was requested to liaise with MKC and WRG (landfill site operators) to progress the feasibility of putting a civic amenity site at the landfill site in Bletchley, with a public entrance by Skew Bridge. This matter has been progressed and will be further discussed by MKC and WRG at their contracts meeting on 25.09.09

The Town Council has been invited to join the Bletchley Landfill Site Liaison Group and minutes from their previous meeting in May are attached for information. The next meeting is on 16.09.09 at 7.15pm at the landfill site and members are invited to attend (please confirm via the Clerk).

**18. Staffing and Accommodation**

18.1 – To consider a review of the Town Centre Caretaker's role and responsibilities following a significant change in his direction and focus on the market in recent months. A suggestion (from the Clerk) is that the Executive be authorised to review and amend where appropriate.

18.2 – Recruitment of Spotlight Co-Ordinator

To note that the vacancy has been advertised and the closing date for applications is Friday 11<sup>th</sup> September 2009. Short listing will be taking place on Monday 14<sup>th</sup> September with interviews w/c 21<sup>st</sup> September 2009.

18.3 – Equality Works

To note that the Clerk has met with a representative from Equality Works regarding the volunteer work to be carried out by those with learning or physical disabilities and specific details of dates/volunteers are awaited.

18.4 – Request for room usage

A request has been received from MK Community Mediation Service (MKCMS) to use both the Queensway and Spotlight offices for drop in sessions for local residents. Members are requested to consider this along with any charges (if appropriate). MKCMS is a registered charity and the Town Council has supported them for a number of years with a grant, usually of £1,000 towards costs of recruitment and training of volunteers.

18.5 – Future Jobs Fund

To consider whether to apply for funding under this government initiative to help long term unemployed young people into employment. The Future Jobs Fund is a fund of around £1 billion to support the creation of jobs for long term unemployed young people and others who face significant disadvantage in the labour market. A summary paper is as attached and members are requested to consider any further progression (or application to the fund) of this matter. Should members agree to make an application then a business plan and detailed discussion around the responsibility etc will need to take place as the application form is detailed and quite specific about achievements and outcomes.

**19. Questions from the Public**

**20. Any Other Business – Notified prior to meeting**

**21. Correspondence**

**22. Confirmation of date and time of next meeting**

Proposed for Tuesday 13<sup>th</sup> October 2009, 7.30pm at the Town Council offices, 74/76 Queensway, Bletchley